

## Select Committee Agenda



### **Neighbourhoods Select Committee Tuesday, 15th November, 2016**

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

**Committee Room 1, Civic Offices, High Street, Epping  
on Tuesday, 15th November, 2016  
at 7.30 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

A Hendry, Directorate of Governance  
email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk) Tel:  
01992 564246

#### **Members:**

Councillors N Bedford (Chairman), H Brady (Vice-Chairman), N Avey, R Baldwin, L Hughes, J Jennings, R Morgan, S Neville, A Patel, C P Pond, B Rolfe, M Sartin, G Shiell, E Webster and J H Whitehouse

**SUBSTITUTE NOMINATION DEADLINE:**

**6.30 pm**

**1. APOLOGIES FOR ABSENCE**

**2. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

(Director of Governance) To report the appointment of any substitute members for the meeting.

**3. NOTES OF PREVIOUS MEETING (Pages 5 - 12)**

To agree the notes of the meeting of the Select Committee held on 13 September 2016.

**4. DECLARATIONS OF INTEREST**

(Director of Governance). To declare interests in any items on the agenda.

In considering whether to declare a pecuniary or a non-pecuniary interest under the

Code of Conduct, Overview & Scrutiny members are asked pay particular attention to paragraph 9 of the Code in addition to the more familiar requirements.

This requires the declaration of a non-pecuniary interest in any matter before an OS Committee which relates to a decision of or action by another Committee or Sub Committee of the Council, a Joint Committee or Joint Sub Committee in which the Council is involved and of which the Councillor is also a member.

Paragraph 9 does not refer to Cabinet decisions or attendance at an OS meeting purely for the purpose of answering questions or providing information on such a matter.

**5. TERMS OF REFERENCE AND WORK PROGRAMME (Pages 13 - 16)**

(Chairman / Lead Officer) The Overview and Scrutiny Committee has agreed the Terms of Reference of this Committee. This is attached along with an ongoing work programme. Members are asked at each meeting to review both documents.

**6. KEY PERFORMANCE INDICATORS 2016/17 QUARTERLY REVIEW (Pages 17 - 36)**

(Director of Governance) to consider the attached report.

**7. CORPORATE PLAN KEY ACTION PLAN 2016/17 - QUARTERLY PROGRESS (Pages 37 - 46)**

(Director of Governance) to consider the attached report.

**8. ENVIRONMENTAL CHARTER AND OBJECTIVES (Pages 47 - 50)**

(Director of Neighbourhoods) to consider the attached report.

**9. LOCAL PLAN UPDATE (Pages 51 - 54)**

(Director of Neighbourhoods) to consider the attached report.

**10. CHIGWELL NEIGHBOURHOOD PLAN**

(Director of Neighbourhoods) report to follow.

**11. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

To consider which items, if any, should be reported back to the Overview and Scrutiny Committee at its next meeting.

**12. FUTURE MEETINGS**

To note the scheduled future meetings. They are:

24<sup>th</sup> January 2017; and  
21<sup>st</sup> March.



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**EPPING FOREST DISTRICT COUNCIL  
NOTES OF A MEETING OF NEIGHBOURHOODS SELECT COMMITTEE  
HELD ON TUESDAY, 13 SEPTEMBER 2016  
IN COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING  
AT 7.30 - 9.20 PM**

<b>Members Present:</b>	N Bedford (Chairman), , R Baldwin, S Heap, J Jennings, J Lea (Chairman of the Council), A Patel, C P Pond, M Sartin, G Shiell and J H Whitehouse
<b>Other members present:</b>	J Philip and G Waller
<b>Apologies for Absence:</b>	H Brady, N Avey, L Hughes, R Morgan, S Neville, B Rolfe and E Webster
<b>Officers Present</b>	D Macnab (Deputy Chief Executive and Director of Neighbourhoods), K Durrani (Assistant Director (Technical Services)), N Richardson (Assistant Director (Development Management)), S Stranders (Drainage Manager), R Gardiner (Environment and Neighbourhoods Manager), Baker (Land Drainage Engineer), M Little (Assistant Engineer), M Jenkins (Democratic Services Officer) and A Rose (Marketing & Digital Content Officer)

## **11. WEBCASTING INTRODUCTION**

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

## **12. VICE-CHAIRMAN**

The Vice Chairman of the select committee, Councillor H Brady, had tendered her apologies and so the Chairman asked for a Vice Chairman to be appointed for the duration of the meeting.

### **RESOLVED:**

That Councillor M Sartin be appointed as Vice-Chairman of the select committee for the duration of this meeting.

## **13. SUBSTITUTE MEMBERS (COUNCIL MINUTE 39 - 23.7.02)**

It was noted that Councillors S Heap and J Lea were substituting for Councillors S Neville and B Rolfe respectively.

## **14. NOTES OF THE LAST MEETING**

### **RESOLVED:**

That the notes of the last meeting of the select committee held on 28 June 2016 be agreed.

## **15. DECLARATIONS OF INTEREST**

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

**16. THE SURFACE WATER MANAGEMENT PLAN FOR LOUGHTON, BUCKHURST HILL AND THEYDON BOIS**

The Select Committee received a presentation on the surface water management for Loughton, Buckhurst Hill and Theydon Bois from L Shepherd of Essex County Council and C Despina from Capita.

Officers from the Council's Engineering, Drainage and Water Team had been working with Essex County Council's Flood Team, consultants and other stakeholders in producing a Surface Water Management Plan (SWMP) for Loughton, Buckhurst Hill and Theydon Bois. The plan outlined the predicted risk and preferred surface water management strategy for these areas. Surface water flooding described flooding from sewers, drains, groundwater and run off from land, small watercourses and ditches that occurred as a result of heavy rainfall.

A four phase approach had been undertaken in line with Defra's SWMP technical guidance for 2010. The areas identified as being at significant risk had been placed into Critical Drainage Areas (CDAs) of which a total of seven CDAs had been identified. For each site, specific measures had been identified that could be considered in helping reduce the risk of surface water flooding. The process established a long term action plan for the County Council, District Council and other flood management authorities to assist in their roles under the Flood and Water Management Act 2010.

These areas were the first within Epping District subject to a SWMP, because:

(a) Defra's National Rank Order of Settlements Susceptible to Surface water Flooding indicated that Loughton was vulnerable to surface water flooding and was ranked 313<sup>th</sup> out of 4,215 settlements in England with an estimated 1,000 at risk of flooding. The Defra document did not contain any information regarding the vulnerability or floodrisk for Buckhurst Hill or Theydon Bois, but due to historical flooding events it was decided to assess these areas as part of the SWMP; and

(b) As part of its duties created by the Flood and water Management Act 2010, the County Council produced in January 2011 a Preliminary Flood Risk Assessment which identified the Loughton area as a Tier 1 at risk area.

The select committee were advised of the potential options in dealing with flooding:

**Identification of Options**

**(a) Soft Measures**

- (i) Adaptation of spatial planning policy
- (ii) Improving maintenance of the drainage network
- (iii) Emergency planning
- (iv) Raising community awareness

**(b) Hard Engineering Measures**

- (i) Ponds
- (ii) Pipe enlargement

(iii) Additional gullies

**(c) Sustainable Drainage Systems**

- (i) Bioretention (The process in which contaminants and sedimentation were removed from stormwater run off. Stormwater was then collected into the treatment area)
- (ii) Green roofs (A roof partially or completely covered with vegetation)
- (iii) Permeable Pavement (Was a range of sustainable materials that allowed the movement of stormwater through the water)
- (iv) Detention Basins An excavated area installed on or adjacent to rivers, streams and the like for protection against flooding)
- (v) Rainwater Harvesting (The accumulation and deposition of rainwater for re-use on site, rather than allowing it to run off)
- (vi) Sub-Surface Storage (This relied on construction of water storage structure made of concrete or piping)

The select committee asked the invited guests about the various options for coping with flooding. Members were concerned about the role of Essex County Council Highways in supporting better flood preparation. A meeting had been undertaken with County Highways considering changing maintenance regimes on their assets. Whilst the attitude from Highways was positive, it was clear that their current funding and prioritisation gave limited focus to their own drainage assets. The working relationship the District Council had with the Drainage Engineer at Highways was extremely good.

L Shepherd and C Despins advised further of the problems they faced:

- Encouraging eligible residents to consider applying for Property Level Protection Grants that were available from ECC to install flood protection products, however properties must have been flooded previously to receive this.
- Continuing exploration of investment opportunities for drainage assets offered by developments that may come forward within the SWMP area, both pre and post adoption of the new Local Plan.
- Challenging drainage proposals where developers had not considered or embraced the range of sustainable drainage systems available.
- Working to ensure that Members and the wider public were aware of flood risk from all sources and how they could better prepare in the event of flooding.
- The Select Committee were advised that it was important building flood resilience into buildings, for example flooring that could be used after a flood.

Members were concerned about blockages in the River Roding which were not being cleared. Essex County Council replied that they had a very good relationship with the Environment Agency, however maintenance budgets had been cut, it was important to justify the benefits of work in line with costs sustained.

There was particular concern about flooding in the Theydon Bois, affecting 31 properties Essex County Council replied that it was difficult to assess options and

deciding what would work. They would look at properties potentially effected, there were resources available. It was important to inform people and help with preparation. The select committee were concerned about the effects of flooding for future generations living in the district. The Planning Portfolio Holder said that through the Local Plan they were encouraging development away from flood plains.

The Chairman thanked the representatives from Essex County Council and Capita for attending, making their presentation and answering questions.

**RESOLVED:**

That the presentation regarding the Surface Water Management Plan for Loughton, Buckhurst Hill and Theydon Bois be noted.

**17. FLY-TIPPING - ENFORCEMENT AND CLEARANCE**

The select committee received a verbal update on the Enforcement and Clearance of Fly Tipping from the Environment and Neighbourhoods Manager.

There were two main issues facing the authority in respect of fly tipping; the first was small scale disposal, often involving a single black rubbish bag and could be put down to mis-management. The second was large scale fly tipping which was frequently associated with professional tippers who worked for profit, this was a criminal activity adding that it was hard to tackle and difficult to catch those responsible.

The solution was to attempt a reduction in fly tipping using enforcement signs, education and fines. Signs or notices could be stuck to black bags. The Environment Team were committed to the task, the Environment Agency only took on the largest cases which meant that this authority did a great deal, probably 99% of all cases.

There had been recent changes in Government legislation including Fixed Penalty Notices which could impose £200. fines. The income from this could be used by local authorities. The enforcement technology was also improving, CCTV was one example. More education was needed for the public, if an individual or company, passed on their waste to a tipper and this was dumped illegally, responsibility would pass to the owner. The District Council was also a member of Cleaner Essex Group alongside 13 other authorities.

Members felt that more CCTV and much heavier fines were required to enforce more effectively. There was concern that the closure of a tip locally would be having a serious impact on people who were inconvenienced in disposing of DIY waste. The Environment and Neighbourhoods Manager advised that apart from imposing fines and curfews they could use a special collections service for large amounts of waste.

**RESOLVED:**

That the verbal report regarding Fly Tipping – Enforcement and Clearance be noted.

**18. KEY PERFORMANCE INDICATORS 2016/17 - QUARTER 1 PERFORMANCE**

The select committee received a report from Assistant Director – technical regarding Key Performance Indicators 2016/17 – Quarter 1 Performance.



The Local Government Act 1999 required that the Council made arrangements for securing continuous improvement in the way in which its functions and services were exercised, having regard to a combination of economy, efficiency and effectiveness. As part of the duty to secure continuous improvement, a range of Key performance Indicators (KPIs) relevant to the Council's services and key objectives were adopted each year by the Finance and Performance Management Cabinet Committee. Performance against the KPIs was monitored on a quarterly basis by the Management Board and overview and scrutiny to drive improvement in performance.

A range of 37 KPIs for 2016/17 was adopted by the Finance and Performance Management Cabinet Committee in March 2016. The overall position for all 37 at the end of Quarter 1, was as follows:

- (a) 25 (68%) indicators achieved target.
- (b) 12 (32%) indicators did not achieve target.
- (c) 3 (8%) of these indicators performed within the agreed tolerance for the indicator.
- (d) 28 (76%) of indicators were currently anticipated to achieve year end target and a further 2 (5%) were uncertain as to whether they would achieve year end target.

There were 13 indicators within this select committee's parameters. The overall position with regard to the achievement of target performance at Q1 for these, was as follows:

- (i) 9 (69%) indicators achieved target.
- (ii) 4 (31%) indicators did not achieve target.
- (iii) 0 (0%) of these KPIs performed within the agreed tolerance for the indicator.
- (iv) 8 (62%) of indicators were currently anticipated to achieve year end target and a further 1 (8%) indicator was uncertain as to whether it would achieve year end target.

It was noted that the target for NE1009 had not been reached, this was in regard to noise investigations, the target was 90% and officers had actually attained 88.76%. Members were assured that they would reach the target for the rest of the year.

Attention was drawn to NE1010 which concerned the net increase or decrease in the number of homes in the district. The target had not been reached here either. However it was important to note that the Council had a limited influence over housing completion figures meeting targets, they could encourage more building of dwellings by granting planning permission but this did not actually build the vast majority of the dwellings. Even a site being given planning permission could lead to delays as developers may wait for rising property prices.

**RESOLVED:**

That the Key Performance Indicators 2016/17 – Quarter 1 Performance be noted.

**19. CORPORATE PLAN KEY ACTION PLAN 2016/17 - QUARTERLY REVIEW**

The select committee received a report from the Director of Neighbourhoods regarding the Corporate Plan Key Action Plan 2016/17 – Quarter 1.

The Corporate Plan was the Council's key strategic planning document, setting out its priorities over the five year period from 2015/16 to 2019/20. The priorities or Corporate Aims were supported by key objectives which provided a clear statement of the Council's overall intentions for these five years. The Corporate Plan Key Action Plan for 2016/17 was agreed by the Cabinet in March 2016. Progress in relation to all actions and deliverables was reviewed by the Cabinet, the Overview and scrutiny Committee and the appropriate select committee on a quarterly basis.

There were 49 actions in total for which progress updates for Quarter 1 were as follows:

- (a) 32 (65%) of these actions had been achieved or were on target.
- (b) 7 (14%) of these actions were under control.
- (c) 2 (4%) were behind schedule.
- (d) 8 (16%) were pending.

There were 12 actions which fell within the areas of responsibility of this select committee at the end of Q1 these were:

- (i) 6 (50%) of these actions had been achieved or were on target.
- (ii) 4 (33%) of these actions were under control.
- (iii) 2 (17%) of these actions were behind schedule.
- (iv) 0 (0%) of these actions were pending.

Members were updated on Action (7) Progress on the Epping Forest Shopping Park Scheme. This was currently behind schedule, tenders had been received for the construction of the main shopping park. However there had been delays in the process, the shopping park was not likely to open until Summer 2017.

Actions (2), (4) and (5) included clauses for requiring the use of the District Council's Building Control Service in new commercial leases, upgrade of Council facilities and major development projects in which the Council had a sole or significant interest.

**RESOLVED:**

That the Corporate Plan Key Action Plan 2016/17 – Quarter 1 Progress Report be noted.

**20. TERMS OF REFERENCE AND WORK PROGRAMME****(a) Terms of Reference**

The select committee noted the Terms of Reference.

**(b) Work Programme**

The select committee noted the updated Work Programme.

**21. REPORTS TO BE MADE TO THE NEXT MEETING OF THE OVERVIEW AND SCRUTINY COMMITTEE**

The Director of Neighbourhoods advised that Members were free to proposed new items for the select committee Work Programme although these had to be confirmed by the Overview and Scrutiny Committee.

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## NEIGHBOURHOODS SELECT COMMITTEE

### TERMS OF REFERENCE – 2016/17

**Title: Neighbourhoods Select Committee**

**Status: Select Committee**

#### **Terms of Reference:**

##### **General**

1. To undertake overview and scrutiny, utilising appropriate methods and techniques, of services and functions of the Neighbourhood and excluding those matters within the remit of the Audit and Governance Committee, the Standards Committee or the Constitution Working Group;
2. To consider any matter referred to the Select Committee by the Overview and Scrutiny Committee;
3. To keep under review:
  - (i) *Environmental enforcement activities;*
  - (ii) *Waste management activities; and*
  - (iii) *Leisure Management*
  - (iv) *Local Plan Scrutiny*
4. To respond to applicable consultations as appropriate;
5. To establish working groups as necessary to undertake any activity within these terms of reference;
6. To identify any matters within the services and functions of the Neighbourhoods Directorate that require in-depth scrutiny and report back to the Overview and Scrutiny Committee as necessary;

##### **Performance Monitoring**

7. To undertake performance monitoring in relation to the services and functions of the Neighbourhoods Directorate, against adopted Key Performance Indicators and identified areas of concern;

##### **Environment**

8. To monitor and keep under review the Council's progress towards the development and adoption of a corporate energy strategy / environmental policy and to receive progress reports from the Green Working Party.
9. To receive reports from the Waste Management Partnership Board in respect of the operation of and performance of the waste management contract;

**Leisure**

10. To monitor and keep under review leisure management matters and in particular the procurement of the Leisure Management Contract.

**Chairman: Cllr. N Bedford**

## Neighbourhoods Select Committee (Chairman – Cllr N Bedford) Work Programme 2016/17

Item	Report Deadline / Priority	Progress / Comments	Programme of Future Meetings
(1) Enforcement activity	March 2017	Annual report to Committee	<del>28<sup>th</sup> June 2016;</del> <del>13 September;</del> 15 November;  24 January 2017; 21 March
(2) KPIs 2015/16 – Outturn Review	First meeting of each municipal year	Outturn KPI performance report for 2015/16 - went to June 2016 meeting	
(3) KPIs 2016/17 - Quarterly review	Quarterly	Review of quarterly performance: <del>Q1 in September 2016;</del> Q2 in November '16; Q3 in March '17	
(4) Corporate Plan Key Action Plan 2015/16 – Outturn Review	First meeting of each municipal year	Outturn Key Action Plan 2015/16 performance - went to June 2016 meeting	
(5) Corporate Plan Key Action Plan 2016/17 – Quarterly Review	Quarterly	Review of quarterly performance: <del>Q1 September 2016;</del> Q2 November 2016; Q3 March 2017	
(6) To receive updates from the Green Corporate Working Party	As appropriate  (Last update received on the current position in November '15)	To monitor and keep under review the Council's progress towards the development and adoption of a corporate energy strategy/environmental policy and to receive progress reports from the Green Working Party.	
(7) To receive regular updates on the current position of the Local Plan	Update to go to each meeting.	Committee to keep a watch in brief on the position of the District's Local Plan – (last went to March '16 meeting)	

**Neighbourhoods Select Committee (Chairman – Cllr N Bedford)  
Work Programme 2016/17**

<b>Item</b>	<b>Report Deadline / Priority</b>	<b>Progress / Comments</b>	<b>Programme of Future Meetings</b>
(8) Presentation on the problems and possible solutions for fly-tipping in the EFDC area	13 Sept. 2016	The meeting received an update from EFDC officers on fly-tipping.	
(9) To receive an annual update on the Environmental Charter	June 2017	At their meeting on 28 June 2016 the Committee agreed to receive an annual update of the Council's Environmental Charter	
(10) Review of Land Drainage arrangements	13 September 2016	Item from the O&S Co-ordinating Group. The Committee received a presentation from Officers on land drainage arrangements and problems.	
(11) Review of arrangements for ensuring the behaviour of Licenced taxi Drivers	TBA	Item from the O&S Co-ordinating Group.	





### **Report to: Neighbourhoods Select Committee**

**Date of meeting: 15 November 2016**

**Portfolio:** Environment (Cllr Will Breare-Hall)

**Subject:** Key Performance Indicators 2016/17 - Quarter 2 Performance

**Officer contact for further information:** Barbara Copson (01992 564042)

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

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

**That the Select Committee reviews Q2 performance in relation to the key performance indicators within its areas of responsibility**

#### **Executive Summary:**

The Local Government Act 1999 requires that the Council make arrangements to secure continuous improvement in the way in which its functions and services are exercised, having regard to a combination of economy, efficiency and effectiveness.

As part of the duty to secure continuous improvement, a range of Key Performance Indicators (KPI) relevant to the Council's services and key objectives, are adopted each year by the Finance and Performance Management Cabinet Committee. Performance against the KPIs is monitored on a quarterly basis by Management Board and overview and scrutiny to drive improvement in performance and ensure corrective action is taken where necessary.

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

The KPIs provide an opportunity for the Council to focus attention on how specific areas for improvement will be addressed, and how opportunities will be exploited and better outcomes delivered. It is important that relevant performance management processes are in place to review and monitor performance against the key performance indicators to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under performance.

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

No other options are appropriate in this respect. Failure to monitor and review KPI performance and to consider corrective action where necessary could have negative implications for judgements made about the Council's progress, and might mean that opportunities for improvement are lost.

#### **Report:**

1. A range of thirty-seven (37) Key Performance Indicators (KPIs) for 2016/17 was adopted by the Finance and Performance Management Cabinet Committee in March 2016. The KPIs are important to the improvement of the Council's services and the

achievement of its key objectives, and comprise a combination of some former statutory indicators and locally determined performance measures. The aim of the KPIs is to direct improvement effort towards services and the national priorities and local challenges arising from the social, economic and environmental context of the district, that are the focus of the key objectives.

2. Progress in respect of each of the KPIs is reviewed by the relevant Portfolio Holder, Management Board, and overview and scrutiny at the conclusion of each quarter. This report provides an overview of all KPIs and includes in detail those indicators which fall within the areas of responsibility of the Neighbourhoods Select Committee
3. A headline end of Q2 performance summary in respect of the KPIs falling within the Neighbourhoods Select Committee's areas of responsibility for 2016/17, together with a detailed performance report for each of these indicators, is attached at Appendix 1 to this report. Attached at Appendix 2 is the Improvement plan NEI010 (Increase in homes) (no.), the Improvement Plan for NEI013 (Waste recycled) (%), being unavailable.

### **Key Performance Indicators 2016/17 - Quarter 2 Performance**

4. The overall position for **all** thirty-seven (37) KPIs at the end of the Quarter 2, was as follows:
  - (a) 28 (76%) indicators achieved target;
  - (b) 9 (24%) indicators did not achieve target, although
  - (c) 2 (22%) of these indicators performed within the agreed tolerance for the indicator.
  - (d) 31(84%) of indicators are currently anticipated to achieve year-end target and a further 4 (11%) are uncertain whether they will achieve year-end target.
5. **Neighbourhoods Select Committee indicators** – Thirteen (13) of the Key Performance Indicators fall within the Neighbourhoods Select Committee's areas of responsibility. The overall position with regard to the achievement of target performance at Q2 for these thirteen (13) indicators, was as follows:
  - (a) 11 (85%) indicators achieved target;
  - (b) 2 (15%) indicators did not achieve target, and
  - (c) 0 (0%) of these KPI's performed within the agreed tolerance for the indicator
  - (d) 11 (85%) of indicators are currently anticipated to achieve year-end target, and no further indicators are uncertain whether they will achieve year-end target.
6. The 'amber' performance status used in the KPI report identifies indicators that have missed the agreed target for the quarter, but where performance is within an agreed tolerance or range. The KPI tolerances were agreed by Management Board when targets for the KPIs were set in February 2016.
7. The Select Committee is requested to review Q2 performance for the KPIs within its areas of responsibility. The full set of KPIs will also be considered by the Finance and Performance Management Cabinet Committee on 10 November 2016.

**Resource Implications:** none for this report

**Legal and Governance Implications:** none for this report; however performance management of key activities is important to the achievement of value for money.

**Safer, Cleaner, Greener Implications:** none for this report

**Consultation Undertaken:** Relevant Select Committees and the Finance and Performance Management Cabinet Committee.

**Background Papers:** KPI submissions held by the Performance Improvement Unit.

**Impact Assessments:**

***Risk Management:*** none for this report

***Equality:*** none for this report.

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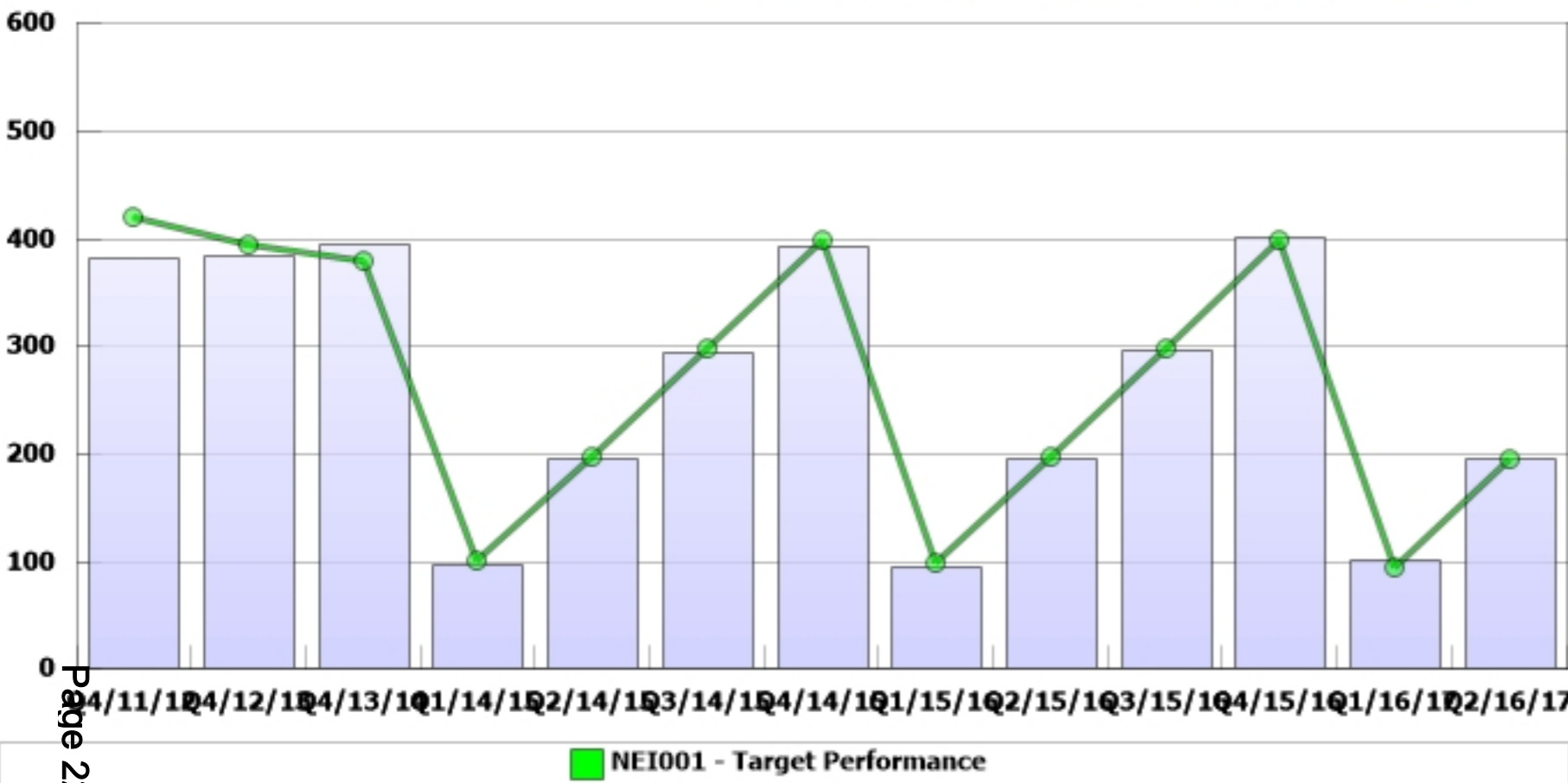
Quarterly Indicators		Quarter 1		Quarter 2		Quarter 3		Quarter 4		Is year-end target likely to be achieved?
		Tgt	Actual	Tgt	Actual	Tgt	Actual	Tgt	Actual	
<b>Neighbourhoods Quarterly KPIs</b>										
NEI001	(Non-recycled waste) (kg)	95	101	196	195	296	400	No		
NEI003	(Litter) (%)	8%	8%	8%	8%	8%	8%	Yes		
NEI004	(Detritus) (%)	10%	10%	10%	9%	10%	10%	Yes		
NEI005	(Neighbourhood issues) (%)	95.50%	98.82%	95.50%	99.16%	95.50%	95.50%	Yes		
NEI006	(Fly-tip investigations) (%)	92.00%	99.39%	92.00%	99.01%	92.00%	92.00%	Yes		
NEI007	(Fly-tip: contract) (%)	90.00%	93.72%	90.00%	91.74%	90.00%	90.00%	Yes		
NEI008	(Fly-tip: non-contract) (%)	90.00%	94.67%	90.00%	95.22%	90.00%	90.00%	Yes		
NEI009	(Noise investigations) (%)	90.00%	88.76%	90.00%	90.95%	90.00%	90.00%	Yes		
NEI010	(Increase in homes) (no.)	41	13	69	57	87	230	Yes		
NEI011	(Commercial rent arrears) (%)	2.5%	2.0%	2.5%	2.0%	2.5%	2.5%	Yes		
NEI012	(Commercial premises let) (%)	98.00%	98.89%	98.00%	98.15%	98.00%	98.00%	Yes		
NEI013	(Waste recycled) (%)	30.00%	22.00%	30.00%	26.09%	30.00%	30.00%	No		
NEI014	Waste composted (%)	30.00%	37.64%	30.00%	35.00%	30.00%	30.00%	Yes		

# NEI001 How much non-recycled waste was collected for every household in the district?

**Additional Information:** This indicator supports reductions in the amount of residual waste collected, through less overall waste and more reuse, recycling and composting. Quarterly targets and performance details for this indicator are measured in kilograms per household, and represent the cumulative total for the year to date.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

## Current and previous quarters performance



Quarter	Target	Actual	Status
Q2/16/17	196	195	✓
Q1/16/17	95	101	✗
Q4/15/16	400	402	✗
Q3/15/16	299	297	✓
Q2/15/16	199	197	✓

Annual Target: 2016/17 - 400kg  
 2015/16 - 400kg  
 Indicator of good performance:  
 A lower waste figure is good  
 ↓ is the direction of improvement

Is it likely that the target will be met at the end of the year?  
 No

### Comment on current performance (including context):

(Q2 2016/17) - The outturn is within target but we still need to see if weights are increasing over the year

### Corrective action proposed (if required):

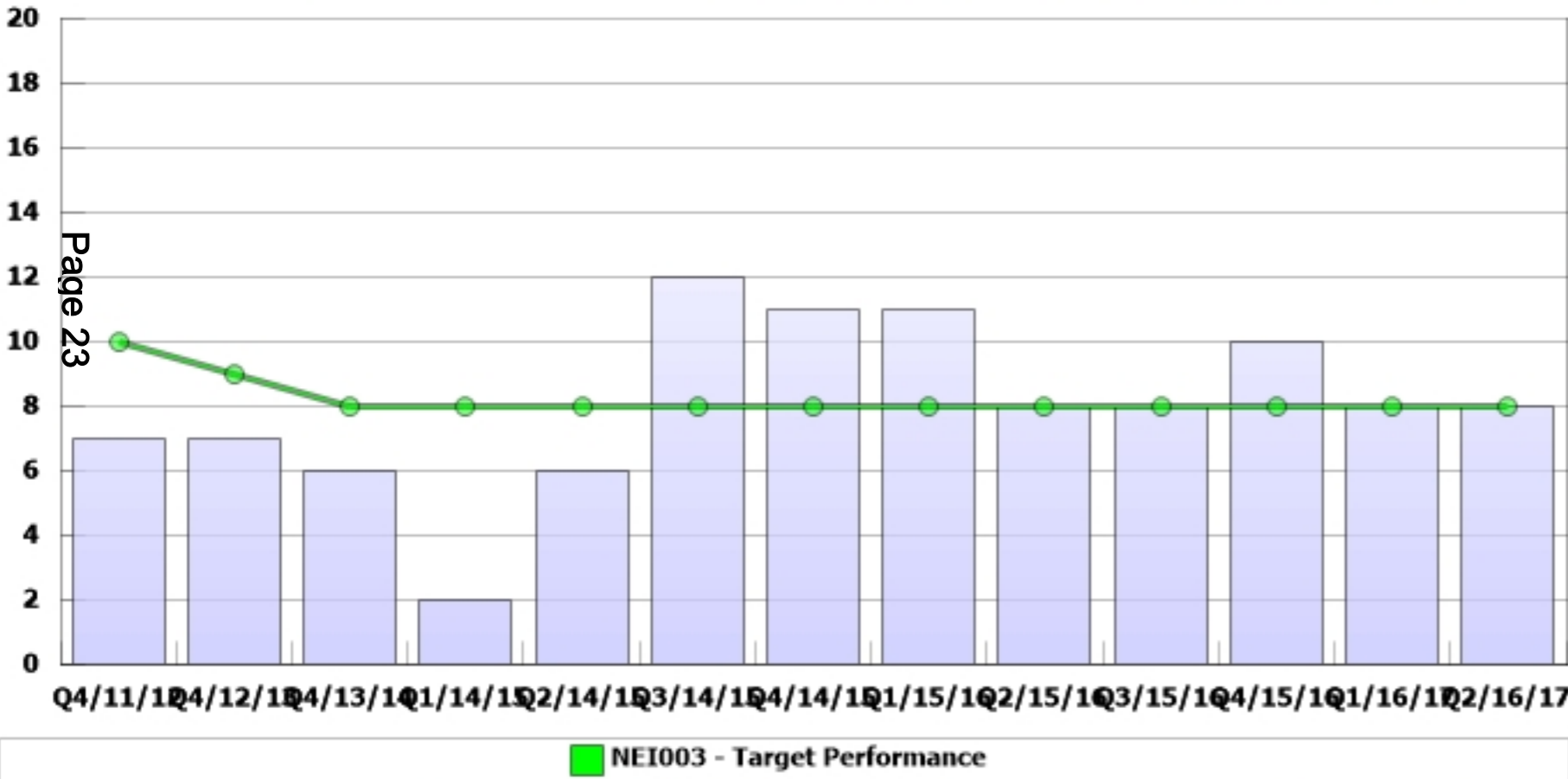
(Q2 2016/17) - Alternate strategies are being discussed to see what effective action can be taken. Levels of recycling in the residual waste are high with different reasons from type of containers and allowances made.

**NEI003 What percentage of our district had unacceptable levels of litter?**

**Additional Information:** This indicator seeks to reduce unacceptable levels of litter. Performance is based on surveys of prescribed sites carried out over four quarterly periods each year, and represents the percentage of relevant land with deposits of litter which exceed the acceptable level.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

**Current and previous quarters performance**



Quarter	Target	Actual	Status
Q2/16/17	8%	8%	✓
Q1/16/17	8%	8%	✓
Q4/15/16	8%	10%	✗
Q3/15/16	8%	8%	✓
Q2/15/16	8%	8%	✓

Annual 2016/17 - 8%  
 Target: 2015/16 - 8%

Indicator of good performance:  
 A lower percentage is good

↓ is the direction of improvement

Is it likely that the target will be met at the end of the year?

Yes

**Comment on current performance (including context):**

(Q2 2016/17) - New working arrangements should now keep the performance on target including joint inspections to ensure full understanding of issues that lead to failure

**Corrective action proposed (if required):**

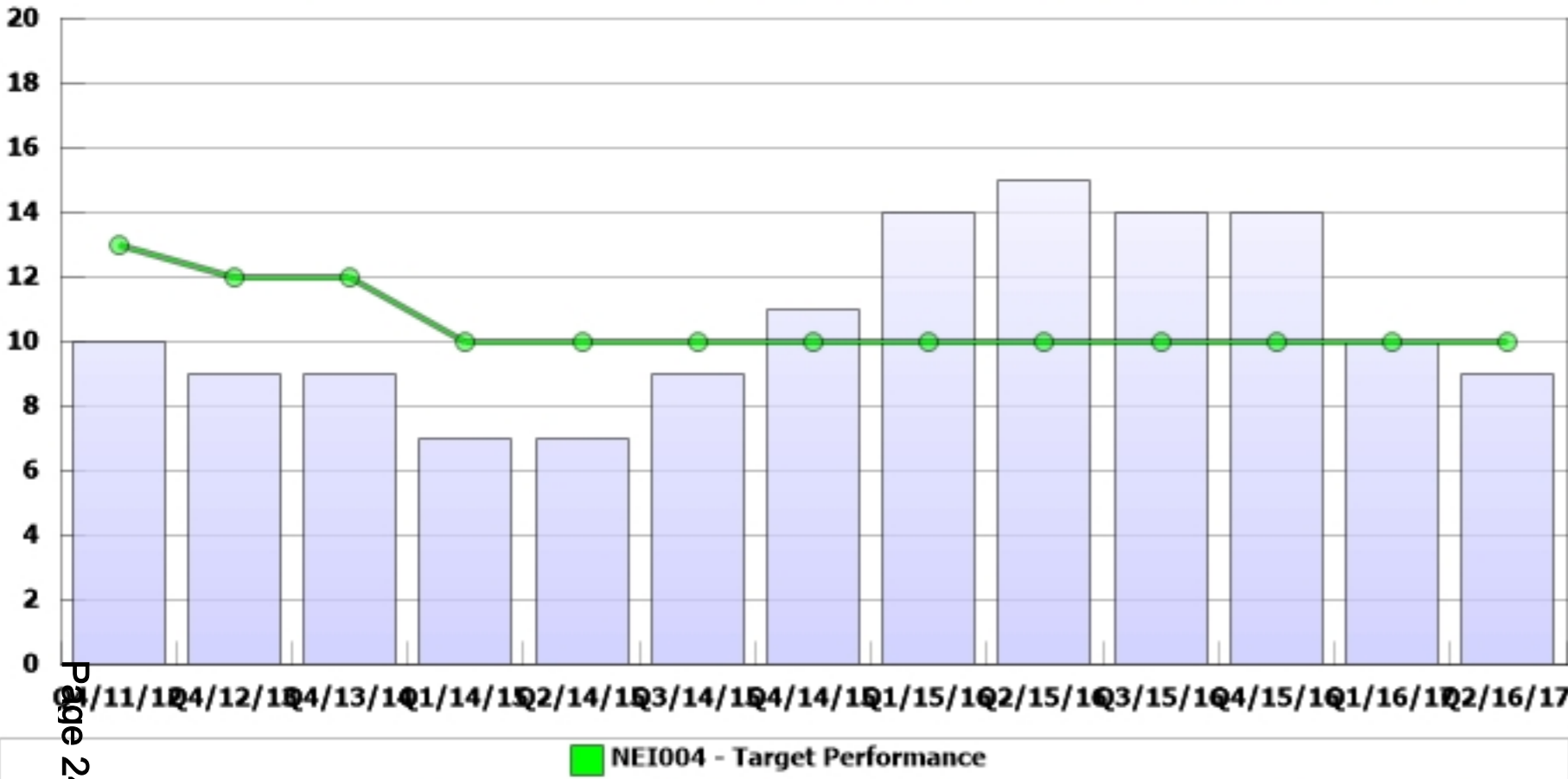
(Q2 2016/17) -

**NEI004 What percentage of our district had unacceptable levels of detritus (dust, mud, stones, rotted leaves, glass, plastic etc.)?**

**Additional Information:** This indicator seeks to reduce unacceptable levels of detritus. Performance is based on surveys of prescribed sites carried out over the four quarterly periods each year, and represents the percentage of relevant land with deposits of detritus which exceed the acceptable level.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

**Current and previous quarters performance**



Quarter	Target	Actual	Status
Q2/16/17	10%	9%	✓
Q1/16/17	10%	10%	✓
Q4/15/16	10%	14%	✗
Q3/15/16	10%	14%	✗
Q2/15/16	10%	15%	✗

Annual Target: 2016/17 - 10%  
 Target: 2015/16 - 10%  
 Indicator of good performance: A lower percentage is good  
 ↓ is the direction of improvement

Is it likely that the target will be met at the end of the year?  
 Yes



**Comment on current performance (including context):**

(Q2 2016/17) - Performance is now becoming more consistent - further joint work is planned to consolidate performance

**Corrective action proposed (if required):**

(Q2 2016/17) -

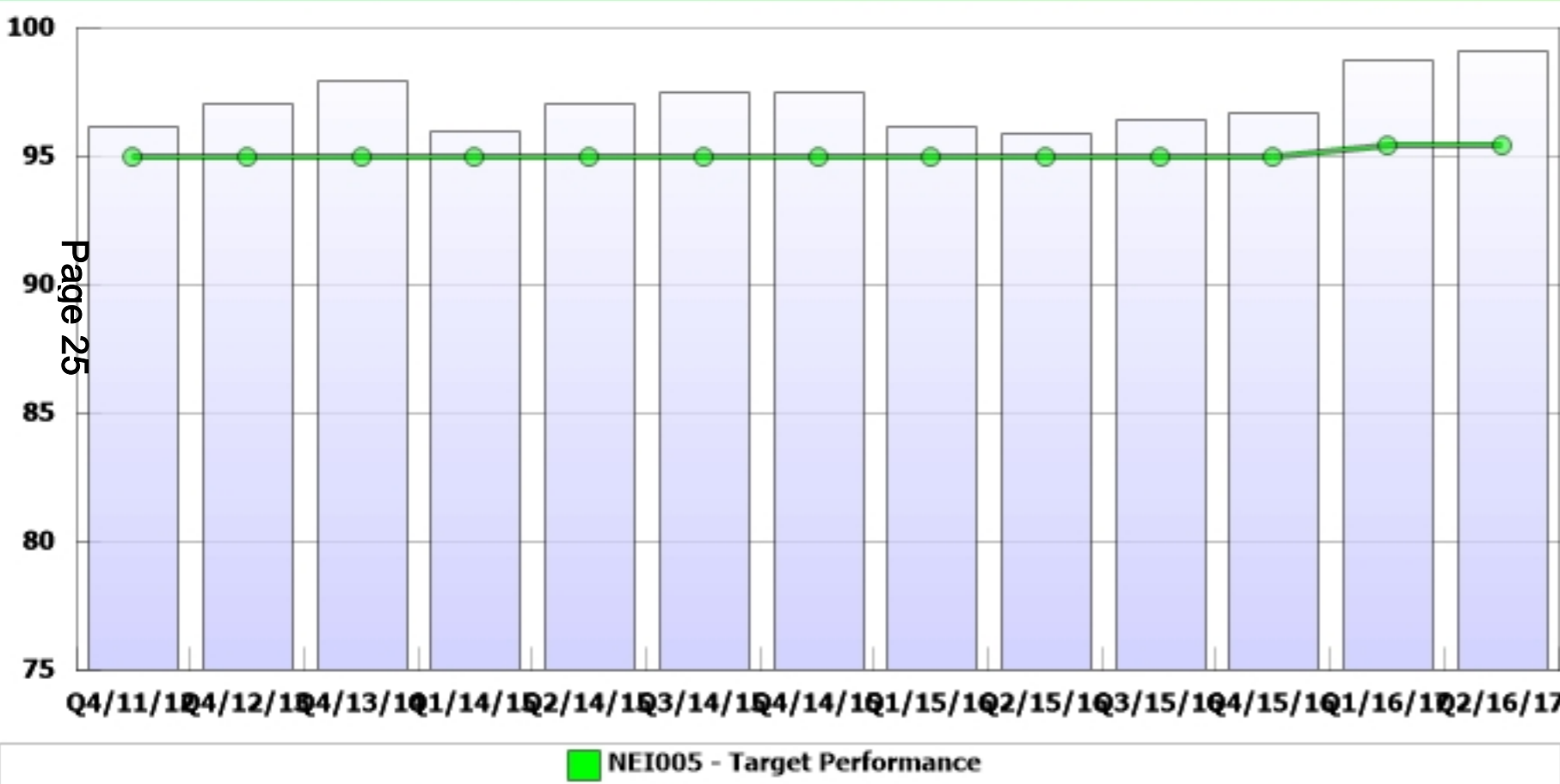


**NEI005 What percentage of the issues and complaints received by the Environment & Neighbourhoods Team received an initial response within 3 days?**

**Additional Information:** Dealing with 'enviro-crime' is a key element of the 'Safer, Cleaner, Greener' initiative, and this indicator measures the percentage of issues raised and complaints received by the Environment and Neighbourhoods Team that are responded to within three working days

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

**Current and previous quarters performance**



Quarter	Target	Actual	Direction of Improvement
Q2/16/17	95.50%	99.16%	↑
Q1/16/17	95.50%	98.82%	↑
Q4/15/16	95.00%	96.78%	↑
Q3/15/16	95.00%	96.46%	↑
Q2/15/16	95.00%	95.91%	↑

Annual Target: 2016/17 - 95.50%  
 Target: 2015/16 - 95.00%  
 Indicator of good performance: A higher percentage is good  
 ↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?  
 Yes



**Comment on current performance (including context):**

(Q2 2016/17) Target achieved. 2944 out of 2969 issues and complaints received an initial response within 3 working days

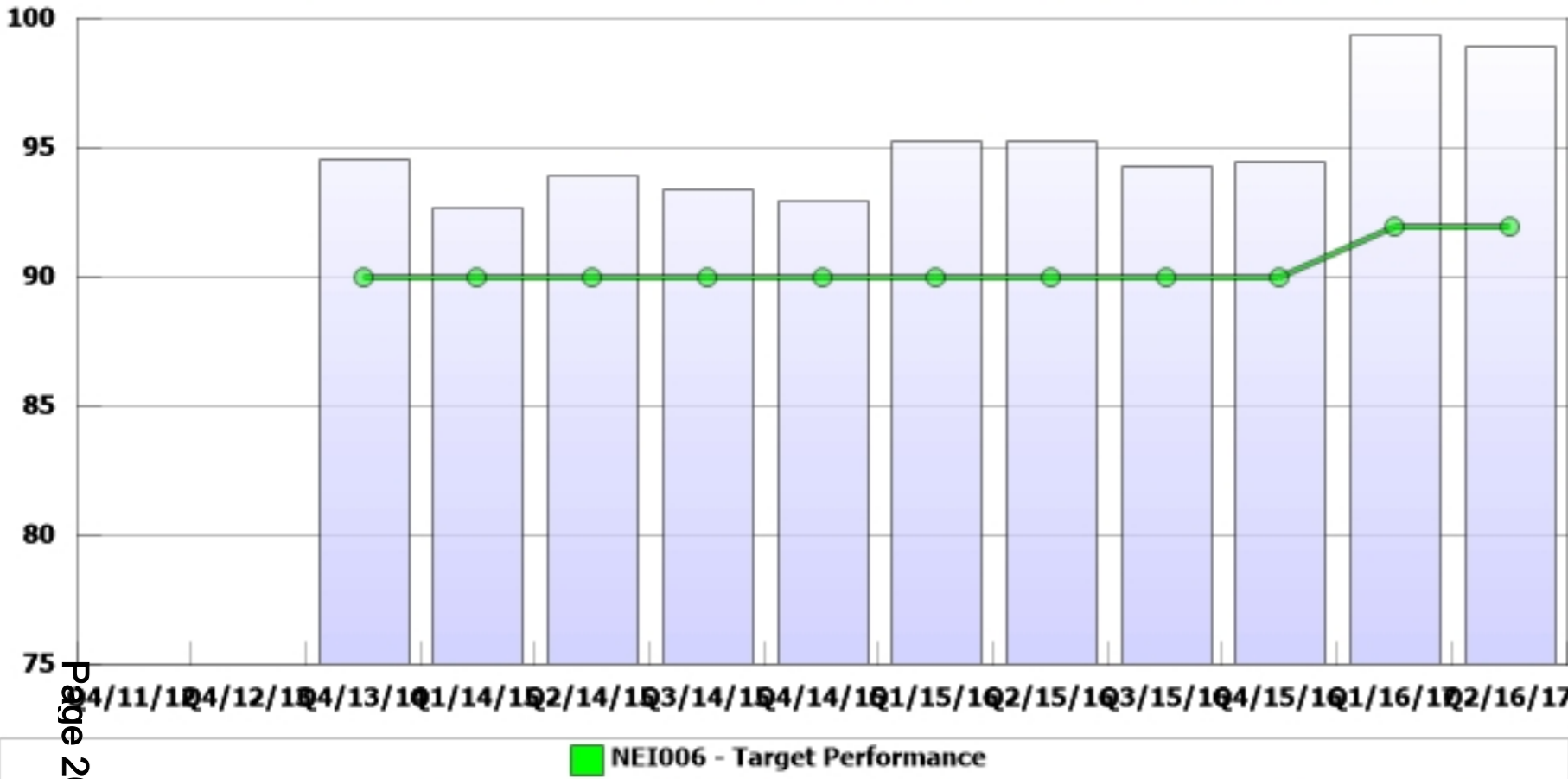
**Corrective action proposed (if required):**

**NEI006 What percentage of the recorded incidences of fly-tipping are investigated within 3 working days of being recorded?**

**Additional Information:** The Team register all fly-tipping incidents reported or found on public and private land in the district. Incidents that may have evidence that can lead to the source of the waste are investigated, subject to resources and priorities at that time. Clearance is delayed until investigated (unless there are other factors that require the waste to be cleared immediately).

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

**Current and previous quarters performance**



Quarter	Target	Actual	Direction of Improvement
Q2/16/17	92.00%	99.01%	↑
Q1/16/17	92.00%	99.39%	↑
Q4/15/16	90.00%	94.54%	↑
Q3/15/16	90.00%	94.32%	↑
Q2/15/16	90.00%	95.33%	↑

Annual Target: 2016/17 - 92.00%  
 Target: 2015/16 - 90.00%

Indicator of good performance:  
 A higher percentage is good

↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?  
 Yes



**Comment on current performance (including context):**

(Q2 2016/17) Target achieved 300 of 301 incidents of fly-tipping that were investigated in this period were within 3 working days of the fly-tip being recorded.

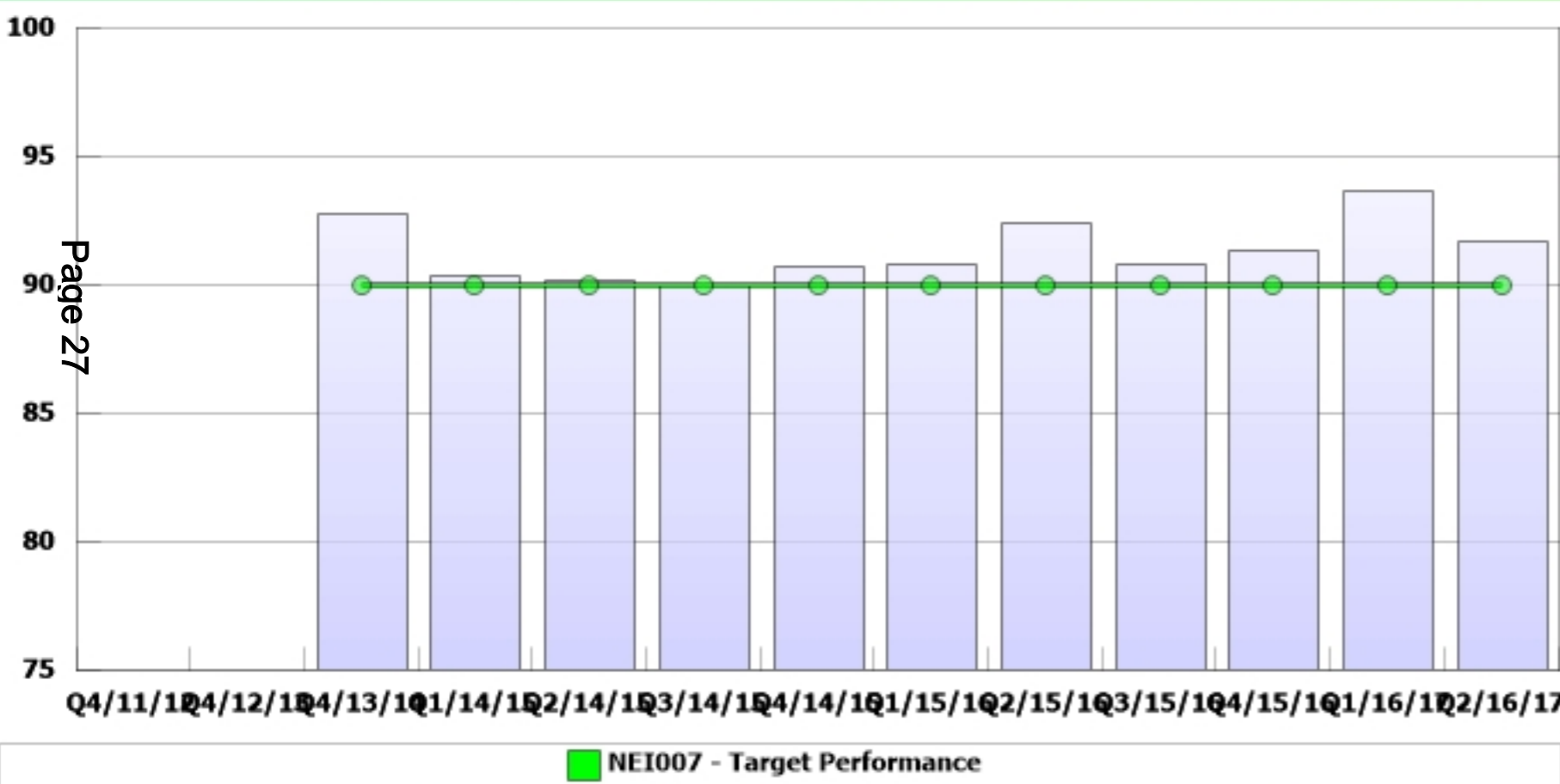
**Corrective action proposed (if required):**

**NEI007 What percentage of the recorded incidences of fly-tipping (contract cleared) are removed within 5 working days of being recorded?**

**Additional Information:** This indicator specifically considers fly-tip incidents which occur on land which the council is responsible for clearing and which can be cleared under the existing waste contract.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

**Current and previous quarters performance**



Quarter	Target	Actual	
Q2/16/17	90.00%	91.74%	✓
Q1/16/17	90.00%	93.72%	✓
Q4/15/16	90.00%	91.38%	✓
Q3/15/16	90.00%	90.89%	✓
Q2/15/16	90.00%	92.42%	✓

Annual 2016/17 - 90.00%  
 Target: 2015/16 - 90.00%

Indicator of good performance:  
 A higher percentage is good

↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?

Yes



**Comment on current performance (including context):**

(Q2 2016/17) Target achieved. 422 of 460 (91.74%) incidents were cleared under the waste contract within the target of 5 working days.

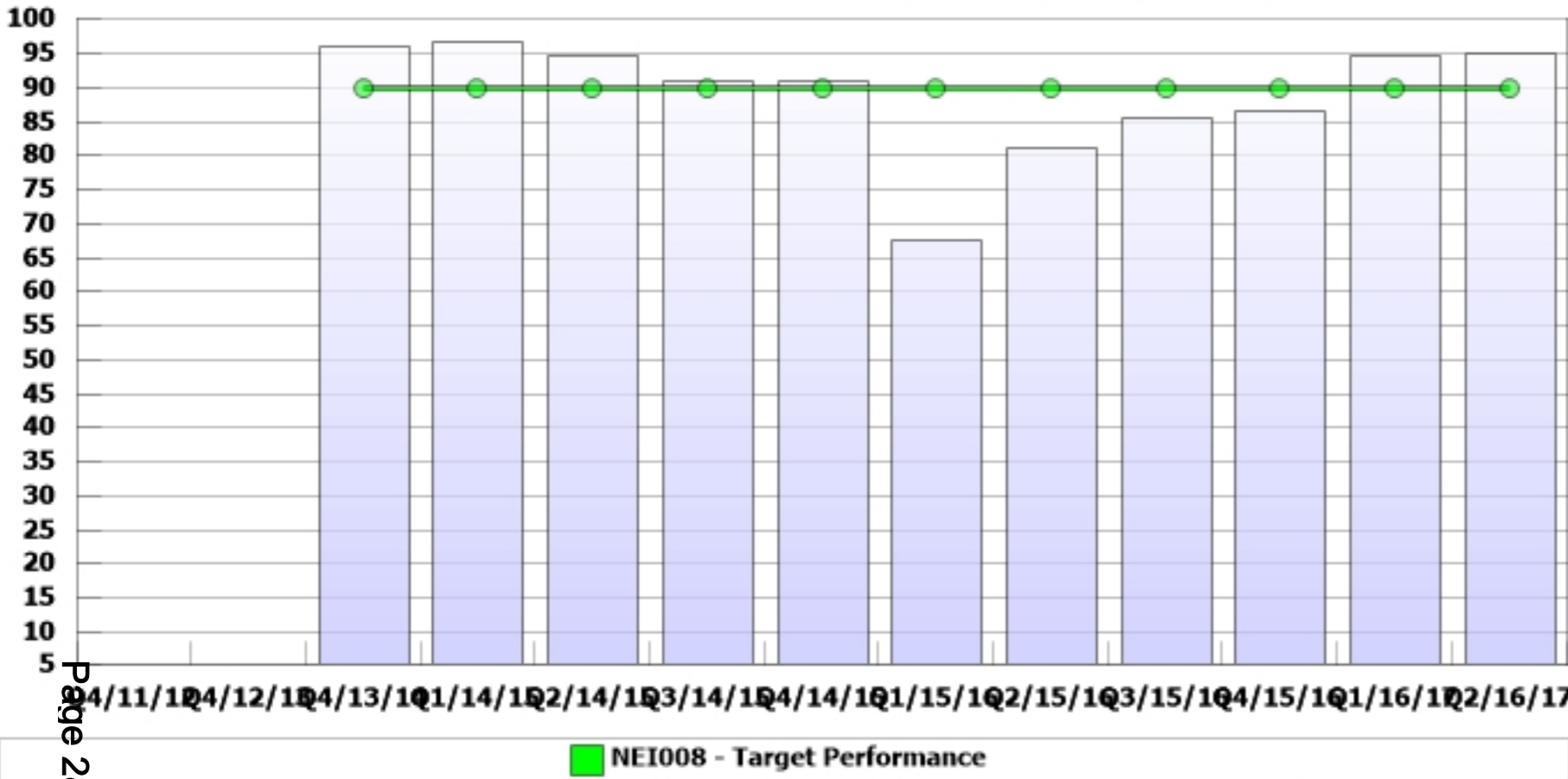
**Corrective action proposed (if required):**

**NEI008 What percentage of the recorded incidences of fly-tipping (variation order / non-contract) are removed within 10 working days of being recorded?**

**Additional Information:** This indicator specifically considers fly-tip incidents which occur on land which the council is responsible for clearing and which require an additional variation order or other non-contract clearance.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

**Current and previous quarters performance**



Quarter	Target	Actual	Status
Q2/16/17	90.00%	95.22%	✓
Q1/16/17	90.00%	94.67%	✓
Q4/15/16	90.00%	86.49%	✗
Q3/15/16	90.00%	85.64%	✗
Q2/15/16	90.00%	81.28%	✗

Annual Target: 2016/17 - 90.00%  
 Target: 2015/16 - 90.00%

Indicator of good performance:  
 A higher percentage is good

↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?  
 Yes



**Comment on current performance (including context):**

(Q2 2016/17) The target has been achieved. 418 incidents were cleared within 10 working days, out of 439 incidents = 95.22%

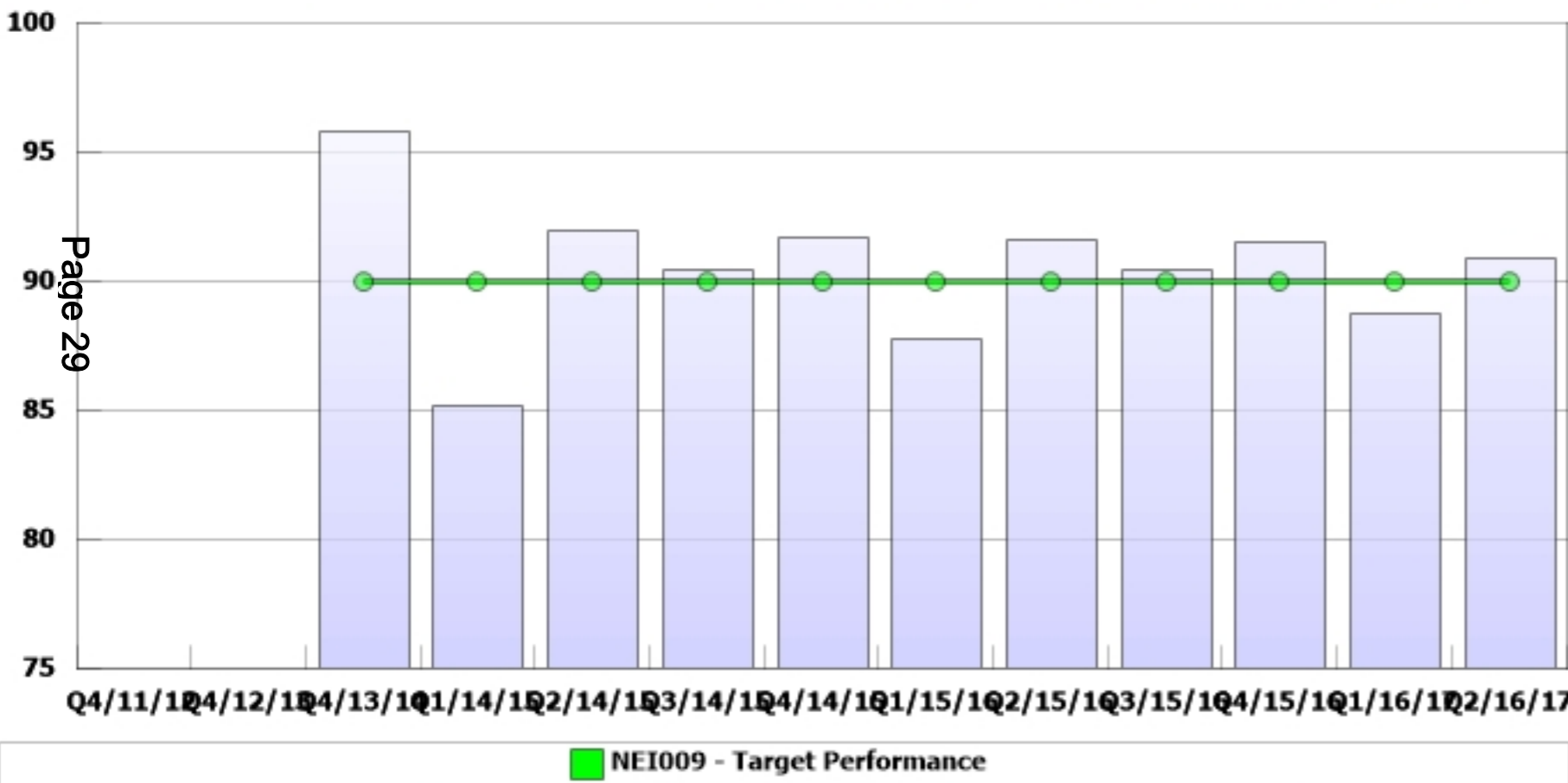
**Corrective action proposed (if required):**

**NEI009 What percentage of out of hours (OOH) noise complaints are responded to within 15 minutes?**

**Additional Information:** The callout service for noise complaints is 24 hours (restricted emergency service after 00:00 and before 13:00 at the weekend). Calls are recorded by the Council's stand-by officer and passed to the duty noise officer who telephones the complainant. A response has been made when the duty noise officer has telephoned the complainant.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

**Current and previous quarters performance**



Quarter	Target	Actual	Status
Q2/16/17	90.00%	90.95%	✓
Q1/16/17	90.00%	88.76%	✗
Q4/15/16	90.00%	91.56%	✓
Q3/15/16	90.00%	90.52%	✓
Q2/15/16	90.00%	91.63%	✓

Annual Target: 2016/17 - 90.00%  
 Target: 2015/16 - 90.00%  
 Indicator of good performance: A higher percentage is good  
 ↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?  
 Yes



**Comment on current performance (including context):**

(Q2 2016/17) The target has been achieved.  
 211 of 232 calls achieved the target and received a call back within 15 minutes.

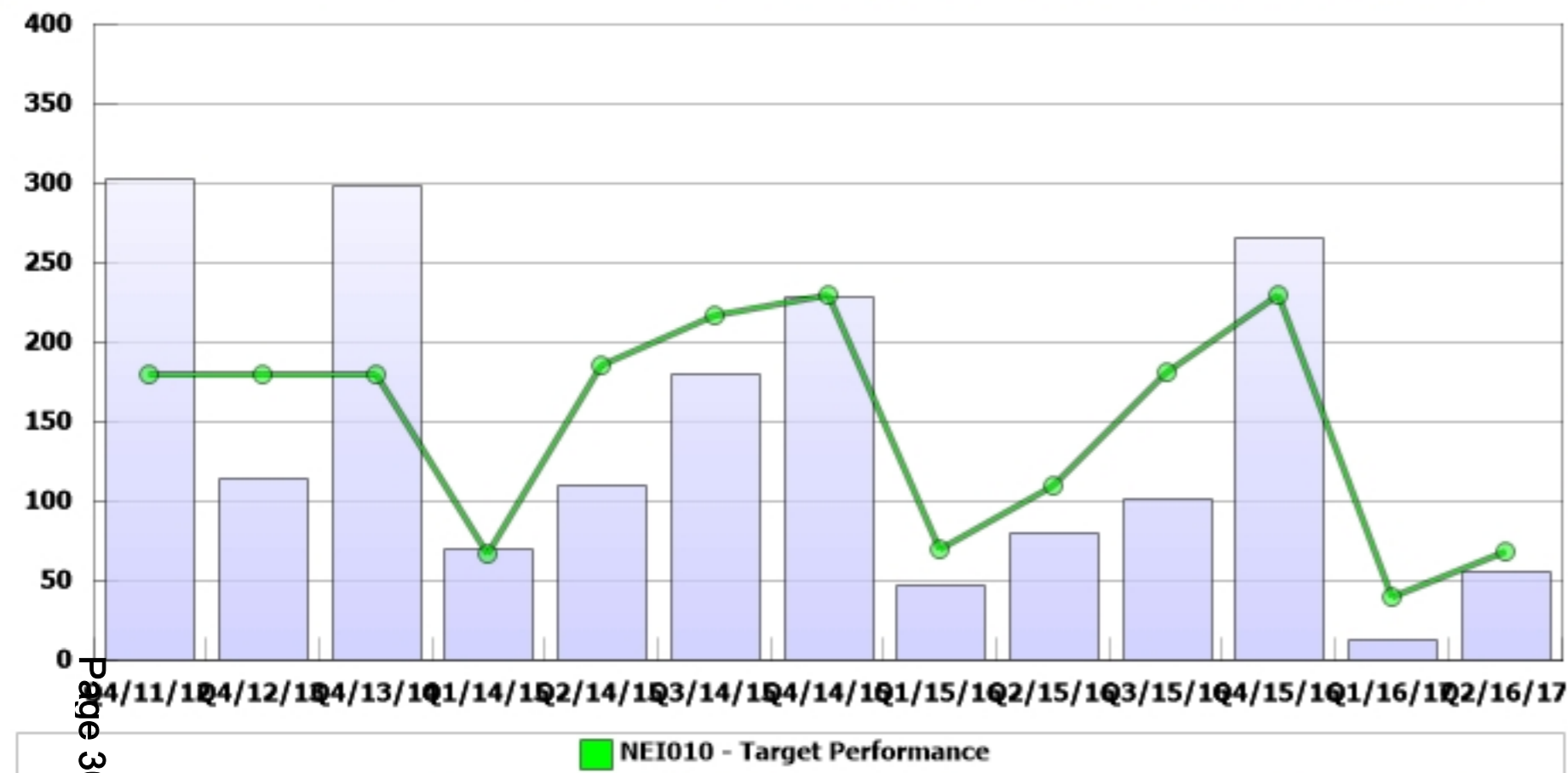
**Corrective action proposed (if required):**

# NEI010 What was the net increase or decrease in the number of homes in the district?

**Additional Information:** This indicator encourages a greater supply of new homes to address long-term housing affordability issues, and measures the net increase in dwelling stock over one year. Quarterly targets and performance details for this indicator represent the cumulative total for the year to date.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on [performance@eppingforestdc.gov.uk](mailto:performance@eppingforestdc.gov.uk) or by telephone on 01992 564042.

## Current and previous quarters performance



Quarter	Target	Actual	Status
Q2/16/17	69	57	✗
Q1/16/17	41	13	✗
Q4/15/16	230	267	✓
Q3/15/16	182	102	✗
Q2/15/16	111	81	✗

Annual Target: 2016/17 - 230  
2015/16 - 230

Indicator of good performance:  
A higher number is good

↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?  
 Yes

### Comment on current performance (including context):

(Q2-2016/17) - Our Quarter 2 KPI figure is 44, and our quarterly cumulative figure is 57. Our target cumulative figure for the Q2 is 69. It appears that if this rate of housing completions were to continue it would mean that we would fail to meet our Annual Target for 2016/17 housing Completions of 230 additional units.

### Corrective action proposed (if required):

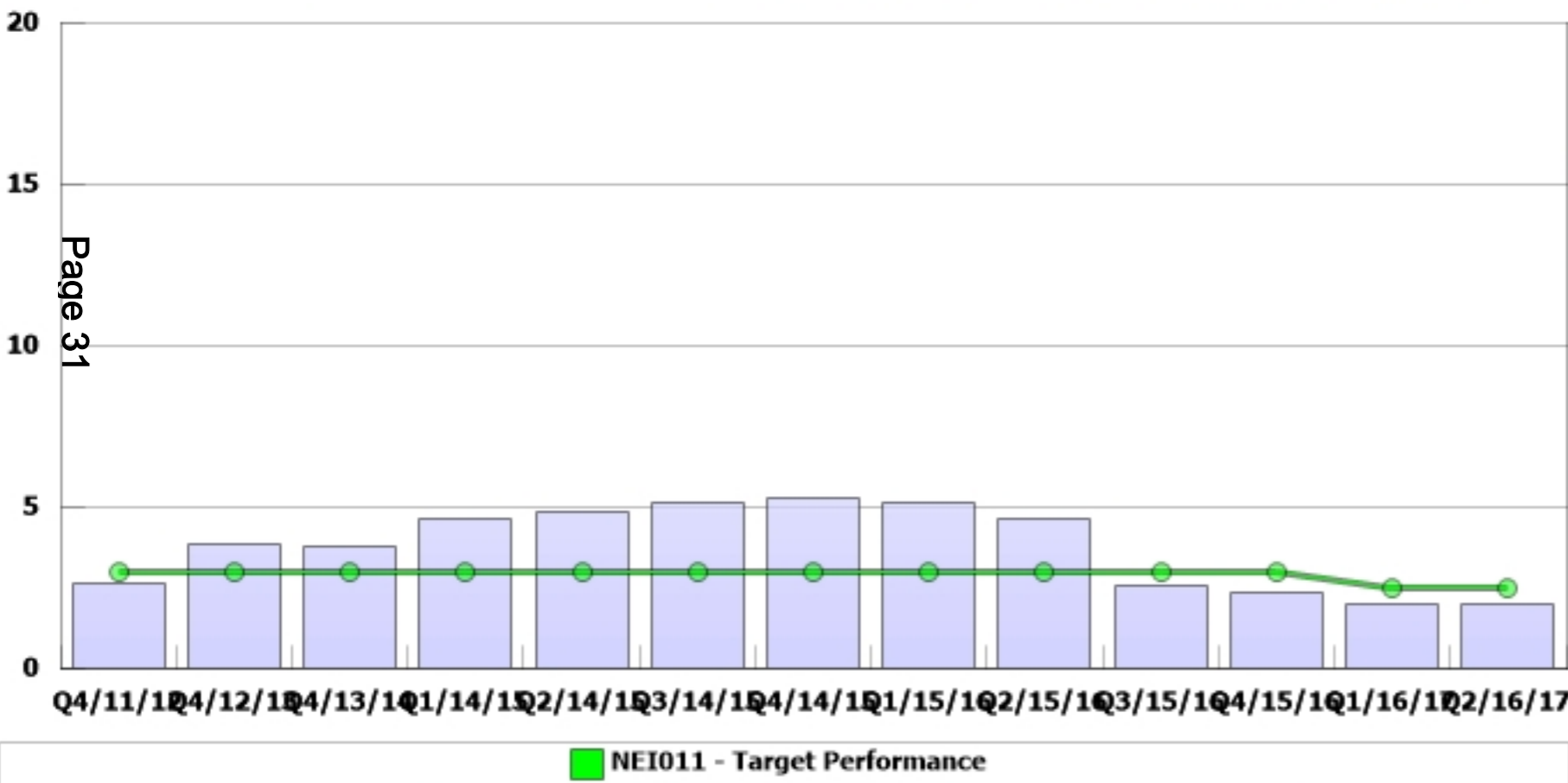
(Q2 2016/17) - None proposed at this time.  
  
It is important to note that the Council has a limited influence over housing completion figures meeting targets. However, previous data shows that majority of completions take place during the Quarter 4 period. Provision for future housing development made through new housing designations in the Draft Local Plan will further encourage housing completion rates in the future.

# NEI011 What percentage of the rent we were due to be paid for our commercial premises was not paid?

**Additional Information:** This indicator is a measure of a local authority's rent collection and arrears recovery service for its property portfolio and assists in monitoring the collection of important income to the Council. Performance against this indicator is reported on a quarterly basis.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on [performance@eppingforestdc.gov.uk](mailto:performance@eppingforestdc.gov.uk) or by telephone on 01992 564042.

## Current and previous quarters performance



Quarter	Target	Actual	Status
Q2/16/17	2.5%	2.0%	✓
Q1/16/17	2.5%	2.0%	✓
Q4/15/16	3.0%	2.4%	✓
Q3/15/16	3.0%	2.6%	✓
Q2/15/16	3.0%	4.7%	✗

Annual Target: 2016/17 - 2.5%  
 Annual Target: 2015/16 - 3.0%

Indicator of good performance:  
 A lower percentage is good

↓ is the direction of improvement

Is it likely that the target will be met at the end of the year?  
 Yes



### Comment on current performance (including context):

(Q2 2016/17) - target met (actual - 1.97% arrears over 90 days old). Slight improvement. 1st use of Propman system.

### Corrective action proposed (if required):

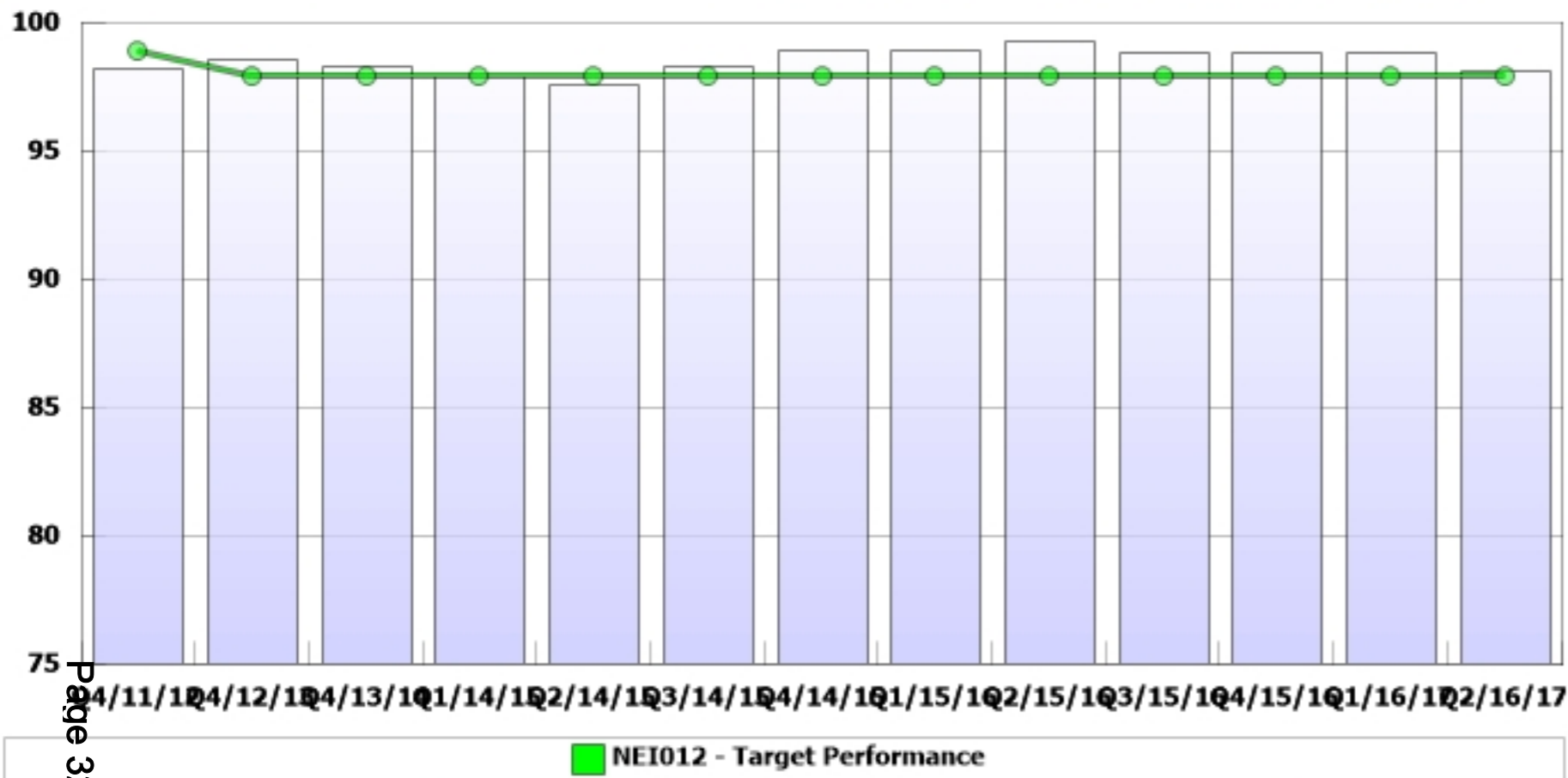
(Q2 2016/17) - continue with pro-active arrears management and timely issuing of invoices and reminders.

# NEI012 What percentage of our commercial premises was let to tenants?

**Additional Information:** This indicator monitors the effectiveness of the local authority's asset management function and helps to monitor the vitality of the Council's commercial and industrial portfolio. Performance against this indicator is reported on a quarterly basis.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

## Current and previous quarters performance



Quarter	Target	Actual
Q2/16/17	98.00%	98.15%
Q1/16/17	98.00%	98.89%
Q4/15/16	98.00%	98.89%
Q3/15/16	98.00%	98.89%
Q2/15/16	98.00%	99.32%



**Annual Target:** 2016/17 - 98.00%  
 2015/16 - 98.00%

Indicator of good performance:  
 A higher percentage is good

↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?  
 Yes



### Comment on current performance (including context):

(Q2 2016/17) - Performance achieved target for this quarter.  
 12 & 14 The Broadway, Debden, Loughton: Post office lease formally ended on 10 Dec 2015 therefore property now vacant  
 42 The Broadway, Debden, Loughton: property added as vacant as no longer intention to demolish

### Corrective action proposed (if required):

(Q2 2016/17) - Since above vacancies new terms agreed on 12-14 Broadway.  
 42 The Broadway, Debden, Loughton : Discussions on-going with potential tenant.  
 12 Hillhouse, Waltham Abbey - being marketed.

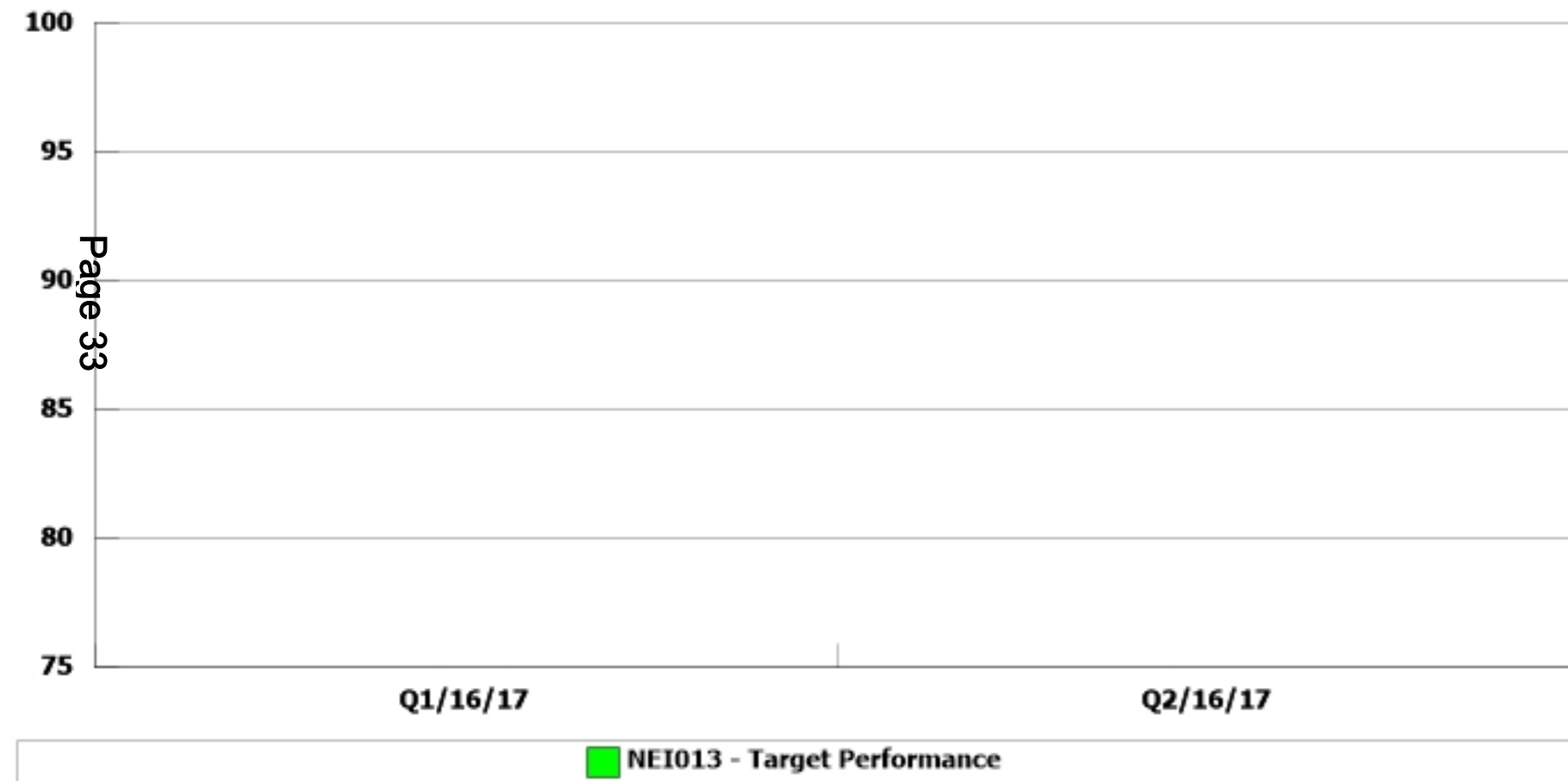


**NEI013 What percentage of all household waste was sent to be recycled or reuse?**

**Additional Information:** This indicator supports year on year reductions in the amount of residual waste collected, and measures the percentage of household waste arisings sent for recycling or reuse.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on performance@eppingforestdc.gov.uk or by telephone on 01992 564042.

**Current and previous quarters performance**



Quarter	Target	Actual
Q2/16/17	30.00%	26.09%
Q1/16/17	30.00%	22.00%



Annual Target: 2016/17 - 30.0%  
 2015/16 - New Indicator  
 Indicator of good performance:  
 A higher percentage is good

↑ is the direction of improvement

Is it likely that the target will be met at the end of the year?

No

**Comment on current performance (including context):**

(Q2 2016/17) - This is a new indicator to measure the dry recycling separately from that sent for composting or anaerobic digestion (NEI014). Targets will need to be re adjusted according to trends to get an accurate target however performance is moving in the right direction.

**Corrective action proposed (if required):**

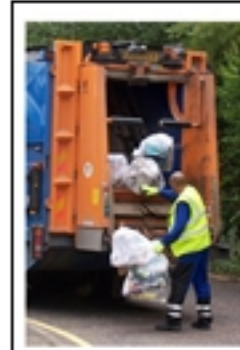
(Q2 2016/17) This is a new Indicator and is intended to focus on the dry recycling performance. It may be necessary to revise the target but it is too early to do so at this stage.

# NEI014 What percentage of all household waste was sent to be composted or anaerobic digestion?

**Additional Information:** This indicator supports year on year reductions in the amount of residual waste collected, and measures the percentage of household waste arisings sent for composting or anaerobic digestion.

For enquiries regarding this indicator contact the Performance Improvement Unit by email on [performance@eppingforestdc.gov.uk](mailto:performance@eppingforestdc.gov.uk) or by telephone on 01992 564042.

## Current and previous quarters performance



Is it likely that the target will be met at the end of the year?

Yes

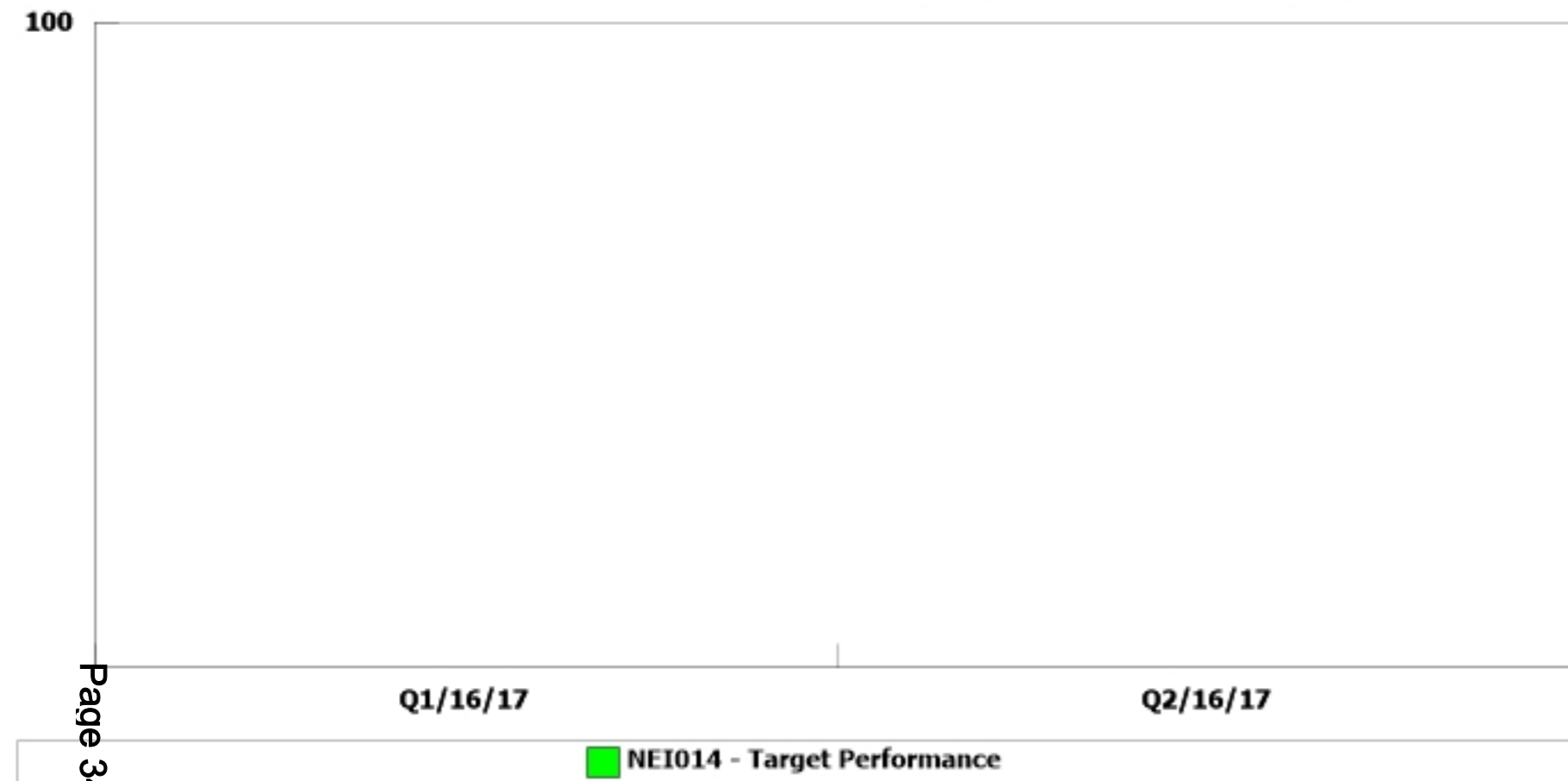
Quarter	Target	Actual
Q2/16/17	30.00%	35.00%
Q1/16/17	30.00%	37.64%



Annual 2016/17 - 30.0%  
Target: 2015/16 - New Indicator

Indicator of good performance:  
A higher percentage is good

↓ is the direction of improvement



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### Comment on current performance (including context):

(Q2 2016/17) On projected target for time of year. The target will be revised for next year to still have a target of 60% overall but to decrease the target of NEI013 and increase NEI014

### Corrective action proposed (if required):

(Q2 2016/17)  
This is a new Indicator, previously reported under the total recycling indicator, the intention is to keep track of food and garden waste recycling performance. The Indicator will vary during the course of the year depending on weather and grass growing conditions.

**NEI10 What was the net increase or decrease in the number of homes in the District?**

Outturn			Target
2013/14	2014/15	2015/16	2016/17
299	229	267	230

**Responsible Officer**

**Derek Macnab**  
Director of Neighbourhoods

Improvement Action	Target Dates	Key Measures / Milestones
<p>The current target is set taking into account recent performance. The number of new units built in the District exceeded the target in 2015/16.</p> <p>The housing target for the District will be determined in the new Local Plan. The Strategic Housing Market Assessment (2015) identified an objectively assessed housing need of 11,300 over the period 2011 – 2031, amounting to 565 units per annum. However, it is clear that this figure alone does not equate to an appropriate housing target. Work on preparing the new Local Plan is progressing, with the next public consultation event due to be held in the autumn of 2016.</p>	<p>Draft plan Preferred Approach consultation – Autumn 2016</p>	<p>Draft plan Preferred Approach consultation – Autumn 2016</p> <p>Pre-Submission representation period – Spring 2017</p> <p>Submission for Examination – Autumn 2017</p>

**Please detail any budget or resource implications of the improvement actions you have listed overleaf. Please quantify any additional resources which will be required to implement the improvements and detail how the additional resources will be allocated.**

The Local Plan budget is monitored and reviewed periodically to ensure sufficient resources are available to deliver the Local Plan.

**Please describe any contextual factors, internal or external, which may impact upon the ability to deliver the improvements listed.**

The Planning system is in a continued state of flux, and whilst best endeavours are being made to ensure the new Local Plan is delivered as quickly as possible, the significant external influences of continued changes to policy and guidance at a national level are a substantial risk.

There is a substantial level of cooperation required between Epping Forest District and several of the neighbouring authorities. At officer and Member level there are working groups that have been established to facilitate discussion and agreement on key issues, such as the levels of housing and employment growth. Until such point as agreement is reached between the authorities, there is a significant risk to the delivery of the Council's Local Plan.



### **Report to: Neighbourhoods Select Committee**

**Date of meeting: 15 November 2016**

**Portfolio:** Leader (Councillor C. Whitbread)

**Subject:** Corporate Plan Key Action Plan 2016/17 – Quarter 2 progress

**Officer contact for further information:** Barbara Copson (01992 564042)

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

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

- (1) That the Committee review the first quarter (Q2) progress of the Corporate Plan Key Action Plan for 2016/17 in relation to its areas of responsibility; and
- (2) That the Committee identifies any actions arising from the Corporate Plan Key Action Plan for 2016/17 Q2 within its areas of responsibility, which require in-depth scrutiny or further report on current progress.

#### **Executive Summary:**

The Corporate Plan is the Council's key strategic planning document, setting out its priorities over the five-year period from 2015/16 to 2019/20. The priorities or Corporate Aims are supported by Key Objectives, which provide a clear statement of the Council's overall intentions for these five years.

The Key Objectives are delivered by an annual action plan, with each year building upon the progress against the achievement of the Key Objectives for previous years. The annual action plans contain a range of actions designed to achieve specific outcomes and are working documents and are therefore subject to change and development to ensure the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement.

The Corporate Plan Key Action Plan for 2016/17 was agreed by the Cabinet in March 2016. Progress in relation to all actions and deliverables is reviewed by the Cabinet, the Overview and Scrutiny Committee, and the appropriate Select Committee, on a quarterly basis.

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

It is important that relevant performance management processes are in place to review progress against the key objectives, to ensure their continued achievability and relevance, and to identify proposals for appropriate corrective action in areas of slippage or under-performance.

Some actions have cross directorate responsibility. Where this is the case the most appropriate Select Committee is requested to consider the action. This report presents progress against the Key Action Plan for 2016/17 for actions most appropriately considered by the Neighbourhoods Select Committee.

## Other Options for Action:

Actions with cross directorate responsibility could be considered by an alternative Select Committee, or not considered by the Select Committees.

## Report:

1. The Corporate Plan 2015-2020 is the Council's highest level strategic document. It sets the strategic direction for the authority for the five year lifetime of the Plan. It focuses on a number of key areas that the Council needs to focus on during that time and helps to prioritise resources to provide quality services and value for money. These key areas are known as the Corporate Aims and are supported by a set of Key Objectives which represent the Council's high-level initiatives and over-arching goals to achieve the Corporate Aims. The Key Objectives are in turn, delivered via an annual Key Action Plan.
2. The Key Action Plan 2016/17 is populated with actions or deliverables designed to secure progress against each of the Key Objectives during 2016/17. During the subsequent years in the lifetime of the Key Objectives, annual action plans will be developed which build on progress achieved during preceding years.
3. The annual action plans are working documents are subject to change and development to ensure that the actions remain relevant and appropriate, and to identify opportunities to secure further progress or improvement. During quarter 2, action (i) (b) 5) became no longer required. This is because the Cabinet has decided not to pursue this action, and to construct a car park on the land instead.
4. Progress against the Key Action Plan is reviewed on a quarterly basis to ensure the timely identification and implementation of appropriate further initiatives or corrective action where necessary. Quarter 2 progress against the individual actions of the 2016/17 Key Action Plan, is as below and a schedule detailing outturn progress against the forty-nine (49) individual actions of the 2016/17 Key Action plan, is attached as Appendix 1 to this report. In reporting progress, the following 'status' indicators have been applied to the to individual actions:

**Achieved (Green)** - specific deliverables or actions have been completed or achieved in accordance with in-year targets;

**On-Target (Green)** - specific deliverables or actions will be completed or achieved in accordance with in-year targets;

**Under Control (Amber)** - specific deliverables or actions have not been completed or achieved in accordance with in-year targets, but completion/achievement will be secured by a revised target date (specified) or by year-end;

**Behind Schedule (Red)** - specific deliverables or actions have not been completed or achieved in accordance with in-year targets and completion/achievement may not be secured by year-end; and

**Pending (Grey)** - specific deliverables or actions cannot currently be fully completed or achieved, as they rely on the prior completion of other actions or are dependent on external factors outside the Council's control.

5. There are 49 actions **in total** for which progress updates for Q2 are as follows:
  - 29 (59%) of these actions have been 'Achieved' or are 'On Target'
  - 14 (29%) of these actions are 'Under Control'
  - 2 (4%) are 'Behind Schedule'
  - 4 (8%) are 'Pending'

12 actions fall within the areas of responsibility of the Neighbourhoods Select Committee. At the end of Q2:

- 9 (75%) of these actions have been 'Achieved' or are 'On-Target'
- 2 (17%) of these actions are 'Under Control'
- 1 (8%) of these actions are 'Behind Schedule'
- 0 (0%) of these actions are 'Pending'

6. The Committee is requested to review the Q2 progress against Key Action Plan for 2016/17 as set out in Appendix 1 of this report, and identify any actions that require more in-depth scrutiny or further progress reports.

7. This report will also be considered by the Cabinet on 1 December 2016 and the Overview and Scrutiny Committee on 19 December 2016.

**Resource Implications:** None for this report.

**Legal and Governance Implications:** None for this report. Performance monitoring contributes to the delivery of value for money.

**Safer, Cleaner, Greener Implications:** None for this report.

**Consultation Undertaken:** The performance information set out in this report has been submitted by each responsible service director.

**Background Papers:** Relevant documentation is held by responsible service directors.

**Impact Assessments:**

**Risk Management:** None for this report.

**Equality:** None for this report.

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**Aim (i) To ensure that the Council has appropriate resources, on an ongoing basis, to fund its statutory duties and appropriate discretionary services whilst continuing to keep Council Tax low.**

Key Objective (i)(b) To continue to review and develop the Council’s own assets and landholdings for appropriate uses, in order to maximise revenue streams and capital receipts, and to deliver the following key projects:

- The Epping Forest Shopping Park, Loughton
- Council Housebuilding Programme
- St John’s Redevelopment Scheme, Epping
- North Weald Airfield

Action	Lead Directorates	Target Date	Status	Progress
4) To facilitate, by the purchase of Essex County Council's interest and subsequent disposal to the preferred developer, the St John's Road redevelopment scheme.	Neighbourhoods	31-Oct-16	On Target	(Q1 2016/17) - The final terms of the purchase of the County Council's interest and subsequent disposal to Frontier Estates have been agreed and are to be considered by the respective Cabinet Committees in July 2016. The agreement will be in principle subject to further confirmation from the Secretary of State with regard to State Aid Regulations. (Q2 2016/17) - Following the receipt of the State Aid consent from the Secretary of State, the final drafting of the Legal Documentation for the District Council's purchase and subsequent sale to Frontier Estates at Essex County Council's interest in the site is nearing conclusion. Hope to practically complete by the end of October.
6) Evaluate the submissions received for North Weald Airfield marketing exercise	Neighbourhoods	30-Nov-16	Behind Schedule	(Q1 2016/17) - Submissions received in response to the expressions of interest have been assessed by the Asset Management Cabinet Committee. Specification for procurement of an operational partner under OEJU regulations has commenced. (Q2 2016/17) - As Q1.

7) Progress the Epping Forest Shopping Park Scheme  
Neighbourhoods 31-Oct-16



On Target

(Q1 2016/17) - Tenders have been received for the construction of the main Shopping Park, which further to final evaluation, will be recommended for approval at the Council's July Cabinet. Delays have been experienced with reaching agreement with Essex County Council on the final specifications and working methodology for the Highways Works. Whilst marketing is proceeding well, the Shopping Park is now not likely to open until Summer 2017.

(Q2 2016/17) - The main construction contractor McLaughlin and Harvey took possession of the site in mid-September. Good mobilisation and clearance works have been achieved. 41 week construction programme on target. Highways Contractor has commenced S278 works. Some delays in relation to the need to locate new attenuation tanks. Shopping Park still on target to open in August 2017.

Key Objective (i)(c) To explore appropriate opportunities to make savings and increase income through the shared delivery of services with other organisations, where such arrangements would provide improved and/or more cost effective outcomes.

Action	Lead Directorates	Target Date	Status	Progress
2) Include a clause as standard in new commercial leases, to require the use of the Building Control service	Neighbourhoods	30-Apr-16	Achieved	(Q1 2016/17) - Clause being prepared for inclusion in new commercial leases. (Q2 2016/2017) - Clause completed. Evidence of commissions being achieved.
4) Include as standard in the specification for new contracts to	Neighbourhoods Resources	30-Apr-16	On Target	(Q1 2016/17) - The contract for the construction of the new Leisure Centre at Waltham Abbey and any other refurbishments will reflect the

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upgrade Council facilities, a requirement to use the in-house Building Control service.

5) For major development projects in which the Council has a sole or significant interest, ensure building regulations work is carried out by the in-house team

Neighbourhoods 30-Apr-16



Achieved

requirement to use the in-house Building Control Service.

(Q2 2016/17) - As (i)(c) previous.

(Q1 2016/17) - Opportunities are being offered to undertake the work.

(Q2 2016/17) - The in-house building control team are undertaking the work in relation to the Epping Forest Shopping Park and will be recommended for the potential new Leisure Centre in Waltham Abbey.

**Aim (ii) To ensure that the Council has a sound and approved Local Plan and commences its subsequent delivery**

Key Objective (ii)(a) To produce a sound Local Plan, following consultation with local residents and working with neighbouring councils, that meets the needs of our communities whilst minimising the impact on the District’s Green Belt.

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Action	Lead Directorates	Target Date	Status	Progress
2) To undertake Phase II of a comprehensive Green Belt Review as a key component of the local Plan evidence base.	Neighbourhoods	31-Jan-16	Achieved	(Q1 2016/17) - Phase II of the Green Belt Review has been completed and now forms part of the evidence base in undertaking individual site assessment work. (Q2 2016/17) - Draft Plan agreed for consultation to include Green Belt Assessment.  (Note: this action was carried over from last year’s plan and completed this year).
3) Agree a Draft Local Plan and undertake the appropriate sustainability appraisal.	Neighbourhoods	31-May-16	Under Control	(Q1 2016/17) - New Local Plan Development Scheme due to consideration at the July Cabinet Committee. Sustainability appraisals underway.  (Q2 2016/17) - Cabinet to consider draft Plan in October. Consultation period to run from the 31 October to the 12 December 2016. LDS timeframes still being achieved.

4) Undertake all necessary consultations and negotiations under the Duty to Co-operate with Neighbouring Authorities	Neighbourhoods	31-Mar-17		On Target	<p>(Q1 2016/17) - The work of the Co-operation for Sustainable Development Board is ongoing fulfilling the requirements of the Duty to Co-operation. Currently chaired by EFDC but due to transfer to East Herts in June. Intention is for the four authorities within the Strategic Housing Market Area to consult simultaneously in the Autumn.</p> <p>(Q2 2016/2017) - Work of the Duty to Co-operate Board ongoing. Two of three Memorandum of Understandings nearing signature. Uttlesford and Harlow consultation timescales have slipped by 2-3 months.</p>
5) Submit the Final Local Plan to the Planning Inspectorate for Examination.	Neighbourhoods	31-Mar-17		Behind Schedule	<p>(Q1 2016/17) - Final Local Plan Document in accordance with the revised Local Development Scheme due to be submitted for Examination in Public in November/December 2017.</p> <p>(Q2 2016/2017) - As above.</p>

Key Objective (ii)(c) To deliver the Council’s new Leisure and Cultural Strategy, in order to maximise participation and value for money in the provision of leisure and cultural services to local residents and visitors.

Action	Lead Directorates	Target Date	Status	Progress	
3) Jointly pursue the provision of a new Secondary School on the Ongar Campus site	Neighbourhoods	30-Apr-16		Achieved	<p>(Q1 2016/17) - Completed.</p> <p>(Q2 2016/17) - As above.</p>
4) As part of the competitive dialogue	Neighbourhoods	30-Sep-16		Achieved	(Q1 2016/17) - Completed.

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procurement process for the new Leisure Management Contract, take forward the provision of a replacement swimming pool in Waltham Abbey



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## **Report to Neighbourhoods Select Committee**



**Date of meeting: 15<sup>th</sup> November 2016**

**Subject: Environmental Charter and Objectives**

**Officer contact for further information: Liz Ainslie, 01992 564235**

**Committee Secretary: Adrian Hendry (01992 564246)**

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

**That the Select Committee notes the progress on Environmental Charter and associated commitments and actions.**

### **Report:**

1. At its meeting on 17 November 2015 the Neighbourhoods and Communities Select Committee agreed that a draft environmental charter and action plan should be developed to replace the existing Climate Change Policy 2009. It was further agreed that this should be brought back to the Select Committee for 'comments and agreement'.
2. The development of an Environmental Charter and associated action plan was added Green Working Party's (GWP) work programme. Over a period of months the GWP developed the Charter (attached at the Appendix) and associated 'commitments and actions' and these were agreed by the Neighbourhoods Select Committee at its meeting on 28 June. The Select Committee recommended the Charter to the Cabinet and asked to receive an annual report on the progress of the Charter against its action plan.
3. The Cabinet considered the documents at its meeting on 1 September and endorsed the Charter and associated 'Commitments and Actions'. In accordance with the Cabinet's agreement, the Charter has been signed by the Leader of the Council and the Chief Executive on behalf of the Council.
4. At its meeting on 7 September 2016 the Corporate Green Working Party agreed that items in its existing Work Plan should be incorporated into the new 'Commitments and Actions' format. This will be further developed at the Working Party's next meeting on 9 December 2016.
5. Further progress reports will be made to the Select Committee in accordance with its work programme.

### **Reason for decision:**

To provide an update on the Environmental Charter and commitments/actions plan in accordance with the decision of the Neighbourhoods and Communities Select Committee on 17 November 2015.

**Options considered and rejected:** None as the Charter and associated documents have been developed in accordance with the express wish of the Neighbourhoods and Communities Select Committee on 11 November 2015.

**Resource implications:** None

**Legal and Governance Implications:** None

**Safer, Cleaner, Greener Implications:** The Environmental Charter and associated commitments action document state the Council's high level aspirations with regard to climate change, tackling greenhouse gas emissions and sustainability and therefore has implications under the 'safer, cleaner, greener' agenda.

**Consultation Undertaken:** Consultation has taken place with the Council's Leadership Team on 11 November 2015, The Neighbourhoods and Communities Select Committee on 17 November 2015 and the Green Working Party on 8 March and 6 June 2016. Comments have been taken into account in the development of the documents where appropriate.

**Background Papers:** Climate Local methodology ([www.local.gov.uk/climate-local](http://www.local.gov.uk/climate-local)).

**Impact Assessments:**

**Risk Management:** No risks identified

**Equality:** The actions and commitments in the Environmental Charter will provide benefits fairly to everyone in our community regardless of protected characteristics.



## THE ENVIRONMENTAL CHARTER FOR EPPING FOREST DISTRICT COUNCIL

Epping Forest District is unique. It is largely rural, with 92% of the district Metropolitan Green Belt land. There are Sites of Special Scientific Interest, conservation areas and over 200 Local Wildlife Sites, as well as Special Conservation and Protection areas.

Residents have stated the special character of the District is important to them, in particular to protect the Green Belt land. In order to do this, we must recognise the impacts climate change will have on the area. We must ensure that we act in an environmentally responsible way, both as individuals and as a council, to reduce these impacts and mitigate changes.

We also recognise that our council has an important role to help our residents and businesses to capture the opportunities and benefits of action on climate change.

**To achieve this, we will progressively address the risks and pursue the opportunities presented by a changing climate, in line with local priorities, through our role as:**

- Community leader – helping local people and businesses to be smarter about their energy use and to prepare for climate impacts.
- Service provider – delivering services that are resource efficient, less carbon intensive, resilient and that protect those most vulnerable to climate impacts.
- Estate manager – ensuring that our own buildings and operations are resource efficient and are prepared for the impacts of a changing climate.

We will do this by:

- Working across all EFDC departments, teams, policies and plans to ensure that all opportunities to meet the Charter's objectives are pursued.
- Setting EFDC locally-owned and determined commitments and actions to reduce carbon emissions and to manage climate impacts. These will be specific, measurable and challenging.
- Publishing our commitments, actions and progress, enabling local communities to hold us to account.
- Sharing the learning from our experiences and achievements with other councils.
- Regularly refreshing our commitments.

**As signatories of this Charter, we the undersigned pledge to:**

Commit to Climate Adaptation:

Ensure the Council's assets and operations are resilient to the predicted climate change impacts. Assist in the work to prepare the District for the new climate.

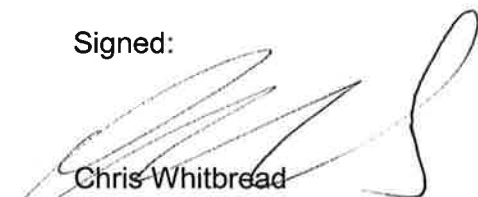
Tackle Greenhouse Gases:

Reduce the amount of CO<sub>2</sub> and other greenhouse gases we as a Council emit through our services and operations.

Be More Sustainable Ourselves:

Influence and use our powers where possible to minimise the environmental impact of our actions and decisions. Assist residents to become more sustainable through advice and policies.

Signed:



Chris Whitbread  
Leader of the Council



Glen Chipp  
Chief Executive

Dated: 25 October, 2016

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## Report to Neighbourhood Select Committee

**Date of meeting: 15 November 2016**

**Subject: Update Local Plan**

**Officer contact for further information:** Kassandra Polyzoides  
Ext 4119



**Committee Secretary:** A Hendry ext.4246

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### Recommendations/Decisions Required:

**To note the update on the Local Plan: Draft Local Plan approved for public consultation**

### Report:

1. The Draft Local Plan has been produced in response to the Community Visioning consultation in 2010/11 and Issues and Options Community Choices consultations which took place in 2012, and in liaison with our neighbouring authorities through the Cooperation for Sustainable Development Board. The Draft Local Plan has been prepared in compliance with the national planning requirements set out in the National Planning Policy Framework, Planning Practice Guidance and regulations. Since 2012 the Council has prepared an extensive evidence base to inform the development of policies for the Draft Local Plan. The draft policies have been developed in close and regular consultation with key stakeholders including Members (District and Parish) and officers at a series of workshops taking into account the commissioned evidence and consultation responses. Regular updates and reports have been provided to the Cabinet. The Draft Local Plan sets out the Council's preferred approach to development in the District for the period up to 2033 including the amount of new homes and jobs that the plan seeks to achieve, the distribution of that development between settlements, and the approach to the natural environment and green infrastructure. The purpose of the Plan is to deliver the vision and objectives for the District whilst contributing to sustainable development as described in the National Planning Policy Framework to achieve economic, environmental and social progress. This means taking a balanced approach to meeting the needs of existing and future residents, businesses and visitors, whilst protecting and enhancing the natural and historic environment and built heritage and addressing the impacts of a changing climate.

2. The Draft Local Plan sets out:

- The Council's vision and objectives for the District's development over the plan period;
- Policies to ensure that development delivers high quality, sustainable homes, drive the quality of design and maintain our high quality built and natural environment;
- The future distribution for housing growth and requirements for affordable housing;
- Policies to build a strong, competitive economy and the future distribution for new employment land space and thus new jobs;
- Policies to maintain and enhance the vibrancy and vitality of our towns centres;
- Policies to support a sustainable transport and road infrastructure network and;

- Proposals for delivery including a draft Infrastructure Delivery Plan (IDP) to demonstrate the infrastructure requirements necessary to support the site allocations and other proposals.

3. It was agreed at full Council on the 18<sup>th</sup> of October that the Draft Local Plan be subject to a six week statutory consultation 31<sup>st</sup> October to 12<sup>th</sup> December 2016. We have been working with our neighbouring local authorities (East Hertfordshire, Harlow and Uttlesford) to achieve a cross border understanding of the level of growth needed in our area. The objectively assessed housing need for the Strategic Housing Market Area is approx 56,400 homes. Having considered the most recent population and household projections and undertaken an assessment of the amount of growth that could be accommodated in the four authorities the evidence has shown that the maximum amount of growth that could be accommodated for the Plan period is 51,100 homes. Of these homes 11,400 are required in our district. The Draft Local Plan proposes the allocation of approximately 3,900 of the 11,400 new homes, on strategic sites within Epping Forest District on the edge of Harlow.

4. The new Local Plan website is now live and can be accessed here: [www.eppingforestdc.gov.uk/planningourfuture](http://www.eppingforestdc.gov.uk/planningourfuture). The website is a one stop shop, so stakeholders can find the relevant information quickly, whilst accessing the technical detail if they are interested in further reading. An online questionnaire is also available on the website, so it is convenient for people provide us with feedback. In order to make processing, analysing and providing feedback of the consultation outputs easier, we are urging people to submit electronic questionnaires. We are therefore also asking that Members in speaking to the public to do the same.

5. Each Councillor will have received a Members briefing pack, which provides a guide to the Draft Local Plan and consultation. The pack also contains posters for the consultation events and the consultation FAQs. Town and Parish Council's and other community representative bodies will have also received a similar consultation pack to assist in the promotion of the consultation and providing stakeholders with accurate information on the Draft Local Plan.

6. An increased effort has been made to promote the consultation via Social media: you can follow and share our social media posts - @eppingforestdc and [www.facebook.com/eppingforestdc](http://www.facebook.com/eppingforestdc) and #EFDCLocalPlan. Where appropriate officers are using social media to address any major misconceptions or issues associated with the Draft Local Plan, as well as using these routes as a way of keeping stakeholders up to date.

7. Following consideration of the comments received in response to the Draft Local Plan consultation, the next stage will be to prepare a plan for publication and to publish it under Regulation 19. This will be the document that the Council considers is ready for examination. The Publication Plan must be published together with other "proposed submission documents", for a six-week period to seek stakeholder representations as to the soundness of the Plan before it can be submitted to the Planning Inspectorate for examination. In the meantime decision makers can give weight to the relevant policies in emerging plans according to the stage of preparation of the emerging plan – the more advanced the preparation, the greater the weight that may be given – in accordance with paragraph 216 of the National Planning Policy Framework. The Council has agreed that some weight will now be given to the Draft Local Plan when determining planning applications.

**Reason for decision:** Non applicable

**Options considered and rejected:** Non applicable

**Consultation undertaken:** Previous consultations relevant to the Draft Plan include the

Community Visioning exercise 2010 and the Community Choices- Issues and Options consultations 2012.

**Resource implications:** The current Draft Local Plan and consultation are being prepared/conducted using existing Planning Policy Staff and consultants as per the current Local Plan budget.

Budget provision: Local Plan Budget

Personnel: Planning policy team

Land: N/A

Community Plan/BVPP reference: NA

Relevant statutory powers: NA

Background papers: Full Council minutes 18<sup>th</sup> October 2016

Environmental/Human Rights Act/Crime and Disorder Act Implications: The Draft Local Plan has been subject to an Interim Sustainability Appraisal.

Key Decision reference: (if required)

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