



***CABINET***  
***Monday, 8th November, 2021***

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

**Council Chamber, Civic Offices, High Street, Epping**  
**on Monday, 8th November, 2021**  
**at 7.00 pm .**

**G. Blakemore**  
**Chief Executive**

**Democratic Services**  
**Officer**

A. Hendry (Democratic Services)  
Tel: (01992) 564246 Email:  
democraticservices@eppingforestdc.gov.uk

Members:

Councillors C Whitbread (Leader of the Council & Leader of the Conservative Group) (Chairman), , N Avey, N Bedford, L Burrows, A Patel, J Philip, S Kane, D Sunger and H Whitbread

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**PLEASE NOTE THAT THIS MEETING IS OPEN TO ALL MEMBERS TO ATTEND**

**1. WEBCASTING INTRODUCTION**

This meeting is to be webcast and Members are reminded of the need to activate their microphones before speaking.

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. DECLARATIONS OF INTEREST**

To declare interests in any item on this agenda.

**4. MINUTES (Pages 5 - 14)**

To confirm the minutes of the meeting of the Cabinet held on 11 October 2021.

**5. REPORTS OF PORTFOLIO HOLDERS**

To receive oral reports from Portfolio Holders on current issues concerning their Portfolios, which are not covered elsewhere on this agenda.

**6. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET**

To receive any questions submitted by members of the public and any requests to address the Cabinet.

**(a) Public Questions**

To answer questions asked by members of the public after notice in accordance with the provisions contained within Part 4 of the Constitution (Council Rules, Rule Q3) on any matter in relation to which the Cabinet has powers or duties or which affects the District.

**(b) Requests to Address the Cabinet**

Any member of the public or a representative of another organisation may address the Cabinet on any agenda item (except those dealt with in private session as exempt or confidential business) due to be considered at the meeting, in accordance with the provisions contained within Article 7 of the Constitution (The Executive, Paragraphs 27 and 28).

**7. OVERVIEW AND SCRUTINY**

To consider any matters of concern to the Cabinet arising from the Council's Overview and Scrutiny function and to identify any matters that the Cabinet would like the Overview and Scrutiny Committee to examine as part of its work programme.

**8. COUNCIL HOUSEBUILDING CABINET COMMITTEE - 28 SEPTEMBER 2021 (Pages 15 - 20)**

(Housing Services Portfolio Holder) to consider the attached minutes from the meeting of the Council Housebuilding Cabinet Committee, held on 28<sup>th</sup> September 2021, and any recommendations therein.

**9. IMPLEMENTATION OF THE LOCAL PLAN: UPDATE ON PROGRESS (Pages 21 - 66)**

Planning and Sustainability (C-022-2021-22) - to provide members with regular updates on the progress of Masterplans and Concept Frameworks within Epping Forest District to ensure that members are kept fully up to date.

**10. LEASEHOLD BUILDING INSURANCE TENDER - JULY 2022 (Pages 67 - 70)**

Corporate Services – (C-023-2021-22) - recommending that the Council tender for a three-year long-term agreement (LTA) with the option of extending for a further two years.

**11. NORTH WEALD EMPLOYMENT LAND MASTER PLAN (Pages 71 - 84)**

Planning and Sustainability – (C-024-2021-22) – recommending approval the draft Strategic Masterplan Framework and commencement of the public consultation for the employment land at North Weald.

**12. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 24 of the Council Procedure Rules contained in the Constitution requires 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.

**13. 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 of the Constitution (Access to Information) 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.

## EPPING FOREST DISTRICT COUNCIL CABINET MINUTES

**Committee:** Cabinet **Date:** 11 October 2021

**Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 8.05 pm

**Members Present:** C Whitbread (Chairman), N Bedford, A Patel, J Philip, S Kane and H Whitbread

**Other Councillors:** R Brookes, J Lea, C McCredie, R Morgan, S Murray, M Sartin and D Stocker

**Apologies:** N Avey, L Burrows and D Sunger

**Officers Present:** G Blakemore (Chief Executive), T Carne (Corporate Communications Team Manager), N Dawe (Chief Operating Officer), C Hartgrove (Interim Chief Financial Officer), A Hendry (Democratic Services Officer), S Jevans (Qualis Group Managing Director), S Lewis (Customer Services Manager), L Miles (Policy & Strategy Analyst), S Mitchell (PR Website Editor), R Perrin (Democratic and Electoral Services Officer) and A Small (Strategic Director Corporate and 151 Officer)

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### 46. WEBCASTING INTRODUCTION

The Leader of Council 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.

### 47. DECLARATIONS OF INTEREST

Pursuant to the Council's Member Code of Conduct, Councillor C Whitbread declared a non-pecuniary interest in agenda item 9 – 'Branding for the Civic Offices-Ground Floor', by virtue of knowing the person who carried out the branding exercise. The Councillor had determined that his interest was non-prejudicial and that he would stay in the meeting for the consideration of the item.

### 48. MINUTES

#### Decision:

That the minutes of the Cabinet meetings held on 13th September 2021 be taken as read and would be signed by the Leader as a correct record.

### 49. REPORTS OF PORTFOLIO HOLDERS

(a) The Planning Services Portfolio Holder, Councillor Bedford, advised the meeting that the main modifications had finished on 23 September and they were anticipating to take two weeks to get the final work to the inspector.

Concerns had been raised about the maximum amount of words per response being limited to 300. This had been asked for by the inspector and we have been summarising the responses into 300 word bites. The inspector has been made fully

aware of all reports that had come in and these would be forwarded to her for her consideration. Comments had been redacted into small bite sized 300 word pieces at the request of the inspector.

(b) The Housing Services Portfolio Holder, Councillor H Whitbread, noted that last week she had attended the ECC Housing Refugee Task Force on behalf of EFDC presenting an opportunity to meet with leaders across different groups to discuss the current situation on the Afghan refugees. Our Council have offered up two homes, but they are yet to be used. The consensus was that we provided the support for those coming in from Afghanistan and to encourage other councils to do what we have done here and provide housing if they are able to and also look to the private sector for any opportunities available there.

As for donations, when this was initially announced they were overwhelmed within 24 hours and she was now working with Voluntary Action Epping Forest to make sure we can get this working smoothly.

Councillor Murray asked for a report from the relevant Portfolio Holder on the announcement from the LGA that because of the competition for drivers there was the possibility of having difficulties of recruiting them for the bin lorries and gritters. Could we have a report on how that was likely to effect Epping Forest. Councillor S Kane noted that he had attended a Highways briefing this morning and it was reported there had been no shortages of gritter drivers so far. Councillor Philip commented that the position of bin lorry drivers had come up, and Biffa had reported that their lorry drivers had been offered cash payments to join the private sector, but there were no problems encountered so far. He noted that the waste contract was coming up in two years' time and this may give an upward pressure on this.

## **50. PUBLIC QUESTIONS AND REQUESTS TO ADDRESS THE CABINET**

The Cabinet noted that no public questions or requests to address the Cabinet had been received for consideration at the meeting.

## **51. OVERVIEW AND SCRUTINY**

The Chairman of the Overview & Scrutiny Committee reported that the committee had not met since the first of July and their next meeting was scheduled for tomorrow evening when they would consider the quarter 1 corporate performance report, a climate change and sustainable transport update, a Covid 19 update, a review the Local High Street Task and Finish Panel and the Terms of Reference for the Stronger Places Select Committee.

## **52. EQUALITY POLICY**

In the absence of the relevant Portfolio Holder, Councillor Philip introduced this report. He noted that Epping Forest District Council was committed to advancing equality and inclusion for all. The Council's new Equality & Inclusion Policy demonstrated our commitment to equality and our responsibility to our communities and our workforce. The Equality Objectives contained in the Policy set out how we would deliver this commitment, recognising the need to continuously improve and build on our past achievements to ensure excellent equality practice.

Councillor Murray wanted to highlight that the report contained ward profiles, and he also noted the two most deprived wards were Loughton Alderton and Loughton

Broadway. He hoped that the excellent initiatives to improve various areas that the council had taken elsewhere would be repeated in these wards in the near future.

**Decision:**

1. The Cabinet took into consideration comments arising from the Stronger Council Select Committee review of the Equality Policy and Equality Objectives; and
2. That the Cabinet agreed to adopt the Equality & Inclusion Policy and the Equality Objectives it contains.

**Reasons for Proposed Decision:**

To demonstrate EFDC's commitment to advancing equality under the Equality Act and Public Sector Equality Duty. Subject to approval by Cabinet, the proposed Equality Objectives will be published on the Council's website and embedded across all strategic policies and plans.

**Other Options for Action:**

Not applicable

**53. BRANDING FOR THE CIVIC OFFICES - GROUND FLOOR**

The Customer and Partnerships Portfolio Holder, Councillor S Kane introduced the report. He noted that the refurbishment of the Civic Offices building presented the opportunity to review its purpose and the opportunity to provide a facility that could offer the local community a brand new contribution. The Ground Floor now was a destination for the community where the Council works with a range of other public and voluntary sector partners where solutions could be found in one place ranging from homelessness to debt advice to welfare benefits to well-being. This really was a step-change in the use of the Ground Floor and needed to be seen not as an Epping Forest District Council asset but one where we work with a range of other organisations to provide outcomes for the members of the community. To highlight and reflect this new start a branding was proposed for the Ground Floor to help showcase this new way of delivering services and improve the welcome experience for visitors to the building. Consultation around the design has been undertaken with Community Hub partners and Members of the Stronger Place Select Committee.

The Cabinet and members present debated pros and cons of the two schemes put forward and the names attached to them. It was suggested that maybe if they had the time the Council should have asked local students to submit design for the new branding, something to note for the future. They were pleased to know that the space was acting as a place that worked for local people and was getting a lot of use.

**Decision:**

- (1) That approval was given to a Branding exercise for the Ground Floor of the Civic Offices;
- (2) That approval be given to Option B 'The Civic Hub' as presented; and

(3) That the Cabinet members noted the comments made by Community Hub partners and the Stronger Place Select Committee at their meeting on 23rd September 2021.

**Reasons for Proposed Decision:**

To provide a branding for the Ground Floor to provide an improved visitor experience and to identify and promote the new service offering for the community.

**Other Options for Action:**

To not proceed with a branding for the Ground Floor area.  
To seek alternative branding designs.

**54. QUARTER 4 BUDGET MONITORING REPORT 2020/21 (FINAL OUTTURN)**

The Finance, Qualis Client and Economic Development Portfolio Holder, Councillor Philip introduced the report. He noted that this report set out the 2020/21 General Fund and Housing Revenue Account positions, for both revenue and capital, as at 31st March 2021, which represents the Quarter 4 (Final Outturn) for the full 2020/21 financial year. This report had also gone through the Stronger Council Select Committee.

In terms of General Fund revenue expenditure – at the Quarter 4 (Final Outturn) stage – a budget over spend of £0.157 million had been recorded, with net expenditure of £18.591 million against an overall budget provision of £18.434 million.

The General Fund revenue position in 2020/21 was dominated by the impact of the Covid-19 pandemic.

Councillor Murray commented that it was good to get this outcome and that it was an excellent result. Councillor C Whitbread echoed this comment and added his thanks to the officers for nursing the council through the last year.

**Decision:**

1. The Cabinet noted the General Fund revenue position at the end of Quarter 4 (Final Outturn) for 2020/21;
2. The Cabinet noted the General Fund capital position at the end of Quarter 4 (Final Outturn) for 2020/21;
3. The Cabinet noted the Housing Revenue Account revenue position at the end of Quarter 4 (Final Outturn); and
4. The Cabinet noted the Housing Revenue Account capital position at the end of Quarter 4 (Final Outturn) for 2020/21.

**Reason for Decision:**

This report facilitated the scrutiny of the Council's financial position for 2020/21. In terms of General Fund revenue, it was a very challenging year due to the financial pressures created by the Covid-19 pandemic. Whilst the HRA was not as badly affected by the pandemic, there were some other key spending pressures, which necessitated a reduction in planned revenue contributions in order to maintain the minimum balance on the HRA reserve.



**Other Options:**

There were no matters for decision in this report.

**55. QUARTER 1 BUDGET MONITORING REPORT 2021/22**

The Finance, Qualis Client and Economic Development Portfolio Holder, Councillor Philip introduced the report that set out the 2021/22 General Fund and Housing Revenue Account positions, for both revenue and capital, as at 30th June 2021 ("Quarter 1").

In terms of General Fund revenue expenditure – at the Quarter 1 stage – a budget over spend of £0.126 million was forecast, with projected net expenditure of £16.937 million against an overall budget provision of £16.811 million.

The financial pressures – especially on income – due to the impact of the Covid-19 pandemic had carried over into 2021/22. The single largest item relates to Leisure Facilities whereby an overspend of £532,161 was forecast by the year end; although greatly reduced income was assumed from the contract with Places Leisure in 2021/22, the third lockdown and social distancing requirements extended beyond expectations at the time the Budget was developed in late January/early February 2021.

A delay in asset disposals to Qualis as part of the Regeneration element of the initiative was also causing some financial pressure in areas such as Building Costs and Interest Receivable.

However, despite the pressure, a projected surplus on Financing and Recharges was expected to help avoid any major overspending.

As with 2020/21, the Housing Revenue Account position was less affected by the Covid-19 pandemic. Indeed, income from Council Dwellings was outperforming its budget, although there is some spending pressure on Housing Repairs, which was not linked to the pandemic.

Councillor Murray asked for an explanation on the spending pressures on Housing Repairs not linked to the pandemic. He was told that over the past years there had been a budget for housing and void repairs. It turned out that they had regularly failed to hit that budget and had overspent on it. That led to a gap last year on what we expected to spend and what we actually spent. This is what we were now working on to rectify.

**Decision:**

1. The Cabinet noted the General Fund revenue position at the end of Quarter 1 (30th June 2021) for 2021/22, including actions being or proposed to improve the position, where significant variances had been identified;
2. The Cabinet noted the General Fund capital position at the end of Quarter 1 (30th June 2021) for 2021/22;
3. The Cabinet noted the Housing Revenue Account revenue position at the end of Quarter 1 (30th June 2021) for 2021/22, including actions proposed to ameliorate the position, where significant variances had been identified; and

4. The Cabinet noted the Housing Revenue Account capital position at the end of Quarter 1 (30th June 2021) for 2021/22.

**Reason for Decision:**

This report facilitates the scrutiny of the Council's financial position for 2021/22.

In terms of General Fund revenue, it was again a challenging year, especially with some residual financial pressures – mainly on income – created by the Covid-19 pandemic. There was some spending pressure on the HRA revenue budget. Capital spending has been relatively limited in Quarter 1.

**Other Options:**

There were no matters for decision in this report.

**56. UPDATED MEDIUM TERM FINANCIAL PLAN 2022/23 TO 2026/27**

The Finance, Qualis Client and Economic Development Portfolio Holder, Councillor Philip introduced the report. He noted that the Cabinet approved an updated Financial Planning Framework (2022/23 to 2026/27) at its meeting on 13th September 2021 and committed to receiving and considering and updated Medium-Term Financial Plan (MTFP) for 2022/23 to 2026/27.

The preparation of an MTFP provides the cornerstone on which the Council can build and deliver services in accordance with its aims and objectives. It also provides an early warning sign of potential budget pressures that lie ahead.

This was the first iteration of the MTFP within the 2022/23 budget cycle. It was a forward-looking document which provided a tentative look at the Council's financial picture over the next five years (2022/23 through to 2025/26) and set the scene by providing a framework for developing both the General Fund and Housing Revenue Account (HRA) budgets for 2022/23.

The General Fund element of the MTFP could be found at Appendix A of the report. It revealed a projected deficit of £1.504 million for 2022/23. This primarily reflects the impact of losing Government Support for Covid-19 (£1.263 million) and the contribution from the General Reserve (£1.350) compared to 2021/22. Estimated net expenditure in 2022/23 is £16.022 million, compared to available funding of £14.518 million.

Looking further ahead, a further budget gap was expected to open-up again from 2023/24, with a peak annual budget pressure of £1.139 million occurring in 2025/26, following the letting of the new Waste Management contract.

Councillor Patel noted that the report had highlighted some key points particularly on how difficult things would be going forward and showed the greater reliance on the success of Qualis in order to sustain our front line services; also key in moving forward was the ability of maximising our assets such as renting out the space on the upper floor. He was looking at his portfolio with his lead officers to see where they could make some savings.

Councillor S Kane agreed it would be a very difficult year but looking at a suggested deficit of £1.5m and talking about a maximum £5 increase on council rates, how

much of the £1.5m would be affected by this raise and how much more will we still have to do. Councillor Philip said that this would generate about £400k; the £1.5m was on top of this and this could go up as there were a number of things that were not yet definite such as the staff salary rise.

Councillor Murray asked how concerned did we have to be about the stalling of the discussions with the potential tenants, and were we certain to receive any money for 2022/23? Councillor Philip said that this was uncertain, as there was a delay in contracting with potential leaser of the top floor due to delays in the fit out, but all indications were that we would sign with a delay of the start of the payments of three months, we are also extending the contract by an extra three months to get us the ten years of revenue as originally expected.

Councillor Murray noted that we would have some really difficult decisions as a council as a minimum we will have to find £1.5m. When would you as a group make a decision on this. What will be your timeline? Councillor Philip replied that he would be taking a similar approach to the budget this year as last year. He would aim to get to a point where we did not have to make big decisions. Unfortunately, there were still a lot of unknowns facing us. He had asked each Portfolio Holder to look at their service areas and see what they could do but still keep their services going. He was not looking for large scale cuts as that was not an effective way of doing things.

Councillor Patel asked about utility costs and could we be doing something about this. Mr Hartgrove replied that we had bought some energy on the forward market and officers were looking further into this at present. Fortunately, our premises costs as a whole had reduced considerably as a result of new use of the civic offices.

Councillor Lea noted that this council had always done well with its finances she thought that with getting rid of the Conder building this would bring in extra revenue; is this not bringing in what we thought. We must think of our residents who will face higher utility bills this winter. Councillor Philip said that we also had higher utility costs along with the cost of staff, which was one of our biggest costs. The Conder building was now available for development which would give us a capital receipt and not a general fund receipt, but this was dependent of the timing of building the new building and renting it out. We are always looking at how we could generate more income which was one of the reasons we had seconded out our asset management team to Qualis for a year to look to see if we could get more revenue from the assets, but it was still to early to see results as yet.

Councillor Murray said he did not know that we had seconded out our asset team to Qualis and he would like to know where it was reported. He was told that it went to full council with the Qualis four year business case. It was a decision of full council.

**Decision:**

- 1) The Cabinet noted the contents of the report, including:
  - The General Fund element of the updated Medium-Term Financial Plan (2022/23 to 2026/27);
  - The Housing Revenue Account element of the updated Medium-Term Financial Plan (2022/23 to 2026/27), including the anticipated impact on the 2021/22 budget outturn; and

2) The Cabinet discussed and agreed actions required, including the assumptions contained in the MTFP and the potential options for addressing the underlying budget deficit in order to set a balanced budget for 2022/23.

**Reasons for Proposed Decision:**

To provide an updated financial position for the Council based on latest available information, allowing Cabinet to consider the implications and potential options available, and provide strategic direction to senior officers in preparing a (balanced) draft budget for 2022/23.

**Other Options:**

There are no matters for decision in this report.

**57. CAPITAL PROGRAMME UPDATE 2022/23 TO 2026/27**

The Finance, Qualis Client and Economic Development Portfolio Holder, Councillor Philip introduced the report. He noted that the Cabinet approved an updated Financial Planning Framework (2022/23 to 2026/27) at its meeting on 13th September 2021 and committed to receiving and considering an updated Capital Programme for 2022/23 to 2026/27. This provided essential context and was a key part of early budget preparations for 2022/23.

The updated (indicative) Capital Programme was in two parts and comprised total investment of £277.834 million (General Fund £107.537 million, Housing Revenue Account £170.297 million) over the five-year period 2022/23 to 2026/27.

The purpose of this report was to present and provide context for consideration by Members – alongside the Medium-Term Financial Plans (for both the General Fund and Housing Revenue Account) – an indicative draft Capital Programme for 2022/23 to 2026/27.

Councillor H Whitbread noted that she was currently in discussion with the HRA Project Director on the HRA business plan.

**Decision:**

- 1) The Cabinet noted the report, including both the updated General Fund and Housing Revenue Account Capital Programmes (2022/23 to 2026/27); and
- 2) The Cabinet discussed and agreed actions required (in the context of the updated Medium-Term Financial Plan) for the further refinement of the Capital Programme as part of developing integrated draft budget proposals for further consideration by Cabinet in December 2021.

**Reasons for Proposed Decision:**

To provide an updated (initial) draft Capital Programme for the Cabinet's consideration, to allow discussion and direction in the further development of the Programme in order to balance the need to deliver on the Council's corporate priorities, whilst maintaining a balanced budget and achieving long-term financial sustainability.

**Other Options:**

There are no matters for decision in this report.

**58. ANY OTHER BUSINESS**

It was noted that there was no other urgent business for consideration by the Cabinet.

**CHAIRMAN**

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## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

<b>Committee:</b>	Council Housebuilding Cabinet Committee	<b>Date:</b>	Tuesday, 28 September 2021
<b>Place:</b>	Council Chamber, Civic Offices, High Street, Epping	<b>Time:</b>	7.00 - 7.19pm
<b>Members Present:</b>	H Whitbread (Chairman), A Patel and J Philip		
<b>Other Councillors:</b>	D Wixley		
<b>Apologies:</b>	N Avey and N Bedford		
<b>Officers Present:</b>	R Hoyte (Service Manager - Housing Development), J Leither (Democratic Services Officer), N Cole (Corporate Communications Officer) and R Moreton (Corporate Communications Officer)		

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### 10. 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.

### 11. SUBSTITUTE MEMBERS

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

### 12. DECLARATIONS OF INTEREST

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

### 13. MINUTES

#### Resolved:

- (1) That the minutes of the Council Housebuilding Cabinet Committee held on the 14 June 2021 be taken as read and signed by the Chairman as a correct record.

### 14. 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.

The report was as set out in the Agenda on pages 15-88. There was an update to the report which had arisen since the agenda had been published:

### **Phase 4.3**

#### **Woollard Street, Waltham Abbey**

The report stated that: 'Woollard Street start on site was expected September 2021 following contract signing, however this was 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 December 2021 – January 2022.'

She confirmed that the alternative arrangements had now been agreed and the costs had been confirmed at £41k which was considerably less than the expected cost of £50-60k. The drawing and plans for this site were now being detailed.

### **Financial Reporting**

The Service Director for Housing Services, Deborah Fenton had met with the Council's Finance department concerning the HRA Business Plan and would be meeting with the Portfolio Holder to discuss, in the next couple of weeks.

Councillor Wixley asked if Service Manager could give some more information on the Homes England audit with regard to the Kirby Close site in Loughton.

R Hoyte advised that Homes England were governed by the Government body who provide funding for housing, therefore the Phase 4.2 sites were awarded grant funding of around £1.7m, grant funding meant that the Council did not have to pay anything back to Homes England. Throughout this process, Homes England would inspect and review, at random, some of the different schemes that had been awarded grant funding and Kirby Close was chosen as one of the schemes that they would inspect. The inspection and audit of Kirby Close had taken place and there were two queries that they asked for a response to, we were now waiting for Homes England to come back and give the result of the audit. Once received I will share with the Portfolio Holder to pass the information on.

Councillor A Patel referred to page 33 of the agenda, Key Dates Milestones Summary and asked about the last column headed, Comments – Change Since Last Report where it stated 'Progress slow due to resource availability' and advised that at the last meeting he had suggested that the Council could consider having a storage depot to store the materials so that it wouldn't impinge upon the delivery of the sites and asked where we were with that suggestion as this was going to be an ongoing concern specifically over the next two to three years. He then went on to ask if the contractors were confident that they would be able to deliver on these revised dates.

R Hoyte informed the Cabinet Committee that there wasn't an industry shortage of materials or labour and advised that she had recently had a meeting with the contractors on Phase 4.1 who informed her that the trade issues were all around being able to get plumbers, plasterers and carpenters. The contractors were working with agencies to source the required staff and the issues they were coming up against was that there was either no availability of those trades or they do not have the required high standard of workmanship that the Council required to maintain the quality. With regards to materials there was one problem that the contractors are unable to source ridge tiles and were therefore looking as finding an alternative



replacement that was available so that the schemes would not be delayed any further.

Regarding the delivery dates of the schemes, as things currently stand, the revised dates are what the contractors are working to and some of the sites have come forwards by a couple of weeks. This whole situation was being monitored weekly within the progress meetings.

Councillor A Patel asked the Service Manager if these delays would affect the Council's bonus in meeting those targets as the Council were supposed to be delivering an amount of homes every year.

R Hoyte advised that everything that has currently slipped was still within the delivery time frame for the financial year so would still be achieved. Homes England are fully aware of the industry problems, so in terms of Phase 4.2 where there was grant funding, any dates that slip beyond the dates that the Council have to commit to for Homes England they are working on a plan to allow for slippage time to account for the fact that this was an industry problem with the supply of materials and trade. We will wait to hear from Homes England for what those dates look like.

Councillor A Patel asked if the delays and shortage of material would impact on the overall costing and were the Council still going to be within the agreed budgets.

R Hoyte advised that presently there hadn't been any cost implications as a result of the material issues any alternatives that were being looked at were not over the amounts that had already been agreed as part of the budget. Phase 4.2 was £127k under budget and Phase 4.1 was £17k under budget at this time.

Councillor J Philip queried recommendation 2:

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

He stated that as we had the planning schedule for when handover should be delivered decisions around the new development names because its required between reporting periods, surely we should be sufficiently organised that we could make those decisions before the handover dates and bring it to the Cabinet Committee as normal.

R Hoyte advised that there was only one outstanding for confirmation on a name was Pick Hill which was currently being discussed at present and was currently with the street name and numbering department for them to confirm. The plan was that the names would still be brought to the Cabinet Committee presently every development has a name besides Pick Hill and the timing has worked out where it had landed in between the meetings as we have just started the application process, which had been discussed with the Portfolio Holder but we do not have an answer on the application as yet.

The Chairman advised that the Pick Hill development was going to be named after former Councillor Syd Stavrou but we are awaiting permission from her family and that was part of the delay with that process.

I would also just like to add that the Cabinet are going on tour in November around all of the different Council sites and looking at some of the developments that the Council are moving forward.

**Decision:**

- (1) That the contents of the 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 considered and agreed that new development names, where required between reporting periods, could be agreed through the Portfolio Holder as and when needed.

**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 the progress and expenditure concerning the Council House Building Programme. The report sets out the progress made since reported at the last meeting on the 14 June 2021.

**Other Options Considered and Rejected:**

The report was on the progress made since last reported on 14 June 2021 and was for noting purposes only. There were no other options for action.

**15. PARKING - NEW DEVELOPMENTS AND HOUSING ESTATES**

The Chairman advised that parking was always a contentious issue when delivering new developments and she had been particularly conscious of the Council's responsibilities within the Local Plan.

Rochelle Hoyte, Service Manager, Housing Development presented a report to the Cabinet Committee and advised that there were no updates to the report on pages 89-100 of the agenda and recommended that members of the Cabinet Committee considered and agreed approval for parking requirements to be determined on a case to case basis.

The report had come about by the way the Council had tried to manage parking within existing estates and thinking about parking in the new developments going forward. There were issues with the Local Plan in terms of how the Council manage parking and how much parking was to be provided for the new developments. Every site was different so the need for a blanket approach was not the way forward.

Councillor A Patel stated that he was seeking reassurance that where there were bungalow sites would there be allocated parking for those bungalows because the likelihood was that the bungalow would have a disabled person residing there.

R Hoyte stated that all bungalow sites or bungalow units on development sites would have allocated parking, part of the problem had been within the Estates and Land team actually allocating parking spaces for residents had been something that wasn't on the plan before. She advised that she had highlighted this problem in the report on page 89-90.

Councillor A Patel asked if there was a policy or a clause set for the number of electrical charging points per development or dwelling.

R Hoyte stated that the Council did not have an electrical charge point policy per se, but as part of becoming more carbon neutral, the Council were looking at, within our

developments, of putting in the infrastructure and the electrical charging parking points. Discussions were presently taking place around how that was charged back and how they would operate and from what company. It was discussed and agreed that the infrastructure for charging points would always be installed on new developments and at a later date, if it was required, the installation of the charging points could be added.

Councillor J Philip advised that the Council did have a policy on electrical charging points for new development which was very clearly set out in the Local Plan. As we go through planning that should be a condition on all planning permissions issued.

He stated that we had to make sure when we are doing things in our housing estates that we don't overly favour people more than we would a non-housing residents. When you buy a house and there was a space outside on the road that the space does not belong to you, anyone can park there and we have to be careful that we don't overrule and give particular preference to some. When people need a space from an ability point of view that makes complete sense, we just need to make sure that we get a good balance.

The Chairman asked if there was any funding that the Council could access particularly looking at more carbon neutral developments in terms of providing the electrical charging spaces.

R Hoyte advised that there was a Sustainability team that was quite new to the Epping structure and they were looking at the different types of grants that were available and we are waiting for the to filter through to us to ask what we can and cannot apply for and how we could use these grants in our new developments.

The Chairman highlighted that parking on grass verges and the damage this was doing to the verges was becoming an issue all over the district. She asked if officers could look in more depth around the protection of grass verges and also where necessary, potentially using the space as appropriate for parking. She advised that she would discuss this with the officers offline.

**Decision:**

- (1) That members considered and agreed approval for parking requirements to be determined on a case by case basis for new developments as well as Housing estates parking management.

**Reasons for Proposed 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. This report reviews parking.

**Other Options Considered and Rejected:**

There were no other options considered for action.

**16. ANY OTHER BUSINESS**

The Cabinet Committee noted that there were no other matters of urgent business for consideration.

**17. 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**

## ***Report to the Cabinet***

**Report reference: C-022-2021/22**

**Date of Meeting: 8 November 2021**

**Portfolio: Planning & Sustainability – Cllr. Bedford**

**Subject: Implementation of the Local Plan: Update on progress**

**Responsible Officer: Nigel Richardson (01992 564110)**

**Democratic Services: Adrian Hendry (01992 564246)**

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### **Recommendations/Decisions Required:**

- (1) That the progress of Masterplans and Concept Frameworks, including the use of Planning Performance Agreements and the progress of other proposals at pre-application and application stage be noted (see Appendices A – E);**
- (2) To note the positive progress being made on the Epping Forest Local Plan Submitted Version (LPSV) following the consultation of the Main Modifications;**
- (3) That the Infrastructure Funding Statement 2020/2021 (see Appendix F) is agreed for online publication by 31 December 2021.**

### **Executive Summary**

Following the October 2018 Cabinet meeting which agreed the governance arrangements for the implementation of the Local Plan, the Implementation Team made a commitment to provide members with regular updates on the progress of Masterplans and Concept Frameworks within Epping Forest District to ensure that members are kept fully up to date.

This report is prepared by the Policy & Implementation Team to provide members with an update on the progress of Strategic Masterplans, Concept Frameworks and Planning Performance Agreements (PPAs) within the District, including major projects and planning applications dealt with by the team. Scheduled meetings and workshops continue to take place with site promoters and developers in accordance with project plans agreed within PPAs. The majority of workshops/meetings are taking place virtually but consideration is being given to in-person meetings, in particular for future Quality Review Panels (subject to COVID restrictions).

The District's emerging Local Plan is progressing well and at an advanced stage. As such, the Local Plan is being given substantial weight in the assessment of planning applications. The Main Modifications to the LPSV were published for consultation as a statutory part of the Local Plan Examination Process on the 15<sup>th</sup> July 2021 until 23<sup>rd</sup> September 2021. Following the consideration of the representations, the Inspector will prepare a Final Report which will

include the Main Modifications necessary in order to make the Local Plan 'sound'. Full Council will consider the Inspector's report, its recommendations and if accepted, the Local Plan is likely to be adopted by the District Council in later 2021.

The CIL Amendment Regulations introduced a requirement for authorities to prepare Annual Infrastructure Funding Statements. Appendix F sets out the proposed Infrastructure Funding Statement for the District for 2020/2021. The Infrastructure Funding Statement (IFS) applies to financial year 2020/2021 and sets out s106 agreements completed in that year, the types and values of contributions included in the agreements and the monies paid to the Council. The report then sets out the S106 projects deliverable within the next 5 and 10 years. The IFS also sets out how the s106 income will be spent and prioritised over the plan period.

### **Reasons for Proposed Decision**

To ensure that members are kept fully up to date on the progress of Masterplans and Concept Frameworks and other major proposals being promoted within the District.

To comply with the Council's general obligations as a local planning authority and the requirements set out in national planning guidance.

Every Local Authority is required to publish an Infrastructure Funding Statement ('IFS') by 31 December each year that sets out the amount of planning obligation expenditure where funds have been allocated.

Community Infrastructure Levy Guidance 2014 sets out that:

*"Reporting on developer contributions helps local communities and developers see how contributions have been spent and understand what future funds will be spent on, ensuring a transparent and accountable system."*  
*Paragraph: 172, Reference ID: 25-172-20190901*

The Council's Infrastructure Delivery Plan has identified the infrastructure projects that are required to deliver development in the District to 2033.

### **Other Options for Action:**

Not to update members on the progress on the above issues would be contrary to the commitment made by the Implementation Team as noted in the 18 October 2018 Cabinet Report.

Not to publish the Infrastructure Funding Statement within the deadline would result in a failure to comply with the Community Infrastructure Levy regulations.

## Report:

### Strategic Masterplans, Concept Frameworks and other allocated sites

1. [The Local Plan Submission Version 2017](#) (LPSV) promotes a joined up, collaborative and proactive approach to the planning and implementation of key strategic sites across Epping Forest District. The production of Masterplans and Concept Frameworks will ensure that development proposals are brought forward in accordance with the Council's priorities and policies and facilitate the delivery of necessary infrastructure.
2. Strategic Masterplans and Concept Frameworks provide an overarching framework to ensure that development is brought forward in a coordinated and coherent way in accordance with high quality place making principles. The planning applications which follow must demonstrate general conformity with an endorsed Masterplan or Concept Framework. As set out in the [18 October 2018 Cabinet Report](#), the Council's Local Plan Cabinet Committee (LPCC) has the authority to approve Draft Strategic Masterplans and Concept Frameworks for consultation. Following the six-week consultation period, Strategic Masterplans will then be taken to Cabinet for formal endorsement as a material planning consideration. The process for Concept Frameworks is broadly similar, however owing to their smaller scale, these will only be taken to LPCC once for formal endorsement.
3. As set out in paragraph 15 of the report to Cabinet on 18 October 2018 a commitment was made to provide members with regular updates on the progress of masterplans and concept frameworks within Epping Forest District to ensure that members are kept fully informed of the progression of each plan.

### Current progress on the masterplans

#### Garden Town masterplans

4. The Harlow and Gilston Garden Town (HGGT) Transport Strategy has been endorsed by the HGGT Board and is due to be considered by the EFDC Cabinet on 6 December 2021 to endorse it as a material planning consideration in connection with the preparation of masterplans, pre-application advice, assessing planning applications and any other development management purposes. The Strategy is crucial in meeting the ambitions for sustainable movement set out within the HGGT Vision, against the backdrop of the challenges of future travel demand linked to planned growth as set out in the Council's emerging Local Plan.
5. Harlow Council Officers have advised EFDC that the new Conservative administration of Harlow reiterate its opposition to development south and west of Harlow and express its reservations over development to the east. A motion was passed at the Harlow Full Council meeting on 17<sup>th</sup> September 2021 noting that position and their Chief Executive will be writing to express the position of the Council, as described in the motion. Harlow Council have, however, reiterated their support for the Sustainable Transport Corridors

and active and sustainable modal shift, through the HGGT Transport Strategy which is due to be considered for endorsement by Harlow Cabinet in November 2021.

6. The process by which Strategic Masterplans would be endorsed, for consultation, or approval, by wider Garden Town partners and the determining authority has been developed and approved by the HGGT Board approval on 12 October 2021. This will inform the route through which the draft masterplans would be endorsed by HGGT and partners, and the engagement expected with the HGGT Board. This endorsement process is to be factored into the programmes and Planning Performance Agreements (PPAs) of the Garden Town masterplans.
7. A Memorandum of Understanding (MoU) is being developed for the five Garden Town partner authorities regarding the Rolling Infrastructure Fund (RIF). £171 million of Housing Investment Grant (HIG) was awarded by Homes England in March 2021 and the RIF is integral to the future funding mechanism for infrastructure delivery within the Harlow and Gilston Garden Town. It forms part of the Recovery and Recycling Strategy which permits the funding to be recycled as part of the developer contributions to mitigate the impacts of development, which can be used for future infrastructure funding and related items. The MoU will be considered by EFDC Cabinet on 06 December 2021.
8. EFDC officers continue to liaise with key stakeholders across the five Garden Town authorities and relevant site promoters. EFDC and Harlow District Council (HDC) are meeting regularly with John Lawson Partnership (JLP) working on behalf of Princess Alexandra Hospital (PAH) to discuss the masterplanning proposals in the East of Harlow strategic site. Following the topic based workshop meetings held in June and July 2021, a sustainability workshop was held with the HGGT Quality Review Panel at the end of August that explored the sustainability of the building/fabric but also wider matters such as sustainable and active travel opportunities. These discussions are to inform the preparation of a joint position planning statement between PAH and the Garden Town authority partners that is required to support the submission of the outline business case (OBC) that Public Health England will need to make to the Treasury in due course. An Interim Planning Position Statement was agreed between the HGGT Partners and PAH in October 2021.
9. On the Latton Priory Masterplan Area, workshop meetings took place between May and July 2021 to discuss the sustainable transport corridor (STC), Suitable Alternative Natural Green Space (SANG) provision, and masterplanning/design and landscape. Regular meetings have continued between the site promoters and Garden Town partner authorities and a draft strategic masterplan framework document has been submitted for review by the HGGT. A refreshed Planning Performance Agreement is being finalised between all parties to ensure that the Garden Town endorsement process and suitable engagement across partners and Members is undertaken. Discussions on Strategic Matters between EFDC, ECC and HDC officers are being scheduled on a regular basis, to ensure consistency and progress across Garden Town masterplan sites and PPAs.
10. Meetings have been held with the site promoters/agent for Water Lane in February and again in September 2021 to discuss the SANG and STC matters as well as agree the proposed work programme for developing the masterplans.



11. The Implementation Team has been proactively engaging with relevant site promoters to progress the other Strategic Masterplan and Concept Frameworks in the District. Some strategic sites are more advanced than others, but good progress has been made bearing in mind the impacts of Covid which meant that many site promoters/developers furloughed staff for a period last year.

#### **Waltham Abbey masterplan**

12. A Planning Performance Agreement has been signed by the Waltham Abbey site promoters/developers, EFDC and Essex CC. Regular meetings are being held to discuss the masterplan. Informal public consultation was held with local residents and key stakeholders between mid-July and September 2021. Two virtual consultation events were also held to present the proposals and answer questions regarding the proposed draft Strategic Masterplan. The site promoters are currently reviewing the masterplan in light of feedback received during their consultation and will be arranging the next set of topic based meetings, in accordance with the signed PPA.

#### **North Weald Airfield and North Weald Bassett masterplans**

13. Officers are discussing the project programme with site promoters for North Weald Bassett and the next phase of topic based meetings are being arranged. The draft masterplan was referred to the Quality Review Panel in August 2021 and it was recognised that work on the masterplan was ongoing and should be referred back when key issues had been further developed. The Implementation Team has also been engaged in discussions with the Council's consultants in respect of the North Weald Airfield masterplan as they prepare initial draft options. Soundings on behalf of the Council as landowner facilitated the public consultation in November/December 2020 and early this year as well. A draft Strategic Masterplanning has been developed that is supported by technical evidence and this is being referred to the Council's Cabinet in November for agreement prior to any formal public consultation.

#### **South Epping masterplan**

14. EFDC officers met with the site promoters for the South Epping masterplan area in September to discuss the Inspector's concerns regarding the proposed level of housing on the site. The subsequent technical evidence prepared by their consultants has been reviewed and was used to inform the preparation of a position statement that has fed into the proposed Main Modifications for the emerging Local Plan.
15. Discussions on the two Concept Frameworks are still at an early stage in the process.

#### **Other allocated sites**

16. Alongside the Strategic Masterplan and Concept Framework sites, work has been progressing on other sites proposed for allocation within the emerging local plan that are not strategic allocations but constitute major development in the District. As with the strategic sites, some of these proposed allocations are further advanced than others, but officers are encouraged by the progress which has been made to date and work continues to progress their delivery in accordance with the Housing Trajectory of the Local Plan.

17. The development proposals for the five Epping town centre sites (St John's, Cottis Lane, Bakers Lane, Civic Centre, Hemnall Street) that Qualis are promoting are the subject of a Planning Performance Agreement and regular meetings have been held between Qualis and planning officers to discuss the development proposals coming forward across the town. Two planning applications were submitted for commercial development proposals on the Bakers Lane and Cottis Lane sites in December 2020 and public consultation was open until the end of January 2021. The three residential applications at St John's, Hemnall Street and Civic Centre were submitted and registered at the beginning of April. All five planning applications are scheduled to be referred to District Development Management Committee on 27<sup>th</sup> October 2021.
18. Qualis have also submitted a planning application in respect of development of the former Waltham Abbey swimming pool in Roundhills, Waltham Abbey. The detailed proposals are being discussed between the applicant and the Council, including traffic and transport, noise (in particular arising from the nearby M25 motorway), layout/design and air quality relating to the Epping Forest Special Area of Conservation.

### **Update on Examination of the Emerging Local Plan**

19. The Main Modifications to the Epping Forest District Local Plan Submission Plan (LPSV) were published for consultation as a statutory part of the Local Plan Examination Process on the 15th July 2021 until 23rd September 2021. The Main Modifications are changes to the published Local Plan Submission Version (2017) which are required to remedy issues of soundness.
20. Specific elements of the consultation included a District Member, Local Council and Developer Forum briefing sessions, presentation of all consultation materials and guidance on the Plan Examination/Council website, ensuring the availability of hardcopy materials at points within the District (taking into account any COVID19 restrictions), communication with the consultee database, a series of Council press releases and communication via social media. Officers responded to individual questions and provided support in navigating the material during the consultation.
21. A total of 228 representators submitted comments on the Main Modifications. Each representor made a number of comments on different Main Modifications, supporting documents or other matters. These comments are called representations. A total of 900 representations were made comprising 294 from members of the public, 257 from statutory consultees, 223 from landowners/ agents and 126 from others. A total of 10 late representations were received.
22. The Consultation has now closed. The Council will provide complete and full copies of all duly made representations on the Main Modifications to the Inspectors. This will include all supporting documents provided by representors. Representations will have been redacted to remove any sensitive information (e.g. personal information, offensive and discriminative comments towards groups or individuals). To facilitate the management of the representations the council will also provide the Inspectors with documents setting out the representations by representor and Main Modifications

including the representation or a summary of the representation. The full representations and documents will be available on the EFDC website.

23. Once the Inspector has considered the responses, including the evidence presented throughout the duration of the Examination, she will determine whether the Local Plan is 'sound' and produce a written report outlining her final recommendations. Following receipt of the Inspector's report and providing she determines it 'sound', the Plan will be considered by the Council and can be adopted if it makes the Main Modifications she recommends.

### **Ongar Neighbourhood Plan – Regulation 16**

24. Ongar Neighbourhood Plan has submitted its Regulation 15 version of the Ongar Neighbourhood Plan to the District Council. The Council is in the process of considering whether the documents submitted comply with the relevant legislation and have asked the Parish Council to include further details of its Regulation 14 consultation in its Consultation Statement. If the Council agree that the submission is legally compliant, a 6 week consultation will be arranged where representations on the Neighbourhood Plan can be made. The Ongar Neighbourhood Plan will be accompanied by the Basic Conditions Statement, Consultation Statement, Strategic Environment Assessment and Habitats Regulation Assessment Screening Reports and other evidence base documents which can be downloaded from the website.
25. Following the consultation, the Neighbourhood Plan will be submitted to Examination which will test compliance against the Basic Conditions.

### **Infrastructure Funding Statement**

26. The Community Infrastructure Levy (Amendment) (England) (No. 2) Regulations 2019) came into force on 1 September 2019:  
<http://www.legislation.gov.uk/ukdsi/2019/9780111187449/contents> and Government has issued updated Planning Practice Guidance.
27. The CIL Amendment Regulations introduced a requirement for authorities to prepare Annual Infrastructure Funding Statements. Appendix F sets out the proposed Infrastructure Funding Statement for the District for 2020/2021. The Infrastructure Funding Statement (IFS) applies to financial year 2020/2021 and sets out s106 agreements completed in that year, the types and values of contributions included in the agreements and the monies paid to the Council. The report then sets out the S106 projects deliverable within the next 5 and 10 years. The IFS also sets out how the s106 income will be spent and prioritised over the plan period.
28. Subject to meeting the 3 tests set out in CIL Reg 122 charging authorities can use funds from S106 planning obligations to pay for the same piece of infrastructure regardless of how many obligations have already contributed towards an item of infrastructure. The tests that must be satisfied for obligations to be required in respect of development proposals must be:

- necessary to make the development acceptable in planning terms;

- directly related to the development; and
  - fairly and reasonably related in scale and kind to the development.
29. In line with recommended practice the Council has been monitoring data on section 106 planning obligations in line with the Government's data format. This data includes details of the development and site, what infrastructure is to be provided including any information on affordable housing, and any trigger points or deadlines for contributions, when developer contributions are received, have been spent or transferred to third parties.
30. In line with the Infrastructure Delivery Plan the Council will be seeking a broader range for developer contributions in order to deliver the growth identified in the emerging local plan such as new schools; healthcare, strategic highway and transportation improvements, sustainable transport, sports provision, community facilities, green Infrastructure and employment & Skills opportunities, if needed as part of the development.
31. The Council has produced guidance, [Delivery Infrastructure in the District: Developer Contributions Strategy](#) on the approach to seeking developer contributions that provides a framework for the consideration of proposals to ensure that the appropriate infrastructure is realised in accordance with the policies in the emerging Local Plan. It also set out how s106 contributions will be managed and monitored and managed.

#### **Resource Implications:**

As set out in the 18 October 2018 Cabinet Report, the successful delivery of the Garden Town and the other strategic sites within Epping Forest District will require considerable commitment of officer time from EFDC. The noting of the contents of this report do not give rise to additional resource implications.

The successful delivery of Infrastructure in the District and Harlow and Gilston Garden Town will require a significant commitment of officer time. The Council's Developer Contributions Strategy includes provision for developers to contribute towards the cost of monitoring the compliance of S106 Agreements.

#### **Legal and Governance Implications:**

The work on the Strategic Masterplans, Concept Frameworks and Housing Action Plan has been developed in accordance with Government policy (NPPF and NPPG) and Planning Law.

#### **Safer, Cleaner, and Greener Implications:**

The Local Plan contains a policy designed to promote the notion of making good places to live, work and visit. This will include safer by design principles, sustainable development, the provision of alternatives to the car, energy efficiency and environmental considerations as well as sustainable drainage systems and quality green infrastructure. Strategic

Masterplans and Concept Frameworks will be the mechanism for these place-making measures to be delivered in identified Masterplan Areas.

### **Consultation Undertaken:**

Some of the Strategic sites have been the subject of informal public consultation and engagement. However as set out in the Councils Masterplan and Concept Framework Plan Briefing note, these sites will be subject to public consultation in accordance with an endorsed Statement of Community Involvement.

Essex County Council as the local education authority were asked if they would be liaising with District Authorities in the production of our IFS but were not in a position to create anything additional beyond the IFS they must produce.

### **Background Papers:**

C-015-2018/19: Governance arrangements for Local Plan Implementation, 18 October 2018

Inspector's advice after hearings (ED98) 2 August 2019

Housing Implementation Strategy EB401A and B January 2019

Habitat Regulations Assessment (EB209) January 2019

Methodology review for the HRA for the Local Plan (ED105) February 2020

Update on progress of Inspector's actions in her Advice after Hearings (ED106) April 2020

C-013-2020-21 Approach to Managing the Effects of Air Pollution on the Epping Forest Special Area of Conservation (EB150) 20 July 2020

PLS-003-2020/21 Portfolio Holder Report (EB154) 4 December 2020

C-028-2020/21 Implementation of the Local Plan update on progress (EB153) 19 October 2020

### **Risk Management:**

If the Council was not to take a pro-active stance on the delivery of Masterplans and major applications arising from the Local Plan, there is a real risk of or development occurring of a type that does not extract maximum value for the provision of social infrastructure and poor quality development may occur.

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<b>Section 1: Identifying details</b>
Your function, service area and team: Planning Service
If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: N/A
Title of policy or decision: Update on the progress of strategic masterplans, concept frameworks, planning performance agreements, the Quality Review Panel and contributions from developers towards infrastructure
Officer completing the EqIA: Lydia Grainger Tel: 01992 564275 Email: lgrainger@eppingforestdc.gov.uk
Date of completing the assessment: 27/10/2021

<b>Section 2: Policy to be analysed</b>	
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):  <i>The report is to update members on the progress of Strategic site allocations in the emerging Local Plan and to fulfil the requirement to publish an Infrastructure Funding Statement by 31 December each year.</i>  What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?  <i>To ensure members are fully briefed on the progress made on strategic planning issues.</i>
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none"> <li>• service users</li> <li>• employees</li> <li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li> </ul> No
2.4	Will the policy or decision involve substantial changes in resources?  No – the report is for information only.

2.5	<p>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?</p> <p><i>It fulfils a commitment made to Cabinet in the report of 18 October 2018 to keep members updated on the progress of masterplans, concept frameworks and other site allocations and the requirement to produce an Infrastructure Funding Statement.</i></p>
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### Section 3: Evidence/data about the user population and consultation<sup>1</sup>

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	<p>What does the information tell you about those groups identified?</p> <p><i>This is not applicable – the report is for noting only.</i></p>
3.2	<p>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?</p> <p><i>N/A – as above</i></p>
3.3	<p>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:</p> <p><i>N/A for reason noted in 3.1</i></p>

## Section 4: Impact of policy or decision

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

<b>Description of impact</b>	<b>Nature of impact</b> Positive, neutral, adverse (explain why)	<b>Extent of impact</b> Low, medium, high (use L, M or H)
Age	None	N/A
Disability	None	N/A
Gender	None	N/A
Gender reassignment	None	N/A
Marriage/civil partnership	None	N/A
Pregnancy/maternity	None	N/A
Race	None	N/A
Religion/belief	None	N/A
Sexual orientation	None	N/A

## 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 <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If ' <b>YES</b> ', use the action plan at <b>Section 6</b> to describe the adverse impacts and what mitigating actions you could put in place.

No actual or likely adverse impacts have come to light.

## 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.

## **Section 7: Sign off**

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

Signature of Head of Service: Nigel Richardson

Date: 27<sup>th</sup> October 2021

Signature of person completing the EqIA: Lydia Grainger

Date: 27<sup>th</sup> October 2021

### **Advice**

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA 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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**Appendix A - Masterplan and Concept Frameworks**

Masterplan Area / Concept Framework Area	Local Plan policy and site reference	Description of proposed allocation	PPA status	Delivery due to commence (Housing Implementation Strategy 2019)	QRP	Timescales / progress update	Proposal stage	Section 106	Case officer
Latton Priory	Policy SP 4 & SP 5: SP 5.1	New Garden Town Community consisting of approximately 1,050 homes, 2 hectares of employment land, up to 5 traveller pitches, a new primary and secondary school and a local centre.	Reviewed 2021	2022/23	11/10/2018 and 05/04/2019	The process for endorsement of Masterplans by the HGGT Board was agreed at the meeting on 12th October 2021. An updated PPA programme is being developed with CEG, Hallam Land and the GArden Town Partners in October/November 2021 with a view to developing an endorsed masterplan around March 2022.	Masterplan	Not commenced	Richard Schunemann
Water Lane	Policy SP 4 & SP 5: SP 5.2	New Garden Town Community consisting of approximately 2,100 homes, up to 5 traveller pitches, a new primary school and a local centre.	West Sumners signed -July 2018 West Katherines signed - May 2019	2022/23	28/03/2019 - Joint 06/09/2019 - West Sumners	Series of masterplanning meetings are ongoing between key stakeholders including EFDC, the main site promoters (a consortium of housebuilders including Persimmon, Taylor Wimpey and Martin Grant Homes - West Katherines, and Manor Oak Homes - West Sumners), ECC (Highway), and HDC. Discussions with representatives of the smaller sites and with representatives of Redwings have commenced. A Sustainible Transport Corridor workshop took place in July 2021.	Masterplan	Not commenced	Evie Learman
East of Harlow	Policy SP 4 & SP 5: SP 5.3	New Garden Town Community consisting of approximately 750 homes, up to 5 traveller pitches, a new primary school, a local centre, and a potential new secondary school and potential relocation of PAH.	PPA signed January 2021 with PAH, ECC, HC	2024/25	N/A	Princess Alexandra Hospital (PAH) and the Garden Town Partners agreed an updated Interim Planning Position Statement in October 2021. This sets out the latest policy context for the site and an update to work programme. PAH and the GT Partners attended QRP workshops over the summer period to discuss sustainable mobility, energy and character/design of the proposals. The wider East of Harlow Masterplan is at an early stage of discussion.	Masterplan	Not commenced	Richard Schunemann
North Weald Bassett	Policy P 6: NWB.R1, NWB.T1, NWB.R2, NWB.R3, NWB.R4 and NWB.R5	Provision of approximately 1,050 homes and 5 traveller pitches, a new local centre including retail, community and health facilities and the erection of a new primary school.	Advanced stage of discussion	2022/23	14/07/2019 and 06/08/2021	Topic based meetings have taken place on transport issues, green infrastructure, SANGS provision, urban design and land drainage with Countryside. Workshops have also been held with the North Weald Bassett Neighbourhood Plan Steering Group. The site promoters submitted their updated draft Masterplan for review by the QRP in August 2021. Further topic based meetings and further input from the QRP are being arranged with the site promoters.	Masterplan	Not commenced	James Rogers
North Weald Airfield	Policy P 6: NWB.E4	Provision of new B1/B2/B8 employment uses on NWB.E4 and retention and expansion of aviation uses to the west of the main runway.	Advanced stage of discussion	2022/23	04/12/2020 and 12/11/2021	The Council's consultants who are preparing the NWA masterplan are meeting regularly with the Implementation Team. Member workshops were held between October 2020 and February 2021 to discuss the consultants approach to the Masterplan and a series of technical meetings took place in Spring 2021 with key stakeholders, including specialists at Essex County Council. The draft Masterplan is due to be presented to Council's Cabinet in November for endorsement prior to a period of public consultation. A follow up QRP session is scheduled for 12th November 2021.	Masterplan	Not commenced	James Rogers
South Epping	Policy P 1: EPP.R1 and EPP.R2	Provision of approximately 450 homes (via Main Modification), a new neighbourhood centre to include community facilities, employment, health facilities and retail uses as well as a new primary school and early years childcare provision.	Not commenced	2023/24	N/A	The Local Plan Inspector's advice from August 2019 raised concerns regarding the potential impact of development on landscape character, Green Belt and the EFSAC. As a result of this advice and following further work on the potential capacity of the SEMPA, the Council proposed Main Modifications to the Local Plan to reduce the indicative housing capacity from 950 down to 450. The Main Modifications consultation ended in September 2021 and responses to the consultation have been sent to the Local Plan Inspector for her consideration.	Masterplan	Not commenced	James Rogers
Waltham Abbey North	Policy P 3: WAL.R1, WAL. T1, WAL.R2 and WAL.R3	Provision of approximately 740 homes and 5 traveller pitches as well as a new local and community centre.	PPA signed November 2020	2022/23	Feb-21	The site promoters held a developer-led public consultation between July and September 2021 to seek feedback on their draft Masterplan. EFDC are discussing the next stage of topic based meetings with the site promoters, in accordance with the PPA, to discuss the public consultation feedback and other technical matters.	Masterplan	Not commenced	Richard Schunemann
Jessel Green	Policy P 2: LOU.R5	Provision of approximately 154 homes.	Not commenced	2028/29	N/A	Following the advice received from the Local Plan Inspector, the proposed allocation is to be deleted from the plan via Main Modification.	Not commenced	Not commenced	N/A

Masterplan Area / Concept Framework Area	Local Plan policy and site reference	Description of proposed allocation	PPA status	Delivery due to commence (Housing Implementation Strategy 2019)	QRP	Timescales / progress update	Proposal stage	Section 106	Case officer
Limes Farm	Policy P 7: CHIG.R6	Regeneration led development to provide an additional 100 homes on the site as well as new community and local service facilities.	Not commenced	2028/29	N/A	Following the advice received from the Local Plan Inspector, the proposed allocation is to be deleted from the plan via Main Modification.	Not commenced	Not commenced	N/A
West Ongar Concept Framework Area	Policy P 4: ONG.R1 and ONG.R2	Provision of approximately 234 homes	Initial discussions	2022/23	N/A	The site promoters are awaiting the outcome of the Local Plan examination before proceeding. Early discussions have indicated a willingness to enter into a PPA	Concept Framework	Not commenced	James Rogers
South Nazeing Concept Framework Area	Policy P 10: NAZE.R1, NAZE.R3 and NAZE.R4	Provision of approximately 93 homes.	Initial discussions	2021/22	N/A	Discussions regarding a PPA and a project plan are at an early stage, initial drafting has been completed (October 2021). A series of technical meetings will be agreed between EFDC and the site promoter in Autumn/Winter 2021/22 as well as engagement with the local community and QRP	Concept Framework	Not commenced	James Rogers
Epping Town Centre Sites	EPP.R6 (Cottis Lane) + EPP.R7 (Bakers Lane)	Comprehensive redevelopment of the sites.	ETCS Strategy PPA signed March 2020; ETCS Details PPA at an advanced stage of discussion		Multiple	The two planning applications were registered in December 2020. The applications were subject to a Member Briefing on 11th October 2021 and will be considered at DDMC on 27th October 2021. The officer recommendation is for approval of the proposed development subject to conditions and S106	Planning Applications x2	Not commenced	Nick Finney
Epping Town Centre Sites	EPP.R4 (St Johns) + EPP.R5 (Epping Sports Centre) + EPP.R8 (Civic Offices)	Comprehensive redevelopment of the sites.	Advanced stage of discussion - not yet signed	2028/29	Multiple	Three planning applications for residential development were submitted and registered at the beginning of April 2021. The applications were subject to a Member Briefing on 11th October 2021 and will be considered at DDMC on 27th October 2021. The officer recommendation is for approval of the proposed development subject to conditions and S106	Planning Applications x3	Not commenced	Nick Finney



**Appendix B - Allocated Sites**

Site	Local Plan site Reference	Description of proposal	PPA status	Delivery due to commence (Housing Implementation Strategy 2019)	Application Stage	Local Plan Implementation Forum	Development Management Forum	Quality Review Panel	Timescales / progress update	Section 106 status	Case officer	Team responsible
<b>Pre application proposals</b>												
Land at Forest Drive, Theydon Bois	THYB.R1	Mixed development up 39 dwellings.	N/A	2021/22	Pre application ref: EF\2018\ENQ\00400	Jun-19	N/A	N/A	Under consideration.	Not commenced	Marie Claire Tovey	Development Management
Chigwell Convent	CHIG.R7	Redevelopment of site for various residential uses , 3.4 hectares 136 -194 dwellings.	N/A		Pre application ref: EF\2019\ENQ\00562	Jul-19	TBC	TBC	File closed	Not commenced	Ian Ansell	Development Management
Stanford Rivers Road, Ongar	ONG.R6	Erection of 39 residential units.	Discussions ongoing		Pre application ref: EF\2019\ENQ\00630	Feb-20	N/A	TBC	Advice provided, file closed	Not commenced	Ian Ansell	Development Management
<b>Planning applications submitted awaiting decision</b>												
Former Waltham Abbey Swimming Pool, Roundhills, Waltham Abbey	WAL.R6	Redevelopment of the site to provide residential development.	N/A	2028/29	Planning Application EPF/1869/21	Sep-19	TBC	12-Jul-19	Planning application has been submitted and is currently under assessment. Discussions with the applicant team are ongoing.	Not commenced	Evie Learman	Implementation
Land North of Dowding Way	WAL.E8	Erection of large scale distribution warehouse and integrated photostudio	Agreed	2026/27	Planning Application EPF/2503/19	Oct-18	15/05/2018	26-Apr-18 11-Oct-18 and 09-Aug-19	The planning application was referred to DDMC on 21st December 2020 who recommended refusal. The application was referred to Full Council with this recommendation on 24th June 2021 and planning permission was refused. The applicant has not yet submitted an appeal but have until 24th December 2021 to do so.	Draft S106 Heads of Terms	James Rogers	Implementation
Land west of Frogghall Lane, Chigwell	CHIG.R4	Proposed assisted living development to provide apartments and communal and support facilities.	N/A	Site allocated for C2 use	Planning application - EPF/1182/18	Nov-18	N/A	N/A	Application presented to Area Planning Sub-Committee South 6th October 2021. Deferred to obtain updated information, including viability appraisal	Not commenced	Ian Ansell	Development Management
Land Corner of Mill Lane / Millfield, High Ongar	HONG.R1	Erection of 8 three bedroom houses including new access from Millfield, provision of parking spaces, amenity space and landscaping.	N/A	2020/21	Planning application - EPF/1718/18	Jul-17	N/A	N/A	Progressing report for Committee consideration	Not commenced	Ian Ansell	Development Management
Lake View, Moreton	MORE.T1	Application for variation of condition 10 on planning application EPF/1356/98 (allowed on appeal) (Use of land for Showmen's permanent quarters (relocation of existing established overcrowded site) to enable up to 62 caravans to be located within the site).	N/A	Regularisation of existing use	Planning application EPF/0499/18	Jun-18	N/A	N/A	Awaiting further information	Existing use	Ian Ansell	Development Management
Gypsy Mead, Ongar Road, Fyfield	FYF.R1	Proposed development of x 24 no. new homes with associated parking facilities, cycle stores and rubbish disposal.	N/A	2022/23	Planning application - EPF/0016/19	Apr-19	Awaiting further information on wider issues	22-Nov-18	Revised scheme now submitted, under consideration	Not commenced	Ian Ansell	Development Management
St Thomas More Church, Willingale Road, Loughton	LOU.R16	Demolition of redundant church and associated buildings and erection of 16 house, 10 flats and a new community hall.	N/A	2021/22	Planning application - EPF/0304/19	Nov-18	N/A	N/A	Held in abeyance due to SAC	Not Commenced	Marie Claire Tovey	Development Management
Unit 20, Oakwood Hill Industrial Estate	LOU.E1	Proposed new 5 storey office building with associated parking.	N/A		Planning application - EPF/1908/19	No	N/A	N/A	Application withdrawn	Not Commenced	Marie Claire Tovey	Development Management
Land rear of 287-291 High Street, Epping	EPP.R10	1 no. 3 storey and 1 no. 2 storey buildings for five residential units with creation of a communal open space, landscaping and associated works.	N/A		Planning application - EPF/1080/19	No	N/A	28-Mar-19	Held in abeyance due to SAC	Not commenced	Caroline Brown	Development Management
Oak Hill Green, Oak Hill Road, Stapleford Abbots	STAP.R1	Residential development around 40 units and community facilities.	N/A	2021/22	Planning application: EPF/0216/20	May-18	N/A	Second review 17-May-19	Revised scheme following amendments due to gas man under discussion	Not commenced	Ian Ansell	Development Management
13-15a Alderton Hill, Loughton	LOU.R14	Alderton Hill Loughton Essex IG10 3JD Demolition of houses at 13, 15 and 15a Alderton Hill, and the erection of linked blocks of elderly persons apartments, with integrated care facilities (Use Class C2) with supporting amenity facilities, landscaping, 64 car spaces in undercroft parking at the rear and south side of the block, and associated ground works. (Second application)	N/A	2028/29	Planning application EPF/2115/18	No	N/A	N/A	Pending consideration	Not commenced	Sukhi Dhadwar	Development Management
<b>Applications awaiting S106 to be signed (excluding S106 only relating to the SAC)</b>												
JW Fencing, Pecks Hill, Nazeing	NAZE.R2	Outline planning application for the demolition of all existing buildings on the site and erection of 25 dwellings.	N/A	2022/23	Outline Planning application	Jul-18	No	No	Currently with Legal in process of sealing 106 agreement.	Awaiting signature	Sukhi Dhadwar	Development Management
<b>Proposals at appeal</b>												

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**Appendix C - Non allocated Sites**

Site	Description of proposal	PPA status	Application Stage	Local Plan Implementation Forum	Development Management Forum	Quality Review Panel	Timescales / progress update	Section 106 status	Case officer	Team responsible
<b>Pre application submissions</b>										
Warlies Nurseries, Horseshoe Hill, Waltham Abbey	18 retirement dwellings within walled garden	N/A	Pre-application ref EF\2019\ENQ\00958	Dec-19	N/A	N/A	In abeyance at applicants request	Not commenced	Ian Ansell	Development Management
<b>Planning applications awaiting decision</b>										
North Weald Park (Quinn)	Erection of up to 690 dwellings, including new access route, vehicle parking, landscaping and associated infrastructure.	Signed 18/05/18	Planning application - EPF/1413/18	Jul-18	08/09/2018	27-Sep-18 and 05-Apr-2019	Awaiting comments from Transport Planners. More reports on noise, suds and ecological surveys need to be submitted.	Not commenced	Sukhi Dhadwar	Development Management
Pickerells Farm, Dunmow Road, Fyfield	Change of use of existing building to form 6 no. dwellings with associated amenity space, parking space bin store, bike store, passing bays and skip enclosure.	N/A	Planning application - EPF/0537/19	No	N/A	N/A	Application registered - 12/04/2019.	Not commenced	Alastair Prince	Development Management
Low Hill Nursery, Sedge Green, Nazeing	Replacement of existing caravans with permanent building containing accommodation for 10 nursery workers.	N/A	Planning application - EPF/3339/18	No	N/A	N/A	Held in abeyance due to SAC.	Not commenced	Muhammad Rahman	Development Management
New Barns Farm, Epping Road, Roydon	Conversion of redundant farm buildings to seven residential (C3) units, demolition of sections of buildings and associated works.	N/A	Planning application - EPF/3120/18	No	N/A	N/A	Held in abeyance due to SAC.	Not commenced	Graham Courtney	Development Management
Chigwell Garden Centre, High Road, Chigwell	Demolition and removal of existing dwelling, storage buildings, associated commercial structures and car park, and the erection of a 100 bedroom high-quality care home with associated access, vehicle parking, hard and soft landscaping, structural landscaping and site infrastructure.	N/A	Planning application EPF/3195/18	Apr-19	N/A	17-May-19	Applicants reviewing options through local plan process, application held pending outcome	Not commenced	Ian Ansell	Development Management
Mossford Green Nursery, Abridge Road, Theydon Bois	Demolition of existing buildings, clearance of open storage and dwelling and erection of 19 dwellings (8 x 3 bed, 11 x 4 bed).	N/A	Planning application EPF/3379/18	2019	N/A	N/A	Held in abeyance due to SAC. Applicants looking at alternative scheme on part of site and likely to withdraw current application.	Not commenced	Ian Ansell	Development Management
51 High Road, Loughton	Demolition of existing dwelling and erection of 9 new apartments.	N/A	Planning application EPF/1860/19	Dec-19	N/A	N/A	Held in abeyance due to SAC.	Not commenced	Muhammad Rahman	Development Management
Moor Hall Stables Moor Hall Road North Matching Essex CM17 0LP	Proposed replacement of stable buildings with new dwellings along with new dwellings to provide 6 new units with associated parking and landscaping.	N/A	Planning application - EPF/1305/19	Sep-19	N/A	N/A	No decision made due to prematurity in relation to masterplan sites.	Not commenced	Sukhi Dhadwar	Development Management
1-6 Shernbroke Road Hostel, Shernbroke Road, Waltham Abbey	Erection of 26 flats with associated parking and landscaping following demolition of the former Shernbroke Hostel.	N/A	Planning Application EPF/2609/19	Dec-19	N/A	N/A	SAC delays	Not commenced	Ian Ansell	Development Management
233 - 235 Fencepiece Road, Chigwell	Demolition of two existing semi-detached dwellings and replacement with single structure containing 10 new apartments.	N/A	EPF/0633/20	No	N/A	N/A	Held in abeyance due to SAC.	Not commenced	Marie-Claire Tovey	Development Management
Hill House, Waltham Abbey	New build independent living scheme comprising 48 no. 1 bed flats and 12 no. 2 bed flats, communal facilities and dining cafe area. Landscaped ground and parking for 30 no. cars including 3no. disabled spaces.	Signed 04/01/2021	EPF/0491/20	No	N/A	N/A	Awaiting amended plans	Not commenced	Sukhi Dhadwar	Development Management
Upper Clapton RFC	New all weather pitch, alterations to function hall, improved drainage to pitches, alterations to car park and relocation of floodlights, together with enabling development comprising 9 residential dwellings.	N/A	EPF/1400/20	No	N/A	N/A	Held in abeyance at applicants request.	Not commenced	Ian Ansell	Development Management
Tylers Cross Nursery, Epping Road, Nazeing	Demolition of part of existing glasshouses; change of use and conversion of remainder to form 20 units in mixed light industrial and storage use (Class B1/B8).	N/A	Planning application - EPF/1619/18	No	N/A	N/A	Held in abeyance due to SAC.	In progress	Graham Courtney	Development Management
177 High Road, Chigwell	Proposed mixed-use development to provide 40 residential dwellings (Use Class C3) and 500 sqm of commercial floorspace (Use Class E) together with cycle and car parking, landscaping, provision of new pavement and loading bay on Brook Mews and associated infrastructure	Yes	EPF/2868/20	No	N/A	N/A	Application refused	Not commenced	Marie-Claire Tovey	Development Management
<b>Applications awaiting S106 to be signed</b>										
1 Tomswood Road, Chigwell	Demolition of existing and proposed apartment block (seven flats).	N/A	Planning application EPF/0840/18	No	N/A	N/A	Awaiting Section 106 (SAC recreation and air quality).	In progress	Ian Ansell	Development Management

Site	Description of proposal	PPA status	Application Stage	Local Plan Implementation Forum	Development Management Forum	Quality Review Panel	Timescales / progress update	Section 106 status	Case officer	Team responsible
Land at Gainsborough House, Sheering Lower Road, Sheering	Change of use of Gainsborough House from offices to residential and erection of a two and a half storey extension to create 10 no. flats and revised parking layout.	N/A	Planning application - EPF/0438/19	No	N/A	N/A	Awaiting S106 agreement completion	In progress	Ian Ansell	Development Management
Land at the former Chimes Garden Centre, Old Nazeing Road	Proposed erection of x 14 no. dwellings (4 flats and 10 dwellings). (Phase 2).	N/A	Planning Application EPF/3040/19	No	N/A	N/A	Application refused	Not commenced	Graham Courtney	Development Management
High House Farm, Stapleford Road, Stapleford Abbots	Construction of x20 no. new dwellings with associated infrastructure, parking, public open space & landscaping	N/A	EPF/0524/20 (revised from EPF/2708/18)	No	N/A	N/A	Approved in principle, progressing S106	Not commenced	Ian Ansell	Development Management
<b>Planning applications determined</b>										
113 Church Hill, Loughton	Residential development of x10no. apartments with associated parking and external amenity space. (Revised application to EPF/0610/18).	N/A	Planning application - EPF/1471/19	Sep-19	N/A	N/A	Permission granted	Not commenced	Ian Ansell	Development Management
Threeways Nursery Sedge Green Roydon Essex CM19 5JS	Demolition of a part of existing glasshouses; change of use, conversion and extension of remainder to form x 12 no. units of mixed light industrial and storage use. (Amendment to EPF/2278/17).	N/A	Planning application - EPF/2041/19	No	N/A	N/A	Permission granted	Not commenced	Caroline Brown	Development Management
<b>Proposals at appeal</b>										

**Appendix D - Quality Review Panel**

Scheme reviewed	Epping Forest Dsitric Council (EFDC) / Harlow and Gilston Garden Town (HGGT) review	Pre-application/ Application/ Other	Date of review	Scheme Type	Local Plan reference	Type of review	Report: Confidential/ On website	Lead Officer	Team responsible
Gilston Area - Strategic Landscape Masterplan	HGGT	Pre-application	23/07/2021	Masterplan	n/a	Formal Review	Confidential	Jenny Pierce / Kevin Ste	East Herts / HGGT
Gilston Area - Village 1 masterplan	HGGT	Pre-application	23/07/2021	Masterplan	n/a	Formal Review	Confidential	Jenny Pierce / Kevin Ste	East Herts / HGGT
Pyrls Lane	EFDC	Pre-application	06/08/2021	Major residential	N/A	Formal Review	Confidential	Nick Finney	Implementation/Policy
North Weald Bassett Masterplan Area	EFDC	Pre-application	06/08/2021	Masterplan	NWB.R1-R5, NWB.T1	Formal Review	Confidential	James Rogers	Implementation/Policy
North Weald Airfield Masterplan	EFDC	Pre-application	06/08/2021	Masterplan	NWB.E4	Formal Review	Confidential	James Rogers	Implementation/Policy
Waltham Abbey North Masterplan Area	EFDC	Pre-application	17/09/2021	Masterplan	WAL.R1, WAL.R1, WAL.R3	Formal Review	Confidential	Richard Schunemann	Implementation/Policy
Gilston Strategic Masterplan	HGGT	Pre-application	15/10/2021	Masterplan	n/a	Formal Review	Confidential	Jenny Pierce / Kevin Ste	East Herts / HGGT
Gilston Village 1 masterplan	HGGT	Pre-application	15/10/2021	Masterplan	n/a	Formal Review	Confidential	Jenny Pierce / Kevin Ste	East Herts / HGGT

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### Appendix E - Applications determined (Subjet to S106 Agreement)

Address	App No	Contributions secured	£	Contributions Received
SAC - Argyll Boumebridge Lane Stapleford Abbots , Essex RM4 1 LT	EPF/0291/19	Monitoring fees	16.75	16.75
		Air Pollution Mitigation	335.00	335.00
SAC - 1 Buttercross Lane, Epping, CM16 5AA	EPF/0352/21	Monitoring fees	68.70	0.00
		Recreational Pressure Mitigation	704.00	0.00
		Air Pollution Mitigation	670.00	0.00
SAC - Phig Na Vira, 64 High Road, Chigwell IG7 6QB	EPF/1072/18	Monitoring fees	34.35	0.00
		Recreational Pressure Mitigation	352.00	0.00
		Air Pollution Mitigation	335.00	0.00
SAC -113 Church Hill, Loughton, Essex 1610 1QR	EPF/1471/19	Monitoring fees	343.50	0.00
		Recreational Pressure Mitigation	3,520.00	0.00
		Air Pollution Mitigation	6,410.00	0.00
SAC - 16 Eleven Acre Rise Loughton Essex IG10 1AN	EPF/1508/18	Monitoring fees	34.35	0.00
		Air Pollution Mitigation	335.00	0.00
		Recreational Pressure Mitigation	352.00	0.00
SAC - 15 Rayfield, Epping CM16 5AD	EPF/2225/19	Monitoring fees	34.35	0.00
		Air Pollution Mitigation	335.00	335.00
		Recreational Pressure Mitigation	352.00	352.00
SAC - Land at Larkins Farm, 199 Nine Ashes Road, Nine Ashes, High Ongar, Ingatestone , Essex, CM4 OJY	EPF/2601/18	Monitoring fees	68.70	0.00
		Recreational Pressure Mitigation	704.00	0.00
		Air Pollution Mitigation	670.00	0.00
SAC - STEERS FARM, TOOT HILL, ONGAR, CMS 95D.	EPF/1889/19	Monitoring fees	16.75	16.75
		Air Pollution Mitigation	335.00	335.00
SAC - 10 Parkside Harlow Road Matching Tye Essex CM17 0QW	EPF/3206/18	Monitoring fees	16.75	16.75
		Air Pollution Mitigation	335.00	0.00
SAC - Land Adjacent to 16 Grasmere Close Loughton Essex IG10 1SL	EPF/2784/18	Monitoring fees	34.35	0.00
		Recreational Pressure Mitigation	352.00	0.00
		Air Pollution Mitigation	335.00	0.00
SAC -105 Manor Road Chigwell Essex IG7 5PN	EPF/1798/18	Monitoring fees	103.05	103.05
		Recreational Pressure Mitigation	1,056.00	0.00
		Air Pollution Mitigation	£1,050.00	£1,050.00
SAC - Rozel , Loughton Lane, Theydon Bois, Epping, Essex CM16 7JY	EPF/1197/18	Monitoring fees	£34.35	£34.35
		Recreational Pressure Mitigation	£352.00	£352.00
		Air Pollution Mitigation	£335.00	£335.00
SAC - 132 Church Hill Loughton	EPF/1257/19	Monitoring fees	£16.75	£16.75
		Recreational Pressure Mitigation	£352.00	£352.00

		Air Pollution Mitigation	£335.00	£335.00
SAC - The Stables Stapleford Road Stapleford Abbots RM41ER	EPF/1774/18	Monitoring fees	£16.75	£0.00
		Air Pollution Mitigation	£335.00	£0.00
SAC - Land Adjacent to 16 Grasmere Close Loughton Essex IG10 1SL	EPF/2784/18	Air Pollution Mitigation	£335.00	£0.00
		Monitoring fees	£34.35	£0.00
		Recreational Pressure Mitigation	£352.00	£0.00
SAC -Horizon Oaks, Church Road High Beech, Loughton	EPF/0115/18	Air Pollution Mitigation	£335.00	£0.00
		Monitoring fees	£34.35	£0.00
		Recreational Pressure Mitigation	£352.00	£0.00
SAC -1 Tarringotn Gardens Loughton	EPF/0046/19	Air Pollution Mitigation	£335.00	£0.00
		Monitoring fees	£34.35	£0.00
		Recreational Pressure Mitigation	£352.00	£0.00
SAC -Land at Epping Long Green, Epping Upland	EPF/0622/19	Air Pollution Mitigation	£1,340.00	£0.00
		Monitoring fees	£67.00	£0.00
SAC -Cozens Farm High Ongar	EPF/0826/19	Air Pollution Mitigation	£1,005.00	£0.00
		Monitoring fees	£5,025.00	£0.00
SAC -Gragaes north of Crows Road, Epping	EPF/1042/18	Air Pollution Mitigation	£2,010.00	£0.00
		Monitoring fees	£206.10	£0.00
		Recreational Pressure Mitigation	£2,112.00	£0.00
SAC -1 Church Lane, Sheering	EPF/1706/19	Air Pollution Mitigation	£335.00	£0.00
		Monitoring fees	£16.75	£0.00
SAC -Spinney Farm Barn, High Lavers Ongar	EPF/1735/18	Air Pollution Mitigation	£335.00	£335.00
		Monitoring fees	£16.75	£0.00
SAC -Land on the east side of 3 Kensington Park, Stapleford Abbots	EPF/1815/18	Air Pollution Mitigation	£335.00	£0.00
		Monitoring fees	£16.75	£0.00
SAC -Land adjacent to 41 Manor Road Chigwell	EPF/2267/19	Air Pollution Mitigation	£335.00	£0.00
		Monitoring fees	£34.35	£0.00
		Recreational Pressure Mitigation	£335.00	£0.00
SAC -land at the rear of 1-7 Rodney Road, Ongar	EPF/2390/19	Air Pollution Mitigation	£1,005.00	£1,005.00
		Monitoring fees	£103.50	£103.50
		Recreational Pressure Mitigation	£1,056.00	£1,056.00
SAC -Seattle Cottage, Willingale	EPF/2684/19	Air Pollution Mitigation	£335.00	£0.00
		Monitoring fees	£16.75	£0.00
SAC -land adjacent to 24 Vicarage Road, Coopersale	EPF/1986/19	Air Pollution Mitigation	£670.00	£670.00
		Monitoring fees	£33.50	£33.50
SAC -105 Manor Road Chigwell Essex IG7 5PN	EPF/1798/18	Air Pollution Mitigation	1050	1050
		Monitoring fees	£103.05	£103.05



		Recreational Pressure Mitigation	£1,056.00	£1,056.00
SAC - Knoll House, Bury Road, Waltham Abbey, E4 7QL	EPF/0775/20	Air Pollution Mitigation	£335.00	£335.00
		Monitoring fees	£34.35	£34.35
		Recreational Pressure Mitigation	£352.00	£352.00
SAC - 1 Mount End, Mount End Road, Theydon Mount, CM167PS	EPF/1741/19	Air Pollution Mitigation	£670.00	£0.00
		Monitoring fees	£33.50	£0.00
SAC -Ashlings Farm, Ingatestone Road	EPF/1859/19	Air Pollution Mitigation	£670.00	£670.00
		Monitoring fees	£33.50	£33.50
SAC -171 High Road North Weald	EPF/1834/19	Air Pollution Mitigation	£670.00	£670.00
		Monitoring fees	£33.50	£33.50
SAC -Mount End, Theydon Mount	EPF/1741/19	Air Pollution Mitigation	£670.00	£0.00
		Monitoring fees	£33.50	£0.00
SAC -Oakfields 1-23 Winifreds Close	EPF/0269/19	Air Pollution Mitigation	£1,675.00	£0.00
		Monitoring fees	£17.50	£0.00
		Recreational Pressure Mitigation	£1,760.00	£0.00
SAC -Leverington Primary School	EPF/1326/19	Air Pollution Mitigation	£670.00	£0.00
		Monitoring fees	£68.70	£0.00
		Recreational Pressure Mitigation	£704.00	£0.00
SAC -1 Tomswood Chigwell	EPF/0840/18	Air Pollution Mitigation	£2,010.00	£0.00
		Monitoring fees	£206.10	£0.00
		Recreational Pressure Mitigation	£2,112.00	£0.00
SAC -Rear of 1-7 Rodney Road, Ongar	EPF/2390/19	Air Pollution Mitigation	£1,005.00	£1,005.00
		Monitoring fees	£103.05	£103.05
		Recreational Pressure Mitigation	£1,056.00	£1,056.00
SAC -41 Manor Road Chigwell	EPF/2267/19	Air Pollution Mitigation	£335.00	£0.00
		Monitoring fees	£34.35	£0.00
		Recreational Pressure Mitigation	£352.00	£0.00
SAC -land Adjacent to Vicarage Road Coopersale	EPF/1986/19	Air Pollution Mitigation	£670.00	£670.00
		Monitoring fees	£33.50	£33.50
SAC -Kensington Park Land east of 3 Kensington Park, Oak Hill Road, Stapleford Abbots	EPF/1815/18	Air Pollution Mitigation	£335.00	£0.00
		Monitoring fees	£16.75	£0.00
SAC - Spinney farm, High Lavers, Ongar	EPF/1735/18	Air Pollution Mitigation	£335.00	£335.00
		Monitoring fees	£16.75	£16.75
SAC - LAKEVIEW KENNELS CLAVERHAMBURY ROAD WALTHAM ABBEY ESSEX EN9	EPF/0533/19	Air Pollution Mitigation	£1,340.00	£1,340.00
		Monitoring fees	£67.00	£6,700.00
SAC - Horseshoe Cottage, Horseshoe Hill, Waltham Abbey, EN9 3SN	EPF/0690/19	Air Pollution Mitigation	£335.00	£0.00
		Monitoring fees	£34.35	£0.00

SAC - land at Woodland Camp, Manor Road, Lambourne End, Romford, Playing Field Site Epping Forest College Borders Lane Loughton IG10 3SA	EPF/0567/20	Recreational Pressure Mitigation	£352.00	£0.00	
		Restriction on use & occupation	N/A	N/A	
	EPF/0379/20	Air Pollution Mitigation	£95,475.00	£0.00	
		Green Infrastructure	£204,060.00	£0.00	
		GP Contribution	£140,177.00	£0.00	
		Highways	£10,000.00	£0.00	
		Monitoring fees	£54,500.00	£0.00	
		Recreational Pressure Mitigation	£100,532.00	£0.00	
		Affordable Housing Onsite - 85 dwellings			
		Affordable Housing - Offsite contributions TBC subject to a trigger in the S106 agreement			
		Car Club - scheme for sharing private car and van facilities to be made available for the occupiers of the dwelling			
		Education Contribution - Early Years, Childcare and Secondary education			
		Employment & Skills Plan to optimise the local labour supply chain and procurement			
		Open Space Land open to the general public at large for use as a park to be privately funded and managed.			
Charging points to be provided to all Car Spaces to enable the charging of electric and hybrid cars. 29% (twenty nine percent) of the Car Spaces to be provided as part of the Development to be used only by ULEVs as identified on the ULEV Spaces Plan forming part of the CPMP					
Travel Plan provision and annual payment of £1,500 (one thousand five hundred pounds) plus Relevant Sustainable Travel Indexation towards the County's costs in approving and or monitoring and or reviewing the Travel Plan to cover a five (5) year period					
Health and Wellbeing Centre - delivery , monitoring and running of the centre					
Epping Forest College - Library and Middle Building Borders Lane Loughton Essex IG10 3SA	EPF/2905/19	Air Pollution Mitigation	£46,565.00	£0.00	
		Green Infrastructure	£99,524.00	£0.00	
		GP Contribution	£68,730.00	£0.00	
		Monitoring fees	£53,500.00	£0.00	
		Recreational Pressure Mitigation	£48,928.00	£0.00	
		Affordable Housing - 22 dwellings			
		Affordable Housing - Offsite contributions		TBC subject to a trigger in the S106 agreement	
		Car Club scheme for sharing private car and van facilities to be made available for the occupiers of the dwelling			

		Education	TBC subject to a trigger in the S106 agreement	
		Car Club - a scheme for sharing private car and van facilities to be made available for the occupiers of the Dwellings		
		Education Contribution - Early Years, Childcare and Secondary education		
		Employment & Skills Plan to optimise the local labour supply chain and procurement		
		Open Space Land open to the general public at large for use as a park to be privately funded and managed.		
		Charging points to be provided to all Car Spaces to enable the charging of electric and hybrid cars. 29% (twenty nine percent) of the Car Spaces to be provided as part of the Development to be used only by ULEVs as identified on the ULEV Spaces Plan forming part of the CPMP		
		Travel Plan provision and annual payment of £1,500 plus Relevant Sustainable Travel Indexation towards the County's costs in approving and or monitoring and or reviewing the Travel Plan to cover a five (5) year period		
Chigwell Primary Academy	EPF/1681/19	Community Facilities	£60,363.81	£0.00
		Education - Early Year, Childcare & Secondary	£366,261.00	£0.00
		Education monitoring fee	£1,100.00	£0.00
		Health care	£22,402.00	£0.00
		Monitoring fees	£25,000.00	£0.00
		SAC Contribution	£20,768.00	£0.00
		Transport Contribution	£800,000.00	£0.00
Woodredon House Waltham Abbey	EPF/0141/21	Monitoring fees	£203.52	£203.52
		SAC Contribution	£352.00	£352.00
		Affordable housing	£20,000.00	£20,000.00

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**INFRASTRUCTURE FUNDING STATEMENT**  
**2020/21**

**October 2021**

DRAFT IINFRASTRUCTURE FUNDING STATEMENT  
2020/21  
November 2021

## 1. Introduction

- 1.1 The Infrastructure Funding Statement (IFS) is an annual report that provides a summary of all financial and non-financial developer contributions relating to Section 106 Legal Agreements (S106) for Epping Forest District for a given financial year (1 April to 31 March).
- 1.2 As a result of changes to the CIL Regulations, Councils are now required to publish online each year an Infrastructure Funding Statement (IFS) by 31 December. The Statement must set out the projects which the authority intends to be funded by S106 obligations and details of how much has been collected, how much is spent, what it is spent on. The intention is that the IFS provides clarity and transparency to local communities and developers on S106 income and expenditure that will in future align to planned development, as envisaged in the Local Plan.
- 1.3 Section 3 includes the completed section 106 agreements securing financial contributions & amounts received during the last financial year 2020/21.
- 1.4 Section 7 sets out the s106 developer contributions for the next 5 years as set out in the Epping Forest District Infrastructure Delivery Plan 2020.
- 1.5 The Council and Land Promoters have a responsibility, through the planning process, to manage the impact of the growth and ensure that any harm caused, as a result of development, is mitigated and necessary infrastructure is provided. The Council therefore expects new development to contribute to site related and other infrastructure needs.
- 1.6 The over-arching reasoning and justification for planning obligations is set out in the objectives as well as policies of the emerging Local Plan. Part 2 (previously Appendix 6) of the emerging Local Plan sets out the site-specific requirements for allocated sites outside the masterplan areas.

## 2. Developer Contributions/Section 106 Planning Obligations

- 2.1 Planning Obligations (also known as S106 Agreements) are legal agreements which can be attached to a planning permission to mitigate the impact of development. Obligations can only be sought where they are directly related to the development, fairly and reasonably related in scale and kind to the development, and necessary to make the development acceptable in planning terms.

2.2 The Council's approach to seeking developer contributions is set out in the strategy 'Delivering infrastructure in the District: Developer Contributions Strategy' adopted in 2019. The Strategy was put in place to ensure consistent delivery of infrastructure in the District and sets out the approach and the arrangements required to ensure the sustainability and long-term stewardship of the development. It provides a framework for the consideration of proposals to ensure that the appropriate infrastructure is realised in accordance with the policies in the emerging Local Plan.

2.3 S106 contributions can either be provided on-site or off-site in the form of financial payments.

### 3. Developer/ section106 Legal Agreements 2020/21

**Table 1 - Section 106 affordable housing contributions secured by way of completed section 106 agreements in 2020/21.**

Address and application reference	Date Decision Issued	Description of Development	£ Secured														
Chigwell Primary Academy, High Road, Chigwell Essex, IG7 6DW EPF/1681/19	Grant Permission (With Conditions) Subject to Legal Agreement 26-02-2021	Construction of new Chigwell Primary Academy school, followed by demolition of existing buildings and creation of new playing field and playground, together with residential development comprising 59 number dwellings, together with car parking, garden spaces, vehicular access from High Road (A113), external landscaping and associated development.	<table> <tr> <td>Community Facilities</td> <td>£60,363.81</td> </tr> <tr> <td>Education –</td> <td>£366,261.00</td> </tr> <tr> <td>Early Years, Childcare &amp; Secondary</td> <td></td> </tr> <tr> <td>Health care</td> <td>£22,402.00</td> </tr> <tr> <td>SAC Contribution</td> <td>£20,768.00</td> </tr> <tr> <td>Transport Contribution</td> <td>£800,000.00</td> </tr> <tr> <td>Affordable Housing</td> <td>£3,000,000.00</td> </tr> </table>	Community Facilities	£60,363.81	Education –	£366,261.00	Early Years, Childcare & Secondary		Health care	£22,402.00	SAC Contribution	£20,768.00	Transport Contribution	£800,000.00	Affordable Housing	£3,000,000.00
Community Facilities	£60,363.81																
Education –	£366,261.00																
Early Years, Childcare & Secondary																	
Health care	£22,402.00																
SAC Contribution	£20,768.00																
Transport Contribution	£800,000.00																
Affordable Housing	£3,000,000.00																

Woodredon House, Woodredon Farm Lane, Waltham Abbey, Essex EN9 3SX EPF/0729/19	Grant Permission (With Conditions) Subject to Legal agreement 13 November 2020	Conversion and change of use of former care home including the removal of side extensions and replacement with new side extension to provide x 10 no. apartments (C3) with cart-lodge style garaging.	Affordable Housing Contribution SAC Contribution	£265,050 £3,520
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**Table 2 – Developer / Section 106 and affordable housing contributions received by the Council in 2020/21**

Address and application reference	Date Decision Issued	Type of Contribution	£ received
Woodredon House, Woodredon Farm Lane, Waltham Abbey, EN9 3SX EPF/0729/19	Grant Permission (With Conditions) Subject to Legal Agreement 13 November 2020	Affordable Housing Contribution SAC Contribution	£265,050 £3,520
1-5 Chigwell Heights (Block B) 212 Manor Road Chigwell EPF/0282/14	Grant Permission (With Conditions) Subject to Legal Agreement 11 April 2014	Affordable Housing Contribution	£27,000 (late payment indexation £3786.33 and interest £1128.81)
Railway Hotel, Station Road, Sheering EPF/0864/15EPF/0864/15	Grant Permission (With Conditions) Subject to Legal Agreement 02 February 2015	Community Contribution	£25,000 (late payment indexation £204.85)

**4. Contributions towards the Interim Mitigation Strategy to manage the impact on recreational pressure on Epping Forest Special Area of Conservation (EFSAC)**



- 4.1 Epping Forest (the Forest) was a former royal forest and provides a large open space for the recreation of people living in London but also for residents from within and beyond Epping Forest District. It covers some 2400 hectares and is run by the Conservators of Epping Forest owned and managed by the Corporation of London. The Council expects all relevant development proposals to assist in the conservation and enhancement of the biodiversity, character, appearance and landscape setting of Epping Forest SAC.
- 4.2 [An Interim Approach to Managing the Recreational Pressures on the Epping Forest Special Conservation Area \(SAC\)](#) (EB134) was adopted by Cabinet on the 18 October 2018. It is a material consideration in the determination of planning applications and permitted development right proposals for residential development which would result in net increase in new homes within the Epping Forest District administrative area.
- 4.3 The interim approach recognises that visitors from one local authority administrative area often go to a part of the SAC that lies within a different local authority administrative area. The Interim Approach identifies schemes and their associated costings developed and programmed to cover the period up to 2033. Under the Interim Approach contributions of £352 per additional dwelling are sought from individual residential development schemes within 0-3 kms of the Epping Forest SAC boundary. The route for securing the contributions is by way of a Section 106 agreement in accordance with the Strategy.
- 5. Contributions towards The Interim Air Pollution Mitigation Strategy for EFSAC**
- 5.1 [The Interim Air Pollution Mitigation Strategy for EFSAC](#) (EB1154 (Appendix 1)) was adopted by Cabinet on the 20 December 2020. It is also a material consideration in the determination of planning applications and permitted development right proposals for residential development which would result in net increase in new homes within the Epping Forest District administrative area.
- 5.2 The Strategy has been developed to provide a strategic approach to mitigating the effects of development on the integrity of the Epping Forest SAC in relation to atmospheric pollution. It has been developed to support the implementation of policies contained within the emerging Local Plan and specifically policies DM2 and DM22. It is clear from the evidence that without appropriate mitigation development proposed through the emerging Local Plan, in combination with other plans and projects, would have an adverse effect on the integrity of the Epping Forest SAC as a result of atmospheric pollution.

- 5.3 The Epping Forest SAC is bisected by a number of roads which serve communities in Epping Forest District and beyond. New development, primarily for housing and employment, will result in increases in traffic on those roads. Traffic modelling has been used to inform air quality modelling, if no mitigation measures are introduced, air pollution arising from vehicles will have further harmful effects on the health of the qualifying features within the Epping Forest SAC compared to a situation with no growth. It is important to recognise that whilst vehicles are a contributing factor, there are other activities that are also having an adverse impact on the ecological health of the Epping Forest SAC.
- 5.4 The Strategy has been developed to address the effects of atmospheric pollution arising primarily from new development proposed to be brought forward within the District and sets out how these mitigation measures will be implemented and how the efficacy of those mitigation measures will be monitored and reviewed.
- 5.5 The contributions received for the Epping Forest SAC (Interim Mitigation Strategy and Interim Air Pollution Mitigation) was £17,280.20.

## 6. Infrastructure Delivery Plan

- 6.1 The emerging Epping Forest District Local Plan sets out the strategy in Policy SP2 to meet the housing requirement of 11,400 new homes and around 10,000 new jobs over the Plan period (2011-2033). This growth comes with a need for supporting infrastructure including transport, education, health, and community facilities to mitigate development impacts and support new communities.
- 6.2 [The IDP produced in 2017](#) (EB1101) formed a key evidence base document for the Independent Examination of the emerging Local Plan, and was formed of two parts: [Part A report](#), (EB1101A) which reported the existing infrastructure across Epping Forest District and identified any shortfalls in provision and [Part B report](#) (EB1101B) that pulled together the infrastructure requirements identified into an Infrastructure Delivery Schedule. The Schedule sets out the identified infrastructure required at different spatial scales for Epping Forest District for the period up 2016-2033.
- 6.3 The IDP is a “live” document that will be updated to take account of the evolving plan making development and required changes in infrastructure provision. Since Part A and Part B were produced a [2020 Update](#) of the Part B report (EB1119) has been produced, , Par

6.4 Part A of the IDP has not been subject to an update. The purpose of the update is to reflect changes made to the infrastructure requirements as a result of proposed modifications to the emerging local plan arising from the Inspector's advice of 2 August 2019 (ED98), as well as additional work that has been undertaken since the IDP was first published.

**7. Planned Income and Expenditure**

7.1 The IDP sets out how the s106 income will be spent and prioritised over the plan period. The level of s106 contributions will depend on the nature and scale of the development, the number of implemented permissions, build out rates and the phasing of development etc. and the contributions must be spent in accordance with the terms of any agreement.

**Table 3 – shows the District Wide and Garden Town Strategic Sites S106 Infrastructure within the District with delivery phasing identified in IDP in the next 5 years (and beyond)**

**District Wide**

Ref	Infrastructure Type	Intervention	Priority	Delivery Partners	Potential Funding Source	Cost	Delivery Phasing	Baseline source
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DW6	Transport - Highways	All proposed development which would result in a net increase in Annual Average Daily Traffic (AADT) on roads within 200m of the EFSAC must include proposals to mitigate the impact of air pollution as set out in the Air Pollution Mitigation Strategy.	Essential	Developers	Development Contributions	N/A	2019 - 2033	Epping Forest Special Area of Conservation – Draft Air Pollution Mitigation Strategy Consultation with EFDC
DW8	Transport - Public Transport	Explore the potential and viability of new bus services and increased frequency of existing bus services to connect key settlements	Essential	ECC / Developers / TfL / Other Operators	Developer Contributions (S278 for physical infrastructure; S106) / TfL / Other Operators / ECC	Unknown	2016-2031	Consultation with Essex County Council
DW9	Transport - Public Transport	Installation of Real Time Travel Information at train stations and bus stops across the District	Required	ECC	Developer Contributions (S106) / ECC	£100,000 - £250,000	Unknown	Member Workshop discussion groups, consultation with Essex County Council

DW11	Transport - Active Transport	A review of all one-way streets in each town to identify whether there is scope for area wide contra-flows for cycling and walking.	Essential	EFDC / ECC / Developers	Developer Contributions (S278 for physical infrastructure relating to highways; S106) / Grant funding	TBC	Unknown	EFDC Cycling Action Plan 2018
DW13	Open Space and Green Infrastructure	Existing allotment sites to be upgraded to improve facilities and entrances	Required	EFDC	Developer Contributions (S106) / Grant Funding	Dependent upon exact size and nature of schemes	Unknown	Open Space Strategy
DW14 Page 61	Open Space and Green Infrastructure	Upgrades to play areas where required, including: interventions to make them more welcoming; upgrades to rubberised safety surfacing in provision for children and young people; and more exciting and stimulating play equipment.	Required	EFDC	Developer Contributions (S106) / Grant Funding	Dependent upon exact size and nature of schemes	Unknown	Open Space Strategy

DW15	Open Space and Green Infrastructure	Improving existing links through signage, physical upgrades etc. and extending the natural and semi-natural green space network	Required	EFDC	Developer Contributions (S106) / Grant Funding	Dependent upon exact size and nature of schemes	Unknown	Open Space Strategy
DW16	Open Space and Green Infrastructure	Improvement of existing amenity open spaces to increase their functionality and experience	Required	EFDC	Developer Contributions (S106) / Grant Funding	Dependent upon exact size and nature of schemes	Unknown	Consultation with Epping Forest District Council
DW17	Open Space and Green Infrastructure	Wayfinding Strategy for the District's Public Rights of Way network to make the network more legible and accessible and to guide people to underused GI assets wherever possible and/or appropriate	Required	TBC	Developer Contributions (S106) / Grant Funding	Dependent upon exact size and nature of schemes	2016-2033	Draft Green Infrastructure Strategy 2020
DW18	Open Space and Green Infrastructure	Wildflower verges to district roads	Required	TBC	Developer Contributions (S106) / Grant Funding	Dependent upon exact size and nature of schemes	2016-2033	Draft Green Infrastructure Strategy 2020

DW19	Open Space and Green Infrastructure	Wide-scale tree planting	Required	TBC	Developer Contributions (S106) / Grant Funding	Dependent upon exact size and nature of schemes	2016-2033	Draft Green Infrastructure Strategy 2020
DW20	Open Space and Green Infrastructure	Art curation	Required	TBC	Developer Contributions (S106) / Grant Funding	Dependent upon exact size and nature of schemes	2016-2033	Draft Green Infrastructure Strategy 2020
DW21	Open Space and Green Infrastructure	Provision of Suitable Alternative Natural Greenspace (SANG) and contributions to Strategic Access Management and Monitoring (SAMMS)	Required	Various	Developer Contributions (S106)	TBC	2016-2033	Draft Green Infrastructure Strategy 2020 and Interim Recreational Pressure Mitigation Strategy 2018

**GT Strategic Sites  
(in EFDC)**

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Ref	Infrastructure Type	Intervention	Priority	Delivery Partners	Potential Funding Source	Cost	Delivery Phasing	Baseline source
SSC1	Utilities	Increased household waste recycling capacity and / or facility upgrades in order to serve additional demand in Essex	Required	Developer / ECC	Developers / Grant	£200,000	2023-2028	Consultation with Essex County Council
SSC2	Utilities	Measures to support implementation of the Garden Town Digital Strategy	Required	Providers / Developers	Providers / Developers	Unknown	2016-2023	Consultation with Harlow and Gilston Garden Town



<b>SSC12</b>	Transport - Public Transport	Sustainable Transport Corridors and Town Centre Transport Hub	Essential	ECC / HCC	HIF (grant and claw back to be recycled) / Developer contributions (S106)	£157,161,083	2021-2033	Consultation with Essex County Council and Hertfordshire County Council as part of Harlow and Gilston Garden Town IDP
<b>SSC13</b>	Transport - Public Transport	Public and active transport support, including; revenue funding for Garden Town Active Travel Plan coordinator(s); travel vouchers; and ongoing stewardship of active transport links	Required	ECC / HCC	Developer contributions (S106)	£7,317,195	2021-2033	Consultation with Essex County Council and Hertfordshire County Council as part of Harlow and Gilston Garden Town IDP
<b>SSC14</b>	Transport - Public Transport	Travel Plan measures/monitoring	Required	ECC / HCC / Operators	Developer contributions (S106)	Unknown	2021-2033	
<b>SSC15</b>	Transport - Public Transport	Passenger transport infrastructure and services	Required	ECC / HCC / Operators	Developer contributions (S106)	Unknown	2021-2033	
<b>SSC20</b>	Open Space and Green Infrastructure	Ongoing stewardship and governance of open space	Required	Stewardship body (potentially a Community Interest Company)	Developers / Grant / Revenues / Other	Unknown	2021-2033	Harlow and Gilston Garden Town Stewardship Advice Stage 2 Final Report and Draft Green Infrastructure Strategy 2020

## **8 Conclusions**

- 8.1** Epping Forest District Council is committed to working with the local community and other stakeholders to ensure that planning contributions are used in a transparent way to maximise the benefits and opportunities arising from development and growth in the District.

DRAFT

## **Report to the Cabinet**

**Report reference: C-023-2021/22**

**Date of meeting: 08 November  
2021**

**Portfolio: Cllr Sunger – Corporate Services**

**Subject: Leaseholder Buildings Insurance Tender - July 2022**

**Responsible Officer: Andrew Small - Strategic Director/S151 Officer  
(01992 564278). Karen Dawson – Insurance Officer**

**Democratic Services: Adrian Hendry (01992 564246).**



**Epping Forest  
District Council**

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### **Recommendations for Cabinet approval:**

- (1) Approve the procurement and re-tender of the Leaseholder residential building insurance contract on a three-year long-term agreement (LTA) with the option of extending for a further two years to be effective from 1st July 2022; and**
- (2) Approve delegation of the contract decision and final award of contract to the Strategic Director/S151 in consultation with the Director of Housing and Property**

### **Executive Summary:**

As Freeholder the Council is obliged to arrange building insurance on behalf of its residential leaseholders in accordance with the terms of the lease.

The Council tendered the leaseholder building insurance in July 2015 on a five-year long-term agreement (LTA) with the option to extend for a further two years. The current arrangement expires 30 June 2022.

Owing to the value of this contract which currently stands at approximately £90,000 p.a there is a requirement to undertake a full Tender exercise on the open market to ensure we obtain the most comparatively advantageous terms. It is recommended that we Tender for a three-year long-term agreement (LTA) with the option of extending for a further two years, making the overall total value of this contract to be in the region of £450,000.

The current insurance provider is Zurich Municipal Insurance.

There are a limited number of providers in the insurance market who specialise in Leaseholder residential buildings insurance for Public Sector risks and EFDC are engaging a specialist broker to market the risk on a full OJEU open tender basis to ensure we maximise the attractiveness of the proposition and thus providing competitive challenge to Zurich Municipal Insurance rates currently being charged.

Consultation under S20 of the Leaseholder Reform Act 2002 will be undertaken by the Home Ownership Team and Insurance Specialist.

### **Reasons for Proposed Decision:**

The current insurance arrangement expires on the 30 June 2022 creating a need to re-tender the Leaseholder residential building insurance, to ensure we are achieving value for money and to

comply with the Procurement rules owing to the significant expenditure involved. Failure to ensure that insurable risks are insured with external providers would expose the Council to significant financial risk and put us in breach of our contractual obligations under the lease agreement.

Cabinet approval is required as this is a key decision.

### **Other Options for Action:**

The Leaseholder current building insurance policy ceases 30 June 2022 and there are no other options but to undertake a full open Tender exercise.

### **Report:**

#### **1. Key background:**

- 1.1 As freeholder, Epping Forest District Council is obliged to arrange buildings insurance on behalf of its residential leaseholders in respect of leasehold properties sold under Right to Buy legislation.
- 1.2 The Leaseholder building insurance was last tendered in July 2015 on a five-year long-term agreement (LTA) with the option to extend for a further two years. The current arrangement will expire on the 30 June 2022.
- 1.3 The current insurance policy is provided by Zurich Municipal Insurance.

#### **2. The Proposal:**

- 2.1 The proposals included within this report relate to the Leaseholder building insurance arrangements currently in place with Zurich Municipal Insurance.
- 2.2 Owing to the value of this contract which currently stands at approximately £90,000 p.a there is a requirement to undertake a full Tender exercise on the open market to ensure we obtain the most comparatively advantageous terms. It is recommended that we Tender for a three-year long-term agreement (LTA) with the option of extending for a further two years, which will provide best value to Leaseholders whilst providing financial security and stability.
- 2.3 Prior to tendering the contract a Notice of Intention to enter into a Long-Term Agreement is to be issued to all leaseholders and Recognised Tenant's Associations in accordance with Section 20 of the Landlord and Tenant Act 1985 as amended by the Commonhold and Leasehold reform Act 2002 (the "Act").
- 2.4 When re-tendering the contracts, it is proposed that quotations will be invited on the current terms enjoyed by Leaseholders, with a further option at a higher premium whereby the leaseholder will benefit from accidental damage cover.
- 2.5 The Council will use the services of a specialist insurance broker, A J Gallagher, to provide specialist advice and assistance through-out the re-tendering process to ensure that the most appropriate quotation options are included. The broker will also be undertaking the evaluation of the Tenders along with the Council procurement team and insurance specialist.
- 2.6 Further consultation under Section 20 will be undertaken prior to final award of the contract.

### **Resource Implications:**

The insurance premium is initially paid from the insurance budget then recharged to the HRA. The cost of the insurance is then charged to leaseholders on a pro rata basis according to their sum insured, as part of their annual service charge, resulting in a zero cost to the Council.

### **Legal and Governance Implications:**

Procurement will be undertaken in accordance with the Public Contracts Regulations 2015 and carried out with external insurance brokers to ensure compliance is maintained for an advantageous competitive Tender.

Consultation will be carried out with leaseholders in accordance with the Landlord and Tenant Act 1985 as amended by the Commonhold and Leasehold Reform Act 2002.

### **Safer, Cleaner and Greener Implications:**

Not applicable

### **Consultation Undertaken:**

None

### **Background Papers:**

None

### **Risk Management:**

Insurance is a key finance transfer mechanism which forms part of the Council Risk Management considerations. If insurance is not placed externally with insurers this would put the Council at significant financial risk for assets it owns as freeholder as well as breach of contract with its Leaseholders.

There is a risk of a challenge to the Section 20 Notice by a leaseholder. The mitigation is to ensure that an open tender is run in accordance with legal and procurement advice. Experience of previous tenders for this contract suggests that this risk is very low.

There is a risk that the insurer may fail. The risk of supplier failure is mitigated, as the supplier's financial status and standing will be required to meet minimum standards both at inception and for the duration of the contract.

### **Equality Impact Assessment:**

An Equality Impact Assessment is not required as the Public Sector Equality Duty does not apply to this decision.

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## **Report to the Cabinet**

**Report reference: C-024-2021/22**

**Date of meeting: 08 November  
2021**



**Epping Forest  
District Council**

**Portfolio: Planning & Sustainability – Cllr. Bedford**

**Subject: North Weald Employment Land Master Plan**

**Responsible Officer: N Dawe / N Richardson (01992 564094).**

**Democratic Services: Adrian Hendry (01992 564246).**

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### **Recommendations/Decisions Required:**

- 1. To approve the draft Strategic Masterplan Framework and commencement of the public consultation for the employment land at North Weald, identified as NWB.E4 in the Local Plan Submission Version 2017.**
- 2. To note that the staged public consultation will take place in November, December, and January to allow the widest possible contribution and to take account of the Christmas / New Year period.**
- 3 To note that a further update will be provided to share the results of the public consultation and to adopt the masterplan, so that it can be given appropriate weight as a material planning consideration in the determination of future planning applications. This update will take place in the February to April 2022 period.**

### **Background**

1. The Strategic Masterplanning Briefing Note 2018 was agreed by the Council's Cabinet in October 2018. This document sets out the requirement for the endorsement of Strategic Masterplans and Concept Frameworks as allocated in the emerging Local Plan Submission Version 2017 (LPSV). This requirement is set out in the preamble to Policy SP3 Place Shaping and in the place specific policy relating to North Weald (Policy P6).
2. North Weald Airfield Masterplan Area comprises the main airfield and parcels of land to the east (ref: NWB.E4) and west (ref: NWB.E3) comprising a cluster of industrial, commercial and retail uses in the south east with associated car parks and hardstanding. The Masterplan Area is proposed for allocation in the LPSV for business use, general industrial/storage and warehousing. The areas to the eastern side of the airfield are identified as locations that could be developed to provide employment opportunities that are sustainable, promote and encourage the use of sustainable methods of transportation and provide viable alternatives to private car use. These would be delivered in concert with the nearby proposed housing developments, particularly in North Weald and Latton Priory whereby measures should provide for, and encourage, more sustainable travel patterns by

contributing toward integrated walking and cycling, and public transport connectivity to the wider areas, including Epping and Harlow.

## **Masterplan**

3. It is both good practice and a policy requirement of the emerging Local Plan, that a masterplan for the North Weald Employment Zone options is produced to ensure such a proposed development achieves high quality place making and meets the Council's expectations in terms of scale, employment, transport, environment, and other considerations set out in the Local Plan itself.

4. The Council as landowner has undertaken an extensive period of public consultation and technical assessment work in order to develop a draft masterplanning framework in relation to the North Weald Airfield site. The key public engagement activities undertaken by the Council are set out at Appendix 1. A master plan has been prepared in relation to the parcels of employment land at North Weald airfield that has responded to feedback received during the public consultation and following negotiations with technical and planning officers to ensure the masterplanning framework conforms with the policies in the emerging Local Plan, National Planning Guidance and expectations of the Council as landowner.

5. The masterplan has been prepared and is supported by extensive technical work in terms of land, environment and biodiversity, transport, heritage and other relevant technical matters.

6. In particular, professional advice and input to the master plan has occurred because of the proximity of the employment land to an operational airfield.

## **Issues from Initial Consultation**

7. The comments received from the first consultation were broadly supportive, however from the points that were made, and the issues raised, attention has been made to the following in drawing-up the final version of the consultation document:

- The range and size of the buildings and their proximity to North Weald village.
- Highway access and general transportation issues.
- Environmental consideration, green corridors, links with the separate residential development.
- Future use of the existing control tower and the retention of views of airfield.
- The provision of a range of employment opportunities that meet current and future needs and aspirations.
- The specific employment needs of the young, especially graduates and new entrepreneurs.
- The impact on existing business that use (the southern end) of the site.

8. Following the receipt of comments as a result of the public consultation, further work was undertaken by the Council's consultants to address the points and issues raised and as a result of these changes have been made to the proposed master plan that are included in the draft masterplan framework presented with this report.

## **Proposed Consultation**

9. The final public consultation on the masterplan is intended to take place in the period November 2021 through to the end of January 2022. This represents an extended period of consultation to take account of the Christmas / New Year Period.



10. The outline plan for the consultation is as follows, (with dates being confirmed if and when Cabinet approval is given).

Early November	Quality Review Panel second presentation of masterplan
Mid November	Briefing session in detail of Cabinet, Local Members, Other Key Local Partners (e.g. Parish Council).
Late November through to early December	Technical consultation with statutory partners, e.g. Essex County Council.
January	Public consultation through a mix of virtual and present sessions and on-line responses to maximise the opportunity of questioning and comment.
February	Full report to Cabinet, (earliest date).
March	Full report to Cabinet (latest date).

### **Other Related Activities**

11. This proposed decision is related to the District operating as a Local Planning Authority and giving agreement to consulting on a draft masterplan for a proposed development area prior to its adoption (if appropriate).

12. Cabinet members should however be aware that work on the following related activities is currently being under-taken:

- Masterplanning of the North Weald residential development area.
- Project planning for the North Weald SANG and extended environmental and green infrastructure considerations.
- Project planning for the receipt of additional contributions from the HMRC Inland Border Facility to address environmental concerns.
- Strategic planning of the future operation of the airfield.

Appropriate co-ordination is taking place regarding the planning and operational issues.

## 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

<b>Section 1: Identifying details</b>
Your function, service area and team:
If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team:
Title of policy or decision:
Officer completing the EqlA: Tel:                      Email:
Date of completing the assessment:

<b>Section 2: Policy to be analysed</b>	
2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project?
2.2	Describe the main aims, objectives and purpose of the policy (or decision):  What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none"> <li>● service users</li> <li>● employees</li> <li>● the wider community or groups of people, particularly where there are areas of known inequalities?</li> </ul> Will the policy or decision influence how organisations operate?
2.4	Will the policy or decision involve substantial changes in resources?

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?

### **Section 3: Evidence/data about the user population and consultation<sup>1</sup>**

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?
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:

## Section 4: Impact of policy or decision

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

<b>Description of impact</b>	<b>Nature of impact</b> Positive, neutral, adverse (explain why)	<b>Extent of impact</b> Low, medium, high (use L, M or H)
Age		
Disability		
Gender		
Gender reassignment		
Marriage/civil partnership		
Pregnancy/maternity		
Race		
Religion/belief		
Sexual orientation		

## Section 5: Conclusion

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

**Section 6: Action plan to address and monitor adverse impacts**

<b>What are the potential adverse impacts?</b>	<b>What are the mitigating actions?</b>	<b>Date they will be achieved.</b>



**Section 7: Sign off**

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

Signature of Head of Service:

Date:

Signature of person completing the EqIA:

Date:

**Advice**

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA 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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## **APPENDIX 1: NORTH WEALD AIRFIELD PUBLIC ENGAGEMENT SUMMARY**

Below is a summary of the key public engagement undertaken by Soundings/RPS on behalf of the Council as landowner for North Weald Airfield.

- 6<sup>th</sup> August 2020 – presentation to EFDC Quality Review Panel
- 10<sup>th</sup> November 2020 – Elected Members consultation meeting
- 11<sup>th</sup> November 2020 – Neighbourhood Plan Steering Group consultation meeting
- 18<sup>th</sup> November 2020 – Existing Site Tenants consultation meeting
- 26<sup>th</sup> November 2020 – Public Consultation over a 3 week period
  - Over 3,000 leaflets distributed to local homes and businesses
  - Website with Virtual exhibition goes live
  - One to one meetings with interested members of the public
  - Feedback collected and reported
- 14<sup>th</sup> December 2020 – Youth Councillors consultation meeting
- January 2021 to present – Technical Workshops held with Local Planning Authority following public consultation:
  - Transport (including Essex County Council), air quality, noise and utilities
  - Flood risk/drainage,
  - Green infrastructure, contamination, ecology, trees/landscape and SANG provision
  - Economy and employment uses
  - Energy, sustainability, health, heritage and archaeology
  - Sustainability and placemaking
  - x2 Heritage and landscape
  - x2 Highways and transport

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