



### NOTICE OF COUNCIL MEETING

You are hereby summoned to a meeting of the EPPING FOREST DISTRICT COUNCIL to be held in the COUNCIL CHAMBER, CIVIC OFFICES, HIGH STREET, EPPING at 7.30 pm on Thursday, 1 November 2018 for the purpose of transacting the business set out in the agenda.

A handwritten signature in black ink, appearing to read 'D Macnab'.

Derek Macnab  
Acting Chief Executive

Democratic Services  
Officer:

Council Secretary: Simon Hill  
Tel: 01992 564249 Email:  
democraticservices@eppingforestdc.gov.uk

#### WEBCASTING/FILMING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The meeting may also be otherwise filmed by third parties with the Chairman's permission.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area or otherwise indicate to the Chairman before the start of the meeting.

If you have any queries regarding this, please contact the Public Relations Manager on 01992 564039.

**BUSINESS****1. WEBCASTING INTRODUCTION**

This meeting is to be webcast. Members are reminded of the need to activate their microphones before speaking. The Service Director (Governance and Member Services) will read the following announcement:

“The chairman would like to remind everyone present that this meeting will be broadcast live to the internet (or filmed) and will be capable of repeated viewing (or another use by such third parties).

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery.”

**2. MINUTES (Pages 9 - 18)**

To approve as a correct record and sign the minutes of the meeting held on 25 September 2018 (attached).

**3. DECLARATIONS OF INTEREST**

To declare interests in any item on the agenda.

**4. ANNOUNCEMENTS**

- (a) Apologies for Absence
- (b) Chairman’s Announcements

**5. PUBLIC QUESTIONS (IF ANY)**

To answer questions asked after notice in accordance with the provisions contained within Part 4 of the Council Rules of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

- (a) to the Leader of the Council;
- (b) to any Portfolio Holder; or
- (c) to the Chairman of the Overview and Scrutiny Committee.

Questions, if any, will follow if not received in time to be incorporated into the agenda.

**6. QUESTIONS BY MEMBERS UNDER NOTICE**

To answer questions asked after notice in accordance with the provisions contained within the Council’s rules in Part 4 of the Constitution on any matter in relation to which the Council has powers or duties or which affects the District:

- (a) to the Chairman of the Council;

- (b) to the Leader of the Council;
- (c) to any Member of the Cabinet; or
- (d) the Chairman of any Committee or Sub-Committee.

The Council's rules provide that answers to questions under notice may take the form of:

- (a) a direct oral answer;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication; or
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner.

Answers to questions falling within (a) and (b) above will be made available to the member asking the question one hour before the meeting. Answers to questions falling within (c) above will be circulated to all councillors.

Questions, if any, will follow if not received in time to be incorporated into the agenda.

#### **7. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET (Pages 19 - 48)**

To receive reports and any announcements from the Leader and members of the Cabinet on matters falling within their area of responsibility:

- (a) Report of the Leader;
- (b) Report of the Assets and Economic Development Portfolio Holder (attached);
- (c) Report of the Environment Portfolio Holder (attached);
- (d) Report of the Finance Portfolio Holder (attached);
- (e) Report of the Housing Portfolio Holder (attached);
- (f) Report of the Leisure and Community Services Portfolio Holder (attached);
- (g) Report of the Planning and Governance Portfolio Holder (attached);
- (i) Report of the Safer, Greener and Transport Portfolio Holder (attached); and
- (j) Report of the Technology and Support Services Portfolio Holder (attached).

#### **8. QUESTIONS BY MEMBERS WITHOUT NOTICE**

The Council's rules provide for questions by any member of the Council to the Leader or any Portfolio Holder, without notice on:

- (i) reports under the previous item; or
- (ii) any other matter of a non operational character in relation to the powers and duties of the Council or which affects all or part of the District or some or all of its

inhabitants.

The Council's rules provide that answers to questions without notice may take the form of:

- (a) a direct oral answer from the Leader or, at the request of the Leader, from another member of the Cabinet;
- (b) where the desired information is in a publication of the Council or other published work, a reference to that publication;
- (c) where the reply cannot conveniently be given orally, a written answer circulated later to the questioner; or
- (d) where the question relates to an operational matter, the Leader or a member of the Cabinet will request that a response be given direct to the questioner by the relevant Chief Officer.

In accordance with the Council's rules, a time limit of thirty minutes is set for questions. Any question not dealt with within the time available will receive a written reply. The Chairman may extend this period by up to a further ten minutes at their discretion.

## **9. MOTIONS (Pages 49 - 50)**

To consider any motions, notice of which has been given under the Council's rules.

### **(a) Honorary Alderman – Scheme for Epping Forest**

Proposed by: Councillor J. Philip

Seconder: Councillor C. Whitbread

#### **Motion:**

“That, in recognition that the Council has the option, under the provisions of Section 249 of the Local Government Act 1972, to confer the title of Honorary Alderman on any person who, in the opinion of the Council has rendered eminent services to the Authority, asks the Chief Executive to:

- (i) report further to the Council's Constitution Working Group on proposals that would bring forward such a scheme to enable the Council to confer a title; and
- (ii) asks that the Working Group report back to the full Council on the adoption of such a scheme together with the likely resources required.”

Background paper received on 18 October 2018.

Motions, if any, will follow if not received in time to be incorporated into the agenda.

## **10. EPPING FOREST LOCAL HIGHWAYS PANEL (Pages 51 - 52)**

(Safer, Cleaner and Transport Portfolio Holder) To consider the attached report.

## **11. WALTHAM ABBEY SWIMMING POOL SITE - DEVELOPMENT (Pages 53 - 54)**

(Assets and Economic Development Portfolio Holder) To consider the attached report.

**12. LEISURE MANAGEMENT CONTRACT - SUPPLEMENTARY CAPITAL ESTIMATE (Pages 55 - 56)**

(Leisure and Community Services Portfolio Holder) To consider the attached report.

**13. INDEPENDENT REMUNERATION PANELS - APPOINTMENT**

**Recommending:**

That, on the recommendation of the Panel, the Council endorse the appointment of Mrs. T. Finn to the current membership vacancy on the Independent Remuneration Panels.

The Independent Remuneration Panels were established in accordance with the Local Authorities (Members' Allowances) (England) Regulations 2003. These regulations, which arose from relevant provisions of the Local Government Act 2000, require all local authorities to set up and maintain an advisory independent Remuneration Panel to review and provide advice on members' allowances. All Councils are required to convene a Panel and seek its advice before making any changes or amendments to allowances schemes and must 'pay regard' to the recommendations of the Panel before setting a new or amended Members' Allowances Scheme. The Remuneration Panel is also responsible for reviewing remuneration schemes from the town and parish councils in the District.

The same independent members serve on each Panel and have an open-ended term of office. The current members of the Remuneration Panels are Mr. D. Jackman and Mr. S. Lye. In May 2018, Ms. R. Kelly resigned from membership of the Panels, creating a membership vacancy.

The Panel has recently undertaken recruitment activity to fill the vacancy in its membership and interviews for the position were held on 18 October 2018. On the recommendation of the Panel, the Council is requested to endorse the appointment of Mrs. Tina Finn to the current vacancy on the Independent Remuneration Panels. The Panel considers that Mrs. Finn will bring a good mix of skills to its role and responsibilities, covering a private sector perspective, financial experience and knowledge of the Council from a community viewpoint.

The Panel will shortly commence its review of the Members' Allowances Scheme for the 2019/20 municipal year.

**14. SCHEME OF DELEGATIONS BY OR ON BEHALF OF THE COUNCIL - REVIEW**

**Recommending:**

That the revised Scheme of Delegation (to follow), which is the responsibility of the Council to determine, be agreed.

(Monitoring Officer) Revisions to the Scheme of Delegation within the Council's Constitution are required following the recent restructure of the senior management framework. No new delegations are being sought as a result of the proposed revisions.

**15. OVERVIEW AND SCRUTINY COMMITTEE**

(a) To receive a verbal report from the Chairman of the Overview and Scrutiny Committee and to answer any questions without notice asked in accordance with Council Rules.

(b) Reports of the Overview and Scrutiny Committee (if any);

#### 16. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS (Pages 57 - 58)

(a) To receive the attached report from Councillor H Kane, as the Council's representative on the Royal Gunpowder Mills, Waltham Abbey;

(b) To receive from Council representatives any other reports on the business of joint arrangements and external organisations and to receive answers to any questions on those bodies which may be put without notice; and

(c) To request written reports from representatives on joint arrangements and external organisations for future meetings.

#### 17. 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 for four years after the date of the meeting one copy of each of the documents on the list of background papers.

## EPPING FOREST DISTRICT COUNCIL COUNCIL MINUTES

**Committee:** Council **Date:** 25 September 2018

**Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 9.05 pm

**Members Present:** Councillors R Bassett (Chairman), R Gadsby (Vice-Chairman), N Avey, R Baldwin, A Beales, N Bedford, H Brady, P Bolton, R Brookes, G Chambers, K Chana, D Dorrell, A Grigg, I Hadley, S Heap, S Heather, L Hughes, R Jennings, J Jennings, S Jones, H Kane, S Kane, H Kauffman, P Keska, J Knapman, J Lea, L Mead, G Mohindra, R Morgan, S Murray, S Neville, M Owen, A Patel, J Philip, C P Pond, C C Pond, B Rolfe, M Sartin, J Share-Bernia, P Stalker, D Stocker, D Sunger, B Vaz, C Whitbread, H Whitbread, J H Whitehouse, J M Whitehouse and D Wixley

**Apologies:** Councillors L Burrows, Y Knight, A Lion, M McEwen, A Mitchell, C Roberts, D Roberts, B Sandler, S Stavrou and E Webster

**Officers Present:** D Macnab (Acting Chief Executive), G Blakemore (Strategic Director), S Hill (Service Director (Governance & Member Services)), P Maddock (Assistant Director (Accountancy)), N Richardson (Service Director (Planning Services)), S Kits (Social Media and Customer Services Officer), R Perrin (Senior Democratic Services Officer) and P Seager (Chairman's Secretary)

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### 30. WEBCASTING INTRODUCTION

The Service Director, Governance and Members Services 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.

### 31. MINUTES

#### RESOLVED:

That the minutes of the meeting held on 31 July 2018 be taken as read and signed by the Chairman as a correct record.

### 32. DECLARATIONS OF INTEREST

Pursuant to the Council's Code of Member Conduct, Councillor S. Murray declared a non pecuniary interest in agenda item 12 (Overview and Scrutiny Committee) by virtue of being a newly appointed Epping Forest Trustee of the Citizen Advice.

### 33. ANNOUNCEMENTS

#### (a) Chairman's Announcements

The Chairman informed the council that he had attended many events, which included the opening of the Loughton Leisure Centre extension, a 'Support for Sight' event and the hosting of his civic lunch, at the Royal Gun Powder Mills. Most recently, he had attended the last Youth Council meeting, where they had been discussing issues associated with nitrous oxides canisters.

**(b) Flowers**

The Chairman announced that he intended to send the flowers from tonight's meeting to the residents of Hyde Mead House, Nazeing.

**34. PUBLIC QUESTIONS (IF ANY)**

The council noted that there were no public questions for this meeting.

**35. QUESTIONS BY MEMBERS UNDER NOTICE****Question by Councillor S. Neville to the Portfolio Holder for Housing, Councillor S. Stavrou**

"Could the Housing Portfolio Holder advise;

a) For how long did the council know that Mullaley were using flammable insulation, encapsulate or not, in the properties being built in Burton Road; and

b) Could she give an assurance that no such materials have been used in other council houses built or adapted in the Council House Building programme."

**Answer to Councillor S. Neville from Councillor C. Whitbread, Leader of Council on behalf of the Housing Portfolio Holder S. Stavrou**

"The contract with Mulalley is based on Design and Build where the contractor takes on overall design responsibility beyond the planning drawings. This gives them flexibility in terms of material selection, although they must have regard to the Employers Requirements and above all, the Building Regulations, which are there to ensure fire safety, is put at the heart of the design process.

In terms of responding to the question "how long the council have known of Mulalleys intention to use 'flammable' insulation" is perhaps more difficult to respond to, it was certainly evidential when the insulation materials were first brought to site that they had not selected 'Rockwool' for example as their preferred insulation. But, as I have already said, material selection is a choice for the contractor, and they are not required to draw every detail to the council's attention or seek permission for their selection.

However, it is not the choice of insulation itself that represents a fire risk, it is the method in which it is to be utilised i.e. fully encapsulated means that it would not be exposed directly to a source of fire once it is in situ. The insulation selected for the Burton Road development would not be a fire risk were it fully encapsulated as it was designed.

Having read the comparisons with the Grenfell disaster on the front page of the local paper recently, we are concerned that sensational headlines will cause a great deal of unnecessary anxiety for potential tenants. Links with the Grenfell Tower do a disservice to the people involved in that disaster as well as families currently waiting for a new home on our waiting list.

Burton Road is a completely different building and it is not yet finished. The fire was caused by a construction related accident, not the materials used. Unlike Grenfell, Burton Road only has four floors. The interior was practically untouched by the fire. Even if it had been possible for such a fire to start once the building was finished and



occupied, all the evidence suggests people would have been able to escape unharmed. The building stood up remarkably well to the blaze.

However, I can advise that the council will, in consultation with its contractors, review the type of insulation materials it uses to continue to ensure that our new homes are built with due consideration of health and safety standards, the Building Regulations and best practice for fire safety. We will also be reviewing our requirements for flat roof construction, and considering all our options going forward, including alternatives to 'hot works' if practicable.

Regarding the assurances that no such materials had been used in other council properties. No, he could not give assurance that these materials have not been used widely across all our new build properties. However, the choice of insulation material does not constitute the same risk as for the Burton Road fire as it is fully encapsulated and not exposed as a potential source of fire as per my previous response."

Councillor S. Neville had no further supplementary questions.

### **36. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET**

The council received written reports from all the portfolio holders. The Chairman invited the Leader to provide an oral report and any other member of the cabinet, to give an update on their written report, if required.

#### **(a) The Leader of Council**

The Leader advised that since the last council meeting he had been engaged in a number of events relating to key strategic challenges facing the district. The West Essex Clinical Commissioning Group, where he, along with a number of the cabinet members had been briefed around the main issues concerning the health of the district, resourcing pressures and the ageing population. It had also been reassuring that the contingency plans for the winter period had been started. Furthermore, the council was engaged in the ongoing discussion to identify the best option for the redevelopment of Princess Alexander Hospital and had made provisions in the Local Plan for a site east of Harlow, which would be one of the key considerations for the Harlow and Gilston Garden Town Board. He had also attended the Essex Leaders and Chief Executive meetings, where issues about education provision in West Essex were discussed.

He had also taken part in the recent members visit to the new Waltham Abbey Leisure Centre, which had progressed at a pace and would open on 17 November 2018.

Finally, it had not been possible to reach mutually agreeable position for the St John's Site, Epping, between the District Council, Epping Town Council and Frontier Estates, which had been intended for a mixed use development comprising of retail, community facilities and housing. Therefore the District and Town Council were jointly exploring an alternative scheme, to include the feasibility of a leisure centre and swimming pool with retail and housing elements on the site. Some informal discussion had been made with the council's leisure contractors and no decision had been made to close Epping Sports Centre. He advised that it potentially made financial sense and could meet the future needs of residents.

(b) Planning and Governance Portfolio Holder

Councillor J. Philip advised that the Council had submitted the council's Local Plan on Friday 21 September 2018, following the dismissal of the legal challenge at the Court of Appeal, ensuring that the Council would deliver the original target of 11,400 homes. The next step would be the examination in public, which would enable any person or organisation that originally submitted a response to the Regulation 19 consultation, to address the Planning Inspector. The Council was currently unaware of when the Local Plan would be considered and who the Planning Inspector may be. He advised that any modifications put forward by the Planning Inspector would be brought back to the Council.

(c) Safer, Greener and Transport Portfolio Holder

Councillor S. Kane advised that Safeguarding training was available on Monday 1 October 2018 at 6 pm. This was mandatory for new members and existing members could also attend to update their knowledge.

**37. QUESTIONS BY MEMBERS WITHOUT NOTICE**

(a) Criminal Casework for District

Councillor D. Sunger asked the Portfolio Holder for Safer, Greener and Transport to inform him of details concerning the criminal casework for the whole district that had taken place since the introduction of the EFDC funded police officers.

Councillor S. Kane advised that the EDFC police officers and the Community Safety Team were collaborating and a lot of work had been completed. In particular, there had been multiple charges for offences of burglaries in the south of the district.

Councillor S. Kane reminded members that the contact details for reporting issues was as follows; immediate threat to person or property, you should phone 999; anything else or if the crime has already happened 101; or search for Essex Police Report It online. There was also an Epping Forest equivalent to report issues online. He requested that members only use the shared Community Safety Team's email, to enable the awareness across whole team and for it to be recorded correctly.

(a) Local Plan

Councillor M. Sartin asked the Planning and Governance Portfolio Holder what were the financial and other implications associated with the delayed submission of the Local Plan following the Planning Court Injunction and subsequent appeals.

Councillor J. Philip advised that a final assessment of the costs was not yet available, although it had been estimated between 10 to 20 thousand pounds. There had been court costs of £10,000 awarded from the first appeal but it had also taken a lot of officers time, which had been primarily Senior Officers including the Assistant Director of Planning Policy and the Chief Executive. Going forward, it would be difficult to determine the effects of the delay but the Local Plan had now been submitted.

(b) Epping Shopping Retail Park

Councillor L. Mead advised that the bins at the Epping Forest Retail Park were either too small or not being collected regularly and asked the Environment Portfolio Holder what could be done about this situation.

The Assets and Economic Development Portfolio Holder, Councillor A. Grigg advised that the responsibility lay with Epping Forest Retail Park. She had previously contact the Assistant Director (Technical), who had advised that that the layout of the bins were not suitable and she would ask officers to approach the Retail Park again about this issue.

(c) Step Free Access to Buckhurst Hill Tube Station

Councillor A. Patel asked the Safer, Greener and Transport Portfolio Holder for an update following a meeting with Buckhurst Hill Parish Council, TFL and officers regarding the implementation of step free access to Buckhurst Hill Tube Station and other associated issues.

Councillor S. Kane advised that the additional disabled street parking bay had been passed onto NEPP; the removal of one of the three barriers had been completed; the repainting of barriers and hand rails in contrasting colours had been completed; the redecoration of the subway had been felt to be cost inhibited at this time and installation of gate in the fence to provide access to the stairway was pending a decision whilst officers found out who was responsible.

(d) St John's Road Site

Councillor J.M. Whitehouse asked the Leader whether the feasibility study by the leisure contractors would encompass the whole site, and if not, what would the plans be for the rest of the site.

Councillor C. Whitbread advised that the intention was to potentially create a partnership with the Town Council to redevelop the entire site encompassing a sports centre, swimming pool, retail and housing.

(e) St John's Conservation Area

Councillor G. Chambers asked the Safer, Greener and Transport Portfolio Holder what assurances he could give residents of Buckhurst Hill, that the draft proposals set out in the St John's Conservation Area would be carried forward to Cabinet for agreement.

Councillor S. Kane advised that unfortunately the only qualified officer that could progress the draft proposals for the St John's Conservation Area, would not be available until at least January 2019.

(f) Broadway Retail Premises

Councillor M. Owen asked the Assets and Economic Development Portfolio Holder whether;

- (i) it was fair to increase the rental income of Save the Children by 38%;
- (ii) could she give an update on the Economic Impact Assessment and whether the rents could be frozen whilst this took place; and
- (iii) could she give an update on the empty units in the Broadway.

Councillor A. Grigg advised that there had been no rental review for Save the Children since 2011. The premises also benefited from an 80% business rate

reduction and this could be seen as beneficial. The premises were located within a prominent area of the Broadway and rates were higher, although they had been offered another premise near the other charity shops.

The impact assessment study had been delayed at the request of the Town Centre Partnership although the Council had now instructed Lichfields to undertake an independent review of retail alongside an economic assessment of the recent development of the shopping park on the Broadway. This would conclude with a report, available in approximately 8 weeks time and would include an updated health check on the Broadway Town Centre which had been last undertaken in 2009.

Regarding the vacant premises, five were currently under offer and one premise had interested parties but no firm offers. She advised that the council did not feel they were forcing hard working retail shops out but that turn over was a national trend and the high street was changing.

(i) Principal Landscape and Tree Officer

Councillor C.C. Pond asked the Safer, Greener and Transport Portfolio Holder to pass on appreciation to the Principal Landscape and Tree Officer who would be retiring from the Council and ensured that this council was one of the leading authorities on Tree and Landscape Protection.

Councillor S. Kane indicated he would forward the comments on.

(j) Update on the Epping Parking Review

Councillor H. Whitbread asked the Safer, Greener and Transport Portfolio Holder for an update on the Epping Parking Review, particularly in relation to business permits and school parking.

Councillor S. Kane advised that North Essex Parking Partnership were finalising their report in light of comments and objections received following the initial consultation and would provide a report to their next meeting. He felt that business permits were essential to ensure that Epping High Street continued to thrive and that parking was required for shoppers, visits and commuters alike.

(k) Waltham Abbey Leisure Centre

Councillor D. Dorrell asked the Leisure and Community Services Portfolio Holder to give her impressions on the new Waltham Abbey Leisure Centre following a recent tour of the premises and whether it was on target for completion.

Councillor H. Kane advised that the facilities were excellent and the Leisure Centre would be opening on 17 November 2018. There had been £14.5million pounds invested in leisure across the district and more to come.

(l) Local Plan

Councillor S. Murray asked the Planning and Governance Portfolio Holder whether he was aware that the announcement of the submitted Local Plan would not be received well in Loughton, in particular to the proposals for Jessel Green and that this would be just the start of the process.

Councillor J. Philip advised that the Local Plan enabled the council to control where development took place and not where developers chose. If the Local Plan was to

fail, developers would be able to develop anywhere with the green belt policy not being sufficient to protect the district. The National Policy Framework made it clear that more development should take place within the boundaries of built up areas and that development should be denser than it has been before, in particular, in areas close to centres of population. The council was not only required to state the amount of homes it would build but also deliver on this number, otherwise it could lose the ability to control it. He felt that the Planning Inspector would endorse the submitted Local Plan.

(m) Building Materials

Councillor K. Chana asked the Leader, why the Council was allowing the contractors to choose the types of building materials used in the Council House Building Programme, as mentioned in item 6. Question by Members Under Notice by Councillor S. Neville, when they could be stipulated.

Councillor C. Whitbread advised that in relation to Burton Road, this had been a designed and build contract, with the materials used being up to the building regulations standards required.

He advised that members were welcome to attend future Council Housebuilding Cabinet Committee meetings to discuss these types of issues.

(n) Building Contractors

Councillor J. Knapman still felt concerned that the council may not have all the information required when a design and build project was allocated to a contractor.

Councillor C. Whitbread advised that he would come back to Councillor J. Knapman with more information on these types of contracts and further assurances for members on these contracts.

### 38. MOTIONS

The Chairman reported that there were no motions to be considered at this meeting.

### 39. STAFF APPEALS PROCEDURE

On behalf of the Technology and Support Services Portfolio Holder, Councillor C. Whitbread submitted a report seeking permission for the Monitoring Officer to remove the reference of the Staff Appeals Panel from the constitution following the cabinet's adoption of the Staff Appeals Procedure Policy.

**RESOLVED:**

That the Monitoring Officer be authorised to remove all reference of the Staff Appeals Panel from the Council's Constitution.

### 40. PLANNING APPLICATION EPF/0637/18 - THE LODGE, WOOLSTON HALL, CHIGWELL

**Mover: Councillor S. Jones, Vice-Chairman of District Development Management Committee**

Councillor S. Jones advised that the application had been considered at the Plans South Sub-Committee on 27 June 2018 and District Development Management

Committee on 1 August 2018, resulting in the application being considered by Council by means of the minority reference procedure set out in the Council's constitution (Rule M2).

The Service Director, Planning Services presented the report regarding a planning application for permission of a residential infill comprising 12 no. residential dwelling houses with associated off-street parking, garden space and external landscaping at The Lodge, Woolston Hall, Chigwell, subject to the completion of a legal agreement (Section 106 of the Town and Country Planning Act 1990) by 31 March 2019 and associated conditions.

**Amendment moved by Councillor J. Philip and Seconded by Councillor C.C. Pond**

That planning application EPF/0637/18 at The Lodge, Woolston Hall, Abridge Road, Chigwell be refused planning permission for the following reasons:

(1) The proposed development constitutes inappropriate development detrimental to a fundamental aim of the Green Belt to safeguard the countryside from encroachment. The proposal would have a materially detrimental impact on the openness of the Green Belt contrary to the purposes of including the land in the Green Belt and does not meet any exception to the principle of Green Belt policy. The change of use of landscaped area to housing would be detrimental to visual amenity due to its urbanising effect and would unduly diminish the rural character and openness of the landscape. There are no very special circumstances that outweigh the harm from the development. The proposal is contrary to Policies GB2A; GB7A; CP2 (i), (ii), (iv), and (v); DBE4 (i); and LL1(i), LL2 (i) and (ii) of the adopted Local Plan and Alterations; Policies SP 6 and DM 4 of the Epping Forest District Local Plan Submission Version (2017); and, the provisions of the National Planning Policy Framework.

(2) The proposal would fail to provide any on site Affordable Housing, contrary to Policies H5A, H6A, H7A and H8A of the adopted Local Plan and Alterations; Policies H1 D. and H2 of the Epping Forest District Local Plan Submission Version (2017); and, the provisions of the National Planning Policy Framework, particularly at paragraph 50.

(3) The proposal is not within a sustainable location and would therefore result in a development heavily reliant on private motor vehicles. As such the proposal does not sufficiently meet the measures identified in policy regarding sustainable development, in particular with regard to policies CP1 (v), and CP6 (iii) of the Epping Forest District Local Plan and Alterations (2006); policy T 1 B. of the Epping Forest District Local Plan Submission Version (2017); and, the provisions of the National Planning Policy Framework, particularly at paragraph 95.

(4) The application does not provide sufficient information to satisfy the Council, as competent authority, that the proposed development will not adversely affect the integrity of the Epping Forest Special Area for Conservation and there are no alternative solutions or imperative reasons of overriding public interest why the proposed development should be permitted. As such, the proposed development is contrary to policy NC1 of the Epping Forest Local Plan (1998) and Alterations (2006), policies DM2 and DM22 of the Epping Forest Local Plan Submission Version 2017 and the requirements of the Habitats Regulations 2017.

**Carried**

The Service Director advised that following the submission of the Local Plan on Friday 21 September 2018, the refusal set out in the agenda required the following updates;

- (1) That the words '(July 2018)' be included at the end of reason 1;
- (2) That the number '50' be removed and replace with '62' at the end of reason 2;  
and
- (3) That the wording 'particularly at paragraph 95' be removed and replaced with (July 2018) at the end of reason 3.

**Carried**

**RESOLVED:**

That planning application EPF/0637/18 at The Lodge, Woolston Hall, Abridge Road, Chigwell be refused planning permission for the following reasons:

(1) The proposed development constitutes inappropriate development detrimental to a fundamental aim of the Green Belt to safeguard the countryside from encroachment. The proposal would have a materially detrimental impact on the openness of the Green Belt contrary to the purposes of including the land in the Green Belt and does not meet any exception to the principle of Green Belt policy. The change of use of landscaped area to housing would be detrimental to visual amenity due to its urbanising effect and would unduly diminish the rural character and openness of the landscape. There are no very special circumstances that outweigh the harm from the development. The proposal is contrary to Policies GB2A; GB7A; CP2 (i), (ii), (iv), and (v); DBE4 (i); and LL1(i), LL2 (i) and (ii) of the adopted Local Plan and Alterations; Policies SP 6 and DM 4 of the Epping Forest District Local Plan Submission Version (2017); and, the provisions of the National Planning Policy Framework (July 2018).

(2) The proposal would fail to provide any on site Affordable Housing, contrary to Policies H5A, H6A, H7A and H8A of the adopted Local Plan and Alterations; Policies H1 D. and H2 of the Epping Forest District Local Plan Submission Version (2017); and, the provisions of the National Planning Policy Framework, particularly at paragraph 62.

(3) The proposal is not within a sustainable location and would therefore result in a development heavily reliant on private motor vehicles. As such the proposal does not sufficiently meet the measures identified in policy regarding sustainable development, in particular with regard to policies CP1 (v), and CP6 (iii) of the Epping Forest District Local Plan and Alterations (2006); policy T 1 B. of the Epping Forest District Local Plan Submission Version (2017); and, the provisions of the National Planning Policy Framework (July 2018).

(4) The application does not provide sufficient information to satisfy the Council, as competent authority, that the proposed development will not adversely affect the integrity of the Epping Forest Special Area for Conservation and there are no alternative solutions or imperative reasons of overriding public interest why the proposed development should be permitted. As such, the proposed development is contrary to policy NC1 of the Epping Forest Local Plan (1998) and Alterations (2006), policies DM2 and DM22 of

the Epping Forest Local Plan Submission Version 2017 and the requirements of the Habitats Regulations 2017.

#### 41. OVERVIEW AND SCRUTINY COMMITTEE

The Council noted the written report from Councillor M. Sartin, the Chairman of the Overview and Scrutiny. She advised that officers from the Manchester Airport Group would be attending the next meeting, to talk about Stansted Airport. Any questions that members had should be submitted to S Tautz.

#### 42. AUDIT AND GOVERNANCE COMMITTEE ANNUAL REPORT 2017/18

**Councillor J. Knapman, Chairman of Audit and Governance Committee.**

Councillor J. Knapman presented the Audit and Governance Annual Report for 2017/18. The Finance Portfolio Holder, Councillor G. Mohindra thanked both members of the Audit and Governance Committee and officers for their work throughout the year.

Report as first moved **ADOPTED:**

#### **RESOLVED:**

That the Audit and Governance Annual Report 2017/18 be noted.

#### 43. JOINT ARRANGEMENTS AND EXTERNAL ORGANISATIONS

(a) The Council received a written report regarding the Royal Gunpowder Mills from Councillor H. Kane, the Council's representative. Councillors H. Kauffman and D. Wixley commented that reports from this organisation were particularly important because of the significance of this site to the district and welcomed any information coming forward.

(b) Councillor C.C. Pond requested an update from the Council representatives for the Grange Farm Trust. Councillor M. Sartin advised that she and Councillor M. McEwen would bring a report back to Council.

**CHAIRMAN**



## ***Report to the Council***

**Committee:** Cabinet

**Date:** 1 November 2018

**Subject:** Assets & Economic Development

**Portfolio Holder:** Councillor A. Grigg

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### **Recommending:**

**That the report of the Assets & Economic Development Portfolio Holder be noted.**

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#### 1. Business support

The Team continues to work to attract external grant funding for businesses within the District. Officers have recently met with Best Growth Hub and South East Business Boost to understand further joint opportunities for encouraging take-up of its support and funding more widely across the district. Economic Development has been engaged throughout the current Eastern Plateau LEADER programme which supports projects that will benefit the rural economy. The programme, which has so far approved investment of more than £300,000 locally, is now nearing its end but the Team will continue its engagement and it is hoped that grant funding might be awarded to a couple of further projects within the district before the programme closes.

Economic Development is supporting the Chairman of EFDC in hosting an event for local businesses in late November. Councillor Bassett has stated that he wishes to use his period as Chairman to understand what we as a district can do to help local businesses and celebrate the contribution our businesses make to the life of the district. Key local civic representatives and governors from the local schools will also be invited.

#### 2. Digital Innovation Programme & Superfast Broadband

This element of the Economic Development Team's work is covered in greater detail within Councillor Lion's Portfolio Holder Report so here I reference only that the new Phase 4a Superfast Essex broadband project is progressing within the planning stage and that once plans are sufficiently progressed, economic development officers will work closely with the contractors and key council departments to ensure the impact of the plans are fully understood and the interests of the council and its residents and businesses are properly considered.

#### 3. Visitor Economy

I am happy to report that preparations for the 2018 Tourism and Visitor Summit on 26 October at the Marriott Hotel Waltham Abbey are underway and indeed, the event will have taken place before the Council meeting and so I will be able to update verbally. Work is also progressing for a Food Fair in 2019 for Waltham Abbey on 05 and 06 May involving many local partners including, Waltham Abbey Town Council, Waltham Abbey Church, Waltham Abbey Town Partnership, Vibrant Partnerships, Epping Forest District Museum, Abbey View Produce, P A Sparks and Sons Ltd and One Epping Forest.

#### 4. Epping Forest District Skills Board

I am pleased to report that the Team is developing connections with the new Leadership Team at New City College following its merger with Epping Forest College earlier in the year.

# ***Report to the Council***

**Committee:** Cabinet

**Date:** 1 November 2018

**Subject:** Environment

**Portfolio Holder:** Councillor N. Avey

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## **Recommending:**

**That the report of the Environment Portfolio Holder be noted.**

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## **Environment & Neighbourhoods (EN)**

### **Fly-tipping**

The Environment & Neighbourhoods team have been promoting the message for some time now that it is a "Crime not to Care" if residents and businesses hand waste over to a rogue trader, if they have failed to carry out some simple checks, consider the potential implications and record who took their waste away.

This message has recently been re-enforced by the Magistrates Court after a negligent act led to fly-tipping, resulting in costs and fines amounting to £1560 being imposed on a resident.

On 13 September 2018 in Chelmsford Magistrates Court, the resident of Loughton admitted to failing his household waste duty of care. Mr Tjoluskins admitted that he handed over some large cardboard boxes which were found fly tipped amongst a larger pile of waste. Mr Tjoluskins' failure to consider the implications of giving his waste to somebody without checking that the person taking the waste was authorised by the Environment Agency. Not checking or recording their details was a costly mistake. The waste was found fly tipped in Oakley Court, Loughton by a bin store provided for local residents.

The Magistrates stated that it was a negligent act. Mr Tjoluskins was ordered to pay a fine of £600. He was also ordered to pay the Council's prosecution costs of £900 together with a Victim Surcharge £60. The Magistrates stated that had he not pleaded guilty the fine would have been £900.

Further guidance on the action residents should take to protect themselves from rogue traders who fly-tip for profit is available on the Council's Website. [Click here for more information Crime Not to Care](#). A series of short films produced by the Cleaner Essex Group (CEG), a campaign group made up from representatives from local authorities across Essex, are also available to view on this web page.

The message is simple:

**Before handing your waste to somebody else, always check, consider and record to protect yourself and reduce fly-tipping by rogue traders.**

Please pass on this message to friends, family and any business associates.

As part of a renewed campaign across Essex, Environment & Neighbourhood Officers have been out on the search for waste ready to be collected in Waltham Abbey, Loughton, Chigwell,

Buckhurst Hill and Epping. Officers spoke to a selection of residents and business, to ensure that they were aware of their duty of care.

The officers also found a number of new fly-tips across the district, which are now being investigated. Pictures of these fly-tips are due to be released on social media, asking the question – Could this waste be yours?

In a related case on 11 October 2018, an alleged household duty of care offender failed to attend Chelmsford Magistrates Court. A warrant was issued for the alleged offender's arrest.

### **Noise nuisance**

A resident in Waltham Abbey, Ms Lawn failed to attend a court hearing on 11 October 2018 for breaching a noise abatement notice on a number of occasions, due to playing loud music. The case was taken forward in her absence. Ms Lawn of Brickenden Court was found guilty of five offences. She was fined £180 and costs of £180 were awarded to the Council. Since the legal proceedings were commenced earlier in the year, the noise has now ceased. The noise abatement notice remains in force should there be a recurrence of the problem

Environment & Neighbourhood Officers provide a call out service for noise complaints made outside normal office hours. Telephone 01992 564000. More information is available at:

<http://www.eppingforestdc.gov.uk/index.php/residents/your-environment/crime-safety/environment-and-neighbourhoods-team/out-of-hours-noise-service>

### **Taxi licensing enforcement**

Environment & Neighbourhood Officers carry out regular late night patrols to inspect and deter illegal taxis operating in the district.

On 25 March 2018, officers inspected a taxi operating outside Buckhurst Hill station. It was established that the licence for the taxi was out of date and therefore unlicensed. The taxi driver, Mr Ahmed, pleaded guilty to the offence on 11 October 2018 in Chelmsford Magistrates Court.

He was fined £346 with costs of £300 to be paid to the Council. The Magistrates stated that Mr Ahmed was an experienced driver and the period when he was licensed to drive the hackney carriage could have resulted in a catastrophe for those who hired his vehicle, as he would not have been insured.

### **Hazardous fly tipping**

At the last meeting I informed Members about efforts were being made to speed up removal of hazardous waste which has arisen due to contractual difficulties between ECC and their contractors. I am pleased to report that our contractor Biffa has taken over the removal of small scale waste, this includes chemical, hazardous and asbestos waste. This has resulted in a speedier response as well financial savings to the Essex tax payer.

### **Recycling banks**

I can inform Members that the review of Recycling Banks has now been completed by Biffa. Officers are currently reviewing the outcomes of this review as well as relative performance of each site. I shall report back on proposals for any changes to recycling sites.

As I have reported previously we will use this opportunity to improve and enhance the banks we decide to retain by redesigning their layout and replacing old containers. New containers will enable us to empty these sites using existing Biffa refuse freighters and not requiring specialist sub-contractors. This will improve performance.

### **DCLG Recycling Rewards project**

Members will be aware that the Council obtained government grant funding for Recycling Rewards project to improve recycling collections from block of flats. This project included funding for prizes for charities voted for by residents. Prizes for the first year of the scheme have been presented to the following charities:

Epping Forest Community Transport  
Chigwell Riding trust  
Epping Forest Food Bank  
Safer Places

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# ***Report to the Council***

**Committee: Cabinet**

**Date: 1 November 2018**

**Subject: Finance**

**Portfolio Holder: Councillor G Mohindra**

**Item:**

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**Recommending:**

**That the report of the Finance Portfolio Holder be noted**

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## **Accountancy**

The new Council structure has now been created in our finance system but has stalled the budget process slightly though we should be able to catch up during November. There will now be a period of budget discussions with spending officers lasting around 5 weeks but the message will be very much around finding savings to help meet the target set in the Medium Term Financial Strategy as from 2020/21 pressure on Council finances will undoubtedly increase.

We are still awaiting information on the Fair Funding Review (FFR) and what the arrangements will be for the consultation. It is intended that responses to the consultations will be considered by the Resources Select Committee as and when a response is required. The budget is expected to have been held on Monday 29<sup>th</sup> October and it is hoped some clarity can be given regarding Local Government Finance going forward generally and the planned timetable for the FFR in particular.

## **Benefits**

With regard to welfare reform, there has not been much change since my last briefing but I will take this opportunity to again remind Members that from 5 December 2018, the Loughton Jobcentre Plus will roll out Universal Credit, which will mean that the whole of the District will be in what is known as a 'Full Service Universal Credit' area. This means that anyone of working age needing help with their rent and who is not already receiving Housing Benefit, will need to apply for Universal Credit instead of Housing Benefit. For people currently receiving a legacy benefit, which includes Housing Benefit, the Government has recently announced that the planned migration to Universal Credit will take longer than anticipated. The transition is due to start in 2019 and this will still happen but with a much lower number of people than originally planned. The Government now hopes that everyone who needs to, will have migrated from a legacy benefit to Universal Credit by 2023, and not 2022 as previously expected.

## **Revenues**

Following on my last update to members the bid to become a one-year pilot for 75% Local Business Rates Retention for 2019/20 has been submitted. This is a joint bid amongst Essex authorities, excluding Thurrock BC, to gain around £19m of additional funding across the County in 2019/20. It is anticipated that a decision as to whether the bid has been successful or not will be made by the Secretary of State around the time of the Budget.

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# ***Report to the Council***

**Committee:** Cabinet

**Date:** 1 November 2018

**Subject:** Housing

**Portfolio Holder:** Councillor S. Stavrou

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**Recommending:**

**That the report of the Housing Portfolio Holder be noted.**

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## **Council House-building Programme**

I am pleased to be able to report that on Wednesday 10<sup>th</sup> October the Council took handover of four new Council homes from Phase 3 of the Council house-building programme at Parklands, Coopersale, now named Verrall Close. The two new 2-bed houses and two 1-bed flats will be let to applicants on the Council's housing register.

It won't be long before three more sites will be ready to be handed over. On 5 November the Contractor is preparing to hand over three 2-bed houses and one 3-bed house at Centre Avenue, Epping, followed by two 2-bed houses and two 1-bed bungalows at Springfields, Epping on 7 November. A further single 3-bed house is scheduled to be handed over on 23 November in Centre Drive.

There has been an ongoing issue over ground cross-contamination at the site in Stewards Green Road, Epping, where the Council was expecting to receive the keys to two 2-bed houses and two 3-bed houses earlier in the summer. However, based on a combination of incorrect pre-demolition advice from a firm of specialist asbestos testing consultants and the possibility of contaminated imported made-up ground to the soft landscaping areas, samples taken failed the contamination test required to satisfy the Planning conditions. This means that further tests and investigations are required before a hand-over date can be agreed. It is hoped that these will follow in late November. The Council is seeking to pass on any additional costs to the specialist consultants who provided incorrect advice.

Since the fire in August at Burton Road, Loughton, Mulalley, who is the appointed contractor for Phase 2, is working hard to keep the hand-over of the 51 new homes on or as close to the contract completion date of early January 2019 as possible. In relation to Block D, which was the block that suffered the fire damage, I reported in September that Mulalley were considering the possibility of completing the two lower floors in line with the target completion dates, with the upper levels finishing later. However, for health and safety reasons this will not be possible. Therefore, Block D is now proposed to be handed over in July 2019. Mulalley have been made aware that the Council will be seeking to recover the loss of rent as a result of this delay, which will be collected through Liquidated and Ascertained Damages as part of the Contract.

The 24 sites making up what was known as Phases 4-6 are being evaluated by the Development Team and being prioritised based on the expiry of their planning permissions. This means the first package of sites will concentrate in Loughton at Chequers Road, Bushfields, Lower Alerton Hall and Chester Road. Tenders are expected to be sought between February 2019 and April 2019, with works starting on site in June 2019. Package two will be at Millfields and Queensway, Ongar where tenders will follow package one in April 2019 and start on site is scheduled for July 2019. In the meantime, the garages on these, and all other sites where planning permission has been granted, will be demolished and cleared to enable the Development Team to undertake detailed

ground contamination surveys. I will update Members via this update report of which sites will make up future packages as and when they are prioritised.

### **Oakwood Hill Estate Footpaths**

I am pleased to advise Members that the joint working initiative with Essex County Council, to re-surface the footpaths on the Oakwood Hill Estate, has now been completed. This followed an extensive consultation exercise with Resident's, Ward and Town Councillors. Members may remember that this was a project funded from Service Enhancements, where £200,000 was allocated by Epping Forest District Council and was match-funded by Essex County Council.

### **Homelessness Reduction Act 2017 – Duty to Refer**

The Homelessness Reduction Act 2017 introduced a new duty, which requires specified public authorities in England to notify Local Housing Authorities (LHA) if any person using their service is homeless or is threatened with homelessness within 56 days. The duty to refer is intended to help people get access to homelessness services as soon as possible so that their homelessness can be prevented or relieved in a timely manner. This duty came into effect on the 1 October 2018.

The public authorities subject to the Duty to Refer include:

Prisons	Hospitals in their function to provide inpatient care
Secure Training Centres	Secure Colleges
Youth Offending Teams	Probation Services
Job Centre Plus	Social Service Authorities
Emergency Departments	Urgent Treatment Centres
The Regular Forces	Youth Offending Institutions

If a public authority considers that a service user may be homeless or threatened with homeless within 56 days, or if a service user positively discloses this information, the public authority will be required to ask the service user if they would like to be referred to a LHA for homelessness assistance and advice. Although the service user can be referred to any LHA, it is advisable for them to approach a LHA with whom they have a local connection.

If a service user consents to a referral being made under the Duty to Refer, the public authority will notify the chosen LHA of the reason for their referral and how the individual may be contacted. Referrals to this Council are to be made through our online Partner Referral form, which will be accessed through the Council's website.

# ***Report to the Council***

**Committee: Cabinet**

**Date: 1 November 2018**

**Subject: Leisure & Community Services**

**Portfolio Holder: Councillor H. Kane**

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## **Recommending:**

**That the report of the Leisure and Community Services Portfolio Holder be noted.**

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## **Community Services**

### Community, Health & Wellbeing

In my report this month, I am pleased to be able to provide a range of qualitative data and feedback related to some of the provision that is provided by our Community, Health and Wellbeing team. This will hopefully give Members an insight into the great benefits of our work and improved quality of life, for people of all ages living in our communities.

### **Epping Forest Inclusion Project – Visit to Leyton Orient Football Club:**

On Saturday 15th September 16 participants from the Epping Forest Inclusion Project were invited along to Leyton Orient's home game versus Barnet FC. The group were hosted in the Diversity Hub, where Theo (the Orient mascot) popped in to say hello. The group then made it pitch side to be pre-match flag bearers and a guard of honour for the players as they came out of the tunnel! For many of the children this was their very first experience of a live football game. The project is a vital service for many of the parents that use it and they were all very grateful to everyone at Leyton Orient for giving their children a brilliant opportunity. Parents said:

"The experience gave Freya my daughter confidence to stand out in front of a large crowd. She was important for a moment. The day lifted our spirits. Thank you. Great seeing Orient win so spectacularly too. We all left on a high."

"I think what you & the club facilitated was absolutely fantastic & I really appreciate you including kids of all abilities and letting them experience different things."

"Please convey our appreciation to Leyton Orient Football Club and all those involved for creating such a welcoming atmosphere. It was so well organised and everyone was so enthusiastic it was the very best introduction to football for my little boy. Aadi has proudly worn his cap every day since we returned from the game."

Due to the success of this visit Leyton Orient has invited participants from the project to attend a future game and take penalties on the pitch at half time. The Epping Forest Inclusion Project provides a variety of sport and leisure opportunities for children, young people and adults with various disabilities in the Epping Forest district. The project currently runs 25 sessions a week, as well as an extensive school holiday activity programme.

**Active Living:** Active living is a free, lifestyle change programme aimed at helping people that are inactive get active with friendly one to one support every step of the way. To date the Community, health & Wellbeing Team has had 166 referrals. 70 local residents are currently

actively participating in weekly sessions. Participants who have been attending for a year report that they have increased their activity from no activity to at least 3 x 30 minute sessions per week. Confidence levels have been improved and participants are now attending classes such as Yoga, Pilates and Keep. Key results include:

- 87% improved wellbeing score at 3 months
- 95% increased activity levels at 3 months
- 90% increased wellbeing at 6 months
- 100% increased activity levels at 6 months
- 91% improved wellbeing at 1 year.
- 100% increased activity levels at 1 year

Comments received about the Active Living programme include:

“Brilliant programme and I don't feel so gloomy anymore. Nice to be in a network of people trying to get moving. Couldn't walk 3 months ago so pleased with the progress. Taking it slow but built up so much.”

“I deal with a lot of stress in my week and coming to the class always makes me feel better and has helped to improve my confidence in a group setting and with my everyday life.”

“Found new friends who have encouraged me to join a Zumba class once a week and I actually enjoy it!.

**Stay Well This Winter Events:** As the colder months close in, the Community, Health & Wellbeing Team is working with the West Essex Clinical Commissioning Group to help residents prepare for winter by providing a series of free health and wellbeing events across the district. These informative events are an opportunity for residents to come along and speak to local pharmacists, community nurses and specialist healthcare advisors and learn more about how to keep themselves healthy throughout the winter months. Events this year will take place in:

**Nazeing:** St Giles C of E, St Giles Church Hall, Nazeing, Essex, EN9 2JL. Thursday 8 November, from 10am – 2.30pm.

**Ongar:** Jubilee Park Pavilion, Love Lane, Ongar, Essex, CM5 9BL. Thursday 15 November 10am – 2.30pm

**Epping:** Epping Hall, St Johns Road, Epping, Essex, CM16 5JU. Thursday 22 November 10am – 2.30pm

**Fyfield:** Fyfield Village Hall, Houchin Drive, Fyfield, Essex, CM5 0RG. Wednesday 28 November 10am – 2.30pm

**Women like Us Festival:** In partnership with Active Essex, our staff supported Sport England's 'This Girl Can' campaign with a 'Women Like Us' festival on Sunday 7 October at Zinc Arts, Ongar and I was delighted to be able to attend.

The aim of the festival was to encourage women of all ages and abilities to have fun, be active and improve their wellbeing. A variety of excellent, free activities were delivered by the Council's team and other local providers for women to participate in, including Bounce sessions, netball, rowing, kick boxing, yoga, pilates and dance. There were also weaving workshops, life skills and wellbeing sessions. The festival was well attended and feedback was extremely positive. We hope to build upon this success with Active Essex to deliver a similar festival elsewhere in the district in 2019.

**Epping Forest Community Champions :** I'm delighted to report that the first nine Epping Forest Community Champions have been recruited and have attended an induction event and

Dementia Friends Awareness session. The first cohort of Community Champions are from Buckhurst Hill, Chigwell, Loughton, Nazeing, Ongar, Theydon Bois and Willingale.

The Community Champions programme builds on the skills and knowledge of local communities. The project aims to bring local people and services together to improve the health and wellbeing of local residents, build community capacity and reduce loneliness and social isolation.

Our Community, Health and Wellbeing Team is leading on the development of the project and recruitment, training and on-going support of the Community Champions. The Champions are being recruited from the 24 town/parish areas through an advertisement campaign involving; fliers, posters, banner stands, social media, news articles and press releases.

**#consequences Project:** A complete review of the Year 9 Reality Roadshow schools programme has been undertaken involving; comprehensive feedback from pupils, teachers and provider agencies. Consideration was also given to the current and emerging issues facing our local young people and an enhanced, more targeted project has been developed and is called #consequences. The project concentrates on the key priorities of healthy relationships and consent, Child Sexual Exploitation, gangs, youth violence and County (drugs) Lines.

The Council will continue to work with two excellent agencies; ARC Theatre and Spark2Life. #Consequences involves a 1 ½ hour interactive theatre production, information session and Q & A. The production has been redesigned to be delivered in an assembly format following feedback from schools. Initial feedback from pilot secondary schools has been excellent and extremely well received by pupils.

**Epping Forest Youth Council:** Our Youth Council meeting held on 9th October was the final official duty of the 2016-18 cohort of Youth Councillors. It has been a busy two years for the young people and has involved; a Drug Project, the MiLife mental health project, numerous consultations, a Youth Conference and, of course, the 10 year anniversary event at the Houses of Parliament.

The new Youth Councillors have now completed their training and take up the challenge of providing a voice for the young people in the district. The MiLife project continues to play an important part of our young people's growth and development and the Youth Councillors were recently involved in filming the theatre aspects of the workshops. With MiLife digitalised, the scope to reach and help even more young people is possible and this could not be achieved without the continued support of Members. MiLife now enters year three of delivery to local secondary schools and in total over 8000 young people have been given valuable information and support. And as Members know the success of MiLife was endorsed by winning the National Crimebeat Award earlier this year. The Epping Forest Youth Council is now starting to work on their next project which will focus on how to keep young people safe.

**Young Citizen of the Year:** Nominations have opened for Epping Forest Young Citizen of the Year Award 2019. The award, presented annually, recognises young people's exceptional contributions to the Epping Forest District. This can be in terms of outstanding courage, service to the community or showing extraordinary commitment, energy and effort in a particular cause or achieving a particular goal. 11-18 year-olds living in Epping Forest district are eligible for nomination.

#### Museums, Heritage and Culture

**Singing in the Wilderness:** A major celebration event took place on Saturday 29 September at St John's C of E Primary School in Buckhurst Hill, next to the site of Walter Spradbery's

former home, 'The Wilderness' in Epping Forest. Pupils from the school recreated the 1938 Open Air Social that artist Walter Spradbery held in the garden of his home. Tours of 'The Wilderness' site were provided and the event also offered a variety of stalls and art displays organised by a number of local community groups, along with projections of Spradbery's work. Pupils from the school performed a specially commissioned dance choreographed by Flux Dance Collective, and Impropera - the World's Only Improvised Opera Company closed the event. Some 350 people visited this special event, which formed part of the museum's First World War commemorative exhibition on the artist Walter Spradbery. We were delighted that the Chairman of Epping Forest District Council was able to attend as well as descendants of the artist. The event was made possible through funding from the Heritage Lottery Fund

**St Catherine's Exhibition at Lowewood:** Following a successful application to the Heritage Lottery Fund for £9,700, the MHC team have been working with St Catherine's School in Hoddesdon on a project celebrating 200 years since the school was founded. The project has seen every school pupil participate in back in time sessions exploring life and school 200 years ago, they have also created an art piece recording their memories of school life. The teachers have been trained in oral history interviews with 10 past pupils recording their memories of the school for us. The oral history interviews and art piece will form part of an exhibition opening at Lowewood Museum on 20 October. The foundation stone of the school has been replaced and will be unveiled as part of a special birthday celebration on 22 October, where a church service will be followed by a whole school procession through Hoddesdon's town centre.

**Gifted and Talented Day of Dance at Roding Valley School:** On 12 October up to 50 Year 7 pupils from Roding Valley High School were given the opportunity to work with some leading dance professionals. Working with MHC, the school chose to champion dance for the day, giving pupils a day off their regular timetable to explore taster workshops of various dance styles (including Musical Theatre, Contemporary, Whacking or Popping and Street Dance). Informal performances were shared at the end of the day. A Question and Answer session with the professional dancers was incredibly inspiring to the students.

**Education and Outreach:** September 2018 was the busiest month for school visits on record for the Museum, Heritage & Culture Service, with the team working with 1076 children. Along with our popular programme of formal education sessions, our work with two primary schools on two of the museums temporary exhibitions, has contributed to this significant number.

**Volunteering:** MHC continues to have very high level, valued input from volunteers. In September alone the volunteer contribution totalled 382 hours which equates to £3330 of 'in-kind' funding. Volunteer duties combine a mix of Collection support, Museum Garden volunteers, Front of House and The Singing in the Wilderness event which comprised a variety of duties such as working on stalls, photography, tours of the Wilderness, refreshments, information and dance.

**Museum Movers:** With support from the Epping Forest Public Health Community Grant Fund, the museum has been able to continue with its popular Museum Movers sessions. Museum Movers focus on Dance for health and takes place every Friday at the museum, with 17 people taking part. The Public Health Community Grant Fund has been fantastic in supporting people with transport issues, and due to this we have regular visitors from Hyde Mead House in Nazeing. The Sheltered Housing Managers have been very supportive in marketing the sessions.

## **Epping Sports Centre**

At the time of writing, 'snagging' works at Epping Sports Centre is largely complete subject to final inspections. The centre continues to receive lots of praise from centre users. This has been reflected in an increase in memberships and casual users.

No further major works are scheduled at the centre in the foreseeable future. The two remaining Squash courts are being refurbished to replaster and repaint the walls. The Squash court floors are being replaced and relined at the same time.

The car parking management scheme will be implemented in September following the remarking of the car park bays. It is hoped that this will prevent the car park being used by commuters and shoppers. Centre users will get two and a half hours free parking per visit. The sports hall continues to be a concern. There are significant cracks in the walls which have been made worse by the hot weather over the Summer. Significant Winter rainfall could see further structural movement and damage.

### **Ongar Leisure Centre**

The Ongar centre continues to perform well especially over the Summer with the pool inflatable sessions being very popular. The gym is also proving popular since the refurbishment works last year.

Several issues with the building mechanical and electrical plant have arisen recently. The boilers are in need of a complete overhaul but we are hoping to put this off until the 2019/20 Financial Year. We will be scavenging parts from the Waltham Abbey Pool site when it closes in November.

The pool tank is suffering from subsidence in one corner. This movement causes the pool and wall tiles to 'pop' which therefore require regular repairs. As with Epping, any prolonged rainfall may increase ground movement and result in more damage.

The lift mechanism and shaft at Ongar has recently had a number of problems requiring urgent repair. It is hoped that this is not a structural issue!

### **Loughton Leisure Centre**

The extension to the front of Loughton Leisure Centre is now largely complete subject to snagging works and final inspections. There are some outstanding external works to the footpaths and planted areas which will be completed in early September.

The new gym areas opened on August 18<sup>th</sup> and there has been a good deal of positive comment from users and staff.

The changing village works is scheduled to complete mid to late September for the final tiling works.

With regard to the noise complaint, the sound limiters have been installed in the studio PA systems and the acoustic engineer survey has been undertaken. The report should be available within a few weeks when we will be able to make a judgement on what additional work may be required (if any).

### **Waltham Abbey Pool**

Planning for the closure of Waltham Abbey Pool and relocation to the new centre is well under way. As mentioned above, we are intending to salvage as many usable parts as we can for use at Epping and/or Ongar.

The Waltham Abbey Pool staff are all moving across to the new site and have taken the opportunity of the Loughton gym opening to cross train on the new equipment.

## **Waltham Abbey Leisure Centre**

Following some very challenging legal issues with the electricity companies, I am pleased to say that they are now resolved. Mains power will be switched on to the site in early September. As a result we can now say that the centre will open slightly ahead of schedule on Saturday 17th November.

Internal works are moving on at pace and external works such as the carpark areas and surrounding landscaping are underway.



# ***Report to the Council***

**Committee: Cabinet**

**Date 1 November 2018**

**Subject: Planning and Governance Portfolio**

**Portfolio Holder: Councillor J. Philip**

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**Recommending:**

**That the report of the Planning and Governance Portfolio Holder be noted.**

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## **1. Local Plan**

Following the Court Order of Rt Hon Mr Justice Sales on 20 September 2018 which refused permission to appeal to the Court of Appeal, the Council submitted the Local Plan to the Planning Inspectorate for independent examination on 21 September 2018. An Inspector, Louise Phillips, has been appointed to carry out the independent examination of the plan. She will determine whether it has been prepared in accordance with the relevant legal requirements and that it is 'sound' i.e. positively prepared, justified, effective and consistent with national policy. We are waiting to hear from the Inspector about hearing dates but we understand that these are likely to commence in January 2019.

## **2. Implementation of the Local Plan**

The Implementation Manager, Lydia Grainger, joined the Council on 1 October 2018. A report went to Cabinet on 18 October 2018 to agree the governance arrangements for Local Plan Implementation. That report set out the proposed amendments to existing governance processes and procedures to enable the masterplanning and Planning Performance Agreement processes to be undertaken efficiently and effectively. This set out proposed arrangements for the preparation, consultation, endorsement and approval of the Strategic Masterplans and Concept Frameworks in the District; the proposed governance arrangements for documentation associated with the Harlow and Gilston Garden Town and appropriate delegated responsibility to nominated officers to act as a signatory on Planning Performance Agreements. It also provided an update to members on the current progress on the masterplans.

## **3. Epping Forest Special Area of Conservation and proposed mitigation strategy**

Since the last meeting a report has been considered by the Cabinet on 18 October 2018 setting out an interim approach to managing recreational pressures on the Epping Forest Special Area of Conservation. The proposal is to seek contributions from net increases in new residential units within 3km of the Epping Forest Special Area of Conservation arising from the granting of planning permissions and prior approval consents under permitted development rights. Further work is being undertaken to address the air quality impacts and it is anticipated that this will be available shortly.

## **4. Neighbourhood Planning**

Following the exploratory meeting held by the Examiner of the Chigwell Neighbourhood Plan on 5 September 2018 the Council has received the examiner's note following the exploratory meeting dated 28 September 2018 which sets out the way in which the examiner proposes to

deal with the examination. He has indicated that he will be recommending in his final report that the Neighbourhood Plan does not proceed to referendum. The final report is awaited.

## **5. Harlow and Gilston Garden Town**

Work continues apace on the Garden Town. The outcome of the capacity bid submitted to MHCLG to seek further funding to support the work is still awaited. The Council's representatives on the Board are currently Cllr Whitbread, Bedford and Philip. The terms of reference of the Board have been reviewed and interviews for an Independent Chair are scheduled for 19 October 2018.

The Board is expected to agree the spatial vision and design charter at its next meeting on 12 November 2018 following the recent community engagement. A draft transport strategy will be the subject of consultation in the next month or so.

## **6. Development Management**

### **Building Control**

The budget for Building Control for August 2018 is £41,410 and the annual budget for 2018/19 is £500,000.

BC's actual income for August 2018 (Period 5) is £35,340. To date in the first five months BC has exceeded budget twice and the actual to budget shortfall is £11,123; an average of just over £2,000 per month.

This means that it is possible that BC's income may end the financial year at £475,000 however it is expected that BC may be able to recover during the remainder of 2018/19 and achieve an overall income in the region of £480,000 to £490,000. This is supported by the three year summary of the last seven months of preceding financial years 2015/18 of the final seven months at an average of £269,287 per year compared to the current budget (final seven months) £269,440, which could possibly show the end of the financial year ending at £488,000.

Building Control's Income is directly linked to staff availability to follow up work and the recent loss of an experienced surveyor with substantial experience combined with zero response to two separate vacancy advertising exercises is indicative of the difficulties in growing BC Income in competitive and challenging marketplace conditions.

### **Development Control**

Development Control continues to make extensive strides in planning income generation in 2018/19.

The first five months of 2018/19 show that DC Planning Application Income reached £653,257. This compares with budget of £438,040 an increase of £215,217 over budget. In addition the average monthly income for 2017/18 was £70,549 and to date the average monthly income for the first five months of 2018/19 is £130,651.

DC's Planning Application income for 2018/19 is expected to continue to increase to reach an expected turnover of £1,295,217 which if achieved will be a record £448,632 over DC Income of £846,585 for 2017/18.

DC Pre-Application Income continues to perform well against budget recording £47,294 as compared with the budget of £45,270.

This means that based on current trends it is possible that DC Income will achieve a high £1.4 to £1.5 million for 2018/19.

Workload of planning applications and pre-planning applications remains high, putting a strain on resources. There are a few vacancies but despite advertising it is proving difficult to fill them, but this is an issue Essex wide. Use of planning agency staff however, has helped to plug the gaps while jobs are advertised and await appointment.

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# ***Report to the Council***

**Committee:** Cabinet

**Date:** 1 November 2018

**Subject:** Safer, Greener & Transport

**Portfolio Holder:** Councillor S. Kane

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## **Recommending:**

**That the report of the Safer, Greener & Transport Portfolio Holder be noted.**

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## **Countrycare**

Since the last report Countrycare has worked on four different sites with its volunteers. Tasks included raking, sowing yellow rattle seed to help improve biodiversity on one of the wildflower meadows, creating a new path and fence repairs. The days were well attended with an average of 13 volunteers out each week.

We held our annual mammal morning with Essex Wildlife Trust at Chigwell Meadows. Only 5 people attended but they were all very complimentary and enjoyed the morning very much. The autumn Tree Warden meeting was held with 16 tree wardens in attendance. It was a very constructive meeting. A leaflet has been produced on Why Trees are Good for You. It details all the health benefits trees have and encourages people to “take care of trees so that they can take care of you”.

We have begun a project to turn the World War II pill box in Roughtalley’s Wood into a bat hibernation roost. A bat survey has been carried out and recommendations have been made by the ecologist on the best way to make the inside of the pill box suitable to hibernating bats. The next step is to have a building survey carried out to make sure the structure is sound enough to work in.

## **Parking**

### *Loughton Broadway Parking Review:*

Final designs for the scheme have been agreed with Ward Members and preparations for a public consultation are well advanced at the time of writing this report.

### *North Essex Parking Partnership (NEPP):*

At the meeting of NEPP Board on 4 October we had the yearly opportunity to nominate our six schemes.

The following schemes put forward by the Council have all been accepted by NEPP:

- 1) Hill Road Theydon Bois,
- 2) Blackacre Road, Theydon Bois,
- 3) Epping New Road,
- 4) The Windsors,

- 5) Blackmore Road,
- 6) Whitehills Road,
- 7) Stag Lane,
- 8) Palace Gardens,
- 9) Spareleaze Hill,
- 10) Stewards Green Road,
- 11) Nursery Road Connaught Avenue and Shaftesbury as one scheme,
- 12) Abridge Road, Station Hill and Graylands.

#### Epping Town Parking Review:

All responses from the public consultation were collated and discussed with local Ward Members. Officers will now finalise the proposed changes and arrange making of Traffic Regulation Orders which will enable enforcement. I am keen to see the scheme implemented in this year however this is subject to weather and procurement.

#### **Community Safety**

I would like to focus on a couple of issues mentioned in my last report which have had developments that Members may be interested in.

On 28<sup>th</sup> September our EFDC Police Team worked with officers from Planning and Loughton Community Policing Team, to support the enforcement of notices that were served on a number of unauthorised development plots at Roydon Lodge Chalet Estate. Our risk assessment for the enforcement determined this action required the support of police.

In total 15 police officers were deployed to support Operation Xerses, to enable process servers to facilitate the councils lawful enforcement function. This is the start of what is expected to be a long term action. I am happy to report that there were no incidents of threats, intimidation or threats of violence due to this planned and co-ordinated response led by Sergeant Neil Ross from our team.

I previously reported on two ASB Case Reviews (Community Triggers) received from residents in Pyrles Lane, Loughton. The threshold for review was met in both cases due to the persistence of anti-social behaviour. A multi-agency Review Panel meeting was held on 20<sup>th</sup> September chaired by Community Safety. Recommendations were made concerning the tenancy of the perpetrator, working with East of England Ambulance Service to put in place a preventative injunction and with Essex Community Rehabilitation Company (CRC) to look at other tenancy options. (CRC are part of the Probation Service).

It was also agreed that work was also required by the Mental Health Team to provide more intense management of the perpetrator in the community. This has been an extremely difficult and intense case involving many different agencies and has placed significant pressure on all agencies involved. The council have a duty to publish data of all ASB Case Review applications which can be found on our web site under Crime and Safety / anti-social behaviour. I am pleased that our processes for receiving and reviewing Case Review applications seem to be working well.

The Community Safety Investigators continue to manage a cross border intelligence meeting relating to the Chigwell/Hainault border areas. Participants are EFDC, Essex Police CPT, our

police team, British Transport Police, Operation Raptor, Metropolitan Police Safer Neighbourhoods Team and specialist gang crime and intelligence officers. This is a tried and tested information sharing meeting which allows a dynamic exchange of operational intelligence which has demonstrated and continues to demonstrate worth.

### EFDC Safeguarding Referral Statistics April 2018 to March 2019

	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	TOTALS
No. of NEW concerns received	31	36	27	32	38	29							193
Children only concerns	5	4	7	3	6	3							28
Adult only concerns	18	24	17	15	19	15							108
Adult & children concerns	8	8	3	14	13	11							57
No. of children involved	32	27	18	40	50	27							194
No of adults involved	27	36	25	32	34	27							181
New cases ref. to social care	7	7	8	9	7	7							45
Referred to the Police	0	0	1	1	10	2							14
Ref. to MARAC	2	0	0	3	3	0							8
Referred to partner agency	2	5	2	4	8	2							23
Referred to Mental Health	0	0	2	1	2	0							5
Not referred	20	24	18	17	11	13							103

As can be seen from the table above, we are continuing to receive a high number of safeguarding referrals each week, which are often complex and can involve a wide range of agencies in gathering intelligence.

### CCTV

Following an assault in Buckhurst Hill, Police requested an emergency download of CCTV of the incident. The CCTV provided the Police with conclusive evidence and at a recent Crown Court Hearing the perpetrator pleaded guilty to wounding/causing grievous bodily harm with intent, which the CPS has accepted.

The perpetrator was sentenced on 12<sup>th</sup> October 2018.

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# ***Report to the Council***

**Committee:** Cabinet

**Date:** 1 November 2018

**Subject:** Technology and Support Services

**Portfolio Holder:** Councillor A. Lion

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## **Recommending:**

**That the report of the Technology and Support Services Portfolio Holder be noted.**

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## **Support Services**

The latest issue of, District Lines published a report on the second Managers' Conference at the end of September, attended by 80 officers. Derek Macnab introduced the newly appointed Strategic Director, Georgina Blakemore and the new Leadership Team. Derek was also pleased to announce that Gavin Handford has been appointed as the second new Strategic Director and is due to start in December. Derek went to setting out the latest financial position and progress on the People Strategy.

Georgina and Leadership Team have been working intensively in the run up to the conference on the key messages and drivers for change. The key challenges are to find budget savings target of £2.5million over next three years. Managers were encouraged to work with their teams, unlocking motivation and instilling the same passion in their teams to take us forward as our new Leadership Team is displaying. Managers will be concentrating on building the services around:

- Customer - building our services around the people we serve
- Efficiency - making the very best of our people, time and money
- Effectiveness - an agile, flexible workforce achieving our ambitions working together and in partnership

The Managers' Conference was followed by two all staff briefings.

The new Corporate Training Programme, focusing on leading, managing and coping with change for staff and managers, has received a great response. Change brings uncertainty to those involved. As a caring employer, staff well-being remains one of our top priorities. We are piloting counselling sessions to support staff who have been dealing with particularly difficult cases or circumstances, providing a safe and supportive environment where our people can discuss their feelings and emotions with someone who is an impartial and qualified counsellor.

Hays recruitment visited on 17 October to promote 'My Career Portal' to support career development. The session provided staff with an informal demonstration of the online portal and answered any questions on planning their career. The portal can be accessed at any time and on any internet device. It is a good opportunity to identify training requirements and planning career progression.

Several Members attended the 'drop-in' i-Trent training session, ahead of the Council meeting on 25 September. Additional training can be provided, if there is a demand, i-Trent will be included in the new Members training programme.

Online annual leave recording and authorising is now "live" for all staff. Managers are currently receiving training on how to record employee sickness absence, with a "go live" date of the 1 November 2018. Officers are building other modules on the i-Trent system, including Recruitment, Learning and Development with a proposed 'go live' date of April 2019.

### **Facilities**

Roofing works are now complete at the museum in Waltham Abbey, and chimney stacks have been overhauled. External redecoration has now commenced.

The ongoing project to refurbish the nine passenger lifts at the Limes Farm estate continues to progress well. Three lifts have now been completed, the fourth is underway and work on the fifth lift is due to commence in mid-October.

The refurbishment of Homefield House in the grounds of the Civic Offices is now complete and is in use for meetings and training. 'Hot desking' office accommodation is available for staff use.

A planning application has been submitted for works to convert Building 21 at Townmead Depot into accommodation for the Nursery Service. The decision is due in early November. Preparation work, which is not subject to planning permission has been carried out.

To enable better control of heating and hot water systems in the sheltered housing units (SHUs) by providing remote access to the controls from the Facilities Management office. This has been achieved by linking the Trend building management system between the (SHUs) and the Civic Offices.

The TagEvac emergency evacuation system has been installed at the Civic Offices site. This allows more efficient logging of checked evacuation areas in the event of an emergency evacuation of the building. This has been tested on two occasions in early October and found to operate effectively.

The design and installation of a new High Voltage Substation at North Weald Airfield is under way. This helps facilitate the planned expansion of the airfield's commercial tenancies.

External decoration work has been completed to fences and garage doors at the rear of Pyrles Lane shops in Loughton and will shortly be commencing to Landlord's areas at Oakwood Hill Industrial Estate. Both these jobs are being carried out by the Council's in-house Works Unit.

Preparations are being made to replace aging external lighting at two Council owned rows of shops (with flats above), Borders Lane in Loughton and Market Square in Waltham Abbey. New energy efficient LED lamps will be used to increase energy efficiency and improve reliability.

The Facilities department has now been amalgamated with housing repairs under the new organisation.

### **Legal**

Evidence gathered by the Council's Environment and Neighbourhood team led to a prosecution in Chelmsford Magistrates Court on 13 September 2018 against Mr. Vadims

Tjokuskins of Hillyfields, Loughton, Essex who pleaded guilty to the offence of transferring household waste to an unauthorised person and which was then fly tipped in Oakley Court.

Mr. Tjokuskins admitted to the handing over of the waste (a quantity of cardboard boxes) without checking to ensure that the person taking the waste was an authorised person. The waste was of a type that would have been collected by the Council as part of its regular collections had it been left out for collection in the correct way.

The Magistrates stated that it was a negligent act and Mr. Tjokuskins was ordered to pay a fine of £600. He was also ordered to pay the Council's prosecution costs of £900 together with a Victim Surcharge £60. The Magistrates stated that had he not pleaded guilty the fine would have been £900.

## **Technology**

### **Technology Strategy Update**

In early October 106 out of 335 scheduled projects are complete (31.64%), a further 124 projects are currently due for completion over the next 12 months. This is slightly behind schedule, due to projects being reprioritised owing to delays in the Accommodation Review and external suppliers.

### **Laptop Rollout**

ICT have completed half of the rollout of laptops, this is slightly behind schedule due to some delivery issues, but to remedy this additional resource has been allocated to the project by diverting staff from other less critical work. Full completion of the rollout is planned for late November.

### **ICT Systems**

The Council's Document Management System (DMS) for Information@Work, has been upgraded to the latest version, this will give additional capabilities, including allowing the system to be used in a browser. This also begins the process of migrating from a desktop to browser-based environment, providing benefits of being able to access via mobile devices, with responsive screen size.

The upgrade work for the main servers was completed over weekend of the 6-7 October, as planned by ICT Business Analysts and Northgate. The ICT Business Analysts also carried out an upgrade and testing to the scan stations (desk top scanners). The system was operational and available for staff use on the Monday morning as planned, the disruptive elements of this critically important upgrade were completed out of hours. The live upgrade was the culmination of months of testing and planning by ICT Business Analysts working with colleagues in the Service areas and our supplier. Completion of this upgrade also allows us to progress the equally important Assure upgrade to the Northgate Planning and Environmental systems.

### **SharePoint**

SharePoint will enable Members and staff to view a new vibrant and informative intranet and share documents with colleagues if required.

Work continues with the implementation of SharePoint and testing on how we can securely share documents externally. Our external partner, working with one of our ICT Business Analysts, has delivered the prototype corporate intranet to us, and we are on schedule for go-live of that before Christmas.

## **Office 365**

Additional staff have been migrated onto Office 365, and the training continues to progress well. The combination of e-learning and coaching seems to be the correct mix for our users, but the current slow rollout is designed to allow us to tailor the training correctly ahead of the rollout speeding up.

## **Spatial Information Team (Gazetteer & Street Naming and Numbering)**

Work has begun analysing the capabilities of the Capita Academy system with a view to linking the addresses for Council Tax and Non-Domestic Rates to the corporate gazetteer. As well as delivering more accurate addressing, once linked there is potential for us to discover properties and business not paying appropriate rates through cross referencing against other matched council systems. This will enable us to have accurate information and challenge any irregularities to ensure that Council Tax and Business Rates are collected on time and improving the Councils overall objectives in the Corporate Plan of recovering any outstanding debts.

Work on enhancing property classifications to meet the recent changes to statutory indicators if a property is detached or semi-detached etc., is progressing well. From over 9,000 properties that require analysis and classification the team have already completed over 4,000.

We have had some implementation issues with the new Street Naming and Numbering system, but these have now been overcome, testing is in progress and the delayed pilot will start soon.

Where possible we always try to encourage development naming with local significance. An example of the collaborative nature of our street naming and numbering process has allowed us through liaison with North Weald Parish Council, the developer and the family, to commemorate Lt. General Wilhelm Mohr by naming a major development in North Weald "Wilhelm Mohr Court". This is in recognition of the 75 years association with the Norwegian Airforce and in particular Lt. General Wilhelm Mohr.

## **Spatial Information Team (GIS)**

We are exploring mobile working options for the grounds maintenance team, with a pilot for our Basic Tree Maintenance program due to start imminently. This is following successful testing, and migration of all their mapping requirements into ESRI, our corporate GIS solution.

We have been re-developing and now gone live with the waste management mobile working KPI reporting solution. This system enables the Biffa team to report issues during their rounds and sync with the Councils database, by enhancing improvements with updates, this ensures that we meet their changing requirements. We will then be looking at a solution for street cleansing inspections and random sampling of waste collections. The Waste Management Team will also begin trialling our mobile working solutions which integrates ESRI with their M3 back office system. This system is already live for the Neighbourhoods team and is also being tested by the Engineering, Drainage and Water team. Officers will be able to feed live updates from site to colleagues in the office and share key information to resolve issues there and then, working smarter, efficient and putting our customers at the heart of our business needs.

Recently the Digital Innovation Zone project team held a workshop and along with attending the GIS team arranged for our GIS supplier ESRI to give a talk outlining some potential uses for big data and internet of things.

At short notice and with tight deadlines, the GIS section were able to provide Forward Planning with a survey solution for completing town centre surveys as part of the Authority Monitoring Report (AMR) which is a document used to assess indicators set out in the Local Plan. The GIS team are constantly seeking ways to add value, across a number of the key customer facing service areas, to improve productivity corporately across the Council.

### **Digital Forms Team**

Our Cautionary Contact process is about to be piloted following successful testing and sign off by the Corporate Safety Officer. This will simplify and self-manage the entire process, whilst providing officer security. The Cautionary Contacts is an online system that has been developed by the Council to provide information to its staff and contractors, particularly lone workers, as the Council has a duty ensure their health and safety. Staff will be able to access the most recent information, before they entire a building to ensure their safety always.

Redevelopment of the Councils complaints process is now complete and is undergoing testing, before being piloted.

Process management solutions including mobile working are under development for Housing Repairs.

Alongside these major process designs, the team are currently at various stages of development of around 30 online forms and processes, and as analysis of requirements for the new website continues more new requirements are likely over the coming weeks.

### **Superfast Broadband High-Speed Internet**

The new Phase 4a Superfast Essex broadband project remains in the planning stage. Once plans are finalised, Economic Development Officers will look to bring the contractors, Gigaclear, into a project 'kick-off' meeting with key Council departments to ensure the impact of the plans are fully understood and the interests of the Council and its residents and businesses are properly considered. This £3.1million contract with Gigaclear will bring full fibre ultrafast speeds to a further 2,100 homes and businesses in Epping Forest District by December 2019. Making Epping Forest District one of the best connected in Essex.

Work to promote the work of and raise the profile of the Essex and Herts Digital Innovation Zone (DIZ) continues with numerous engagement events undertaken. In particular, the work of the project team exploring digital opportunities to improve information flow to ambulance crews in emergency situations has been presented to health partners on the Urgent Care Local Delivery Board and the STP Clinical Expert Oversight Group and discussions are taking place to explore the potential for local pilot projects. Presentations on the DIZ have also been given to LSCC, the Harlow Enterprise Zone Board and Superfast Essex Steering Board.

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## NOTICE OF MOTION



**Epping Forest  
District Council**

**PLEASE WRITE CLEARLY**

Council meeting held on 1 November 2018  
Year: 2018

Moved by: Councillor J Philip

Seconded by: Councillor C Whitbread

Honorary Alderman – Scheme for Epping Forest

“That, in recognition that the Council has the option, under the provisions of Section 249 of the Local Government Act 1972, to confer the title of Honorary Alderman on any person who, in the opinion of the Council has rendered eminent services to the Authority, asks the Chief Executive to:

- a. report further to the Council’s Constitution Working Group on proposals that would bring forward such a scheme to enable the Council to confer a title; and
- b. asks that the Working Group report back to the full Council on the adoption of such a scheme together with the likely resources required.”

Moved by:

Councillor J Philip:

Signed:

Seconded by:

Councillor C Whitbread:

Signed:

Dated: 18 October 2018

**Please refer to the Constitution for rules relating to Motions**

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## ***Report to the Council***

**Committee:** Cabinet

**Date:** 01 November 2018

**Subject:** Epping Forest Local Highways Panel

**Portfolio Holder:** Councillor S Kane (Safer, Greener & Transport)

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### **Recommending:**

**That a District Development Fund supplementary estimate in the sum of £100,000 in 2018/19 be approved to match fund the contribution from Essex County Council for the Epping Forest Local Highways Panel to implement highway improvement schemes within the District.**

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1. The Epping Forest Local Highways Panel (LHP) was formed in 2009. It consists of eight elected Councillors, four from Essex County Council and four from Epping Forest District Council. The Panel is supported by Essex Highways and carries out highway improvement schemes within the District.

2. The County Council has offered to match fund £100,000 for the LHP to implement schemes within the District. If match funding is agreed by the Council then a number of highway schemes will be enabled in the District which would otherwise not get funding.

### Background

3. The LHP can only undertake capital improvement schemes, all revenue and maintenance schemes are delivered directly by Essex Highways, and the types of schemes that the LHP can undertake include: Passenger transport, public rights of way schemes, traffic management and walk way schemes. In addition the Panel keeps an oversight on any highway related Section 106 schemes as well as the work of the Highway Rangers.

4. Last year the Council match funded the County Council's £50,000 for highway improvements. This funding enabled feasibility studies, detailed designs and the implementation of capital schemes.

5. Although the LHP has significant budget allocation there is high demand for highway improvement and new road safety schemes. This forces scheme prioritisation and some schemes lose out. There are currently a total of 28 schemes on the Approved Works Programme of the Panel. The total cost of these schemes will be known once these go through the various stages of validation: feasibility, site investigation and cost estimation. It is understood that in the absence of match funding from the Council not all of these schemes, or any new ones, could be funded in 2018/19.

6. The County Council's Cabinet Member for Highways and Transportation, Councillor Kevin Bentley wrote to the Leader of the Council on 24 May 2018, offering to match fund up to £100,000 of District Council contribution to the Panel. Given that

all the available budget for the LHP has been committed the additional funding, £200,000 in total, will enable the delivery of a number of priority schemes which would otherwise not be possible. It is recommended that the Council accepts the offer of match funding by ECC.

7. The District Development Fund does not currently have enough resources available to meet this expenditure. If Members are minded to agree the recommendation in this report DDF monies allocated to other projects may need to be reallocated to fund this expenditure.

8. The Epping Forest Local Highways Panel has currently allocated all existing budget for schemes for 2018/19. By agreeing the recommendation in this report a sum of £200,000 will be available to the Panel to approve additional schemes.

### **Conclusion**

9. We recommend as set out at the commencement of this report.

## ***Report to the Council***

**Committee:** Cabinet

**Date:** 1 November 2018

**Subject:** Waltham Abbey Swimming Pool Site - Development

**Portfolio Holder:** Councillor A. Grigg (Assets and Economic Development)

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### **Recommending:**

**That a Supplementary Capital Estimate in the sum of £275,000 be approved for the preparation of the Outline Planning Application and the demolition of the Swimming Pool.**

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1. The existing Waltham Abbey Swimming Pool will close in November 2018, when the new Waltham Abbey Leisure Centre will open. The future use of the site therefore needs to be considered.

2. When the new Waltham Abbey Leisure Centre at Hillhouse, Waltham Abbey opens in November 2018, the Waltham Abbey Swimming Pool in Roundhills, Waltham Abbey will close. When vacated, the site needs to be secured as quickly as possible, to reduce holding costs (site security etc).

3. In order to do this, it will be necessary to appoint a development consultant to appoint and co-ordinate the work of the various consultants and to work up an outline planning application for the Roundhills site, which has been allocated for residential accommodation within the Council's Local Plan Submission Version. In view of their successful and high quality approach to leading on the Hillhouse development in Waltham Abbey, Essex Housing have been invited to provide a Fee Submission to work up a proposal for residential accommodation on the site, submit an outline planning application, procure a demolition contractor and supervise the demolition of the Swimming Pool.

4. To oversee the demolition of the site, the following work would be required:

- Physically secure the building
- Undertake all necessary surveys to include protected species, asbestos and locating all utilities.
- Prepare demolition specification.
- Undertake a procurement exercise for asbestos removal and demolition works.
- Prepare Section 80 notice for the demolition.
- Manage and oversee the demolition process.
- Provide full documentation of the cleared site to be available for any future contractor / purchaser.

5. Essex Housing would appoint the consultants and procure the contractor and then supervise the work. The estimated period to obtain all the required consents and to complete the demolition is around 8 months. The estimated cost of this work is £194,500, which includes Essex Housing's fee of £5,465.

6. It should be noted that the Council will be arranging the non-structural security of the site until the swimming pool is demolished.

7. The total estimated cost of this work is £275,000. Essex Housing's proposed Development Fee is £12,000 (5.2%), which is considered to provide good value for money.

#### Summary of costs

8. The following provides summary of the above costs (rounded), with Essex Housing's fee separated out:

Demolition of existing swimming pool	£189,000
Obtaining outline planning permission	£42,000
Essex Housing Development Fee	£12,000
Contingencies	£32,000
Total	£275,000

9. There is currently no budget provision to undertake this work. Therefore, in view of the need to commence the demolition works as quickly as possible, and to avoid delaying the outline planning application until next year, it is proposed to request the Council for a Supplementary Capital Estimate for £275,000, in order to commence the works and services as quickly as possible.

10. It is proposed that the Council enters into one contract with Essex Housing, for them to appoint the various consultants required, procure the contractor for the demolition works and supervise the demolition process.

#### Conclusion

11. We recommend as set out at the commencement of this report.

## ***Report to the Council***

**Committee:** Cabinet

**Date:** 1 November 2018

**Subject:** Leisure Management Contract - Supplementary Capital Estimate

**Portfolio Holder:** Councillor H Kane (Leisure & Community Services)

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### **Recommending:**

- 1. That a Supplementary Capital Estimate in the sum of £225,000 be approved to meet unanticipated costs in relation to the construction of Waltham Abbey Leisure Centre and other Leisure Centre refurbishments at Loughton Leisure Centre and Epping Sports Centre; and**
  - 2. That in addition a further Supplementary Capital Estimate is sought from Council in the sum of £475,000 to undertake the partial demolition of the vacant buildings on the former Junior School site in St John's Road, Epping, and also to undertake site investigation surveys.**
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1. After a competitive dialogue procurement process, the Council appointed Places for People Leisure Ltd (PfP) as its partner for the development and management of its Leisure facilities. Under the terms of the 20-year contract, Places for People on a design build basis, have constructed a new Leisure Centre at Waltham Abbey and undertaken significant refurbishment and extension projects at Ongar, Epping and Loughton Leisure Centres. This report seeks additional unanticipated capital expenditure arising from the construction works.

2. The Statement of Common Ground between the District Council and Sport England highlights specifically the requirement to undertake further feasibility work to support the relocation/provision of any future Leisure facilities. With the failure to achieve a mutually agreeable sale of the St John's Road site, the option of relocating Epping Sports Centre on to the site now becomes a potential option. Irrespective of the final form of any future development, in order to mitigate any further site security expenditure and to inform the quantum of potential development costs, funding is sought for partial demolition and site investigation surveys to be commissioned.

### Leisure Centres

3. Bidders for the Leisure Management contract were advised as part of the procurement process, that the Council would make up to £20 million available of Capital borrowing to build the new Leisure Centre at Waltham Abbey, and fund any refurbishment proposals for the other Centres. Places for People have borrowed a sum of £13.5 million from the Council which they will repay over the length of the contract at a competitive interest rate. The new Waltham Abbey Leisure Centre that Places for People have designed and built to meet the Council's requirements is due to open on the 17 November 2018. However, there have been a number of unanticipated items of Capital expenditure, outside of the contract which are the responsibility of the Council. In summary, they are:

- a) Sauna and Steam room - £75,000;
- b) Section 278 Highways works - £13,000;
- c) Utility and Telecommunication Works - £46,000;
- d) Upgrade to CCTV Systems - £14,000;

#### Loughton Leisure Centre

- a) Security Shutters – £4,000;
- b) Accessible Handrails - £4,000;
- c) Air Conditional Upgrade - £45,000;

#### Epping Sports Centre

- a) Fire Alarm/Intruder Alarm Upgrade - £14,000;
- b) Gymnasium Floor Repairs - £10,000.

#### St John's Road Site

4. Despite an extensive period of negotiation, it has not been possible to conclude a mutually agreeable sale of the St John's Road site to Frontier Estates. Since the District Council purchased the former Junior School Site from Essex County Council, it has incurred considerable costs in monitoring the security of the vacant site which has attracted ongoing anti-social behaviour and attempted incursions. To mitigate these costs and on the assumption that the site will still be developed for an alternative scheme, it is recommended that the current unoccupied buildings be demolished, with the exception of the buildings highlighted as of Heritage merit within the Local Plan Site Specific Requirements EPP.R4. The demolition will be subject to the necessary planning requirements. It is estimated that supplementary expenditure in the sum of £400,000k will need to be sought from Council if this is to be achieved within this financial year. Similarly, to ensure progress on any form of redevelopment, site investigation works will be required. These specialist surveys will also need to be funded at a cost of £75,000.

#### Conclusion

5. We recommend as set out at the commencement of this report.

## Royal Gunpowder Mills meeting the 6<sup>th</sup> of October 2018

-presented by EFDC external bodies representative Cllr Helen Kane

The Chairman opened the meeting welcoming Dave Sims as the Chair of the Friends Association

The **Way Forward** is being expanded and other supporting documents are being produced by the Operating Company. A future for New Hill is under active discussion. There is also discussion for the prospect of joining the site with the Lea valley site – next door – by a bridge. Although this option is not new, and the idea has been in the future development plans for some years now, it is one of the items for consideration again, liaising with the neighbouring authority.

It is worth mentioning that the Business Plan of the WARGM is an on-going process with the Trust, as it is now a good working group in place -progress to be monitored throughout the negotiations.

Emphasis has also been given on the educational stats, as the Operating company is seeking to increase the number of participations of the local schools and expand even further to other nearby areas. So now there are 2,459 schools targeted – throughout the District including Broxbourne and Redbridge.

A new leaflet has been printed (about 1000 in numbers) and will be distributed in the area by volunteers. Currently, it is impossible to judge the success of this leaflet, as there is no obvious feedback on the leaflet itself – but it was proposed, in the future, to include an incentive, so the increase of visitors due to the leafleting is more easily monitored. The operating company is currently reviewing clerical structures with the view to monitor success of current and future marketing strategy.

The CEO, Stella Morris, mentioned the importance of the EFDC Chairman's Civic Lunch in the premises, on the 20<sup>th</sup> of September, and I made sure the members of the Board were aware of the Chairman's guests' pleasure and entertainment during the visit as well as how well organised the whole event was.

In my last report I mentioned that a potential developer was interested in the site and that caused some reaction by members. I informed the Board of the WARGM, that there are Councillors who are willing to offer their expertise through their profession and gave details for the CEO to contact them.

I am positive that both, the Chairman, Dr Freeman and the CEO, Mrs Morris, are willing to discuss future development of the site and their plans, as soon as they have further information on this subject, with the stakeholders.

Cllr Helen Kane

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