



EPPING FOREST LOCAL COUNCILS' LIAISON COMMITTEE

NOTICE OF MEETING

Place: Virtual Meeting on Zoom **Date:** Monday, 27th September, 2021

Room: Council Chamber **Time:** 7.00 pm

Democratic Services Officer: R. Perrin
Tel: (01992) 564243 Email:
democraticservices@eppingforestdc.gov.uk

Members:

District Council Representatives:

Councillors H Kane (Chairman), C C Pond (Vice-Chairman), R Bassett, J Lea, R Morgan, B Rolfe, M Sartin, J Share-Bernia and J H Whitehouse

Local Council Representatives:

Clerks and Chairmen/Members of Parish and Town Councils

County Council Representatives:

Members for the following divisions:

North Weald and Nazeing:	Councillor C Whitbread
Loughton Central:	Councillor C C Pond
Ongar and Rural:	Councillor J McIvor
Epping and Theydon Bois:	Councillor H Whitbread
Buckhurst Hill and Loughton South:	Councillor M Vance
Chigwell and Loughton Broadway:	Councillor L Scott
Waltham Abbey:	Councillor S Kane

PLEASE NOTE THE START DATE OF THE MEETING

1. WEBCASTING INTRODUCTION

1. This virtual meeting is to be webcast. Members are reminded of the need to unmute before speaking.

2. The Chairman will read the following announcement:

“I would like to remind everyone present that this meeting will be broadcast live to the

internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

Therefore, by participating in this virtual meeting, you are consenting to being filmed and to the possible use of those images and sound recordings for webcasting and/or training purposes. If members of the public do not wish to have their image captured, they should ensure that their video setting throughout the virtual meeting is turned off and set to audio only.

In the event that technical difficulties interrupt the virtual meeting that cannot be overcome, the Chairman may need to adjourn the meeting”.

2. APOLOGIES FOR ABSENCE

To report any apologies for absence for the meeting.

3. MINUTES OF PREVIOUS MEETING (Pages 3 - 66)

To confirm the minutes of the meeting of the Committee held on 15 March 2021 and 8 July 2021.

4. WEST ESSEX CLINICAL COMMISSIONING GROUP

To receive a presentation from Ian Tompkins from the West Essex Commissioning Group regarding West Essex NHS: Who we are, where we are, what we do and our future plans. How you can help us, help you.

5. CLIMATE CHANGE ACTION PLAN CONSULTATION

(F Edmonds) To receive a presentation on the Climate Change Action Plan Consultation.

6. EPPING FOREST DISTRICT LOCAL PLAN

(Epping Forest District Council) To report to the Committee on the current position of the new Local Plan for the Epping Forest District.

7. ANY OTHER BUSINESS

8. DATES OF FUTURE MEETINGS

To note that the next meeting of the Committee will be held virtually on Monday 14 March 2022 at 7.00pm.

EPPING FOREST DISTRICT LOCAL COUNCILS' LIAISON COMMITTEE MINUTES

Date: Monday, 15 March 2021 **Time:** 7.00 - 8.10 pm

Place: Virtual Meeting on Zoom

Members Present:

Representing Epping Forest District Council:

Councillors H Kane (Chairman), C C Pond (Vice-Chairman), R Bassett, J Lea, R Morgan, M Sartin, J Share-Bernia, J H Whitehouse

Other Councillors:

Councillors A Patel, S Heap and H Whitbread

Representing Essex County Council:

County Councillors V Metcalfe and Whitbread

Representing Local Councils:

A Belgrave (Chigwell Parish Council), M Squire (Loughton Town Council), D Wixley (Loughton Town Council), S Jackman (North Weald Bassett Parish Council), S De Luca (North Weald Bassett Parish Council), C Feetham (Ongar Town Council), A Jones (Stanford Rivers Parish Council) and E Burn (Theydon Bois Parish Council) K Carter (Nazeing Parish Council)

Apologies: Epping Forest District Council –

Councillors B Rolfe

Essex County Council –

Councillors Mohindra

Parish/Town Councils: -

L Petyt (Buckhurst Hill Parish Council), B Rumsey (Epping Town Council), J Milovanovic (Moreton, Bobbingworth and The Lavers), L Ellis (Nazeing Parish Council), Ongar Town Council, N Wilkinson (Roydon Parish Council), Mrs J Ballard (Roydon Parish Council), R Northwood (Sheering Parish Council), J Burr (Stapleford Tawney Parish Council), A Clay (Theydon Garnon Parish Council), P Giles (Theydon Mount Parish Council), J Law (Waltham Abbey Town Council) and Weare (Abbess Beauchamp and Berners Roding Parish Council)

Officers Present: N Richardson (Service Director (Planning Services)), S Kits (Lead Corporate Communications Officer - People), V Messenger (Democratic Services Officer), R Perrin (Democratic and Electoral Services Officer), J Shutt (Senior Housing Development Officer), L Wade (Service Director (Strategy, Delivery & Performance)), G Woodhall (Team Manager - Democratic & Electoral Services) and Francisca Muonweokwu-Egbunike (Housing Enabling Officer)

By Invitation: External partners Laura Atkinson, Rural Community Council of Essex (RCCE) Rural Housing Enabler & Community Led Housing Advisor, Sophie Robinson and Isobel Wright from Hastoe Group on the Rural Affordable Housing and Community Led Housing Opportunities.

16. WEBCASTING INTRODUCTION

The Chairman reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

17. MINUTES OF PREVIOUS MEETING

RESOLVED:

1. That the minutes of the meeting of the Committee held on 28 January 2021 be taken as read and signed by the Chairman as a correct record; and
2. The following responses were noted in relation to actions from the meeting on 7 September 2020;

(a) Issues Raised by Local Councils, Minute 4(a) Unauthorised traveller encampments.

The decision was made previously not to join ECTU in 2012 and 2016 due to following rationale:

- The additional cost/benefit of joining compared with EFDC enforcement officers historically already being very quick at responding to unauthorised encampments (UE) on EFDC land.
- Conceding decisions on the level of tolerance of UE to Essex County Council (ECC).
- Difference in decision process between EFDC and ECTU before eviction proceedings commence (ECTU perceived to be marginally more tolerant of UE).
- In 2012, "Cabinet members expressed their main reservation as being the likely attitude of the proposed Unit to urgent responses to unauthorised gypsy and traveller encampments occurring in this District. Past practice has been for this Council to initiate action through the Police or the Courts very quickly in order to satisfy concerns expressed by the local community concerned". 2012 Minutes of cabinet meeting available at <https://eppingforestintranet.moderngov.co.uk/mgAi.aspx?ID=36074>

- The 2016 Portfolio holder report states “ECTU has informed the Council that the cost of being a member will reduce from the current cost of £7,200 per authority, to £6,500 a year. However, as this would not be offset by savings elsewhere, it would represent an increase in costs to the Council. In the light of this it is recommended that the Council does not seek to join ECTU at this time but would wish to continue sharing information and having regular contact with ECTU”. Full report available at <https://eppingforestintranet.moderngov.co.uk/ieListDocuments.aspx?CId=643&MID=8862#A155470>

Following the issue being raised again in the September 2019 by LCLC, the Community Resilience Service again considered membership of ECTU. The current costs are £8500 per annum, this would effectively provide an insurance policy for Parish and Town Councils, as we would continue to deal with any incursions on our and within our current resources

We currently provide advice to the Parish and Town Councils on unauthorised encampments; However, we do not go through the possession order process for them. Both Lea Valley and the Corporation of London deal with incursions on their land by way of byelaws. ECTU do not deal with any incursions on private land, nor do they deal with those who are rough sleepers (e.g. tent dwellers, and not travellers). Essentially, buying into ECTU underwrites any possible incursions by Gypsy & Travellers on Parish and Town Council land, and there is no added benefit to EFDC by signing up to the service.

Buying into ECTU can also limit our current local ability to resolve things quickly – EFDC would effectively hand over all control of dealing with the issue to County. We would still deal with the telephone calls from the members of the public and be liable (as would the Parish and Town Councils) for any clearance costs and would have little or no influence to move them on quicker. Our current relationship with the police is probably one of the best in Essex, (although we do appreciate that ECTU also have good relationships, but not at the local level that exist within Epping Forest.

This is a breakdown of unauthorised encampments which we have had reported to us over the last 5 years. These are amended figures from those presented to the LCLC as we have reviewed all the reports and removed any references to rough sleepers, just strictly gypsy and traveller/Caravans/campers on side of road/etc).

Year	Number of incursions	On EFDC actionable land	On Parish/Town Council land	On Lea Valley/Corp London Land	On ECC land (including highway)	On Private Land
2020	14	0	0	2	2	10**
2019	8	1	1	2	2	2
2018	7	1	2	2	0	3
2017	11	4	1*	3*	0	4
2016	12	5	1	2	2	2
2015	7	1	0	0	2	4

** Includes 1 breach of planning control

* 1 encampment across land owned by both LTC and Corp London, so counted twice.

There is an option for the Parish and Town Councils to consider forming a consortium between themselves to buy into ECTU, which was suggested at the LCLC meeting, if all the councils participated it would cost £355 per council. ECTU have confirmed they in theory they could join, but with the same fee as the District and Borough Councils. If a group of Parish/Town Councils would like to consider pursuing ECTU membership independent of EFDC, we advise they contact Stephen Andrews, Essex Countywide Traveller Unit Manager Stephen.Andrews@essex.gov.uk

(b) Any Other Business Minute 9(b) Local Government Reorganisation

There were no further updates at this time.

(c) Digital Buddies, Minute 7.

Response from the Service Manager – Customer Services, S Lewis.

“Buddies workshop

We began the rejuvenation of our Digital Buddy Programme in September 2020 by undertaking a consultation with our existing Digital Buddies to identify barriers they were encountering to providing digital support and to get their ideas on how the programme could be further developed. We used this feedback to design and deliver a refresher workshop to Buddies where discussions were held to explore the work of our individual teams and how we can use our roles to provide digital support to residents. We gave consideration to our residents that are not digitally enabled who may be excluded when services changes are made, such as digitalising an application process, to ensure appropriate support is considered for these residents.

This has created good connections with internal departments who are approaching us when implementing these type of changes, so we can help them to explore the impact on residents who are not yet digitally enabled and look at how we can support these people so they can continue accessing our services. Digital Buddy support has also enabled residents to access a Council health and wellbeing challenge on the fitness App Strava, six residents have so far received help to access this app.

Reaching out to residents

We have set up a dedicated phone line that our residents in Council Sheltered Housing Schemes can contact if they require digital support. This support varies from setting up an email address, online shopping, or contacting friends and family via social media. So far, two residents have contacted us and been supported with mobile device issues.

The Community Culture and Wellbeing team have been visiting residents at their doorsteps in super output areas including Shelley and Paternoster, to identify who requires digital support so we can link them with a Digital Buddy. As a result, four residents have received support to access their family history records, watch online videos via YouTube and use email.

We have been working with our partner charities Digital Unite and Citizens Online to get useful technology guides uploaded to our website. This allows our digitally enabled residents to share information and easy how-to guides

with their friends and family who need it. This information is also regularly going out on our Social Media platforms.

Communication Campaigns

We have also been working alongside the Corporate Communications team to identify local and national campaigns that we can use as a platform to promote digital support to residents. The campaigns identified include All Digital Week at the end of March and Volunteers Week in June. We will use these campaigns as opportunities to promote the self-help support we have available in the form of technology guides on our website and to encourage residents to volunteer and spare some time to work with us to provide digital support to residents who need it.

What's Next

We're now exploring the possibility of teaming up with community leaders and existing volunteer groups to embed digital buddy support into the existing work they do. We're reaching out to new teams and partnerships including EFDC Community Champions, Digital Innovation Zone (DIZ) and partner charity Voluntary Action Epping Forest to ensure there is no overlap with existing programmes and to minimise duplication. We are also making contact with various local authorities to share information and learnings in regards to how other authorities who are further ahead than us in the digital transformation journey to find out how they have been able to embed digital support in the services and projects they provide."

18. RURAL AFFORDABLE HOUSING AND COMMUNITY LED HOUSING OPPORTUNITIES

The Committee received a presentation from James Shutt, EFDC Senior Housing Development Officer and external partners Laura Atkinson, Rural Community Council of Essex (RCCE) Rural Housing Enabler & Community Led Housing Advisor, Sophie Robinson and Isobel Wright from Hastoe Group on the Rural Affordable Housing and Community Led Housing Opportunities. (attached)

The Committee enquired how 'rural' was defined, as there were many hamlets within urban areas of the District. Mr Shutt advised that the main criteria was a settlement of less than 3000 people. It was also noted that these opportunities would still have to be considered against the Council's planning criteria and Local Plan.

It was mentioned that previous developments within the District had relied on farmers releasing land for these opportunities and whether this was still the case. Ms Wright advised that yes there were opportunities although a lot of considerations had changed.

The Committee asked what was meant by 80% ownership and legal protection for the housing developed in these schemes. Ms Wright advised that the properties could have up to an 80% ownership, which would mean that future purchases would have to fit the criteria of the legal agreement, to be able to purchase the property. Ms Muonweokwu-Egbunike advised that the housing association would work with the owner to assist with the sale of the property, to ensure the criteria was met and they were supported through the process.

19. ISSUES RAISED BY LOCAL COUNCILS

(a) Epping Forest District Council Local Plan

The Service Director (Planning Services) Mr N Richardson advised that following the hearing sessions for the Independent Examination of the Local Plan, the Inspector had released her advice on 2 August 2019, which set out a number of changes to the Plan which were required to remedy issues of soundness in the form of Main Modifications (MMs).

In accordance with the high level programme in the Council's response to the Inspector, dated 24 April 2020, the Planning team had worked hard to ensure that the final tranche of Main Modifications (MMs) were submitted to the Inspector in September with a view to consultation on the MMs as soon as possible thereafter.

However, the Inspector wrote to the Council on 2 October 2020 (ED115) to advise that due to other work commitments during October and November it was unlikely that she would be able to provide a full response immediately. The Inspector provided an update on progress on 8 February 2021 (ED118) advising that the volume and complexity of the documentation meant that progress of finalising the MM schedule was taking some time and the current lockdown measures had unfortunately prolonged it. It was envisaged that the Local Plan would be adopted this year but firstly the MM's would need to go out to consultation.

(b) Interim Air Pollution Mitigation Strategy

The Service Director (Planning Services) advised following a report to Cabinet on 20 July 2020 and Council on 8 February 2021, the Interim Air Pollution Mitigation Strategy (APMS), as adopted, would enable the Council to properly approve any planning application that could demonstrate no adverse effect on Epping Forest Special Area of Conservation.

At the meeting of Council on 8 February 2021 the Council agreed that the Cabinet Member for Planning and Sustainability would form a cross party Portfolio Holder Advisory Group to support the delivery of the Interim Air Pollution Mitigation Strategy and provide oversight of the work of the Technical Stakeholder Group. This could include working with officers to consider where further initiatives had not been identified in the APMS and could be brought forward to advance Air Quality Improvements with the objective of removing the need to introduce a Clean Air Zone (CAZ). Alongside the acceleration and enhancement of mitigation measures, the Portfolio Holder Advisory Group would provide democratic oversight of the development of any CAZ scheme prior to its consideration through the Council's formal decision-making processes and public consultation, in the event that future air quality monitoring and modelling continued to demonstrate that even after the acceleration and enhancement mitigation measures, a CAZ was required.

The Committee enquired who had been appointed to the Portfolio Holder Group. The Service Director (Planning Services) advised that any queries could be raised with the appropriate Ward members and who could contact the relevant members on this Group.

(c) Update on the Elections Planning Process for the Elections being held 6 May 2021

The Service Director (Strategy, Delivery & Performance), Ms Louise Wade advised that 63 Polling Stations were being used for these elections including Murray Hall, which was currently being used as a vaccination centre, although the NHS had confirmed that there would be no reduction in vaccinations for local people as a result of this. The Polling stations would be run under covid-19 restrictions with either a one-way or one-in-one-

out system and voters were free to bring their own pen or pencil to the Polling Station. Any queues at the Polling Stations would be marshalled by staff, and regularly cleaning within the Station would be carried out throughout the day.

Postal Votes were available for any elector and the Postal Vote application forms needed to be received by 5.00pm on 20 April 2021, with issuing being carried out from 21 April onwards. Details of how voters could apply for a Postal Vote would be detailed on Polling Cards or via the Electoral Commission website and communications had been released by the County Council and individual political parties.

The Count Centre being used this year was a hanger at North Weald Airfield as follows:

- Thursday 6-May-21 10.00pm Full verification of all ballot boxes.
- Friday 7-May-21 9.30am County Council Divisions
District Council Wards
Town/Parish Council Wards
- Saturday 8-May-21 9.30am Police, Fire & Crime Commissioner
Any outstanding Town/Parish Council
Wards

Admission to the Counts would be strictly controlled and the Returning Officer had determined that invitations would be limited to the Candidate, the Candidate's Agent and one Count Agent per Candidate to enable social distancing to be maintained.

A Candidates/Agents briefing had been arranged for Monday 12 April 2021 at 6.00pm, via Zoom.

Finally, the District Council Election nomination paper for 6 May 2021 only required a Proposer and Secunder.

(d) Epping Forest District Council training Schedule and prospectus for 2021/22

The Democratic and Electoral Services Team Manager, Mr Gary Woodhall advised that the training schedule and prospectus for 2021/22 had been organised and officers were awaiting confirmation on whether they would be run virtually or face-to-face in line with the Government Roadmap for Covid-19.

20. ANY OTHER BUSINESS

It was noted that there no other business raised.

21. DATES OF FUTURE MEETINGS

The Committee noted that the dates for the next municipal year were as follows;

Monday 27 September 2021; and
Monday 14 March 2021.

CHAIRMAN

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Rural Affordable Housing & Community Led Housing for Local People



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Minute Item 18

Introduction

- Rural Affordable Housing
- EFDC Housing Enabling
- Epping Forest Strategic Housing Partnership:
 - EFDC, RCCE and Hastoe
- Rural Exception Sites
- Community-led Housing
- Partnership working with Parish Councils

Epping Forest Local Plan 2011-2033



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- Local Plan (Submission Version) 2017
- 11,400 New Homes 2011-2033
- 2851 New Affordable Housing
- Rural Exception Sites

EFDC Local Plan Policy H3

Rural Exceptions



“Planning permission may be granted for small-scale affordable housing schemes which are related to smaller settlements, where planning permission for housing development will not normally be granted”

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Demonstrable social or economic need for affordable housing for local people - local needs assessment

- Development well-related to existing local settlement and no detriment to character of nearby settlement and countryside
- Suitable arrangements to secure affordable housing for local residents in perpetuity

Communities have the power to influence change



How often have you heard about, or even experienced, the problems of a lack of affordable housing in rural areas?



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Maybe a member of your **family** or an **employee** has had difficulties finding somewhere to live.

Perhaps a **local amenity** or **asset** has closed because the people who would support it have had to move away.

- Perhaps you have seen **businesses** move away because the owner or workers cannot afford to live in the village.



A small scheme of affordable homes on a suitable site can breathe fresh life into a village and ensure local people can stay in their community, whatever their age or circumstances and help to sustain local services such as shops, schools and pubs.

Vital role of Local Councils



Parish and Town Councils are an essential part of the structure of local democracy and have a vital role in acting on behalf of the communities they represent;

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- give views, on behalf of the community, on planning applications and other proposals that affect the parish
- undertake projects and schemes that benefit local residents
- work in partnership with other bodies to achieve benefits for the parish
- alert relevant authorities to problems that arise or work that needs to be undertaken
- help the other tiers of local government keep in touch with their local communities.

Affordable Housing projects can often help diverse communities come together

Rural Housing Enabler



RCCE's Rural Housing Enabler (RHE);

- Acts as an independent advisor providing close impartial assistance to Essex parishes in developing affordable housing for people with a local connection.
- Liaises impartially between communities, local authorities and other partners such as Housing Associations. Community Engagement is paramount!

Schemes are typically small scale and developed on Rural Exception Sites which allow affordable housing to be safeguarded and prioritised in perpetuity for local people.



Rural Housing Alliance's **Practical Guide for Parish Councils** on Rural Affordable Housing – currently being updated.



Roxwell



Wickham Bishops



Little Hallingbury

What is affordable housing?



Housing for sale or rent, for those whose needs are not met by the market.

Rent

Rented through a Registered Provider
(Housing Association or Local Authority)

Social Rent

40-60% of market rent.

Affordable Rent

80% of market rent.

Sale

Shared Ownership

Part rent/ Part Buy with a Housing
Association.

Discounted Market Sale

Sold at least 20% of market value,
discount remains in perpetuity
when sold on. (First Homes)

A common definition of what is affordable is that the household pays no more than 33% of their income on rent and spends no more than 3.5 times their annual income on mortgage payments.

Rural Exception Sites



Where can these homes be built? And how many?

A **Rural Exception Site** is a plot of land abutting the development boundary with the aim of providing affordable local needs housing in the village.

This land will only receive planning permission for affordable housing in perpetuity. It is an “exception” to the development sites detailed in the local plan.

A small amount of open market may be permitted, only if required for cross subsidy.

This planning policy is only applicable to parishes/hamlets of less than 3,000 residents

Development is restricted in size/ tenure to the need identified.



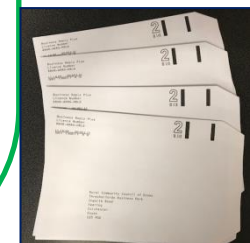
Housing Needs Surveys



How do we know our village needs affordable housing?

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- A **Housing Needs Survey** can be the first step towards making a local scheme happen, engaging with the whole of the local community to assess current and future housing need.
- A questionnaire is distributed to every household in the parish with the aim of identifying local housing need.
- Everyone is given the opportunity to state if someone in their household requires alternative accommodation.
- The survey identifies not only if there is a need but indicated number, size and tenure of homes required.
- A report is produced providing a detailed account of the results plus parish specific recommendations.



Local Connection



How can we be sure the homes will be prioritised for local people?

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- There would be a **legally binding agreement** to ensure that people with a local connection would be allocated the houses as priority.

Local Connection means people who;

- currently live in the parish & have done for a number of years
- used to live in the parish but had to move away
- have close family in the parish
- employed full time in the parish

These homes also stay affordable in **perpetuity**;

- Rented homes on exception sites have had the 'Right to Buy' removed.
- Shared owners can only purchase a maximum of 80% of the house. Any vacated properties would again become available for local people as a priority.

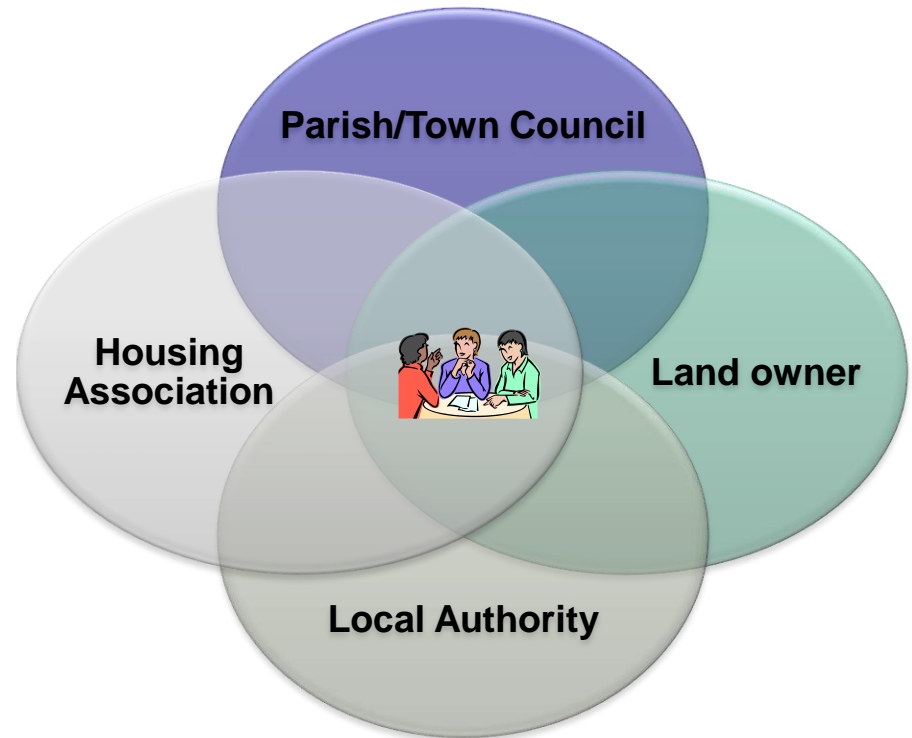
Partnerships



Partnerships are essential for bringing forward a successful scheme.



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Who are Hastoe?

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- Registered provider specialising in rural housing
- Established in 1962
- Preferred Rural partner for Epping District Council
- Over 7,500 homes across 75+ Local Authority areas
- Developing schemes above standard Building Regulations
- Create sustainable rural homes and communities

The Street, High Easter

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- Parish Council very supportive
- Second scheme in village – high housing need
- Two willing local landowners
- Well attended consultation event – local support
- Planning Permission for 4 houses for rent
- Successful bid to Homes England for Social Rent
- Start on site – March 2021

Bass Cottages, Abbess Roding, Epping Forest



Most recent exception site in Epping Forest

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Worked closely with the Parish Council

Scheme consisted of 6 properties:

- 2 x 1 bed flats for rent
 - 2 x 3 bed houses for rent
 - 1 x 1 bed bungalow for shared ownership
 - 1 x 2 bed house for shared ownership
- Scheme completed in January 2011



Little Hallingbury, Uttlesford



Pond Fields Close, Little Hallingbury

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- No. of homes: 16
- 5 x 1 Bed Houses for rent
- 6 x 2 Bed Houses for rent
- 1 x 3 Bed House for rent
- 1 x 2 Bed Bungalow for rent
- 3 x 2 Bed House for Shared Ownership

- Started on site: September 2016
- Completed: January 2018



Hatfield Heath, Uttlesford



Moat Field, Hatfield Heath

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- No. of homes: 14
- 2 x 1 bed flats for rent
- 8 x 2 bed houses for rent
- 3 x 3 bed houses for rent
- 2 bed house for shared ownership

- Started on site: June 2013
- Completed: February 2015

- Built to Passivhaus standard
- Allotment land also provided to the Parish Council



Messing, Colchester



School Road, Messing

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No. of homes: 2

- 1 x 2 bed houses for rent
- 1 x 3 bed houses for rent

- Started on site: August 2015
- Completed: May 2016

- Code for Sustainable Homes Level 4
- Lower energy costs - Air source heat pumps



Community Led Housing



- **Community-led housing** (CLH) is housing which is built or brought back into use by local people.
 - These groups manage housing projects to build **decent and locally affordable** homes in both rural and urban areas.
- Anyone can begin and deliver a community-led housing project, so you don't need to work in the housing industry.
- Homes built this way are **owned and/or managed by local people**. Their benefits to these people are **forever legally protected**.
- Can lead to **exemplar design**, affordable homes linked to local salaries
 - Community Led development can lead to community enterprises – it's does not need to be just about housing!

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Communities
Taking Control

Community
Owned Assets

Local Skills and
Partnerships

Popular Models of CLH



Community Land Trusts

- A CLT is a non-profit, community-based organisation run by volunteers that develops housing or other assets at permanently affordable levels for long-term community benefit.

Cohousing

- Cohousing is when a community works together to build a neighbourhood based on certain values. These values are often linked to one agreed way of living.

Housing co-operatives & Tenant Controlled

- A housing co-operative is a not for profit housing organisation that is managed and owned by its members.

Self-build & Custom / Self finish / Self help

- Many community-led projects are self-builds, as locals often do the organising and some of the building on their own
- Self-help housing is where empty houses are restored, making opportunities for training and volunteering.

Lavenham CLT – Peek Close (Suffolk)



- Aspiration from their Neighbourhood Plan.
- Formed in 2014 in partnership with Lavenham PC, Babergh District Council and Hastoe Housing Association (who are developing and managing the properties)
- Site was formerly a council gritting depot
- 18 dwellings – mix of 1, 2 and 3 bed properties
- Mostly affordable rent, some shared ownership and 2 starter homes
- Designed to meet local need

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Lavenham CLT – Quote from a resident



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We cannot believe that we have been offered a home here. I cried – happy tears of course! We never dreamed that we would be so lucky, not only to live in Lavenham, but also to have a beautiful new home. Our family live in the village, and whenever we visited we never wanted to leave. Now we don't have to! Without this opportunity we would never have been able to live in Lavenham. We are looking forward to living a very happy life here. Thank you to Hastoe and its partners for building these homes and bringing families closer together.

Cannock Mill Co-housing Colchester



- Mutually supportive cohousing group
- Shared values and aims - “living lightly”
- Building low energy and environmentally friendly homes (living green roofs, renewable bamboo kitchens, Passivhaus standards)
- Shared ‘common house’, land and facilities
- 23 new homes, a mixture of one and two-bedroom flats and 17 two and three-bedroom houses, some with garages.



Neighbourhood Planning



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- RCCE's dedicated team of **Community Engagement Officers** provide direct support to parish councils and community groups undertaking a Neighbourhood Plan.
- Community Engagement is an essential part of the evidence that underpins a Neighbourhood Plan. Our team can devise consultation techniques to suit your community and help with facilitation of events for all ages.
- We provide training and can advise on the process from start to finish. We can also assist with applications for grant funding and for technical support packages.

Contact me!



If you have any questions or if you would like us to attend your next Parish Council meeting to discuss your local circumstance in more detail, please contact;

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Laura Atkinson

Rural Housing Enabler &

Community Led Housing Advisor on

laura.atkinson@essexrcc.org.uk

Or 07305 052578



EPPING FOREST DISTRICT LOCAL COUNCILS' LIAISON COMMITTEE MINUTES

Date: Thursday, 8 July 2021 **Time:** 6.00 - 7.13 pm

Place: Virtual Meeting on Zoom

Members Present:

Representing Epping Forest District Council:

Councillors H Kane (Chairman), J Lea, R Morgan, B Rolfe, M Sartin, J Share-Bernia and J H Whitehouse

Other Councillors:

Councillors R Balcombe

Representing Essex County Council:

County Councillors S Kane

Representing Local Councils:

C C Pond (Vice-Chairman), B Rumsey (Epping Town Council), A Belgrave (Chigwell Parish Council), Cllr S Bosworth, Cllr E Burn (Theydon Bois Parish Council), Cllr K Carter (Nazeing Parish Council), S De Luca (North Weald Bassett Parish Council), Cllr C Feetham (Ongar Town Council), Cllr L Fresco, Cllr C Jefcoate, Cllr S Neville, Cllr R Northwood (Sheering Parish Council), Cllr D Wixley (Loughton Town Council), Cllr B Scruton, M Squire (Loughton Town Council), Cllr D Stokes (Willingale Parish Council) and Cllr J Whybrow

Apologies: **Epping Forest District Council –**

Councillors R Bassett

Essex County Council –

Councillors M Vance, L Scott, H Whitbread and C Whitbread

Parish/Town Councils: -

Buckhurst Hill Parish Clerk (Buckhurst Hill Parish Council), Epping Upland Parish Clerk (Epping Upland Parish Council), Nazeing Parish Clerk (Nazeing Parish Council), Stanford Rivers Parish Clerk (Stanford Rivers Parish Council), Theydon Bois Parish Clerk (Theydon Bois Parish Council) and Waltham Abbey Town Clerk (Waltham Abbey Town Council)

Officers Present:

N Richardson (Service Director (Planning Services)), V Willis (Planning Policy Team Manager), N Blaken (Interim Planning Policy Manager), T Carne (Corporate Communications Team Manager), J Leither (Democratic Services Officer) and R Perrin (Democratic and Electoral Services Officer)

By Invitation: Ruth Duston (Primera), Austin Casey (Primera) and P Hewitt (Qualis Group)

1. WEBCASTING INTRODUCTION

The Chairman reminded everyone present that the meeting would be broadcast live to the Internet, and that the Council had adopted a protocol for the webcasting of its meetings.

2. APPOINTMENT OF CHAIRMAN & VICE-CHAIRMAN

(1) It was confirmed the District Councillor H Kane was the Chairman of the Committee for this municipal year; and

(2) Councillor C C Pond was appointed the Vice-Chairman of the Committee for this municipal year.

3. LOCAL PLAN: MAIN MODIFICATIONS

The Committee received an update on the Local Plan from the Interim Planning Policy Manager Natalie Blaken and the Planning Policy Team Manager, Vicki Willis with regards to the next steps for the Main Modifications(MM's) consultation. (Presentation attached).

The Committee asked the following questions:

- Would Parish and Town Councils be able to have hard copies of the Consultation documents? The Planning Services Director, Mr Richardson advised that a hard copy would be supplied to Town and Parish Council, if requested.
- Could a copy of the presentation be emailed to the relevant Town and Parish Councils? The Planning Services Director advised that this would be actioned.
- Could a correction be made to the Green Infrastructure Policy? The Planning Policy Manager advised that the Green Infrastructure Policy formed part of supporting documentation for the consultation and the Cabinet had already agreed the Strategy in April 2021, subject to liaison with the Woodland Trust. Although, because the final amendments had not yet been made, it may be beneficial if the comments were emailed to the Planning Policy Team. The Interim Planning Policy Manager advised that this raised an important issue of how people should respond to the consultation, to ensure that comments on the MM's were made clearly and separately to corrections to the strategy.

The Planning Services Director advised that the delay to the MM's consultation had been due to the continual dialogue between the Council and the Inspector in regards to the 39 Actions and responses given. It was hoped that the consultation would be started within the next two weeks although the date could not be confirmed. It was noted that if the consultation started before the public re-opening of the Reception area, hard copies of the documents could be viewed by appointment at the Civic Offices.

Agreed:

That the presentation be shared with the Committee by email and included with the minutes of the meeting.

4. COMMUNITY INTEREST COMPANY CONSULTATION - QUALIS

The Committee received a presentation (attached) from Primera Corporation representatives Ruth Dawson and Austin Casey on the Community Interest Company

(CIC) which had been commissioned in March 2021 by the Qualis Group. This included a consultation, the next steps and timeframe for delivery.

The Committee asked the following questions;

- What was meant by the term '15 minute city'? Mr Casey advised that it was a concept which meant that residents could meet most of their needs within a short walk or bicycle ride 15 minutes from their homes, promoting a healthy lifestyle and supporting local independent businesses.
- Who had initially been consulted? Mr Casey advised that they had consulted Qualis and the Service Directors within EFDC. The more general consultation had been hampered by the Covid restrictions and local elections, although they were now reaching out to local Town and Parish Councils, EFYC and other local groups and organisations. The link to the consultation had been included in the presentation and would be emailed out to Parish and Town Clerks.
- How does CIC work? Ms Duston advised that the CIC was there to provide opportunities over and above what the Council already delivered. For example there would be significant opportunities generated through Qualis building projects which could create apprenticeships and training programmes. The CIC would initially focus on the three emerging strategic themes set out in the presentation.

Mr Hewitt clarified that services which had been already transferred to Qualis were a completely independent from the CIC. The CIC was entirely focused on community benefits.

- A member of the Committee raised concerns regarding the Risk Management of Qualis. Mr Hewitt advised that the purpose of Qualis attending the meeting was to discuss the CIC. Qualis' four year business plan had been considered by the Overview and Scrutiny Committee on 1 July 2021 and the would be considered by the Cabinet on 12 July 2021.
- How wide ranging would the CIC be? Ms Duston advised that the CIC was currently conceptual ideas of what could delivered. The consultation would allow the CIC to consider what key deliverables the community wanted and that could be self-funded with the opportunity for the CIC to expand in the future.
- How many people would be employed to develop the CIC? Mr Hewitt advised that all resources were already within the Qualis Group and currently no one would be employed by the CIC.
- What was meant by enhanced skills? Mr Hewitt advised that skills from within the Qualis Group would be used to enhance the development of the CIC.

Agreed:

That the consultation included with the presentation was emailed the Committee representatives.

5. DATES OF FUTURE MEETINGS

It was noted that the next meeting of the Committee would be held on 27 September 2021.

CHAIRMAN

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Local Councils' Liaison Committee update on the Main Modifications stage of the Local Plan

08 July 2021

Update

- Update in 4 sections followed by questions:
 - Introduction
 - Main Modifications stage
 - Inspector's Actions
 - Main Modifications consultation process
- We will avoid acronyms with exception of referring to Main Modifications as MMs and abbreviating Local Plan Submission version (2017) LPSV

Introduction

- What is a Local Plan:
 - District-wide Plan which identifies the vision and aspirations for the future of an area, planning policies, and allocations identifying the sites or areas which can be developed and those which should be protected
 - Sets out the level and distribution of planned growth, including new homes and employment land
 - Once adopted it will become the statutory (legal) Development Plan
 - The LPSV (2017) now afforded substantial weight as material planning consideration in the assessment of planning applications and appeals
- Why do we need a Local Plan:
 - We operate within a Plan-led system
 - Creates a robust planning framework to support and manage the future development of the District
 - Without it, the Council would lose the ability to secure and co-ordinate the development and infrastructure

Introduction: Local Plan process

- We are at an advanced stage in the Plan-making process:



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- Consultation undertaken at a number of stages since 2010
- Most recently:
 - Consultation on the Draft Local Plan Oct – Dec 2016 generated 3,400 responses which were taken into account in producing the LPSV 2017
 - Regulation 19 Publication period Dec 2017– Jan 2018 enabled representations on soundness, legal compliance and Duty to Co-operate. Representations collated and submitted to Planning Inspectorate
 - Examination process provided the opportunity to input through hearing statements and at hearing sessions

Introduction: Local Plan Examination

- LPSV submitted for Examination Sept 2018 and Inspector appointed
- Examination hearing sessions Feb – June 2019
- Inspector issued her post Examination hearing advice Aug 2019
- Council undertaken further work to address the Inspector's Actions
- This work has led to proposed changes to the LPSV known as Main Modifications (MMs)

Main Modifications stage

- What is the MM Stage about?
 - Inspector has identified that a number of MMs to the LPSV 2017 are required to address issues of soundness and/ or legal compliance.
 - This stage is an opportunity for people to make representations on the changes proposed to the published LPSV 2017, including the supporting documents that have informed these changes.
- What it is not:
 - an opportunity to make representations about parts of the Plan that are not proposed to be modified and such representations will not be considered by the Inspector
 - an opportunity to repeat comments already made on other aspects of the Plan as these are already being considered by the Inspector

Main Modifications stage

- The MMs include:
 - Changes to some of the supporting text and Policies within the Plan
 - Deletion and the amendment to some site allocations
 - Updated Housing Supply data to March 2020
 - Associated changes to mapping
 - Drafting inaccuracies or factual updates
- The MMs do not alter the strategy in the LPSV and do not propose any new residential, traveller or employment site allocations to the LPSV
- Format of MM Schedule – new text denoted by underline and removal of text by strikethrough

Inspector's Actions

- 39 Actions within the Inspector's post Examination hearings advice
- Essential to note that the Inspector's advice also confirmed acceptance of a number of key elements of the Plan e.g. the Plan's housing requirement at 11,400
- Summary response to each of the 39 Actions is one of the consultation documents

Main Modifications consultation process

- Consultation period will be approx.10 weeks
- How the consultation be communicated:
 - Internal communication within the Council
 - Postal + email communication with Consultee Database
 - Council and dedicated Local Plan website
 - Programme of press releases and social media
 - District Member Briefing
 - Developer Forum (Date TBD)
 - Town and Parish Council Briefing (08 July)
 - Planning Policy hotline/dedicated email
- Access to consultation materials
 - Local Plan website at efdclocalplan.org and clearly linked from the Council's website
 - Guidance notes and FAQs
 - Hardcopies at libraries and by appointment at Civic Offices

Main Modifications consultation process

- What information will be available
 - Single MM Schedule document (Note Appendix 6/Part 2 constitutes policy)
 - Revised mapping + mapping index
 - Supporting documents to include:
 - Council's response to Inspector's Actions
 - Sustainability Appraisal Addendum
 - 2021 Habitats Regulations Assessment
 - Epping Forest Interim Air Pollution Mitigation Strategy
 - Green Infrastructure Strategy
 - IDP: Part B Infrastructure Delivery Schedule 2020 Update
 - EFDC Consolidated and Updated Viability Evidence 2020
 - Supporting documents that have informed responses to the Inspector's Actions
 - Other Examination Documents e.g. homework notes/ response to Inspector's questions

Main Modifications consultation process

- Tips on how to navigate information
 - MM stage is about proposed changes to the LPSV – readers can familiarise themselves with the LPSV, then refer to sections of interest in the MM schedule.
 - If someone is keen to understand the key areas where MMs are proposed then useful for them to read the Inspector’s post hearings advice (02 August 2019) and the Council’s response.
 - If someone is keen to understand all MMs relating to the removal of site allocations from the LPSV/ amendments to site allocations (i.e. site capacity, likely delivery trajectory) see response to Action 9.
 - If someone is keen to understand MMs proposed to a specific policy, site allocation or settlement then helpful to use the search function in the MM Schedule (Ctrl F on a keyboard) to navigate to specific keywords.
 - The Planning Policy Team will be happy to provide further instruction or assistance via the Hotline or the dedicated email address.

Main Modifications consultation process

- How people can provide a representation
 - Online
 - Email
 - Post
 - Responses can be made on behalf of a group – should be clear how many representing and how authorised
- What next after consultation
 - Representations to Inspector
 - Summary Council response per MM
 - Inspector will determine in Plan is ‘sound’
 - Further hearing sessions cannot be ruled out

Questions?

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Qualis Community CIC

Primera Corporation was commissioned in March 2021 by the Qualis Group to set up a Community Interest Company (CIC) and to develop an initial business plan.

Qualis Community CIC is now incorporated at Companies House. The next phase in this piece of work is learning more about the wider community and its needs and aspirations.

We are in the process of an extensive consultation and engagement exercise with the key local stakeholder groups.

The feedback and findings of the consultation exercise will be used to shape and inform activity going forward.

The consultation has been conducted through virtual meetings with stakeholder groups, In addition to this there is a questionnaire which can be completed in paper form or electronically via Survey Monkey.

Once complete we will develop a business plan and programme of delivery for the first 4 years of activity of the CIC for presentation to the Qualis Board.

Ruth Duston and Austin Casey to present on progress so far including key themes highlighted by stakeholder groups

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QUALIS COMMUNITY CIC LCLC UPDATE

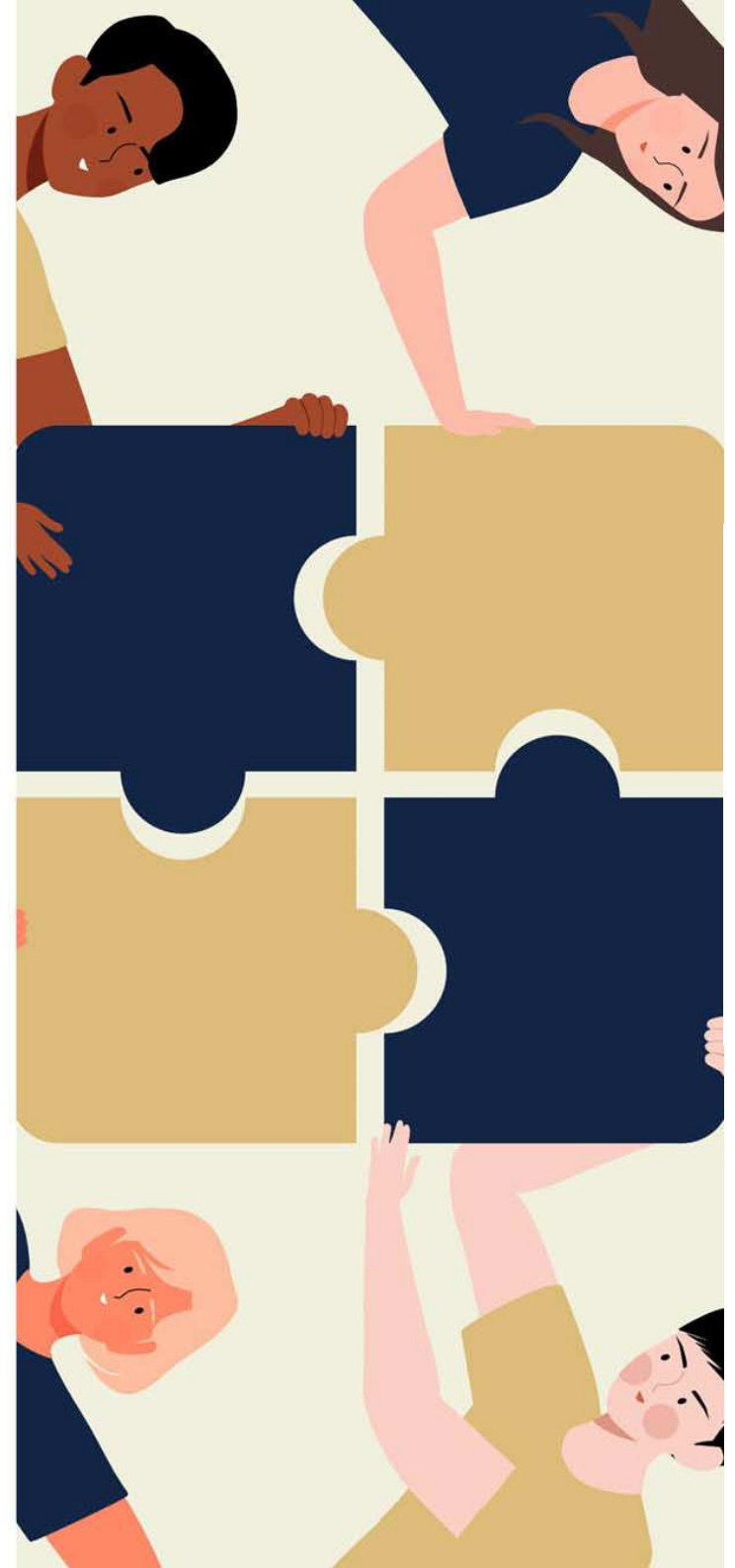
Delivering for the whole of Epping Forest
District through partnership

Primera

Qualis 
COMMUNITY

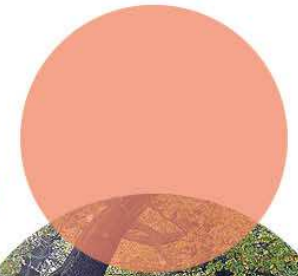
Getting the most out of your consulting partnerships

- The CIC represents an incredible opportunity for all communities located across the district to shape a powerful agenda of transformation and improvement. Working collaboratively, the CIC offers local residents and the wider stakeholder community an outstanding opportunity to invest in a better future.
- A partnership created by Qualis Group and EFDC supports the community in having a stronger and more influential voice to raise the profile and better promote Epping Forest as a place to live, play and do business through Qualis Community.
- A rigorous and transparent governance structure will ensure that activities align with local need and are developed through close dialogue with local communities and wider stakeholders including town and parish councils.



Creation of a CIC

- Understanding the key issues and priorities for the community and business forms an important step in the consultation in gauging what is deliverable and achievable for the area.
- More fundamentally its looking to build on the good work already underway by various community groups and EFDC, citing where the CIC will add value in harnessing opportunities for the direct benefit of the local community, promoting good growth and generating social and economic opportunities.
- Through our consultation we are reaching out to EFDC and parish councils, the wider stakeholder community to identify and highlight additional services they would like the CIC to deliver.



Primera has been appointed to support Qualis Community on the establishment of a new CIC.

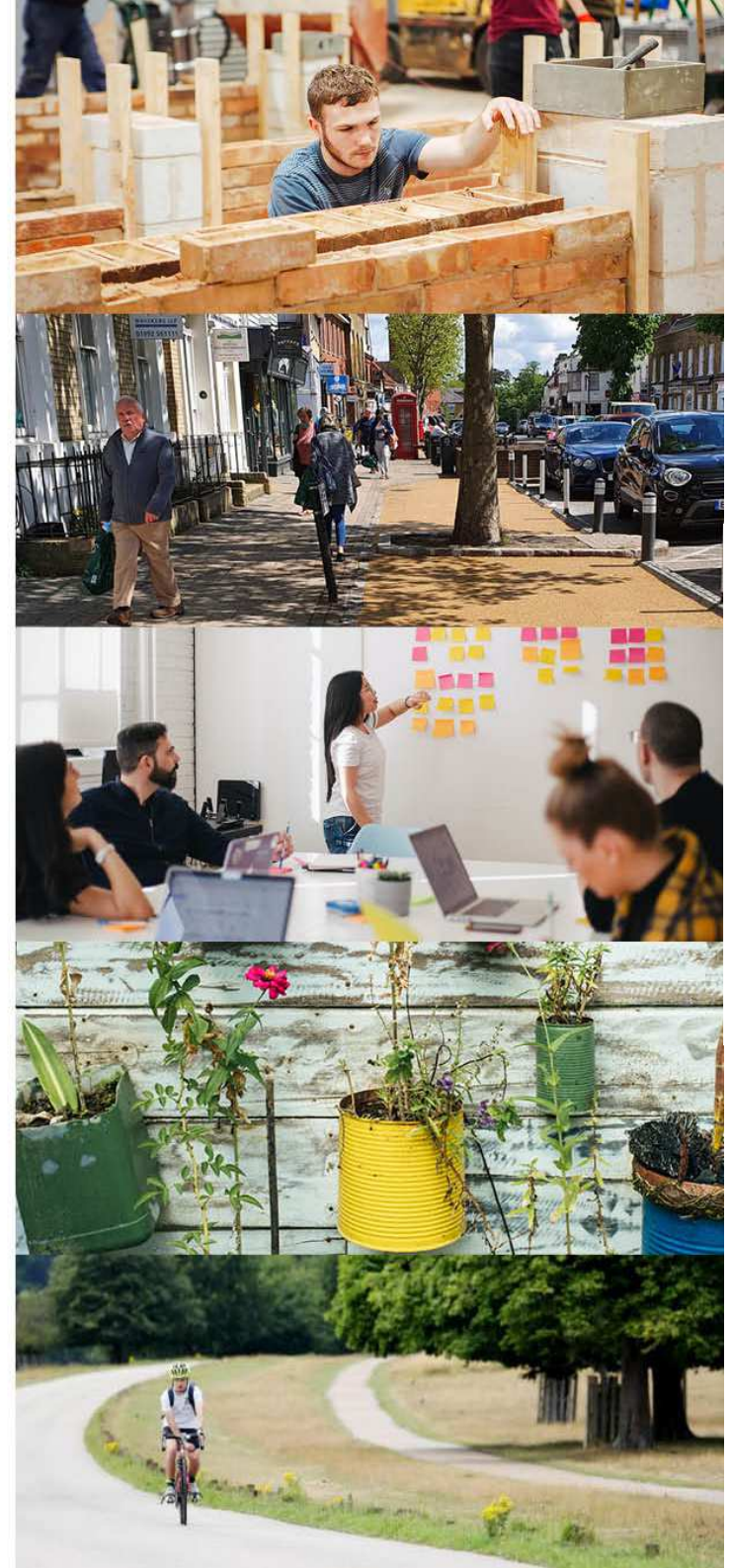
- Primera is consulting with a number of stakeholder groups across the local community, businesses, Essex Police, EFDC and Epping Forest Youth Council.
- Extensive consultation is enabling Qualis Community to formally gauge the views from local community groups in the area, with a focus on Waltham Abbey and Epping Town Centre.
- A survey has been created to capture peoples thoughts, ideas and suggestions to outline what can be achieved by the CIC between now and 2025. Dialogue with local communities and wider stakeholders including district, town and parish councils.



Emerging themes

Understanding the key issues and priorities for the community and business forms an important step in the consultation in gauging what is deliverable and achievable for the area. Feedback to date has focused on five key areas:

- Employment and Training
- Placemaking/public realm
- Business, Enterprise and innovation
- Sustainable Environment
- Transport



Strategic themes

Based on the consultation undertaken to date; three emerging strategic themes have been identified.

Page 88 This will include identifying appropriate funding sources and how the CIC can generate its own income. The three strategic themes are:

1. Employment, enterprise and innovation
2. An outstanding environment
3. Accessible and inclusive neighbourhoods



Employment, enterprise and innovation

Conversations to date have identified employment and skills training as an area of activity that could be led by the CIC, working in partnership with local FE institutions.

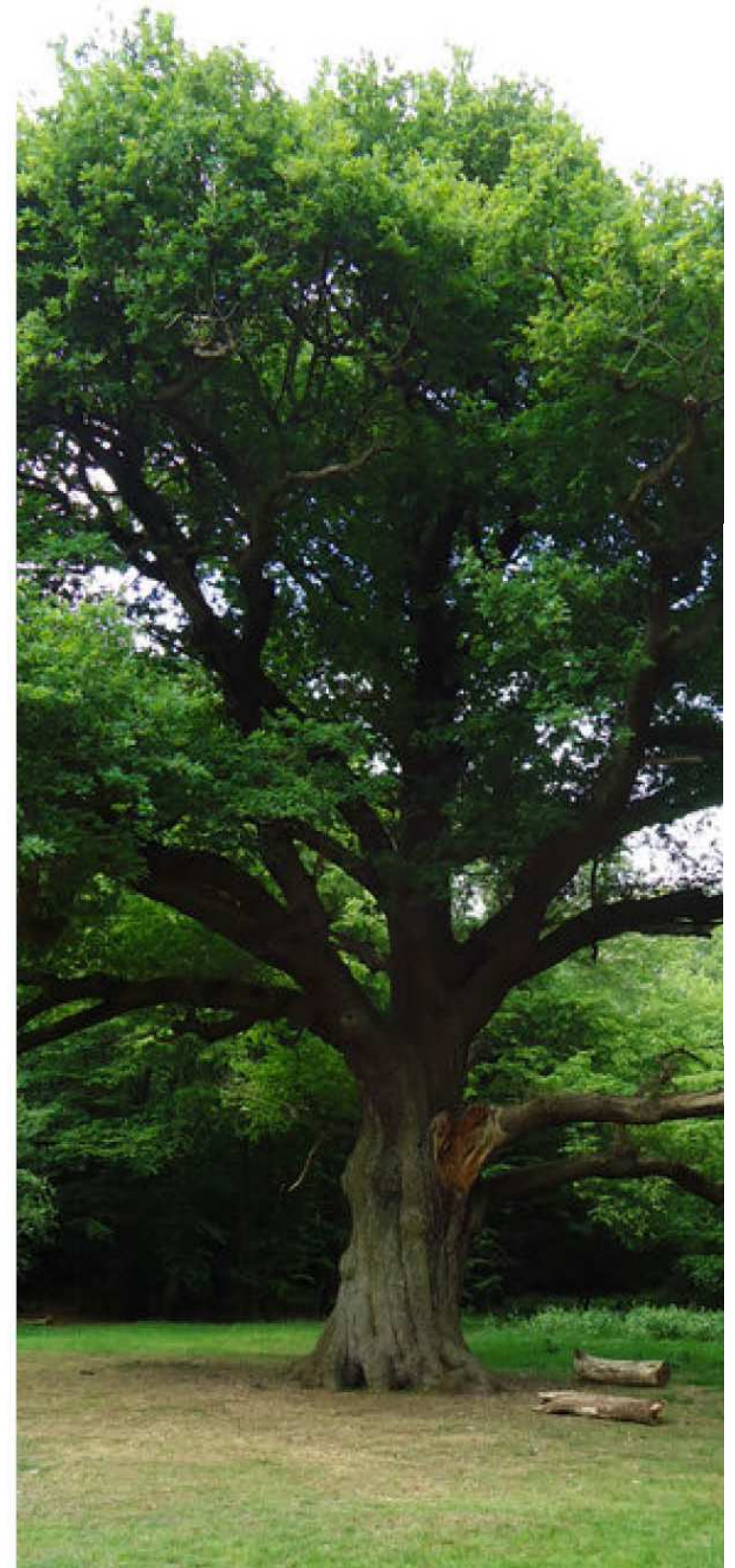
- Construction industry could be a key sector, providing apprenticeship training opportunities and upskilling existing employees, across a range of occupational areas.
- Supporting SMEs and business start-ups
- Taking advantage of digital opportunities



An outstanding environment

People and place have become even more important as a result of the pandemic. The district is also home to Epping Forest, an ancient forest of both environmental and ecological significance. Huge opportunities to deliver tangible enhancements under this strategic theme

- Page 08
- Promote the important role of green spaces
 - Work with local communities on issues such as safeguarding greenbelt
 - Enhancing access to green spaces – signage, wayfinding, for example
 - Climate change



Accessible and inclusive neighbourhoods

There are several emerging opportunities to build a sustainable income stream through this strand of activity:

- Page 09
- Community hub working with in partnership with EFDC
 - Placemaking will be fundamental to the longer-term aspirations for the district, and maximising the potential of creating a 15 minute city
 - Changing working practices / evolving demographics / adapting to new ways of living and working (post pandemic)
 - Partnership model in the future: Business Improvement District/ 15 minute city



Next steps and a timeframe for delivery

The activities identified within each strategic area align closely with the policies of both the EFDC and Qualis Group.

- The strategy will set out a programme of activity, which will provide the opportunity to test and explore some of the more ambitious areas of activity. The programme is based on activities from Oct 2021 until Sept 2025
- A focus on additionality and complementing the work of the council and its partners – no duplication
- Aspiration to add long term value to the communities across EFDC– no quick wins, we must bring communities with us
- We will continue to work with a range of stakeholders, communities and groups and always welcome views and input. You can view the consultation survey [here](#).

Thank you for your time and we look forward to working with you on this exciting project for Epping Forest District.

