
COUNCIL

BULLETIN

Issue Number 05/20
Friday, 7 February 2020



Compiled, designed and produced by
Member Services

Contact: Kim Partridge
Telephone: 01992 564443

Epping Forest District Council
www.eppingforestdc.gov.uk



PART A - FORWARD DIARY

Key to abbreviations:

CC	Council Chamber	Cab Off	Cabinet Office
CR1	Committee Room 1	CONF	Conference Room (1st floor)
CR2	Committee Room 2	CH OFF	Chairman of Council's Office
MR	Members' Room	TR RM	Training Room
TBD	To be decided	HEM	Hemnal Street Offices.
TBN	To be noted	HH	Homefield House
TBC	To be confirmed	ESC	Epping Sports Centre

Other venues are shown in full.

Week One: 10 February 2020 – 16 February 2020

Monday 10 February			
Tuesday 11 February	7.00pm	Joint Consultative Committee - Cancelled Epping Forest Youth Council	CC
Wednesday 12 February	6.30pm 6.30pm 7.30pm	Green Infrastructure Workshop Briefing - Area Planning Sub Committee West Area Planning Sub Committee West	CR2 CR1 CC
Thursday 13 February			
Friday 14 February			
Saturday 15 February			
Sunday 16 February			

Week Two: 17 February 2020 – 23 February 2020

Monday 17 February			
Tuesday 18 February			
Wednesday 19 February			
Thursday 20 February			
Friday 21 February			
Saturday 22 February			
Sunday 23 February			

Week Three: 24 February 2020 – 1 March 2020

Monday 24 February	6.30pm	Cooperation for Sustainable Development Member Board	CR1
Tuesday 25 February	6.00pm	Member Briefing - Essex Police, Fire & Crime Commissioner Council	CC
	7.30pm		CC
Wednesday 26 February	6.30pm	Briefing - Area Planning Sub Committee South Area Planning Sub Committee South	CR1
	7.30pm		CC
Thursday 27 February			
Friday 28 February			
Saturday 29 February			
Sunday 1 March			

Week Four: 2 March 2020 – 8 March 2020

Monday 2 March	7.00pm	Standards Committee	CR1
Tuesday 3 March	10.00am	Licensing Sub-Committee Waste Management Task & Finish Panel Epping Forest Youth Council	CC
	7.00pm		CR1
	7.00pm		CC
Wednesday 4 March	6.30pm	Briefing - Area Planning Sub Committee East Area Planning Sub Committee East	CR1
	7.30pm		CC
Thursday 5 March	7.00pm	Joint Meeting of Development Management Chairmen & Vice-Chairmen	CR1
Friday 6 March			
Saturday 7 March			
Sunday 8 March			

PART B - ESSENTIAL INFORMATION

Committee Management System

The members' extranet facility for the Modern.Gov system is available at:

<https://eppingforestextranet.moderngov.co.uk/extranet>

Members may wish to save this link on their computer or mobile devices. Queries concerning login and password details for the extranet should be addressed to the Democratic Services Manager.

Constitution

The Council's Constitution is available at:

<https://rds.eppingforestdc.gov.uk/ieListMeetings.aspx?CIId=638&Info=1>

Queries concerning the Constitution should be addressed to the Democratic Services Manager

PART C - GENERAL INFORMATION

1. WASTE MGMT TASK & FINISH PANEL NOW 3 MARCH

Waste Management Task and Finish Panel – next meeting 3 March at 19.00

At the Chairman's request the next Panel meeting has been rescheduled for Tuesday 3 March at 19.00.

(Further information: Vivienne Messenger ext 4265)

2. MEMBERS P60S (Pages 13 - 14)

Please see attached instructions on how to download your P60s.

3. SLIDES FROM RISK MANAGEMENT TRAINING (Pages 15 - 28)

Please see attached.

4. CHANGES TO THE HOUSING MANAGEMENT TEAMS

The Housing Management Teams within the Housing and Property Service have recently undergone a restructure, which came into effect on 3 February 2020. The changes will help to manage the service more effectively.

Previously, tenants were allocated a specific Housing Management Officer at either the Civic Offices, the Broadway Office or the Limes Centre, depending on whether they live in the North or South of the district. The Housing Management function is no longer carried out in this way across the three offices. Instead, there are three separate teams dealing with matters as follows:

Rent issues – are now dealt with by the Income Recovery Team based at the Civic Offices. Responsibilities consist of rent collection, including rent arrears.

Estate and Land issues – which relate to estates and land acquired/held under Housing Act powers are now dealt with by the Estate and Land Team based at the Broadway Office in Loughton.

Responsibilities include: estate inspections, clearance of communal areas following Fire Risk Assessment, estate enhancements and tenancy audits. The team will also be responsible for day-to-day management of, regularisation and some enforcement action relating to the use and/or misuse of the Council's housing land.

Tenancy issues – are now dealt with by the Neighbourhoods Team based at the Limes Centre in Chigwell.

Responsibilities include: tenancy sustainment, tenancy breaches, succession cases, anti-social behaviour from council tenants, sign-up of tenancies (with effect from April), joint tenancy applications, and changes to tenancies.

Communication is currently taking place to inform tenants of these changes and to provide them with the new contact details.

If you would like any further information, please send your queries to MemberContact@eppingforestdc.gov.uk

5. HOME OFFICE CONSULTATION ON UNAUTHORISED ENCAMPMENTS

The Government are currently running a consultation on strengthening police powers to tackle unauthorised encampments The consultation deadline is 5 March 2020.

The link to the Consultation is below;

<https://www.gov.uk/government/consultations/strengthening-police-powers-to-tackle-unauthorised-encampments>

6. ORGANISATION STRUCTURE (Pages 29 - 30)

Please see attached

7. QUALIS WORKSHOP ON 3RD FEBRUARY 2020 (Pages 31 - 56)

Please find attached for information, the presentation given on Monday 3 February's briefing, from the legal advisors Penningtons on the Council Group Companies

(Sacha Jevans ext 4229)

8. TRANSPORT STRATEGY CONSULTATION: GETTING AROUND THE GARDEN TOWN (Pages 57 - 60)

The Council is working closely with its partners through the Harlow and Gilston Garden Town project to develop a Transport Strategy to improve the way vehicles, cyclist and pedestrians move around the Garden Town. The Transport Strategy will shape the way the we approach transport related issues in the Garden Town. See attached Transport Strategy Briefing Note for further information on the Transport Strategy.

Through a series of events and an [online survey](#), the Harlow and Gilston Garden Town team are welcoming comments on the Transport Strategy for 6 weeks from **31 Jan through to 13 March 2020**. There will be an opportunity to speak to the Garden Town team and find out more about Getting Around in the Garden Town at the following consultation display dates:

Thursday 6 February 2020 : 10am – 4pm @ **Harvey Centre, Harlow**

Saturday 8 February 2020 : 10am – 4pm @ **Harvey Centre, Harlow**

Wednesday 4 March 2020: 1.30 – 7.30pm @ **Epping Forest District Council Civic Office**
There will also be a public exhibition display @ **Epping Forest District Council Civic Office** from **Monday 24 February to Friday 6 March**.

Further information is available on the Harlow and Gilston Garden Town website.
<http://harlowandgilstongardentown.co.uk/transport>

9. CAB QUIZ NIGHT 2020 (Pages 61 - 62)

Please see attached.

10. CHAIRMAN'S DIARY (Pages 63 - 64)

Please see attached.

LICENSING ACT 2003

None this week

PLANNING

1. Appeals Lodged

None this week

2. Forthcoming Planning Inquiries/Hearings -

Inquiry – 11th – 14th February 2020 – EPF/1032/18 and LB/EPF/1036/18 - A new residential dwelling along with the demolition of derelict glasshouse structures and alterations to the historic garden wall – Caroline Brown ext. 4182

Hearing – 8th and 9th July 2020 – EPF/3174/18 – Old Epping Laundry Site Bower Hill Epping CM16 7AD - Demolition of existing buildings and the erection of 58 no. residential units split between four blocks, along with internal landscaping and associated car and cycle parking – Sukhi Dhadwar ext. 4597

3. Enforcement Appeals

None this week

4. Appeal Decisions

EPF/1111/19 – Wyldingtree, 66 The Plain Epping Essex CM16 6TW - Demolition of existing chalet bungalow and construction of 2 x pairs of semi-detached houses with associated parking and gardens – Dismissed

EPF/2160/18 – Magnolia House Vicarage Lane Chigwell Essex IG7 6LZ - Certificate of Lawful Development for existing development: construction of hard surfaced driveway – Dismissed

ENF/0124/17 – 7 High Silver Loughton Essex IG10 4EL - Without planning permission the erection of a wall, pillars and gates over 1m high adjacent to a highway - Dismissed

5. Tree Preservation Orders

None this week

6. S106 Agreements

None this week

7. Changes to Planning Systems

None this week

PORTFOLIO HOLDER DECISIONS

The notification of decisions taken by individual Portfolio Holders is no longer included in the Council Bulletin.

All members of the Council receive automatic email notification of the publication of each individual Portfolio Holder decision and the call-in period for each decision commences immediately. Members wishing to call-in a decision should complete the attached call-in form and return it to Democratic Services before the expiry of five working days following the publication date of the decision. Members should refer to the Constitution (Article 6 - Overview and Scrutiny) for the rules of call-in.

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Agenda Item 2

Hi Louise,

As we briefly discussed earlier, if Members want to download their P60 or payslips via their I pads they will need to follow the following steps to be able to do so:-

1. Go to Settings
2. Scroll to Safari and tap to open
3. Scroll to Block Pop Ups and switch this to the off position; it turns from green to grey.

In most circumstances this will be the only steps they need to carry out, they can go back to Itrent and then download their P60 and do what they want to do with it.

If this doesn't work or their P60 appears and then disappears, they will also need to do the following:-

1. Go to Settings
2. Scroll to Safari and tap to open
3. Scroll to Clear History and Website Data

If they still cannot download their P60, then they will need to use a different lap top/tablet/PC/browser and then last port of call will be to request their P60 from payroll. The People Team can't provide these, we don't have access to that particular part of the system.

Kind regards,

Angela

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Risk Management training to Members on 27 January 2020

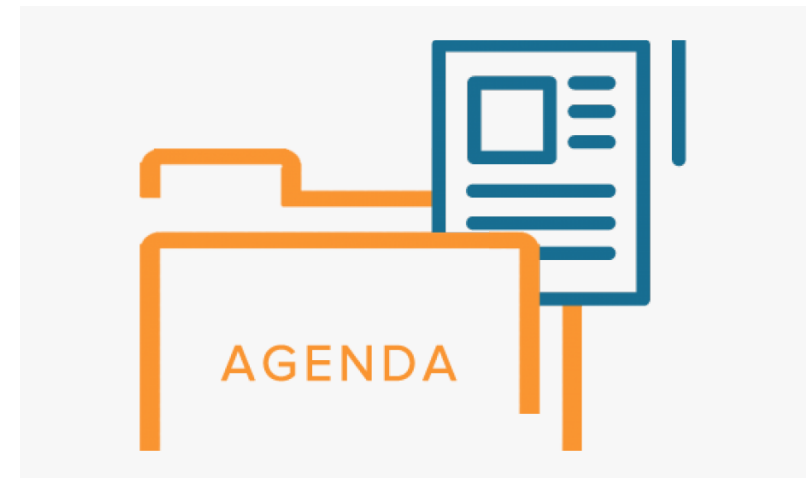
Jim Nolan, Service Director - Commercial and Regulatory
Sarah Marsh, Chief Internal Auditor



Agenda

- What is risk management and why we need it
- Risk terminology
- Who is responsible for risk
- What to consider and questions to ask
- Risk register format
- Summary and questions

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What is risk management?



- Risk is an uncertain event or set of events which, **should** it occur, will have an effect upon the achievement of objectives.
- ^{Potential} Hazard is any **source** of potential damage or harm. However, it is unlikely to do so without a stimulant or behaviour.
- Risk management is the **ongoing process** of identifying threats and the implementation of measures aimed at reducing the likelihood of those threats occurring and minimising the impact if they do. Risk Management is also about looking at opportunities and assessing the risks involved

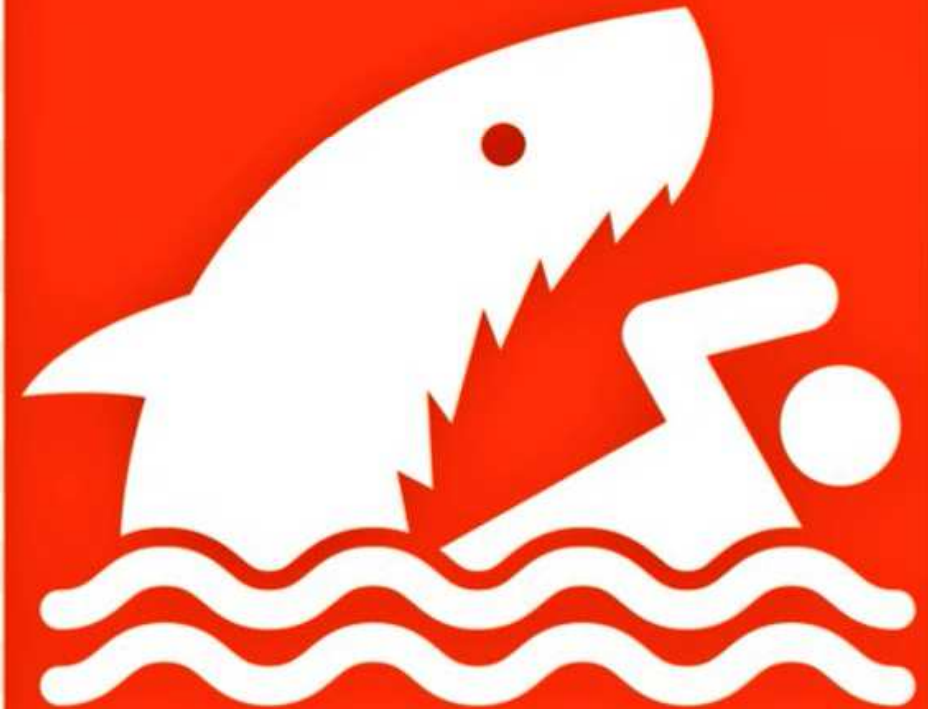
HAZARD

VS

RISK

A **HAZARD** is something that has the potential to harm you

RISK is the likelihood of a hazard causing harm



Why do we need risk management?

- Creation of a more risk focused culture – allows for more informed business planning and delivery
- Structured and standardised approach to understanding and managing risks
- Reduces time and effort spent on firefighting
- Supports innovation
- Reduction in insurance premiums and claim related costs



Risk terminology

- Risk is measured in terms of impact and likelihood.
 - **Gross/inherent risk** – the risk if no controls (or other mitigating factors) are in place
 - **Residual/net risk** – the risk that remains after controls are taken into account
- Risk appetite - the amount and type of risk that the Council is willing to take in order to meet their strategic objectives



Risk treatment (mitigations) – the 4Ts

- **Terminate** - eliminate, withdraw from or not become involved
- **Tolerate** - accept
- **Treat** - optimise or mitigate (control)
- **Transfer** - outsource or insurance



So who's responsible for risk in the Council?

EVERY-ONE



What risks should you be considering?

- Those explicitly linked to the achievement of the Council's objectives/aims/priorities
- Significant projects/changes
- Risks that have crystallized or near misses
- External factors and influences
- Future risks (horizon scanning/PESTLE analysis)



QUESTION – as a group what do you think are the key and emerging risks to EFDC?

Were you right? Compare to those on the corporate risk register

Current

1. Local Plan
2. Strategic sites
3. Welfare Reform
4. Financial resilience
5. Economic Development
6. Data/information
7. Business continuity
8. Housing capital
9. Waste management
10. Cyber security
11. Delays in issuing planning permission
12. Climate emergency
13. Accommodation Project

Emerging

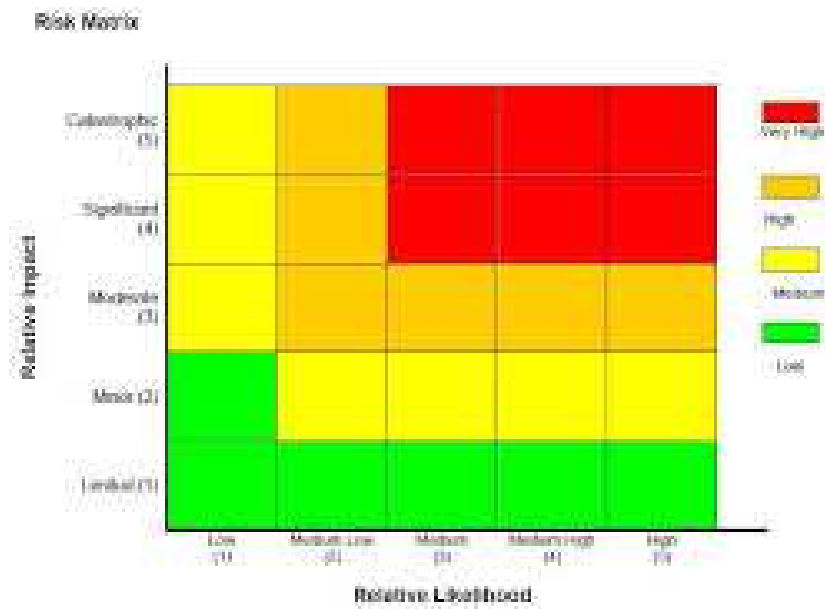
- New companies (Qualis)



What the risk register should be telling you

- Key risks to the organisation and how these are being managed
- Movements in risk profile (positive and negative)
- Highlight where you should be concerned

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Questions to ask yourself



- Are the risks identified the right ones?
- What is coming along that might need to be factored in?
- Do the risk scores feel about right?
- Is it obvious why the risk score/profile has changed (or conversely not changed)?
- What further information do I need to assure myself the risk is being properly managed?
- Is enough being done to manage the risk?

Operational risk management – what is happening at EFDC



- Officer Risk Management Group – risk champions
- Role of the Leadership Team
- Risk based Internal Audit
- New template – comments welcome
- Risk management strategy – to be updated
- Training and awareness – staff and Members

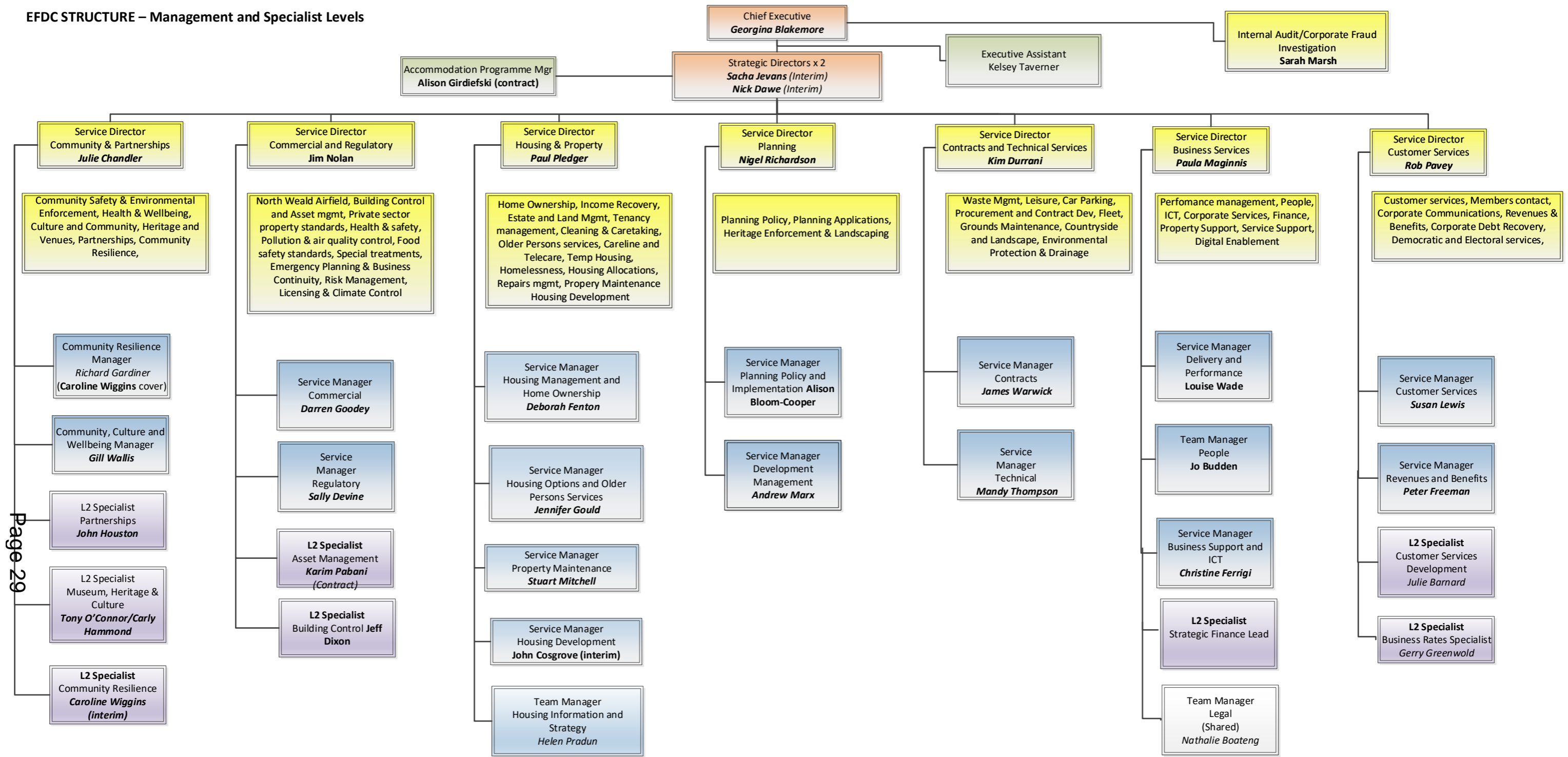
Final question



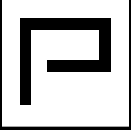
- What more needs to be done to ensure risk management is embedded in everything we do?



EFDC STRUCTURE – Management and Specialist Levels



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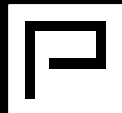
**PENNINGTONS
MANCHES
COOPER**

EPPING FOREST DC INITIAL LEGAL ADVICE:

VEHICLE STRUCTURE & GOVERNANCE (FOR PROJECT DELIVERY)

Overview

- Drivers
- Delivery models reviewed
- Key factors taken into consideration
- Outcome of analysis
- Compliant decision making
 - Replicating existing executive controls
 - CIPFA
 - Statutory guidance
 - State aid
 - Procurement considerations
- Corporate structure
- Decision making - Shareholder, Board, Gatekeeper and Reserved Matters
- EFDC control - summary
- Anticipated outcome



Drivers

- To generate a profit / return to the Council on investment (to assist replace other sources of income), including through the development of council owned sites delivering residential, retail and leisure amenities
- To create a vehicle able to undertake:
 - Development
 - Investment
 - Repairs and maintenance,
- To uphold the core values of the Asset Management strategy: *stronger communities, stronger place, stronger Council*
- To be compliant with legislation and good governance
- To be robust with regard to risk and appropriate controls
- To enable flexibility and dynamism, and to secure commercial confidence



The delivery models reviewed

1. In-house
2. Company Limited by Shares
3. Modified Company Structure (MTS)
4. LLP



Key Factors taken into consideration

- **Vires** (general)
- **Compliance with legislation** - vehicle set up, activities and operation
- **Procurement** - need to advertise set up and activities
- **Ability to contract** with third parties (and wider flexibility)
- **Tax** efficiency and risk
- **Overall suitability of vehicle to deliver** Council's stated aims and envisaged works and services



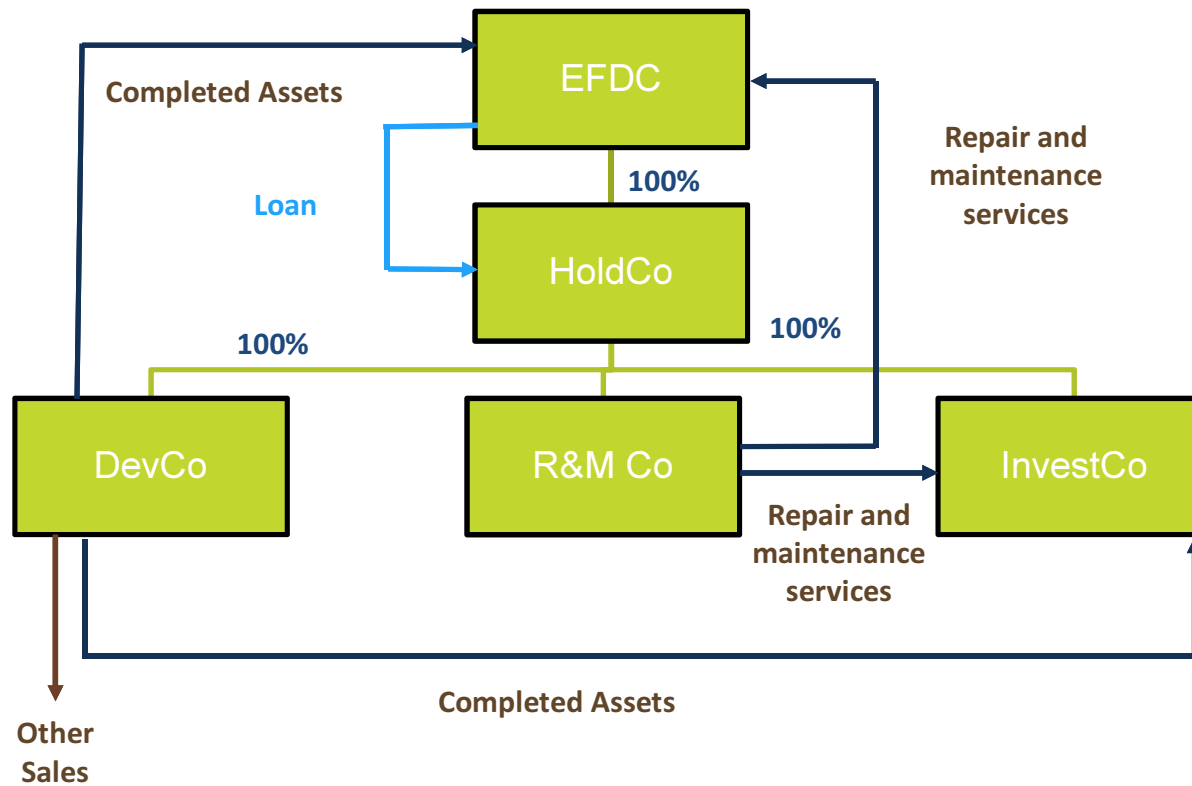
Outcome of analysis

- Company limited by shares preferred
- Key reasons
 - A separate “company” needs to be set up to undertake “profit making” activities as envisaged here
 - A holdco structure channels decision making, cash flows and borrowing and provides tax efficiencies
 - Ring-fences risk (if desired)
 - Facilitates contracting and working effectively with third parties and creates commercial confidence
 - Can be structured to reduce PCR 2015 procurement costs and hurdles
 - Range of activities EDFC are planning to undertake
 - Option least open to challenge
 - Familiar in the sector



Recommended Structure

MODEL B (COMPANY LIMITED BY SHARES)



Decision making and vires

a) Existing Executive Arrangements

- Decision making will remain in line with existing Executive arrangements
 - (including the scheme of delegation)
- As such, the following matters generally remain reserved for full Council:
 - approval of / adoption and revisions to the policy framework and the budget
 - Adoption of plans and strategies, (will catch the 1 and 6 year business plans – as incorporated into the Budget)
- This is supplemented by express control over “Reserved Matters”

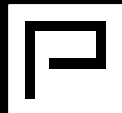
b) CIPFA

- The SoS has given guidance in relation to the way s.12 powers (to invest) are exercised in the form of the Local Authorities (Capital Finance and Accounting) (England) Regulations 2003
- Local Authorities must have regard to this Guidance
- The following apply:
 - *"Treasury Management in the Public Service: Code of Practice and Cross - Sectoral Guidance Notes"* Chartered Institute of Public Finance and Accountancy (CIPFA)
 - Statutory Guidance on Local Government Investments (3rd Edition), MGCLG



c) Statutory Guidance on Local Government Investments (3rd Edition)

- The regulations require the preparation of at least one Investment Strategy for each financial year
- To contain specified disclosures and reporting requirements
- The Strategy should be approved by full Council
- **This is recognised and information is provided to facilitate this through the contract documents**



d) State Aid

- To comply with State Aid Regulations
- **Land**
 - Asset transfers into the company will be required to be transacted at fair value, which means open market value and
 - any disposal of land must also be for the best consideration reasonably obtainable under s.123 of the Local Government Act 1972Market value will be subject to independent valuation / verification
- **Loans**
 - Must be provided on no more preferential terms or rates than had a commercial lender provided the lending for similar activities with a similar risk profile



e) Procurement considerations

- If structured correctly the set up and activities of the vehicle need not be advertised
- Set up
 - As the council will have 100% ownership and the requisite control over holdco and delivery vehicles, the Council can take advantage of the *Teckal* exemption



Procurement considerations

- Subsequent activities
 - Any vehicle purely performing commercial functions to "*make a profit*" are unlikely to be seen as "*meeting needs in the general interest*" (the test to engage procurement regulations)
 - As such, the entities may not be caught by the Public Contract Regulations 2015 and have freedom to contract without tendering, etc **provided:**
 - the vehicles remain free to make day to day commercial operational decisions within the control parameters outlined earlier
 - the *Teckal* '80%' test is not breached



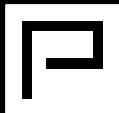
Corporate structure

- A holding company (“Qualis”), 100% owned by EFDC;
- Three wholly-owned subsidiaries of Qualis each also being a company limited by shares being:
 - A development company (Devco)
 - An investment company (Investco), and
 - A repair and maintenance company (R&Mco)



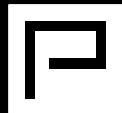
Corporate structure

- Shareholders have no obligations as a matter of law
- Each company will have a board of directors appointed by EFDC responsible for day to day governance
- Constitution of each board is a matter for EFDC throughout the life of project (note: EFDC is a party to each shareholder agreement)
- Each vehicle remains subject to both of the following:
 - general governance controls
 - express shareholder controls



Corporate structure – board control

- **Flat Structure**
- **Boards** broadly **being same** across different entities, but, with possibly with differences / additions to recognise specific business activities
- Manages day-to-day activities
- Each company and its activities governed by a shareholders' agreement (which is structured to operate both within statutory and agreed constraints)
- Subject to i) above controls and ii) compliance with directors duties, each board **can delegate duties**, functions, including to EFDC personnel

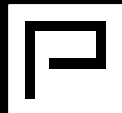


Corporate structure – board composition

- The composition of the Board is proposed to be a combination of:
 - Council Officer Appointees
 - Council Members (pro rata), and
 - Independent Non-Executives
- As regards appointments:
 - It will be recommended to Cabinet that an interim board is appointed on 6 February 2020
 - A recruitment and selection process will be run using a specialist, independent recruitment
 - Candidates will be subject to due diligence, considering the commercial and development interests of potential candidates
 - The final selection process to be undertaken by the Councils' Senior Management Selection Panel. Recommendations to appoint will then be made to Full Council for approval.

Corporate structure – shareholder control

- Primary purpose of the shareholders' agreement: to set out those matters that the directors of the relevant company can and cannot undertake including those without specific consent (“Reserved Matters”)
- Reserved Matters are referred to a specified person (a ‘gatekeeper’) acting for EFDC to:
 - make decisions to extent has delegated power to do so; and
 - (otherwise) channel questions and decisions to relevant Council entities for approval



The Gatekeeper

- It is recommended that the section 151 Officer act as gatekeeper on behalf of EFDC as the Shareholder's Representative.
- The section 151 officer acts as a conduit between EFDC and Qualis Group (and subsidiaries)
- The extent to which the gatekeeper can take decisions will be determined by EFDC in advance
 - General (existing) delegated powers
 - Express additional delegation (if felt appropriate) to deal with non key or lower threshold matters



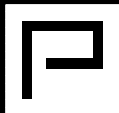
The Gatekeeper

- The Section 151 Officer will:
 - act in accordance with the sanctioned business case, budget, and loans already agreed or approved by EFDC
 - Seek approvals for any Reserved Matter (outwith his delegated authority)
 - IN ADDITION bring to the attention of the Cabinet any significant issue or deviation from these approvals on the precautionary principle
 - In respect of any issue of concern the gatekeeper will:
 - firstly, brief the Leader
 - secondly, and if requested, set out the issue and decision to Cabinet or Full Council for approval in line with the mandates of the existing EFDC Constitution



Corporate structure – reserved matters

- Reserved matters are the means by which the corporate entity operators within an agreed framework
- The framework sets the boundaries between activities which are and aren't permitted without specific permission from the gatekeeper E.g.:
 - expenditure up to a limit will be allowed, but over the limit needs to be referred to the gatekeeper
 - where within his delegated power, then make decision
 - otherwise (following the usual EFDC processes for such matters) gatekeeper to obtain relevant Council approvals



EFDC control- summary

- 100% owner (directly over Holdco and indirectly, through Holdco, over subsidiaries)
- Party to each Shareholders agt so can directly enforce same
- Appoints and ultimately controls Board
(although day to day activities and business of the business to be left to and managed by Board)
- Reserved Matters



EDFC- Approvals and reporting

- Approvals:
 - Annual review of the business cases, the 1-year and 6-year Business Plans
 - Inclusion of the impact of the Qualis annual business case into EFDC's Annual Budget for approval by Cabinet and recommendation for approval to Council
 - Reserved Matters
 - Specific requirement for Qualis to give first refusal to EFDC loans
- Reporting
 - A quarterly requirement for Qualis progress reports, including standard financial and business measures
 - In-depth Scheme / Development reporting to Council under DMA
 - The ad hoc ability for the Section 151 Officer to exercise the “open book” requirement and provide a report to the Cabinet as necessary

Anticipated Outcome

- The estimated gross investment by the Council will be around £100m in the next five years, delivering a minimum 3% net return across the portfolio
- The current budget estimates expect Qualis to deliver:
 - A return of £600,000 a year for four years in respect of working capital loan
 - A return of £600,000 a year in perpetuity around new asset purchases (initially these have been purchased via the Council).
 - A return £2,200,000 for 30 years in respect of loans given for developments
 - A return £192,000 a year in leasing space and buying services from the Council
- In addition to the benefits set out within the budget the Council may also achieve:
 - Additional dividends as properties are sold, potentially from 2022/23
 - Possible savings in EFDC if further services and personnel are transferred to Qualis

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Harlow and Gilston Garden Town Members Briefing Note

Number 01/ 2020

Transport Strategy Consultation: Getting Around the Garden Town

The purpose of this Note is to provide a reminder brief for Members on the Transport Strategy and set out details of the associated consultation.

1 The Garden Town Transport Strategy

1.1 The Transport Strategy builds on the work of the Garden Town Vision. The draft, on which the forthcoming consultation exercise is based, was reported to the Garden Town Board at its meeting of 4 February 2019.

1.2 It was subsequently reported to the Cabinet and Executive meetings of the District Council partners as follows:

East Herts District Council: Executive Meeting: 26 February 2019

Epping Forest District Council: Cabinet Meeting: 7 March 2019

Harlow District Council: Cabinet Meeting: 28 February 2019

1.3 All of the District and County Council partners endorsed the draft Transport Strategy for consultation.

1.4 The Transport Strategy sets out the following as objectives:

1. To achieve at target where 60% of all journeys within the new Garden Town Communities, and 50% of all journeys across Harlow, will be undertaken by sustainable modes;

2. That mobility options will be based on a hierarchy of importance:

(i) Reducing the need to travel

(ii) Walking and cycling

(iii) Public transport

(iv) Private vehicles

3. Supporting and encouraging a culture of active and sustainable travel ensuring that all journeys are efficient and safe.

1.5 The Strategy also raises vehicle parking as an issue for the Garden Town to consider in more detail as this has an impact on the travel choices made by residents and visitors.

2. Sustainable Transport Corridors (STCs)

- 2.1 The STCs will be a key deliverable in the achievement of the Transport hierarchy. They will comprise corridors which are dedicated to enable high frequency, high quality bus services. The STCs will also provide safe and welcoming walking and cycling routes to support active travel. Buses using the STCs are seen as the primary sustainable mode serving the major new developments and therefore need the highest level of priority.
- 2.2 There will be two main routes crossing the town and linking into the new development sites. These will be a north to south STC. This will link the Gilston area of development (in East Herts) through to the Harlow Town railway station, on to the town centre and then southward to link to the Latton Priory (strategic allocation within Epping Forest District).
- 2.3 The east to west route will commence in the East Harlow strategic allocation (part in Epping Forest District and part in Harlow) close to the new M11 junction 7a and the possible site of the relocated Princess Alexandra Hospital. It will link through the town centre via the London Road Enterprise Zone and then continue westward to the Pinnacles employment area (where Public Health England are to relocate to) and then into the proposed development sites around Water Lane (in Epping Forest District). As well as serving new developments, the STCs will provide a dedicated and improved sustainable transport corridor for existing residents in the town.

3. Actions

- 3.1 In order to achieve the objectives, the Transport Strategy sets out a series of actions to be considered as the next steps to implementing the Strategy

4 Consultation Arrangements

- 4.1 The Transport Strategy Consultation will have the headline or title 'Getting Around the Garden Town'. The dates are for a 6 week consultation period from **31 Jan through to 13 March 2020**. Full information will be available on the new Garden Town website¹ and will be publicised by full social media coverage and through issue of a press release. All partner Councils are being asked to publicise the consultation on their websites and redirect those interested to the Garden Town website for full details. All stakeholders will be targeted for their views. The full arrangements for public events are currently being formulated. A table is included below setting out emerging details as at the date of the preparation of this Note.
- 4.2 Responses will be invited online, through the use of a questionnaire/ feedback form. The same arrangements will also be in place at the consultation events, where officers will invite those attending to take away and complete questionnaires, or direct attendees to the website. Unattended consultation events will have the same material available. Social media coverage will also direct respondents to the website for online submissions. Respondents will be invited to identify whether they are responding personally or on behalf of an organisation. Appropriate data collection arrangements will be in place and respondents will be informed of the way in which their data will be stored and handled.

¹ www.harlowandgilstongardentown.co.uk

- 4.3 Each Councils Lead or Garden Town Officer can provide more information in relation to the consultation exercise.

Emerging Consultation Event Details

Date	Location	Format
Thur 6 Feb	Harvey Centre, Harlow Town Centre	Presentation material available. Officers present to answer questions and hand out material
Sat 8 Feb	Harvey Centre, Harlow Town Centre	Presentation material available. Officers present to answer questions and hand out material
See dates in next column 8 Feb	East Herts PCs: Hunsdon (19 Feb), Gilston and Eastwick (24 Feb), High Wych (TBC) Hunsdon, Gilston and Eastwick NPG meeting	Presentation and then QA Presentation and then QA
13 Feb	Harlow College	Attended displays at high footfall times before/ during/ at end of teaching day
19 Feb	Harlow Chamber of Commerce	Presentation and then QA
10 – 14 Feb	East Herts Offices - Hertford	Unattended exhibition with publicity material available - with leaflet to takeaway
17 – 21 Feb	East Herts Offices – Bishop’s Stortford	Unattended exhibition with publicity material available - with leaflet to takeaway
27 Feb	Epping Forest Ward and Parish Councillor events	Presentation and then QA
24 Feb - 6 March	Epping Forest Offices	Presentation material available. Officers present to answer questions and hand out material on Wednesday 4 March 1.30 to 7.30 on
Throughout consultation period	Harlow DC Offices	Unmanned exhibition with publicity material available - with leaflet to takeaway

Additions:

Poster material to be available in the Harlow Town Railway Station and Harlow Bus Station during the timescale of the event.

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FRIDAY 27 MARCH 2020

WHEN: 7.30pm for 8.00pm

WHERE: Theydon Bois Village Hall
Coppice Row, Theydon Bois
Essex, CM16 7ER

COST: £12.50 to include fish & chips OR chicken & chips
supper.

Vegetarian option available.

Orders please when booking

Please bring your own drink plus glasses

Teams up to 8 people

Contact : Dawn Mean on 01992 561494

Email: admin@efcab.cabnet.org.uk

Cheques to: Epping Forest District Citizens Advice Bureau, 50a Hemnall
Street, Epping Essex CM16 4LS.

RSVP and payment by **9 March 2020**



Epping Forest District Council, Epping, Loughton and Waltham Abbey Town Councils
Authorised and regulated by the Financial Conduct Authority FRN: 617601
Charity registration number 1118465 Company registration number 5852220



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Agenda Item 10

Chairman's Events January/February

Date	Event	Venue	Attending
Friday 7 February	Grand VIP Opening	Lambwood Heights Care Home, Chigwell	Chairman
Friday 7 February	Essex Wing Air Training Corps Presentation Evening	Anglia Ruskin University, Chelmsford	Chairman
Friday 7 February	Broxbourne Charity Quiz Night	Bishop's College, Broxbourne	Vice Chairman
Wednesday 12 February	Essex & Herts Air Ambulance 'Breaking Ground Ceremony'	North Weald Airfield	Chairman
Wednesday 12 February	Celebrate Harlow Event	Harlow Playhouse	Chairman
Friday 14 February	Uttlesford Civic Dinner	Saffron Walden Town Hall	Chairman
Saturday 22 February	Mad Hatters Tea Party	Great Dunmow Town Council	Chairman
Wednesday 4 March	Time for a Cuppa	Queens Court Nursing Home	Chairman and Vice Chairman

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EPPING FOREST DISTRICT COUNCIL

Notification of Call-In of Portfolio Holder Decision under Paragraphs 45-52 of Article 6 (Overview & Scrutiny) of the Constitution

This form must be signed and completed and the original returned to the Proper Officer in person no later than the fifth working day following the publication of the decision to be called-in

Decision to be called-in:
Decision reference:
Portfolio:
Description of decision:
Reason for call-in

Members requesting call-in
(3 members of the Overview and Scrutiny Committee or 5 other members)

Members Name:	Signed:
Lead member:	
Office Use Only: Date Received:	

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