

Committee Agenda



**Epping Forest
District Council**

Council Housebuilding Cabinet Committee Tuesday, 28th September, 2021

You are invited to attend the next meeting of **Council Housebuilding Cabinet Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Tuesday, 28th September, 2021
at 7.00 pm .**

**Georgina Blakemore
Chief Executive**

**Democratic Services
Officer**

Jackie Leither Tel: 01992 564756
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors H Whitbread (Chairman), N Avey, N Bedford, A Patel and J Philip

WEBCASTING/FILMING NOTICE

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1. WEBCASTING INTRODUCTION

This meeting is to be webcast.

The Chairman will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of subsequent repeated viewing, with copies of the recording being made available for those that request it.

By being present at this meeting, it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this may infringe your human and data protection rights. If you have any concerns then please speak to the Webcasting Officer.

Please could I also remind Members to activate their microphones before speaking.”

2. APOLOGIES FOR ABSENCE

To be announced at the meeting.

3. SUBSTITUTE MEMBERS

To report the appointment of any substitute members for the meeting.

4. DECLARATIONS OF INTEREST

To declare interests in any item on the agenda.

5. MINUTES (Pages 5 - 14)

To confirm the minutes of the last meeting of the Cabinet Committee held on 14 June 2021 as attached.

6. COUNCIL HOUSE BUILDING PROGRESS REPORT - PHASES 3 - 5 (Pages 15 - 88)

That the Housing Services Manager – Development to present a report to the Council Housebuilding Cabinet Committee with regard to updating the Committee on the progress of the Council House Building Programme, Phases 3 to 5.

7. PARKING - NEW DEVELOPMENTS AND HOUSING ESTATES (Pages 89 - 100)

That the Housing Services Manager – Development to present a report to the Council Housebuilding Cabinet Committee seeking approval for parking requirements to be determined on a case by case basis for new developments and Housing Estates parking management.

8. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council Procedure Rules contained in the Constitution require that the

permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

9. EXCLUSION OF PUBLIC AND PRESS

Exclusion

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers

Article 17 - Access to Information, Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection one copy of each of the documents on the list of background papers for four years after the date of the meeting. Inspection of background papers can be arranged by contacting either the Responsible Officer or the Democratic Services Officer for the particular item.

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Council Housebuilding Cabinet **Date:** Monday, 14 June 2021
Committee

Place: Conference Room, Civic Offices, **Time:** 7.00 - 7.37 pm
High Street, Epping

Members Present: H Whitbread (Chairman), N Avey, A Patel and J Philip

Other Councillors: S Heap and D Wixley

Apologies: N Bedford

Officers Present: R Hoyte (Service Manager - Housing Development), J Leither (Democratic Services Officer) and A Hendry (Democratic Services Officer)

1. WEBCASTING INTRODUCTION

The Chairman made a short address to remind everyone present that the meeting would be broadcast live to the internet, and would be capable of repeated viewing, which could infringe their human and data protection rights.

2. SUBSTITUTE MEMBERS

The Cabinet Committee noted that there were no substitute members present at the meeting.

3. DECLARATIONS OF INTEREST

There were no declarations of interest pursuant to the Council's Code of Member Conduct.

4. MINUTES

Resolved:

- (1) That the minutes of the Council Housebuilding Cabinet Committee held on the 16 March 2021 be taken as read and signed by the Chairman as a correct record.

5. COUNCIL HOUSE BUILDING PROGRESS REPORT - PHASES 3 - 5

Rochelle Hoyte, Service Manager, Housing Development presented a report to the Cabinet Committee and recommended that the Council House Building Progress Report - Phases 3 to 5 be noted. She advised that the report set out the progress that had been made across Phases 3 to 5 of the Council House Building Programme and that they were either completed, on-site or were currently being procured.

Phase 3

Cyril Hawkins Close, formerly known as Queens Road, North Weald was currently in the defects period which was being managed between Storm and Qualis and EFDC officers were interjecting when required to support defects raised and to find a resolution. In addition, EFDC would be working with the Parish Council and the EFDC Housing Management Team to arrange fencing across the boundary line to the rear as there had been a number of access issues from local residents. The final account for that scheme will be achieved following the 2-year end of defects review.

Phase 4

Package 4.1 consisted of 16 units that had been contracted and were all on site, handover dates for Package 4.1 were between September and November 2021 with Pick Hill in March 2022.

Chequers Road (A), Loughton

The foul drainage alternative connection had been agreed via a neighbouring garden. Approval had now been formerly confirmed with Essex Highways.

Bushfields, Loughton

Works had been delayed due to roof tile supply issues which had now been resolved.

Chester Road, Loughton

No delays had been reported.

Queensway, Ongar

The drainage route had already been installed and was awaiting completion this had been delayed until October 2021.

Package 4.2 consisted of 22 units which were all on site, handover dates for Package 4.2 were between February and March 2022.

Package 4.3 consisted of 15 units. Work was underway to get both contracts signed.

Pentlow Way had been delayed mainly due to the substation being re-sited. UKPN visited the site on the 8 June 2021 and a relocation for the substation had been agreed. The legal paperwork would take approximately 9 months to complete, therefore the start on site would be delayed and there would be updates to the tender sum which will be reported back to the committee when known.

Package 4.4 consisted of 24 units, consent was awaited from planning, determination expected June 2021 to work through next steps for January 2022 start on site.

Package 4.5 consisted of 2 units. This had been delayed within planning, updates were hoped to be received by the end of June 2021 to achieve a January 2022 start on site.

Phase 5

Since the last meeting of the Council House Building Cabinet Committee officers had been working with the architects ECDA to assess whether there were any viable schemes for the developments in Phase 5.

It was important that consultations were held with Ward Councillors and residents to obtain their views on the schemes to be taken forward. These would be held in June/July 2021.

Councillor A Patel stated that there was mention made in the report to the outside architects the Council were using and asked why the Council did not have their own in-house architect services working on the schemes. He also asked if the Council were using their own in-house Building Control Team.

R Hoyte advised that the Council did not have their own in-house architects as it would be a huge cost to the Council. Schemes were not worked on continuously, they would work on one scheme and then have to wait until the next scheme was ready, it was not a cost effective way by employing in-house architects for what the Council was trying to achieve in terms of the size of our Council House Building Programme. Although the Council have their own in-house building control the contractors have independent building control who do their own independent inspections and then report back to us and highlight any concerns so that our in-house building control services could then get involved if needed.

Councillor A Patel stated that the procurement and purchasing of building materials, at present, was even more difficult than first anticipated and asked how the Council were overcoming this so that no delays would happen to the start on site dates. Could the Council consider having a storage depot to store the materials.

R Hoyte advised that all of the contractors had their own storage units so it would not be necessary for the Council, at this stage, to consider.

Councillor D Wixley referred to the development in Chester Road and the reference on page 13 of the agenda to 'flood doors' and could not envisage any flooding in this area. Page 39 of the agenda referred to 'rights of way issues' and 'party wall agreements' which specifically mentioned one property in Pyrles Green and asked if the officer could elaborate on these issues.

R Hoyte advised that within the district there were some areas that were identified in different flood zones and Chester Road had been identified as being in a flood zone, due to this flood doors must be installed. She advised that she would have to get more details on the 'rights of way issues' and the 'party wall issues' and report back to Councillor Wixley.

Decision:

- (1) That the contents of this Progress Report on Phases 3 to 5 of the Council House Building Programme be noted and presented to the Cabinet in line with the Terms of Reference of the Council House Building Cabinet Committee; and
- (2) That members consider the proposals for Phase 5 and award officers the approval to move the schemes forward through planning and construction.

Reason for Decision:

Set out in its Terms of Reference, the Council House Building Cabinet Committee was to monitor and report to the Council, on an annual basis, progress and expenditure concerning the Council House Building Programme. The report sets out the progress made since reported at the last meeting on the 16 March 2021.

Other Options Considered and Rejected:

This report was on the progress made since last reported on 16 March 2021 and was for noting purposes only. There were no other options for action.

6. COUNCIL HOUSE BUILDING SCHEME BUDGETS - PHASE 3

Rochelle Hoyte, Service Manager, Housing Development presented a report to the Cabinet Committee and advised that at the last Council House Building Cabinet Committee meeting it was requested that a view of the schemes budgeting was presented to the committee.

Phase 3

Bluemans End

Scheme	Contractor	Site Start	Contract Period	Original Comp. Date
Bluemans End	TSG			
Ant. Comp.	Variation	Contract Sum	Ant. Final Acc.	Variation
		£753,034.23	£890,000.00	£136,965.77

Stewards Green Road

Scheme	Contractor	Site Start	Contract Period	Original Comp. Date
Stewards Green Rd	TSG			
Ant. Comp.	Variation	Contract Sum	Ant. Final Acc.	Variation
		£752,340.41	£959,200.85	£206,860.44

London Road

Scheme	Contractor	Site Start	Contract Period	Original Comp. Date
London Rd	VSN Ent Ltd			
Ant. Comp.	Variation	Contract Sum	Ant. Final Acc.	Variation
		£235,695.00	£257,642.93	£21,947.93

Parklands, Coopersale

Scheme	Contractor	Site Start	Contract Period	Original Comp. Date
Queens Road	Denmark & White			
Ant. Comp.	Variation	Contract Sum	Ant. Final Acc.	Variation
		£716,756.74	£765,148.19	£48,391.45

Springfield and Centre Avenue

Scheme	Contractor	Site Start	Contract Period	Original Comp. Date
Springfield and Centre Avenue				
Ant. Comp.	Variation	Contract Sum	Ant. Final Acc.	Variation
			Unresolved	Unresolved

*The final account here remains unresolved due to waterlogging issue at the properties which was being resolved.

Centre Drive

Scheme	Contractor	Site Start	Contract Period	Original Comp. Date
Centre Drive	VSN Ent Ltd			
Ant. Comp.	Variation	Contract Sum	Ant. Final Acc.	Variation
		£300,285.00	£355,188.00	£54,903.00

Cyril Hawkins Close / Queens Road

Scheme	Contractor	Site Start	Contract Period	Original Comp. Date
Queens Road	Storm Bld.			
Ant. Comp.	Variation	Contract Sum	Ant. Final Acc.	Variation
		£2,470,493	£2,867,996	£397,503.00

*Still to be agreed at the end of the defects period 2023.

She advised that lessons had been learnt on how schemes going forward would be assessed financially. The introduction of ProVal was a huge asset to the development team, providing much more opportunity to consider varying costs and scheme viability before progressing schemes.

Contingencies were now reviewed on a case by case basis rather than the presumed 5-10% of a contract sum. Careful consideration was being made for the constraints identified as being recurring problems within sites. This included contamination, foundations, drainage, boundaries and ground water.

Officers also noted that some of the additions to the contract sum could have been avoided and officers would need to ensure that the lessons learned were not repeated for Phase 5 and beyond.

Councillor J Philip advised he requested this piece of work and thanked the officer for bringing to this meeting. He asked if the new technique could be applied to the work in progress on Phase 4 which would give some indication about what we were likely to see and that would then give us a comparison of whether ProVal would give the Council the confidence that they were moving in the right direction.

Councillor A Patel stated that what had been highlighted in the report was the additional cost to the Council and asked how much of that cost was borne by the contractor as when the contractors submit their tenders they should make allowances for drainage, soil contamination etc, and were our contracts too weak to enforce upon them to build, according to the costs that they had been procured at.

He then stated that it was clear there were fundamental areas where mistakes were being made in not anticipating the actual costs and that the Council needed to sharpen up on the costs going forward.

R Hoyte agreed with Councillor Patel and advised that part of what she had done within the Framework Agreement item was to highlight that there were some noticed areas with structural engineers which was used through the current framework that we have. The previous contractor tendered for the drawings that were supplied and those drawings were not suitable for the development so they then had to be changed which meant there was additional costs which the Council had to take on because it wasn't what the contractor had originally tendered for.

Councillor Patel stated that on that basis did the Council go for costs against the architect that designed the scheme.

R Hoyte advised that the Council was in the process of doing that now.

Councillor N Avey suggested that our legal services were not making the contracts as tight as they should be and asked who negotiated on behalf of the Council for these contracts with contractors and architects.

R Hoyte advised that as a part of the framework that we currently have they were already pre negotiated so the terms were generally the same, but each time the actual site changed there would be some differences based on that site. This was one of the biggest reasons why she wanted to go outside of the framework to give the Council the best opportunity to improve on this situation, the current framework only had one architect on it and there was no way to demonstrate any differences if there was only one architect. The architect then had his sub-contractors and that was where the process fell down as the sub-contractors have not been performing well and that was largely where the variation of cost had come from.

Councillor Patel asked if this situation was likely to happen on Phase 4.

R Hoyte advised that on Phase 4 there were two schemes that were over budget and that was due to contamination and the foundations, however, the Council have Section 106 contributions that were available to cover the costs. She advised that she would prepare a budget for Phase 4 as she had done on Phase 3 and stated that the rest of the schemes were all on budget.

Councillor D Wixley stated that on a development in Debden it included 1 bungalow and wondered if the Council House Building Programme as a whole how many bungalows were being built as they were beneficial to some people.

R Hoyte advised that she would come back to Councillor Wixley with the total number of bungalows that were proposed.

Decision:

- (1) That the contents of this Phase 3 scheme budget for the Council House Building Programme be noted and presented to the Cabinet in line with the Terms of Reference of the Council House Building Cabinet Committee.

Reason for Decision:

Set out in its Terms of Reference, the Council House Building Cabinet Committee was to monitor and report to the Council, on an annual basis, progress and expenditure concerning the Council House Building Programme. The report set out the progress made since reported at the last meeting on the 16 March 2021.

Other Options Considered and Rejected:

This report covers the scheme budgets of Phase 3 and was for noting purposes only. There were no other options for action.

7. NATIONAL FRAMEWORK AGREEMENT

Rochelle Hoyte, Service Manager, Housing Development presented a report to the Cabinet Committee and asked them to agree that EFDC became members and used

the National Framework, as an additional framework to ensure that all projects could demonstrate best value for money, quality and where contractors were judged on merit.

EFDC entered into a framework agreement in October 2018, this agreement was administered by the managing director of Cameron Consulting. The framework agreement consisted of one employer's agent (EA), one architect and four contractors. Over the last few years only two contractors have tendered for proposals that were put forward.

In order to ensure that EFDC were instructing the right consultants and contractors for the varying complexity of some of the development schemes, it was vital that EFDC were able to tender outside of the current framework agreement.

Furthermore, the current limited framework did not always provide appropriate opportunities to carryout due diligence in terms of cost and quality. This was because the framework was limited to a low number of contractors.

Officers were committed to ensuring that EFDC delivered schemes that firstly met the needs of residents but also achieved our service business goals, which included delivering on time, in budget and providing the highest quality units. To deliver these schemes we will need to be flexible in our approach to working with consultants and contractors going forward.

Using the National Framework Partnership was based on access fees which were calculated on the total cost of the development contract sum. As such these fees would be incorporated in our early feasibility studies to ensure affordability and good value.

The Chairman asked how we could ensure that local contractors were used and was there a way within this framework of firstly preferencing local Epping Forest contractors or Essex based contractors if we had to look further afield.

R Hoyte advised that within the National Framework you would be able to see all of the details from the different contractors and you could look to see what area they were based in, so from that we could tailor the areas we specifically want to concentrate on in the tender response to ensure that we were giving the opportunity first to local businesses.

Councillor J Philip stated that this was definitely the right way to go to give EFDC more choice thereby obtaining better and more economically sensible results. He suggested that neighbouring districts and not only Essex based contractors, for example North London could also be added to the areas tailored for tender responses.

Decision:

- (1) That Members agreed that EFDC became members and used the National Framework, as an additional framework to ensure all projects could demonstrate best value for money, quality and where contractors were judged on merit.

Reason for Decision:

The Council House Building programme was growing and in order to meet the targets set out as a part of the business plan and local plan, flexibility was needed within the tendering process to ensure best value across the programme.

Other Options Considered and Rejected:

There were no other options for action.

8. ANY OTHER BUSINESS

Councillor D Wixley referred to the minutes of the last meeting on page 8, where it said:

“Councillor D Wixley advised that part of Burney Drive was in his Ward and he would like to know where the site was as he could not envisage a scheme going ahead in that area.”

Initially in the previous meeting Burney Drive was referred to as Burney Close and that confused him and he could not think of a garage site in Burney Drive, to which he has now remembered so has therefore answered his question.

On the agenda another site had been referred to in Castell Road which was also in his Ward and earlier in the meeting the Officer had said that they would be moving away from garage sites, therefore, what other sites were Officers looking at.

R Hoyte advised that there were a number of other identified land opportunities within the Local Plan and the Council wished to target some of those larger pieces of land. The garage sites could normally only facilitate 3-5 units and it was expensive to build on such a small scale. Therefore, in order to meet the target of units that were needed to build, the Council would have to start looking at sites that gave an opportunity to build more units, which would make it more cost effective, to which the garage sites don't always provide that opportunity. She stated that they would still be looking to develop garage sites but needed to broaden what was being looked at.

Councillor Wixley asked if that meant that some of the garage sites would not be used as he was concerned with a particular garage site in his Ward as it was used for fly tipping.

R Hoyte advised that the Council were not going to abandon the garage sites in terms of looking at them, but the Council needed to consider building on larger sites, to meet housing targets and to reduce the cost per unit and also think about being carbon neutral which was a more expensive process.

Councillor Wixley asked if nuisance garage sites were not going to be built on were there any other ideas of what could be done to prevent these sites being used for fly tipping and anti-social behaviour.

R Hoyte advised that talks were ongoing, for instance where garages were still being used they could be refurbished and made more fit for purpose, as the current garage sites were built so many years ago when cars were much smaller and therefore many cars of today would not fit in them. Hopefully by refurbishing the sites this would mean they would be more widely used and therefore help towards stopping the anti-social behaviour. Each garage site would have to be assessed on a case by case basis.

R Hoyte advised that the supplementary agenda concerned Phase 5 of the Council House Building Programme and she would now be looking to book meetings with the Ward Members to discuss what has been proposed and decide where we go from here and take the next steps if we think the sites were not suitable. We would also like to give the opportunity to residents to be able to comment as well.

Councillor Philip asked for indicative costing to be provided as that would be helpful to decide on the site viability.

Councillor A Patel asked how the mix of dwellings was determined for the amount of people that would live in the properties for example 2 bedroom unit for 3 people and 2 bedroom unit for 4 people also what about the need for 3 and 4 bedroom houses.

R Hoyte stated that there was a mixed guidance which was used and was based on the area so that would determine what guidance we would give to the architects of the mix of dwellings for that area. The key thing was to be demonstrating that we were providing the size of units that were needed within the district. Therefore, at Planning Committees, we can demonstrate why we have chosen the size of units we have done and was purely to make sure that it was the correct fit in each area. The need for 3 and 4 bedroom houses across the district was less than 5 per cent, the biggest need for housing across the district was a 1-bedroom and then a 2-bedroom property. For example a 2-bedroom unit for 3 people meant a double bedroom and a single bedroom and a 2-bedroom unit for 4 people would be slightly larger with two double bedrooms.

Councillor S Heap stated that the garage site know as Hornbeam A, Cascade Close, Buckhurst Hill was a vexatious issue as it had gone from two houses and a reduction in the parking ability for the residents to potentially 14 flats with 18 parking spaces, none of which would be for any other resident. Therefore, if these flats were two bedroom and someone had a friend to stay that would immediately throw the parking pressure onto everyone else. Hornbeam A has 11 garages which are in use with cars chosen to fit the garages, if they were to get moved out of there and have to go back to parking in Cascade Close, Cascade Close is being denied the opportunity to alter their road layout to help themselves with their own situation, therefore, he believed this to be a bad idea but looked forward to the meetings regarding the garage sites.

The Chairman stated that she knew by previous Council House Building Cabinet Committees that Hornbeam A had been a contentious issue and was sure that a solution would be resolved once the meetings took place.

9. EXCLUSION OF PUBLIC AND PRESS

The Cabinet Committee noted that there was no business for consideration which would necessitate the exclusion of the public and press from the meeting.

CHAIRMAN

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Report to the Council Housebuilding Cabinet Committee



**Epping Forest
District Council**

Report reference: CHB-004-2021/22
Date of meeting: 28 September 2021

Portfolio: Housing Services – Councillor H Whitbread

Subject: Council House Building Progress Report – Phases 3 - 5

Responsible Officer: Rochelle Hoyte (01992 562054)
Service Manager

Democratic Services: J Leither (01992 564756)

Recommendations/Decisions Required:

That the contents of this Progress Report on Phases 3 to 5 of the Council House Building Programme be noted and presented to the Cabinet in line with the Terms of Reference of the Council House Building Cabinet Committee.

To agree that new development names where required between reporting periods can be agreed through the portfolio holder as and when needed.

Executive Summary:

The report set's out the progress that has been made across phases 3 to 5 of the Housebuilding programme that are either completed, on-site and are currently being procured. Phase 3 is complete and is in the defects period. In Phase 4, Package 4.1 - 16 units - have been contracted and all on site. Handovers for 4.1 have slipped and are now forecasted between November and Feb 2022 with Pick Hill remaining in March 22. Package 4.2 - 22 units all are on site, handover dates for these are between Feb and March 22. Package 4.3 – 15 units – contract is now signed, start on site was expected September 21 but has been delayed pending planning condition approval. Pentlow Way remains delayed due to the sub – station. Package 4.4 - 24 units – Still awaiting determination by planning. Package 4.5 – 2 units – is also still awaiting determination by planning, these are chased regularly. Appendix 1 Phase 4 Executive report details scheme budgets for each scheme as requested.

There may be instances where names for new developments are required to be agreed between our reporting periods to the cabinet committee, it would be beneficial to avoid delays as discussed with the portfolio holder that any such requirements are able to be agreed as needed, following the process of contact through the portfolio holder. This will ensure that no schemes are delayed, and all names can be given some thought.

It was asked previously how many bungalow units we have across Phase 4 and the total is 6 units.

An update on Phase 5 is also provided within this report.

Reasons for Proposed Decision:

Set out in its Terms of Reference, the Council House Building Cabinet Committee is to monitor and report to the Council, on an annual basis progress and expenditure concerning the Council House Building Programme. This report sets out the progress made since last reported.

Other Options for Action:

This report is on the progress made since last reported in March and is for noting purposes only. There are no other options for action.

Report

Phase 4

The contractors TSG have submitted an extension of time on all schemes except Pick Hill. The reasons given are COVID impact, labour and material supply and weather. We are due to meet with the contractors on the 21st September to confirm handover dates. The revised dates are tabled below but are subject to change following the meeting.

It was asked previously how many bungalow units we have across Phase 4 and the total is 6 units.

(Please see **Appendix 1. Phase 4 Executive Report No 24** dated September 2021).

Phase 4.1 – Contracted with TSG Ltd

SoS. - Weeks - Handover

The contractors TSG have submitted an extension of time on all schemes except Pick Hill. The reasons given are COVID impact, labour and material supply and weather. We are due to meet with the contractors on the 21st September to confirm handover dates.

Chequers Road (A), Loughton	: HR 124	3 x 3B units	31/07/20	56	26/11/21
Bushfields, Loughton	: HR 122	2 x 2B units	13/07/20	56	12/11/21
Chester Road, Loughton	: HR 130	3 x 2B units	07/09/20	56	26/11/21
Queensway, Ongar	: HR 140	4 x 1B units	02/11/20	53	17/12/21
Millfield, Ongar	: HR 138	2 x 1B units	30/11/20	53	17/12/21
Pick Hill, Waltham Abbey	: HR 145	2 x 3B units	15/03/21	53	14/03/22
Totalling		16 units			

Chequers Road (A), Loughton

Since last reporting Essex Highways have approved the alternative foul drainage connection. TSG will further co-ordinate these works in line with the programme. No further variation orders have been sought since last reporting.

Revised practical completion date to be agreed as above.

Bushfields, Loughton

No further variation orders have been raised. Works are delayed to the site due to a roof leak; the cause is being investigated with the contractors and the manufacturers which is expected to be concluded w/c 20th September.

Revised practical completion date to be agreed as above.

Chester Road, Loughton

No further variation orders requested in the last period. The contractor's proposals on boundary treatments and external lighting are to be issued. The flood doors have verbally been confirmed as meeting Flood and Part M requirements. Since our last meeting TSG received the approval from planners and building control.

Revised practical completion date to be agreed as above.

Queensway, Ongar

We are awaiting an updated sketch on the drainage route, although already installed.

The discussions approached regarding the purchase of some additional land were not taken forward as talks were not positive so the fence line will remain around this parcel of land as originally designed.

Revised practical completion date to be agreed as above.

Millfield, Ongar

Since last reporting there was a delay to the works as windows were delivered with the incorrect finish and velfac range, to avoid further delays a cost reduction has been agreed to keep these. Works continue on site and no further variation orders have been raised.

The shortfall in contingency on this site will be covered by s106 contributions to ensure there is enough money to cover any additional costs that may still arise between now and completion.

Revised practical completion date to be agreed as above.

Pick Hill, Waltham Abbey HR145: 2 x units

Works are progressing on site, the boundary treatment to the main road is to be reviewed, the drainage off site has been investigated through CCTV and the routes confirmed as clear, these will be jetted to remove minor debris.

Postal addresses are to be confirmed but the options have been discussed with the portfolio holder.

The practical completion date remains unchanged.

Phase 4.2 – Contracted with Indecon Ltd

Indecon have applied for an extension of time due to material supply issues, which remains unpredictable and there have been a number of covid isolation periods that have affected trade, there is acknowledgement that this could continue to be a factor through the winter months. The dates have been reflected below however are subject to change, all efforts will be made to improve on any dates where possible. Etheridge Road has been the worst affected by the delays.

			SOS	Handover
Hornbeam Close (B) Buckhurst Hill:	HR 136	3 x units	25/01/21	21/03/22

Hornbeam House , Buckhurst Hill:	HR 137	2 x units	25/01/21	11/02/22
Bourne House , Buckhurst Hill:	HR 135	2 x units	25/01/21	25/02/22
Etheridge Road , Debden:	HR 127	3 x units	11/01/21	19/04/22
Denny Avenue , Waltham Abbey:	HR 144	3 x units	11/01/21	29/03/22
Beechfield Walk , Waltham Abbey:	HR 147	5 x units	11/01/21	15/02/22
Kirby Close , Loughton:	HR 120	4 x units	11/01/21	29/03/22

Total **22 units**

Hornbeam Close (B) Buckhurst Hill: HR 136 3 x units

Brickwork and material supply issues continue to cause delays on site, a revised programme has been issued, which also details delays with drainage and retaining wall issues. These have now been resolved and cost breakdowns are to be received. All variation costs have been agreed and these remain within the contingency.

Practical completion dates are revised as above, March 2022.

Hornbeam House, Buckhurst Hill: HR 137 2 x units

Works are continuing on site all variation costs agreed and instructions issued. Costs remain within the contingency.

Practical completion date revised as above, Feb 2022.

Bourne House, Buckhurst Hill: HR 135 2 x units

Works continue on site; however, brick and general material supply are causing delays. Specifications on upgrade pumps have been agreed. All variation costs have been agreed and instructions issued. Costs remain within the contingency.

Practical completion dates are revised as above, Feb 2022.

Etheridge Road, Debden: HR 127 3 x units

Essex fire and building control confirmed that sprinklers are required for the houses. Works continue on site but delays have set the site back approx. 7 weeks. All variation costs have been agreed and instructions issued. Costs remain within the contingency.

Revised practical completion as above, April 2022 – This is to be closely monitored due to Homes England funding.

Denny Avenue, Waltham Abbey: HR 144 3 x units

Since last reporting the surface water drain from the site has now been renewed to the brook, works continue on site although brick and general material supply are causing delays. All variation costs have been agreed and instructions issued. All remain within the contingency figure.

Revised practical completion date as above, March 2022.

Beechfield Walk, Waltham Abbey: HR 147 5 x units

Works are progressing on site; delays are noted due to material supply and labour. All variation costs agreed and instructions issued. All remain within the contingency figure.

Revised practical completion dates as above, Feb 2022.

Kirby Close, Loughton: HR 120 4 x units

Works are progressing, delays are noted due to material supply and labour. Essex fire and building control confirmed that sprinklers are not required. The boundary wall to a neighbouring property is being monitored and allowances have already been considered for replacement if necessary. All variation costs agreed and instructions issued. All remain within the contingency.

Back in June Homes England made contact to advise that we would be audited. Kirby Close was then chosen as the scheme to be audited. The audit was independently completed on August 23rd and a report submitted by the consultants to Homes England. We are awaiting the final results of this and update will be provided to the portfolio holder once this has been concluded. The team and I have worked hard to ensure compliance and are hopeful to achieve a positive result.

Revised practical completion dates as above, March 2022.

Phase 4.3 - Comprising: -

Pentlow Way , Buckhurst Hill:	HR139	7 x units
Woollard Street , Waltham Abbey:	HR149	8 x units
Total		15 units

Contracts for both Pentlow Way and Woollard Street have now been signed.

Since last reporting the visit by UKPN took place and the revised location for the substation was agreed. Legal contact has now been made and we have issued all legal documentation for review by UKPN's solicitors. UKPN advised of 9 month requirement to agree legals which will affect start on site, a date which is not yet confirmed until further progress has been made with legals, however estimated as June 2022.

There continues to be delays with pre- start condition discharges.

Woollard street start on site was expected September 21 following contract signing, however this is now delayed due to pre-start planning conditions for landscape and materials. Rear access options under review, alternative options being agreed and costs to be confirmed which are expected to be circa £50-60k. Start on site now potentially Dec 21 – Jan 22.

Phase 4.4 - Comprising: -

Ladyfields , Loughton:	16 x units
Chequers Road (B) , Loughton:	8 x units
And possibly (held in SAC)	
Lower Alderton Hall Lane , Loughton:	2 x units
Thatchers Close , Loughton:	1 x unit
Stonysotts , Waltham Abbey:	1 x unit
Total	28 units

Both Ladyfields and Chequers Road (B) remain within planning and delayed due to the SAC issue. Planning have been chased and advice remains that they are continuing to work through the schemes affected by this, no revised dates given for determination.

Lower Alderton Hall Drive and Thatchers Close, Loughton

Both these sites are still awaiting planning consent and have been delayed by the Local Plan and SAC issues – no revised dates given for determination.

Stonysshots, Waltham Abbey

No further updates since last reported.

Whitehills Road, Loughton

Whitehill is awaiting planning consent at which one this is decided the plan remains to take this site to auction. All additional items requested by planning was submitted by the relevant consultants.

Phase 5

Since last reporting we continue to works with the architects on design stages. Some meetings have been made with Cllrs and residents in some cases. Those that have not been done will continue to be booked in for initial review and feedback.

Indicative costs were asked for at the last meeting and these are below – These are subject to change and will be updated as schemes develop and PassivHaus is continued to be explored.

Beechfield B	£1,183,497.00
Burney Drive	£567,965.00
Castell Road	£1,049,506.00
Fairfield/Millbank	£528,285.00
Hornbeam Close	£3,193,369.00
Hyde Mead	£1,496,971.00
Pyrles Lane A	£593,503.00
Pyrles Lane B	£859,537.00
St Peters Avenue Parking	£283,280.00
Shelley Estate Redevelopment	£17,381,659.00
Winters Way – Bromefield	£761,617.00
Winters Way – Shingle	£839,914.00
Winters Way – Wrangley	£622,853.00

Conclusion

Arrangements continue to be made to arrange consultations with cllrs and residents that are not yet complete for Phase 5. Works will be continue to be monitored across of all phase 4, in particular 4.2 as Homes England grant is applicable across all of the sites. Our Homes England representative and I have a good relationship and I have already discussed the issues being faced by our contractors, the current issues are industry wide and are affecting many providers with grant funding. They recognise the problem this is causing and are supportive in how we manage this through to completion.

Financial Reporting

I am working closely with the finance department following the restructure to enhance our reporting system.

Resource Implications:

None applicable

Legal and Governance Implications:

None to report

Safer, Cleaner and Greener Implications:

The continued delivery of the development housing programme will help address the antisocial behaviour issues raised within some of the sites, reducing the opportunity for fly-tipping and thereby contribute to a Greener environment. In addition we are taking the necessary steps to move towards passivhaus standards in order to honour our commitment to being carbon neutral by 2030.

Consultation Undertaken:

Interdepartmental involvement has and will continue to be engaged.

Background Papers:

The Phase 4 Executive Report (Appendix 1)

Risk Management:

The Risks associated with the delivery of the current housing development programme is identified within the Executive Report attached.

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in consideration of this report. The equality information is provided as an Appendix to this report.

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Management Report No. 24

EFDC Building Programme (Phase 4 Sites)

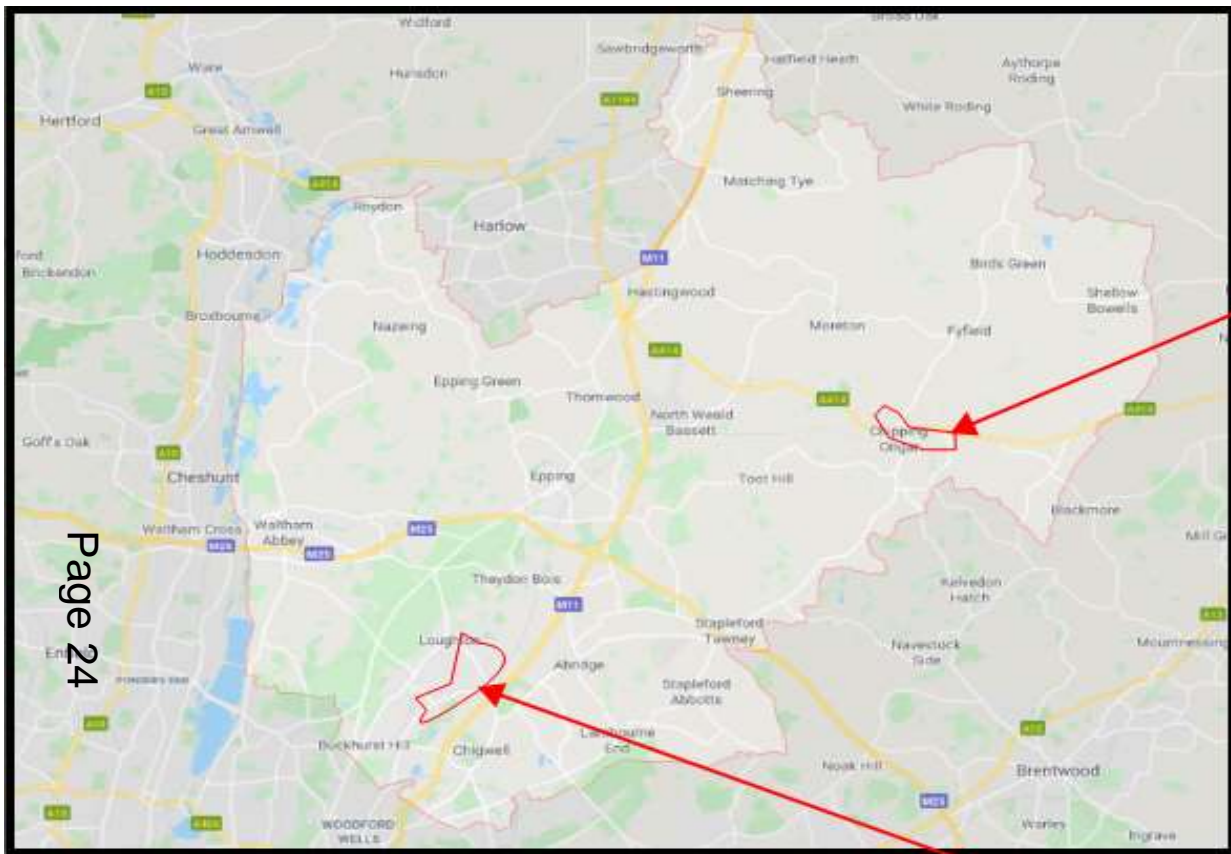
13 September 2021

Updated during meeting - na

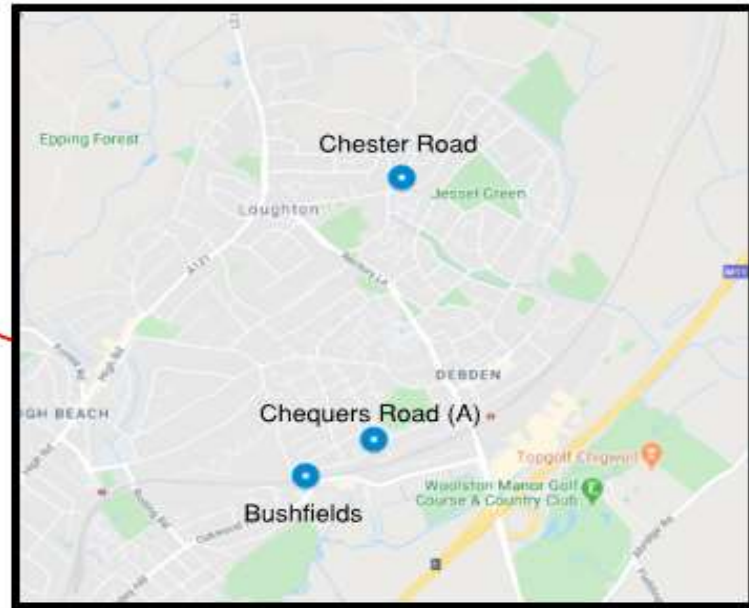
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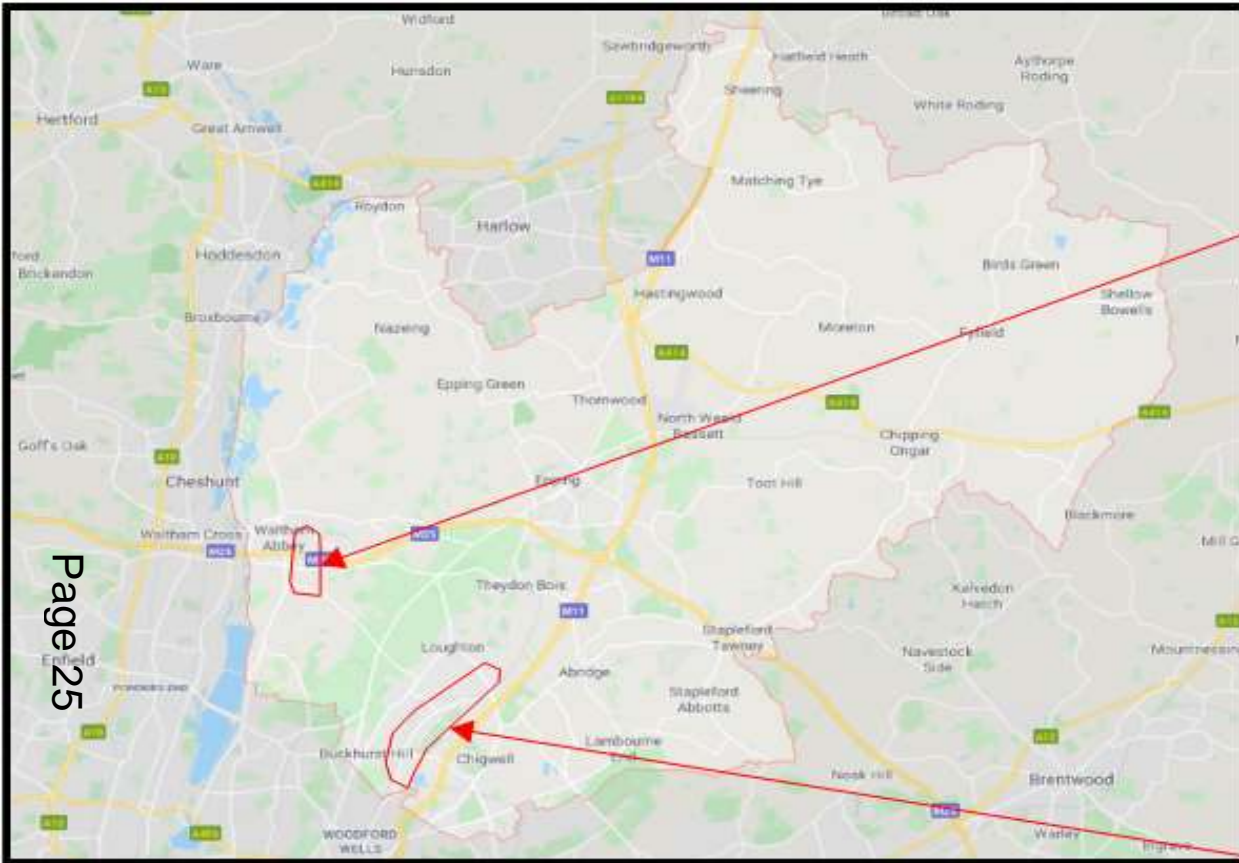




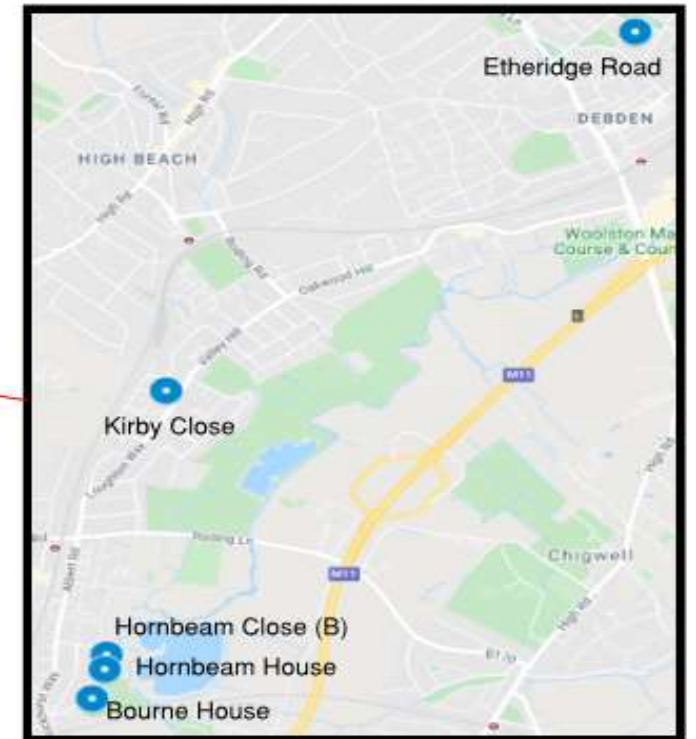
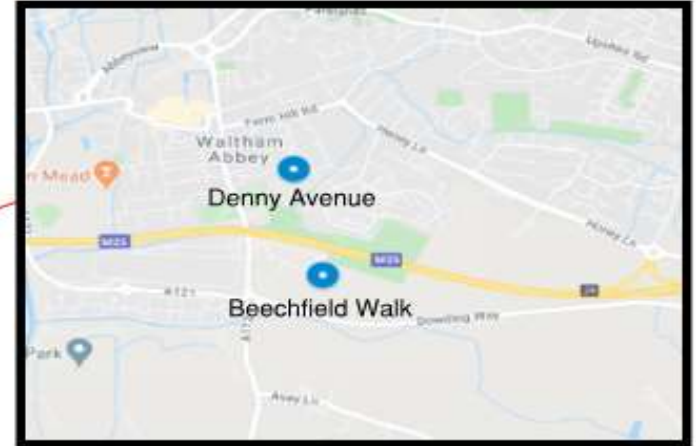
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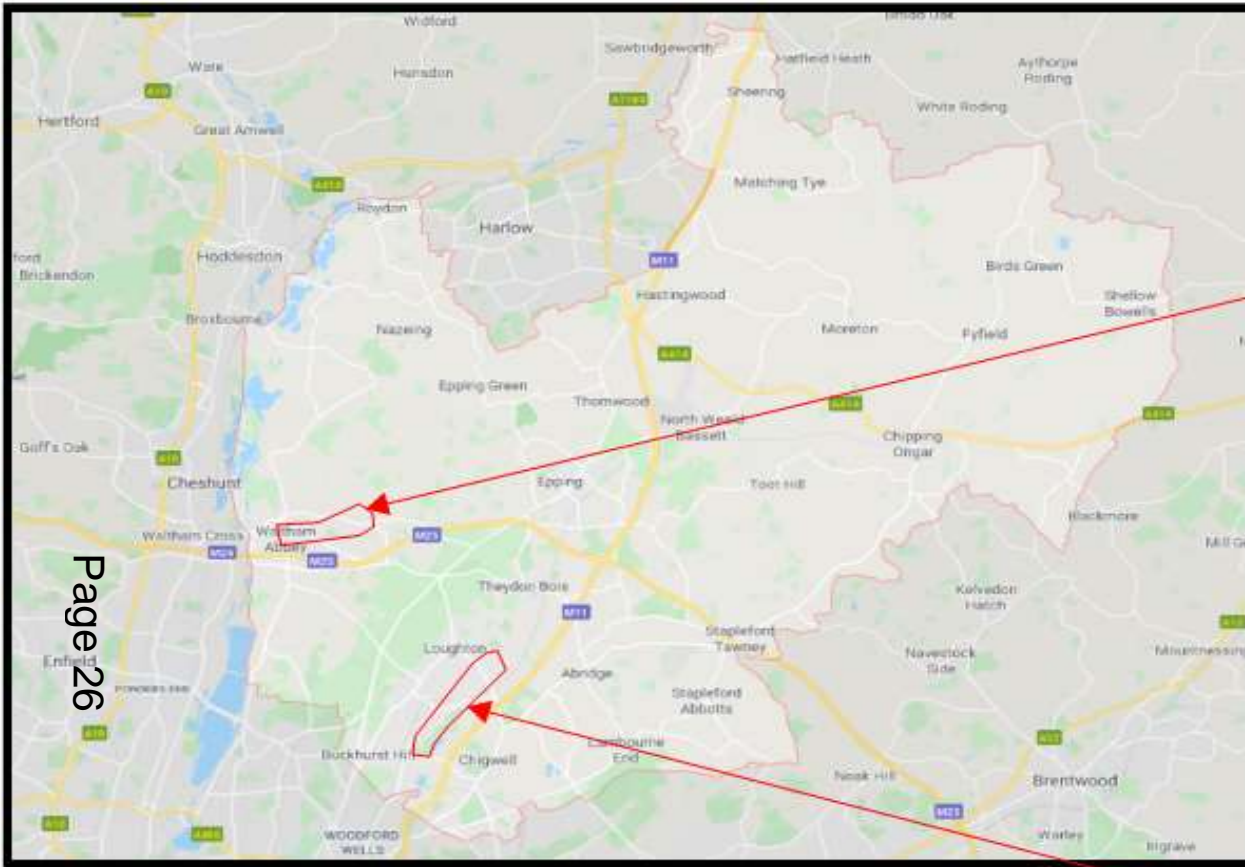
PHASE 4.1 SITES



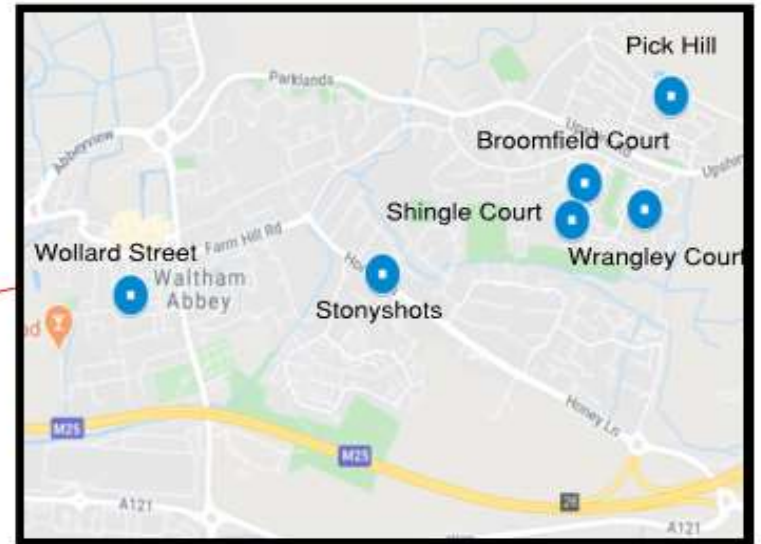
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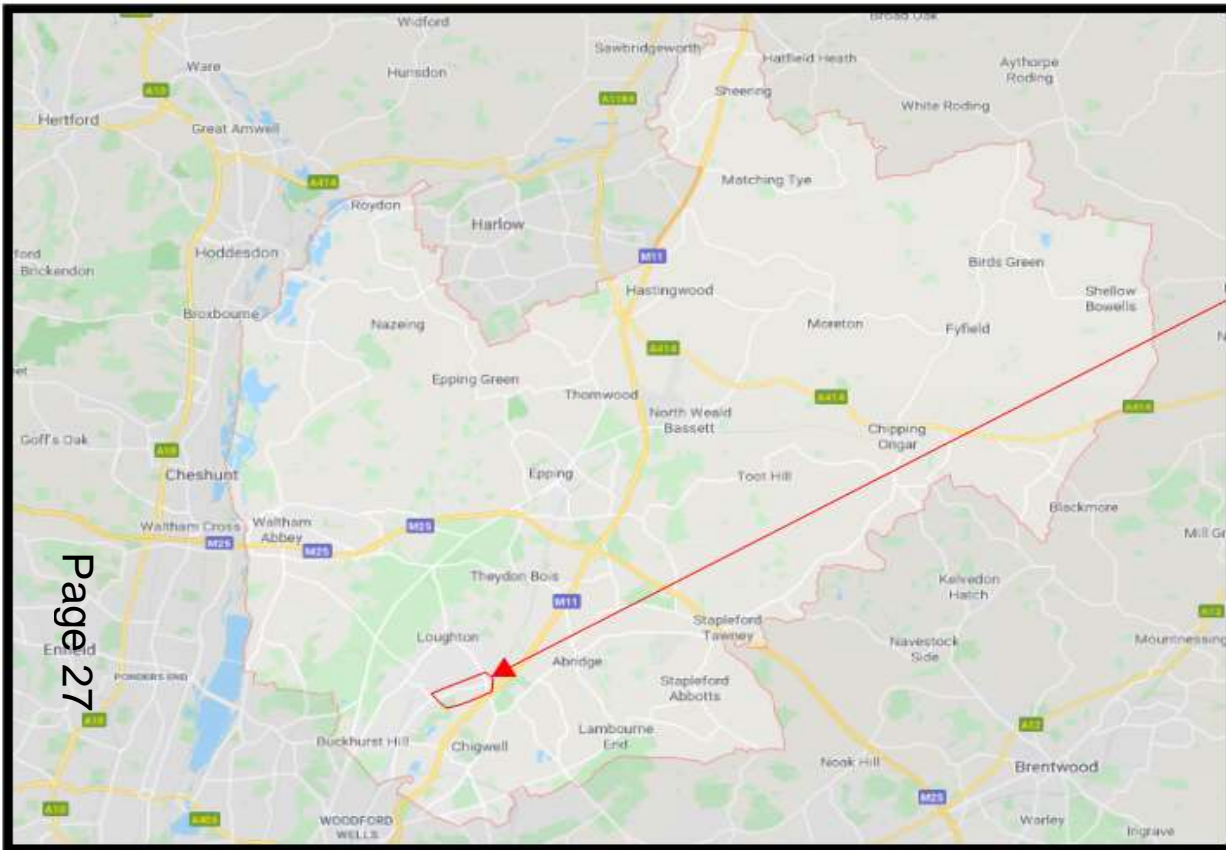
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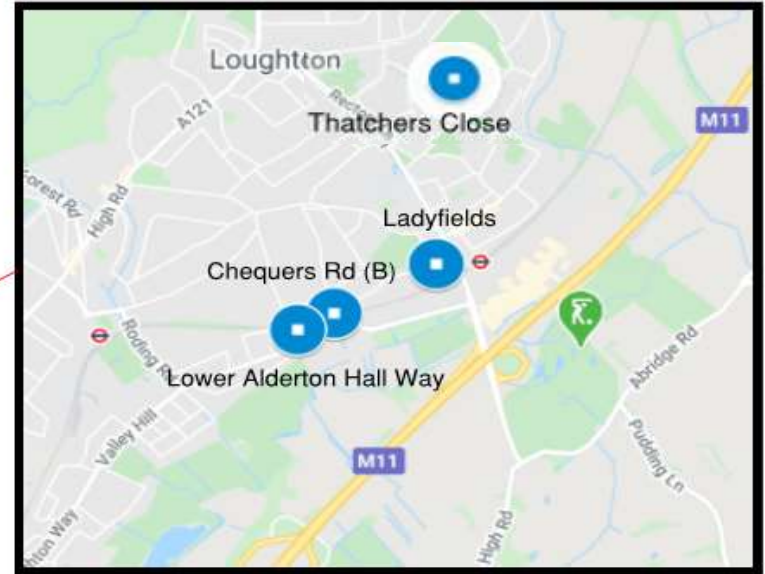
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PHASE 4.3 & 4.4 SITES



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PHASE 4.4 & 4.5 SITES

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Chequers Road Site A (Loughton)	4.1	HR124	13
Bushfields (Loughton)	4.1	HR122	16
Chestnut Road (Loughton)	4.1	HR130	19
Queensway (Ongar)	4.1	HR140	22
Millfield (Ongar)	4.1	HR138	25
Pick Hill (Waltham Abbey)	4.1	HR145	28
Hornbeam Close Site B (Buckhurst Hill)	4.2	HR136	31
Hornbeam House (Buckhurst Hill)	4.2	HR137	34
Bourne House (Buckhurst Hill)	4.2	HR135	37
Etheridge Road (Debden)	4.2	HR127	40
Denny Avenue (Waltham Abbey)	4.2	HR144	43
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	Ph	Site Code	Page
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Lower Alderton Hall Lane (Loughton)	4.5	HR121	64

Programme Summary

Programme Summary - Mix & No. of Homes

Sites / Codes			Units	RIBA G/W	NIA	GIA	Flats			Houses			Total	Comments - Change Since Last Report
							1b	2b	3b	1b	2b	3b		
Chequers Road Site A (Loughton)	4.1	HR124	3	4	292	302						3	3	
Bushfields (Loughton)	4.1	HR122	2	4	159	162					2		2	
Chester Road (Loughton)	4.1	HR130	3	4	250	263					3		3	
Queensway (Ongar)	4.1	HR140	4	4	200	205				4			4	
Millfield (Ongar)	4.1	HR138	2	4	100	102				2			2	
Pick Hill (Waltham Abbey)	4.1	HR145	2	3	193	201						2	2	
Hornbeam Close Site B (Buckhurst Hill)	4.2	HR136	3	4	118	303						3	3	
Hornbeam House (Buckhurst Hill)	4.2	HR137	2	4	211	163					2		2	
Bourne House (Buckhurst Hill)	4.2	HR135	2	4	142	201						2	2	
Etheridge Road (Debden)	4.2	HR127	3	4	188	261					1	2	3	
Denny Avenue (Waltham Abbey)	4.2	HR144	3	4	198	284					1	2	3	
Beechfield Walk (Waltham Abbey)	4.2	HR142	5	4	284	418					5		5	
Kirby Close (Loughton)	4.2	HR120	4	4	258	373					4		4	
Pentlow Way (Buckhurst Hill)	4.3	HR139	7	4	387	488	6	1					7	
Woollard Street (Waltham Abbey)	4.3	HR149	8	4	438	575	7	1					8	
Chequers Road Site B (Loughton)	4.4	HR123	8	2	520	665	4	4					8	
Ladyfields (Loughton)	4.4	HR125	16	2	990	1,168	12				2	2	16	
Lower Alderton Hall Lane (Loughton)	4.5	HR121	2	4	TBC	TBC				2			2	
Total					4,928	6,134	29	6	0	8	20	16	79	

RIBA Gateway - This generally refers to the RIBA stage that the project is currently WITHIN.

Build / Tender Cost Status (Exc. Fees) - Pre-Contract

Sites / Codes	Units	Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)	Current Total Build Cost (From Site Cost Page)	Comments - Change Since Last Report	
Chequers Road Site A (Loughton)	4.1 HR124	3	tbc	£828,690	£873,967	£45,277	£777,037	£66,663	£843,700	Some variations in process of being agreed.
Bushfields (Loughton)	4.1 HP122	2	tbc	£556,697	£614,054	£57,357	£588,444	£27,992	£616,436	Some variations in process of being agreed.
Chester Road (Loughton)	4.1 HR130	3	tbc	£718,238	£763,319	£45,081	£747,395	£96,327	£843,722	Some variations in process of being agreed.
Queensway (Ongar)	4.1 HR140	4	tbc	£1,120,361	£890,492	-£229,869	£871,309	£33,661	£904,970	Some variations in process of being agreed.
Millfield (Ongar)	4.1 HR138	2	tbc	£351,024	£487,197	£136,173	£501,616	£52,778	£554,394	Some variations in process of being agreed.
Pick Hill (Waltham Abbey)	4.1 HR145	2	tbc	£625,415	£738,613	£113,198	£738,613	£44,275	£782,888	Some variations in process of being agreed.
Hornbeam Close Site B (Buckhurst Hill)	4.2 HR136	3	tbc	£804,225	£972,800	£168,575	£796,102	£0	£796,102	Variations in process of being agreed.
Hornbeam House (Buckhurst Hill)	4.2 HR137	2	tbc	£447,445	£596,885	£149,440	£643,764	£0	£643,764	Variations in process of being agreed.
Bourne House (Buckhurst Hill)	4.2 HR135	2	tbc	£597,832	£646,400	£48,568	£720,149	£0	£720,149	Variations in process of being agreed.
Etheridge Road (Debden)	4.2 HR127	3	tbc	£852,555	£976,925	£124,370	£1,173,281	£0	£1,173,281	Variations in process of being agreed.
Denny Avenue (Waltham Abbey)	4.2 HR144	3	tbc	£771,605	£858,800	£87,195	£860,640	£0	£860,640	Variations in process of being agreed.
Beechfield Walk (Waltham Abbey)	4.2 HR142	5	tbc	£1,087,011	£1,297,200	£210,189	£1,115,482	£0	£1,115,482	Variations in process of being agreed.
Kirby Close (Loughton)	4.2 HR120	4	tbc	£911,559	£1,107,004	£195,445	£1,085,101	£0	£1,085,101	Variations in process of being agreed.
Pentlow Way (Buckhurst Hill)	4.3 HR139	7	tbc	£1,588,896	£1,774,637	£185,741	£1,950,504	£0	£1,950,504	Contract issued
Woollard Street (Waltham Abbey)	4.3 HR149	8	tbc	£1,399,539	£1,556,187	£156,648	£1,662,008	£0	£1,662,008	Contract issued
Chequers Road Site B (Loughton)	4.4 HR123	8	tbc	£1,636,993	£2,623,385	£986,392			£2,623,385	Estimate updated incl Passivhaus, sub station and landscaping
Ladyfields (Loughton)	4.4 HR125	16	tbc	£1,275,879	£3,681,662	£2,405,783			£3,681,662	Estimate updated incl Passivhaus and landscaping
Lower Alderton Hall Lane (Loughton)	4.5 HR121	2	tbc	£507,768	£761,467	£253,699			£761,467	
Total				£16,081,732	£21,220,994	£5,139,262	£14,231,445	£321,696	£21,619,655	

CHB Overall Cashflow - 6 Month Overview

Date: 9/9/21

Scheme: Epping Phase 4.1 - 4.4

Summary - Overall Cashflow - Excluding Single Unit Sites

Summary - Overall Cashflow	Contract Total	Total Invoiced	Total Remaining	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22
Phase 4.1 - 4.4	£ 25,282,717	£ 8,425,072	£ 16,857,633	£ 924,562	£ 873,795	£ 886,511	£ 784,901	£ 651,464	£ 647,164

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Key Dates Milestones Summary

COVID - 19 Delays -further impact to commencement of Phase 4.1 sites - supply chain delays "on other sites" noted by TSG
Social Distancing Requirements will marginally delay site works, particularly if still in place once internal works commence.

Sites / Codes	Ph	Units	Planning			RIBA 0-1 Viability Approval		RIBA 2 Completion Date		RIBA 3 Completion Date		RIBA 4 Completion Date		Procurement				Contract		SoS	HO	Comments - Change Since Last Report	
			Planned	Actual	Expiry	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Out	Return	Report	Appro-val	Cooling off Per.	Contract Poss.				
Chequers Road Site A (Loughton)	HR124	4.1	3	-	05/02/16	06/02/19	-	*	-	*	-	19/12/18	17/07/19	08/08/19	09/08/19	27/09/19	11/11/19	16/12/19	30/12/20	05/03/20	31/07/20	26/11/21	Progress slow due to resource availability.
Bushfields (Loughton)	HR122	4.1	2	-	03/05/16	03/05/19	-	*	-	*	-	19/12/18	17/07/19	08/08/19	09/08/19	27/09/19	11/11/19	16/12/19	30/12/20	05/03/20	13/07/20	12/11/21	Progress slow due to resource availability.
Chester Road (Loughton)	HR130	4.1	3	-	04/03/16	04/03/19	-	*	-	*	-	20/12/18	17/07/19	08/08/19	09/08/19	27/09/19	11/11/19	16/12/19	30/12/20	05/03/20	07/09/20	26/11/21	Progress slow due to resource availability.
Queensway (Ongar)	HR140	4.1	4	-	20/06/16	20/06/19	-	*	-	*	-	21/12/18	17/07/19	08/08/19	09/08/19	04/10/19	11/11/19	16/12/19	30/12/20	05/03/20	02/11/20	17/12/21	Progress slow due to resource availability.
Millfield (Ongar)	HR138	4.1	2	-	20/06/16	20/06/19	-	*	-	*	-	21/12/18	17/07/19	08/08/19	09/08/19	04/10/19	11/11/19	16/12/19	30/12/20	05/03/20	30/11/20	17/12/21	Progress slow due to resource availability.
Pick Hill (Waltham Abbey)	HR145	4.1	2	-	25/01/17	25/01/20	-	*	-	*	-	*	17/06/20	23/06/20	24/06/20	14/08/20	11/09/20	23/09/20	07/10/20	04/01/21	15/03/21	14/03/22	Progress slow due to resource availability.
Hornbeam Close Site B (Buckhurst Hill)	HR136	4.2	3	-	04/08/16	04/08/19	-	*	-	*	29/10/19	04/10/19	19/12/19	19/12/19	19/12/19	02/03/20	02/05/20	26/06/20	10/07/20	30/07/20	25/01/21	21/03/22	On site, material availability causing issues.
Hornbeam House (Buckhurst Hill)	HR137	4.2	2	-	04/08/16	04/08/19	-	*	-	*	29/10/19	04/10/19	19/12/19	19/12/19	19/12/19	02/03/20	02/05/20	26/06/20	10/07/20	30/07/20	25/01/21	11/02/22	
Bourne House (Buckhurst Hill)	HR135	4.2	2	-	04/08/16	04/08/19	-	*	-	*	29/10/19	04/10/19	19/12/19	19/12/19	19/12/19	02/03/20	02/05/20	26/06/20	10/07/20	30/07/20	25/01/21	25/02/22	
Etheridge Road (Debden)	HR127	4.2	3	-	30/08/16	30/08/19	-	*	-	*	04/11/19	04/10/19	19/12/19	19/12/19	19/12/19	02/03/20	02/05/20	26/06/20	10/07/20	30/07/20	08/02/21	19/04/22	
Denny Avenue (Waltham Abbey)	HR144	4.2	3	-	25/01/17	25/01/20	-	*	-	*	04/11/19	04/10/19	19/12/19	19/12/19	19/12/19	02/03/20	02/05/20	26/06/20	10/07/20	30/07/20	08/02/21	29/03/22	
Beechfield Walk (Waltham Abbey)	HR142	4.2	5	-	22/03/17	22/03/20	-	*	-	*	04/11/19	04/10/19	19/12/19	19/12/19	19/12/19	02/03/20	02/05/20	26/06/20	10/07/20	30/07/20	08/02/21	08/02/22	
Kirby Close (Loughton)	HR120	4.2	4	-	21/09/16	21/09/19	-	*	-	*	-	*	23/01/20	23/01/20	30/01/20	02/03/20	02/05/20	26/06/20	10/07/20	30/07/20	08/02/21	29/03/22	
Pentlow Way (Buckhurst Hill)	HR139	4.3	7	-	20/12/17	20/12/20	-	*	-	*	-	*	17/06/20	23/06/20	24/06/20	14/08/20	11/09/20	23/09/20	05/05/21	01/06/21	June 22	June 23	Contract signed
Woollard Street (Waltham Abbey)	HR149	4.3	8	-	13/12/17	13/12/20	-	*	-	*	-	*	17/06/20	23/06/20	24/06/20	14/08/20	11/09/20	23/09/20	05/06/21	01/07/21	01/12/21	01/12/22	Contract signed, start pending planning condition approval
Chequers Road Site B (Loughton)	HR123	4.4	8	-	09/02/16	09/02/19	02/05/20	16/05/20	17/07/20	18/08/20	16/10/20	30/10/20	21/01/21		07/01/21	02/04/21	14/05/21	25/06/21	14/07/21	01/08/21	June 2022	July 2023	Portfolio approval Nov 2020, planning target 25/12, contract sign July, poss Aug. Planning delay.
Ladyfields (Loughton)	HR125	4.4	16	-	21/09/16	21/09/19	16/12/19	20/02/20	10/07/20		24/07/20	09/09/20	02/01/21		07/01/21	04/03/21	15/04/21	27/05/21	14/07/21	01/08/21	June 2022	July 2023	Portfolio approval Nov 2020, planning target 14/12, contract sign July, poss Aug. Planning delay
Lower Alderton Hall Lane (Loughton)	HR121	4.5	2	-	04/03/16	04/03/19	-	*	-	*	-	*	19/12/19	19/12/19	03/04/21	29/05/21	10/07/21	21/08/21	04/09/21	09/10/21	June 2022	July 2023	Site Tendered - SAC Issue delaying commencement

RIBA Gateway - This generally refers to the RIBA stage that the project is currently WITHIN.
* = Scheme inherited after original completion of noted RIBA Gateway

Package / Site Reviews

Chequers Rd A (Loughton) - HR124 - Phase 4.1

(3 x 3B5P Houses)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	1	5	0
Medium Risk	8	0	0

Actions Complete

Forthcoming Actions (Month)

- Contract completion date 27/8/21 - **Certificate of Non Completion Issued**
- Latest planned comp date was 17/9/21 - TSG have stated a revised completion date of 26/11/21 and applied for an EOT to 24/11/21 for which additional detail has been requested.
- Foul drainage alternative connection to 12A agreed with TW, highways approval received - TSG to co-ordinate works with surface water connection
- cash flow for 4.1 sites behind expected, updated version requested for latest completion dates
- NMA now approved
- ground floor wcs to have shower fitted

Change Control Since Last Meeting

-

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbc	£828,690.00	£873,967.25	£45,277.25	£777,037.00	£66,663.00

- Control Account (Contingency) Allowance to cover site risks included with Tender Recommendation
- EFDC CHBCC approval of tender recommendation received 19/12/19

Current RIBA Gateway Position:

Gateway:	4	
Anticipated completion of current gateway:	19/12/2019	(achieved)

Key Target Dates

Planning/Amendment Submitted:	Submitted
Consent Received:	05/02/2016
Planning Expiry	06/02/2019
Enacted (Y/N)	Yes
Start on Site:	31/07/2020
Completion:	26/11/2021

Chequers Rd A (Loughton) - HR124 - Phase 4.1

(3 x 3B5P Houses)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Airey Miller Fees	E130	£62,717	£62,717	£34,962	£27,757	£0	Remaining includes VFP fees to 2023
2	ECOA Create, Keegans & OHLA Fees	E160	£59,412	£59,412	£59,412	£0	£0	
3	(Survey Total)	E120	£20,574	£20,574	£20,174	£400	£0	
4	Build Cost	E040	£848,686	£843,700	£669,443	£174,256	-£4,986	omit timber stairs, omit concrete kerbs, add floor gulley
5	(Contingency)	E040	£0	£0	£0	£0	£0	Contingency to be adjusted to maintain "Contract Total" - Flag if at risk. Contingency at risk. Contingency adjusted from meeting with JC. When no contingency contract total will increase. Contingency now expended.
6	CoW	E180	£3,560	£3,560	£3,024	£534	£0	
			£994,949	£989,963	£787,015	£202,947	-£4,986	

Chequers Rd A (Loughton) - HR124 - Phase 4.1

(3 x 3B5P Houses)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Programme & Contract Risk									
Programme - COVID-19-Delays	2		EFDC / AML	1	2	2	AML	(1) AML to advise EFDC of obligations under JCT (2) AML to liaise closely with Contractor to establish pre-commencement works (3) Contractor to provide programme considering social distancing guidelines	Risk Reduced - SoS Confirmed for 29/06/20, although reduced labour to meet social distancing requirements Further Delay from Contractor Supply Chain - risk increased
Contract Termination COVID-19	10	Covid delays progressa	EFDC / AML	2	5	10	AML	(1) Maintain regular and diligent progress as far as possible ie Design, DTM's, remote site meetings etc. (2)Deed of Variation to the JCT Contract to extend the 2 months suspension period to say 6 or 9 months	Schemes Progressing - Risk Mitigated
Planning Amendments- S96 Non - Material Amendment Agreement									
Planning Amendments- S96 Non Material Amendment Agreement	9	Formal NMA Requested for compliance updates previously agreed	EFDC	3	3	9	ECDA	(1) ECDA to confirm total of height increase and liaise with EFDC planners where necessary (2) Furthermore - proposed realignment of current footprint ot be assessed	Formal NMA now requested. Potential delay subject to submission and approval
Land, Ownership and Acquisition									
Rights of Way Disruption to Adjoining Residents & the general public	2	Public Access or Rights of Way preventing proposed construction. Disruption to Neighbours potentially delaying on-site works	EFDC	1	2	2	EFDC	(1) EFDC to ascertain progress with legals on extinguishment or access RoW required to be maintained. (2) EFDC to confirm timescales / impact of any delayed liaison with residents	04/12/19 - EFDC advised legal team are progressing matters - risk reduced 29/01/20 - Meeting held 20/01/20 PW surveyor / AML / EFDC to discuss RoW and PW matters. EFDC progressing issues and title packs to be issued. 08/06/20 - AML/ OHLA
Reports & Investigations									
Ground Contamination	0	Petrol Interceptors (x3) likely to have associated Hydrocarbon Contamination	Contractor / EFDC	0	0	0	Contractor	(1) Contractor to confirm allowance within tender for removal of interceptors and contaminated soil	Contingency sum confirmed for remediation
Party Walls - awards to adjoining parties	0	Party Wall Adjacent Excavation and Line of Junction Awards required	EFDC	0	0	0	EFDC / Keegans	(1) Adjoining Owner Award to be signed for 4 Colson Green Only	Confirmation awards confirmed 20/01/20

Bushfields (Loughton) - HR122 - Phase 4.1

(2 x 2B4P Houses)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	2	5	0
Medium Risk	9	0	0

Actions Complete

Forthcoming Actions (Month)

- Variation costs agreed & Instructed
- contract completion date 9/8/21
- proposed completion was 17/9/21 - TSG have stated a revised completion date of 12/11/21 and applied for an EOT to 13/12/21 for which additional detail has been requested.
- delays in roofing and works progressing
- roof is leaking through mansafe fixing - investigations underway but not resolved

Change Control Since Last Meeting

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbc	£556,697.00	£614,053.62	£57,356.62	£588,444.00	£27,992.00

- Control Account (Contingency) Allowance to cover site risks included with Tender Recommendation
- EFDC CHBCC approval of tender recommendation received 19/12/19

Current RIBA Gateway Position:

Gateway:	4	
Anticipated completion of current gateway:	19/12/2019	(Achieved)

Key Target Dates

Planning/Amendment Submitted:	Submitted
Consent Received:	03/05/2016
Planning Expiry	03/05/2019
Enacted (Y/N)	Yes
Start on Site:	13/07/2020
Completion:	12/11/2021

Bushfields (Loughton) - HR122 - Phase 4.1

(2 x 2B4P Houses)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Aire Miller Fees	E130	£18,266	£18,266	£17,232	£1,032	£0	
2	ECD Create, Keegans & OHLA Fees	E160	£49,388	£49,388	£49,017	£371	£0	
3	(Surveys Total)	E120	£16,268	£16,268	£16,268	£0	£0	
4	Build Cost	E040	£620,990	£616,436	£451,298	£165,139	-£4,554	omit timber stairs, omit granite kerbs, add floor gully
5	(Contingency)	E040	£18,084	£22,638	£0	£22,638	£4,554	
6	CoW	E180	£3,470	£3,470	£3,024	£435	£0	
			£726,466	£726,466	£536,839	£189,615	£0	

Bushfields (Loughton) - HR122 - Phase 4.1

(2 x 2B4P Houses)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Programme & Contract Risk									
Programme - COVID-19-Delays	12		EFDC / AML	4	3	12	AML	(1) AML to advise EFDC of obligations under JCT (2) AML to liaise closely with Contractor to establish pre-commencement works (3) Contractor to provide programme considering social distancing guidelines	Risk Reduced - SoS Confirmed for 29/06/20, although reduced labour to meet social distancing requirements Further Delay from Contractor Supply Chain - risk increased
Contract Termination COVID-19	5	The risk with this Event is that it can give ground for suspension and even termination by both parties after 2 months of suspension.	EFDC / AML	1	5	5	AML	(1) Maintain regular and diligent progress as far as possible ie Design, DTM's, remote site meetings etc. (2) Deed of Variation to the JCT Contract to extend the 2 months suspension period to say 6 or 9 months	Schemes Progressing - Risk Mitigated
Planning Amendments- S96 Non - Material Amendment Agreement									
Planning Amendments- S96 Non Material Amendment Agreement	1	Formal NMA Requested for compliance updates previously agreed	EFDC	1	1	1	ECDA	(1) ECDA to confirm total of height increase and liaise with EFDC planners where necessary (2) Furthermore - proposed realignment of current footprint to be assessed	Formal NMA now requested. Potential delay subject to submission and approval
Land, Ownership and Acquisition									
Rights of Way Disruption to Adjoining Residents & the general public	4	Public Access or Rights of Way preventing proposed construction. Disruption to Neighbours potentially delaying on-site works	EFDC	2	2	4	EFDC	(1) EFDC to ascertain progress with legals on extinguishment or access RoW required to be maintained. (2) EFDC to confirm timescales / impact of any delayed liaison with residents	04/12/19 - EFDC advised legal team are progressing matters - risk reduced 29/01/20 - Meeting held 20/01/20 with PW surveyor / AML / EFDC to discuss RoW and PW matters. EFDC are progressing matters and title plan packs to be issued. 08/06/20 - EFDC have confirmed site cleared of thirds party rights, but 2no. access points could
Statutory Services & Authorities									
Easement Consultation [Incl. TW Build Near/Build Over matters]	0	225mm Foul Sewer running through rear garden. Building designed to accommodate easement.	EFDC	0	0	0	EFDC	EFDC to confirm easement in place and any covenants on the land in terms of access.	Design Mitigated Easement
Reports & Investigations									
Ground Contamination	0	Petrol Interceptors (x1) likely to have associated Hydrocarbon Contamination	Contractor / EFDC	0	0	0	Contractor	(1) Contractor to confirm allowance within tender for removal of interceptors and contaminated soil	Contingency sum confirmed for remediation

Chester Road (Loughton) - HR130 - Phase 4.1

(3 x 2B4P Houses)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	2	5	0
Medium Risk	6	0	0

Actions Complete

Non-Material Amendment Application submitted 18th August 2020 - Planners indicated project not started within timescales. However instructed to continue

Forthcoming Actions (Month)

- Confirm status of planning NMA
- contract completion date agreed at 13/9/21
- completion date 10/9/21 **extended to 26/11/21 EOT requested to 11/12/21**
- flood doors have verbally been confirmed as meeting flood and Part M - costs and details received - TSG have issued to planners and building control for approval.
- contractors H&S report highlighted basic issues for improvement - an improvement had been seen - tidyness and stair edge protection require attention

Change Control Since Last Meeting

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbc	£718,238.00	£763,318.97	£45,080.97	£747,395.00	£96,327.20

- Control Account (Contingency) Allowance to cover site risks included with Tender Recommendation
- EFDC CHBCC approval of tender recommendation received 19/12/19

Current RIBA Gateway Position:

Gateway:	4	
Anticipated completion of current gateway:	19/12/2019	(Achieved)

Key Target Dates

Planning/Amendment Submitted:	Submitted
Consent Received:	03/05/2016
Planning Expiry	03/05/2019
Enacted (Y/N)	Yes
Start on Site:	07/09/2020
Completion:	26/11/2021

Chester Road (Loughton) - HR130 - Phase 4.1

(3 x 2B4P Houses)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Airey Miller Fees	E130	£23,004	£23,004	£20,990	£2,014	£0	
2	ECB, Create, Keegans & OHLA Fees	E160	£51,972	£51,972	£51,601	£371	£0	
3	(Survey Total)	E120	£21,983	£21,983	£21,983	£0	£0	
4	Build Cost	E040	£849,411	£843,722	£556,588	£287,136	-£5,689	Omit granite kerbs
5	(Contingency)	E040	£0	£0	£0	£0	£0	Contingency adjusted from discussion with JC Contingency now exceeded.
6	CoW	E180	£3,000	£3,456	£2,876	£580	£456	
			£949,371	£944,138	£654,038	£290,101	-£5,233	

Chester Road (Loughton) - HR130 - Phase 4.1

(3 x 2B4P Houses)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Programme & Contract Risk									
Programme - COVID-19-Delays	12		EFDC / AML	4	3	12	AML	(1) AML to advise EFDC of obligations under JCT (2) AML to liaise closely with Contractor to establish pre-commencement works (3) Contractor to provide programme considering social distancing guidelines	Risk Reduced - SoS Confirmed for 29/06/20, although reduced labour to meet social distancing requirements Further Delay from Contractor Supply Chain - risk increased
Contract Termination COVID-19	5	The risk with this Event is that it can give ground for suspension and even termination by both parties after 2 months of suspension.	EFDC / AML	1	5	5	AML	(1) Maintain regular and diligent progress as far as possible ie Design, DTM's, remote site meetings etc. (2) Deed of Variation to the JCT Contract to extend the 2 months suspension period to say 6 or 9 months	Schemes Progressing - Risk Mitigated
Planning Amendments- S96 Non - Material Amendment Agreement									
Planning Amendments- S96 Non Material Amendment Agreement	9	Formal NMA Requested for compliance updates previously agreed	EFDC	3	3	9	ECDA	(1) ECDA to confirm total of height increase and liaise with EFDC planners where necessary (2) Furthermore - proposed realignment of current footprint to be assessed	Formal NMA now requested. Potential delay subject to submission and approval
Land, Ownership and Acquisition									
Rights of Way Disruption to Adjoining Residents & the general public	4	Public Access or Rights of Way preventing proposed construction. Disruption to Neighbours potentially delaying on-site works	EFDC	2	2	4	EFDC	(1) EFDC to ascertain progress with legals on extinguishment or access RoW required to be maintained. (2) EFDC to confirm timescales / impact of any delayed liaison with residents	04/12/19 - EFDC advised legal team are progressing matters - risk reduced 29/01/20 - Meeting held 20/01/20 with PW surveyor / AML / EFDC to discuss RoW and PW matters. EFDC are progressing matters and title plan packs to be issued.
Reports & Investigations									
Party Walls - awards to adjoining parties	0	Party Wall Adjacent Excavation and Line of Junction Awards required	EFDC	0	0	0	EFDC / Keegans	(1) Adjoining Owner Award to be signed for 4 Pyles Green Only	Confirmation of Notices served and remaining awards confirmed 28.10.19
Flood Risk	6	Flood risk assessment Potential increase of FFL by 300mm	EFDC	3	2	6	Create (Design Team) ECDA	(1) Draft FRA to be issued and reviewed by EFDC drainage (2) ECDA to coordinate any subsequent design change (3) AM to get contractor to price (if required)	Flood Risk established - LLFA have challenged 300mm increase to FFL s. 20/06/20 - Potential agreement for discharge of associated conditions subject to recommendations being incorporated into design.

Queensway (Ongar) - HR140 - Phase 4.1

(4 x 1 Bed 2p Bungalows)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	2	3	0
Medium Risk	10	0	0

Actions Complete

Forthcoming Actions (Month)

- contract completion date agreed at 22/11/21
- planned completion date 8/10/21 has been extended to 17/12/21 - to be reviewed as within Christmas "no hand over" period. EOT requested to 3/3/21
- updated sketch on drainage route not yet received although it has been installed
- nr 97 written to regarding purchase of land - the response is negative, the fence line will remain around this parcel of land, as designed.

Change Control Since Last Meeting

-

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbc	£1,120,361.00	£890,492.40	-£229,868.60	£871,309.00	£33,661.00

- Control Account (Contingency) Allowance to cover site risks included with Tender Recommendation
- EFDC CHDCC approval of tender recommendation received 19/12/19

Current RIBA Gateway Position:

Gateway: 4
 Anticipated completion of current gateway: 19/12/2019 (Achieved)

Key Target Dates

Planning/Amendment Submitted: Submitted
 Consent Received: 03/05/2016
 Planning Expiry: 03/05/2019
 Enacted (Y/N): Yes
 Start on Site: 02/11/2020
 Completion: 17/12/2021

Queensway (Ongar) - HR140 - Phase 4.1

(4 x 1 Bed 2p Bungalows)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Aire Miller Fees	E130	£27,341	£27,341	£25,552	£1,793	£0	
2	ECD Create, Keegans & OHLA Fees	E160	£57,149	£57,149	£56,778	£371	£0	
3	(Supply Total)	E120	£21,642	£21,642	£21,642	£0	£0	
4	Build Cost	E040	£906,959	£904,970	£597,588	£307,381	-£1,989	omit granite kerbs
5	(Contingency)	E040	£28,335	£30,324	£0	£30,324	£1,989	
6	CoW	E180	£3,230	£3,230	£2,588	£639	£0	
			£1,044,655	£1,044,655	£704,147	£340,508	£0	

Queensway (Ongar) - HR140 - Phase 4.1

(4 x 1 Bed 2p Bungalows)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Programme & Contract Risk									
Programme - COVID-19-Delays	12		EFDC / AML	4	3	12	AML	(1) AML to advise EFDC of obligations under JCT (2) AML to liaise closely with Contractor to establish pre-commencement works (3) Contractor to provide programme considering social distancing guidelines	Risk Reduced - SoS Confirmed for 29/06/20, although reduced labour to meet social distancing requirements Further Delay from Contractor Supply Chain - risk increased
Contract Termination COVID-19	5	The risk with this Event is that it can give ground for suspension and even termination by both parties after 2 months of suspension.	EFDC / AML	1	5	5	AML	(1) Maintain regular and diligent progress as far as possible ie Design, DTM's, remote site meetings etc. (2) Deed of Variation to the JCT Contract to extend the 2 months suspension period to say 6 or 9 months	Schemes Progressing - Risk Mitigated
Planning Amendments- S96 Non - Material Amendment Agreement									
Planning Amendments- S96 Non Material Amendment Agreement	3	Formal NMA Requested for compliance updates previously agreed	EFDC	1	3	3	ECDA	(1) ECDA to confirm total of height increase and liaise with EFDC planners where necessary (2) Furthermore - proposed realignment of current footprint to be assessed	Formal NMA now requested. Potential delay subject to submission and approval
Land, Ownership and Acquisition									
Rights of Way Disruption to Adjoining Residents & the general public	4	Public Access or Rights of Way preventing proposed construction. Disruption to Neighbours potentially delaying on-site works	EFDC	1	4	4	EFDC	(1) EFDC to ascertain progress with legals on extinguishment or access RoW required to be maintained. (2) EFDC to confirm timescales / impact of any delayed liaison with residents	04/12/19 - EFDC advised legal team are progressing matters - risk reduced 29/01/20 - Meeting held 20/01/20 with PW surveyor / AML / EFDC to discuss RoW and PW matters. EFDC are progressing matters and title plan packs to be issued. 20/06/20 - Potentially 3no. access points to remain,
Statutory Services & Authorities									
Drainage Strategy / Sewer Diversions / Abandonments	12	Final Connections within adjacent EFDC property undetermined	EFDC	3	4	12	EFDC	EFDC to liaise with Residents and advise of leasehold garden areas to be avoided	
Reports & Investigations									
Ground Contamination	0	Remediation Required for elevated levels of ACMs noted in soil	Contractor / EFDC	0	0	0	Contractor	(1) Contractor to confirm allowance within tender for removal of contaminated soil	Contingency sum confirmed for remediation

Millfield (High Ongar) - HR138 - Phase 4.1

(2 x 1 bed 2p Bungalows)

Issues / Risks / Early Warning

Risk Register	Risks	Mitigated	Overdue
High Risk	2	3	0
Medium Risk	11	0	0

Actions Complete

-

Forthcoming Actions (Month)

- Actual start on site 21/12/20 (not 30/11/20 as agreed)
- Contract completion date 22/11/21
- planned completion of 8/10/21 has been extended to 17/12/21 - to be reviewed as within Christmas "no hand over" period EOT requested to 20/2/22
- raising FEL by 200mm is proposed to better suit levels - costs savings to confirm
- comparison of final retaining wall specification under cost review - construction drawing has been repeatedly requested
- windows were delivered with the incorrect finish and Velfac range, a cost reduction has been agreed to keep these

Change Control Since Last Meeting

-

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbc	£351,024.00	£487,197.05	£136,173.05	£501,616.00	£52,778.00

- Control Account (Contingency) Allowance to cover site risks included with Tender Recommendation
- EFDC CHBCC approval of tender recommendation received 19/12/19

Current RIBA Gateway Position:

Gateway:	4	
Anticipated completion of current gateway:	19/12/2019	(Achieved)

Key Target Dates

Planning/Amendment Submitted:	Submitted
Consent Received:	03/05/2016
Planning Expiry	03/05/2019
Enacted (Y/N)	Yes
Start on Site:	30/11/2020
Completion:	17/12/2021

Millfield (High Ongar) - HR138 - Phase 4.1

(2 x 1 bed 2p Bungalows)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Aire Miller Fees	E130	£23,582	£23,582	£21,451	£2,130	£0	
2	ECCDA, Create, Keegans & OHLA Fees	E160	£37,143	£37,143	£37,143	£0	£0	
3	(Sub Total)	E120	£24,134	£24,134	£24,134	£0	£0	
4	Build Cost	E040	£552,877	£554,394	£298,822	£255,574	£1,517	omit granite kerbs add flygt pumps
5	(Contingency)	E040	£0	£0	£0	£0	£0	All contingency used, retaining wall not yet accrued
6	CoW	E180	£3,050	£3,050	£1,708	£1,344	£0	
			£640,786	£642,303	£383,258	£259,048	£1,517	

Millfield (High Ongar) - HR138 - Phase 4.1
(2 x 1 bed 2p Bungalows)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Programme & Contract Risk									
Programme - COVID-19-Delays	12		EFDC / AML	4	3	12	AML	(1) AML to advise EFDC of obligations under JCT (2) AML to liaise closely with Contractor to establish pre-commencement works (3) Contractor to provide programme considering social distancing guidelines	Risk Reduced - SoS Confirmed for 29/06/20, although reduced labour to meet social distancing requirements Further Delay from Contractor Supply Chain - risk increased
Contract Termination COVID-19	5	The risk with this Event is that it can give ground for suspension and even termination by both parties after 2 months of suspension.	EFDC / AML	1	5	5	AML	(1) Maintain regular and diligent progress as far as possible ie Design, DTM's, remote site meetings etc. (2)Deed of Variation to the JCT Contract to extend the 2 months suspension period to say 6 or 9 months	Schemes Progressing - Risk Mitigated
Planning Amendments- S96 Non - Material Amendment Agreement									
Planning Amendments- S96 Non Material Amendment Agreement	6	Formal NMA Requested for compliance updates previously agreed	EFDC	2	3	6	ECDA	(1) ECDA to confirm total of height increase and liaise with EFDC planners where necessary (2) Furthermore - proposed realignment of current footprint ot be assessed	Formal NMA now requested. Potential delay subject to submission and approval
Land, Ownership and Acquisition									
Rights of Way Disruption to Adjoining Residents & the general public	8	Public Access or Rights of Way preventing proposed construction. Disruption to Neighbours potentially delaying on-site works	EFDC	2	4	8	EFDC	(1) EFDC to ascertain progress with legal on extinguishment or access RoW required to be maintained. (2) EFDC to confirm timescales / impact of any delayed liaison with residents	04/12/19 - EFDC advised legal team are progressing matters - risk reduced 29/01/20 - Meeting held 20/01/20 with PW surveyor / AML / EFDC to discuss RoW and PW matters. EFDC are progressing matters and title plan packs to be issued.
Reports & Investigations									
Ground Contamination	2	Petrol Interceptors (x1) likely to have associated Hydrocarbon Contamination . Potential asbestos under garage slab	Contractor / EFDC	1	2	2	Contractor	(1) Contractor to confirm allowance within tender for removal of interceptors and contaminated soil	Contingency sum confirmed for remediation

Pick Hill (Waltham Abbey) - HR145 - Phase 4.3 (2 x 3B5P Houses)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	1	0	0
Medium Risk	38	0	0

Actions Complete

- Pre start meeting held 21/1/21
- TSG top site possession 18/1/21
- price of drainage alterations agreed and instruction issued
- TW diversion approved

Forthcoming Actions (Month)

- start and completion dates agreed 15 March 2021 to 14 March 2022
- landscape pre start condition to discharge by TSG
- programme received
- review boundary retaining to main road
- drainage off site has been cctv`ed and routes are clear but will be jetted to remove minor debris
- postal address to confirm

Change Control Since Last Meeting

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbc	£625,415.00	£738,612.63	£113,197.63	£738,613.00	£44,275.00

- Order of cost completed and issued Aug 20 construction cost revised
- ` Tender report issue date 18/9/20

Current RIBA Gateway Position:

Gateway: 4
 Anticipated completion of current gateway: 30/10/20

Key Target Dates

Planning/Amendment Submitted: Submitted
 Consent Received: 25/01/2017
 Planning Expiry: 25/01/2020
 Enacted (Y/N): Yes
 Start on Site: 15/03/2021 tbc
 Completion: 14/03/2022

Pick Hill (Waltham Abbey) - HR145 - Phase 4.3

(2 x 3B5P Houses)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Airey Miller Fees	E130	£17,826	£17,826	£12,581	£5,251	£0	
2	ECCO Create, Keegans & OHLA Fees	E160	£40,770	£40,770	£39,865	£905	£0	
3	(Survey Total)	E120	£22,492	£22,492	£22,492	£0	£0	
4	Build Cost	E040	£748,913	£782,888	£212,970	£569,919	£33,975	omit granite kerbs, add pile foundations
5	(Contingency)	E040	£49,700	£15,725	£0	£15,722	-£33,975	
6	CoW	E180	£11,800	£11,800	£990	£10,808	£0	
			£891,501	£891,501	£288,898	£602,605	£0	

Pick Hill (Waltham Abbey) - HR145 - Phase 4.3 (2 x 3B5P Houses)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Planning Approvals									
Consultation Issues - Planning Expiration	0	Planning Permission due to expire 25/01/20	EFDC	0	0	0	ECDA / EFDC	(1) ECDA to confirm issue / validation of Phase 1 contamination Report (2) EFDC to confirm soft demolition works commenced	Planning Enacted
Planning Amendments- S96 Non - Material Amendment Agreement									
Planning Amendments- S96 Non Material Amendment Agreement	0	Formal NMA Requested for compliance updates previously agreed	EFDC	0	3	0	ECDA	(1) ECDA to confirm total of height increase and liaise with EFDC planners where necessary (2) Furthermore - proposed realignment of current footprint ot be assessed	NMA application made
Statutory Services & Authorities									
Drainage Strategy / Sewer Diversions / Abandonments	0	Drainage Strategy to be determined. Pick Hill - Potential Watercourse opposite site entrance identified. Connection to existing Foul / Storm runs difficult due to distance from	EFDC	0	4	0	Create (Civil)	(1) Drainage strategy and points of connection to existing sewers to be established, abandonments / diversions to be identified	Further Survey to Surface Water Run proposed for Diversion
FW & SW sewer capacity checked	4	No capacity in existing foul or storm Pick Hill - due to rural location of development site, capacity a risk	EFDC	2	2	4	Create (Civil)	(1) Drainage strategy and points of connection to existing sewers to be established, abandonments / diversions to be identified	
Reports & Investigations									
Ground Contamination	3	All sites identified as to having ACMs in made ground.	Contractor / EFDC	1	3	3	Contractor	(1) Soil Analysis Plans (SAPs) agreed with EFDC contamination team to ensure all necessary analysis is to EFDC standards. (2) Ground Gas monitoring to be carried out on potentially effected sites subject to lab testing of impacted sites (3) Remediation Method Statements to be issued where required	
Trees	4	Trees within vicinity or boundary of site that could impact construction proposals.	EFDC	1	4	4	ECDA	(1) Instruction of Arboricultural Surveys to provide comprehensive survey to all sites. Tree Protection Plans & method Statements also commissioned (2) Survey Results to be coordinated with design team to mitigate impact of root protection zones (3) Pick Hill - Liaison with owner of TPO tree's to entrance	
Traffic Management / Site Access	4	Pick Hill is single lane carriageway - site logisitcs and access constrained	EFDC	1	4	4	AML	(1) AML to procure Traffic Management and Logistics Survey (2) Survey Results to be assessed and any issues notd incorporated into Employers Requirements	
Party Walls - awards to adjoining parties	3	Party Wall Adjacent Excavation and Line of Junction Awards required	EFDC	1	3	3	EFDC / Keegans	(1) Notices to be served to adjacent properties (2) PW Surveyor to advise on objections / concerns	
Construction & Procurement									
Programmes - Delays due COVID-19	16	Pre-construction Design Programme Delay to Due Diligence, potential start on site	EFDC / AML	4	4	16	AML	(1) AML preparing programme options, for Stage 4.1 Design schemes and planning redesign schemes. (2) AML to monitor and track government advice on COVID-19	

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Hornbeam Close B (Buckhurst Hill) - HR136 - Phase 4.2

(3 x 3B5P Houses)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	1	2	0
Medium Risk	34	1	0

Actions Complete

Forthcoming Actions (Month)

- All 4.2 sites - Start dates contract 1 - 25/1/21 to 4/2/22
- Dates contract 2 11/1/21 to 10/1/22
- Dates delayed due to planning condition discharge by approx 2 weeks
- revised programme received Stated completion date 21/3/22 due to drainage and retaining walls
- retaining wall details have been reviewed and alternative RC proposals agreed, costs breakdown awaited
- brickwork & material availability is delaying progress
- variations costs have been received with the valuations, the break down has been received and these currently appear within the contingency figure.

Change Control Since Last Meeting

-

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbv	£804,225.00	£972,800.00	£168,575.00	£796,102.00	

- AML issued Tender Report 04/05/20 - Tender Costs noted
- Risk Items identified have had additional costs allocated in Client Contingency Control budget

Current RIBA Gateway Position:

Gateway:	4	
Anticipated completion of current gateway:	02/07/20	(Achieved)

Key Target Dates

Planning/Amendment Submitted:	Submitted
Consent Received:	04/08/2016
Planning Expiry	04/08/2019
Enacted (Y/N)	Yes
Start on Site:	25/01/2021
Completion:	21/03/2022

Hornbeam Close B (Buckhurst Hill) - HR136 - Phase 4.2

(3 x 3B5P Houses)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Aire Miller Fees	E130	£19,091	£19,091	£15,237	£3,854	£1	
2	ECDA, Create, Keegans & OHLA Fees	E160	£50,785	£50,785	£49,492	£1,293	£0	
3	(Survey Total)	E120	£22,538	£22,538	£22,538	£0	£0	
4	Build Cost	E040	£796,102	£796,102	£444,073	£352,030	£0	
5	(Contingency)	E040	£65,000	£65,000	£0	£64,995	£0	
6	CoW	E180	£4,690	£4,690	£1,530	£3,152	£0	
			£958,206	£958,207	£532,870	£425,324	£1	

Hornbeam Close B (Buckhurst Hill) - HR136 - Phase 4.2

(3 x 3B5P Houses)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Programme & Contract Risk									
Programme - COVID-19-Delays	12	Based on current government advice we are expecting a 3-month delay currently although social distancing may be in effect for up to 6 months	EFDC / AML	4	3	12	AML	(1) AML to advise EFDC of obligations under JCT (2) AML to liaise closely with Contractor to establish pre-commencement works (3) Contractor to provide programme considering social distancing guidelines	Risk Reduced - SoS Confirmed targeted for July, although reduced labour to meet social distancing requirements
Planning Amendments- S73 Minor Material Amendment Agreement									
Planning Amendments- S73 Minor Material Amendment Agreement	0	To ensure technically the houses meet the statutory floor to ceiling heights together with raising the building due to flood risk - risk of having to submit a S.73 application to address changes	EFDC	0	0	0	ECDA	(1) ECDA to confirm total of height increase and liaise with EFDC planners where necessary (2) Furthermore - proposed realignment of current footprint to be assessed	NMA application issued
Statutory Services & Authorities									
Easement Consultation [Incl. Build Near/Build Over matters]	0	Build-over or easement consultation required Thames Water Pumping Station - liaison for any easement and assume 24hr access requirements.	EFDC	0	0	0	Create (Civil)	(1) EFDC to confirm easement in place and any covenants on the land in terms of access. (2) Create to liaise with Thames Water to ascertain access requirements	Update @ 01/11/19 - Create have confirmed: TW have no rights over the access roads re pumping station (they requested, wherever possible, for the developer to consider sufficient tanker access to the station as part of the design of the site).
Drainage Strategy / Sewer Diversions / Abandonments	0	Adopted Foul Pipe identified routing through current building footprint	EFDC	0	0	0	Create (Civil)	(1) Create to review asset plans and liaise with Thames Water for direction. (2) Create to apply for S.185 Diversion (3) Create to coordinate civil / structural design accommodate diversion.	Update @ 01/11/19 - Create have confirmed: Diversion option to be TW preference for the foul - S.185 application to be progressed - circa 6-9 months period noted
Reports & Investigations									
Ground Contamination	4	All sites identified as to having ACMs in made ground. Hornbeam Close (Site B) is within 250m of Landfill Sites - Ground gases likely to be present.	Contractor / EFDC	2	2	4	Contractor		No Ground Gas identified - risk reduced however contamination likely
Party Walls - awards to adjoining parties	0	Party Wall Adjacent Excavation and Line of Junction Awards required	EFDC	0	0	0	EFDC / Keegans	(1) Notices to be served to adjacent properties (2) PW Surveyor to advise on objections / concerns	Notices Served

Hornbeam House (Buckhurst Hill) - HR137 - Phase 4.2

(2 x 2B4P Houses)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	0	3	0
Medium Risk	38	2	0

Actions Complete

-

Forthcoming Actions (Month)

-

- pre start conditions approved 13/1/21
- Dates delayed due to planning condition discharge by approx 2 weeks
- revised programme received 9/2/21 Stated completion date 11/2/22 due to drainage and retaining
- variations costs have been received with the valuations, the break down has been received and these currently appear within the contingency figure.

Change Control Since Last Meeting

-

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbcc	£447,445.00	£596,885.00	£149,440.00	£643,764.23	-£0.23

- AML issued Tender Report 04/05/20 - Tender Costs noted
- Risk Items identified have had additional costs allocated in Client Contingency Control budget

Current RIBA Gateway Position:

Gateway:	4	
Anticipated completion of current gateway:	02/07/20	(Achieved)

Key Target Dates

Planning/Amendment Submitted:	Submitted
Consent Received:	04/08/2016
Planning Expiry	04/08/2019
Enacted (Y/N)	Yes
Start on Site:	25/01/2021
Completion:	11/02/2022

Hornbeam House (Buckhurst Hill) - HR137 - Phase 4.2

(2 x 2B4P Houses)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Airey Miller Fees	E130	£15,741	£15,741	£12,624	£3,117	£0	
2	ECDC Create, Keegans & OHLA Fees	E160	£40,371	£40,371	£39,325	£1,046	£0	
3	(Sub-Total)	E120	£17,723	£17,723	£17,723	£0	£0	
4	Build Cost	E040	£643,764	£643,764	£422,738	£221,025	£0	
5	(Contingency)	E040	£60,000	£60,000	£0	£59,997	£0	
6	CoW	E180	£4,592	£4,592	£1,530	£3,056	£0	
			£782,190	£782,191	£493,940	£288,241	£0	

Hornbeam House, Buckhurst Hill - HR137 - Phase 4.2

(2 x 2B4P Houses)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Programme & Contract Risk									
Programme - COVID-19-Delays	12	Based on current government advice we are expecting a 3-month delay currently although social distancing may be in effect for up to 6 months	EFDC / AML	4	3	12	AML	(1) AML to advise EFDC of obligations under JCT (2) AML to liaise closely with Contractor to establish pre-commencement works (3) Contractor to provide programme considering social distancing guidelines	Risk Reduced - SoS Confirmed targeted for July, although reduced labour to meet social distancing requirements
Reports & Investigations									
Ground Contamination	4	All sites identified as to having ACMs in made ground. Hornbeam House is within 250m of Landfill Sites - Ground gases likely to be present.	Contractor / EFDC	2	2	4	Contractor	(1) Soil Analysis Plans (SAPs) agreed with EFDC contamination team to ensure all necessary analysis is to EFDC standards. (2) Ground Gas monitoring to be carried out on potentially effected sites subject	No Ground Gas identified - risk reduced however contamination likely
Unexploded Ordnance	4	Epping is high risk borough for Unexploded Ordnance <i>Identified as Medium Risk Site</i>	Contractor / EFDC	1	4	4	Contractor / UXO	(1) Ensure appointment of UXO specialist watching brief for shallow excavations to all sites (2) Intrusive magnetometer survey for any piling / borehole works to	29/01/20: To be monitored on tender returns - allowance made for attendance of UXO specialist
Party Walls - awards to adjoining parties	0	Party Wall Adjacent Excavation and Line of Junction Awards required	EFDC	0	0	0	EFDC / Keegans	(1) Notices to be served to adjacent properties (2) PW Surveyor to advise on objections / concerns	No Party Wall Awards on site

Bourne House (Buckhurst Hill) - HR135 - Phase 4.2
 (2 x 3B5P Houses)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	1	5	0
Medium Risk	33	3	0

Actions Complete

Forthcoming Actions (Month)

- Dates delayed due to planning condition discharge by approx 2 weeks
- revised programme received Stated completion date 25/2/22
- Retaining walls agreed to be RC
- Pumping station not to be adopted, alternative routes via rugby club have been investigated and not viable alternatives - specification of upgraded pumps has been agreed
- brick & material supply is causing delays
- variations costs have been received with the valuations, the break down has been received and these currently appear within the contingency figure.

Change Control Since Last Meeting

-

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbc	£597,832.00	£646,400.00	£48,568.00	£720,149.16	-£0

- AML issued Tender Report 04/05/20 - Tender Costs noted
- Risk Items identified have had additional costs allocated in Client Contingency Control budget

Current RIBA Gateway Position:

Gateway:	4	
Anticipated completion of current gateway:	02/07/20	(Achieved)

Key Target Dates

Planning/Amendment Submitted:	Submitted
Consent Received:	04/08/2016
Planning Expiry	04/08/2019
Enacted (Y/N)	Yes
Start on Site:	25/01/2021
Completion:	25/02/2022

Bourne House (Buckhurst Hill) - HR135 - Phase 4.2

(2 x 3B5P Houses)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Aire Miller Fees	E130	£18,615	£18,615	£15,128	£3,487	-£1	
2	ECDA, Create, Keegans & OHLA Fees	E160	£42,629	£42,629	£41,459	£1,170	£0	
3	(Survey Total)	E120	£19,515	£19,515	£19,515	£0	£0	
4	Build Cost	E040	£720,149	£720,149	£428,656	£291,494	£0	
5	(Contingency)	E040	£65,000	£65,000	£0	£64,995	£0	
6	CoW	E180	£4,592	£4,592	£1,530	£3,056	£0	
			£870,500	£870,500	£506,288	£364,202	-£1	

Bourne House (Buckhurst Hill) - HR135 - Phase 4.2

(2 x 3B5P Houses)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Programme & Contract Risk									
Programme - COVID-19-Delays	12	Based on current government advice we are expecting a 3-month delay currently although social distancing may be in effect for up to 6 months	EFDC / AML	4	3	12	AML	(1) AML to advise EFDC of obligations under JCT (2) AML to liaise closely with Contractor to establish pre-commencement works (3) Contractor to provide programme considering social distancing guidelines	Risk Reduced - SoS Confirmed targeted for July, although reduced labour to meet social distancing requirements
Planning Approvals									
Planning Amendments- S73 Minor Material Amendment Agreement	0	Current approved plans proposed shift of building back circa 1m to present improved frontage	EFDC	0	0	0	ECDA/ Create	ECDA to confirm realignment and liaise with EFDC planners where necessary	Update @ 01/11/19 - Agreed minor realignment and covered with design development - risk reduced
Reports & Investigations									
Ground Contamination	4	All sites identified as to having ACMS in made ground. Hornbeam House is within 250m of Landfill Sites - Ground gases likely to be present.	Contractor / EFDC	2	2	4	Contractor	(1) Soil Analysis Plans (SAPs) agreed with EFDC contamination team to ensure all necessary analysis is to EFDC standards. (2) Ground Gas monitoring to be carried out on potentially effected	No Ground Gas identified - risk reduced however contamination likely
Party Walls - awards to adjoining parties	0	Party Wall Adjacent Excavation and Line of Junction Awards required Sports Pavilion to Eastern Boundary - PW award for adjacent excavation / foundations required	EFDC	0	4	0	EFDC / Keegans	(1) Notices to be served to adjacent properties (2) PW Surveyor to advise on objections / concerns	Notices Served

Etheridge Road (Debden) - HR127 - Phase 4.2

(1 x 2B3P Bungalow & 2 x 3B5P Houses)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	2	3	0
Medium Risk	32	3	0

Actions Complete

Forthcoming Actions (Month)

- pre start conditions approved 13/1/21
- completion date 19/4/22
- boundary walls have been assessed and new RC retaining cast or the existing adapted as appropriate
- monitor completion date for Homes England funding
- Sprinkler required for houses
- variations costs have been received with the valuations, the break down has been received and these currently appear within the contingency figure.

Change Control Since Last Meeting

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbc	£852,555.00	£976,925.00	£124,370.00	£1,173,281.00	

- AML issued Tender Report 04/05/20 - Tender Costs noted
- Risk Items identified have had additional costs allocated in Client Contingency Control budget

Current RIBA Gateway Position:

Gateway:	4	
Anticipated completion of current gateway:	02/07/20	(Achieved)

Key Target Dates

Planning/Amendment Submitted:	Submitted
Consent Received:	30/08/2016
Planning Expiry	30/08/2019
Enacted (Y/N)	Yes
Start on Site:	11/01/2021
Completion:	19/04/2022

Etheridge Road (Debden) - HR127 - Phase 4.2

(1 x 2B3P Bungalow & 2 x 3B5P Houses)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Airem Miller Fees	E130	£24,924	£24,925	£19,903	£5,022	£1	
2	ECDC Create, Keegans & OHLA Fees	E160	£53,536	£53,536	£52,510	£1,026	£0	
3	(Sub-Total)	E120	£41,429	£41,429	£41,429	£0	£0	
4	Build Cost	E040	£1,173,281	£1,173,281	£813,603	£359,680	£0	
5	(Contingency)	E040	£100,000	£100,000	£0	£100,000	£0	
6	CoW	E180	£4,690	£4,690	£1,530	£3,159	£0	
			£1,397,860	£1,397,861	£928,975	£468,887	£1	

Etheridge Road (Debden) - HR127 - Phase 4.2

(1 x 2B3P Bungalow & 2 x 3B5P Houses)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Programme & Contract Risk									
Programme - COVID-19-Delays	12	Based on current government advice we are expecting a 3-month delay currently although social distancing may be in effect for up to 6 months	EFDC / AML	4	3	12	AML	(1) AML to advise EFDC of obligations under JCT (2) AML to liaise closely with Contractor to establish pre-commencement works (3) Contractor to provide programme considering social distancing guidelines	Risk Reduced - SoS Confirmed targeted for July, although reduced labour to meet social distancing requirements
Reports & Investigations									
Ground Contamination	4	All sites identified as to having ACMs in made ground. Hornbeam Close (Site B) is within 250m of Landfill Sites - Ground gases likely to be present.	Contractor / EFDC	2	2	4	Contractor	(1) Soil Analysis Plans (SAPs) agreed with EFDC contamination team to ensure all necessary analysis is to EFDC standards. (2) Ground Gas monitoring to be carried out on potentially effected sites	No Ground Gas identified - risk reduced however contamination likely
Party Walls - awards to adjoining parties	3	Party Wall Adjacent Excavation and Line of Junction Awards required	EFDC	1	3	3	EFDC / Keegans	(1) Notices to be served to adjacent properties (2) PW Surveyor to advise on objections / concerns	Update Received - Conditon Surveys Completed - Awards in place

Denny Avenue (Waltham Abbey) - HR144 - Phase 4.2

(1 x 2B4p House & 2 x 3B5p Houses)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	1	2	0
Medium Risk	36	4	0

Actions Complete

Forthcoming Actions (Month)

- pre start conditions approved 13/1/21
- Completion date 29/3/22
- the surface water drain from site has been renewed to the brook
- brick & material availability causing delays
- variations costs have been received with the valuations, the break down has been received, with the additional drainage these currently appear to be over the site contingency figure

Change Control Since Last Meeting

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbc	£771,605.00	£858,800.00	£87,195.00	£860,640.00	

- AML issued Tender Report 04/05/20 - Tender Costs noted
- Risk Items identified have had additional costs allocated in Client Contingency Control budget

Current RIBA Gateway Position:

Gateway: 4
 Anticipated completion of current gateway: 02/07/20 (Achieved)

Key Target Dates

Planning/Amendment Submitted: Submitted
 Consent Received: 25/01/2017
 Planning Expiry: 25/01/2020
 Enacted (Y/N): TBC
 Start on Site: 11/01/2021
 Completion: 29/03/2022

Denny Avenue (Waltham Abbey) - HR144 - Phase 4.2

(1 x 2B4p House & 2 x 3B5p Houses)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Airey Miller Fees	E130	£20,511	£20,511	£16,512	£3,999	-£1	
2	ECDAs, Create, Keegans & OHLA Fees	E160	£47,908	£47,908	£46,510	£1,398	£0	
3	(Sub-Total)	E120	£16,928	£16,928	£16,928	£0	£0	
4	Build Cost	E040	£860,640	£860,640	£464,997	£395,640	£0	
5	(Contingency)	E040	£65,000	£65,000	£0	£65,000	£0	
6	CoW	E180	£4,690	£4,690	£1,392	£3,298	£0	
			£1,015,678	£1,015,677	£546,340	£469,335	-£1	

Denny Avenue (Waltham Abbey) - HR144 - Phase 4.2

(1 x 2B4p House & 2 x 3B5p Houses)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Programme & Contract Risk									
Programme - COVID-19-Delays	12	Based on current government advice we are expecting a 3-month delay currently although social distancing may be in effect for up to 6 months	EFDC / AML	4	3	12	AML	(1) AML to advise EFDC of obligations under JCT (2) AML to liaise closely with Contractor to establish pre-commencement works (3) Contractor to provide programme considering social distancing guidelines	Risk Reduced - SoS Confirmed targeted for July, although reduced labour to meet social distancing requirements
Reports & Investigations									
Ground Contamination	4	All sites identified as to having ACMs in made ground. Denny Avenue - former site of explosives factory - heightened contamination / remediation expected	Contractor / EFDC	2	2	4	Contractor	(1) Soil Analysis Plans (SAPs) agreed with EFDC contamination team to ensure all necessary analysis is to EFDC standards. (2) Ground Gas monitoring to be carried out on potentially effected sites subject to lab testing of impacted sites (3) Remediation Method Statements to be issued where required	
Party Walls - awards to adjoining parties	4	Party Wall Adjacent Excavation and Line of Junction Awards required	EFDC	1	4	4	EFDC / Keegans	(1) Notices to be served to adjacent properties (2) PW Surveyor to advise on objections / concerns	Notices served

Beechfield Walk (Waltham Abbey) - HR142 - Phase 4.2

(5 x 2B4P Houses)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	2	4	0
Medium Risk	36	2	0

-

Actions Complete

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Forthcoming Actions (Month)

- Works progressing
- completion date 15/2/22
- off site surface water flooding from field has been assessed, the existing outfall can be utilized by reforming the ditch
- variations costs have been received with the valuations, the break down has been received and these currently appear within the contingency figure.

Change Control Since Last Meeting

-

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbk	£1,087,011.00	£1,297,200.00	£210,189.00	£1,115,482.00	

- AML issued Tender Report 04/05/20 - Tender Costs noted
- Risk Items identified have had additional costs allocated in Client Contingency Control budget

Current RIBA Gateway Position:

Gateway:	4	
Anticipated completion of current gateway:	02/07/20	(Achieved)

Key Target Dates

Planning/Amendment Submitted:	Submitted
Consent Received:	22/03/2017
Planning Expiry	22/03/2020
Enacted (Y/N)	TBC
Start on Site:	11/01/2021
Completion:	08/02/2022

Beechfield Walk (Waltham Abbey) - HR142 - Phase 4.2

(5 x 2B4P Houses)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Aire Miller Fees	E130	£23,664	£23,663	£19,008	£4,655	£0	
2	ECDF Create, Keegans & OHLA Fees	E160	£49,558	£49,558	£48,951	£607	£0	
3	(Sub-Total)	E120	£20,112	£20,112	£20,112	£0	£0	
4	Build Cost	E040	£1,115,482	£1,115,482	£608,403	£507,080	£0	
5	(Contingency)	E040	£85,000	£85,000	£0	£84,994	£0	
6	CoW	E180	£4,900	£4,900	£1,440	£3,456	£0	
			£1,298,715	£1,298,715	£697,914	£600,792	£0	

Beechfield Walk (Waltham Abbey) - HR142 - Phase 4.2 (5 x 2B4P Houses)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Programme & Contract Risk									
Programme - COVID-19- Delays	12	Based on current government advice we are expecting a 3-month delay currently although social distancing may be in effect for up to 6 months	EFDC / AML	4	3	12	AML	(1) AML to advise EFDC of obligations under JCT (2) AML to liaise closely with Contractor to establish pre-commencement works (3) Contractor to provide programme considering social distancing guidelines	Risk Reduced - SoS Confirmed targeted for July, although reduced labour to meet social distancing requirements
Reports & Investigations									
Ground Contamination	3	All sites identified as to having ACMs in made ground.	Contractor / EFDC	1	3	3	Contractor	(1) Soil Analysis Plans (SAPs) agreed with EFDC contamination team to ensure all necessary analysis is to EFDC standards. (2) Ground Gas monitoring to be carried out on potentially effected sites subject to lab testing of impacted sites (3) Remediation Method Statements to be issued where required	
Party Walls - awards to adjoining parties	4	Party Wall Adjacent Excavation and Line of Junction Awards required	EFDC	1	4	4	EFDC / Keegans	(1) Notices to be served to adjacent properties (2) PW Surveyor to advise on objections / concerns	Notices Served

Kirby Close (Loughton) - HR120 - Phase 4.2

(2 x 3 bed 5p Houses, 2 x 2 bed 4p h Houses)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	0	4	0
Medium Risk	3	3	0

Actions Complete

Forthcoming Actions (Month)

- grass island to be temporarily turned into straight across access under licence
- works progressing
- completion 19/3/22
- Sprinklers not required
- nr 20 boundary wall condition under review - it is likely to be required to be replaced
- variations costs have been received with the valuations, the break down has been received and these currently appear within the contingency figure.

Change Control Since Last Meeting

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbc	£911,559.00	£1,107,004.00	£195,445.00	£1,085,101.00	

- AML issued Tender Report 04/05/20 - Tender Costs noted
- Risk Items identified have had additional costs allocated in Client Contingency Control budget

Current RIBA Gateway Position:

Gateway:	4	
Anticipated completion of current gateway:	02/07/20	(Achieved)

Key Target Dates

Planning/Amendment Submitted:	Submitted
Consent Received:	22/03/2017
Planning Expiry	22/03/2020
Enacted (Y/N)	TBC
Start on Site:	11/01/2021
Completion:	29/03/2022

Kirby Close (Loughton) - HR120 - Phase 4.2

(2 x 3 bed 5p Houses, 2 x 2 bed 4p h Houses)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Aire Miller Fees	E130	£23,070	£23,069	£18,733	£4,336	£0	
2	ECDA, Create, Keegans & OHLA Fees	E160	£54,008	£54,008	£53,059	£949	£0	
3	(Survey Total)	E120	£17,577	£17,577	£17,577	£0	£0	
4	Build Cost	E040	£1,085,101	£1,085,101	£580,129	£504,976	£0	
5	(Contingency)	E040	£85,000	£85,000	£0	£85,000	£0	
6	CoW	E180	£4,795	£4,795	£1,350	£3,447	£0	
			£1,269,550	£1,269,550	£670,848	£598,708	£0	

Kirby Close (Loughton) - HR120 - Phase 4.2

(2 x 3 bed 5p Houses, 2 x 2 bed 4p h Houses)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Programme & Contract Risk									
Programme - COVID-19-Delays	8	Based on current government advice we are expecting a 3-month delay currently although social distancing may be in effect for up to 6 months	EFDC / AML	4	2	8	AML	(1) AML to advise EFDC of obligations under JCT (2) AML to liaise closely with Contractor to establish pre-commencement works (3) Contractor to provide programme considering social distancing guidelines	Risk Reduced - SoS Confirmed targeted for July, although reduced labour to meet social distancing requirements
Reports & Investigations									
Ground Contamination	2	All sites identified as to having ACMs in made ground.	Contractor / EFDC	1	2	2	Contractor	(1) Soil Analysis Plans (SAPs) agreed with EFDC contamination team to ensure all necessary analysis is to EFDC standards. (2) Ground Gas monitoring to be carried out on potentially effected sites subject to lab testing of impacted sites (3) Remediation Method Statements to be issued	
Trees	0	Trees within vicinity or boundary of site that could impact construction proposals. Kirby Close 1no tree identified outside of bounday on NW side of site - impacting currnet proposals -	EFDC	0	0	0		(1) Instruction of Aboricultural Surveys to provide comprehensive survey to all sites. Tree Protection Plans & method Statements also commissioned (2) Survey Results to be coordinated with design team to mitigate impact of root protection zones (3) Pick Hill - Liaison with owner of TPO tree's to entrance	Tree agreed to be removed
Party Walls - awards to adjoining parties	3	Party Wall Adjacent Excavation and Line of Junction Awards required	EFDC	1	3	3	EFDC / Keegans	(1) Notices to be served to adjacent properties (2) PW Surveyor to advise on objections / concerns	

Pentlow Way (Buckhurst Hill) - HR139 - Phase 4.3

(5 x 1 bed 2p flats, 2 x 2 bed 4p flats)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	1	1	0
Medium Risk	38	1	0

- RoW / Access and Party Wall matters to be determined
- Drainage Build-over Required - Application being progressed
- Levels to East Boundary still to be determined

Actions Complete

-
- Allocated parking - not required
- contract prepared to print - programme dates required to produce this, issue date dependant on receiving programme dates and leases being resolved . Start date is slipping. June 2022

Forthcoming Actions (Month)

- updated tender report approved
- pre start conditions target determination date 2 March
- programme received - sub-station dates to confirm from UKPN - 9 months to agree legals is UKPN target - this will delay start
- site layout for each phase received but to review
- updated UKPN quote received and paid directly by EFDC, contact details received and meeting held. 9 months period for legals indicated by UKPN. Parties are in contact.
- contract in place with TSG
- start June 2022
- neighbours boundary wall to agree
- UKPN revised costs to agree
- temporary bin position to agree

Change Control Since Last Meeting

-

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
#REF!	£1,588,896.00	£1,774,636.90	£185,740.90	£1,950,504.00	£0.00

- Order of cost completed and issued Aug 20 construction cost revised
- Tender report issue date 18/9/20

Current RIBA Gateway Position:

Gateway: 4
 Anticipated completion of current gateway: 30/10/20

Key Target Dates

Planning/Amendment Submitted: Submitted
 Consent Received: 25/01/2017
 Planning Expiry: 25/01/2020
 Enacted (Y/N): Yes
 Start on Site: June 2022
 Completion: June 2023

Pentlow Way (Buckhurst Hill) - HR139 - Phase 4.3

(5 x 1 bed 2p flats, 2 x 2 bed 4p flats)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Aire Miller Fees	E130	£34,585	£34,585	£20,383	£14,202	£0	
2	ECD Create, Keegans & OHLA Fees	E160	£91,961	£91,961	£90,600	£1,361	£0	
3	(Survey Total)	E120	£24,355	£24,355	£23,086	£1,269	£0	
4	Build Cost	E040	£1,950,504	£1,950,504	£0	£1,950,510	£0	
5	(Contingency)	E040	£195,050	£195,050	£0	£195,045	£0	Adjusted to 10% of build cost until Contract cost.
6	CoW	E180	£10,600	£10,600	£0	£10,600	£0	
			£2,307,054	£2,307,054	£134,068	£2,172,987	£0	

Pentlow Way (Buckhurst Hill) - HR139 - Phase 4.3

(5 x 1 bed 2p flats, 2 x 2 bed 4p flats)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Land, Ownership and Acquisition									
Rights of Way Disruption to Adjoining Residents & the general public	12	Public Access or Rights of Way preventing proposed construction. Disruption to Neighbours potentially delaying on-site works	EFDC	3	4	12	EFDC	(1) EFDC to ascertain progress with legals on extinguishment or access RoW required to be maintained. (2) EFDC to confirm timescales / impact of any delayed liaison with residents	04/12/19 - EFDC advised legal team are progressing matters - risk reduced
Legal issues re: land ownership & stopping-up	0	Subject to completion of Design Review Stage 3 Planning information - ECDA to advise whether amendments are required to adjust redline / boundaries to suit EFDC ownership. Pentlow Way - Ownership of Dry Area for proposed substation to north of site to be determined	EFDC	0	0	0	EFDC	(1) EFDC to issue ownership and title information (2) AML/ECDA to review impact and advise of any mitigation to current design	Confirmed as EFDC owned Land
Statutory Services & Authorities									
Electric, requirement for new substation(s)	12	New electrical supplies to be sought for new properties - Substation unlikely Pentlow Way - New Substation required - load capacity to be reviewed and costs associated of extending cables from existing position. - Unrestricted access via undercroft of new building required - minimum height to be confirmed	EFDC	4	3	12	Create (MEP)	(1) Carry out design and obtain capacity check from the service provider. (2) Assess design and space requirements for the new substations	2.5m access height confirmed acceptable by UKPN
Electric / Existing Substation	20	Legal Land Title for the new sub stations and existing stations to be decommissioned and demolished - no existing substations Pentlow Way - New Substation required - relocation of existing substation to north of site to accommodate new development	EFDC	4	5	20	Create (MEP)	(2) Existing services to be identified and requirement for diversion or abandonment established. (3) EFDC legals to confirm land title status for the existing sub station	
Construction & Procurement									
Programmes - Delays due COVID-19	16	Pre-construction Design Programme Delay to Due Diligence, potential start on site	EFDC / AML	4	4	16	AML	(1) AML preparing programme options, for Stage 4.1 Design schemes and planning redesign schemes. (2) AML to monitor and track government advice on COVID-19	

Woollard Street (Waltham Abbey) - HR149 - Phase 4.3

(7 x 1B2P & 2B4P Flats)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	3	3	0
Medium Risk	37	1	0

- Contamination Plume identified as localised - risk reduced - Remediation Strategy Confirmed

Actions Complete

- Tenders received

Forthcoming Actions (Month)

- planning application approved 4/2/21
- Updated tender report approved
- update tender drawings to latest planning have been issued on VFP
- Party Wall - Keegans confirmed not required
- temporary closure of access to rear garages will be needed
- discharge pre start conditions by contractor - landscape and materials - this has been submitted but has delayed the start - estimated dec 2022
- programme received
- contract signed by TSG
- to run separately from Pentlow
- liaison over access to rear garages to take place - costs to maintain rear access being confirmed with TSG
- pre start meeting held 20/8/21

Change Control Since Last Meeting

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbc	£1,399,539.00	£1,556,186.92	£156,647.92		

- Order of cost completed and issued Aug 20 construction cost revised

- Tender report issue date 18/9/20

Current RIBA Gateway Position:

Gateway: 4
 Anticipated completion of current gateway: 30/10/20

Key Target Dates

Planning/Amendment Submitted: Submitted
 Consent Received: 25/01/2017
 Planning Expiry: 25/01/2020
 Enacted (Y/N): Yes
 Start on Site: 01/12/2021
 Completion: 01/12/2022

Woollard Street (Waltham Abbey) - HR149 - Phase 4.3

(7 x 1B2P & 2B4P Flats)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Aire Miller Fees	E130	£32,389	£32,388	£18,352	£14,036	-£1	
2	ECD, Create, Keegans & OHLA Fees	E160	£66,564	£66,564	£63,081	£3,483	£0	
3	(Subtotal Total)	E120	£50,883	£50,883	£42,604	£8,279	£0	
4	Build Cost	E040	£1,662,008	£1,662,008	£0	£1,662,010	£0	
5	(Contingency)	E040	£166,200	£166,200	£0	£166,208	£0	Adjusted to 10% of build cost until Contract cost.
6	CoW	E180	£10,600	£10,600	£0	£10,600	£0	
			£1,988,644	£1,988,644	£124,037	£1,864,616	-£1	

Woollard Street (Waltham Abbey) - HR149 - Phase 4.3

(7 x 1B2P & 2B4P Flats)

Issues / Risks / Early

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Land, Ownership and Acquisition									
Rights of Way Disruption to Adjoining Residents & the general public	12	Public Access or Rights of Way preventing proposed construction. Disruption to Neighbours potentially delaying on-site works - Vehicle Access to rear of 20-27 Greenfield Street - Pedestrian Access to rear of Block of flats to Stewardson Street to be maintained	EFDC	3	4	12	EFDC	(1) EFDC to ascertain progress with legals on extinguishment or access RoW required to be maintained. (2) EFDC to confirm timescales / impact of any delayed liaison with residents	04/12/19 - EFDC advised legal team are progressing matters - risk reduced
Statutory Services & Authorities									
Drainage Strategy / Sewer Diversion / Abandonments	0	Drainage Strategy to be determined. Wollard Street - Potential Build-over or major diversion required. Numerous abandonments also required	EFDC	0	0	0	Create (Civil)	(1) Drainage strategy and points of connection to existing sewers to be established, abandonments / diversions to be identified (2) Ownership / adjacent foul connection to be assessed	Drainage Strategy Approved by Thames Water
Reports & Investigations									
Ground Contamination	12	All sites identified as to having ACMs in made ground.	Contractor / EFDC	4	3	12	Contractor	(1) Soil Analysis Plans (SAPs) agreed with EFDC contamination team to ensure all necessary analysis is to EFDC standards. (2) Ground Gas monitoring to be carried out on potentially effected sites subject to lab testing of impacted sites (3) Remediation Method Statements to be issued	Risk Reduced
Party Walls - awards to adjoining parties	1	Party Wall Adjacent Excavation and Line of Junction Awards required	EFDC	1	1	1	EFDC / Keegans	(1) Notices to be served to adjacent properties (2) PW Surveyor to advise on objections / concerns	Party wall awards confirmed as not required
Construction & Procurement									
Construction Programmes - Delays due COVID-19	16	Pre-construction Design Programme Delay to Due Diligence, potential start on site	EFDC / AML	4	4	16	AML	(1) AML preparing programme options, for Stage 4.1 Design schemes and planning redesign schemes. (2) AML to monitor and track government advice on COVID-19	

Chequers Rd B (Loughton) - HR123 - Phase 4.4

(4 x 1B2P Flats, 4 x 2B4P flats)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	7	0	0
Medium Risk	36	0	0

Actions Complete

- Sub station - flood levels confirmed by UKPN as not an issue
- Nilan meeting held on their system - system to be used.
- Kitchen layouts - is there space for full height fridge - for purposes of energy usage full height space will be provided subject to adequate storage

Forthcoming Actions (Month)

- Substation - planning submitted 12/11/20. Determination target 11/1/21 Car chargers are shown - check if can be community.
- Substation build to be included within main tender
- Car chargers for flats 6nr - **Create (Chris) to advise 7.5kw per charger - flats allocation to be confirmed**
- Start on site moved to Jan 2022 due to delays with planning submissions - will be further delayed by circa 6 months
- Passivhaus - confirm what ER`s are for Passivhaus compliance/requirements (draft to issue -based on 4.3 with addendums for Passivhaus)
- Planning submitted 30/10/2020 Including separate sub station application Target determination 25/12/20
- to tender pending planning - likely to be end 2021

- additional costs of £1197 on flood risk assessment incurred by Create as additional information required than usually expected for planning - to be approved
- TW build over and diversion progress to confirm after Planning
- planners requested dorma detail to be reduced - revised drawings submitted by ECD
- ECD issued remaining Passivhaus tender info
- planners query on sub station parking to replied as Belens response
- planners requested traffic air quality impact assessment which has been issued
- **planning committee date awaited**

Change Control Since Last Meeting

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbc	£1,636,993.00	£2,623,385.00	£986,392.00	£1,662,008.00	

- Order of cost updated including garden landscaping, sub station and parking

Current RIBA Gateway Position:

Gateway:	3
Anticipated completion of current gateway:	31/10/2020

Key Target Dates

Planning/Amendment Submitted:	30/10/2020
Consent Received:	09/02/2016
Planning Expiry	09/02/2019
Enacted (Y/N)	Yes
Start on Site:	June 2022
Completion:	July 2023

Chequers Rd B (Loughton) - HR123 - Phase 4.4

(4 x 1B2P Flats, 4 x 2B4P flats)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Aire Miller Fees	E130	£37,968	£37,969	£12,035	£25,934	£0	
2	ECDC Create, Keegans & OHLA Fees	E160	£93,052	£93,052	£87,983	£5,069	£0	
3	(Sub-Total)	E120	£59,174	£59,174	£37,146	£22,028	£0	
4	Build Cost	E040	£2,623,385	£2,623,385	£0	£2,623,385	£0	
5	(Contingency)	E040	£262,339	£262,339	£0	£262,344	£0	Updated to 10% of build cost
6	CoW	E180	£6,800	£6,800	£0	£6,800	£0	
			£3,082,718	£3,082,719	£137,164	£2,945,560	£0	

Chequers Rd B (Loughton) - HR123 - Phase 4.4

(4 x 1B2P Flats, 4 x 2B4P flats)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Land, Ownership and Acquisition									
Rights of Way Disruption to Adjoining Residents & the general public	4	Public Access or Rights of Way preventing proposed construction. Disruption to Neighbours potentially delaying on-site works	EFDC	1	4	4	EFDC	(1) EFDC to ascertain progress with legal on extinguishment or access RoW required to be maintained. (2) EFDC to confirm timescales / impact of any delayed liaison with	04/12/19 - EFDC advised legal team are progressing matters - risk reduced
Planning Approvals									
New Planning Application	20	New Proposals to be reviewed - subject to re-briefing meeting. Likely however new application will be required.	EFDC	4	5	20	ECDA/ Create	(1) EFDC to provide briefing details to inform capacity review. (2) ECDA to liaise with EFDC Planners and ensure consistent pre-app discussions are held. (3) ECDA to continue RIBA 1-3 design development	Targeted for Mid-August Now mid October
Consultation Issues - Planning Refusal	15	If new application is submitted, risk of refusal or objection a risk. Furthermore - delay to approval of Local plan leading to delay in planning application approval.	EFDC	3	5	15	EFDC	(1) EFDC to liaise with EFDC Planners on redesign sites - ongoing pre-app discussions to mitigate risk of objection or refusal	
Statutory Services & Authorities									
Drainage Strategy / Sewer Diversions / Abandonments	16	Drainage Strategy to be determined. Potential Build-over or major diversion required.	EFDC	4	4	16	Create (Civil)	(1) Drainage strategy and points of connection to existing sewers to be established, abandonments / diversions to be identified (2) Ownership / adjacent foul connection to be assessed	
Reports & Investigations									
Flood Risk	12	Post Planning - Flood Risk consultant has identified this site to have heightened risk of surface water flooding. EFDC Drainage Engineer's have advised "to raise finish floor levels to at least	EFDC	3	4	12	FRA Consultant + Create (Civil)	(1) Flood Risk Modelling to be carried out (2) Buildings FFL to be raised 300mm above existing ground level (3) Details to issued to	FFL raised to address Flood Risk concerns - redesign ongoing
Electric, requirement for new substation(s)	12	New electrical supplies to be sought for new properties - Substation unlikely New Substation required - load capacity to be reviewed and costs associated of extending cables from existing position. - Unrestricted access via undercroft of new building required - minimum	EFDC	3	4	12	Create (MEP)	(1) Carry out design and obtain capacity check from the service provider. (2) Assess design and space requirements for the new substations	
Electric / Existing Substation	20	Legal Land Title for the new sub stations and existing stations to be decommissioned and demolished - no existing substations Relocation of existing substation to north of site to accommodate new development	EFDC	4	5	20	Create (MEP)	(1) Obtain utility service records. (2) Existing services to be identified and requirement for diversion or abandonment established. (3) EFDC legals to confirm land title status for the existing sub station	
Pre-Construction & Procurement									
Pre-Construction Programmes - Delays due COVID-19	16	Pre-construction Design Programme Delay to Due Diligence, potential start on site	EFDC / AML	4	4	16	AML	(1) AML preparing programme options, for Stage 4.1 Design schemes and planning redesign schemes. (2) AML to monitor and track government advice re COVID-19	

Ladyfields (Loughton) - HR125 - Phase 4.4

(2 x 2B4P Houses, 2 x 3B4P Houses & 12 x 1B2P Flats)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	5	0	0
Medium Risk	37	1	0

Actions Complete

Forthcoming Actions (Month)

- planning submitted 10/9/20 - target determination date 14/12/2020 - not achieved
- request to change elevation drawings sent to planners (potential NMA if not approved)
- BT Telegraph pole removal progressed with Openreach - quote received - order to place once next steps agreed - confirm timescales with BT 5-7 weeks
- Target date for issuing tenders will be after planning approved
- Start on site estimated Jan 2022 - this will be delayed further due to planning
- three framework contractors have the appetite for a Passivhaus scheme
- Car charging direct to allocated parking to house
- tenders not to be issued until planning approved
- Contamination gas protection -CS3 (score 4.5) - ventilated floor void required - proposals provided
- drainage, trees - objections being closed
- planners requested traffic air quality impact assessment which has been issued
- **planning committee date awaited**

Change Control Since Last Meeting

-

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction Cost	Initial Build Cost Estimate (Jan 18)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date (+/-)
tbc	£1,275,879.00	£3,681,662.00	£2,405,783.00	£0.00	£0.00

- Order of cost completed and issued July 20 construction cost revised

Current RIBA Gateway Position:

Gateway: 3
 Anticipated completion of current gateway: **11/12/2020**

Key Target Dates

Planning/Amendment Submitted: 10/09/2020
 Consent Received:
 Planning Expiry
 Enacted (Y/N)
 Start on Site: **June 2022**
 Completion: **July 2023**

Ladyfields (Loughton) - HR125 - Phase 4.4

(2 x 2B4P Houses, 2 x 3B4P Houses & 12 x 1B2P Flats)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Aire Miller Fees	E130	£75,353	£75,353	£22,869	£52,484	£0	
2	ECDA, Create, Keegans & OHLA Fees	E160	£168,953	£168,953	£156,984	£11,969	£0	
3	(Supply Total)	E120	£58,090	£58,090	£41,350	£16,740	£0	
4	Build Cost	E040	£3,681,662	£3,681,662	£0	£3,681,662	£0	
5	(Contingency)	E040	£368,166	£368,166	£0	£368,175	£0	Adjusted to 10% of Build cost budget
6	CoW	E180	£14,800	£14,800	£0	£14,800	£0	
			£4,367,024	£4,367,024	£221,203	£4,145,830	£0	

Ladyfields (Loughton) - HR125 - Phase 4.4

(2 x 2B4P Houses, 2 x 3B4P Houses & 12 x 1B2P Flats)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Land, Ownership and Acquisition									
Rights of Way Disruption to Adjoining Residents & the general public	12	Public Access or Rights of Way preventing proposed construction. Disruption to Neighbours potentially delaying on-site works Access for TFL / NR to track to SE rear corner of site	EFDC	3	4	12	EFDC	(1) EFDC to ascertain progress with legals on extinguishment or access RoW required to be maintained. (2) EFDC to confirm timescales / impact of any delayed liaison with residents	04/12/19 - EFDC advised legal team are progressing matters - risk reduced
Planning Approvals									
New Planning Application	20	New Proposals to be reviewed - subject to re-briefing meeting. Likely however new application will be required.	EFDC	4	5	20	ECDA/ Create	(1) EFDC to provide briefing details to inform capacity review. (2) ECDA to liaise with EFDC Planners and ensure consistent pre-app discussions are held. (3) ECDA to continue RIBA 1-3 design	Submission made
Consultation Issues - Planning Refusal	15	If new application is submitted, risk of refusal or objection a risk. Furthermore - delay to approval of Local plan leading to delay in planning application	EFDC	3	5	15	EFDC	(1) EFDC to liaise with EFDC Planners on redesign sites - ongoing pre-app discussions to mitigate risk of objection or refusal	
Statutory Services & Authorities									
Electric / Existing Substation	0	Legal Land Title for the new sub stations and existing stations to be decommissioned and demolished - Ladyfields - Existing Substation located in close proximity of NW boundary of site. HV/LV cable routes currently unknown - Access and easement requirement to be	EFDC	0	0	0	Create (MEP)	(1) Obtain utility service records. (2) Existing services to be identified and requirement for diversion or abandonment established. (3) EFDC legals to confirm land title status for the existing sub station	Confirmed no impact to our boundary or scheme
Reports & Investigations									
Ground Contamination	15	All sites identified as to having ACMs in made ground.	Contractor / EFDC	5	3	15	Contractor	(1) Soil Analysis Plans (SAPs) agreed with EFDC contamination team to ensure all necessary analysis is to EFDC standards. (2) Ground Gas monitoring to be carried out on potentially effected sites subject to lab testing of impacted sites (3) Remediation Method Statements to be issued where required	
Trees	12	Trees within vicinity or boundary of site that could impact construction proposals. Ladyfields - substantial impact to site by number of mature tree's - heavily restrains capacity and design proposals	EFDC	4	3	12		(1) Instruction of Arboricultural Surveys to provide comprehensive survey to all sites. Tree Protection Plans & method Statements also commissioned (2) Survey Results to be coordinated with design team to mitigate impact of root protection zones (3) Ladyfields - Liaison with EFDC in regards to removal of 2nd large mature tree to open up development site	Current proposals accommodate Root Protection zones - risk reduced
Party Walls - awards to adjoining parties	15	Party Wall Adjacent Excavation and Line of Junction Awards required	EFDC	3	5	15	EFDC / Keegans	(1) Notices to be served to adjacent properties (2) PW Surveyor to advise on objections / concerns	
Pre-Construction & Procurement									
Pre-Construction Programmes - Delays due COVID-19	16	Pre-construction Design Programme Delay to Due Diligence, potential start on site	EFDC / AML	4	4	16	AML	(1) AML preparing programme options, for Stage 4.1 Design schemes and planning redesign schemes. (2) AML to monitor and track government advice on COVID-19	

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Lower Alderton Hall Lane (Loughton) - HR121 - Phase 4.4

(2 x 2B4P Houses)

Issues / Risks / Early Warning

Risk Register			
	Risks	Mitigated	Overdue
High Risk	3	0	0
Medium Risk	35	1	0

- Lower Alderton planning 25/09/19 - risk is refusal.
- Risk of resident objection and disruption to works
- Pedestrian RoW to be maintained during works to access beneath footbridge
- Contamination risk present on site

Actions Complete

- Tender Return 02/03/20 - scheme to be omitted due to SAC delay

Forthcoming Actions (Month)

- Lower Alderton - likely subject to S106 Agreement relating to Natural England's Air Quality Issues
- procurement route to be considered once planning approved

Change Control Since Last Meeting

Financial

Construction Cost Summary (E040)

Cabinet Approved Construction	Initial Build Cost Estimate (Jan)	Latest Pre-Tender Estimate	Variance from initial Estimate (+/-)	Build Cost (Tender Figure Fixed)	Build Variations To Date
tbc	£507,768.00	£761,467.00	£253,699.00	£0.00	£0.00

Current RIBA Gateway Position:

- Gateway: 4
- Anticipated completion of current gateway: TBC
- Tender Return 02/03/20 - scheme to be omitted due to SAQ delay

Key Target Dates

- Planning/Amendment Submitted: Submitted - New Application (TBC)
- Consent Received: 09/02/2016
- Planning Expiry: 09/02/2019
- Enacted (Y/N): Yes
- Start on Site: Jan 2022
- Completion: Dec 2023

Lower Alderton Hall Lane (Loughton) - HR121 - Phase 4.4

(2 x 2B4P Houses)

Development Cost Movement Report

	Description	Cost Code	Previous Contract Total	Contract Total	Total Invoiced	Total Remaining	Variance	Reason for Movement
1	Aire Miller Fees	E130	£18,361	£18,361	£13,614	£4,747	£0	
2	ECD Create, Keegans & OHLA Fees	E160	£42,738	£42,738	£41,879	£859	£0	
3	(Surplus Total)	E120	£23,481	£23,481	£21,736	£1,745	£0	
4	Build Cost	E040	£554,700	£554,700	£0	£554,700	£0	
5	(Contingency)	E040	£55,470	£55,470	£0	£55,476	£0	
6	CoW	E180	£10,800	£10,800	£0	£10,800	£0	
			£705,550	£705,550	£77,229	£628,327	£0	

Lower Alderton Hall Lane (Loughton) - HR121 - Phase 4.4

(2 x 2B4P Houses)

Issues / Risks / Early Warning

Hazard/Risk	PxI	Comments	Risk Owner	Probability 1-5	Impact 1-5	P x I Score	Action By	Control Measures	Outcomes
Land, Ownership and Acquisition									
Rights of Way Disruption to Adjoining Residents & the general public	12	Public Access or Rights of Way preventing proposed construction. Disruption to Neighbours potentially delaying on-site works - Surrounding Houses (Nr 1-11) - RoW / Access Rights to existing Parking - to be determined. Site to be appropriated - RoW to access under bridge leading to Bushfields site to be maintained	EFDC	3	4	12	EFDC	(1) EFDC to ascertain progress with legals on extinguishment or access RoW required to be maintained. (2) EFDC to confirm timescales / impact of any delayed liaison with residents	04/12/19 - EFDC advised legal team are progressing matters - risk reduced 29/01/20 - Meeting held 20/01/20. Sites being assessed by EFDC legal consultant for any RoW or access rights. EFDC to advise.
Planning Approvals									
Planning Requirements - S106 Agreement	16	Natural England Requirements for Air Quality Mitigation - likely to be packaged into S106 Agreement - negotiation required	EFDC	4	4	16	EFDC	EFDC to liaise with Residents and advise of leasehold garden areas to be avoided	29/01/20 - No response to date
Consultation Issues - Planning Refusal	15	Lower Alderton - Local Residents objected original consent - re-submitted in May - Committee Meeting 25/09/19 - No	EFDC	3	5	15	EFDC	(1) EFDC to liaise with EFDC Planners to confirm discharge of necessary conditions	
Reports & Investigations									
Ground Contamination	16	Potential for Ground Gas Identified in Phase Geotechnical Report	Contractor / EFDC	4	4	16	Contractor	(1) Contractor to confirm allowance within tender for removal of interceptors and contaminated soil	
Pre-Construction Programmes - Delays due COVID-19	16	Pre-construction Design Programme Delay to Due Diligence, potential start on site	EFDC / AML	4	4	16	AML	(1) AML preparing programme options, for Stage 4.1 Design schemes and planning redesign schemes. (2) AML to monitor and	

Report to the Council Housebuilding Cabinet Committee



**Epping Forest
District Council**

Report reference: CHB-005-2021/22
Date of meeting: 28 September 2021

Portfolio: Housing and Services – Councillor H Whitbread

Subject: Parking – New developments and Housing Estates

Responsible Officer: Rochelle Hoyte (01992 562054)
Service Manager

Democratic Services: J Leither (01992 564756)

Recommendations/Decisions Required:

That approval is given for parking requirements to be determined on a case by case basis for new developments as well as Housing estates parking management.

Executive Summary:

It has become apparent that parking requirements for new developments and wider Housing estates have presented as an issue. There have been a number of approaches that have been taken with varying results. It would be in the interest of local residents and the council to not have a blanket approach on each development ahead of the development design. Each scheme's access roads can, and many do differ, along with the pressures that may or may not surround the areas around the proposed development sites.

Reasons for Proposed Decision:

Set out in its Terms of Reference, the Council House Building Cabinet Committee is to monitor and report to the Council, on an annual basis progress and expenditure concerning the Council House Building Programme. This report reviews parking

Other Options for Action:

There are no other options for action.

Report

In some instances, it may be necessary and/or more practicable to allocate parking spaces to residents where for example the parking space is right outside of their property. In this case to allow for parking with no allocation wouldn't seem reasonable as it would likely cause friction if parking remained as first come first serve basis.

There are many management options available to us, which we have discussed at length with the Estate and land team who would be the team to support any implementation beyond handover and for wider estate parking considerations.

Options to be approached could include external parking management services as there is not an in-house specific team that manages this type of estate specific parking, Essex County

Council also provide a service where applications can be made for various parking restrictions to be in place in relevant areas. These costs can be factored into the development budgets where it forms part of a new development and for the wider estate on general parking management these costs would be considered as a part of financial budgets each year.

A current approach of using bollards and renting spaces is not currently effective, in Springfields there are 10 parking spots in total, currently only one is being rented. Plot 5 was rented between October and November 2017 for a total of one month, Plot 10 was rented between October 2018 and August 2020. This demonstrates that the spaces are not lettable in this instance and a different approach needs to be considered. Moreover, some of these bollards are tucked being some properties, in areas that are not well lit and often becomes a place for anti-social behaviour or sadly dump rubbish and therefore cars become targets for vandalism. It is our experience that people rarely want to pay additional fees for parking, however the take up could be improved if the parking areas were better lit and more visible.

A further example of using a off Road TRO at Torrington Drive, only attracted 2 permits under the original order (10am – 4pm Torrington Drive and Torrington Gardens residents only) it was consulted on and the TRO was extended and in September 2002 the TRO was amended to cover the period 7am-7pm. Take up increased to 4 permits, which is some way off the number of spaces that we have available. This was again consulted on and extended the TRO to cover the flats at Churchill Court and Davis Court (one permit per flat), this became live on the 9th August 2021 and as yet take up has not significantly improved.

A previous cabinet report advised that TROs should be used to control our housing estates and that a similar approach would be taken to that of the old off-street parking programme to decide which one would be carried forward. Due to Covid this project was deferred to 21/22 and is currently being worked on now by our Estates and Land team and they will shortly will shortly be making contact by way of consultation with residents from the waiting list to see if residents want to seek a TRO for their street as an alternative.

Of the complaints received regarding parking, and TROs have been mentioned as a solution people have responded negatively to resident parking, paying for it and not being sure it will solve their problems, this however varies across estates as all are in different in what will work best.

There will be some instances that a decision made will not please all, but a blanket approach of bollards and/or TROs is not showing to be working in every case.

Conclusion

It is important that we review each scheme and housing estate on a case by case basis where parking is concerned, no two schemes are exactly the same and a blanket approach hasn't proven to be successful within the housing estates. Where schemes and housing estates present constraints with parking, this will be discussed via our cabinet meetings and raised with the Housing and Property Director and portfolio holder as needed between reporting.

Financial Reporting

I am working closely with the finance department following the restructure to enhance our reporting system.

Resource Implications:

None applicable

Legal and Governance Implications:

None noted for the purpose of this report

Safer, Cleaner and Greener Implications:

The development of phase 3 schemes has contributed to a safer environment by removing many of the anti-social behaviour issues raised within some of the sites prior to being built out. Officers are taking necessary steps to ensure our schemes are greener as a part of our commitment to being carbon neutral.

Consultation Undertaken:

Interdepartmental involvement has and will continue to be engaged. Members are also being consulted with as per our new ways of working.

Background Papers:

None applicable.

Risk Management:

The Risks associated with the delivery of the current housing development programme is identified within the Executive Report attached.

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in consideration of this report. The equality information is provided as an Appendix to this report.

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Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details

Your function, service area and team: **Housing Development**

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team: **NA**

Title of policy or decision: **Council House Building Programme**

Officer completing the EqlA: Rochelle Hoyte Tel: **01992 564221** Email: **rhoyte@eppingforestdc.gov.uk**

Date of completing the assessment: 14/09/2021

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? No
2.2	Describe the main aims, objectives and purpose of the policy (or decision): N/A What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? N/A
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? No Will the policy or decision influence how organisations operate? No
2.4	Will the policy or decision involve substantial changes in resources? No
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? No

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	What does the information tell you about those groups identified?
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? This report is for information only.
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: N/A

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Neutral – the paper is for information only and will not impact on any groups	L
Disability	As above	L
Gender	As above	L
Gender reassignment	As above	L
Marriage/civil partnership	As above	L
Pregnancy/maternity	As above	L
Race	As above	L
Religion/belief	As above	L
Sexual orientation	As above	L

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqlA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No X	
		Yes <input type="checkbox"/>	If ' YES ', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.
None	N/A	N/A

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: Rochelle Hoyte

Date: 14/09/2021

Signature of person completing the EqlA: Rochelle Hoyte

Date: 14/09/2021

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqlA you undertake to the director responsible for the service area. Retain a copy of this EqlA for your records. If this EqlA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

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