

Place Services and Economic Growth Policy and Scrutiny Committee

10:00	Thursday, 21 September 2017	Committee Room 1, County Hall, Chelmsford, CM1 1QH
--------------	--	---

Quorum: 5

Councillor E Johnson
Councillor T Ball
Councillor S Canning
Councillor M Durham
Councillor R Gadsby
Councillor S Hillier
Councillor P Honeywood
Councillor D Kendall
Councillor B Massey
Councillor C Pond
Councillor R Pratt
Councillor A Sheldon
Councillor W Schmitt
Councillor J Young

Chairman

For information about the meeting please ask for:

Robert Fox, Scrutiny Officer
Lisa Siggins Committee Officer
Telephone: 033301 34594
Email: lisa.siggins@essex.gov.uk

www.essex.gov.uk/scrutiny



Essex County Council

Essex County Council and Committees Information

All Council and Committee Meetings are held in public unless the business is exempt in accordance with the requirements of the Local Government Act 1972.

Most meetings are held at County Hall, Chelmsford, CM1 1LX. A map and directions to County Hall can be found at the following address on the Council's website:
<http://www.essex.gov.uk/Your-Council/Local-Government-Essex/Pages/Visit-County-Hall.aspx>

There is ramped access to the building for wheelchair users and people with mobility disabilities.

The Council Chamber and Committee Rooms are accessible by lift and are located on the first and second floors of County Hall.

If you have a need for documents in the following formats, large print, Braille, on disk or in alternative languages and easy read please contact the Committee Officer before the meeting takes place. If you have specific access requirements such as access to induction loops, a signer, level access or information in Braille please inform the Committee Officer before the meeting takes place. For any further information contact the Committee Officer.

Induction loop facilities are available in most Meeting Rooms. Specialist head sets are available from Duke Street and E Block Receptions.

The agenda is also available on the Essex County Council website, www.essex.gov.uk. From the Home Page, click on 'Your Council', then on 'Meetings and Agendas'. Finally, select the relevant committee from the calendar of meetings.

Please note that in the interests of improving access to the Council's meetings, a sound recording is made of the public parts of many meetings of the Council's Committees. The Chairman will make an announcement at the start of the meeting if it is being recorded. The recording/webcast service is not guaranteed to be available.

If you are unable to attend and wish to see if the recording/webcast is available you can visit this link www.essex.gov.uk/Your-Council any time after the meeting starts. Any audio available can be accessed via the 'On air now!' box in the centre of the page, or the links immediately below it.

Part 1

(During consideration of these items the meeting is likely to be open to the press and public)

	Pages
1	Apologies for Absence
2	Declarations of Interest To note any declarations of interest to be made by Members in accordance with the Members' Code of Conduct
3	Minutes To approve as a correct record the Minutes of the meeting held on 22 June 2017.
4	Questions from the Public A period of up to 15 minutes will be allowed for members of the public to ask questions or make representations on any item on the agenda for this meeting. On arrival, and before the start of the meeting, please register with the Committee Officer.
5	Culture Heritage and Tourism in Essex To receive a report from Councillor Susan Barker, Cabinet Member for Culture, Communities and Customer, who will be in attendance to present an overview of culture, heritage and tourism in Essex. Background paper (PSEG/15/17).
6	Large housing development To receive a report (PSEG/16/17) from Councillor Sue Lissimore, Cabinet Member for Housing, Property and Planning, who will be in attendance to present an overview of large housing developments in Essex.
7	The Countywide Strategy on Gypsy and Traveller Groups To receive a report (PSEG/17/17) from Councillor Sue Lissimore, Cabinet Member for Housing, Property and Planning who will be in attendance to present an overview of large housing developments in Essex; and the countywide strategy on Gypsy and Traveller Groups.

- 8 Place Services And Economic Growth Policy And Scrutiny Committee Work Programme 2017/18** **59 - 84**
To receive report (PSEG/18/17) concerning the Committee's work programme.
- 9 Date of Next Meeting**
To note that the next Committee activity day will be on Thursday, 19 October 2017.
- 10 Urgent Business**
To consider any matter which in the opinion of the Chairman should be considered in public by reason of special circumstances (to be specified) as a matter of urgency.

Exempt Items

(During consideration of these items the meeting is not likely to be open to the press and public)

To consider whether the press and public should be excluded from the meeting during consideration of an agenda item on the grounds that it involves the likely disclosure of exempt information as specified in Part I of Schedule 12A of the Local Government Act 1972 or it being confidential for the purposes of Section 100A(2) of that Act.

In each case, Members are asked to decide whether, in all the circumstances, the public interest in maintaining the exemption (and discussing the matter in private) outweighs the public interest in disclosing the information.

- 11 Urgent Exempt Business**
To consider in private any other matter which in the opinion of the Chairman should be considered by reason of special circumstances (to be specified) as a matter of urgency.

Minutes of the meeting of the Place Services and Economic Growth Scrutiny Committee, held in Committee Room 1 County Hall, Chelmsford, CM1 1QH on Thursday, 22 June 2017

Present:

Councillor E Johnson (Chairman)	Councillor D Kendall
Councillor T Ball	Councillor B Massey
Councillor S Canning	Councillor C Pond
Councillor M Durham	Councillor A Sheldon
Councillor S Hillier	Councillor J Young

The following officers were present in support throughout the meeting:

Robert Fox - Scrutiny Officer
Lisa Siggins - Committee Officer

1 Apologies for Absence

The following apologies were noted:

Councillor R Gadsy
Councillor P Honeywood
Councillor R Pratt
Councillor W Schmitt

2 Declarations of Interest

None were made.

3 Membership

Members noted the membership of the new Committee as set out below:

Councillor E Johnson (Chairman)	Councillor D Kendall
Councillor T Ball	Councillor B Massey
Councillor S Canning	Councillor C Pond
Councillor M Durham	Councillor R Pratt
Councillor R Gadsby	Councillor A Sheldon
Councillor S Hillier	Councillor W Schmitt
Councillor P Honeywood	Councillor J Young

At the full Council meeting on 16 May 2017 Councillor Eddie Johnson was appointed as Chairman of the Committee.

4 Appointment of Vice-Chairman

Having been nominated by Councillor Hillier and seconded by Councillor Ball, Councillor Canning was appointed as a vice-chairman for the 2017-18 municipal year.

Having been nominated by Councillor Johnson and seconded by Councillor Canning, Councillor Pond was appointed as a vice-chairman for the 2017-18 municipal year.

5 Committee Terms of Reference

The Committee noted the Terms of Reference. It was pointed out that the report in which they were set out should be **PSEGC/14/17 not PSEGC/13/17** as referred to in the agenda.

6 Minutes

The Minutes of the Committee meeting held on 23 March 2017 were approved as a correct record and signed by the Chairman.

7 Questions from the Public

There were none.

8 To note any existing business

Christine Sharland, the scrutiny officer who previously supported the Committee advised that in the main, all work topics had been concluded. However the topics of Greater Essex Infrastructure Framework and passenger transport still have some outstanding issues and will need to be considered in the near future.

There followed some discussion regarding passenger transport issues with Councillor Pond pointing out that parish passenger transport meetings have taken place, and he felt that it would be beneficial if representatives from these meetings attended a forthcoming Committee meeting.

9 Dates of Future Meetings

The Committee noted that the next scheduled meeting on Thursday 20th July would not take place and would be rescheduled for Tuesday 1st August in Committee Room 1.

The following Committee activity dates will remain as scheduled:

Thursday 21 September 2017
Thursday 19 October 2017
Thursday 23 November 2017
Thursday 14 December 2017
Thursday 18 January 2018

Thursday 22 February 2018
Thursday 22 March 2018
Thursday 19 April 2018
Thursday 17 May 2018

There being no urgent business the meeting closed at 1.45 pm.

Chairman

		AGENDA ITEM 5
		PSEG/15/17
Committee:	Place Services and Economic Growth Scrutiny Committee	
Date:	21 September 2017	
<u>CULTURE, HERITAGE AND TOURISM IN ESSEX</u>		
Enquiries to:	Robert Fox, Scrutiny Officer robert.fox@essex.gov.uk	

Background

At a private meeting of the Committee on 1 August 2017 to discuss the future work programme the Committee requested an update report be received on culture, heritage and tourism by the Cabinet Member.

The key lines of enquiry were established as:

- To gain an understanding of the culture and heritage within the County of Essex County Council
- To gain an understanding of how Essex's tourism, heritage and culture offer is marketed and to identify any gaps that can be developed
- To receive an overview of Essex's heritage assets
- To review the extent to which an holistic image of Essex as an attractive cultural, heritage and tourism place to visit
- To understand the roles of Essex County Council and other partners in promoting the county of Essex

The Committee noted that a predecessor Committee had conducted a review of Essex Heritage in 2001 and the final report and recommendations of that review are attached to this paper as background as Appendix 1.



ESSEX HERITAGE SCRUTINY REPORT

A Review by the
Safer and Stronger Communities
Policy & Scrutiny Committee

February 2011

C O N T E N T S

FOREWORD	1
EXECUTIVE SUMMARY	3
INTRODUCTION	7
FINDINGS AND RECOMMENDATIONS	9
APPENDIX (Background papers/Contributors)	15

FOREWARD

This report of a Scrutiny Review of Essex Heritage represents an in-depth study into the many issues facing the Heritage and Conservation of the historic environment so prevalent across the County of Essex.

Members were able to take evidence from a wide range of witnesses, with hearings not only taking place in Chelmsford, but also at Waltham Abbey, where we also conducted a study of the historic townscape.

In recognising the rich and diverse heritage that exists across the County, we acknowledge that good Heritage has wider economic benefit, particularly in the area of tourism, but beyond that is the impact that a well conserved historic environment can have on a community's identity and also its citizens' wellbeing.

Our Committee's report comes at a time when public expenditure is under significant scrutiny, and where 'non-essential' areas of work may face significant cuts.

We have made a number of recommendations that we hope will draw attention to the need to actively support the work already occurring in helping to maintain and promote the rich heritage legacy that can be found across Essex, whilst recognising that any change that may come in the organisation of service delivery needs to be managed in a pragmatic way.

In commending this report to you, I offer this from John Betjeman:

"The Church's Restoration
In eighteen-eighty-three
Has left for contemplation
Not what there used to be."



COUNCILLOR SIMON WALSH

Chairman of the Safer and Stronger Communities
Policy and Scrutiny Committee

EXECUTIVE SUMMARY

During 2010 the Safer and Stronger Communities Policy and Scrutiny Committee undertook a scrutiny review on 'Essex Heritage'. The Committee's findings and recommendations are set out in this report. While Councillor Jeremy Lucas, the Cabinet Member for Heritage, Culture and the Arts has commented on the Committee's draft recommendations, a review will be undertaken in February 2012 to monitor what action has been taken in practice in respect of the individual recommendations that the Committee has approved.

In summary the Committee's recommendations to the Council's Cabinet are set out below for ease of reference together with the interim observations of the Cabinet Member provided at the Committee's meeting on 17 September 2010.

NATIONAL ISSUES

Recommendation 1

That the Cabinet should invite the Government to clarify its current stance on planning issues in respect of historic buildings and the historic environment.

Councillor Lucas endorsed this recommendation and confirmed that the Council had already invited the new Minister for Culture and Tourism, John Penrose MP, to visit Essex.

STAFFING ISSUES

Recommendation 2

That, as part of the Transformation Programme, the Cabinet should invite the Transformation Team to consider:

- (a) whether the current split of heritage related activities across directorates is the most appropriate and cost effective method of organising staff; and**
- (b) whether an approach should be made to the 12 district councils in Essex to seek to combine staffing provision in order to better deal with heritage/planning conservation matters.**

Councillor Lucas confirmed that this very issue is under review. The Council is looking at ways of pooling conservation talent, as many of the smaller authorities have genuine difficulties making up their conservation requirements. To pool resources would not only make economic sense but could raise consistency levels.

CONSERVATION ISSUES

Recommendation 3

That the Cabinet be invited to consider how the County Council, twelve district councils, and parish councils can work together to achieve a consistent and robust heritage planning policy across Essex.

Recommendation 4

That the Cabinet be invited to remind County Council directorates of the importance of keeping their property portfolio in good order.

The Council has tried to be flexible in its approach, and is keen to see more recent developments (ie those built within the last 50-100 years) as having heritage value. One approach, as adopted with some libraries, which are often housed in interested buildings, is to encourage greater activity in them. Councillor Lucas considered Essex's record as reasonable to date. However, he reminded the Committee of the likely financial restraints over the next few years, which would make their task more challenging.

ARCHIVAL SERVICES

Recommendation 5

That the Cabinet be invited to consider the findings set out in this report on archival services.

Councillor Lucas endorsed the findings as set out in this report, pointing out that he has just submitted a business case for acquiring the software needed to enable the public to download digitised material, at a cost. He also endorsed the idea of consistency across local authorities being required by law.

Regarding publications, he has been trying to revitalise this area, using the internet and electronic publishing.

BROWN AND WHITE TOURISM SIGNS

Recommendation 6

That the Cabinet be invited to ask officers to undertake a review of the current Essex policy and guidance notes, and incorporate any necessary updating.

Councillor Lucas made two points: Firstly, aside from the County Council, as Highways Authority, the Highways Agency has responsibility for road signs on trunk roads like the A12 and therefore has a say about the acceptability of tourism signs. Secondly, the funding of these signs is an issue for those people wishing to erect them. In response to the suggestion that the Council might consider funding tourism signs on the main routes into the county (especially in the light of the Olympics), Councillor Lucas confirmed that the Board of Visit Essex has been considering this matter.

HERITAGE SIGNAGE AND WAR MEMORIALS

Recommendation 7

That the Cabinet be invited to ask the Government to review the existing legislation, giving clear powers to parish councils (where they exist), and clarifying the arrangements in unparished areas.

Recommendation 8

That the Cabinet be invited to ask the 12 district councils in Essex to compile a list of war memorials in their area, with details of ownership and maintenance arrangements, and that the full list then be retained by the County Council and made available for public access.

Regarding war memorials, it was agreed that there should be clarity about where the responsibility for these lies (eg, parish council or alternative). In view of the potential budget problems for their maintenance, various bodies were cited as possible sources of financial and/or practical assistance: Royal British Legion, Communities Initiative Fund, and the County Council's own Historic Buildings personnel.

Councillor Lucas confirmed that the Imperial War Museum is currently compiling a national register of these. When this is complete, the County Council may then carry out a check against its own records.

Regarding Blue Plaques, it was suggested that local authorities should be given some guidance on this matter, to encourage a discerning and consistent approach. Councillor Lucas added that slate grey plaques could also be used, albeit they did not carry the kudos of national significance. Councillor Pond also reminded the Committee that there is a good example of an existing plaque scheme that is operated by Loughton Town Council.

INTRODUCTION

In the second half of 2009, the Safer and Stronger Communities Policy and Scrutiny Committee agreed to include in its Forward Look a scrutiny of 'Essex Heritage'. The agreed objective was:

“To suggest means to the Cabinet and other interested parties whereby the Essex Quality of Life vision, as exemplified in the historic environment, can be better met, with due regard to effectiveness and economy”.

The overall Quality of Life vision is to provide the best quality of life in Britain, through Essex County Council services and partnership working.

The Committee had other urgent work to do at that time, having scrutinies in hand on street lighting (SSC-SCR -11) and two wheeler road safety (SSC-SCR-08). It therefore agreed that this scrutiny would take place in 2010.

The scrutiny process

A scoping document was drawn up to clarify the purposes of the scrutiny reference SSC-SCR-12.

It was clear from the outset that a mix of oral and written evidence would be required and the Committee is delighted that a number of individuals and organisations agreed to attend its meetings and contribute towards the debate. The standard of presentation of the evidence given was uniformly high.

The Minutes of the Committee's meetings held on 19 March and 16 April 2010 set out more fully the evidence that was captured for this scrutiny review.

The Committee decided to concentrate on the wider (county and regional) picture at its March meeting. For April it decided to visit a particular location in the county to look at issues 'on the ground'. As a number of Committee members knew Waltham Abbey, that town was chosen. It was also acknowledged that there were several town councils and historical associations in the area which had an interest and expertise in preserving the built environment. Committee members were able to undertake a town walk prior to the meeting and the local press was included in the day's activities. This was very helpful in adding an element of 'heritage in the real world' to the debate on that day.

There proved to be a substantial amount of literature available. The Committee considered the following publicly available documents during the course of its scrutiny:

- (a) English Heritage publication "Making the most of your local heritage".
- (b) English Heritage publication "Refurbishing historic school buildings".
- (c) Department For Constitutional Affairs publication "War memorials in England and Wales – guidance for custodians".

- (d) DCLG/Ministry of Justice joint letter “War memorials – maintenance, repair and protection – penalties for vandalism”.
- (e) DCLG consultation paper on a new Planning Policy Statement (PPS 15) on planning for the historical environment. *(It should be noted that since the review was undertaken PPS 15 has been overtaken by PPS 5, which was published on 23 March 2010.*
- (f) DCLG publication “Taking forward the Government’s response to Killian Pretty review.”
- (g) Essex County Council Service Asset Management Plan for Environment, Sustainability and Highways Directorate (Historic Environment) 2009 to 2012.
- (h) English Heritage publication “Heritage at Risk – Conservation Areas”.
- (i) Essex Brown and White Tourism Signs policy and guidance notes.
- (j) Report of the Specialist Planning and Conservation Services Best Value Review Group (November 2000).

In addition, a number of organisations contributed written submissions to the Committee. Town councils proved to be a source of much interesting and thoughtful comment.

A full list of the background papers and contributors is set out at the Appendix to this report. Copies of all contributions are held on file by the County Council.

The Committee then adjourned its work until September 2010 to consider other urgent issues and reflect on what it had heard.

During this time, the national position changed substantially. The General Election took place and the new Coalition Government introduced a programme of immediate cutbacks in public expenditure. It also made it clear that the level of funding for local authorities in the future would be limited.

As a number of heritage activities are discretionary, the Committee had to be realistic in considering what proposals it would put forward. It is clear that any proposals requiring new or additional expenditure are most unlikely to be accepted.

It also took into account that any proposals:

- (a) had to offer good Value for Money; and/or
- (b) should seek to reflect, and where possible improve upon, partnership working.

Having prepared a draft report, the Committee then held a session on 17 September 2010 with Councillor Jeremy Lucas, Cabinet Member for Heritage and Culture, before coming to its final conclusions.

FINDINGS AND RECOMMENDATIONS

The Committee gathered a great deal of material during its scrutiny. As set out above, it has tried to be realistic in looking at a way forward. Whilst a substantial number of findings are set out below, the Committee has concentrated on putting forward a relatively small number of recommendations, homing in on what it sees as the absolute priorities if the heritage of Essex is to be preserved for future generations.

In February 2012, the Committee will monitor the position and issue a follow up report at that stage.

NATIONAL ISSUES

Findings

The Committee is aware of how bodies such as English Heritage and the National Trust distribute their funds. It confirmed that it could not influence either of these bodies' practices, which are set nationally.

Whilst a lot of discussion has taken place on planning regulations, limited advice on historical buildings has been issued. It is not known whether the new Government will be taking forward the review of PPS15.

There appear to be a number of inconsistencies in the way a building owner goes about obtaining Listed Building Status and also why some apparently suitable buildings are excluded. Some councils hold unofficial lists of interesting but unlisted buildings but these have no legal status and their relevance is questioned.

There seems to be limited knowledge of how new conservation areas can be designated and how established areas can best be safeguarded.

In July 2010 Councillors Walsh, Pond and Deakin (as a Chelmsford Borough Councillor) confirmed that they had attended the *National Heritage in Local Authorities* conference in July. John Penrose MP, the new Parliamentary Under Secretary of State for Culture, Olympics, Media and Sport, had addressed delegates at the Conference and confirmed his unequivocal adherence to PPS15 (as per the previous Government, albeit with caveats on funding). However, the Members considered that his statement needed to be strengthened by placing a duty on Local Planning Authorities to establish a framework for receiving and considering suggestions for new Conservation Areas. Attention was also drawn to the ramifications of the new Government's proposed changes to PPS5 on 'garden grabbing' and the abolition of planned Housing Targets in terms of their impact on the built heritage.

RECOMMENDED:

- (1) That the Cabinet should invite the Government to clarify its current stance on planning issues in respect of historic buildings and the historic environment.**

STAFFING ISSUES

To the Committee, this produced the most fundamental issues to consider.

Findings

It was clear in statements made by a number of witnesses that the County Council is well regarded for the quality and ethos of its heritage staff and their ability to communicate effectively at all levels and with the public. These staff are, however, spread around across directorates and appear to act in silos, separate from each other.

At a district level, there is a great deal of inconsistency. The number of staff available who hold appropriate levels of expertise is limited and positive action is often dependent on the interests and enthusiasm of a single officer. Often that officer has limited administrative support. Career opportunities in a district council are limited and the officer might have to move out of the area to further their career, meaning that their expertise is then lost to Essex residents.

Given that situation, there appears to be a strong argument that the County Council staff should, in collaboration with district councils, take on a more overarching role across the whole county. This should encourage a more proactive response to be made to heritage and conservation issues instead of the generally reactive approach taken at present. There would be merit in bringing listed buildings and conservation areas (all 'heritage assets' under PPS15) under the same expertise and care.

Any changes should be considered as being achievable within existing resources, and there might be opportunities for economies of scale. They should be backed up by a Service Level Agreement.

RECOMMENDED:

(2) That, as part of the Transformation Programme, the Cabinet should invite the Transformation Team to consider (i) whether the current split of heritage related activities across directorates is the most appropriate and cost effective method of organising staff; and (ii) whether an approach should be made to the 12 district councils in Essex to seek to combine staffing provision in order to better deal with heritage/planning conservation matters.

CONSERVATION ISSUES

Findings

Enforcement of planning conditions seems to be patchy across the county. District councils need to take a consistent approach across an area as large as Essex. The Council was made aware of good practice in districts outside the county during its investigation.

Whilst English Heritage has to adopt particular dates for what it regards as historic, the Committee considered that Essex should take a flexible approach – historic does not need to mean only buildings and/or only those which are several hundred years old. However, Essex Officers have advised that the legislation makes clear that any building pre-1840 in reasonable condition and which has not been altered out of recognition is pretty much certain to be listed, but buildings of a later date require a much stronger case to be made. The County Council's view (and that of most local authorities) is that this is no longer adequate, and that the Government Department for Culture Media and Sport, and English Heritage need to look at this again. Essex County Council (and those from other local authorities, organisations and members of the public) regularly make the case for new listings to English Heritage. It remains a slow, cumbersome and largely opaque process, but there are about 10 to 12 approved new listings per annum in Essex.

The County Council should always try to set a good example in maintaining its own historic buildings (including schools) and monuments to a high standard. Essex officers have indicated that the County Council does have a good record, not just with flagship properties (such as Cressing Temple and the historic mills), but also with buildings such as schools and libraries.

Major land holders in the county should ensure that they fulfil their legal obligations regarding the maintenance of any historic buildings on their land.

Whilst there is some evidence to suggest that certain private owners do not keep their historic buildings in good order, there was stronger evidence that the opposite was often the case, as this maintained (and sometimes increased) the property's value.

Essex is unusual in that a large number of its historic buildings are built of wood rather than stone or brick.

Essex has a number of important historic industrial buildings and structures (i.e. Gunpowder Mills at Waltham Abbey, Marconi Buildings in Chelmsford and various World War Two military structures).

Essex has a number of major Post World War Two developments, including two New Towns, which include a mix of historic and new buildings, which must not be overlooked as an important part of Essex's heritage.

Shop frontages are often allowed to be updated or renovated in a manner not in keeping with the remainder of the building or the locality.

Street furniture should be in keeping with the locality. Local authorities might wish to create a heritage street where appropriate (a current example being Museum Street in Loughton).

There is a considerable level of expertise within town councils which should be used in conjunction with county or district council activity.

RECOMMENDED:

(3) That the Cabinet be invited to consider how the County Council, twelve district councils, and parish councils can work together to achieve a consistent and robust heritage planning policy across Essex.

(4) That the Cabinet be invited to remind County Council directorates of the importance of keeping their heritage property portfolio in good order.

ARCHIVAL SERVICES

Findings

It is acknowledged that there must be limited handling of, and access to, rare and frail paper records.

It has proved very difficult for archival services, such as the Essex Record Office, to determine what forms of technology are the most appropriate for retaining records.

New storage systems can themselves quickly become out of date and require replacement, incurring substantial costs for limited benefit.

Currently, digitalisation seems to offer the most cost effective and longest lasting method of storing information.

The charge made by the Essex Record Office to any individual wishing to copy and digitise information seems somewhat high. The service should consider negotiating a lower figure, should the individual be willing to deposit a copy of any digitalised image with the Office.

Since the Committee's original gathering of evidence for the review, the Cabinet Member has submitted further comment on the charge made for the individual copying of records.

The charge was introduced two years ago of consent, for a fee, for members of the public to bring their own cameras into the search room and photograph records - previously disallowed but almost certainly happening anyway, especially since the provision of cameras within mobile phones. A fee of £10 a day is charged, which is exactly the same as two neighbouring authorities (Suffolk and Cambridgeshire), and fractionally more than Norfolk (£9.20); and it is understood that Hertfordshire may be introducing a similar charge. Compared to the charge for having copies made by the Council's staff, which has to cover the time costs involved, this is good value as there is no restriction on the number of copies which can be made. Anyone wanting just one or two prints would presumably pay the per copy charge.

The County Council should retain all its historical papers (including diagrams, maps and plans) under the aegis of the Essex Record Office and not retain these within individual directorates.

There are a number of interesting publications available on local history, although funding for these is limited and the numbers sold may be small. Agencies may be able to work closer together to encourage greater publicity and sales.

It has been suggested by Officers that it is time for the County Council to re-think its strategy with regard to publications. While it does retain the expertise to edit such publications, and manage them through the publication process, it should be recognised that it does not need to store, promote, and distribute these. It could be done through a commercial partner, such as Oxbow Books (based in Oxford), who sell the Council's archaeological monographs in the East Anglian Archaeology series.

RECOMMENDED:

(5) That the Cabinet be invited to consider these findings.

BROWN AND WHITE TOURISM SIGNS

Findings

The Council has a detailed policy and guidance note in place, but these are now several years old.

Signage in the locality of attractions is generally satisfactory. However, it is not always clear to visitors coming from outside the area which exit they should take off major traffic routes. Attractions could be missing out on business due to this.

RECOMMENDED:

(6) That the Cabinet be invited to ask officers to undertake a review of the current Essex policy and guidance notes, and incorporate any necessary updating.

HERITAGE SIGNAGE

Findings

The Blue Plaque scheme is popular with the public, and local councils might wish to consider implementing such arrangements in their area. This is a relatively inexpensive and lasting way of bringing an issue of local (and sometimes national) importance to the public's attention.

Should councils wish to move this idea forward, the Blue Plaque scheme used in Loughton is commended as an example of local good practice.

WAR MEMORIALS

Findings

The Committee acknowledges the importance of maintaining war memorials to a high standard at a time when British forces are fighting overseas and there are 70th anniversaries of events in World War Two.

The Committee is aware of the guidance in the Joint Ministers Letter of 2009, but wonders how widely this Guidance has been distributed across the county.

Many war memorials were built by organisations that no longer exist. Under legislation dating back to 1923, parish councils have the opportunity to take over and maintain war memorials, but this is not a statutory duty.

Not all areas in Essex are parished, so it is very unclear in those areas where the responsibility for maintenance lies.

There are a number of very specific memorials in Essex (e.g. at North Weald Airfield) which did not come within the remit the Committee gave itself.

RECOMMENDED:

(7) That the Cabinet be invited to ask the Government to review the existing legislation, giving clear powers to parish councils (where they exist), and clarifying the arrangements in unparished areas.

(8) That the Cabinet be invited to ask the 12 district councils in Essex to compile a list of war memorials in their area, with details of ownership and maintenance arrangements, and that the full list then be retained by the County Council and made available for public access.

Background Papers

- Scoping Document Reference SSC-SCR-12
- Safer and Stronger Communities Policy and Scrutiny Committee Minutes of March 2010.
- Safer and Stronger Communities Policy and Scrutiny Committee Minutes of April 2010.

List of contributors

Name of Contributor	Organisation
Mr. Michael Herbert	Local History Recorder and Editor of the Great Waltham Village Design Statement
Mr. Nicholas Charrington	Owner of Layer Marney Towers
Mr. Owen Bedwin	Head of Historic Environment, Essex County Council
Mr. Graham Tite	Tunbridge Wells Borough Council
Mrs Miriam Stead	Essex Records Office
Mr. Stephen Dixon	Archive Service Manager Essex Records Office
Mr. John Neale	English Heritage
Mr. Barry Shaw	Head of Built Environment
Mr. David Andrew	Historic Buildings and Conservation Manager
Diane Rhodes	Hills Amenity Society Loughton
Ms. Enid Walsh	Town Clerk Loughton Town Council
Mr. Bob Whittome	Town Clerk Epping Town Council
Mr. Tony O'Connor	Curator of the Epping Forest District Museum
Mr. Peter Huggins	Waltham Abbey Historical Society

THIS REPORT IS ISSUED BY:

Essex County Council – Governance Services

BY POST:

C328
County Hall
Chelmsford
Essex
CM1 1LX

BY TELEPHONE:

01245 430306

BY EMAIL:

scrutiny@essex.gov.uk

WEBSITE:

www.essex.gov.uk



AGENDA ITEM 6 PSEGC/16/17

Report to: Place Services and Economic Growth Policy & Scrutiny Committee	
Date of report: 21 st September 2017	County Divisions affected by the decision: N/A
Title of report: Briefing on Large Housing Development	
Report by: Cllr Sue Lissimore, Cabinet Member for Housing, Property and Planning	
Head of Service: Graham Thomas, Head of Commissioning: Strategic Planning, Housing Growth & Development	
Enquiries to: Graham Thomas, Head of Commissioning: Strategic Planning, Housing Growth & Development, graham.thomas@essex.gov.uk , Tel. 03330 130453	

1. Introduction

- 1.1 This report has been prepared in response to a request by the Chairman of the Committee for a briefing on Large Housing Development in Essex, including:
- The procedures in which ECC responds to planning applications
 - Local Plans
 - Links to Flood Management
 - Essex Highways responses

2. Background

- 2.1 We know from the recently published Greater Essex Growth and Infrastructure Framework, that over the next 20 years (to 2036) there is a need to plan for 180,000 new homes and upwards of 80,000 plus additional jobs in Greater Essex (including the two unitary authorities). We know the majority of this new growth is being pro-actively planned for by the District Councils in their role as Local Planning Authorities (LPA) through the Local Plan process, which is the means to ensure the supply of land for homes and jobs is provided for.
- 2.2 Whilst there is no standard definition, much of this growth will be in larger scale developments and accordingly this report sets out:
- To explain how the County Council engages and responds to the emerging District Council Local Plans, and the necessary statutory and non-statutory areas of work needed to support/inform these Plans;
 - To provide clarity on how this Council engages in the formation of Local Plans and other steps necessary to support the delivery of Garden Communities which constitute the largest developments coming forward in Essex; and

- To explain how ECC as a consultee engages with the large scale strategic planning applications on which it is consulted by the Local Planning Authorities and other National Government bodies/departments such as Public Health England, Department for Transport and Department for Communities and Local Government as well as other bodies such as Port and Airport Operators.
- 2.3 This briefing note provides an opportunity to share some of the changes underway, which are aimed at ensuring this Council is positioned to support LPAs' to deliver both their Local Plans and the implementation of these to deliver high quality, large scale developments, both housing and employment sites.
- 2.4 Finally, whilst the majority of large scale development for housing is planned for, a small proportion of sites are not. Some development will come forward that is not planned, primarily due to the LPA not having an up to date Local Plan or not having a 5 year land supply or both. In such circumstance planning permissions are secured through the planning appeal process which is then determined by the Planning Inspectorate and does in some cases reduce the County Council's ability to secure the most appropriate infrastructure.
- 3. Local Plans**
- 3.1 New Local Plans are currently being prepared by all the Essex LPAs' and the two Unitary Authorities. Local Plans are effectively the "blue-print" for an area; they identify the scale of growth required and the most appropriate sustainable locations for the different land uses including housing and employment. Local Plans are also seen to be investment plans as they provide a framework for billions of pounds of private and public finance to come forward to deliver the new homes, jobs and the necessary infrastructure over a 15-20 year period. It is these Plans that contain specific policies and sites for the large housing developments including where relevant, Garden Community proposals. Equally, it is these Local Plans and the policies contained within them that protect other areas of Essex from being developed.
- 3.2 LPAs must prepare a Local Plan in accordance with national planning legislation, policy and guidance (the main document being the National Planning Policy Framework or NPPF) and locally determined areas of work often referred to as evidence/studies. Preparing a Local Plan involves a number of formal and iterative consultation stages. Generally this covers:
 - Stage 1 - Issues and Options (identify the issues to be addressed in a new Local Plan and some of the options for addressing them - includes the key issue of identifying where future growth might be located)
 - Stage 2 - Preferred Options (a Draft Local Plan showing the preferred strategy and policies the LPA is seeking to adopt)
 - Stage 3 - Publication or Pre-Submission (the final version of the Draft Local Plan to be submitted to Government for approval)
 - Stage 4 – Examination in Public of the Local Plan by an independent Planning Inspector
- 3.3 At each of the above stages the LPA publishes the detailed evidence to support the emerging Local Plan, and seeks comments from residents,

businesses, statutory consultees (including ECC) and other interested parties. As the upper tier authority ECC has a very important strategic and partnership role in the formation of a Local Plan.

- 3.4 For many years this Council's spatial planning team has coordinated and led on providing a single corporate response to the different stages of each Local Plan with detailed contributions from specialist service areas. At each stage this Council's corporate response is approved through a Cabinet Member Action (CMA). The CMA outlines the collective response from all relevant ECC service areas, this includes our statutory roles as the strategic highway and transport authority, including responsibility for the delivery of the Essex Local Transport Plan and the Local Highway Authority; Local Education Authority; Minerals and Waste Planning Authority; and as the Lead Local Flood Authority. Equally, this Council actively engages in our role as lead advisors on Public Health, in relation to Adult Social Care (e.g. housing for older people), and in relation to our strategic housing interests.
- 3.5 In approving the sign-off to the ECC response, member engagement takes place including sharing the emerging work with the relevant County division members and with Cabinet Members. All of this internal officer and member engagement has to take place within the 6 weeks consultation period allowed.
- 3.6 In addition to the 'formal' consultation process, LPAs' engage with ECC officers throughout the Plan preparation process to ensure they produce a "sound" Local Plan based on an up to date and robust evidence, and they comply with the 'duty to cooperate'. This informal working involves many different ECC services including highways and the planners in the flood team who engage with LPA's directly, which is then coordinated and managed by ECC's spatial planners.
- 3.7 ECC officers always seek to work closely with each LPA to support each Plan. ECC provides an assessment of the existing and required infrastructure (such as but not limited to, highways, sustainable travel, schools, early years and childcare, surface water management and public health requirements) needed to support planned growth, together with costs and phasing. The LPA includes these requirements in a document called an Infrastructure Delivery Plan. These requirements are then linked to Local Plan policies and site allocation proposals where specific requirements are listed in order to make a development acceptable, e.g. provision of land for a new primary school and highway access arrangements and setting aside land for features such as Sustainable Urban Drainage (SuDS).
- 3.8 One of the main requirements in the NPPF is for all LPAs to significantly boost their supply of housing. A document called a Strategic Housing Market Assessment helps the LPAs determine how many homes are needed and the size, tenure and type.
- 3.9 The LPA then determines options for where the additional new homes could be sustainably located. This is based on a consideration of environmental constraints, the existing settlement pattern, the need to promote Brownfield land ahead of Greenfield and Green Belt, capacity of the highway network, access to sustainable transport, and infrastructure requirements – education, health, transport, flooding, utilities, emergency services, waste, community

facilities etc. ECC is actively involved in providing information on the above issues particularly transport (undertaking highway modelling) and education (assessing school capacity).

- 3.10 The LPA then needs to determine whether land is available for development, if this can be delivered in the Plan period, together with the required infrastructure to support the new development.
- 3.11 As LPAs' need to plan for a larger number of new homes, they are increasingly looking at larger sites which are more viable and able to deliver the required infrastructure requirements. This could include urban extensions like Great Notley in Braintree District, which was built in the early 2000's, or New Settlements which could follow Garden Communities or Garden suburb principles (as proposed being proposed in North Essex, Uttlesford and Harlow, as well as smaller sites in areas such as Maldon).
- 3.12 ECC is both an infrastructure technical advisor and funding partner, and therefore has an important role to ensure that the development allocations proposed are realistic and do not place an unnecessary (or unacceptable) cost burden on the public purse, and specifically ECC's Capital Programme. Accordingly, ECC requires that all developments are designed with infrastructure as a core element which needs to be accounted for and costed. This means that LPAs' increasingly need to include sites of sufficient scale and form to ensure that the infrastructure required to support growth is viable and deliverable.
- 3.13 In helping LPAs' determine appropriate locations and requirements for large housing development sites, ECC provides the following feedback:
- Are large developments sustainably located?
 - Links to existing settlements
 - Capacity of the highway network, access to sustainable travel, capacity of existing schools and need for new schools (and early years and childcare)
 - Access to employment - not just by road but public transport, walking and cycling. Or provision of new employment areas
 - Are the delivery timescales realistic?
 - The scale and complexity of larger housing development sites mean that they take time to plan and require significant upfront capital investment. Furthermore, there is a need to be realistic about how quickly they can deliver new homes – such sites are not immune to the challenges and risks of the market
 - Is the spatial strategy viable and deliverable?
 - It needs to be clear what infrastructure is required, when it will be delivered, who is delivering, and the cost.

Local Plan – Engagement/Process Conclusions

- 3.14 ECC is a very important statutory consultee, infrastructure provider and technical advisor in relation to both our transport and highway and lead local flood authority roles, along with the other areas mentioned. LPAs' engagement with ECC plays a critical role in helping to shape and support Local Plans, through site selection work, infrastructure needs and shaping/informing planning policies.

- 3.15 In these different roles it is vitally important that ECC works with LPAs' to shape/inform the strategic and large scale housing allocation in Essex. In essence if we have good quality policies in Local Plans and have helped determine the best sites for development and clarified their infrastructure needs, this helps officer as they engage/negotiate with developers at the planning applications stage.

4. Garden Communities

- 4.1 A Local Plan is not just about providing for new homes, it is about providing for the of delivery of sustainable developments, by ensuring that housing growth is supported by the necessary infrastructure, jobs and community facilities etc.
- 4.2 Several LPAs' within Essex are bringing forward Garden Communities or New Settlements which embrace the need to address all these different requirements which deliver quality places to live, work and enjoy. And by developing at scale, this ensures that the viability and infrastructure needs can be planned for and met by the development itself.
- 4.3 In addition to all of the above Local Plan preparation work, ECC is working very closely with the LPAs', NHS, education and highways to ensure that vital community facilities such as schools, GP surgeries and roads and public transport links are in place to support existing residents as well as the new communities that are being planned for.
- 4.4 The principles of Town & Country Planning Association Garden Communities are being embedded into a range of statutory and non-statutory planning documents to ensure what comes forward for development delivers what is required. In relation to the Garden Communities this involves preparing:
- A North Essex Garden Communities Charter – showing how the Town and Country Planning Association's 10 'Garden City Principles' are being applied in a local context
 - Detailed Development Plan Documents for each Garden Community
 - Master Plans for each Garden Community
 - Economic Growth Strategies for each Garden Community.
- 4.5 In north Essex the three LPAs' and ECC have worked together to produce a shared ambition and strategic section 1 of each of their respective Local Plans which sets out the high level strategy and overarching strategic policies.
- 4.6 In addition, all four Councils (Braintree, Colchester Essex and Tendring) have worked closely to put in place a shared governance structure of senior officer working groups which are helping to shape the above documents but also support a joint Members Board which is leading this work. The North Essex Garden Communities Board is chaired by Cllr John Spence. The four authorities have jointly established a limited company called "North Essex Garden Communities Limited" and have the aspiration to set up a Development Corporation to oversee the planning and implementation of these unique New Settlements.
- 4.7 New Settlements and Garden Communities is very much an area of activity that is welcomed and supported by Central Government. As such additional

enabling funding has been given to a number of the lead planning teams to undertake the Master Planning and project management and additional technical support needed to successfully bring forward strategic large scale New Settlements.

- 4.8 The Garden Communities have an additional work stream focused on the viability and delivery of the necessary infrastructure and quality of these new places. This finance assessment work has focused on both the means, and application of an alternative way of delivering large scale development through the creation of Local Delivery Vehicle(s) which will ensure the land value uplift is able to be captured to ensure the required level of infrastructure for both the Garden Communities themselves, and provide for a level of betterment to address adjacent infrastructure and connectivity needs.

Garden Communities – Engagement/Process Conclusions

- 4.9 The example given of the North Essex Garden Communities illustrates that, over and above the formal Local Plan preparation process, this Council is working collaboratively with the three LPAs to shape/inform and ensure that first phase of development that comes forward for determination, is of a high quality and has the required infrastructure needed, and the Councils' will have the skilled teams in place to be effectively deal with this, to provide an outcome all can justifiably feel proud of.
- 4.10 The four Councils have already invested along with DCLG in additional officer technical/project management resources to assist with this work, and provided for additional technical evidence than would otherwise have been available.

5. Large Planning Applications – ECC Role and Engagement

- 5.1 The starting point for large scale planning applications is the planning policy context and site allocation policies contained with Local Plans. All of which has been influenced by earlier work undertaken by this Council as outlined above. It is also necessary to define loosely what is meant by a large planning application because in some services this is considered larger than in others. For example a new primary school would be considered in developments larger than 700 units, unless of course local situations pupil forecasts and cumulative impact of other developments warrant the need for a new or expanded primary school.
- 5.2 Historically the process for large housing applications has been for the LPAs' to consult the individual service areas within ECC, which in practice means this will always come to the Strategic Development Highway team, the Infrastructure Planning team (education and early years) and since April 2015 the Sustainable Urban Drainage planning teams as all are statutory consultees. Each of these teams provide a separate response directly to the LPA in relation to the planning application, this will include relevant recommendations, conditions and any planning obligation requirements. However, depending on the scale and size of development it may mean that some service areas require much longer than others, for example highways may require additional traffic modelling to be undertaken to ensure that the assessment of the impacts is as robust as possible. There is also a lot more work needed to understand and properly assess the technical information

submitted with the larger scale planning applications, which often requires amendments to the planning application itself, and the phasing of infrastructure provision. As such dealing with the larger planning applications is an iterative process, which takes time to get right

- 5.3 However, historically consultation with ECC in relation to our Public Health advice, Adult Social Care (elderly person housing requirements), Waste Authority, Skills, or Mineral and Waste Planning functions have been consulted infrequently at best, on the large scale planning applications for housing. This is down to several reasons, including the fact these are non-statutory consultee functions, the level of experience of the officers working within these areas in dealing with planning applications, and the fact that LPAs' are less informed about these functions and do not necessarily know who to contact within ECC.
- 5.4 In early 2016 this Council updated the Developers Guide to Contributions which informs and guides developers and Local Planning Authorities on the ECC requirements in relation to development proposals including large scale housing schemes. As with previous editions, it details the scope and range of contributions towards infrastructure which Essex County Council may seek from developers and land owners in order to make development acceptable in planning terms.
- 5.5 In developing this Guide, Essex County Council has worked with a number of partners and carried out appropriate public consultation. The Guide has also been screened for its environmental impact and has undergone a sustainability appraisal. The Guide has been adopted by Essex County Council as 'County Supplementary Guidance'. It should thereby be considered a 'material consideration' in the determination of planning applications. However, this is not necessarily adhered to by all LPAs, and some of the areas listed within this guide, clearly do not get consulted.
- 5.6 In the role of statutory consultee ECC deals with several thousand planning application consultations each year, and is very aware that it is the highway responses that generate the most interest and correspondence. In relation to the large scale application the move to provide this as part of a single corporate response will be helpful, and officers are always looking at what can be done differently to improve consultation responses provided to all applications both major and minor.
- 5.7 In addition to the Developers Guide to Contributions there are a number of other material considerations and policies which need to be borne in mind when developers are putting together planning applications. It is these documents and policies which will be used to craft the responses back to the LPA's with respect to a recommendation to approve or refuse an application:

Developers Guide to Contributions (as per above): This provides details of the impacts that development may have on Essex County Council services and infrastructure, and guidance to developers regarding how section 106 agreements and the Community Infrastructure Levy may be used to secure works, finance and/or land to mitigate these impacts.

<http://www.essex.gov.uk/Environment%20Planning/Development-in-Essex/Documents/Developers-guide.pdf>

Education Site Check List: Where a new development needs land for a new school or early years and childcare facility, the developer must send in a Land Compliance Study with their planning application. The main points covered are set out in this checklist and should also be used to shape pre-application discussions regarding appropriate locations.

<http://www.essex.gov.uk/Environment%20Planning/Development-in-Essex/Documents/Education-Site-Checklist.xls>

Strategic Development Policies: The 'Strategic Development policies' set out the Council's expectations about Highway design and transport matters in relation to new development. They strike a balance between the need for new housing and employment opportunities, the regeneration agenda, and protecting the transport network for the safe movement of people and goods.

http://www.essex.gov.uk/Environment%20Planning/Development-in-Essex/Documents/Development_Management_Policies.pdf

Car Parking Standards: The Essex Parking Standards set out the number of parking spaces that should be included in new development along with design guidance. They have been produced in partnership with the Essex Planning Officers Association (EPOA).

http://www.essex.gov.uk/Environment%20Planning/Development-in-Essex/Documents/Parking_Standards.pdf

5.8 In addition to the above documentation, for highways infrastructure in particular, any infrastructure must also adhere to national design standards. Namely the **Design Manual for Roads and Bridges** and for lower trafficked development the **Manual for Streets**.

6. What are we now doing differently

6.1 A number of changes to the operating context and way ECC responds and prepares for the larger scale planning applications are underway to ensure that ECC's responses are high quality and are joined-up to reflect the full range of ECC's areas of interest.

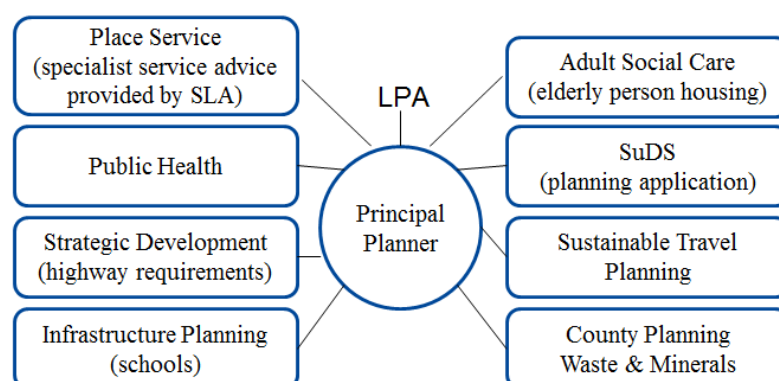
6.2 ECC has taken a stronger position by providing a generic planning obligations policy to embed into each new Local Plan as and when consulted. This policy will strengthen both the LPAs' and ECC's position when asking for necessary infrastructure contributions.

6.3 ECC has regularised and introduced a pre-application planning process for a number of the different teams involved in responding to planning applications. Pre-application fees and charges have been introduced and this Council is working with LPAs' and developers to roll-out more **Planning Performance Agreements (PPA)** particularly for the larger scale developments. Discussions are underway with a number of LPAs' and developers whom have indicated they value the additional support and dedicated resource a PPA provides. In essence, the developer is paying for a bespoke dedicated technical resource and guarantee of resource and delivery timetable which is over and above the normal service provided.

- 6.4 The **Essex Design Guide (EDG)** is currently being revised. This new document will provide updated guidance for LPAs and developers alike on what constitutes good practice design guidance, in relation to New Settlement and Garden Communities. The EDG will also have helpful design guidance in relation to:
- Active Design Principles;
 - Digital and Smart place making;
 - Health & Wellbeing; and
 - Ageing Population.
- 6.5 In 2016 ECC recognised it was important to introduce additional posts to support the growth agenda in Essex both planners in relation to Local Plan production, and new viability skills into the Planning Service. Additional posts were also created within the Development Management Highways team and additional investment was made to add capacity to the transport modelling team. These two additional planning posts have also allowed the planning function to have an additional planning resource leading on the large scale planning applications. Early examples of this include dealing with Public Health England's planning application in Harlow and the expansion of Tilbury Port.

Dealing with the larger scale - Developments

Below is an example of some of the service areas that will need to be bought together by a lead planner for each large scale development.



- 6.6 This coordinated single ECC response to the large scale planning applications has been warmly welcomed by the LPAs' as it provides more certainty and a single point of leadership and engagement with ECC. This approach also helps where there are viability issues, and will ensure that the internal governance arrangement can be dealt with promptly.
- 6.7 Finally, in relation to the all too common viability question, the additional ECC viability resource together with a new **Viability Protocol** (once written), will provide a framework of best practice and strengthen the position of both the LPAs' and ECC in securing the correct level of S106 infrastructure needed to support large scale development including housing proposals.

**Briefing note 'The Countywide Strategy on Gypsy and Traveller Groups'
- Place Services and Economic Growth Policy & Scrutiny
Committee**

Author - Steve Andrews, ECTU Manager



AGENDA ITEM 7 PSEGC/17/17

Introduction

This report provides background information in support of the Place Services Economic Growth Policy and Scrutiny Committee session on 21st September to discuss the Countywide Strategy on Gypsy and Traveller Groups. The report provides information against the four elements suggested by the Chairman of the Committee:

- Current policies and strategies for the county which relate to Travellers with the aim of improving outcomes for the Traveller community; and this issue in relation to the strategic priorities of the council
- Good practice examples
- Any consultation with stakeholders and partners (including the two UAs)
- Engagement with Traveller and settled communities

Current policies and strategies for the county which relate to Travellers with the aim of improving outcomes for the Traveller community

The **Essex Countywide Traveller Unit (ECTU)** was established/launched in October 2012. It is a partnership operation, working under a joint committee arrangement, and funded by its members contributions. Although hosted by Essex County Council (ECC), it is an external small body; hence its operation/budget etc falls under the control of the joint committee.

It was initially set-up under a 3 year joint committee agreement, with founder members including 7 district / borough / unitary' s, Essex Police, incl. an appointed officer, Essex Fire & Rescue, Public Health and ECC's Education and Adult Social Care. The arrangement was renewed in November 2015, for a 3.5 year period and membership has expanded to include 11 of the 14 Essex authorities/unitary (see table on page 2 for full list of members).

History – previous to the setting up of the ECTU, ECC had a Gypsy and Travellers Services, which managed the then 11 permanent caravan sites, and unauthorised encampments on ECC land. It was recognised, that there were significant inequalities experienced by the Gypsy/Traveller (GT) communities, even more so for those not on an ECC sites which benefitted from site manager support. This was reflected in terms of access to key services including health –shorter life expectancy, higher infant mortality rate etc, education – significantly lower attainment, social care, fire safety support etc, and being a highly vulnerable, difficult to access group. In addition, there was significant duplication/ inconsistencies/lack of continuity in the management of unauthorised encampments across Essex, as a group moving through would be greeted by a different set of officers/policies in each authority area. With the creation of the Essex Countywide Traveller Unit, we have been able to go some way to addressing these issues.

Briefing note 'The Countywide Strategy on Gypsy and Traveller Groups'
- Place Services and Economic Growth Policy & Scrutiny
Committee

Author - Steve Andrews, ECTU Manager

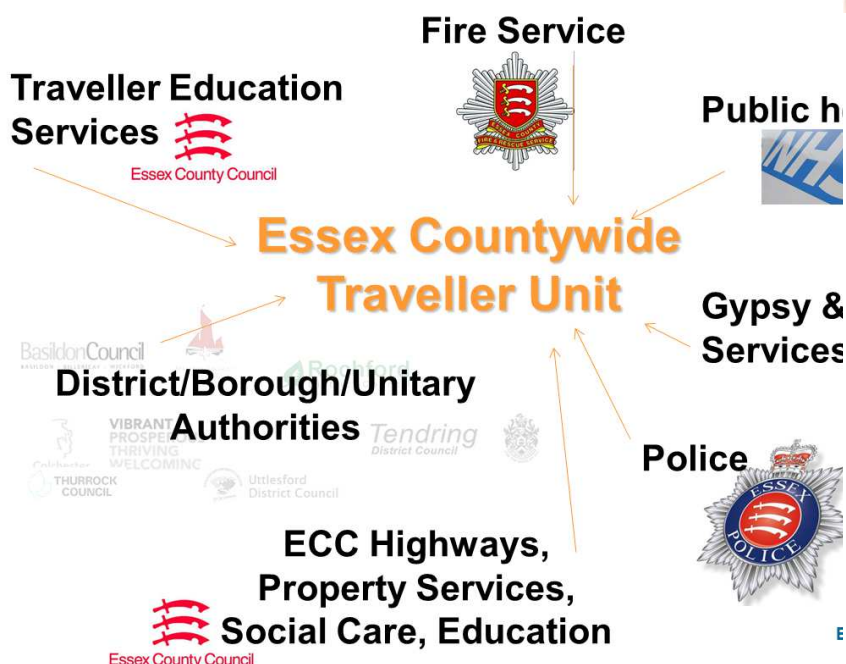


Fig 1. ECTU partner diagram

ECTU Partners

Basildon Borough Council
 Braintree District Council
 Brentwood Borough Council
 Castle Point Borough Council
 Chelmsford City Council
 Colchester Borough Council
 Maldon District Council
 Rochford District Council
 Tendring District Council
 Thurrock Council – Unitary
 Uttlesford District Council
 Essex Fire & Rescue Service
 Essex Police
 Essex Public Health
 Essex County Council – Highways
 Essex County Council – Property Services
 Essex County Council – Country Parks
 Essex County Council – Education
 Essex County Council – Adult Social Care
 Essex County Council – Site Management

Non partners

Epping Forest District Council
 Harlow District Council
 Southend on Sea Borough Council

Funding/structure

Briefing note 'The Countywide Strategy on Gypsy and Traveller Groups' - Place Services and Economic Growth Policy & Scrutiny Committee

Author - Steve Andrews, ECTU Manager



Although operating as a single unit, the site management function is outside of the joint committee structure, hence the associated budget remains part of ECC and not partnership funding. Due to previous issues re accounting processes, the site management budget makes a significant contribution towards ECTU, which we are seeking to rectify in 2018/19 budgets.

The team consists of 7.7 FTE, with some positions* jointly funded through ECTU partnership and ECC site management functions – site managers are exclusively funded by the site management function. The size of the team has been maintained since launch despite significant increases in workload/demand.

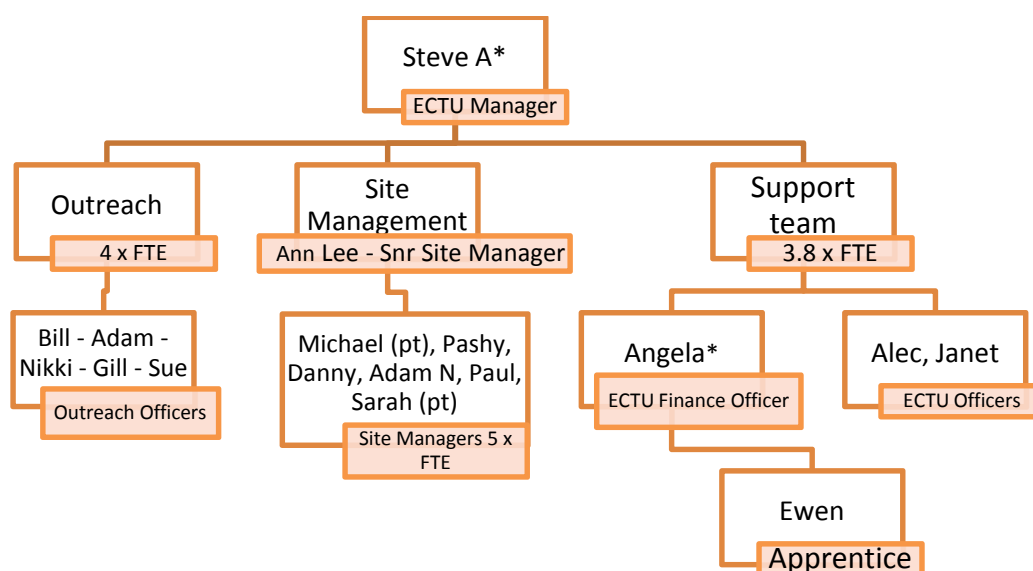


Fig 2. ECTU structure chart

The outreach team collectively cover Health, Welfare and Education outreach, Fire Safety and the management of unauthorised encampments, plus enforcement when required on the ECC sites.

In addition to their normal duties, site managers also support Health, Welfare and Education outreach on their respective sites.

Strategy

The overarching strategy agreed by the Joint Committee is:-

- to ensure services provided to meet the needs of the Gypsy/Traveller community in Essex are provided in a non-discriminatory way and take account of cultural requirements;
- to flexibly plan to meet the future needs of Gypsy/Traveller community members in Essex, particularly in relation to ensuring positive outcomes for children and families;

Briefing note 'The Countywide Strategy on Gypsy and Traveller Groups'
- Place Services and Economic Growth Policy & Scrutiny
Committee

Author - Steve Andrews, ECTU Manager



- to improve access to local services for the Gypsy/Traveller community in Essex including Fire Safety, Health, Education, Social Care, Support etc.;
- Ensure a consistent and robust Essex-wide approach for the management of unauthorised encampments;
- to inform and educate Gypsy/Travellers travelling through Essex, and on permanent sites, of expected levels of behaviour to minimise negative impact on stakeholders/ the settled community;
- to raise awareness amongst staff in partner organisations and elected members of issues which impact on Gypsy/Travellers locally, including cultural awareness training; and
- to promote positive images of Gypsy/Travellers in local media and to wider community where possible.

Operational policy is covered through the “Schedule of Functions” as part of the Joint Committee Agreements. The headlines of which are:-

The Essex Countywide Travellers Unit (ECTU) will undertake the following activities within the Gypsy/Traveller Community:

- *Fire safety inspections/advice on sites*
- *Improving education access/outcomes*
- *Improving Health and social care access/outcomes*
- *Management of ECC local authority sites*
- *Management of Unauthorised encampments on partner land*

The full Schedule of Functions is provided for information at **Appendix 1**.

The issues in relation to the strategic priorities of the council

The work of the ECTU can be linked to a number of the strategic priorities of the ECC

1. Enable inclusive economic growth

‘Help people in Essex prosper by increasing their skills’

- By supporting young people/adults from the community into vocational education/training/apprenticeships

2. Help people get the best start and age well

**Briefing note 'The Countywide Strategy on Gypsy and Traveller Groups'
- Place Services and Economic Growth Policy & Scrutiny
Committee**

Author - Steve Andrews, ECTU Manager



'Help keep vulnerable children safer and enable them to fulfil their potential'

- Supporting vulnerable children from the community into education from pre-school to secondary, college, on site fire safety awareness, reducing childhood accidents

'Enable more vulnerable adults to live independent of social care'

- Supporting adults/families with literacy issues, access to key services, budgetary support, communications support

'Improve the health of people in Essex'

- Supporting families to access/register with GPs/Dentists, supporting long term conditions, immunisations, stop smoking, healthy eating etc.

3. Help create great places to grow up, live and work

'Help to secure stronger, safer and more neighbourly communities'

- Through effective management of permanent caravan sites, and management of unauthorised encampments.

Good practice examples

The ECTU are at the leading edge of service provision to the Gypsy/Traveller Community. The unit was the first in the country to incorporate Education, Health, Fire Safety, Management of unauthorised encampments, and site management in a single unit.

Benefits/achievements to date

Health:-

- outreach to over 700 people re primary immunisations and flu jabs
- over 400 families confirmed GP registrations
- 120 people identified / supported with long term conditions etc
- Over 250 identified for stop smoking/healthy eating support.
- Over 40 health checks facilitated.

We also hold Health and Fire safety days on various sites in the county, which enable us to access larger numbers of the community at a single location. A recent event resulted in the advice/support being given across entire families. The graph below illustrates number of people receiving advice, and the type of advice, relative to the sex and age group of those involved.

**Briefing note 'The Countywide Strategy on Gypsy and Traveller Groups'
- Place Services and Economic Growth Policy & Scrutiny
Committee**

Author - Steve Andrews, ECTU Manager

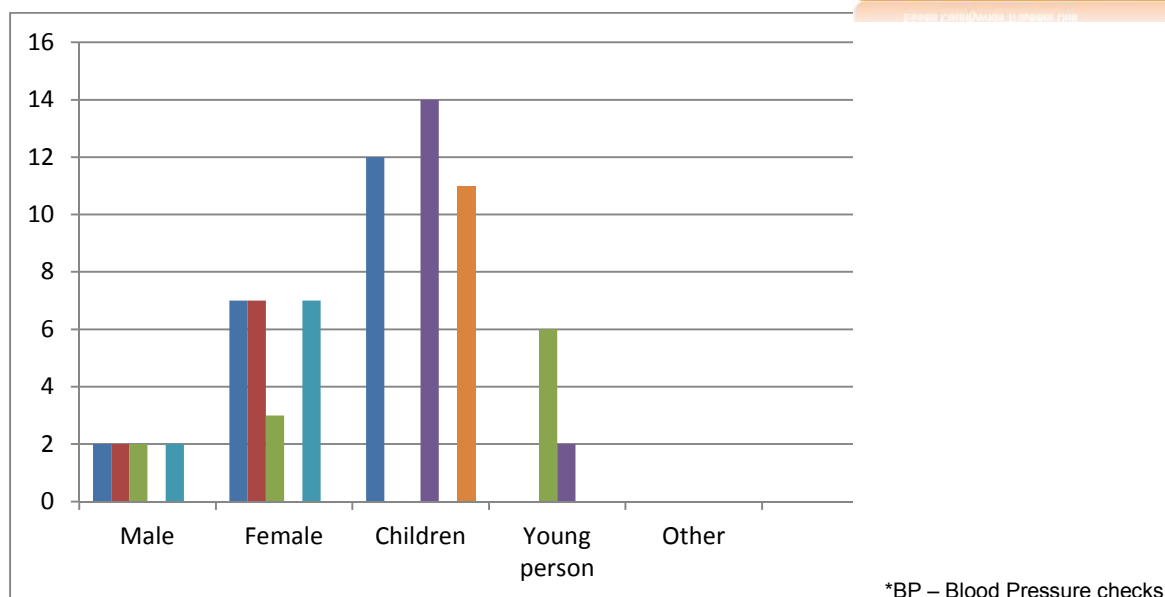


Fig 3. Table showing reach of ECTU health outreach activity

Education:-

- 474 children supported into school – primary and secondary
- 115 2yr olds funded and placed in pre-school
- 65 new families registered with Childrens Centres
- 54 young people supported into further education /apprenticeships.

Fire Safety:-

- 299 home fire safety visits completed
- 367 smoke alarms issued
- site fire safety visits 134 (77% of known sites)

Unauthorised encampments (UE):-

In 2016/17, we have managed over 270 separate encampments on ECC Highways and partner land through negotiated departure or sect 77/78 of the Criminal Justice and Public Order Act.

For unauthorised encampments where the full legal process to repossess has to be followed performance figures show that 90% of are moved on within 7 working days and 100% within 10 working days.

Consultation with stakeholders and partners (including the two Unitary Authorities)

Briefing note 'The Countywide Strategy on Gypsy and Traveller Groups'
- Place Services and Economic Growth Policy & Scrutiny
Committee

Author - Steve Andrews, ECTU Manager



The ECTU was originally set up following extensive consultation with all potential stakeholders/partners, and a working group including representation from all Essex authorities.

Post the commencement of the ECTU, there are two biannual meetings held – one is for partner officers, and is a pre-cursor to the formal joint committees, and the second are the joint committees. These are normally held in June and November.

In addition there is regular, sometimes daily communications with partners on operational issues.

Engagement with Traveller and settled communities

There was initial engagement with Travellers in the set up process of the ECTU. Some of these were employees of ECC, some external groups.

By default, and the nature of our work, we are in daily contact with Travellers across Essex, on Local Authority sites, Private sites, and unauthorised encampments. In the same process, we are regularly engaging with external agencies.

The settled communities normally come into play where they are adversely impacted by a permanent site, or adversely impacted / aware of unauthorised encampments. It is predominantly negative reasons, as there is rarely interest/appetite outside of this.

More recently, working with our Public Health partner, we helped develop a health questionnaire which we then took to the Gypsy/Traveller community to inform the **'GYPSY, ROMA AND TRAVELLERS IN ESSEX HEALTH NEEDS ASSESSMENT 2017'**. With over 100 responses, the assessment is currently in early draft format, but will go on to inform Public Health/ECTU's strategy in supporting the community going forwards.

Distribution and demand

LA sites - the 12 permanent local authority/ECC sites located in Basildon, Epping Forest, Harlow x 2, Maldon x 2, Colchester, Braintree x 2, Chelmsford x 2 and Uttlesford x 1

Briefing note 'The Countywide Strategy on Gypsy and Traveller Groups'
- Place Services and Economic Growth Policy & Scrutiny
Committee

Author - Steve Andrews, ECTU Manager

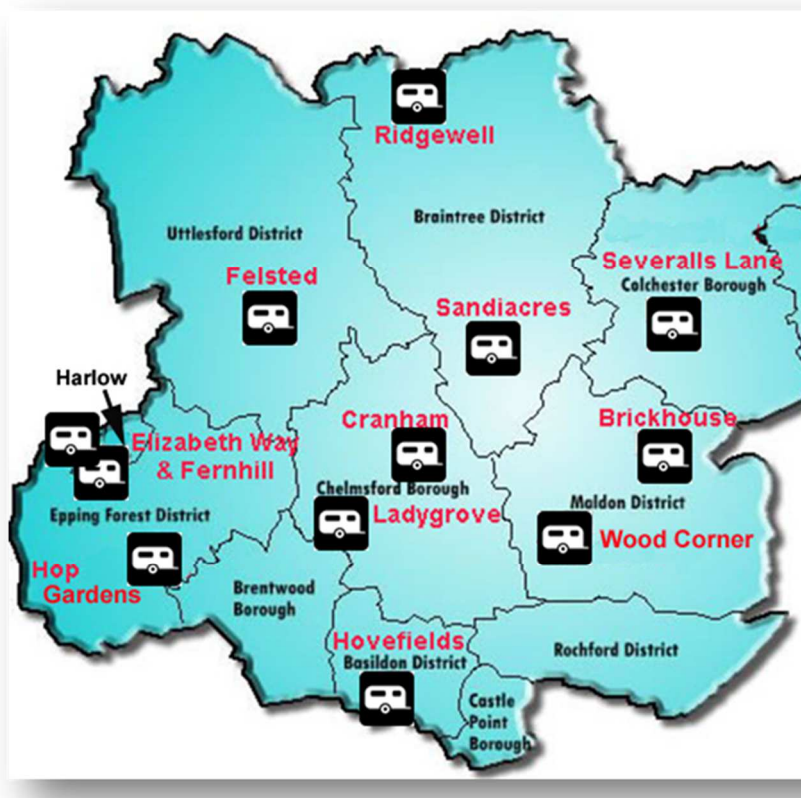


Fig 4. Location of ECC-owned permanent sites

Private sites

Briefing note 'The Countywide Strategy on Gypsy and Traveller Groups'
- Place Services and Economic Growth Policy & Scrutiny
Committee

Author - Steve Andrews, ECTU Manager

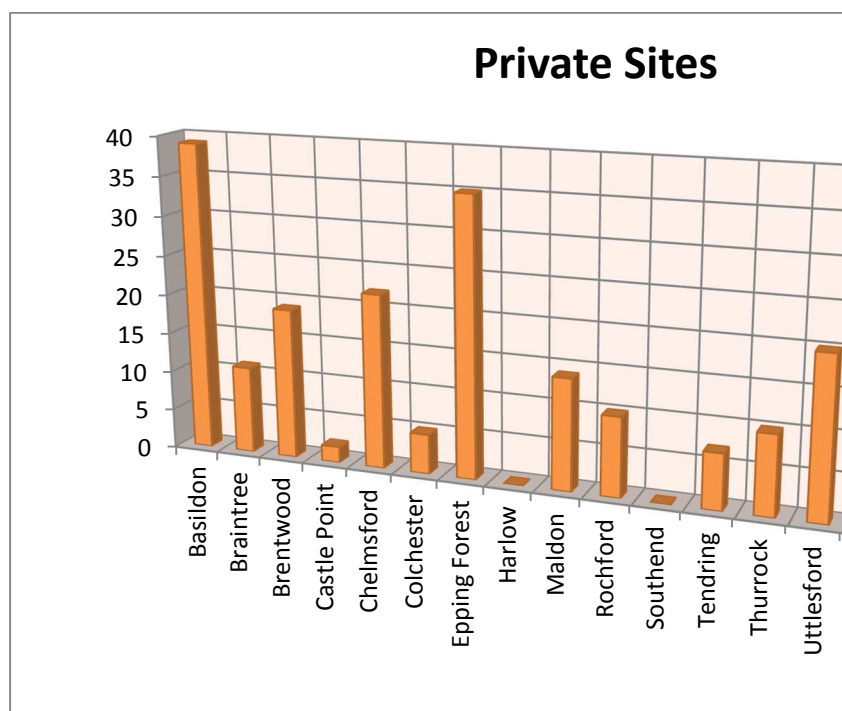


Fig 5. Location of private traveller sites by District

There are in excess of 190 private sites to cover with the 2 x FTE outreach team for health and education issues.

The remaining 2 x FTE cover Fire Safety and the management of unauthorised encampment – see below.

Unauthorised encampments

When the unit was set up, it was in the context of approx. 100 encampments reported per annum. However over the past 4 years we have seen two considerable step changes in numbers, with this current year set to hit record levels approaching 4 times the levels experienced when the ECTU was first setup.

Briefing note 'The Countywide Strategy on Gypsy and Traveller Groups'
- Place Services and Economic Growth Policy & Scrutiny
Committee

Author - Steve Andrews, ECTU Manager

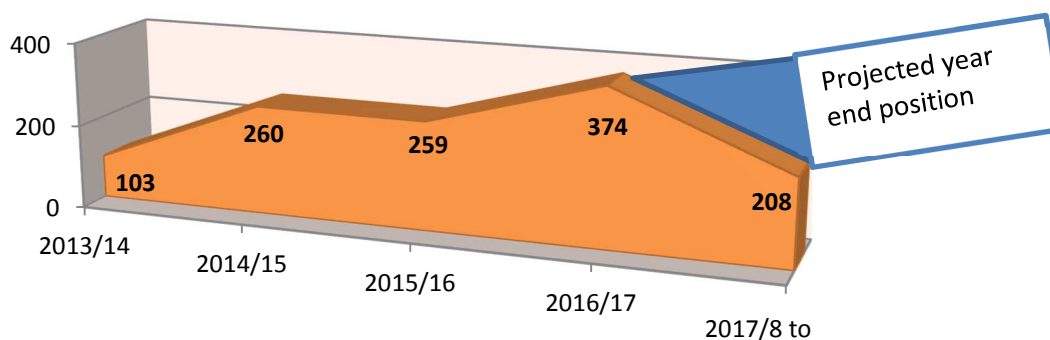


Fig 6. Number of unauthorised encampments recorded by ECTU since 2013/14

The result of this increase is putting considerable strain on resource and budget pressures due to the associated significant rise in associate legal and bailiff costs.

There are plans in progress to increase the dedicated Police presence, along with a newly launched single protocol, but the effect of this is unlikely to be realised until 2018.

There is also a project underway to identify potential transit sites, which will enable some of the Travelling population to access when travelling as opposed to unauthorised camping. This can be through freedom of choice, or via direction from the Police utilising their powers under sect 62a of the Criminal Justice and Public Order Act 2004.

Appendices

Appendix 1: ECTU Schedule of functions

APPENDIX 1:

Schedule of Functions

The Essex Countywide Travellers Unit (ECTU) will undertake the following activities within the Gypsy/Traveller Community:

- Fire safety inspections/advice on sites
- Improving education access/outcomes
- Improving Health and social care access/outcomes
- Management of ECC local authority sites
- Management of Unauthorised encampments on partner land

1. Fire Safety on sites

The ECTU will address three priority areas:

- a. Fire safety advice and guidance for all sites
- b. Site Fire Safety Inspections for all sites
- c. Home Fire Safety visits on all sites

1.a Fire safety and guidance for all sites

- 1.a.i The ECTU will communicate key messages on fire safety advice and guidance from Essex County Fire and Rescue Service (ECFRS) across all sites within the Operational Area as part of its outreach role, as appropriate including Home Fire Safety Visits.
- 1.a.ii The ECTU will also facilitate ECFRS's links into communities living on sites throughout the Operational Area and help facilitate any on site sessions the Service might wish to undertake.
- 1.a.ii The ECTU will provide feedback to ECFRS to review and improve how messages are communicated.

1.b Site Fire Safety Inspections

- 1.b.i The ECTU will undertake Site Fire Safety Inspections for all sites in within the Operational Area, to identify fire risks and how the threat of incidents can be mitigated.
- 1.b.ii The ECTU will work with partners to initiate further action to mitigate identified risks.

1.c Home Fire Safety inspections

- 1.c.i The ECTU will undertake Site Fire Safety Inspections for all sites in within the Operational Area, to identify fire risks and how the threat of incidents can be mitigated.

- 1.c.ii The ECTU will work with partners to initiate further action to mitigate identified risks.

2. Improving education outcomes

The ECTU will address two priority areas:

- a. Ensure access and take up of pre-school and compulsory education
- b. Facilitate access to further education, vocational training and other learning opportunities

2.a Ensure access and take up of pre-school and compulsory education

- 2.a.i The ECTU will identify children and young people of pre and compulsory school age living on sites, check whether they are registered in school, attending regularly and if there are any problems.
- 2.a.ii The ECTU will work to address any issues and if they are of a serious nature the ECTU will refer to and work with the appropriate departments in partner organisations to address them.

2.b Facilitate access to further education, Vocational training and other learning opportunities

- 2.b.i The ECTU will communicate learning opportunities to the community, identify those who want to improve their skills or feel they have a learning need.
- 2.b.ii The ECTU will work with these individuals to access the education options suitable for them by explaining how access can be gained, referring individuals for further support and providing practical help in gaining places on courses (i.e. helping with application forms).
- 2.b.iii The ECTU will facilitate any on site work or targeted initiatives that partner organisations might wish to undertake.

3. Health

The ECTU will address three priority areas:

- a. Improving access to and take up of GP to enable better management of long term conditions;
- b. Undertake targeted interventions such as smoking cessation, smoking in pregnancy, accident prevention, alcohol awareness, health checks promotion of antenatal care and immunisation, improving access to and take up of dentist services and the roll out of the Health Champions scheme.

3.a Improving access to and take up of GP to enable better management of long term conditions

- 3.a.i The ECTU will identify those from the Traveller community with long term condition and facilitate access to primary and specialist health services, with a focus on attaining permanent registration with GP practices.
- 3.a.ii To that end, the ECTU will work with communities and GP practices to foster links and mutual understanding.
- 3.a.iii The ECTU will work with Traveller communities to realise opportunities for improved self care.

3.b Specific interventions

- 3.b.i The ECTU will work with health partners to develop and promote appropriate interventions, including:
 - Immunisation
 - Accident prevention
 - Stop smoking
 - Alcohol awareness
 - Health checks
 - Access to antenatal care
 - Access to dental services
 - Introduce the Health Champions scheme to Traveller communities.

4. Social Care

- 4.a To improve knowledge of, access to and take up of social care and support for carers, the ECTU will refer any individuals identified as having unmet needs for an assessment.
- 4.a.i The ECTU will facilitate links between the assessor and individual if required and also continue to monitor the situation with the participation of the individual regardless of the outcome of any assessment.

5. Management of ECC local authority sites

The ECTU will address four priority areas within the Council's owned and managed sites, which will remain the Councils responsibility and decisions surrounding the same shall be the Councils only.

- a. Rent collection
- b. Payment for usage of water
- c. Site maintenance
- d. Reduce risk of fly-tipping

Budget for the management of the sites is totally independent to the main ECTU budget/Contributions.

5.a. Rent collection

- 5.a.i The ECTU will ensure the efficient process for rent collection alongside the benefit caps and Universal Credit, and adopt a firm but fair approach to addressing arrears which will be applied consistently across all sites.

5.b Payment for usage of electricity and water

- 5.b.i The ECTU have introduced direct supply for electricity and seek to roll out for the direct supply of water for all local authority sites, to ensure fair charging for usage.

5.c Site maintenance

- 5.c.i The ECTU will continue to undertake routine preventative and reactive site maintenance.

5.d Reduce risk of fly-tipping

- 5.d.i The ECTU will consider installing CCTV at the entrance to all sites to address this issue by providing a deterrent and evidence as to who is causing the fly-tipping.

6. Unauthorised encampments

The ECTU will address the issue of unauthorised encampments within the Operational Area on behalf of signatories to this Agreement. The ECTU will seek to bring enforcement proceedings by virtue of the provisions of Section 77/ 8 of the Act, however, may where necessary seek enforcement through Part 55 of the Civil Procedure Rules.

Where enforcement is undertaken through Section 77/8 of the Act, the service will be delivered as follows:

- 6.i The ECTU will receive all enquiries and complaints regarding unauthorised encampments for land within and owned by the Partner Authorities (including Parish Councils with a Partner Authority).
- 6.ii Once a new encampment is identified the ECTU will undertake a site visit within 1 working day, unless notification is received in accordance with Paragraph 10.1.
- 6.iii During the course of their site visit the attending officers will establish and record on the Travellers Assessment Form (contained in Appendix 1b) details of the land owner and occupier, and obtain all vehicle details of those within the encampment.
- 6.iv The attending officer will determine likely action including but not limited to;

- permitted length of stay and date of negotiated departure in accordance with the provisions contained within the Code for Travellers (set out in Appendix 1a);
 - Whether to issue a Section 77 Notice under the Act (using the template set out in Appendix 1b) and
 - Whether to apply for a Section 78 Order under the Act (using the template set out in Appendix 1b) ; or
 - To refer the matter for consideration by the relevant Senior Police Officer under Section 61 of the Act.
- 6.v The ECTU will commence the enforcement process as appropriate provided that the assessment confirms that there are no reasons why the enforcement process cannot take place.
- 6.vi The attending officer will, in consultation with the Unit Manager, decide whether to use Section 77 of the Act or refer the matter to the relevant Senior Police Officer for consideration based on circumstances in existence at the time including but not limited to,
- The location of the unauthorised encampment;
 - The type of land being used by the unauthorised encampment;
 - Welfare issues of the Travellers; and
 - The impact on the adjoining community/businesses and normal use of the land.
- 6.vii Where Section 77 of the Act is used, all enforcement, which for the avoidance of doubt is from the direction to leave being issued to appearing before a magistrates court, will be completed in 7 to 10 working days.
- 6.viii Where Section 61 of the Act is used, this is an emergency power which will only be applied when the senior Police officer on site makes the decision and in accordance with the Policy of Essex Police. The Partner Authorities understand that relevant Senior Police Officer shall exercise this power at their complete discretion.
- 6.ix The ECTU will serve 'Direction Orders to leave the land' on unauthorised occupiers and prepare and present Court applications for Eviction Orders, and will revisit site as appropriate to ensure status of the site remains the same prior to attending any court hearing.
- 6.x The ECTU will arrange, co-ordinate and carry out land repossession.
- 6.xi Throughout any enforcement procedures the ECTU will provide regular updates to encampment occupants, affected partners (including an update for Members if required) as well as responding to enquiries from the general public and the media.
- 6.xii The ECTU will take informal action by way of issuing warnings on complaints including environmental health issues e.g. noise and rubbish and smoke and carry out a needs assessment.

		AGENDA ITEM 8:
		PSEG/18/17
Committee:	Place Services and Economic Growth Scrutiny Committee	
Date:	21 September 2017	
<u>PLACE SERVICES AND ECONOMIC GROWTH POLICY AND SCRUTINY COMMITTEE WORK PROGRAMME 2017/18</u>		
Enquiries to:	Robert Fox, Scrutiny Officer robert.fox@essex.gov.uk	

Background

In Essex there is a need for the Scrutiny Committees to plan and manage their activities more effectively in order to ensure that there is ongoing development of the overview and scrutiny function. A key tenet of making improvements is to focus upon topic selection and produce more robust work programmes to underpin improved ways of working taking a realistic account of the resources available. Ultimately Scrutiny Members want to be in the position of exerting a proactive and positive influence upon what the Council does in practice.

There is general consensus among scrutiny practitioners that topics should be carefully selected taking into account common criteria to enable objective choices to be made, and work programmes devised that reflect a committee's capacity to deliver that programme as well as officers' capacity to support it in that task. The role of topic selection and work programmes has featured in Members' Scrutiny training, and good practice is reflected in the Council's Overview and Scrutiny handbook that is published on its website.

At its private work programming meeting on 1 August 2017 the Committee considered potential items for its work programme moving forward for the next 12-18 months; which followed initial thoughts gathered on the Committee's induction day in June, and a subsequent call for ideas across the organisation.

It was recognised that resources necessitate that a limited number of in depth reviews be undertaken, i.e. less than four per annum, but that there is scope for briefings, fact finding visits, and limited round table discussions to ensure that Members are well informed about what is happening across the services covered by the Committee's remit.

While an agreed work programme will assist in managing committee activity, it is recognised that unforeseen matters will arise from time to time that will affect Members' ability to achieve the goals within the work programme.

At the 1 August meeting Members commented on the topics being investigated for prioritisation for the Committee's work programme going forward, and agreed the issues to take forward as in-depth reviews in the next 18 months. Resulting from the discussions at the 1 August meeting it was requested a report be submitted to this meeting on the draft work programme for further consideration by the Committee; and this report is provided below.

Action required by Members at thus meeting:

- (i) To agree the items for review to commence within the next twelve months; and to agree the other items and initial briefings suggested.**
- (ii) If agreement on (i) above to prioritise these items and agree the timetable for initial scoping meetings and reviews**

Essex County Council Place Services and Economic Growth Policy & Scrutiny Committee
--

This form is a tool that should be compiled at the start of each inquiry to set out clearly the aims and objectives of the committee's involvement in a particular matter, and will be completed at the end of the inquiry to confirm what has been achieved. The form also acts an audit trail for a review.

THIS FRONT PAGE TO BE COMPLETED BY THE PROPOSER OF THE REVIEW

WHAT ARE WE LOOKING AT?	
Review Topic (Name of review)	Essex County Council Commercial Bus Reduction and Withdrawal Process; and the ECC Bus Priority Policy
Type of Review (full committee, briefing, task & finish group etc.)	This to be agreed by the Committee

WHY ARE WE LOOKING AT THIS?	
Rationale for the Review	<p>Why should this topic be reviewed, and how would the review align to the Essex scrutiny objectives?</p> <ul style="list-style-type: none"> • Critical friend challenge to the Executive • Reflecting public voice and concerns • Impact on service delivery <p>How does it link to the Council's strategic objectives and corporate priorities? http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/Commissioning-Strategies.aspx - This to be agreed by the Committee</p> <p>How clear is the influence that scrutiny can have on the review? What evidence is there to support the reasons and need for a scrutiny review?</p> <ul style="list-style-type: none"> - To consider the opportunities and challenges - How can local Members get involved as well as Districts/Boroughs?

WHAT DO WE HOPE TO ACHIEVE?	
Indicators of success	<p>What would you wish to see happen as a result of the review? What value can scrutiny bring to the review? Scrutiny can add value to the review by adding transparency to the process undertaken within a commercially sensitive and confidential process. Why do you think the desired outcome is achievable?</p>

HOW LONG IS IT GOING TO TAKE?

Timescales	When would the earliest date that the scrutiny review could begin and when would it have to be completed? - This to be agreed by the Committee
Provisional Timetable	To be determined by the Committee

FOR COMPLETION FOR AGREEMENT OF THE COMMITTEE

WHAT INFORMATION DO WE NEED?	
Terms of Reference	An initial meeting to set the Terms of Reference and the Keys Lines of Enquiry should be a pre-requisite. This should involve the Chairman of the Committee and a minimum of three other members.
Key Lines of Enquiry	
What primary/new evidence is needed?	
What secondary/ existing information is needed?	
What briefings and site visits might be relevant?	
Other work being undertaken/Relevant Corporate Links	
What is inside the scope of the review?	
What is outside the scope of the review?	

WHO DO WE NEED TO CONTRIBUTE/CONSULT? (INITIAL MEETING TO ESTABLISH THIS)	
Relevant Portfolio Holder(s)	Councillor Ray Gooding
Key ECC Officers	Andrew Cook Deborah Fox
Partners and service users	Bus providers Bus passengers Bus Strategy Board Borough/City/District Councils

WHAT RESOURCES DO WE NEED?	
Lead Member and Membership	To be determined by the Committee
Co-optee's (if any)	
Lead Scrutiny Officer/Other	Robert Fox
Expected Member commitment	

WHAT ARE THE RISKS/CONSTRAINTS?	
Risk analysis (site visits etc.)	
Possible constraints	

WHAT WILL BE REQUIRED FROM STAKEHOLDERS?	
Internal stakeholders	Is any support from the Communications team likely to be needed?
External stakeholders	

WHO ARE WE DIRECTING ANY RECOMMENDATIONS AND ACTIONS TO?	
Recommendations to (key decision makers):	This can be completed prior to, during, and following the review
Reporting arrangements	
Follow-up arrangements	

ADDITIONAL INFORMATION/NOTES	

LESSONS LEARNT/SCRUTINY EVALUATION

To be completed in an end of review Workshop* (align to findings of Scrutiny Survey to be attached as an annex). This form should be used in the evaluation of the process adopted by the Scrutiny review Committee/Task and Finish Group and will be used to inform future Scrutiny Reviews.

**Evaluation workshop at the end of the review will typically involve Committee Chairman/T&F chairman, other T&F group members, scrutiny officer, topic proposer and key stakeholders (if applicable)*

DATE OF REVIEW EVALUATION:	
1. Organisation & Planning	
What could have gone better?	Recommendations for future reviews
What were the strengths and weaknesses of the approach used? Proposed and actual start/completion dates: Was the time allocated adequate?	
2. Resourcing	
What could have gone better?	Recommendations for future reviews
Was officer time/resource adequate for this review?	
3. Evidence sessions/site visits	
What could have gone better?	Recommendations for future reviews
4. Stakeholder and Communications	
What could have gone better?	Recommendations for future reviews
5. Report and Recommendations	
What could have gone better?	Recommendations for future reviews
Was the purpose of the review achieved? Has there/is there likely to be any influence on service delivery as a consequence of the review?	

<p align="center">Essex County Council Place Services and Economic Growth Policy & Scrutiny Committee</p>
--

This form is a tool that should be compiled at the start of each inquiry to set out clearly the aims and objectives of the committee's involvement in a particular matter, and will be completed at the end of the inquiry to confirm what has been achieved. The form also acts an audit trail for a review.

THIS FRONT PAGE TO BE COMPLETED BY THE PROPOSER OF THE REVIEW

WHAT ARE WE LOOKING AT?	
Review Topic (Name of review)	Localism and Subsidiarity
Type of Review (full committee, briefing, task & finish group etc.)	TASK AND FINISH GROUP

<p>WHY ARE WE LOOKING AT THIS?</p>

Rationale for the Review

Why should this topic be reviewed, and how would the review align to the Essex scrutiny objectives?

- **Critical friend challenge to the Executive**
- **Reflecting public voice and concerns**
- **Impact on service delivery?**

How does it link to the Council's strategic objectives and corporate priorities? <http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/Commissioning-Strategies.aspx> - This to be agreed by the Committee.

How clear is the influence that scrutiny can have on the review?
What evidence is there to support the reasons and need for a scrutiny review?

At the Full Council meeting of 12 July 2017 it was moved by Councillor Pond and seconded by Councillor Sargeant that

'This Council applauds achievements of the Administration to date in the field of localism, such as the Community Initiatives Fund. Local Highways Panels were a useful step in bringing together County and District members; their funding needs to be sufficient, and their processes (including Highway Rangers) more effective, the better to suit local needs.

This Council now needs to take further initiatives to ensure that decisions affecting local people are taken as close to them as possible, instead of centrally at County Hall, or by remote joint boards. Devolution to or involvement of districts and parishes in such functions as highway repairs, parking control and enforcement would all increase local buy-in, and should be attainable within existing budgets.

This Council refers this whole question to the Corporate Scrutiny Committee for further examination.

It was moved by Councillor Grundy and seconded by Councillor Johnson that the motion be amended to read as follows:

'This Council applauds achievements of the Administration to date in the field of localism, such as the Community Initiatives Fund. Local Highways Panels were a useful step in bringing together County and District members; their funding needs to be sufficient, and their processes (including Highway Rangers) more effective, the better to suit local needs.

This Council now needs to consider further initiatives to ensure that decisions affecting local people are taken as close to them as possible, instead of centrally at County Hall, or by remote joint boards. Devolution to or involvement of Districts, Boroughs, the City and parishes in such functions as highway repairs, parking control and enforcement would all increase local buy-in, and could be attainable within existing budgets.

WHAT DO WE HOPE TO ACHIEVE?**Indicators of success**

What would you wish to see happen as a result of the review?
What value can scrutiny bring to the review?
Why do you think the desired outcome is achievable?

HOW LONG IS IT GOING TO TAKE?**Timescales**

When would the earliest date that the scrutiny review could begin and when would it have to be completed? - This to be agreed by the Committee

Provisional Timetable

To be determined by the Committee

FOR COMPLETION FOR AGREEMENT OF THE COMMITTEE

WHAT INFORMATION DO WE NEED?	
Terms of Reference	An initial meeting to set the Terms of Reference and the Keys Lines of Enquiry should be a pre-requisite. This should involve the Chairman of the Committee and a minimum of three other members.
Key Lines of Enquiry	
What primary/new evidence is needed?	
What secondary/ existing information is needed?	
What briefings and site visits might be relevant?	
Other work being undertaken/Relevant Corporate Links	
What is inside the scope of the review?	
What is outside the scope of the review?	

WHO DO WE NEED TO CONTRIBUTE/CONSULT? (INITIAL MEETING TO ESTABLISH THIS)	
Relevant Portfolio Holder(s)	Councillor Ian Grundy
Key ECC Officers	
Partners and service users	Borough/City/District/Parish Councils

WHAT RESOURCES DO WE NEED?	
Lead Member and Membership	To be determined by the Committee
Co-optee's (if any)	
Lead Scrutiny Officer/Other	Robert Fox
Expected Member commitment	Four meeting dates over three months initially.

WHAT ARE THE RISKS/CONSTRAINTS?	
Risk analysis (site visits etc.)	
Possible constraints	

WHAT WILL BE REQUIRED FROM STAKEHOLDERS?	
Internal stakeholders	Is any support from the Communications team likely to be needed?
External stakeholders	

WHO ARE WE DIRECTING ANY RECOMMENDATIONS AND ACTIONS TO?	
Recommendations to (key decision makers):	This can be completed prior to, during, and following the review
Reporting arrangements	
Follow-up arrangements	

ADDITIONAL INFORMATION/NOTES	

LESSONS LEARNT/SCRUTINY EVALUATION

To be completed in an end of review Workshop* (align to findings of Scrutiny Survey to be attached as an annex). This form should be used in the evaluation of the process adopted by the Scrutiny review Committee/Task and Finish Group and will be used to inform future Scrutiny Reviews.

**Evaluation workshop at the end of the review will typically involve Committee Chairman/T&F chairman, other T&F group members, scrutiny officer, topic proposer and key stakeholders (if applicable)*

DATE OF REVIEW EVALUATION:	
1. Organisation & Planning	
What could have gone better?	Recommendations for future reviews
What were the strengths and weaknesses of the approach used? Proposed and actual start/completion dates: Was the time allocated adequate?	
2. Resourcing	
What could have gone better?	Recommendations for future reviews
Was officer time/resource adequate for this review?	
3. Evidence sessions/site visits	
What could have gone better?	Recommendations for future reviews
4. Stakeholder and Communications	
What could have gone better?	Recommendations for future reviews
5. Report and Recommendations	
What could have gone better?	Recommendations for future reviews
Was the purpose of the review achieved? Has there/is there likely to be any influence on service delivery as a consequence of the review?	

<p align="center">Essex County Council Place Services and Economic Growth Policy & Scrutiny Committee</p>
--

This form is a tool that should be compiled at the start of each inquiry to set out clearly the aims and objectives of the committee's involvement in a particular matter, and will be completed at the end of the inquiry to confirm what has been achieved. The form also acts an audit trail for a review.

THIS FRONT PAGE TO BE COMPLETED BY THE PROPOSER OF THE REVIEW

WHAT ARE WE LOOKING AT?	
Review Topic (Name of review)	Air Quality Control
Type of Review (full committee, briefing, task & finish group etc.)	This to be agreed by the Committee

WHY ARE WE LOOKING AT THIS?	
Rationale for the Review	<p>Why should this topic be reviewed, and how would the review align to the Essex scrutiny objectives?</p> <ul style="list-style-type: none"> • Critical friend challenge to the Executive • Reflecting public voice and concerns • Impact on service delivery? <p>How does it link to the Council's strategic objectives and corporate priorities? http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/Commissioning-Strategies.aspx - This to be agreed by the Committee</p> <p>How clear is the influence that scrutiny can have on the review? What evidence is there to support the reasons and need for a scrutiny review?</p>

WHAT DO WE HOPE TO ACHIEVE?	
Indicators of success	<p>What would you wish to see happen as a result of the review?</p> <p>What value can scrutiny bring to the review?</p> <p>Why do you think the desired outcome is achievable?</p>

HOW LONG IS IT GOING TO TAKE?	
Timescales	When would the earliest date that the scrutiny review could begin and when would it have to be completed? - This to be agreed by the Committee
Provisional Timetable	To be determined by the Committee

FOR COMPLETION FOR AGREEMENT OF THE COMMITTEE

WHAT INFORMATION DO WE NEED?	
Terms of Reference	An initial meeting to set the Terms of Reference and the Keys Lines of Enquiry should be a pre-requisite. This should involve the Chairman of the Committee and a minimum of three other members.
Key Lines of Enquiry	
What primary/new evidence is needed?	
What secondary/ existing information is needed?	
What briefings and site visits might be relevant?	
Other work being undertaken/Relevant Corporate Links	
What is inside the scope of the review?	
What is outside the scope of the review?	

WHO DO WE NEED TO CONTRIBUTE/CONSULT? (INITIAL MEETING TO ESTABLISH THIS)	
Relevant Portfolio Holder(s)	Councillor Simon Walsh
Key ECC Officers	Mark Carroll
Partners and service users	Borough/City/District Councils Health

WHAT RESOURCES DO WE NEED?	
Lead Member and Membership	To be determined by the Committee
Co-optee's (if any)	
Lead Scrutiny Officer/Other	Robert Fox
Expected Member commitment	

WHAT ARE THE RISKS/CONSTRAINTS?	
Risk analysis (site visits etc.)	
Possible constraints	

WHAT WILL BE REQUIRED FROM STAKEHOLDERS?	
Internal stakeholders	Is any support from the Communications team likely to be needed?
External stakeholders	

WHO ARE WE DIRECTING ANY RECOMMENDATIONS AND ACTIONS TO?	
Recommendations to (key decision makers):	This can be completed prior to, during, and following the review
Reporting arrangements	
Follow-up arrangements	

ADDITIONAL INFORMATION/NOTES	

LESSONS LEARNT/SCRUTINY EVALUATION

To be completed in an end of review Workshop* (align to findings of Scrutiny Survey to be attached as an annex). This form should be used in the evaluation of the process adopted by the Scrutiny review Committee/Task and Finish Group and will be used to inform future Scrutiny Reviews.

**Evaluation workshop at the end of the review will typically involve Committee Chairman/T&F chairman, other T&F group members, scrutiny officer, topic proposer and key stakeholders (if applicable)*

DATE OF REVIEW EVALUATION:	
1. Organisation & Planning	
What could have gone better?	Recommendations for future reviews
What were the strengths and weaknesses of the approach used? Proposed and actual start/completion dates: Was the time allocated adequate?	
2. Resourcing	
What could have gone better?	Recommendations for future reviews
Was officer time/resource adequate for this review?	
3. Evidence sessions/site visits	
What could have gone better?	Recommendations for future reviews
4. Stakeholder and Communications	
What could have gone better?	Recommendations for future reviews
5. Report and Recommendations	
What could have gone better?	Recommendations for future reviews
Was the purpose of the review achieved? Has there/is there likely to be any influence on service delivery as a consequence of the review?	

Essex County Council Place Services and Economic Growth Policy & Scrutiny Committee
--

This form is a tool that should be compiled at the start of each inquiry to set out clearly the aims and objectives of the committee's involvement in a particular matter, and will be completed at the end of the inquiry to confirm what has been achieved. The form also acts an audit trail for a review.

THIS FRONT PAGE TO BE COMPLETED BY THE PROPOSER OF THE REVIEW

WHAT ARE WE LOOKING AT?	
Review Topic (Name of review)	Footways
Type of Review (full committee, briefing, task & finish group etc.)	This to be agreed by the Committee

WHY ARE WE LOOKING AT THIS?	
Rationale for the Review	<p>Why should this topic be reviewed, and how would the review align to the Essex scrutiny objectives?</p> <ul style="list-style-type: none"> • Critical friend challenge to the Executive • Reflecting public voice and concerns • Impact on service delivery? <p>How does it link to the Council's strategic objectives and corporate priorities? http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/Commissioning-Strategies.aspx - This to be agreed by the Committee</p> <p>How clear is the influence that scrutiny can have on the review? What evidence is there to support the reasons and need for a scrutiny review?</p>

WHAT DO WE HOPE TO ACHIEVE?	
Indicators of success	<p>What would you wish to see happen as a result of the review?</p> <p>What value can scrutiny bring to the review?</p> <p>Why do you think the desired outcome is achievable?</p>

HOW LONG IS IT GOING TO TAKE?	
Timescales	<p>When would the earliest date that the scrutiny review could begin and when would it have to be completed? - This to be agreed by the Committee</p> <p>This needs to be determined in discussion with services etc. i.e. evidence, goals</p>
Provisional Timetable	To be determined by the Committee

FOR COMPLETION FOR AGREEMENT OF THE COMMITTEE

WHAT INFORMATION DO WE NEED?	
Terms of Reference	An initial meeting to set the Terms of Reference and the Keys Lines of Enquiry should be a pre-requisite. This should involve the Chairman of the Committee and a minimum of three other members.
Key Lines of Enquiry	
What primary/new evidence is needed?	
What secondary/ existing information is needed?	
What briefings and site visits might be relevant?	
Other work being undertaken/Relevant Corporate Links	
What is inside the scope of the review?	
What is outside the scope of the review?	

WHO DO WE NEED TO CONTRIBUTE/CONSULT? (INITIAL MEETING TO ESTABLISH THIS)	
Relevant Portfolio Holder(s)	Councillor Ian Grundy
Key ECC Officers	
Partners and service users	

WHAT RESOURCES DO WE NEED?	
Lead Member and Membership	To be determined by the Committee
Co-optee's (if any)	
Lead Scrutiny Officer/Other	Robert Fox
Expected Member commitment	

WHAT ARE THE RISKS/CONSTRAINTS?	
Risk analysis (site visits etc.)	
Possible constraints	

WHAT WILL BE REQUIRED FROM STAKEHOLDERS?	
Internal stakeholders	Is any support from the Communications team likely to be needed?
External stakeholders	

WHO ARE WE DIRECTING ANY RECOMMENDATIONS AND ACTIONS TO?	
Recommendations to (key decision makers):	This can be completed prior to, during, and following the review
Reporting arrangements	
Follow-up arrangements	

ADDITIONAL INFORMATION/NOTES	

LESSONS LEARNT/SCRUTINY EVALUATION

To be completed in an end of review Workshop* (align to findings of Scrutiny Survey to be attached as an annex). This form should be used in the evaluation of the process adopted by the Scrutiny review Committee/Task and Finish Group and will be used to inform future Scrutiny Reviews.

**Evaluation workshop at the end of the review will typically involve Committee Chairman/T&F chairman, other T&F group members, scrutiny officer, topic proposer and key stakeholders (if applicable)*

DATE OF REVIEW EVALUATION:	
1. Organisation & Planning	
What could have gone better?	Recommendations for future reviews
What were the strengths and weaknesses of the approach used? Proposed and actual start/completion dates: Was the time allocated adequate?	
2. Resourcing	
What could have gone better?	Recommendations for future reviews
Was officer time/resource adequate for this review?	
3. Evidence sessions/site visits	
What could have gone better?	Recommendations for future reviews
4. Stakeholder and Communications	
What could have gone better?	Recommendations for future reviews
5. Report and Recommendations	
What could have gone better?	Recommendations for future reviews
Was the purpose of the review achieved? Has there/is there likely to be any influence on service delivery as a consequence of the review?	

<p align="center">Essex County Council Place Services and Economic Growth Policy & Scrutiny Committee</p>
--

This form is a tool that should be compiled at the start of each inquiry to set out clearly the aims and objectives of the committee's involvement in a particular matter, and will be completed at the end of the inquiry to confirm what has been achieved. The form also acts an audit trail for a review.

THIS FRONT PAGE TO BE COMPLETED BY THE PROPOSER OF THE REVIEW

WHAT ARE WE LOOKING AT?	
Review Topic (Name of review)	Moving Around Essex
Type of Review (full committee, briefing, task & finish group etc.)	This to be agreed by the Committee

WHY ARE WE LOOKING AT THIS?	
Rationale for the Review	<p>Why should this topic be reviewed, and how would the review align to the Essex scrutiny objectives?</p> <ul style="list-style-type: none"> • Critical friend challenge to the Executive • Reflecting public voice and concerns • Impact on service delivery? <p>How does it link to the Council's strategic objectives and corporate priorities? http://www.essex.gov.uk/Your-Council/Strategies-Policies/Pages/Commissioning-Strategies.aspx - This to be agreed by the Committee</p> <p>How clear is the influence that scrutiny can have on the review? What evidence is there to support the reasons and need for a scrutiny review?</p>

WHAT DO WE HOPE TO ACHIEVE?	
Indicators of success	<p>What would you wish to see happen as a result of the review?</p> <p>What value can scrutiny bring to the review?</p> <p>Why do you think the desired outcome is achievable?</p>

HOW LONG IS IT GOING TO TAKE?	
Timescales	<p>When would the earliest date that the scrutiny review could begin and when would it have to be completed? - This to be agreed by the Committee</p> <p>This needs to be determined in discussion with services etc. i.e. evidence, goals</p>
Provisional Timetable	To be determined by the Committee

FOR COMPLETION FOR AGREEMENT OF THE COMMITTEE

WHAT INFORMATION DO WE NEED?	
Terms of Reference	An initial meeting to set the Terms of Reference and the Keys Lines of Enquiry should be a pre-requisite. This should involve the Chairman of the Committee and a minimum of three other members.
Key Lines of Enquiry	
What primary/new evidence is needed?	
What secondary/ existing information is needed?	
What briefings and site visits might be relevant?	Mini-Holland Cycling project, London Borough of Waltham Forest
Other work being undertaken/Relevant Corporate Links	
What is inside the scope of the review?	
What is outside the scope of the review?	

WHO DO WE NEED TO CONTRIBUTE/CONSULT? (INITIAL MEETING TO ESTABLISH THIS)	
Relevant Portfolio Holder(s)	Councillor Ian Grundy
Key ECC Officers	
Partners and service users	

WHAT RESOURCES DO WE NEED?	
Lead Member and Membership	To be determined by the Committee
Co-optee's (if any)	
Lead Scrutiny Officer/Other	Robert Fox
Expected Member commitment	

WHAT ARE THE RISKS/CONSTRAINTS?	
Risk analysis (site visits etc.)	
Possible constraints	

WHAT WILL BE REQUIRED FROM STAKEHOLDERS?	
Internal stakeholders	Is any support from the Communications team likely to be needed?
External stakeholders	

WHO ARE WE DIRECTING ANY RECOMMENDATIONS AND ACTIONS TO?	
Recommendations to (key decision makers):	This can be completed prior to, during, and following the review
Reporting arrangements	
Follow-up arrangements	

ADDITIONAL INFORMATION/NOTES	

LESSONS LEARNT/SCRUTINY EVALUATION

To be completed in an end of review Workshop* (align to findings of Scrutiny Survey to be attached as an annex). This form should be used in the evaluation of the process adopted by the Scrutiny review Committee/Task and Finish Group and will be used to inform future Scrutiny Reviews.

**Evaluation workshop at the end of the review will typically involve Committee Chairman/T&F chairman, other T&F group members, scrutiny officer, topic proposer and key stakeholders (if applicable)*

DATE OF REVIEW EVALUATION:	
1. Organisation & Planning	
What could have gone better?	Recommendations for future reviews
What were the strengths and weaknesses of the approach used? Proposed and actual start/completion dates: Was the time allocated adequate?	
2. Resourcing	
What could have gone better?	Recommendations for future reviews
Was officer time/resource adequate for this review?	
3. Evidence sessions/site visits	
What could have gone better?	Recommendations for future reviews
4. Stakeholder and Communications	
What could have gone better?	Recommendations for future reviews
5. Report and Recommendations	
What could have gone better?	Recommendations for future reviews
Was the purpose of the review achieved? Has there/is there likely to be any influence on service delivery as a consequence of the review?	

Additionally, the Committee will be seeking an initial briefing from the Cabinet Member for Environment and Waste on Waste and Recycling; and the Cabinet Member for Highways on priorities within the portfolio prior to conducting any reviews within these portfolios.

Other issues the Committee might look at as initial briefings in the medium term are:

- Local Regeneration Partnerships
- Revenue Opportunities for Country Parks
- Highways Assets
- 20 miles per hour speed limits
- Park and Ride growth
- Public Transport Support Grants