

# Committee Agenda



**Epping Forest  
District Council**

## **Council Housebuilding Cabinet Committee Thursday, 14th March, 2013**

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

**Committee Room 1, Civic Offices, High Street, Epping  
on Thursday, 14th March, 2013  
at 7.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

Jackie Leither 01992 564532  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

### **Members:**

Councillors D Stallan (Chairman), R Bassett, W Breare-Hall, Ms S Stavrou and G Waller

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- 1. APOLOGIES FOR ABSENCE**
  - 2. DECLARATIONS OF INTEREST**  
  
(Assistant to the Chief Executive) To declare interests in any item on this agenda.
  - 3. INTRODUCTION**  
  
Introduction to EFDC Officer and representatives from East Thames and Pellings.
  - 4. TERMS OF REFERENCE (Pages 5 - 6)**  
  
To note the terms of reference of this committee. (Attached)
  - 5. BACKGROUND TO THE DEVELOPMENT AGENCY PROCUREMENT AND APPOINTMENT**  
  
To receive an oral report.
  - 6. POTENTIAL EFDC DEVELOPMENT SITES (Pages 7 - 116)**  
  
To receive an oral report from Alan Hall. (Cabinet Report attached for background information).

**7. HOUSEBUILDING PROGRAMME - STRATEGIC APPROACH**

To receive oral reports for:

- (a) Proposed first sites for Programme and progress to date.
- (b) Possible acceleration of Programme.
- (c) Feedback from strategic meeting with planning officers.

**8. MARDEN CLOSE CONVERSION SCHEME (Pages 117 - 126)**

To receive an oral report. (See Cabinet Report of 13 February 2013 for background information.)

**9. FUNDING THE HOUSEBUILDING PROGRAMME**

To receive oral reports for discussion.

- (a) One-for-One RTB Replacements.
- (b) PWLB Loans
- (c) Section 106 contributions.
- (d) Grants from the Homes and Communities Agency (HCA).
- (e) Sales of sites.

**10. SECURING HCA INVESTMENT PARTNER STATUS FOR EFDC**

To receive an oral report and to discuss the current position and timescale.

**11. DEVELOPMENT AND FINANCIAL APPRAISALS**

To receive oral reports for discussion.

- (a) Proposed format of Development Appraisals and reports to Cabinet Committee.
- (b) Proposed assumptions for Financial Appraisals.
- (c) Proposed format of Financial Appraisals and reports to Cabinet Committee.
- (d) Consultation with ward members through invitations to Cabinet Committees and proposed approach at meetings.

**12. USE OF EAST THAMES STANDARD DOCUMENTS FOR HOUSEBUILDING PROGRAMME**

To receive oral reports for discussion.

- (a) Framework Agreements for works.
- (b) Design Standards (with EFDC revisions).

**13. AFFORDABLE RENTS POLICY**

To receive an oral report for discussion.

**14. DEVELOPMENT STRATEGY**

East Thames to report on the proposed approach and timescale.

**15. RISK REGISTER**

Pellings to report on the proposed approach.

**16. CABINET COMMITTEE MONITORING ARRANGEMENTS**

To receive oral reports.

- (a) Strategic Project Plan – Each meeting.
- (b) Project Plans for sites in development – Each meeting.
- (c) Housebuilding cash-flow reports/budget – Quarterly.
- (d) Use of one-for-one RTB replacement receipts – Initially annually and then possibly each meeting.
- (e) Availability and use of Section 106 contributions and EFDC land sale receipts – Quarterly.
- (f) Risk Register – Annually.

**17. FREQUENCY OF MEETINGS**

To discuss the frequency of meetings and the possible programme of meeting dates.

**18. DATE OF NEXT MEETING****19. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

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

**20. 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.

**Confidential Items Commencement:** Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

**Background Papers:** Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.