

**CABINET**  
**Thursday 17 June 2021 at 7.30 pm**  
**Council Chamber, Civic Centre**

**Members**

Councillor Andrew Johnson, Leader of the Council and Lead on Economic Recovery  
Councillor Joel Charles, Deputy Leader and Portfolio Holder for Community Resilience  
Councillor Simon Carter, Portfolio Holder for Housing  
Councillor Alastair Gunn, Portfolio Holder for Environment  
Councillor Michael Hardware, Portfolio Holder for Strategic Growth  
Councillor Russell Perrin, Portfolio Holder for Finance and Governance  
Councillor Dan Swords, Portfolio Holder for Regeneration

**Other Attendees**

Councillor James Leppard  
Councillor Nicky Purse  
Councillor Matthew Saggars  
Councillor Gareth Williams

**AGENDA**

1. Apologies for absence
2. Declarations of Interest  
  
Councillors' declarations of interest (if any) in relation to any items on the agenda.
3. Minutes (Pages 4 - 12)  
  
To approve the minutes of the meeting held on 25 March 2021.
4. Matters Arising  
  
Any matters arising from the minutes of the previous meeting.
5. Written Questions from the Public  
  
To receive any questions from members of the public in accordance with Rule 10 of the Council Procedure Rules.
6. Written Questions from Councillors  
  
To receive any questions from Councillors in accordance with Rule 11 of the Council Procedure Rules.

7. Petitions

To consider any petitions that have been referred to the Cabinet under the Council's Petition Scheme.

a) Support Local Private Hire and Taxi Drivers

Petition from Mr Hussain:

"We the undersigned petition the council to provide support for the local private hire and taxi drivers to enable us to carry out our vital function in providing a safe transport service for key and essential workers as well as the general public. The Covid-19 pandemic has decimated our trade causing record number of drivers leaving the trade whilst the remaining ones are struggling to survive. The government has provided limited financial support but very strict eligibility rules meant many missed out on this support. We request the council to implement the following measures:

- i) Help with the cost of making our vehicles safe for the traveling public as well as our members by providing funding for protective screens and other measures;
- ii) Financial assistance in the form of grants; and
- iii) Reduction of all licensing fees during the crisis.

8. Forward Plan (Pages 13 - 33)

To note the Forward Plan, which lists all upcoming Cabinet decisions and provides notice of key decisions and those expected to be taken in private session.

9. Harlow and Gilston Garden Town Sustainability Guidance  
(Pages 34 - 76)

10. Equality, Diversity and Inclusivity Policy (Pages 77 - 113)

11. Portfolio Holder Delegations (Pages 114 - 124)

12. Appointment of Cabinet Working Groups, Panels and Partnership Bodies 2021/22 (to follow)

13. Communications from Committees/Working Groups/Parties and Panels

14. Minutes of Panels/Working Groups

To note the following draft minutes of Cabinet appointed bodies. Minutes remain draft until approved by the relevant body.

- a) Minutes of meeting Thursday, 18 February 2021 of Shareholder Sub Committee (Pages 125 - 126)
- b) Minutes of meeting Wednesday, 24 March 2021 of Harlow Local Highways Panel (Pages 127 - 129)

15. Matters of Urgent Business

Such other business which, in the opinion of the Chair, should be received as a matter of urgency by reason of special circumstances to be specified in the minutes.

**MINUTES OF THE CABINET  
HELD ON**

25 March 2021

7.30 - 9.45 pm

**PRESENT**

**Committee Members**

Councillor Mark Ingall, Leader of the Council  
Councillor Eugenie Harvey, Deputy Leader and Portfolio Holder for Resilience and Recovery  
Councillor Mike Danvers, Portfolio Holder for Resources  
Councillor Tony Durcan, Portfolio Holder for Growth and Prosperity  
Councillor Chris Vince, Portfolio Holder for Community and Wellbeing  
Councillor Nancy Watson, Portfolio Holder for Governance, Equality and Diversity  
Councillor Mark Wilkinson, Portfolio Holder for Housing

**Other Councillors**

Councillor David Carter  
Councillor Simon Carter  
Councillor Joel Charles  
Councillor Bob Davis  
Councillor Tony Edwards  
Councillor Michael Hardware  
Councillor Andrew Johnson  
Councillor Russell Perrin

**Officers**

Brian Keane, Chief Executive  
Andrew Bramidge, Head of Environment and Planning  
Emma Crouch, Corporate Support Officer  
Simon Freeman, Head of Finance and Property and Deputy to the Chief Executive  
Julie Galvin, Legal Services Manager  
Jane Greer, Head of Community Wellbeing  
Simon Hill, Head of Governance  
Andrew Murray, Head of Housing  
Adam Rees, Governance Support Officer

110. **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Danny Purton.

111. **DECLARATIONS OF INTEREST**

Councillor Simon Carter declared pecuniary interests in items 14 and 17a as a remunerated Council appointed Director of HTS (Property and Environment) Ltd. He would leave the meeting for the consideration of Item 14.

Councillor Joel Charles declared pecuniary interests in items 14 and 17a as a remunerated Council appointed Director of HTS (Housing and

Regeneration) Ltd and HTS Group Ltd. He would leave the meeting for the consideration of Item 14.

112. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 25 February 2021 are agreed as a correct record and signed by the Leader.

113. **MATTERS ARISING**

None.

114. **WRITTEN QUESTIONS FROM THE PUBLIC**

The questions, together with the answers, are appended to the minutes.

115. **WRITTEN QUESTIONS FROM COUNCILLORS**

None.

116. **PETITIONS**

None.

117. **FORWARD PLAN**

**RESOLVED** that the Forward Plan is noted.

118. **RECENT RELEVANT DECISIONS TAKEN BY THE LEADER, DEPUTY OR PORTFOLIO HOLDER(S)**

**RESOLVED** that the following decision is noted.

a) Portfolio Holder for Housing - 15 March 2021

119. **IMPLEMENTATION OF AN ARTICLE 4 DIRECTION RELATING TO HOUSES OF MULTIPLE OCCUPATION**

Cabinet received a report to approve the implementation of a town wide Article 4 Direction for Houses of Multiple Occupation.

Proposed by Councillor Mark Ingall (seconded by Councillor Mark Wilkinson) it was:

**RESOLVED** that:

**A** Under the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) Harlow Council implements the Direction made on 26 March 2020 under Article 4 (1), to which Schedule 3 applies, concerning small

Houses in Multiple Occupation (HMOs) and relating to all land within the administrative area of Harlow Council.

- B** This Article 4 Direction shall come into effect on Monday 12 April 2021.
- C** A review of the Council's HMO policy in its newly adopted Local Plan is undertaken in 2022, with a completion of no later than 30 November 2022.

120. **JOINT FINANCE AND PERFORMANCE REPORT, QUARTER 3 2020/21**

Cabinet received the Joint Finance and Performance Report for Quarter 3 2020/21.

Proposed by Councillor Mark Ingall (seconded by Councillor Mike Danvers) it was:

**RESOLVED** that Cabinet:

- A** Noted the projected outturn position set out in sections three and four of Appendix A to this report for the third quarter (ending 31 December 2020) of 2020/21 as follow:
  - i) An adverse variation on controllable budgets of £856,000 representing 1.49 per cent of the gross General Fund Budget.
  - ii) A total projected underspend of £79,000 representing - 0.14 per cent of the gross General Fund Budget.
  - iii) The Council performed on or above target for 40 out of 46 (87 per cent) of its monthly and quarterly Key Performance Indicators (KPIs). The number of KPIs has reduced from 49 to 46 following the decision by Housing Services to report 3 of its KPIs within its HRA Q3 report. Housing Services have also advised that there is no data for its remaining KPI until Q4.
  - iv) The Council also successfully completed 24 (16 per cent) of its revised service milestones.

121. **HOUSING REVENUE ACCOUNT, QUARTER 3 FINANCE REPORT 2020/21**

Cabinet considered the Housing Revenue Account, Quarter 3 Finance Report 2020/21.

Proposed by Councillor Mark Wilkinson (seconded by Councillor Mike Danvers) it was:

**RESOLVED** that Cabinet noted:

- A** The Quarter 3 - HRA Budget Monitoring report as set out in the following paragraphs and in Appendix 1 and 2.
- B** That the forecast HRA general working balance as at 31 March 2021 will be £13.293 million and that the Major Repairs Reserve will only be partially used to finance the 2020/21 capital programme, leaving an estimated balance of £941,000.
- C** The balance of £7.8 million of retained Right to Buy (RTB) receipts held as at 31 December 2020 in order to finance the new build capital programme and house purchase scheme.

122. **CAPITAL PROGRAMMES, QUARTER 3 FINANCE REPORT 2020/21**

Cabinet received the Capital Programmes, Quarter 3 Finance Report 2020/21.

Proposed by Councillor Mike Danvers (seconded by Councillor Mark Wilkinson) it was:

**RESOLVED** that Cabinet:

- A** Noted that the Housing Capital Programme (HCP) projected outturn for 2020/21 is £22.618 million as set out in Appendix 1 to the report.
- B** Approved the £11.354 million re-profiling of the 2020/21 HCP into 2021/22.
- C** Noted that the Non-Housing Capital Programme (NHCP) projected outturn for 2020/21 is £15.201 million as set out in Appendix 2 to the report.
- D** Approved the £1.524 million re-profiling of the 2020/21 NHCP into 2021/22.
- E** Approved the inclusion in the NHCP budget an additional provision of £670,000 to facilitate the loan to HTS Ltd to purchase 43 new vehicles, The loan was approved by Cabinet on 5 December 2019 (Minute reference 92(a)A).

123. **DEVELOPMENT SCHEME - 4 THE HILL**

*Councillors Simon Carter and Joel Charles left the meeting for the consideration of the item.*

Cabinet received a report to grant delegated authority to appoint a contractor to carry out new build and demolition works at 4 The Hill.

Proposed by Councillor Tony Durcan (seconded by Councillor Mark Wilkinson) it was:

**RESOLVED** that Cabinet:

- A** Approved the request for delegated authority to the Chief Executive and Leader of the Council, to appoint (subject to formal contract) a contractor for new build and demolition works at 4 The Hill, Old Harlow.
- B** Approved a total budget of up to a maximum of £640,000, to include a 5 percent contingency plus a 2.5 percent Covid security contingency.

124. **POLICY AND PROCEDURE FOR DISPOSAL OF LAND WITHIN HOUSING ESTATES**

Cabinet received a report which sought approval to adopt an updated policy for the disposal of land within housing estates.

Proposed by Councillor Mike Danvers (seconded by Councillor Tony Durcan) it was:

**RESOLVED** that Cabinet adopted the updated policy for the disposal of land within the Housing Estates as set out in Appendix 1 to the report.

125. **AWARD OF FRAMEWORK AGREEMENT FOR LEGAL SERVICES IN SUPPORT OF SPECIAL PROJECTS**

Cabinet received a report to approve entering into a Framework Agreement with five legal advisors in support of special projects.

Proposed by Councillor Nancy Watson (seconded by Councillor Tony Durcan) it was:

**RESOLVED** that:

- A** A Framework Agreement be entered into with Legal Advisors 1-5.
- B** Officers provide processes to support ease of access to the framework and implement processes to report on use and value.

126. **COMMUNICATIONS FROM COMMITTEES/WORKING GROUPS/PARTIES AND PANELS**

- a) Referral from Scrutiny Committee - Delivery of Council House Building Programme

Cabinet received a referral from the Scrutiny Committee on a review of the Council House building programme.

Proposed by Councillor Tony Durcan (seconded by Councillor Mark Wilkinson) it was:

**RESOLVED** that Cabinet adopted the recommendations set out in the consultant's report (attached as Appendix A to the original report), along with an additional recommendation to carry out a review of the Council's approach to learning and guidance alongside the appraisal process.

b) Referral from Scrutiny Committee - Policing and Community Safety Annual Review

Cabinet received a referral from the Scrutiny Committee following a review of policing and community safety.

**RESOLVED** that Cabinet noted the review and that the Scrutiny Committee intends to carry out a review of domestic violence during the 2021/22 municipal year.

127. **MINUTES OF PANELS/WORKING GROUPS**

**RESOLVED** that the minutes of the following meetings are noted.

a) Minutes of meeting Tuesday, 2 February 2021 of Covid-19 Recovery Working Group

128. **MATTERS OF URGENT BUSINESS**

None.

LEADER OF THE COUNCIL

# Cabinet – 25 March 2021

## Questions from the Public

### **1 Hugh Hoad to Councillor Mark Ingall (Leader of the Council):**

At the Full Council meeting 28 January 2021, an increase of 1.99% on the Harlow Council element of council tax was approved. As this is the same increase for the previous two years can you assure me that you have properly prepared the budget and not just gone for the maximum allowable increase?

### **Reply from Councillor Mark Ingall (Leader of the Council):**

A great deal of consideration and time for debate is given to the budget every year. Any decision rests on balancing the need to continue to provide services that the public value, sustainability into the future with a desire to minimise the burden on the Council Tax payer. Council Tax increases come against a backdrop of a reduction in core Government funding of 69.5 per cent, since 2010. If the cumulative loss were restored to Harlow that would be enough to give every Council Tax payer at least a two year holiday from any Council Tax at all. Against this backdrop Harlow's increases have been necessary to protect services in the long term, and were part of a three year strategy which was first signposted in 2019.

I know that because of Covid-19, this year has been especially challenging for residents. Covid-19 has also had an impact on the Council's financial position, and as a result the 1.99 percent increase in the Harlow Council element of Council Tax has been necessary to ensure that services and much loved facilities such as Pets Corner can be run sustainably.

Furthermore, over the past eight years the Harlow Council element of Council Tax for a Band C property has increased from £230.34 to £256.80, an 11.49 percent increase. Over the same period, the Essex element has increased from £1,153.28 to £1,442.96 for a Band C property. This represents a 25.12 percent increase.

### **2 Nicholas Taylor to Councillor Mike Danvers (Portfolio Holder for Resources):**

I submitted a question to Council on 10 December 2020 regarding the land sale policy as it is clear that a land sale can have a detrimental effect on neighbouring properties and their occupants and a decision to sell without consulting neighbouring residents and member involvement lacks any kind of transparency.

In your reply you said you would advise Officers who are leading on the preparation of the new policy to consider the position on these points carefully and to provide clear recommendations to Members on the most appropriate approach.

The previous land sale policy made reference to neighbour consultation but residents will be disappointed to see that this has been entirely removed from the revised policy.

Please would you explain why neighbour consultation has not been included in the revised policy?

**Reply from Councillor Mike Danvers (Portfolio Holder for Resources):**

The new policy has introduced the requirement for a planning application to be undertaken to achieve approval of a change of use from public space to private space (notwithstanding that fact that should the land be required for house extensions or other development that in itself would in most instances also trigger the requirement for a planning application process to be undertaken).

The planning application process will involve consultation and as such the policy has indirectly incorporated the requirement for consultation to be undertaken with land sale proposals. The sale would only be agreed if planning consent was obtained as set out at 6.5 of the policy.

**3 Nicholas Taylor to Councillor Mike Danvers (Portfolio Holder for Resources):**

The revised land sale policy makes reference to 'stakeholders' in sections 1.5 (Policy Statement) and 6.4 (Land Sale Decision).

Please would you define what is meant by 'stakeholders'?

**Reply from Councillor Mike Danvers (Portfolio Holder for Resources):**

The stakeholders are defined in 6.3 of the Policy and include the following Council's Teams:

- a) Landscape and Biodiversity
- b) Housing
- c) Regeneration
- d) Finance
- e) Waste and Street Scene
- f) Building Control
- g) Covenant Control

Furthermore and as outlined in my response to the previous question, via the planning process needed as part of the agreement to sell, neighbours and residents will also be consulted.

**4 Alan Leverett to Councillor Mark Wilkinson (Portfolio Holder for Housing):**

Could you update me on the number of the flats at Prentice Place have been occupied by those on the housing needs register?

**Reply from Councillor Mark Wilkinson (Portfolio Holder for Housing):**

I would refer you to the answer given to your question at Full Council on 28 January.

This outlined that, unfortunately, the allocations processes like many of the Council services were suspended following the Governments second lockdown for the protection of residents and staff. These processes recommenced on 8 March 2021 following the announcement of the Government “roadmap” outlining the stages of emerging from lockdown.

Prentice Place properties continue to be prepared for letting with work ongoing aligned to latest government Building Safety guidance in readiness for advert. Contact already has been made for those applicants that already had been offered properties prior to the lockdown with the bidding process overall being reopened on 11 March 2020, prioritised. The adverts/bidding process will be enhanced over the coming weeks, aligned to the properties available to let.

This Council believes in being transparent and therefore, whilst our Constitution does not require us to answer this question until six months after 28 January, we have provided this answer to be open about progress on this matter as we know that residents will want to see these homes allocated to those on the Council’s Housing Needs Register at the earliest opportunity.

# Harlow Council Forward Plan

Published on 9 June 2021

This plan contains all decisions that the Council's Cabinet expects to take over the coming year. Where relevant, each decision has been identified as a Key Decision or as involving consideration in private session.

The definition of a Key Decision is given in Article 12 of the Council's Constitution but is also set out here for clarity.

A 'Key Decision' means a Cabinet/Portfolio Holder decision which is likely:

- a) to result in the Council incurring expenditure which is, or the making of savings which are, significant having regard to the Council's budget for the service or function to which the decision relates. For this purpose, expenditure or savings are deemed to be significant if they exceed £50,000
- b) to be significant in terms of its effects on communities living in an area comprising two or more wards in Harlow.

Each decision listed in this Forward Plan has been assigned an exemption status as follows:

**Open** – members of the press and public are expected to be allowed to attend during consideration of this matter.

**Confidential** – members of the press and public are expected to be excluded during consideration of this matter. The reasons for this exclusion will be stated in column 5, and relate to a lawful power to exclude the press and public when specific classes of information are being discussed, as contained in the [Local Government Act 1972](#).

A Decision Notice for each Key Decision is published within five days of it being made. Decision Notices and documents to be considered by decision makers are open for inspection on the Council's website [www.harlow.gov.uk](http://www.harlow.gov.uk) and at the Civic Centre, The Water Gardens, Harlow, CM20 1WG. Representations on an upcoming key decision can be made by writing to the Chief Executive, using the address above.

The current members of the Cabinet are as listed on the Council's website at the following page <http://moderngov.harlow.gov.uk/mgCommitteeDetails.aspx?ID=121>

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 705	Harlow and Gilston Garden Town Sustainability Guidance	Cabinet	17 Jun 2021  All Wards	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Andrew Bramidge
I012 482	Equality and Diversity Policy	Cabinet	17 Jun 2021	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Simon Hill
I012 605	Year End 2020/21 Finance and Performance Report	Cabinet	8 Jul 2021	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>	Officer's report	Leader of the Council and Lead on Economic Recovery (Councillor Andrew Johnson)  Brian Keane

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 606	Housing Revenue Account Outturn Report 2020/21	Cabinet	8 Jul 2021	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Housing (Councillor Simon Carter), Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Andrew Murray, Simon Freeman
I012 607	Capital Programmes Outturn Report 2020/21	Cabinet	8 Jul 2021	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Housing (Councillor Simon Carter), Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Andrew Murray, Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 706	Renewal of Article 4 Directions	Cabinet	8 Jul 2021  All Wards	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Andrew Bramidge, Jane Greer
I012 707	Harlow Design Guide - Approval for Consultation	Cabinet	8 Jul 2021	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Andrew Bramidge
I012 619	Corporate Plan	Cabinet	9 Sep 2021	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Leader of the Council and Lead on Economic Recovery (Councillor Andrew Johnson)  Brian Keane

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 608	Joint Finance and Performance Report, Quarter 1 2021/22	Cabinet	9 Sep 2021	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Simon Freeman
I012 609	Housing Revenue Account, Quarter 1 Finance Report 2021/22	Cabinet	9 Sep 2021	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Housing (Councillor Simon Carter), Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Andrew Murray, Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 610	Capital Programmes, Quarter 1 Finance Report 2021/22	Cabinet	9 Sep 2021	Key decision: <b>No</b> Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Housing (Councillor Simon Carter), Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Andrew Murray, Simon Freeman
I012 611	Annual Treasury Management Report 2020/21	Cabinet	9 Sep 2021	Key decision: <b>Yes</b> Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 872	Town Plan - Draft for Consultation	Cabinet	9 Sep 2021  All Wards	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Regeneration (Councillor Dan Swords), Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Andrew Bramidge, Jane Greer
I012 484	Use of Compulsory Purchase Orders to Advance the Development of Harlow and Gilston Garden Town	Cabinet	9 Sep 2021  Little Parndon and Hare Street; Mark Hall; Netteswell	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Andrew Bramidge
I012 709	Rolling Infrastructure Fund Memorandum of Understanding	Cabinet	9 Sep 2021	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Andrew Bramidge

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 851	Carbon Management Plan	Cabinet	9 Sep 2021	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Environment (Councillor Alastair Gunn)  Andrew Bramidge
I012 854	Electric Vehicle Charging Point Installation	Cabinet	9 Sep 2021	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Environment (Councillor Alastair Gunn)  Andrew Bramidge
I012 848	Harlow Community Hub	Cabinet	9 Sep 2021	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Deputy Leader and Portfolio Holder for Community Resilience (Councillor Joel Charles)  Jane Greer

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 612	Debt Write Offs	Cabinet	9 Sep 2021	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Simon Freeman
I012 710	Timetable for Local Plan Review	Cabinet	14 Oct 2021	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Andrew Bramidge
I012 708	Adoption of Affordable Housing Supplementary Planning Document	Cabinet	14 Oct 2021	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Andrew Bramidge

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 711	Harlow and Gilston Garden Town Transport Strategy	Cabinet	14 Oct 2021  All Wards	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Andrew Bramidge
I012 873	Town Centre Masterplan	Cabinet	14 Oct 2021  Toddbrook; Little Parndon and Hare Street; Netteswell	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Regeneration (Councillor Dan Swords), Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Jane Greer, Andrew Bramidge
I012 712	Open Space Supplementary Planning Document - Approval for Consultation	Cabinet	14 Oct 2021  All Wards	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Andrew Bramidge

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 847	Partnership Grant Review	Cabinet	14 Oct 2021	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Deputy Leader and Portfolio Holder for Community Resilience (Councillor Joel Charles)  Jane Greer
I012 849	Community Resilience Strategy	Cabinet	14 Oct 2021	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Deputy Leader and Portfolio Holder for Community Resilience (Councillor Joel Charles)  Simon Hill, Jane Greer
I012 874	Health and Wellbeing Strategy	Cabinet	14 Oct 2021  All Wards	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Deputy Leader and Portfolio Holder for Community Resilience (Councillor Joel Charles)  Jane Greer

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 850	Local Plan - Statement of Community Involvement	Cabinet	4 Nov 2021 (Provisional date to be confirmed)	Key decision: <b>Yes</b> Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Andrew Bramidge
I012 852	Environmental Enforcement Delivery	Cabinet	4 Nov 2021 (Provisional date to be confirmed)	Key decision: <b>Yes</b> Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Environment (Councillor Alastair Gunn)  Andrew Bramidge
I012 853	Tree Planting and Bio-Diversity Management	Cabinet	4 Nov 2021 (Provisional date to be confirmed)	Key decision: <b>Yes</b> Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Environment (Councillor Alastair Gunn)  Andrew Bramidge

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 613	Treasury Management Strategy Statement 2021/22: Mid-Year Review	Cabinet	2 Dec 2021	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Simon Freeman
I012 614	Joint Finance and Performance Report, Quarter 2 2021/22	Cabinet	2 Dec 2021	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 615	Housing Revenue Account, Quarter 2 Finance Report 2021/22	Cabinet	2 Dec 2021	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Housing (Councillor Simon Carter), Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Andrew Murray, Simon Freeman
I012 616	Capital Programmes, Quarter 2 Finance Report 2021/22	Cabinet	2 Dec 2021	Key decision: <b>No</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Housing (Councillor Simon Carter), Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Andrew Murray, Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 713	Development of a Local Community Infrastructure Levy	Cabinet	2 Dec 2021  All Wards	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Andrew Bramidge
I012 617	Debt Write Offs	Cabinet	2 Dec 2021	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Simon Freeman
I012 131	Referral from Cabinet Policy Development Working Group - Housing Strategy	Cabinet	2 Dec 2021	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Jane Greer

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 618	Referral from Cabinet Policy Development Working Group - Local Council Tax Support Scheme Proposals	Cabinet	2 Dec 2021	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Simon Freeman
I012 620	Medium Term Financial Strategy 2022/23 - 2024/25	Cabinet	27 Jan 2022	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Simon Freeman
I012 621	General Fund Budget 2022/23	Cabinet	27 Jan 2022	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 622	Housing Revenue Account Business Plan 2021-2051	Cabinet	27 Jan 2022	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Housing (Councillor Simon Carter), Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Andrew Murray, Simon Freeman
I012 623	Housing Revenue Account Budget 2022/23	Cabinet	27 Jan 2022	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Housing (Councillor Simon Carter), Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Andrew Murray, Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 624	Capital and Treasury Report 2022	Cabinet	27 Jan 2022	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Simon Freeman
I012 625	Capital Programmes 2021/22 - 2023/24	Cabinet	27 Jan 2022	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Housing (Councillor Simon Carter), Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Andrew Murray, Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 875	Community Safety Strategy	Cabinet	27 Jan 2022  All Wards	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Deputy Leader and Portfolio Holder for Community Resilience (Councillor Joel Charles)  Jane Greer
I012 626	Joint Finance and Performance Report, Quarter 3 2021/22	Cabinet	24 Mar 2022	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 627	Housing Revenue Account, Quarter 3 Finance Report 2021/22	Cabinet	24 Mar 2022	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Housing (Councillor Simon Carter), Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Andrew Murray, Simon Freeman
I012 628	Capital Programme, Quarter 3 Finance Report 2021/22	Cabinet	24 Mar 2022	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Housing (Councillor Simon Carter), Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Andrew Murray, Simon Freeman

Ref.	Decision title	Decision Maker	Expected Date of Decision and Ward(s) affected	Key Decision and private consideration status	Documents to be considered by decision maker	Portfolio Holder and Lead Officer
I012 714	Adoption of Open Space Supplementary Planning Document	Cabinet	24 Mar 2022  All Wards	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Strategic Growth (Councillor Michael Hardware)  Andrew Bramidge
I012 876	Community Engagement Strategy	Cabinet	24 Mar 2022  All Wards	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Deputy Leader and Portfolio Holder for Community Resilience (Councillor Joel Charles)  Jane Greer
I012 629	Debt Write Offs	Cabinet	24 Mar 2022	Key decision: <b>Yes</b>  Likely exemption status: <b>Open</b>	Officer's report	Portfolio Holder for Finance and Governance (Councillor Russell Perrin)  Simon Freeman

**REPORT TO:** CABINET

**DATE:** 17 JUNE 2021

**TITLE:** HARLOW AND GILSTON GARDEN TOWN:  
SUSTAINABILITY GUIDANCE

**PORTFOLIO HOLDER:** COUNCILLOR MICHAEL HARDWARE,  
PORTFOLIO HOLDER FOR STRATEGIC  
GROWTH

**LEAD OFFICER:** ANDREW BRAMIDGE, HEAD OF ENVIRONMENT  
AND PLANNING (01279) 446410

**CONTRIBUTING OFFICER:** ADAM HALFORD, GARDEN TOWN LEAD  
OFFICER (01279) 446565

**This is a Key Decision**  
**It is on the Forward Plan as Decision Number I012705**  
**Call In procedures may apply**  
**This decision will affect all Wards.**

**RECOMMENDED that:**

- A** Cabinet approves the Harlow and Gilston Garden Town Sustainability Guidance and Checklist (March 2021), as set out in Appendix A to the report, as a material consideration in the planning process for the preparation of masterplans, pre-application advice, assessing planning applications and any other development management purpose for all major residential development proposals (of 10 or greater dwellings); applications for change of use resulting in a major residential development; and Council-led housing.

**REASON FOR DECISION**

- A** To ensure that the Harlow and Gilston Garden Town Sustainability Guidance and Checklist is afforded suitable planning weight by approving it as a material consideration in the planning process. This will ensure that all qualifying developments will be required to demonstrate how they shall contribute to meeting the Council's sustainability ambitions. These sustainability ambitions are as established through the Harlow and Gilston Garden Town Vision and Design Guide (approved by the Council on 6 December 2018), the policies of the Harlow Local Development Plan (Adopted December 2020) and the Harlow District Council declaration of Climate Emergency (11 July 2019).
- B** To ensure that development in the Harlow area, as a part of the Harlow and Gilston Garden Town, is considered against the same sustainability ambitions and guidance as the new garden communities. Recognising similar resolutions from Epping Forest District Council (11 March 2021) and East Herts District

Council (29 April 2021) in respect to the guidance and checklist for the new garden communities on the edge of Harlow.

## **BACKGROUND**

1. Harlow Council, working with East Herts and Epping Forest District Councils and Essex and Hertfordshire County Councils (the 'HGGT Authority partners') has committed to the principle of growth in and around Harlow through the Harlow and Gilston Garden Town ('HGGT') in consideration of the Garden City Principles.
2. The HGGT Authority partners have set out a Vision for this growth (the 'Vision'):
  - a) "The pioneering New Town of Gibberd and Kao will grow into a Garden Town of enterprise, health and sculpture at the heart of the UK Innovation Corridor. Harlow and Gilston will be a joyful place to live with sociable streets and green spaces; high quality homes connected to fibre optic broadband; local centres accessible by walking and cycling; and innovative, affordable public transport. It will set the agenda for sustainable living. It will be adaptable, healthy, sustainable and innovative."
3. The HGGT Sustainability Guidance and Checklist (the 'Guidance and Checklist') has been prepared on behalf of the HGGT Authority partners to provide practical and technical guidance on how relevant sustainability indicators and policies (environmental, social and economic) in the HGGT Vision and HGGT Authority partner's Local Plans will be applied to new developments in the Garden Town.
4. The Guidance and Checklist is to be used by applicants and partner authority officers when preparing and discussing masterplans, pre-application proposals, planning applications and the discharge of conditions applications. This will ensure coordinated and integrated consideration of sustainability principles and targets at an early stage across the Garden Town. The Guidance and Checklist is to be applied to major residential developments (10 homes and above).
5. The final version of the document was presented to the Garden Town Board at its meeting of 15 March 2021, with the recommendation that the three District Council partners be invited to endorse the document as material for planning purposes. That recommendation was agreed by the Board.
6. The Guidance and Checklist has been prepared in-house by the HGGT team, with input from all HGGT Authority partners and external expertise where appropriate.
7. The Garden Town seeks to set the agenda for sustainable living through ensuring growth that will be net carbon neutral by 2030, and building strong and integrated communities across new and existing places.

8. The Guidance and Checklist relates directly to the principles and indicators within the HGGT Vision, other HGGT guidance and the HGGT Authority partner Local Planning Authorities' adopted and emerging Local Plan policies.
9. There has been extensive input from officers from all HGGT Authority partners into the Guidance and Checklist. It has also been subject to assessment by the HGGT Quality Review Panel and through topic focussed workshops (developers, members, local groups, charities and organisations). Expert advice has also been commissioned from the UK Green Building Council (UKGBC), through the facilitation of two Sustainability Workshops, to review and discuss the draft Guidance and Checklist with over 30 experts in Sustainability in attendance.
10. The Guidance and Checklist was published for a six-week period of public consultation between October and December 2020. Given the restrictions on face to face engagement, consultation focused on reaching a broad audience primarily through digital channels, non-digital means were also available to ensure maximum accessibility for those less familiar with digital channels. The consultation included:
  - a) HGGT Sustainability Guidance and Checklist available for viewing on HGGT website, with links to this from partner authority websites.
  - b) Overview of the document via accessible pre-recorded video available for viewing on HGGT website.
  - c) Digital questionnaire / survey available for viewing and completing on HGGT website.
  - d) Five staffed online webinars and Q&A sessions for particular stakeholder groups (e.g. Local residents and Community Groups, Developers, Members, Youth Councils, Partner Officers).
  - e) Social Media awareness campaign (via HGGT and partner authorities).
  - f) Notification of consultation via LPA Planning Policy databases and statutory consultees.
11. Non digital engagement included the distribution of hard copy consultation packs, on request, leaflet/ poster information to provide summary with link/ QR Code to online document and provision of hard copy of questionnaire/ survey.
12. A schedule of the representations received is set out in Appendix B to the report. The comments received in response can be broadly categorized into the following themes:
  - a) Issues around the structure of checklist questions in relation to different stages of planning applications (i.e. requirements at Outline Planning vs Full / Reserved Matters).

- b) Comments around the ambition of the guidance in context of the upcoming government Future Homes Standards (expected release in 2022).
  - c) Clarification on the degree of flexibility allowed by the guidance checklist questions.
  - d) Clarification on whether Sustainability Guidance documents have been factored into Viability Assessments.
  - e) Detailed comments relating to specific themes and checklist questions; including additional emphasis placed on Digital sustainability and a more integrated thread of the impacts of covid-19 pandemic in the Socio-Economic section of the guidance.
13. Key updates and changes to the Guidance and Checklist to respond to the above comments include:
- a) Restructuring of Guidance checklists to split questions in to two categories: those that apply to Outline applications and those that apply to Full / Reserved Matters planning applications.
  - b) Further information provided in the Introduction chapter on role and purpose of the Guidance documents as material considerations in the assessment of planning applications in context of the Future Homes Standard, and degree of flexibility allowed by checklist questions.
  - c) A new 'Digital Sustainability' page included in the Environmental Sustainability' section of the document.
  - d) Revision of the 'Job Creation' section; and additional questions in the Socio-Economic checklist related to this.
  - e) Further consolidation from the 'Healthy Towns Framework' within the Socio-Economic section, including the questions asked in this section.
  - f) Stronger post-covid pandemic narrative incorporated into the Socio-Economic section of the Guidance.
  - g) General updates made to address comments on specific themes, including an Air Quality Checklist incorporated, and updated glossary terms.

## **ISSUES/PROPOSALS**

14. The purpose of this report is to enable consideration of the final version of the Guidance and Checklist and approve this as a material planning consideration for the preparation of masterplans, pre-application advice, assessing planning applications and any other development management purpose. The finalised document is set out in Appendix A to the report.

15. With the amendments set out above following the consultation on the Guidance and Checklist it is now considered that a robust final document has been produced and one which can be approved.
16. Once approved, the Guidance and Checklist will become a material planning consideration in the assessment of planning applications for developments coming forward within the Garden Town. It will inform pre-application discussions and assist decision-makers in sustainability matters. The document will also be utilised by HGGT Quality Review Panel reviews to help form the basis of environmental and socio-economic sustainability discussions.
17. Following agreement to approve as a material consideration, Harlow as a Local Planning Authority, would expect to see the Guidance and Checklist referenced in future planning applications and officer reports that will come before the Development Management Committee.
18. The Checklist itself is for the applicant to complete and submit to the Council, in so doing it will take them through the standards and good practice set out and referenced within the Guidance ensuring that these are in the forefront of thinking from the very earliest stage of shaping new development proposals.
19. Where applicants have positively engaged with the Council as projects are shaped this might manifest in reported changes to the scheme or, for example, planning conditions that specifically seek to secure commitments made around Sustainability. Applications for planning permission will continue to be determined in accordance with the Harlow Development Plan, unless material considerations indicate otherwise.

## **IMPLICATIONS**

### **Environment and Planning (Includes Sustainability)**

As set out in the report.

**Author: Andrew Bramidge, Head of Environment and Planning**

### **Finance (Includes ICT, and Property and Facilities)**

None specific.

**Author: Simon Freeman, Head of Finance and Deputy to the Chief Executive**

### **Housing**

As contained in the report.

**Author: Andrew Murray, Head of Housing**

### **Community Wellbeing (Includes Equalities and Social Inclusion)**

As contained within the report.

**Author: Jane Greer, Head of Community Wellbeing**

### **Governance (Includes HR)**

As set out in the report.

**Author: Simon Hill, Head of Governance**

## **Appendices**

Appendix A – HGGT Sustainability Guidance and Checklist

Appendix B – Summary of consultation responses

## **Background Papers**

[HDC Approval of the HGGT Vision and Design Guide \(6 December 2018\)](#)

[Harlow Local Development Plan \(December 2020\)](#)

[HDC Climate Emergency Declaration \(11 July 2019\)](#)

The Town and Country Planning Association's (TCPA) Garden City Principles

<https://www.tcpa.org.uk/garden-city-principles>

## **Glossary of terms/abbreviations used**

HGGT – Harlow and Gilston Garden Town

UKGBC – UK Green Building Council

# HGGT

HARLOW & GILSTON  
GARDEN TOWN

## SUSTAINABILITY GUIDANCE & CHECKLIST

MARCH 2021

Interactive PDF: best viewed on computer screen



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## HARLOW AND GILSTON GARDEN TOWN

Harlow and Gilston Garden Town (HGGT) will comprise new and existing communities in and around Harlow. Set in attractive countryside, with transformative investment in transport and community infrastructure, new neighbourhoods to the east, west and south and new villages to the north will be established.

East Herts, Epping Forest and Harlow District Councils are working together with Hertfordshire and Essex County Councils to ensure plans for the Garden Town support sustainable living and a healthy communities and economies, provide a good quality of life for existing and future residents, and respond to local landscape and character.

The **HGGT Vision** sets out the principles and indicators for the Garden Town which will ensure its growth and management is high quality and sustainable.

## SUSTAINABLE LIVING

Sustainability focuses on meeting the needs of the present without compromising the ability of future generations to meet their needs. High quality sustainable developments require adopting a holistic approach to environmental, social and economic sustainability; in line with the UN Sustainability Development Goals.

The Garden Town seeks to set the agenda for sustainable living through ensuring growth that will be being net carbon neutral by 2030, and building strong and integrated communities across new and existing places, with social equity.

## COVID-19 RECOVERY

This Guidance has been developed during the pandemic of COVID-19. The pandemic has highlighted stark health inequalities which relate closely to environmental, social, and economic inequalities.

Now more than ever, high quality, sustainable and resilient design and development is needed to ensure that existing and new residents of the Harlow & Gilston Garden Town recover from this pandemic in a long term and locally-led manner.

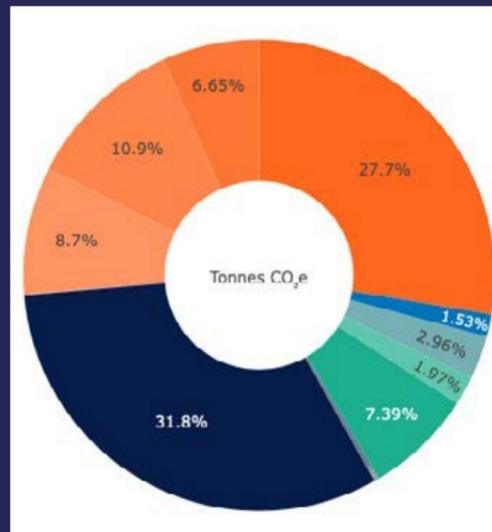
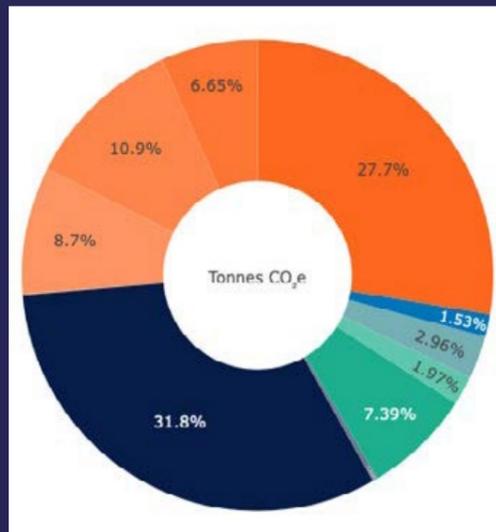
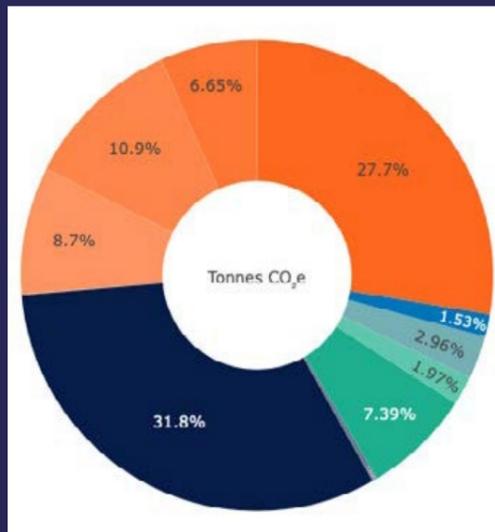
Opportunities to foster community strength, provide job opportunities, support green and local economies and bolster residents health must be taken. All stakeholders are therefore expected to work collaboratively to contribute to this recovery, and ensure that the Garden Town is a joyful and sustainable place to live, work, and play.

The pioneering New Town of Gibberd and Kao will grow into a Garden Town of enterprise, health and sculpture at the heart of the UK Innovation Corridor. Harlow and Gilston will be a joyful place to live with sociable streets and green spaces; high quality homes connected to fibre optic broadband; local centres accessible by walking and cycling; and innovative, affordable public transport.

It will set the agenda for sustainable living. It will be adaptable, healthy, sustainable and innovative.

# Introduction

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# INTRODUCTION



## 1 | THE CLIMATE EMERGENCY

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The UK Government and all five HGGT Partner Authorities have declared a Climate Emergency/ Actions.

This Sustainability Guidance supports the primary commitment across the Garden Town Authorities; to become Carbon-Neutral by 2030.

The global climate is changing, primarily as a result of greenhouse gas emissions from human activity.

Communities, businesses, and the natural environment are already feeling the impacts of the changing climate. Continued change is now unavoidable and will disrupt everyday life, with higher average temperatures and more extreme weather events.

There is a strong and committed national and local policy context for planning environmentally, socially, and economically sustainable places and developments, and climate adaptation.

## 2 | PURPOSE OF THIS GUIDANCE

The Garden Town will set the agenda for Sustainable living, making it easy for residents to adopt sustainable lifestyles.

The three district authorities have a combined carbon emission contribution of **2,048 CO<sub>2</sub> (kt) across all industries**. With the goal of reducing carbon emission contributions, and planning for significant growth in the Garden Town, new developments must have exemplar placemaking and long term sustainability.

This document provides practical and technical guidance on how to apply sustainability indicators and policies (environmental, social, and economic) in the HGGT Vision and partner authorities Plans to new major developments in the Garden Town.

The purpose of this guidance is to help applicants meet the Garden Town goals of becoming net zero-carbon by 2030, and, to build strong and integrated communities across new and existing places.

## 3 | WHO USES THIS GUIDANCE

### Applicants + Agents:

The document is to be used by developers, design teams, consultants and contractors in shaping development proposals, This will guide the design of proposals and ensure coordinated and integrated consideration of sustainability principles and targets at an early stage.

### Local Authority Officers and decision-makers:

This document will be endorsed to have material planning weight and the Checklist will help guide the assessment of planning applications for developments coming forward within the Garden Town. It will inform pre-application discussions and assist decision-makers in sustainability matters.

### The HGGT Quality Review Panel (QRP):

This Checklist will be utilised for QRP reviews to help form the basis of Sustainability and Garden Town discussions. The QRP panel members are independent experts and applicants are advised to be in a position to discuss issues on all themes raised in this guidance.

## 4 | WHEN TO USE GUIDANCE

### Masterplanning

This guide should be used at as early a stage as possible in the design process in order to reduce costly and time-intensive re-design at later stages.

### Pre-Application

The Sustainability Checklist and relevant evidence should accompany pre-application discussions to ensure applications have considered and incorporated sustainability measures from the outset of their design.

### Planning Application

A Sustainability Strategy incorporating the Checklist, with relevant evidence / certification, is to be submitted alongside planning applications.

### Post-Planning

Planning conditions and obligations will be aligned to ensure that sustainable measures are secured through to delivery and beyond. Tools such as Post-Occupancy Evaluation for ongoing monitoring will be expected relating to key indicators.



# HOW TO USE THIS GUIDE

## 5 | HOW TO USE GUIDANCE

High quality and sustainable development requires environmental, social and economic sustainability to be holistically considered. This document is split into two sections, with sustainability themes cross-referencing each other, and co-benefits indicated throughout as pop-ups.

1. The Environmental Section
2. The Socio-Economic Section

These Sections consists of a Theme, noting:

1. Objectives & Requirements
2. Key Local Policy & Guidance
3. Case studies: with links to external sources
4. Checklist: to be completed and submitted.

## 6 | TO BE SUBMITTED

1. Collated Sustainability Quality Checklist
2. Sustainability Statement/Strategy

This guidance assist applicants to provide the information for the above, in order to meet the Garden Town principles and local policies.

## 7 | APPLICATION OF GUIDANCE

The guidance is applicable to:

- Strategic Masterplan / Village Masterplan areas
- All major residential developments (≥ 10no.)
- Change of Use resulting in a major development
- Council-led housing within the Garden Town

## 9 | RELATIONSHIP TO THE HGGT VISION & DESIGN GUIDE

This document should be read in conjunction with the Harlow and Gilston Garden Town [Vision](#), and [Design Guide](#). The Sustainability Guidance takes the principles and objectives of the Vision as its starting point and provides guidance and checklists to help deliver these principles, and sustainability indicators.

The HGGT Design Guide sets out Design Quality Questions which applicants are expected to follow. The information in this document aim to build on these and provide further guidance and detail as appropriate.

## 10 | RELATIONSHIP TO LOCAL PLANS

This document has been endorsed to have material planning weight when determining applications.

This guidance should be read in conjunction with the policies in the current [Epping Forest DC](#), [East Herts DC](#), and [Harlow DC](#) Local Plans.

This guidance compliments the policies and relevant SPDs by providing a practical tool for enhancing and assessing the sustainability of developments in the Garden Town.

## 11 | PARTNERSHIP WORKING

In addition to cross-boundary working as part of the Councils' Duty to Cooperate, the Councils are committed to working with relevant organisations, service providers and community groups to ensure proposals are developed collaboratively and with thorough consideration of local priorities.

## 12 | REVIEW & MONITOR

This guidance will be reviewed and updated regularly (maximum every three years) to ensure that it remains fit for purpose. The Garden Town encourages Applicants to innovate with new technology to meet the overall Garden Town sustainability ambitions.

This guidance will be reviewed upon national adoption of the Governments' Future Homes Standard (Part L and Part F) - where the first stage of a two-part consultation process was undertaken in 2020. Current Building Regulations fall short of the carbon neutral by 2030 commitment by HGGT.

## 13 | INCENTIVES FOR SUSTAINABILITY

### Design and Planning

Compliance with these sustainability standards will lead to a smoother planning process and faster assessment time.

### Awards and recognition

Exemplar schemes will be hosted on the HGGT website and shared as case studies, promoting the most ambitious projects. The Garden Town will work with applicants to put their schemes forward for Local and National awards and partnership opportunities.

### Incentives: Cost Benefit

By 2030 all new buildings will need to operate at annual net zero carbon, meaning that by 2025 all new buildings must be designed to net zero-carbon.

In the Garden Town, 16,000 new homes are expected over the next plan period, with more to follow. If the standards highlighted in this guidance are not met when homes are first constructed, they will require retrofit before 2050 just to keep up with changing legislation; this is likely to be five times more expensive than building them to be zero-carbon in the first place.

Net zero carbon homes can be achieved at a capital cost uplift of between 3.5%-15% for residential developments, or, at equal cost - depending on economies of scale in alignment with various reports ([App.A](#)).

This capital cost of sustainable buildings is likely to decrease over time as legislation improves, our electricity grid decarbonises, our supply chain upskills, and as cost of technology decreases.

Costs can be offset by value benefits, including; increased rental premiums (6-11% [Link](#)), lower tenancy void periods, and lower offsetting costs. Furthermore, long-term operation costs of new homes are vastly reduced due to the lower energy demand from homes, eliminating challenges such as fuel poverty ([Link](#)), and providing cost savings of 30%-40% ([Link](#)) over 30 years.

Finally, in a post covid society, more people are working from home, and look to live more sustainable lifestyles, making sustainable homes and communities more attractive to homeowners, thereby, providing a commercial benefit to developers ([Link](#)).

## 8 | THE QUALITY CHECKLIST

The Checklists indicate the quality of development in line with the Garden Towns' standards through a red/amber/ green approach. These work together across themes and will be assessed alongside each other to ensure a holistic approach to sustainability is being considered.

Each sustainability theme will be assessed by Officers in the round and in context of factors that may be unique to a development, providing flexibility in how each development is assessed. The applicant is expected to identify unique sustainability aspects of their development and include these in the 'Sustainability Statement', where the Applicant deems this necessary.

All checklists should be completed and submitted; except where highlighted in each checklist table, some questions that are required at Outline Planning Application only, with the remainder expected to be submitted at Full Planning and/or Reserved Matters, including updated figures for those submitted at Outline Planning.

All applications will be considered through the completion and submission of this Sustainability Checklist.

Minimum Requirements (Low Quality)	Net Zero-Carbon by 2050 (Medium Quality)	Net Zero-Carbon by 2030 (Garden Town High Quality)
These are policy-compliant / Building Regulations compliant, but do not meet Climate Declaration targets	These targets meet ultimate goal, but 20 years slower	These targets meet HGGT goal and Climate Declarations
This sets out what HGGT consider low quality standards / outcomes	This sets out what HGGT consider medium quality standards/ outcomes	This sets out what HGGT consider high quality standards/ outcomes
Outline Planning Submission	Outline Planning Submission	Outline Planning Submission



# SUSTAINABILITY GUIDANCE APPLICATION AREA

The Garden Town comprises strategic development sites both within the Harlow administrative area and within East Hertfordshire District and Epping Forest District. This includes:

## Gilston Area:

- Located in East Hertfordshire District
- Across 7 villages,
- 10,000 homes in total
- 3,000 built by 2033, a further
- 7,000 to follow post-2033

## East of Harlow:

- Located in Harlow and Epping Forest Districts
- 3,350 new homes
- 2,600 within Harlow District
- 750 within Epping Forest District

## 46 Water Lane Area:

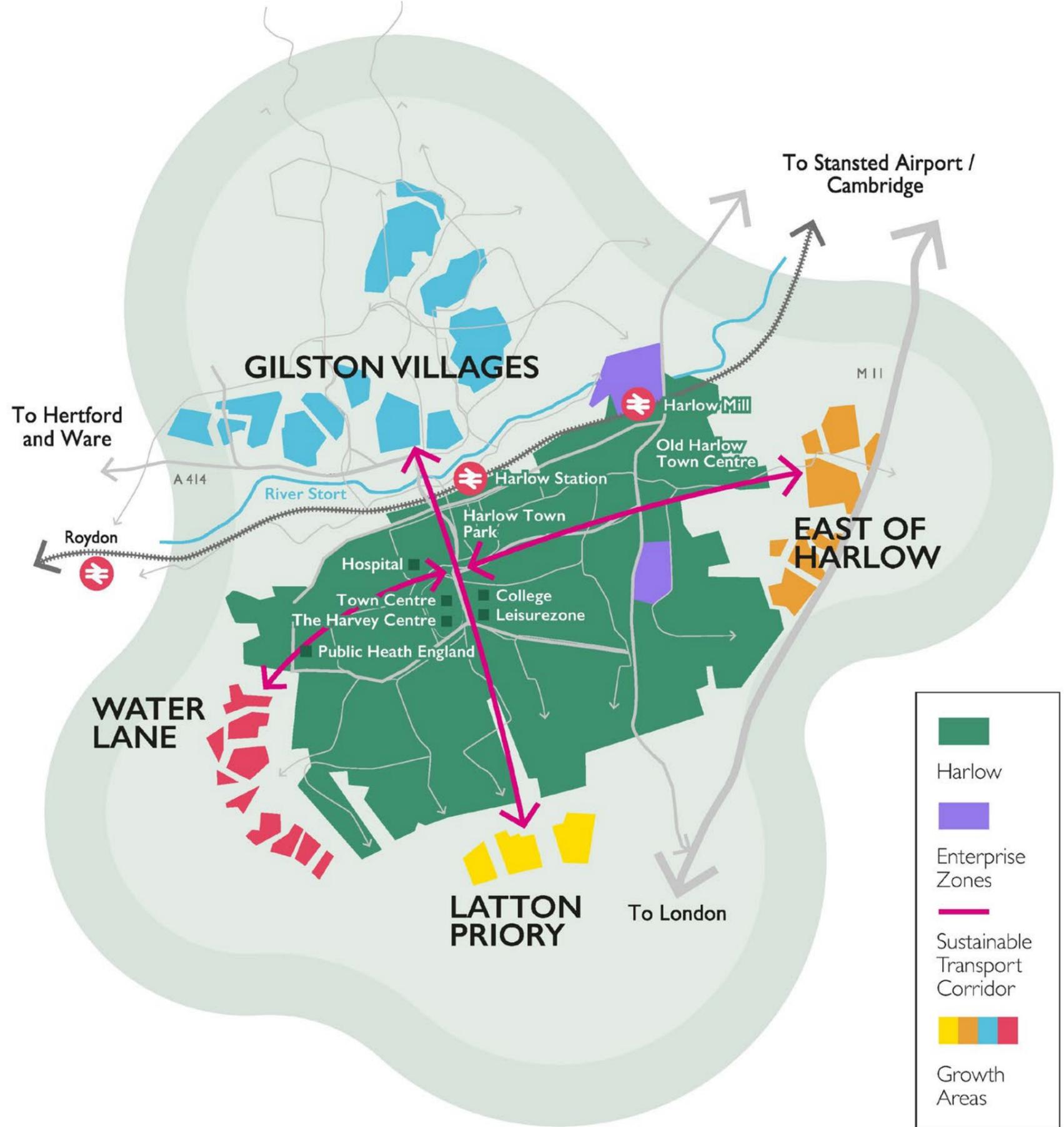
- Located in Epping Forest District
- 2,100 new homes

## Latton Priory:

- Located in Epping Forest District
- 1,050 new homes

## Draft Harlow Local Plan:

A further 21 sites, which together total 1,147 dwellings, are allocated in the draft Harlow Local Plan



# Environmental Sustainability

Goal: Net Zero-Carbon by 2030

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# DESIGN APPROACH: FIRST PRINCIPLES

These 'First Principles' are to be followed to ensure new Garden Town developments are sustainable, and evolve through good design. The First Principles act as a structured design process, and are iterative, with observations made to be referred back to when navigating the varying scales of design. Use of these principles will significantly benefit the proposal when assessing against the remainder of the Guidance.

## 1 | LANDSCAPE-LED DESIGN

Harlow and Gilston Garden Town is characterised by a number of different landscape characters areas and assets. Study of existing strategies, analysis, survey and mapping should be undertaken of existing green infrastructure and ecological value of features. These include; topography, trees, hedgerows, woodland, grasslands, wetlands, meadowlands, farmlands, hills and lowlands, scarps and valleys, flood plains, views and vistas. Drawings, surveys, site photographs, and precedent images should be utilised.

Design should be landscape led from the start and across all design stages. The best design and development outcomes will be delivered by engaging landscape and ecology consultants at an early stage. Additional spending on design fees will be very likely outweighed by the speed and ease of securing planning permission.

## 2 | SUSTAINABLE MOVEMENT

The Garden Town has ambitious sustainable travel mode shift targets, as set out in the HGGT Transport Strategy. To achieve this, sustainable movement must be considered as a first principle in design, alongside landscape and ecology.

Key destinations and active travel desire lines for journeys to work, schools, shops and leisure should be mapped, to be direct, inclusive, attractive and safe. Opportunities to knit communities together with movement routes and green infrastructure should be maximised.

Follow the HGGT User Hierarchy on routes and access points; ensure walking and cycle networks connect to the Sustainable Transport Corridors and wider networks, and prioritise travelling to further destinations by public transport over private cars.

## 3 | ORIENTATION AND FORM

Solar orientation must inform the topography, scale and massing of development at early stages of masterplanning, with south-facing buildings, fenestration, and amenity being orientated to take advantage of passive solar gain – absorbing the sun's heat energy to warm buildings and spaces. Building axis' can be orientated in the east-west direction to take advantage of maximum daylight and heat from the sun which significantly reduces the energy consumption of a building, and can reduce a homes' heating and cooling costs by up to 85%.

To stay cool in the summer months and avoid overheating, external shading provisions should be made to the buildings and surrounding areas, including the use of green infrastructure.

## 4 | FOLLOW ENERGY HIERARCHY

When determining energy strategies for new developments and masterplans, the Energy Hierarchy is to be followed:

### 1. BE LEAN:

Use less energy: minimising the energy demand of new buildings through fabric performance: This step requires design that reduces the energy demand of a development. Energy Strategies need to demonstrate how energy efficiency measures reduce the energy demand in line with performance targets highlighted in this document.

### 2. BE CLEAN & GREEN:

Supply energy efficiently: utilising energy efficiently in buildings including for space heating & cooling: Consideration must be given to how heat and energy will be provided to the development using low-carbon heating networks.

### 3. BE SEEN:

Monitor & Report performance: for at least 5 years post-completion to remove the performance gap: This requires all major developments to monitor and report their energy performance post-construction to ensure that the actual carbon performance of the development is aligned with the Garden Town ambitions of a net zero-carbon target.

## 5 | ADAPTABLE & FUTURE PROOF DESIGN

Building strong communities is aided by giving people and families the opportunity to have accommodation that can adapt to respond to their changing needs and abilities.

This means looking at the macro-scale of large scale green and blue infrastructure and management for climate adaptation, futureproofing infrastructure for technological innovation, provision of a range of house types, adaptable facilities and meanwhile use spaces. And through to the micro-scale; for example the space and ease in ability to extend homes and facilities (physical and digital) to work from home.

While technologies will change, the homes built here will exist for decades - 60+ years, and it is important that strong communities are not broken due to the lack of adaptable design.



# DESIGN APPROACH: FIRST PRINCIPLES

## 6 | FABRIC-FIRST APPROACH

A fabric-first approach requires the building envelope to be a high-performance thermal envelope, reducing energy waste. This means the proposed buildings must have external walls, roofs, floors, windows & doors that are: super insulated, airtight, and windtight.

A fabric-first approach includes the windows and doors – which provide significant heat loss and heat gains – depending on solar orientation. Windows and doors must therefore incorporate high-performance glazing to provide comfortable internal temperatures. A high-performance thermal envelope delivers exceptional indoor comfort and building energy efficiency.

## 7 | VENTILATION & OVERHEATING

A mixed-mode (natural and mechanical) ventilation strategy is encouraged for excellent indoor air quality. This involves the incorporation of passive and/or whole-house mechanical ventilation with heat recovery system (MVHR) – which is key to delivering radically energy efficiency and exceptional comfort, through providing clean, filtered air into habitable spaces.

Early stage overheating analysis will be expected to be carried out at design stage to identify key factors contributing to overheating risk; where developments are at risk of overheating, additional detailed assessment and mitigation measures will be expected to be incorporated.

## 8 | EMBODIED & OPERATIONAL ENERGY

Embodied energy is the total energy required for the extraction, processing, manufacture and delivery of building materials to the building site, and the construction of the development.

All design teams are expected to think about, and reduce the embodied energy required to develop their schemes. For example, depending on location, height, and site suitability, materials like timber could be favoured over less sustainable alternatives such as concrete.

Operational Energy is concerned with the amount of carbon emissions associated with the building's annual operation. Developments should be aiming for net zero carbon – where energy on an annual basis is zero or negative. A net zero carbon building is highly energy efficient and powered from on-site and/or off-site renewable energy sources.

Developments should be designed using realistic predictions of operational energy to avoid performance gap in a building's energy use.

## 9 | RENEWABLE TECHNOLOGIES

Renewable energy uses natural resources such as sunlight, wind, tides and geothermal heat which are naturally replenished. Most forms of renewable energy are cheap to operate, but can be expensive to install.

Examples of technologies include; PV's, solar thermal, biomass, ground/air source heat pumps, wind, hydro. The choice of renewable technologies should be dependent on an assessment on site and development suitability.

## 10 | AIR-TIGHT STRATEGY & THERMAL-BRIDGE FREE

An air-tight strategy focuses on the internal comfort of a building, and will be required to develop a draught-free building envelope. The draught-free building ensures high energy efficiency, internal user comfort, and protects the building envelope.

The airtight strategy must be continuous to ensure there are no unintended gaps in the building envelope that allow uncontrolled air to leak in and out of the building.

Internal comfort is affected by heat loss through the building fabric, and poor thermal bridging – any gaps or thinning of the insulation. Therefore, the design approach must be to design them out.

Post-occupancy evaluation enables air tightness and thermal bridging to be measured, to help close the known performance gap in these areas.

## RETROFITTING

Design Principles for Retrofitting of existing buildings has not been addressed in this guidance. This is in anticipation of the emerging HGGT Sustainability Guidance for Retrofit. This document will signpost to industry standards and guidance regarding retrofitting.



# ENERGY EFFICIENCY & CARBON REDUCTION

## OBJECTIVES & REQUIREMENTS

The transition to net zero-carbon by 2030 must begin with providing **genuinely affordable homes**. All new buildings are therefore expected to adopt a fabric-first approach (i.e. Passivhaus Standards), with the expectation that as our grid system decarbonises, and we build more energy efficient homes, emphasis will be placed on the embodied energy involved in constructing new buildings, utilising more **renewable technologies**.

Currently (2017 figures), all 3 district councils contribute **558CO2kt** from the domestic sector only (electricity, gas and other contributions). This accounts for almost a third (27%) of all CO2 contributions in the districts and represents a significant opportunity reduce our carbon impact and adopt **circular economy** principles.

With the decarbonising of the National Grid, achieving net zero-carbon will mean strategic sites must respond to the two key components of **whole-life carbon**; **embodied carbon** and **operational energy**. Achieving net zero operational energy means the building does not burn fossil fuels and is 100% powered by renewables.

A **Whole Life Carbon (WLC) Assessment** should be undertaken at pre-application, planning application, and after practical completion, as new homes are expected to last 60+ years, with carbon emission reduction in line with the targets in the Checklist. **Appendix 2a** highlights the sequence of activities to complete an assessment.

### Embodied Carbon Reduction Strategy:

1. Using circular economy principles of reuse and refurbish, and designing for disassembly at end of life with processes including using offsite construction.
2. Building low-energy homes, using fossil fuel-free technology to supply heating and power to them.
3. Using renewable energy where necessary

### Operational carbon Reduction Strategy:

1. Not burning fossil fuels for supply to homes
2. 100% powered by renewable energy i.e. heat pumps
3. Achieving energy performance in line with checklist

For Outline Planning, Applicants can use Whole Life carbon assessment tools such as **FCBS Carbon**.

## SOCIO-ECONOMIC CO-BENEFITS +

## KEY LOCAL POLICY & GUIDANCE

### HGGT Vision

- Placemaking and Homes: B9, B10, D3
- Landscape & Green Infrastructure: D1, D2, D3, D4
- Sustainable Movement: D6
- The emerging Garden Town Transport Strategy
- Building Futures – Hertfordshire Guide

### HDC Local Plan Policy:

- HGT1: Development & Delivery of Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- Harlow Area Action Plan (TC AAP)

### EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- SP5 Garden Town Communities
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy

### EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES1 Masterplanning
- DES4: Design of Development (a) & (b)
- HOU8 Self-Build and Custom Build Housing
- CFLR9 Health and Wellbeing
- 11.2 Harlow and Gilston Garden Town



## CASE STUDIES (click image to visit website)



Marmalade Lane, Cambridge  
Built with fabric-first approach for energy efficient homes, alleviating fuel-poverty.



Goldsmith Street, Norwich  
Built to Passivhaus standards, needing little energy for heating and cooling.



Newhall, Harlow  
Being highly sustainable with consideration for long-term energy use and incorporating measures to reduce energy use in properties

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
En.1	Operational Energy (KWh/m2/y)	146	< 70	< 0 - 35
En.2	Embodied Carbon (kgCO2e/m2)	1000	< 450	< 300
En.3	Space Heating Energy Demand (KWh/m2/y) of net living space	54.26	25	15
En.4	Airtightness (air changes/ hr @ n50)	5	3	≤ 0.6
En.5	Ventilation Strategy (m3/hr/person)	Natural - extract fans	Mechanical - with extract fans	Mechanical Heat Recovery (30)
En.7	What is the on-site reduction in CO2 emissions against Building Regulations Part L (2013)?	0-34%	35%-50%	≥ 50%
En.8	For applications greater than 99no. units, what BREEAM Communities Level is met?	Very Good	Excellent	Outstanding
En.9	Thermal Bridging y-value (W/m2K)	0.0051	0.0039	0
En10	What Fabric U-Values has the proposal been designed to meet? W/(m2K)			
	External Walls	0.30 - 0.16	0.15 - 0.11	< 0.1
	Floor	0.25 - 0.11	0.10 - 0.08	< 0.07
	Roof	0.20 - 0.13	0.12 - 0.10	< 0.1
	Windows (triple glazing) & Doors	2.00 - 1.4	1.3 - 1.00	< 0.9
Attach <b>Whole Life Carbon Assessment</b>				
Attach <b>Overheating Design Assessment</b>				
Attach certification of the above chosen standards, and use 'Statement' page for additional information				

Outline Planning submission



# RENEWABLE ENERGY

## OBJECTIVES & REQUIREMENTS

Our recent extreme weather has highlighted the need to ensure that buildings constructed today are fit for the future, and, designed for resilience over the next 60+ years. Other Climate mitigation and adaptation strategies span the breadth of this document, so this section focuses on the use of renewable energy for our heat supply, as heat demand is estimated at more than 40% of the energy consumed across all 3 boroughs.

The nature and scale of the strategic sites make them ideal to ensure that the heating and hot water they generate are fossil fuel free, supporting less demand on the national grid.

On-site renewable technologies such as Heat Pumps, Solar Photovoltaics, and Solar Thermals should be explored for adoption, and paired with each other to provide the greatest benefit to new developments; i.e. heat pumps paired with efficient buildings, and PV's paired with electric charging enabling sustainable travel.

15 Applicants are to use the LETI Heat Decision Tree (Appendix 3) at concept and developed design stages, to assist them in choosing the most appropriate heating system; where renewable systems should be prioritised over connecting to district heating networks, which depend on fossil fuels.

New Developments should be designed to;

- Heat Sharing Network: joining a heat sharing network is particularly relevant for these strategic mixed-use development sites where opportunities for load shifting and heat sharing occur.
- Minimise system temperatures: high temperatures in heating systems are synonymous with fossil-fuel combustion
- Reduce Heat Demand at point of use: The greatest opportunity to meeting net zero-carbon emissions is to reduce the amount of heat needed: achieved through a fabric-first approach and limited hot water use, coupled with reuse of low temperature waste heat sources.
- Lean Design: load modelling can predict energy use and help size plant requirement.
- Harness Waste Heat: heat released as a by-product of an existing process enables otherwise wasted heat to contribute to meeting energy demands.

## KEY LOCAL POLICY & GUIDANCE

### HGGT Vision

- Placemaking and Homes: B9, B10, D3
- Landscape & Green Infrastructure: D1, D2, D3, D4
- Sustainable Movement: D6

### HDC Local Plan Policy:

- HGT1: Development & Delivery of the Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- Harlow Area Action Plan (TC AAP)

### EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy

### EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES4: Design of Development (a) & (b)
- Building Futures: Sustainable Design Toolkit



## CASE STUDIES (click image to visit website)



Project Etopia, Corby  
Uses combined solar PV's and thermal panel to deliver net zero carbon on site.



Active Homes, Neath, South Wales  
Battery technology used to store energy and solar PV & TSC's to generate 60% energy.



Tallack Road, Waltham Forest, London  
Large-scale communal Air Source Heat Pump to feed ambient temperature heat network

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
Rn.1	What on-site renewable energy technologies are planned to be included in the development?	PV's + EV charging / CHP's	Low-temperature District Heating	Electric Heat Pumps / Solar Thermal
Rn.2	What percentage of CO2 emission reduction is planned to be provided from on-site renewable energy sources? (SAP 10 carbon emission factors to be used for calculation)	> 20%	> 50%	> 70%
Rn.3	What percentage of household electricity will on-site renewable technology provide? (net zero operational carbon does not burn fossil fuel and is 100% powered by renewables)	> 35%	> 50%	100%
Rn.4	Have any government incentivised schemes been taken advantage of? i.e. Non-Domestic Renewable Heat Incentive (RHI)	None	N/A	Non-Domestic RHI
Rn.5	Photovoltaic Energy Demand (kWh/m2/yr)	-854	-2,563	-2,563
Rn.6	Domestic hot water (kWh/m2/yr)	42	20	6
Please attach Energy Assessment				
Please attach relevant certification of the above standards you have chosen				
Please use 'Sustainability Summary' pages where you are adding any further information				

Outline Planning submission



# GREEN INFRASTRUCTURE

## OBJECTIVES & REQUIREMENTS

The HGGTVision sets out indicators for landscape and green infrastructure: proposals should respond to the distinctive landscape setting; expand and enhance the town's Green Wedge network; improve access to, and the quality of, the surrounding Green Belt; and support a sustainable and biodiverse environment.

The green and blue infrastructure network of the Garden Town and wider area must be protected and enhanced, and considered in an integrated way to meet sustainability, placeshaping and socio-economic objectives. Key assets include the Stort Navigation & Stort Valley; the River Lea & Lee Valley; the Green Wedge and Finger network; Grade II Listed Harlow Town Park; existing and Ancient woodland including Epping Forest; neighbourhood allotments & green spaces; the proposed Gilston Country Park; proposed Suitable Alternative Natural Greenspace; new 'Super Greenways'; sports, play and adventure spaces.

Proposals must be landscape-led from the start, and green infrastructure should be high quality and multifunctional, as set out in the [East Herts Gilston Area Charter SPD](#) and [EFDC Green Infrastructure Strategy](#). Relevant landscape and ecology expertise should be sought early in the design process.

Development should deliver at least 10% [Biodiversity Net Gain](#) (BNG) following the [mitigation hierarchy](#), and then provided on-site where possible, before off-site or compensation are considered, Ecology Reports should set out targeted net gain outcomes, through baseline surveys, then consider protection, mitigation, habitat enhancement/ creation, with stewardship and maintenance for a minimum of 30 years.

Greening of streetscapes and amenity spaces, with street trees, pocket parks, hedgerows, Super Greenways, greens roofs and swales, provide placeshaping benefits as sociable streets and contribute to climate resilience, through biodiversity enhancement and mitigating overheating.

Multifunctional and inclusive green & blue infrastructure at various scales has an important role to play in placeshaping, health, wellbeing, and community resilience. Play, social spaces, food growing, art and heritage trails should be designed early, considering all ages and abilities, with active frontages to enable natural surveillance.

## KEY LOCAL POLICY & GUIDANCE

- HGGTVision & Design Guide
- HGGT Healthy Town Framework

### Harlow Council: Local Plan Policy:

- WE1: Strategic Green Infrastructure
- WE2: Green Wedges and Fingers
- WE3: Biodiversity and Geodiversity
- PL4: Green Wedges and Green Fingers
- PL5: Other Open Spaces
- PL6: Trees and Hedgerows
- PL7: Green Infrastructure and Landscaping
- PL8: Biodiversity and Geodiversity Assets
- Harlow Area Action Plan (TC AAP)

### EFDC Local Plan Policy:

- SP 3 Place Shaping
- SP 7 The Natural Environment
- DM 1 Habitat protection and improving biodiversity
- DM 2 Epping Forest SAC and the Lee Valley SPA
- DM 3 Landscape Character
- DM 5 Green and Blue Infrastructure
- DM 6 Designated and undesignated open spaces
- DM9: High Quality Design
- DM 15 Managing and reducing flood risk
- DM 22 Air Quality
- EFDC Green Infrastructure Strategy

### EHDC Local Plan Policy:

- DES1: Masterplanning
- DES2 Landscape Character
- DES3 Landscaping
- DES4: Design of Development (a) & (b)
- CFLR1 Open Space, Sport and Recreation
- CFLR2 Local Green Space
- CFLR4 Water Based Recreation
- CFLR9 Health and Wellbeing
- NE3 Species and Habitats
- NE4 Green Infrastructure
- CCI Climate Change Adaption
- East Herts Gilston Area Charter SPD

### Wider Area

- Green Essex Strategy
- Essex Biodiversity Action Plan
- Hertfordshire Strategic Green Infrastructure Plan 2011
- Stort Catchment Management Plan
- Green Arc Strategy

## CASE STUDIES (click image to visit website)



Community cohesion: Drapers Field  
Addresses issues of community cohesion and play, improving wellbeing.



Ecology in Architecture: Barratt Homes  
A progressive approach to wildlife-friendly housing, with 'Swift Bricks' built into homes.



Collaboration: Teignmouth, Devon.  
Partnership with third sector to deliver ongoing BNG and between the LPA & RSPB to deliver strategic compensation.

QUALITY CHECKLIST		Low Quality	Medium Quality	Garden Town High Quality
Gr.1	Has a Landscape-led approach been demonstrated, as set out in the <a href="#">HGGTVision / Gilston Area Charter SPD / EFDC Green Infrastructure Strategy</a> ?	No	Some landscape analysis undertaken	Ecology, topography, vistas, landscape character & features leading design
Gr.2	What % of Biodiversity Net Gain (BNG) will be delivered?	0-9% BNG	10-15% BNG	15%+ BNG
Gr.3	Does Ecology Report show process of mitigation and location hierarchy, with Stewardship and Maintenance strategy provided for green infrastructure and BNG?	No strategy	Yes - Outline strategy provided	Yes - hierarchies followed, and 30 year strategy with input from community
Gr.4	Have play, community amenity and food production opportunities been maximised? All new homes should be within 800m of allotments, and <a href="#">Fields in Trust</a> distances should be followed for play spaces.	No	Yes - locations mapped with walking isochromes	Yes - locations mapped, character of spaces defined, strategies for play / food / active frontages
Gr.5	Have you used recognised tools to assess the value/ quality of green infrastructure? E.g. <a href="#">Natural Capital Tool/ Ecometric/ Building With Nature/ Green Flag Award/ Social Value Calculator</a>	No	Yes - qualitative assessment undertaken	Yes - qualitative assessment/ value calculated with exemplary score
Gr.6	Has an overheating assessment or modelling been provided, as set out in <a href="#">UKGBC's Housing Standards Playbook</a> , taking into account impact of green infrastructure?	No	Yes - some assessment	Yes - UKGBC Playbook followed
Gr.7	Has green infrastructure been proposed at different scales to reinforce the Garden Town Vision indicators, access and <a href="#">inclusive design principles</a> ?	Different scales not explored	Yes - Different scales shown, roles/ function undeveloped	Yes - Different scales designed, with qualities and roles defined, and inclusively designed
Please attach your <a href="#">BNG Report</a> / Biodiversity Impact Assessment with Stewardship & Maintenance Strategy Please use 'Sustainability Summary' pages where you are adding any further information				



# SUSTAINABLE MOVEMENT

## OBJECTIVES & REQUIREMENTS

Sustainable movement and active transport infrastructure are key to the success of sustainable growth in the Garden Town. Positive travel choices that enable sustainable living lie at the heart of the Garden Town's Vision, Transport Strategy, and Healthy Town Framework. The three overarching objectives of the HGGT Transport Strategy are:

1. 50% of all trips originating from and ending within the whole Garden Town should be by active and sustainable travel modes. Within the new Garden Communities, 60% of trips originating from and ending within them should be by active and sustainable travel modes.
2. Mobility options will be based on a hierarchy of importance: Reduce the need to travel > walking and cycling > public transport > private vehicle use.
3. Support and encourage a culture of active and sustainable travel ensuring all journeys will be efficient and safe.

Masterplanning for Sustainable Movement should address: walkable low traffic neighbourhoods, sociable streets and placemaking; cycling, walking and public transport network; behaviour change programmes; rebalancing car use and parking design (including carpooling and car sharing); futureproofing with adaptable technology; deliveries and servicing; and construction impacts.

Sustainable Transport Corridors (STCs) will be a series of strategic public travel routes through the Garden Town providing inclusive, coherent, safe, direct, convenient and attractive public and active travel options that will connect neighbourhoods quickly with key destinations such as the town centre and Harlow Town railway station. The design of these should follow the [HGGT STC Placeshaping Principles](#) and Transport User Hierarchy.

'Mobility Hubs' provide transport interchange as well as social and community focal points. All new homes should be within 800m (10 minute walk) of a hub and within 400m of a bus stop.

Designs must futureproof for change in travel habits, including reallocating parking and road space, innovation in travel technology, last mile deliveries and appropriate provision for electric charging.

## KEY LOCAL POLICY & GUIDANCE

- HGGT Vision & Design Guide
- HGGT Transport Strategy (draft)
- HGGT Healthy Town Framework (draft)
- HGGT Local Cycling & Walking Infrastructure Plan (LCWIP) (emerging)
- HGGT STC Placeshaping Principles (draft)
- HGGT Hubs 'How To' Guide (draft)
- HGGT Parking Strategy (emerging)

### Essex County Council

- Local Transport Plan 3
- Sustainable Modes of Travel, Speed & Traffic Management Strategies
- Essex Design Guide
- Harlow Cycling Action Plan

### Hertfordshire Council Council

- Local Transport Plan 4
- Hertfordshire Active Travel Strategy/Sustainable Modes of Travel Strategy
- Roads in Hertfordshire: A Design Guide

### Harlow Local Plan Policy:

- HGT1 Dev & Delivery of the Garden Town
- PL3 Sust. Design, Construction & Energy Use
- IN1 Development and Sustainable Modes of Travel
- WE2 Green Wedges and Green Fingers
- Harlow Town Centre Area Action Plan (emerging)

### EFDC Local Plan Policy:

- SP 3 Place Shaping
- SP 4 Garden Communities in HGGT
- T 1 Sustainable transport choices
- T 2 Safeguarding of routes and facilities
- DM 9 High Quality Design
- DM 22 Air Quality

### East Herts Local Plan Policy:

- GAI The Gilston Area
- TRA1 Sustainable Development
- TRA3 Vehicle Parking Provision
- DES4 Design of Development
- CFLR9 Health and Wellbeing
- DEL2 Planning Obligations
- EHDC Sustainability SPD

### Other:

- UK Government Policy Paper: Gear Change
- Sport England Active Design Principles
- Sustrans Cycling For Everyone

## CASE STUDIES (click image to visit website)



Dunsfold Park Masterplan, Surrey  
Designing a walkable village entirely within 10 minutes' walk of the Market Square.



St Chads Development, Essex  
Shared surface 'home zones' are designed to prioritise pedestrians and cyclists, while reducing vehicular speed.



VeloCity, National Infrastructure Commission.  
Enriching village life while creating new homes and employment in healthy and socially cohesive places.

QUALITY CHECKLIST		Low Quality	Medium Quality	High Quality
Tr.1	Have walkable low traffic neighbourhoods been designed as a first principle, based on the <a href="#">HGGT Transport User Hierarchy</a> ?	No - vehicle access design prioritised	Transport hierarchy considered	Yes - desire lines, permeability, topography, user hierarchy leading design
Tr.2	Have safe and high quality connections to active travel networks beyond the development boundary been proposed with green infrastructure considered?	Ongoing connectivity not considered	Some connectivity - lacks GI consideration	Strong connections to networks, with clear relationship to GI/ ecology
Tr.3	Have you followed the <a href="#">STC Placeshaping Principles</a> when designing the STC and its transport interchanges?	Not shown	Some achieved	Yes - all achieved

Tr.4	Are bus stops and hubs accessible and attractive for new and existing residents, offering appropriate shelter and including provision of a regular bus service?	Hubs and bus stops not meeting requirements	STC hubs within 800m, bus stops within 400m of all new homes	STC hubs co-located with facilities/sheltered bus stops within 800m/ 400m of all homes with regular service
Tr.5	Has cycle parking designed to be high quality, safe and with ease of access?	Cycle parking not provided	Suitable quantity of spaces provided	Quantity and quality of environment provided
Tr.6	Have inclusive design principles / accessibility for all regarding sustainable movement routes been achieved?	Does not meet Equalities Act	Inclusive Design Statement provided	Exemplary inclusive design provided
Tr.7	Has a <a href="#">Transport Assessment</a> been provided that clearly demonstrates how the <a href="#">mode split target</a> is being achieved, as defined by HGGT?	Yes - minimum TA provided	Yes - but multi modal modelling not included	Yes - multi-modal modelling, and roadmap for achieving HGGT targets
Tr.8	Has a thorough Sustainable Travel Plan been provided? Has <a href="#">Modeshift Stars accreditation</a> been explored?	No	Sustainable Travel Plan provided	Yes - including behaviour change programme, travel coordinator, monitoring

Please use 'Sustainability Summary' pages where you are adding any further information



# WATER MANAGEMENT

## OBJECTIVES & REQUIREMENTS

The combined challenges and opportunities of growing populations within the Garden Town, changing land uses, the finite supply of water, action is required now to ensure the availability of water for the future without having a detrimental impact on the environment. There is likely to be less water available for future generations and therefore a greater need for water demand management and water efficiency in the area. New development should therefore not lead to an overall increase in demand for water.

The strategy therefore looks for new developments to:

i) Reduce the risk of flood through the use of sustainable drainage infrastructure and robust green infrastructure design - including the use of biophilic design and permeable hard landscape.

ii) Minimise use of mains water by incorporating water saving measures and equipment, and, designing residential development so that mains water consumption is reduced in accordance with requirements found in the table overleaf.

iii) Promote the use of rainwater harvesting and using dual potable and grey water recycling measures

To avoid increased flood risk, and make the most effective use of the existing and planned drainage infrastructure, rainwater should be managed as a valuable resource, rather than a waste product and innovative ways of using water can be incorporated into community infrastructure.

There is a drive towards sustainable drainage systems that mimic the way nature manages rainwater. As a result, designing new developments for optimal sustainable water consumption has become even more important, with the Garden Town enabling ambitious targets for water efficiency in all new developments.

Existing homes and workplaces should become more water efficient through metering and water efficiency retrofits.

New developments should embrace carbon reduction systems such as a waste water heat recovery.

## KEY LOCAL POLICY & GUIDANCE

### HGGT Vision

- Placemaking and Homes: B9, B10, D3
- Landscape & Green Infrastructure: D1, D2, D3, D4
- Sustainable Movement: D6
- HGGT Watercycle Study 2018
- The emerging Garden Town Transport Strategy

### HDC Local Plan Policy:

- HGT1: Development & Delivery of Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- PL10: Water Quality, Water Management, Flooding and Sustainable Drainage Systems
- Harlow Area Action Plan (TC AAP)

### EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy

### EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES4: Design of Development (a) & (b)
- Building Futures: Sustainable Design Toolkit
- WAT3 Water Quality and the Water Environment
- WAT4 Efficient Use of Water Resources
- WAT5 Sustainable Drainage

### Essex:

- The Sustainable Drainage Systems Design Guide For Essex: [Weblink Here](#)



## CASE STUDIES (click image to visit website)



Waltham Village Square | Rain Gardens  
Full of native shrubs and flowers planted in a depression to temporarily hold and soak-in rain water runoff from roofs & driveways



Knostrop Weir, Leeds | Flood Management  
Provides three new pneumatically moveable weirs that can be lowered to let floodwater discharge quickly downstream.



Ladywell Fields, Lewisham | SuDS  
Creating sustainable drainage and reduce flooding by modifying the river channel with a naturalistic setting incorporating backwaters and

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Carbon by 2030
W.1	Potable Water: What is the expected internal water use (litres/person/day)?	110	95	75
W.2	What water collection or recycling measures will be used?	100% provision of water butts	Rainwater harvesting systems	Grey water recycling & harvesting
W.3	How much of the hard surfaces within the development and conveyance systems will be permeable (i.e streams, swales)	50%	75%	100%
W.4	Will water saving devices be installed in the development? e.g. low flush toilets, smaller baths, taps and showers with flow regulators	N/A	N/A	Yes
W.5	What additional Sustainable Urban Drainage (SUDs) measures have been proposed? (i.e. permeable surfaces, rain gardens, green roofs, ponds/wetlands, soakaways)			
Please use 'Sustainability Summary' pages where you are adding any further information				



# CIRCULAR ECONOMY

## OBJECTIVES & REQUIREMENTS

New developments should promote circular economy outcomes and aim to be net zero waste. In the UK, the largest contributor to waste nationally is the construction and demolition industry where a third of all waste is generated.

The strategic sites in the GardenTown are to be designed to reduce construction & operational waste and enable ease of access for future occupants to recycle and reduce waste. This can be encouraged through adopting a circular economy approach (including the use of modern methods of construction (MMC) & Design for Manufacture and Assembly (DfMA) processes) and the Waste Hierarchy found in the DEFRA Guidance.

Building in Layers principles should be adopted to determine realistic lifetimes for the elements of a building, and adapt the structure and fabric. Homes should be designed to be adaptable and flexible by considering the intended lifespan of each independent building layer, optimising building longevity and maximising material reclamation at end-of-life.

3 Key Principles expand the Circular Economy process:  
1. Conserve Resources, Increase Efficiency, Source Ethically:

- Minimise the quantities of materials used: by specifying low embodied carbon materials
- Minimise the quantities of other resources used: including energy, water, and land
- Source materials responsibly and sustainably: including all materials to be reusable

2. Eliminate waste and ease maintenance by:

- Long-life & Loose fit: build to adapt to changing social, physical and economic environments.
- Design for Disassembly: at the commencement of the project, set out deconstruction plan and capture asset value.

3. Manage waste sustainably and at the highest value:

- Construction, demolition & excavation waste
- Operation & Municipal waste

A Circular Economy Statement should be provided to demonstrate chosen strategy.

## KEY LOCAL POLICY & GUIDANCE

### HGGT Vision

- Placemaking and Homes: B9, B10, D3
- Landscape & Green Infrastructure: D1, D2, D3, D4
- Sustainable Movement: D6

### HDC Local Plan Policy:

- HGT1: Development & Delivery of the Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- PL9: Pollution and Contamination
- Harlow Area Action Plan (TC AAP)

### EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy
- DM 7 Heritage Assets
- DM 8 Heritage at Risk
- DM 11 Waste recycling facilities on new development
- DM 18 On site management of waste water and water supply

### EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES4: Design of Development (a) & (b)
- HA1 Designated Heritage Assets
- HA2 Non-Designated Heritage Assets
- HA3 Archaeology
- HA4 Conservation Areas
- HA7 Listed Buildings
- HA9 Enabling Development



## CASE STUDIES (click image to visit website)



Illford Community Market, London  
Designed for five year and will be dismantled and reconfigured on future meanwhile sites.



London Olympic Park, London  
A waste target of 90% diversion from landfill of demolition waste by weight



Clarion Housing, Merton Regeneration  
Zero-carbon development of 208 homes, achieving Code for Sustainable Homes Level

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Waste by 2030
CE.1	How much of the materials used are expected to be 'reusable'	10%	50%	>80%
CE.2	How much of the materials used are expected to be 'reused'	10%	30%	>50%
CE.3	How much of the materials used on site are sourced from ethical and responsible supply chains?	80%	95%	100%
CE.4	How much of the materials used are non-toxic?			100%
CE.5	How much of the materials used can be easily extracted, recycled, and manufactured?	80%	90%	95%
CE.6	The new buildings are circular-by-design to what amount?	20%	40%	65%
CE.7	How much biodegradable and recyclable waste will be diverted to landfill?			0
Please attach Circular Economy Statement (see guidance Here)				
Please use 'Sustainability Summary' pages where you are adding any further information				

Outline Planning submission



# WASTE MANAGEMENT

## OBJECTIVES & REQUIREMENTS

In line with becoming net zero carbon by 2030, the Garden Town want to ensure that the amount of waste produced by residents and visitors, as well as landfill waste, will be significantly reduced. There is also the ambition for waste to be recycled and used as a resource.

Developments should therefore be designed to ensure that residents and visitors to the Garden Town reduce the amount of waste they produce; with an overall ambition that no waste will end up in landfill.

This section ties strongly to the [circular economy](#) section regarding the necessity of designing buildings and places in a way that maximises the lifespan of a building and its' components, before its' components can be reused.

Innovative solutions for recyclable waste management including underground refuse systems are encouraged and applicants are expected to work closely with county councils in encouraging use.

While both Essex and Hertfordshire County Councils are responsible for making decisions on how waste is managed, the Garden Town have a clear ambition to prevent waste going to landfill, therefore applicants are expected to explore innovate ways to reduce waste at design and operational stages, increase efficient recycling opportunities, and reduce residual household waste (including designing-in opportunities for local food production through allotments); and, the waste strategies should consider the [Essex Waste Local Plan](#), [Hertfordshire Waste Local Plan](#), and, the emerging Hertfordshire Circular Economy Guidance should be referred to.

Developers are expected to provide Operational Waste Strategies including management of recyclable waste, residual waste, and food waste. Alongside this, developers are encouraged to be innovative in contributing towards waste reduction campaigns (i.e. collaborating with education providers such as Harlow College)

## KEY LOCAL POLICY & GUIDANCE

Hertfordshire County Council

- Waste Local Plan, consisting of:
- Waste Core Strategy and Development Management Policies document
- Waste Site Allocations document

Essex County Council

- Waste Local Plan:



## CASE STUDIES



**Eddington, Cambridge**  
Underground chutes replace thousands of traditional wheelie bins in an innovative waste disposal system.



**London Olympic Park, London**  
A waste target of 90% diversion from landfill of demolition waste by weight



**Millerhill, Midlothian**  
Residual waste recycling and energy recovery facility

QUALITY CHECKLIST		Minimum Requirement	Net Zero-Carbon by 2050	Net Zero-Waste by 2030
W.1	Has early engagement been undertaken with LPA waste management teams to ensure due processes are taken into consideration?	No: LPA not engaged		Yes: demonstrated
W.2	How much construction, demolition and excavation (CD&E) waste will be recycled? This is to be incorporated in your Construction Management Plan			≥ 95%
W.3	How much municipal waste (operational waste) will be recycled or composted vs sent to landfill or energy recovery?			65% : 35%
W.4	Have developments been designed to encourage ease in waste recycling?	No		Yes
Please attach: - Construction, Demolition and Excavation Waste Strategy - Operational Waste Strategy				
Please use 'Sustainability Summary' pages where you are adding any further information				

Outline Planning submission



# AIR QUALITY

## OBJECTIVES & REQUIREMENTS

In this section, pollution focuses on air pollution as it acts as the single largest influence on air quality to human health in the districts. This section should not be used as a substitute for work otherwise undertaken in any normal full planning application.

Every new development will have an impact on air quality, usually by increasing emissions from buildings or from traffic generation. The links between poor air quality, human health, and the environment are well documented and is classed by Public Health England as a major public health risk alongside cancer, heart disease and obesity.

**Air pollution causes more harm than passive smoking and is responsible for the early deaths of an estimated 40,000 people in the UK.**

Air Pollution arises from sources and activities including; traffic and transport, industrial processes, domestic and commercial premises, energy generation, agriculture, waste storage/treatment and construction sites.

57 This section adopts Public Health England's 2019 "net health gain" principles to improve outdoor air quality and public health. New developments should adopt a strategic approach, in line with each Boroughs' Air quality policy and guidance, including any requirements on Air Quality Management Areas, Local Air Quality Action Plan, and development Air Quality Assessments.

### Clean by Design: Better by Design:

The following net health gain principles should be incorporated in design to reduce emissions and contribute to better air quality management; applicable irrespective of air quality assessments:

1. Reduce the need to travel by car to destinations
2. Provide zero and low-emission travel options (EV's)
3. Not siting buildings with vulnerable users (i.e. schools, nurseries, care homes) in areas where pollution levels are likely to be higher.
4. Incorporate Clean Air Zones in larger developments
5. Avoid creating 'street canyons' which encourage pollution to build up
6. Incorporate green infrastructure to promote carbon and pollution sequestration
7. Orientate and design buildings to rely less on heating and cooling systems
8. Siting living accommodation away from roadsides
9. Incorporate whole-house ventilation systems for good indoor air quality

## KEY LOCAL POLICY & GUIDANCE

### HDC Local Plan Policy:

- HGT1: Development & Delivery of the Garden Town
- PL3: Sustainable Design, Construction & Energy Use
- PL9: Pollution and Contamination
- Harlow Area Action Plan (TC AAP)

### EFDC Local Plan Policy:

- SP4(xvii): Highest standards of energy efficiency
- DM9: High Quality Design
- DM19: Sustainable Water Use
- DM20: Low Carbon and Renewable Energy
- DM 22 Air Quality

### EHDC Local Plan Policy:

- CC3: Renewable and Low Carbon Energy
- DES4: Design of Development (a) & (b)
- Building Futures: Sustainable Design Toolkit
- EQ4 Air Quality



# ASSURING PERFORMANCE

## OBJECTIVES & REQUIREMENTS

Post-construction energy and quality monitoring is required to bridge the 'performance gap' found in new developments and achieve net zero-carbon . Achieving this requires a true understanding of a buildings' operational energy .

The performance gap is the difference between predicted design and as-built performance of a building.

Addressing the performance gap in new homes and buildings is critical, as this affects both the 'happiness' of residents, as well as the performance quality of through; residents comfort in terms of poor thermal comfort, indoor air quality, health challenges such as respiratory issues. Furthermore, a poor performing building leads to higher energy bills due to poor building fabric, and exasperating challenging health conditions.

Findings from studies undertaken by Innovate UK and the Zero Carbon Hub consisting over 300 homes, results showed that none met their intended performance targets when tested, with the majority falling even short of Part L and Part F of the Building Regulations by a margin of over 50% post-completion.

The main challenges found in the studies are highlighted in the green box, and design teams and applicants are therefore required to undertake Post Occupancy Evaluation (PoE); assessing both performance standards and quality of life, to address these issues.

All major developments will therefore be required to monitor and report on residents' wellbeing, and the actual operational energy performance in order to close this performance gap and meet the net zero carbon by 2030 targets committed to by each partner authority.

A template PoE form can be found in Appendix 8 and should be used to show compliance. Broadly, evaluation will be required at the following stages:

1. Planning: predicted performance assessment
2. As-built: performance assessment
3. In-use: quality of life / happiness assessment

Further information can be found on the GLA website and the Zero Carbon Hub website.

## PRIORITY ISSUES

1. Energy Literacy
2. Improving Quality Output
3. Demonstrating Performance
4. Evidence Gathering & Dissemination

## QUALITY STANDARD

In line with the RIBA Post Occupancy Evaluation is expected for submission and should cover these key areas of Building in Quality:

1. **Build Quality:** performance of the completed buildings
2. **Functionality:** how useful the building and places is in achieving its purpose
3. **Impact:** how well these developments adds social, economic, cultural, and environmental value and improves human wellbeing



# DIGITAL SUSTAINABILITY

## OBJECTIVES & REQUIREMENTS

Sustainable and future digital infrastructure will be a key component to the success of Harlow and Gilston Garden Town.

Future proof and wide-ranging digital infrastructure to enable HGGT to achieve its sustainability goals is crucial and an opportunity for HGGT to champion new delivery models and achieving the 60% modal shift goal. It will also enable HGGT to achieve the Garden Town principles of becoming net zero-carbon by 2030, with strong and connected communities. The opportunity to use sensor and 5G technology will make wireless internet possible everywhere, from smart cars to the Internet of Things (IoT).

The speed, capacity and connectivity of 5G will also provide many opportunities to enhance, protect and preserve the environment through increasing energy efficiency, reducing greenhouse gas emissions, minimising waste and enabling more use of renewable energy. It can also expand our understanding of, and hence improve, decision-making about weather, agriculture, pests, industry, waste reduction and much more.

5G COVID-19 pandemic has tested (and demonstrated) the importance of efficient, fast and reliable communications networks and other digital infrastructure. However, there is a clear challenge to ensure residents have the access and skills to enable them to take advantage and use new technologies. Focus must be given to ensure the reduction of the digital divide and ensure access by all residents.

HGGT also is part of the Essex & Hertfordshire Digital Innovation Zone (DIZ), which has one of its aims to ensure future digital infrastructure in new developments.

A Digital Vision has been produced, setting out the opportunities and challenges including a set of principles to achieve the sustainability by ensuring future proof digital infrastructure.

Developers are invited to present their plans for the individual sites and are encouraged to sign up the Vision and its principles to be used in their procurement of telecom providers.

## PRINCIPLES

**Health and Wellbeing** - Using digital technologies to provide excellent access to services to helping people helping themselves through self-testing and monitoring.

**Sustainable Movement** - Utilising appropriate digital technology to enable deployment of innovative technologies and public transport solutions in order to minimising greenhouse gas emissions and local traffic congestion. Also, to ensure the connectivity with Harlow town centre and the wider connectivity.

**Promoting a Circular Economy** - Developing a Circular economy aimed at eliminating waste and the continual use of resources.

**Smart energy and utilities** - Utilising appropriate digital technology to minimise the use of natural non-renewable resources and maximise the use of renewable resources, to protect the environment

**Smart Public Realm** - Utilising appropriate Smart technology to maximise the safe, inclusive and enjoyment use of the public realm; to make it safe and enrich people's lives, and to minimise energy use.

**Economy** - To ensure the latest digital technology is available in all new homes to facilitate working from home and in new flexible workplaces to maximise productivity. Also, to ensure ease of movement of goods through smart transport infrastructure and monitoring.

**Community and Social Infrastructure** - To digitally connect people across HGGT to create a strong sense of community, enrich people's lives, and empower residents and businesses to harness digital opportunities for social mobility and equality.

**Smart Data Sharing** - Utilising appropriate Smart technology to digitally collect/monitor data to manage and maintain the function and quality of the village for the users and protect the wider environment.



# Social & Economic Sustainability

**Goal:** Enabling integrated communities



# INTRODUCTION

## OBJECTIVES & REQUIREMENTS

This section looks at the direct impacts of places and people. Specifically, dealing with how new strategic sites (The East of Harlow site, Gilston Villages 1-7, Waterlane, Latton Priory) will affect the existing diverse communities they connect to.

Designing for **Social Sustainability** requires a collaborative approach between the private and public sector in order to create new communities that thrive. With the scale and pace of new development, communities must be socially, and economically, as well as environmentally sustainable, and critically, reflect the needs of existing communities. The Draft **Harlow Town Centre Area Action Plan** should be referred to in knitting existing community requirements with new development.

Addressing social sustainability at the beginning of development, helps manage the long-term costs and consequences of decline and failure in new settlements - an issue of public value and political accountability.

The issues raised in the **HGGT Healthy Towns Framework** must be addressed; as these highlight that significant proportions of the adult population in Harlow, East Herts, and Epping Forest are not physically active enough, are overweight, or have diabetes - with Harlow having the third highest rate of diabetes in the country.

All three districts have ageing population with an increasing number of people living with dementia. Child poverty and poor outcomes for children and young people are significant issues in Harlow and parts of Epping Forest.

It is therefore essential that all developments create opportunities for daily physical activity for all members of the community; as well as opportunities for supporting a healthier food environment.

Community Ingredients cut across different stages of developments including:

1. Planning & Design
2. Construction & Occupation
3. Long-term Stewardship

In implementing the high-quality Socio-Economic Sustainability Principles, developments ready themselves for strong communities that are well-integrated to the existing Harlow socio-economic fabric.

## KEY LOCAL DOCUMENTS

- HGGT Healthy Town Framework
- Essex Health & Wellbeing Strategy: priorities for planning, transport and housing
- Hertfordshire Health & Wellbeing Strategy: priorities for improving mental health and encouraging healthier lifestyles
- NHS Healthy New Towns: Design, Deliver and Manage

### Harlow Council:

- Draft Harlow Town Centre Area Action Plan
- Harlow Health & Wellbeing Partnership Strategy
- Harlow Economic Development Strategy
- Livewell Essex
- Harlow Agewell Guide
- HGGT Infrastructure Delivery Plan (IDP)
- HGGT Vision
- HGGT Design Guide
- HGGT Transport Strategy
- HGGT Stewardship Commission
- Essex & Hertfordshire Digital Innovation Zone
- Gilston Area Charter
- Harlow Health and Wellbeing Strategy
- EFDC / HDC / EHDC Statement of Community Involvement (SCI)
- Harlow Sculpture Town
- EFDC Youth Projects interactive map
- Visit Epping Forest
- EFDC Green Infrastructure Strategy
- The Essex Map



Herts & Essex Community Farm.  
Photo credit: H&E Community Farm



Herts & Essex Community Farm.  
Photo credit: Harlow Livewell Campaign



TBC



TBC

# HEALTH & WELLBEING

## OBJECTIVES & REQUIREMENTS

To promote a **healthy lifestyle**, active travel should be encouraged and invested in, including ensuring good accessibility to sustainable transport and transportation; embedding the design of high-quality public and green spaces; the use of green infrastructure and biodiversity to promote good mental and physical health; and investment in long-term resilient buildings and infrastructure.

The Harlow Health & Wellbeing Strategy highlights the following key priorities that should be embedded in new developments:

1. Early Help and Startwell
2. Bewell, Staywell, Workwell
3. Agewell
4. Physical Activity and Mental Health

Additional information on other partners in Essex can be found on the **Livewell website** and **Agewell Guide**.

The following actions are therefore required from all new developments:

- Look for how this new development can increase physical activity, active living, active travel, and sport - refer to the Green Infrastructure page in this Guidance.
- Promote mental health and wellbeing through clear connections to existing support services
- Encourage older people to "Agewell" by living independent lives through increased community support and reduced winter pressures
- Support children and young people through "Startwell" by incorporating access to affordable activities such as outdoor gyms, community allotments, travelling farms, and urban farming - helping to grow local fruits & vegetables - which also allow them to Eatwell.
- Incorporating flexible workspaces such as co-working, as part of the social infrastructure in new developments to help residents Workwell, particularly in light of pandemics like Covid-19 which will change the way we work moving forward.

## VOICE & INFLUENCE

This involves governance structures to represent existing residents and engage new ones in shaping local decision-making and stewardship.

## RESILIENCE & ADAPTABILITY

Provision of flexible forward-planning; including housing, infrastructure, and services that can adapt over time; and the incorporation of meanwhile use of buildings and public spaces.



# COMMUNITY STRENGTH & SOCIAL INFRASTRUCTURE

## OBJECTIVES & REQUIREMENTS

Ensuring the existing social fabric is protected from disruption, and can benefit from new neighbouring development through shared spaces, collective activities and social architecture to foster local networks, belonging and community identity. A strong sense of local ownership; ensuring new communities are well-integrated into the surrounding area, including utilising critical measures such as stakeholder engagement and post-development governance; ensuring the social infrastructure to promote thriving social networks; and a diversity of building and non-building uses and tenures.

Incorporating the right (formal and informal) amenities to enable social inclusion. This section focuses on applicants having a thorough understanding of the local community. Applicants are therefore expected to undertake meaningful engagement with the local communities, particularly those closest to the relevant strategic site, ensuring members, local charity groups, local networks' comments are taken on board and responded to. The applicant will need to demonstrate what stakeholder engagement have been undertaken, beyond the requirements of the Statement of Community Engagement requirements. The Garden Town undertook high-level engagement and an initial list of stakeholders to be engaged can be found using the The Essex Map.

Development should tie into, and extend the rich art culture of Harlow's sculptural town - including engagement with the Harlow Art Trust.

Discover Harlow should be engaged through the development of communities; and can highlight key existing local businesses, organisations, and individuals who can share insight to the needs of Harlow residents.

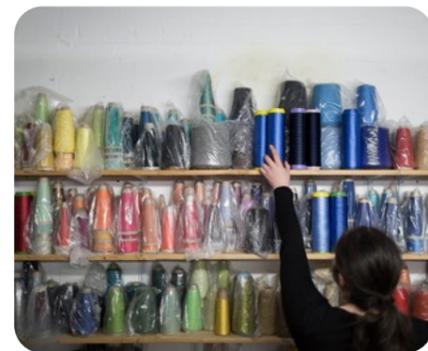
Additionally, documentation, including those found in the HGGT Infrastructure Delivery Plan (IDP), Harlow Infrastructure Delivery Plan, EFDC Infrastructure Delivery Plan, EHDC Infrastructure Delivery Plan; should be referred to and addressed in accordance with the infrastructure needs associated with planned housing and employment growth for each strategic site. Within the documents, these have been prioritised as:

- Critical
- Essential
- Desirable

Developments should therefore highlight what infrastructure will be provided alongside contributions to ensure a holistic approach to development.



Henry Moore; Harlow Family Group: part of the extensive public art collection in Harlow. Photo credit: Discover Harlow



TBC. Photo credit: Discover Harlow



Harlow community tree planting day. Photo credit: Harlow Council



Harlow hatches used during covid-19 to respond to community needs. TBC.



TBC. Photo credit: Discover Harlow



TBC. Photo credit: Discover Harlow



TBC. Photo credit: Discover Harlow



TBC. Photo credit: Discover Harlow

# ECONOMIC GROWTH & JOB CREATION

## OBJECTIVES & REQUIREMENTS

This theme focuses on outcomes including local residents having comfortable homes that are affordable to operate; thriving local businesses; decent jobs for local people, including hard to reach groups; long-term employments for skilled local labour. But also, embedding the fabric necessary to promote long-term growth and development opportunities and develop new skills, including the incorporation of principles found in the Essex & Hertfordshire Digital Innovation Zone (DIZ); and specifically, in the DIZ Strategy.

Developers can play a key role in supporting the success of the local economy and prosperity of the HGGT through both the planning, design and delivery phases of development.

HGGT needs to build upon and integrate with the existing local economy of Harlow and environs to support economic prosperity for residents, businesses and workers.

HGGT occupies a significant and well connected position in the UK Innovation Corridor extending between the global cities of London and Cambridge with significant strengths and innovation assets in key sectors such as digital and ICT, Life Sciences and Advanced Manufacturing.

Key investments in Harlow are being delivered and planned to ensure they both contribute to and benefit from the success of Harlow and the emerging HGGT bringing new employment and business. These include the Harlow Innovation Park with Anglia Ruskin University Innovation Centre, the new Princess Alexandra Hospital, Town centre regeneration and the relocation of Public Health England to Harlow.

Harlow Council has an existing Economic Development Strategy which outlines both the opportunities and challenges for economic success, including the need to support growing numbers of local businesses, ensure we generate quality employment that residents can access, ensuring the right type of accommodation for business and driving up the skills levels of local people.



# SOCIO-ECONOMIC CHECKLIST

## QUALITY CHECKLIST

For each response, describe design responses within the Sustainability Statement and/or identify details on your plans (250no. words / question max).

Se.1	Has an audit (social mapping) of existing local amenities (shops, parks, school, pubs, playspace) been undertaken? Demonstrate how the outcome informed the development of compact neighborhoods including provision of a wide range of amenities (employment & retail spaces, community facilities and spaces) designed to be accessible by walking and cycling and encourage community interaction, cultural and civic life. <a href="#">Essex Map</a> offers a good tool to assist with finding local services, groups, and activities available in the local area.
Se.2	Demonstrate how proposals have been informed by key stakeholders (including: youth, unemployed, ethnically diverse groups, local support organisations) to contribute to a more integrated community. (include in response: the stakeholders you have engaged with, the findings from these sessions, and how you have implemented stakeholder recommendations). Include community activation strategy (Ref: HGGT Engagement Strategy) produced as part of planning process to secure community engagement and cohesion.
Se.3	Demonstrate how your proposal has provided health and care assets or support the delivery of health and care priorities as set out in the local Health & Wellbeing Strategies. (include the ease of accessibility for existing Harlow communities to use new facilities and networks). Use of the <a href="#">Essex Map</a> offers a good tool to assist with finding local services, groups, and activities available in the local area.
Se.4	What early wins / meanwhile uses are planned for existing Harlow residents during construction stage of strategic sites? And how are they to be implemented?
Se.5	Demonstrate how your proposal includes allotments and community gardens that are easily accessible from homes and spaces for fresh food markets; and how your development has connected with local food partnerships to agree strategies and actions to enable community accessibility to these assets.

## QUALITY CHECKLIST

Se.6	Demonstrate how your proposal supports of deliver initiatives (physically and/or socially) which focus on integration between new and existing communities (including Harlow Town Centre, and network of existing local centres) - this to include your engagement with LPA Community Liaison Officers, and Community Representatives (i.e. <a href="#">Discover Harlow Ambassadors</a> ).
Se.7	Demonstrate how the HGGT Economic Growth Strategy have been incorporated in this scheme through; design stage, construction stage, and post-completion (identify what jobs have been created / will be created through this development)
Se.8	Demonstrate how the design enables business and workers to function? Is there good telecoms and digital infrastructure that support new business and work patterns.
Se.9	Demonstrate how spaces and buildings support the economic activity of businesses and workers. What type of business space contributes to the local economy? Can homes support working and learning? Can community spaces support economic activity, social enterprises, individual entrepreneurs and skills provision?
Se. 10	How will you work with the local authorities and local education providers to develop and deliver employment and skills plans that support local employment and skills activities through construction and where appropriate occupation phase?



# Submission:

## 1. Quality Checklist

(SUBMISSION OF: ENVIRONMENTAL & SOCIO-ECONOMIC PAGES)

## 2. Sustainability Statement

(ANY ADDITIONAL INFORMATION)



# SUBMISSION

1. Submit the following as evidence of the completed Quality Checklists

2. Include any additional strategies that have not been covered by the Quality Checklists:

LIST OF SUBMISSION ATTACHMENTS	
<b>DESIGN PRINCIPLES</b>	
Daylight & Sunlight Assessment	
Noise Assessment	
<b>ENVIRONMENTAL SUSTAINABILITY</b>	
Energy Efficiency & Carbon Reduction	
Whole life carbon Assessment	
Overheating Design Assessment	
Renewable Energy	
Energy Assessment	
Sustainable Movement	
Sustainable Travel Plan	
Transport Assessment	
Water Efficiency	
Water Management / SUDs Strategy	
Green Infrastructure	
Ecological Report (to include Biodiversity Impact Assessment)	
Lighting Assessment	
Landscape Character and Tree Surveys	
Circular Economy	
Circular Economy Report (linked to Construction Management Statement)	
Construction Management Statement	
Waste Management	
Operational Waste Strategy	
Pollution: Air Quality	
Air Quality Impact Assessment	
Assuring Performance	
Post-Occupancy Evaluation	
<b>SOCIO-ECONOMIC SUSTAINABILITY</b>	
Health Impact Assessment (HIA) ( <a href="#">Guidance Link</a> )	
Health Framework Action Plan	
Community Engagement and co-creation strategy	
Stewardship Strategy / Long-term Maintenance Strategy	

NB: all submitted assessments / reports will be conditioned to the LPA at post completion / pre-occupation stage to ensure that buildings and communities are being completed to the specified design standards; in order to close the performance gap and create truly sustainable communities.



# Appendix



## EPPING FOREST DISTRICT COUNCIL

Declaration: Climate Emergency  
Date of Declaration: 19th September 2019  
Motion Link: Here  
Cllrs: S.Nevile + J.Phillip

Adopted Motion / Commitment:

1. Declare a 'Climate Emergency';
2. Pledge to do everything within the Council's power to make Epping Forest District Council area **Carbon Neutral by 2030**;
3. Call on Westminster to provide the powers and resources to make the 2030 target possible;
4. Work with other governments (both within the UK and internationally) to determine and implement best practice methods to limit Global Warming to less than 1.5°C;
5. Continue to work with partners across the district and region to deliver this new goal through all relevant strategies and plans;
6. In the special circumstances of this district, resolves to protect the Special Area of Conservation through the Local Plan and every other means;
7. **Implement** an Air Quality Strategy and bring forward **Sustainability Guidance** on planning; and
8. Engage with young people when considering the issue of climate change and appoint a 'Youth Ambassador' from the Epping Forest Youth Council."

## EAST HERTS DISTRICT COUNCIL

Declaration: Climate Change Action  
Date of Declaration: 24th July 2019  
Motion Link: Here  
Cllrs: Graham McAndrew

Adopted Motion / Commitment:

1. Join with other councils in recognising and declaring formally the necessity to do everything within the authority's power to reduce its impact on the climate and moreover do everything we can in supporting the whole of East Herts District to become **carbon neutral by 2030**,
2. Develop an ambitious sustainability strategy for reducing the council's own emissions, with an objective that the council becomes carbon neutral by 2030,
3. Work with national and regional partners to ensure that where at all possible we support climate friendly planning and building control regulations and seek where possible to include the very best measures into the Local Plan to minimise any negative impact on the environment,
4. Call on National Government for more powers and resources to make this pledge possible, and ask the council's Leader to write to the Secretary of state for Environment, Food and Rural Affairs to this effect,
5. Continue to work with partners across the district, county and region to deliver this new goal, through all relevant strategies and plans,
6. Take account of climate impacts within existing decision-making processes,
7. Set up an Environmental and Climate Forum, in line with the recommendations from the Task and Finish Group, which were approved by this Council on 5th March, 2019,
8. The Environmental Forum to monitor progress regularly, and to report back,
9. Commit to making available the appropriate training to members and officers to promote carbon neutral policies in order to achieve these aims.

## HARLOW DISTRICT COUNCIL

Declaration: Climate Emergency  
Date of Declaration: 11th July 2019  
Motion Link: Here

Adopted Motion / Commitment:

1. Reducing the council's net carbon emissions as far as possible and **reducing the carbon footprint** at a greater rate than it is already committed to do so. Other actions include:
2. Planting 1,000 new trees and hedgerows across the town in the next year.
3. Encouraging the council's trading company HTS (Property & Environment) Ltd to switch over from petrol and diesel vehicles, plant and machinery to electric power vehicles, plant and machinery.
4. Encouraging HTS to source battery technology for its electric vehicles from companies who ensure environmentally friendly lithium mining techniques.
5. Reaffirming the council's commitment to the Garden Town development's principles of sustainable transport.
6. Eliminating the use of single use plastics across all public council buildings by January 2020 ahead of the national implementation date of April 2020.
7. Actively promote schemes to encourage children to walk to school such as the Walking Bus initiative and WOW (walk on Wednesdays).
8. Installing electric car charging points across all council car parks within the next five years where possible.
9. Developing a strategy which looks at the feasibility of:
  - i) Installing photovoltaic panels on all public council buildings within the next two years where possible; and
  - ii) **New council built houses having a minimal carbon footprint**; and
  - iii) An action plan is created to focus on reducing the impact of day-to-day living on the environment beyond that caused by greenhouse gas emissions.

## HERTFORDSHIRE COUNTY COUNCIL

Declaration: Climate Emergency  
Date of Declaration: 16th July 2019  
Motion Link: Here  
Cllrs: David Williams

Adopted Motion / Commitment:

Hertfordshire County Council's sphere of influence is broad with the ability to influence carbon emission reductions, improve air quality, promote energy efficiency, seek more sustainable sources of energy, reduce waste production, promote better land use practices, make links to health and wellbeing and influence procurement practices.

The Council's existing initiatives include an Air Quality Strategy, Energy Strategy, a Climate Change Resilient Communities Strategy, a Pollinator Strategy and the Leading by Example working group.

To fortify and coordinate the Council's existing initiatives, contribute to the national imperatives and provide local leadership:

- This Council agrees the declaration of a **"Climate Emergency"**;
- Calls upon the Leader of the Council to commit to the development and implementation of an overarching Sustainable Hertfordshire Strategy. This will set out the policies, strategies, implementation plans and resourcing requirements to embed the values of sustainability into the Council's service delivery, operations, procurement and supplier management as well as the basis for engaging proactively with the County's many stakeholders, including the 10 Local Planning Authorities, who can contribute to a sustainable Hertfordshire; and
- Seek Cabinet approval of an ambitious **Sustainable Hertfordshire Strategy** by the end of 2019."

## ESSEX COUNTY COUNCIL

Essex Climate Action Commission  
Set up to tackle climate change making recommendations on how to improve the environment and economy of Essex. The Climate Action Commission will:

- Identify ways where we can mitigate the effects of climate change, improve air quality, reduce waste across Essex and increase the amount of green infrastructure and biodiversity in the county
- Explore how we attract investment in natural capital and low carbon growth

# APPENDIX 2: PERFORMANCE STANDARDS

This list is not exhaustive and additional documents were used in the creation of this Guidance.

- Energiesprong
- Pasivhaus
- BREEAM Communities
- BREEAM Home Qualities Mark (HQM)
- UKGBC Net Zero Carbon Buildings
- First Steps Urban Air Quality
- Mayor of London Energy Assessment Guidance
- London Plan Energy Hierarchy
- RIBA Climate Challenge
- The Future Homes Standard
- National Design Guide
- London Plan: Monitoring - Be Seen
- Transport for New Homes
- GLA: Urban Greening Factor

# APPENDICES LIST

## Appendix 2a: Whole Life Carbon Assessment Flowchart

RICS Whole life Carbon Assessment Flowchart

<https://www.rics.org/globalassets/rics-website/media/news/whole-life-carbon-assessment-for-the--built-environment-november-2017.pdf>

## 67 Appendix 2b: Whole Life Carbon Assessment

RICS Whole life Carbon Assessment Tables 12 & 13

<https://www.rics.org/globalassets/rics-website/media/news/whole-life-carbon-assessment-for-the--built-environment-november-2017.pdf>

## Appendix X: Overheating Design Assessment: Risk Tool

GHA Overheating in New Homes

<https://goodhomes.org.uk/wp-content/uploads/2019/07/GHA-Overheating-in-New-Homes-Tool-and-Guidance.pdf>

## Appendix 8: Post Occupancy Evaluation Report

RIBA Sustainable Outcomes Report:

<https://www.architecture.com/-/media/GatherContent/Test-resources-page/Additional-Documents/RIBASustainableOutcomesGuide2019pdf.pdf>

## Appendix X: Circular Economy Statement

GLA Circular Economy Statement:

[https://www.london.gov.uk/sites/default/files/ggbd\\_circular\\_economy\\_statement\\_guidance\\_2020\\_web.pdf](https://www.london.gov.uk/sites/default/files/ggbd_circular_economy_statement_guidance_2020_web.pdf)

## Appendix X: Draft Pre-Occupation Planning Condition / Obligation

Wording To Be Agreed

## Appendix X: Heat Decision Tree

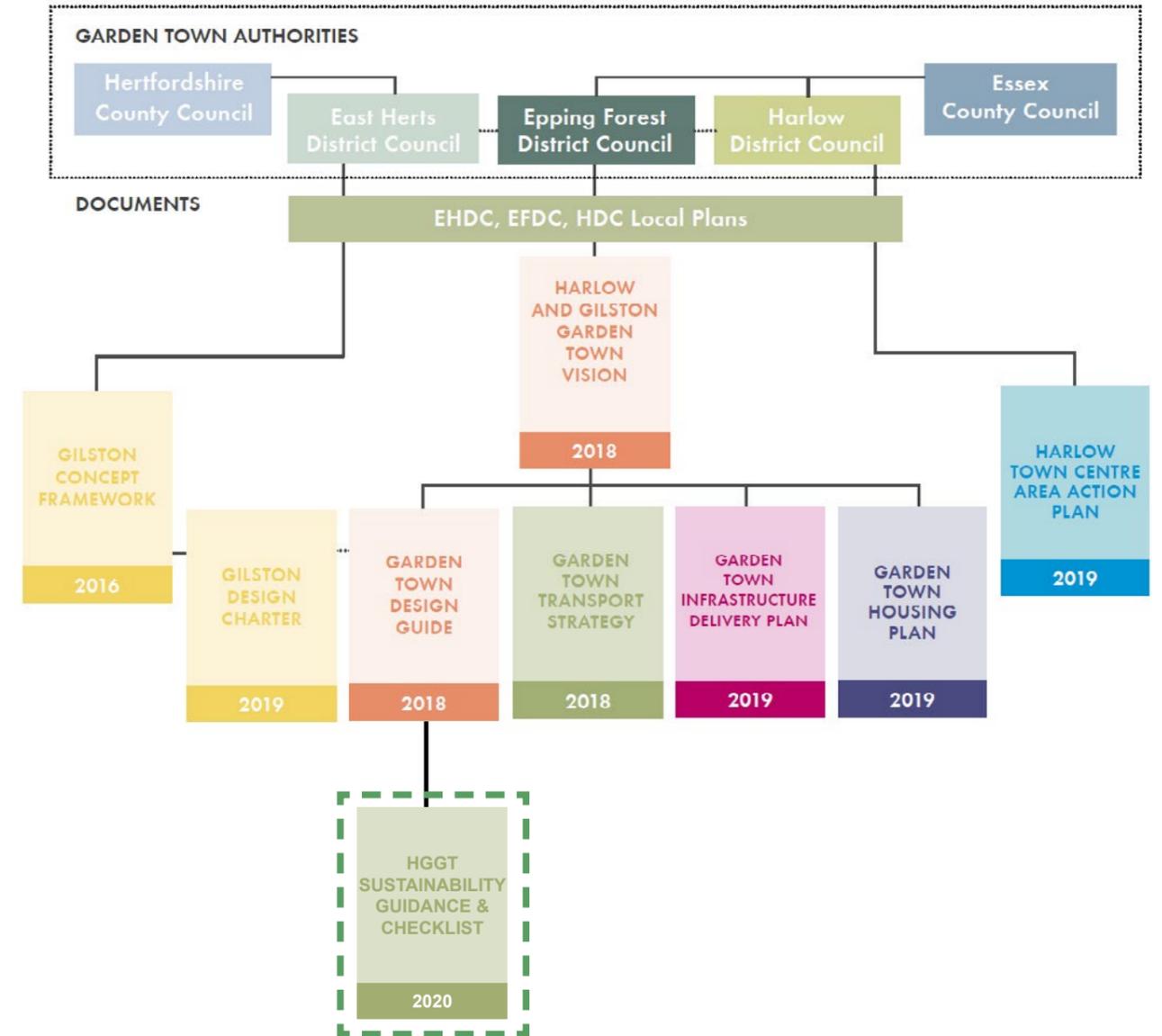
LETI Climate Emergency Design Guide: Heat Decision Tree (pgs 76 - 77)

[https://b80d7a04-1c28-45e2-b904-e0715cfce93.filesusr.com/ugd/252d09\\_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf](https://b80d7a04-1c28-45e2-b904-e0715cfce93.filesusr.com/ugd/252d09_3b0f2acf2bb24c019f5ed9173fc5d9f4.pdf)

## 54 Appendix X: List of Net Zero Cost Reports

(See Architects App for list of documents)

# APPENDIX X: FAMILY OF DOCUMENTS



# Glossary

<b>Air Quality Action Plan</b>	A document produced by the Council with Natural England setting out the steps that will be taken to reduce pollution within an Air Quality Management Area (AQMA). This could include steps to reduce car usage and promote public transport.
<b>Air Quality Management Areas</b>	Air Quality Management Areas (AQMA) are designations used by DEFRA the Department for Environment, Food and Rural Affairs to manage areas with air pollution. that are unlikely to meet the Government's national air quality objectives.
<b>Airtightness</b>	lots of heat is lost through unintentional gaps in the walls, floors and roofs of buildings creating draughts and so it is extremely important to make sure these are eliminated. This down to good detailing and good site workmanship
<b>Biodiversity</b>	The variety of plant and animal life in the world or in a particular habitat, a high level of which is usually considered to be important and desirable.
<b>Blue Infrastructure</b>	Infrastructure provision relating to water. This includes natural features such as rivers, streams and ponds, semi-natural features such as sustainable drainage systems, bio-swales and canals, and other engineering features such as dams, weirs and culverts. Blue and green infrastructure are often considered together, placing emphasis on the importance of biodiversity and flood risk mitigation.
<b>BREEAM</b>	Building Research Establishment Environmental Assessment Method: a widely recognised environmental assessment method and ratings system.
<b>Carbon Footprint</b>	The amount of carbon dioxide released into the atmosphere as a result of the particular individual, organisation or community. The carbon footprint of a development is counted over its lifetime i.e. the materials used and their sources, construction, lifetime use and demolition.
<b>Carbon Neutral</b>	Carbon neutrality means having a balance between emitting carbon and absorbing carbon from the atmosphere in carbon sinks.
<b>Circular Economy</b>	The circular economy is a model of production and consumption, which involves sharing, leasing, reusing, repairing, refurbishing and recycling existing materials and products as long as possible. In this way, the life cycle of products is extended.
<b>Cold Bridge</b>	Occurs when there is a thermal break in the insulating materials between the inside and outside of a building e.g. a gap in the wall or roof insulation, allowing heat to escape
<b>Development</b>	'Development' includes building operations (e.g. structural alterations, construction, rebuilding, most demolition); material changes of use of land and buildings; engineering operations (e.g. groundworks); mining operations; other operations normally carried out by a person operating a business as a builder; subdivision of a building (or any part of it) used as a dwelling house for the use as two or more separate dwelling houses. As defined by section 55 of the Town and Country Planning Act 1990



<b>Embodied Energy</b>	The sum of the energy requirements associated, directly or indirectly, with the delivery of a good or service. This includes: the energy required to initially produce the building (the processing and the manufacture of the materials of the building as well as their transportation and assembly on site), the energy needed to refurbish and maintain the building over its lifetime, and the energy necessary to demolish and dispose of the building at the end of its life.	<b>Net Zero Carbon</b>	net zero carbon building is a building that is highly energy efficient and fully powered from on-site and/or off-site renewable energy sources.
<b>Environmental Impact Assessment</b>	A procedure to be followed for certain types of project to ensure that decisions are made in full knowledge of any likely significant effects on the environment.	<b>Operational Energy</b>	Operational energy is the energy required during the entire service life of a structure such as lighting, heating, cooling, and ventilating systems; and operating building appliances.
<b>Fossil Fuel</b>	Fossil fuel is a general term for buried combustible geologic deposits of organic materials, formed from decayed plants and animals that have been converted to crude oil, coal, natural gas, or heavy oils by exposure to heat and pressure in the earth's crust over hundreds of millions of years. The burning of fossil fuels by humans is the largest source of emissions of carbon dioxide, which is one of the greenhouse gases that allows radiative forcing and contributes to global warming	<b>Passivhaus</b>	A Passivhaus is a building in which thermal comfort can be achieved solely by post-heating or post-cooling the fresh air flow required for a good indoor air quality, without the need for additional recirculation of air.
<b>Green Belt</b>	Land protected by a policy and land use designation to protect areas of largely undeveloped or agricultural land surrounding or neighbouring urban areas. Review of Green Belt boundaries is undertaken as part of the production of Local Plans where Green Belt exists.	<b>Performance Gap</b>	The difference between predicted performance and the as-built performance of a building.
<b>Green Infrastructure</b>	Green infrastructure is a network of high quality and multifunctional green spaces, both urban and rural, including environmental features such as parks, public open spaces, playing fields, sports pitches, woodlands, and allotments, which are capable of delivering a wide range of environmental and quality of life benefits for local communities. The provision of green infrastructure can provide social, economic and environmental benefits close to where people live and work.	<b>Post Occupancy Evaluation</b>	Post-occupancy evaluation (POE) of a building demonstrates how well it is performing in use and how far it is achieving against its intended purpose. POE also highlights any gaps in communication and understanding amongst building managers and occupants that may hinder a building's operational performance.
<b>HGGT</b>	The Harlow & Gilston Garden Town; referring to all five partner authorities forming the Graden Town including; Essex County Council, Hertfordshire County Council, East Herts District Council, Epping Forest District Council, and, Harlow Council	<b>Quality Review Panel</b>	An independent panel of planning, architecture, urban design and construction experts set up by the Council to provide impartial expert advice to both applicants and local authorities on design issues in relation to important new development schemes and proposals for important public spaces including significant minor applications, major planning applications, pre-application development proposals, strategic masterplans and concept frameworks. The Quality Review Panel's feedback is a material consideration for local authorities and the planning inspectorate when determining planning applications. The purpose of the Quality Review Panel is to ensure that new development is of a high quality and contributes to place making.
<b>Infrastructure Delivery Plan</b>	This will contain the key infrastructure required to support the homes and commercial development in the Local Plan. This includes physical infrastructure such as transport energy and water; social and community infrastructure such as health, education and emergency services and green infrastructure such as open spaces and allotments. The Infrastructure Delivery Plan (IDP) sits alongside the Local Plan and will contain a programme identifying when items of infrastructure are expected to be in place, funding and costs. It will be regularly updated as more information becomes available.	<b>Renewable Energy</b>	Renewable energy is energy that is collected from renewable resources, which are naturally replenished on a human timescale, such as sunlight, wind, rain, tides, waves, and geothermal heat.
<b>Local Plan</b>	The plan for the future development of the local area, drawn up by the local planning authority in consultation with the community and stakeholders. Once adopted the Local Plan will legally form part of the Development Plan for the District, superseding the Replacement Local Plan (2006).	<b>Social Sustainability</b>	The process for creating sustainable, successful places that promote well-being by understanding what people need from the places they live and work; combining design of the physical realm with design of the social world, to support citizen engagement and space for people and places to evolve. - Social Life
<b>National Planning Policy Framework</b>	National Planning Policy Framework (NPPF) sets out the Government's planning policies for England, and provides a framework within which local people and their accountable councils can produce their own distinctive local and neighbourhood plans, which reflects the needs and priorities of their communities.	<b>Special Area of Conservation</b>	Area given special protection under the European Union's Habitats Directive which is transposed into UK law by the Habitats and Conservation of Species Regulations 2010.
		<b>Strategic Masterplan</b>	A masterplan is the process by which organisations undertake analysis and prepare strategies, and the proposals that are needed to plan for major change in a defined physical area. It acts as a context from which development projects come forward for parts of the area.
		<b>Suitable Alternative Natural Greenspace</b>	Suitable Alternative Natural Greenspace (SANG) is the name given to greenspace that is of a quality and type suitable to be used as mitigation to offset the impact of residential development and visitor pressure on Special Protection Areas (SPAs). The purpose of SANGs is to provide alternative greenspace to attract visitors away from SPAs.



<b>Sustainable Drainage Systems</b>	These are drainage systems designed to manage surface water and groundwater to sustainably reduce the potential impact of new and existing developments on flood risk
<b>Sustainable Transport</b>	Efficient, safe and accessible means of transport with overall low impact on the environment, including walking and cycling, low and ultra-low emission vehicles, car sharing and public transport.
<b>Thermal bridging</b>	It is important to make sure that the gap between the window frame and the wall is well sealed otherwise heat will be lost around the window even if the window itself is very energy efficient
<b>Transport Assessment</b>	A comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport and what measures will need to be taken to deal with the anticipated transport impacts of the development.
<b>Transport Statement</b>	A simplified version of a transport assessment where it is agreed the transport issues arising out of development proposals are limited and a full transport assessment is not required.
<b>UKGBC</b>	The UK Green Building Council: a membership organisation concerned about the environmental impact of buildings and infrastructure on the environment, in particular the use of water, materials, energy, the impact of greenhouse gas emissions, and the health of building occupants.
<b>Validation Requirements</b>	The information that is required to be submitted with a planning application in order to be considered 'valid'. This includes particular plans or supporting documents that must be included with a planning application. It includes national requirements and local requirements which are specific to Epping Forest District. The up to date requirements are set out in the 'Epping Forest District Council Planning Application Validation Requirements Checklist' document.
<b>Whole Life Carbon</b>	Considering operational as well as embodied carbon emissions together over a project's expected life cycle constitutes the whole life approach.
<b>Zero Carbon</b>	Causing or resulting in no net loss of carbon dioxide into the atmosphere. A zero carbon building is one with zero net energy consumption or zero net carbon emissions on an annual basis.

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# Acknowledgements

This document has been developed with the assistance of HGGT partner authorities and industry experts, participating in workshops, focused sessions and reviews. HGGT would like to sincerely thank all participants, alongside all involved stakeholders and consultation respondents for their feedback, assistance and contributions to the HGGT Sustainability Guidance & Checklist.



Consultation Session	Commenter	Commenting on	Date received	No.	Comment	Section	Topic	Saved response	Response
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		What do you think is most important in your future home? (Poll): <b>Low cost energy bills and a structure built to last: 50%</b> , Nature and green spaces close by: 10%, Good walking and cycling routes to get and from work, school and activities: 20%, A tight-knit community or neighbourhood:10%, Space to grow by own food and be near healthy activities: 0%, Other: 10%	General			
EFDC Youth Council	Youth Councillors (13-14 y.o) Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Need green spaces in the home – garden – walk dogs, freedom to play. Private outdoor space important. What do you think is most important to help you to stay healthy? (Poll): <b>High quality health and community centres: 30%</b> , <b>Regular physical activity and good air quality: 30%</b> , A home with good light, ventilation and materials: 0%, <b>Great outdoor and green spaces for physical and mental wellbeing: 30%</b> , Strong community leadership and support networks: 0%, Other:10%	Environmental General	Green Infrastructure & Biodiversity		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Not just necessary to have high quality health centres but important for combinations – like a GP near a park, near residents. Have to sometimes weigh up options and adjust so it's not biased in any way. Hard to say what is more important.	Environmental	Design Approach: First Principles		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		All / Outdoor and Green Spaces: Prevent ill health from the start – sports injuries might happen. But long-term diseases etc. can be prevented by being active, especially at a young age. Prevent necessity for the other options if you get one right. Street and good air quality	Environmental	Green Infrastructure & Biodiversity		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How do you want to travel in the future? (Poll): Bus: 0%, <b>Bike: 56%</b> , Walk:1%, Car or Moped: 11%, Car Share: 11%, Taxi: 0%, Train: 11%	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Bike: Good to get you close to local spaces like shops school or work. It's also healthy – good for you. More efficient and can get you to places quicker. If long distance then would choose a bus train or car. Not as good for the environment so would like to cycle more. Would be more likely to cycle if parents also cycled – they use cars	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Not bike: Streets in Loughton and Debden are dangerous, improve roads and pavements and you'll get more people to do that. Putting people at risk by asking people to do this – increases pressure on NHS	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Trains and buses: Becoming more eco-friendly – lots of lines being electrified. Mass transit, eco-friendly and not compromising on the environment	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How can we help to make communities more fair and equal for everyone? (E.g. different ages, ethnicities, genders, money) (Poll): Responses: Create strong community feeling: 11%, Provide skills, training and job opportunities: 0%, <b>Support local and eco-friendly businesses: 33%</b> , Improve residents health and mental wellbeing: 11%, <b>Provide safe, warm and affordable homes: 33%</b> , Other:11%	Socio-Economic			
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Need to educate children from a young age about equality. Teach primary school kids and even earlier that this is how the community should be – reiterate it so it's fair – different genders and lives. This leads to equality in other things. For money – provide skills and job opportunities, but not the most important for society.	Socio-Economic	Community Strength & Social Infrastructure		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Eco-friendly businesses: Helping the council and everyone out as well as making money. Input into community. Win win for everyone	Socio-Economic	Economic Growth & Job Creation		
EFDC Youth Council	Youth Councillors (13-14 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How are we minimising the noise and visual pollution of the M11? E.g. waterfalls in the gardens/planting, 24/7 noise, people want their windows open	Environmental	Design Approach: First Principles		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		What do you think is most important in your future home? (Poll): <b>Low cost energy bills and a structure built to last: 34%</b> , Nature and green spaces close by: 27%, <b>Good walking and cycling routes to get and from work, school and activities: 36%</b> , A tight-knit community or neighbourhood:0%, Space to grow by own food and be near healthy activities: 0%, Other: 0%	General			
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Low cost bills: Housing needs to be sustainable. Financial security is important for families – although all the answers are important, lots of activities outside the home e.g. school, community.	Environmental	Energy Efficiency & Carbon Reduction		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Low cost bills: Couldn't decide between this and walking/cycling – equally important in terms of mental health and being able to live happily – e.g. stress from high costs of bills.	Environmental	Energy Efficiency & Carbon Reduction		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Nature and green spaces: Green spaces nearby can help you go out and be active – helps with both physical and mental health. Breathing in more oxygen. More motivated if it's closer by to visit immediately to de-stress and regularly.	Environmental	Green Infrastructure & Biodiversity		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Walking and Cycling: Future home – needs easier way to get kids to school and yourself to work means more time for yourself after and therefore less stress. Travelling easier. A good way to get physical exercise outside.	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		What do you think is most important to help you to stay healthy? (Poll):Responses: High quality health and community centres: 0%, <b>Regular physical activity and good air quality: 64%</b> , A home with good light, ventilation and materials: 9%, Great outdoor and green spaces for physical and mental wellbeing: 18%, Strong community leadership and support networks: 0%, Other: 9%	General			
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Good healthcare – you can help yourself by going to park and running. Needs to balance where you place things and mix uses	General			
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Quality Homes: Majority of us spent a lot of time in our houses especially during lockdown – need good lighting to focus	Environmental	Design Approach: First Principles		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How do you want to travel in the future? (poll):Bus: 18%, Bike: 9%, Walk:18%, <b>Car or Moped: 36%</b> , Car Share: 0%, Taxi: 0%, Train: 18%	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Car: Want to be able to take myself to other places – other ones like buses, taxis, trains etc. mean you don't have the same level of independence. Not the best for the environment, but the most efficient to get to places. Acknowledge bikes can also provide but car is preferable. If leisure things were closer then maybe would consider cycling but not everything is going to be that close	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Walk: Helps with stress, and helps focus more. A longer journey – would be happy to walk to station or bus stop. PT is better for the environment. Traffic would make it stressful	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Car: Living in countryside – used to busy areas and traffic so that doesn't stress out. Better for time, can go at own pace – meeting deadlines like getting to work and having to wait for buses. Safer for families in cars – less restricted in own car. Mixing with strangers on the bus	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Train: 10 years in future – going to London without the worry of traffic.	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		Not car: Home and online shopping – one truck reduces wear and tear on the road rather than lots of cars because they only have to go out a couple of times a week and less heavy for people	Environmental	Sustainable Movement		
EFDC Youth Council	Youth Councillors (14-17 y.o)	Draft Oct 2020 (Consultation Version)	10/11/2020		How can we help to make communities more fair and equal for everyone? (E.g. different ages, ethnicities, genders, money) (poll). Create strong community feeling: 10%, <b>Provide skills, training and job opportunities: 50%</b> , Support local and eco-friendly businesses: 10%, Improve residents health and mental wellbeing: 30%, Provide safe, warm and affordable homes: 0%, Other:0%	Socio-Economic			
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020		Sustainable Living: Stability, natural / renewable resources, financially stable, comfortable, not struggling, happiness, renewable energy, the environment	General			
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020		Healthy Living: Exercise, balanced diet, walking, open spaces, belonging, access to healthy food, physical, social and mental health and wellbeing	General			

Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	What do you think is most important in your future home? (poll): <b>38% good walking and cycling routes to and from work, school or activities.</b> 25% low cost energy bills and a structure built to last, 25% a tight-knit community or neighbourhood, 13% nature and green spaces close by, 0% Space to grow my own food and be near healthy activities, 0% Other	General	
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Important to have convenient and safe routes to work, school and activities	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Prices of houses are going up all of the time and so important to have affordable bills (low-cost energy bills).	Environmental	Energy Efficiency & Carbon Reduction
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	It's important to have green spaces nearby for people across all stages of life, from very young children all the way to the elderly.	Environmental	Green Infrastructure & Biodiversity
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	The pandemic also made it evident how important it is to have green spaces near by	Environmental	Green Infrastructure & Biodiversity
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	What do you think is most important to help you stay healthy? (poll): <b>38% an inclusive and engaged community with neighbourhood activities and groups, 38% a healthy home, with good light, ventilation and materials.</b> 13% high quality health and community facilities, 13% outside spaces such as parks and outdoor gyms, 0% Regular physical activity and good air quality, 0% Other	General	
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Community is still one of the most important factors, as we have seen in the current pandemic	Socio-Economic	Community Strength & Social Infrastructure
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	How do you want to travel in the future? (poll): Bus: 0%, Bike: 29%, <b>Walk: 43%</b> , Car or Moped: 0%, Car Share: 0%, Taxi: 0%, Train: 29%, Other: 0%	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Walking because it is good for both the environment and our health	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Train is good for longer journeys, and if we encourage trains then there will be less people driving cars	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Prefer train to bus even though it might be more expensive, because it is more convenient and pleasant	Environmental	Sustainable Movement
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	How can we help to make communities more fair and equal for everyone? (E.g. different ages, ethnicities, genders, money) (poll): Foster community strength: 0%, <b>Provide skills, training and job opportunities: 75%</b> , Support local and eco-friendly businesses: 0%, Improve residents health and mental wellbeing: 0%, Provide safe, warm and affordable homes: 25%, Other:0%	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Providing skills to those who are struggling can give them a chance to start again	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	Providing job opportunities is a way to ensure everyone has a decent salary and therefore decent living conditions	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	It will help us have a more diverse workforce	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	We should have a level playing field in terms of training and opportunities	Socio-Economic	Economic Growth & Job Creation
Harlow Youth Council	Youth Councillors	Draft Oct 2020 (Consultation Version)	16/11/2020	There are less and less young people buying their first homes, and so it's important to make sure we are also providing affordable homes (especially during the pandemic)	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	What do you think is most important in future homes? (Poll): <b>Low cost energy bills and a structure built to last: 47%</b> , Nature and green spaces close by: 15%, Good walking and cycling routes to get and from work, school and activities: 26%, A tight-knit community or neighbourhood: 9%, Space to grow own food and be near healthy activities: 0%, Other: 3%	General	
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Low cost energy bills: Build quality is essential, you need to be able to afford to heat them.	Environmental	Energy Efficiency & Carbon Reduction
HGGT All-Member Briefing	Cllr Pope	Draft Oct 2020 (Consultation Version)	18/11/2020	Low cost energy bills, structure built to last - good design of the houses themselves and surrounding area - appropriate of design and character. Houses not crammed in, space between them	Environmental	Design Approach: First Principles
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Nature and Green space oThe more we build the less green space you have. oYou need to be able to go out and walk or ride oCars are important to this generation as shops aren't close oPersonal green space are very important oYou should be able to grow your own food	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Close knit community oMental health important oLoneliness is important to address oCommunity spirit is really important oNew developments are soulless at first oYou should be able to connect with your neighbours	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Cllr Bolton	Draft Oct 2020 (Consultation Version)	18/11/2020	Tight knit community or neighbourhood - compensates for a lot of other things that can be bad. Important for mental health	Socio-Economic	Health & Wellbeing
HGGT All-Member Briefing	Cllr Eric Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Nature and green spaces. Grew up in the East End of London on council estate - two big parks in walking distance. Memories of youth = being outside all the time. Good for physical and mental health - formative years is access to green space	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Cllr Sally Newton	Draft Oct 2020 (Consultation Version)	18/11/2020	Nature and green spaces. Born in and benefitted from Welwyn - green space and woods, schooling, ability of shops nearby - beginning to realise invaluable to provide opportunities to get where she is now. Green spaces absolutely essential.	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Cllr Goodeve	Draft Oct 2020 (Consultation Version)	18/11/2020	Good walking and Cycling. Walked to school as a child - more connected with own neighbourhood. Greater sense of belonging. No need to be driven to school and polluting the environment. Didn't used to have fat children. Exercise did them good.	Environmental	Sustainable Movement
HGGT All-Member Briefing	Cllr Ruth Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Walk and cycle everywhere - intention for modal shift to get people back into sustainable travel. We need safer routes. Better routes to schools, shops everywhere else. We need this in place in new developments and across the town	Environmental	Sustainable Movement
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	What do you think is most important to help people to stay healthy? (Poll): High quality health and community centres: 11%, <b>Regular physical activity and good air quality: 31%</b> , A home with good light, ventilation and materials: 17%, Outdoor spaces such as parks and outdoor gyms: 19%, An inclusive and engaged community with neighbourhood activities and groups: 22%, Other: 0%	General	
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Regular physical activity, good air quality o This is a personal choice, we can only enable people to exercise o You need open spaces which give you the ability to do physical activity o Air quality = control of cars o If you have a design which encourages people to walk and cycle then this builds in physical activity o Good for mental and physical wellbeing	Environmental	Air Quality
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Healthy homes o Good quality housing is very important as it is the linchpin to good health, both mental and physical o You need to get the housing right to get the community right o You also need really good schools and education o Welwyn Garden City has stood the test of time and we need to emulate this o We need to be able to get out of the home, you need places outside the home like nature and community	Environmental	Energy Efficiency & Carbon Reduction
HGGT All-Member Briefing	Cllr Hill	Draft Oct 2020 (Consultation Version)	18/11/2020	Physical Activity - Incorporates all the other options anyway - an umbrella theme	Environmental	Health & Wellbeing
HGGT All-Member Briefing	Cllr McMullen	Draft Oct 2020 (Consultation Version)	18/11/2020	Physical Activity - Lives in the countryside, and Covid means noticed more people have been walking - importance of getting out and fresh air - healthy mind and healthy body	Environmental	Health & Wellbeing
HGGT All-Member Briefing	Cllr Carter	Draft Oct 2020 (Consultation Version)	18/11/2020	Inclusive and engaged community - requires people to do things themselves. We can facilitate but it's really down to the individual. Thinking of an outdoor gym - what can be designed in to help facilitate, and then down to individual to take the initiative?	Socio-Economic	Community Strength & Social Infrastructure

HGGT All-Member Briefing	Cllrs Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Inclusive and engaged community linked with high quality facilities. More for older people than younger people there, but using different community, sports groups, can contact any of them if you need anything. Community engagements so important. Tool and engagement linked to infrastructure. Forever Active programme in Sawbridgeworth has kept people healthy and exercising, and people have gone through the programme and got to know each other – a pilot that has moved around the rest of the district	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Cllr Sally Newton	Draft Oct 2020 (Consultation Version)	18/11/2020	People are walking and cycling everywhere – danger is that there is going to be a serious accident on the routes and lanes and tracks. Absolutely imperative we make them safe.	Environmental	Sustainable Movement
HGGT All-Member Briefing	Cllr Goodeve	Draft Oct 2020 (Consultation Version)	18/11/2020	What happens when gyms are shut – are paths then overcrowded with runners and cyclists?	Environmental	Sustainable Movement
HGGT All-Member Briefing	Cllr Pope	Draft Oct 2020 (Consultation Version)	18/11/2020	Outdoor spaces – there are people who maybe don't want to be part of a club – outdoor spaces mean they can meet friends or walk without joining anything formal. More inclusive and enables people to choose how they exercise	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	How do you think the Garden Town project could help overcome health, social and economic inequalities and support your local area? (poll). Foster community strength: 24%, Provide skills, training and job opportunities: 24%, Support green and local businesses: 12%, Bolster residents health and mental wellbeing: 15%, Provide safe, warm and affordable homes: 18%, Other: 9%	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	How can the GT project overcome inequalities? You need community spirit	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	People need a place to sleep, food etc. before they can look for employment etc. People first need the support to access decent housing and jobs.	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	It's the underlying issues: health, food, water etc. and then working up	Socio-Economic	Health & Wellbeing
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	We haven't mentioned education, good schooling and health centres is what you build the community around	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	For some of these it will be different for different ages and genders. Young people want sport and community. Older look for security, people to talk to and how I can help others. People in the middle are looking for where to next. You need to be able to hit all these levels.	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Community strength is going to drive so much of this and the other desirable things that you want. It takes a long time to get cohesion. You need to put the social infrastructure in first	Socio-Economic	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Members	Draft Oct 2020 (Consultation Version)	18/11/2020	Green and local businesses o If you support local business people walk and cycle more they don't need to travel so far o Local business and jobs, skills and training fosters community strength o People create their own communities by talking to each other and building bonds	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Eric Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Providing skills training – there is a wider economic area and it's important to sustain the whole area, whatever goes on in Harlow will have wider implications. self esteem that comes from long term employment is so important. The whole community need that security for long term health	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Goodeve	Draft Oct 2020 (Consultation Version)	18/11/2020	Providing skills training – a believer in life long learning – opportunities to learn new skills like evening classes in an effort to better themselves academically or learn new skills and open up new opportunities. It's not too late to try and fix earlier mistakes or disinterest later on	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Carter	Draft Oct 2020 (Consultation Version)	18/11/2020	Other – key expressions is health inequalities - big issue is access for those with disabilities – streets and houses design, but also raising the profile so that it becomes the norm. People don't like to be picked out because they are different, want to be absorbed into society. Not impeded by cars on shared surfaces etc. Not helpful for those in wheelchairs or guide dogs. Important, 20% of population have disability and can't be ignored. How many people are in the audience with a disability – not many, so we need to raise within these platforms. Not just best practice, but the norm.	General	Inclusive Design
HGGT All-Member Briefing	Cllr Hill	Draft Oct 2020 (Consultation Version)	18/11/2020	Bolster residents wellbeing – if the development is sympathetic, they will take into account the other options. Also, mental health linked to physical activity. Opportunity to go out into open space.	Socio-Economic	Health & Wellbeing
HGGT All-Member Briefing	Cllr Ruth Buckmaster	Draft Oct 2020 (Consultation Version)	18/11/2020	Skills and training – social and economic inequalities – if we provide the work, opportunities and ongoing training – helps mental wellbeing and career opportunities. Four different parts to the garden town and all of it needs to offer this, view as a whole. Needs to be built in from the start, developers need to think of this.	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Robert Mitchell	Draft Oct 2020 (Consultation Version)	18/11/2020	Can reduce energy bills through sustainable building materials/provision as you cannot control the energy prices through the suppliers. 20% of calculated power should be installed by developer through renewables at build. Broad agreement that renewable energy should be part of development and an assumption this is already part of the process. Govt have removed the Code for Sustainable Building - if they hadn't, I would have said a significant, if not all properties built to Code level 6.	Environmental	Renewable Energy
HGGT All-Member Briefing	Cllr Tony Stowe	Draft Oct 2020 (Consultation Version)	18/11/2020	should be aiming for Passivhaus type - we want get it right first time without needing to rebuild later	Environmental	Energy Efficiency & Carbon Reduction
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	Looking more to sustainable construction - reduction of plastics in the home - using more natural products... e.g. sheep's wool for insulation. Capture the carbon from within the timber itself.	Environmental	Energy Efficiency & Carbon Reduction
HGGT All-Member Briefing	Cllr Robert Mitchell	Draft Oct 2020 (Consultation Version)	18/11/2020	Walking & cycling is revenue in financial terms - need it everyday to go about ones business	Environmental	Sustainable Movement
HGGT All-Member Briefing	Cllr Robert Mitchell	Draft Oct 2020 (Consultation Version)	18/11/2020	Regular activity is something controlled by the family and the environment - we need to encourage the individual	Socio-Economic	Health & Wellbeing
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	People want to get outside especially through pandemic - you need good outdoor space to enjoy	Environmental	Green Infrastructure & Biodiversity
HGGT All-Member Briefing	Cllr Mione Goldspink	Draft Oct 2020 (Consultation Version)	18/11/2020	Poor air quality can be really damaging to people's health so this should be prioritised	Environmental	Air Quality
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	Focusing on HGGT air quality is not an issue on a harmful scale - harmful emissions are 8-10 meters from roadside - but in the home(s) air quality isn't too bad. Hopefully in 20 years when petrol and diesel cars are phased out we'll notice the impact	Environmental	Air Quality
HGGT All-Member Briefing	Cllr Tony Stowe	Draft Oct 2020 (Consultation Version)	18/11/2020	Mental health should be paid focus to here especially given the current climate	Environmental	Health & Wellbeing
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	Mental health - community cohesion and forging closer relationships with neighbours - paying focus to this will aid mental health improvement/prevention	Environmental	Health & Wellbeing
HGGT All-Member Briefing	Cllr Teresa Heritage	Draft Oct 2020 (Consultation Version)	18/11/2020	The community needs to be able to meet in community facilities - also good quality health facilities through new developments are essential. Multi-purposing the local pubs as community assets. Foster community strength by assisting the community to live, work and play together - unless they're brought together then silos will always exist. Accessibility to amenities is one thing but bringing residents together to use these together is important. It helps to provide safety to young people also by doing this well	Environmental	Community Strength & Social Infrastructure
HGGT All-Member Briefing	Cllr Tony Stowe	Draft Oct 2020 (Consultation Version)	18/11/2020	Jobs and skills - unless we have opportunities whereby it attracts young people then we won't tackle inequalities. Apprenticeships and work placements etc. are important. History tells us that this works.	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	Need skills and job opps to provide the mental stimulus to keep people striving for home ownership. Heavily linked to better mental health too.	Socio-Economic	Economic Growth & Job Creation
HGGT All-Member Briefing	Cllr Nigel Bedford	Draft Oct 2020 (Consultation Version)	18/11/2020	How do you bring existing housing stock up to the quality of the new planned communities. Redevelopment and regeneration likely. Ensuring the existing area of Harlow receives investment through the new planned developments	General	Retrofit
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	National and local ambitions to reduce carbon emission etc – but the unit cost for gas vs electricity is massively different. If we do go electric, what is the source of the electricity and how are we going to help people afford these bills? What is the infrastructure that the LA will help people meet these costs?	Environmental	Energy Efficiency & Carbon Reduction

HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Solar panels are a wasted opportunity if not used – heat pumps also give bigger output capacity per unit cost	Environmental	Renewable Energy
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Sustainable drainage - permeable pavements sound great but the footprint of all these new homes is going to be much greater than that of pavements. Flooding is already a concern for us in Gilston. How can you guarantee that sustainable drainage will be enough? Lived in Gilston for 18 years and seen a lot more rainwater – concerns about flooding - how do you anticipate the impact – a formula to work out the drainage systems per the housing units.	Environmental	Water Management
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Rain gardens etc needed as climate change only going to get worse so we need to plan for this	Environmental	Water Management
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	High land around farms is a big influencer, is there any way for HGGT to influence the land around developments?	Environmental	Water Management
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	What help with be given to existing older buildings in Harlow ours is a victorian house for example. What about existing Harlow sites or old houses to fit the new standards	General	Retrofit
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Digital infrastructure – Swedish fibre – UK is way behind the curve – if you think about fibre infrastructure 30% cheaper at the point of build – for security, for CCTV, charging stations, IoT, drone management, needs fibre to make these things happen – fibre to the cabinet – think more about education – businesses start-ups – new software – 1000mbps/100 instead of 30/10mbps	General	Digital
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Any consideration of non-traditional building materials for residential homes? I've been building with super-insulated panels in Florida - works very well, and quickly, there	Environmental	Circular Economy
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Factory construction – you can't get a mortgage on them as non-standard construction	Environmental	Circular Economy
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	What your ambition for consideration of embodied carbon in future development? The energy in creating the materials – is your ambition about looking at repurposing beyond 60 years of life expectancy – mandate it to make it the norm – are we going to insist on this? Need to almost shame developers in to doing this as they traditionally deliver the very least they can 'get away with'	Environmental	Energy Efficiency & Carbon Reduction
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	How can you protect existing green space for existing residents in the face of the requirements of the new garden town?	Environmental	Green Infrastructure & Biodiversity
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Will HGGT be looking at the latest applications to see how whas been discussed tonight will be addressed in those?	General	
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Where are you proposing these new developments going without taking anymore of our green space?	General	
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	There is likely to be a huge increase in internet shopping and delivery to private addresses. how does the guidance address this?	Environmental	Sustainable Movement
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Community farm – would love to be part of the discussion and this ongoing work – keeping the quality there through mandating it is essential – advocate for community gardens/farms etc – ensuring that the things in the checklist are accessible for all residents of all abilities	Socio-Economic	Community Strength & Social Infrastructure
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	Are there plans to incorporate a music venue in to plans as this would fill the void left behind by the closure of The Square and would secure support of local people	Socio-Economic	Community Strength & Social Infrastructure
HGGT Community Q&A	Member of public	Draft Oct 2020 (Consultation Version)	24/11/2020	We don't want to see this 'us and them' type of perceptions between existing Harlow and the new developments – got to be benefit for Harlow residents	Socio-Economic	Community Strength & Social Infrastructure
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Will viability statement be updated to reflect updated sustainability aspirations? – Need to respond back on this.	General	Viability
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Passivhaus still saying 9% greater cost to deliver, still have economies of scale.	Introduction	Incentives
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Incentives – householders, need to consider cash flow, when you put money in and where you put money out. Timing is really important in terms of targets and what is achievable, is it about whenever is completed, or in the first instance/ first phase	Introduction	Incentives
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Role of garden town – Developers don't want to be presented with something that can be dismissed quickly, viability needs to be based in reality and on garden town aspirations	General	Viability
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Need to ensure futureproofing is taken into account, e.g. developments will run over 10-15 years. Need to be clear on when will targets need to be met? E.g. trigger points.	General	Checklist
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Self assessment approach? How is it used at different stages e.g. Masterplan and pre-app stage = working tool (joint assessment), Planning application submission – self assessment to build sustainability strategy. All of detail isn't going to be there at masterplanning stage, or even at outline application stage, when you drill into detail of quality checklists. It is a process that builds over time, there is a lot there that simply couldn't be answered by even most detailed outline application (esp as most strat sites brought forward by parties not delivering all of the homes)	General	Checklist
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	What can people realistically connect into in 20mins. Getting local people involved in it, ensuring that 5k loop for people to run, 10k for people to go on a longer run, a few small things can make a big difference. STC is crucial for Lutton Priory	Environmental	Sustainable Movement
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	STC offering alternatives to the car. 'You will have other ways you can make your journeys easy'. Within the site, walking and cycling is crucial. Balance and good alternatives. How do you prevent car ownership? Balancing alternatives more helpful for marketing purposes rather than 'don't have a car'	Environmental	Sustainable Movement
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Access to open space is absolutely key for marketing – health and wellbeing strategy for Gilston picks up on this. Headline is landscape and landscape setting. Making sure it is retained, accessible, can be used, PROWs, open spaces being accessible but not overcrowded.	Environmental	Green Infrastructure & Biodiversity
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Mental wellbeing – influence decisions that are made – empowering communities to make decisions.	Socio-Economic	Health & Wellbeing
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Danger in some of this that we become so focused on fabric and technologies, simplistically those changes will happen (Part L) development and housebuilding industry nationally across the country will deliver solutions to those. So more granular aspects need to be resolved.	Introduction	Incentives
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Sustainable Transport Corridor, so worrying it's not moving forward with real clarity. Getting the critical links to existing local facilities and ensuring local centre builds on from that. Transport hub needs to fulfil other functions as well, and co-working spaces could feature as a major part of this. Lots of people will continue to change, but there will be lots of people travelling to work, connections to stations.	Environmental	Sustainable Movement
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Making best and most efficient use of land, particularly when taking out of green belt, macro level of sustainability and creating viable sustainable hubs.	Introduction	Incentives
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Disparities between East Herts and Harlow health outcomes (skills, education, health) – how can Gilston address these (within East Herts). Needs to be brought out more in terms of health disparities in document. How will health facilities actually be operated – how will health providers be involved and engage with Developers.	Socio-Economic	Community Strength & Social Infrastructure
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Existing community very much want to be involved. Very positive at open space and SANG. Birdleyways were key for connectivity. Local community don't view things in silo, (e.g. this is good as mitigation or sustainability).	Environmental	Green Infrastructure & Biodiversity
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	Routes into the secondary school on the site. How are kids going to get there e.g. from more rural areas in EFDC?	Environmental	Sustainable Movement
HGGT Developer Forum	Developers	Draft Oct 2020 (Consultation Version)	26/11/2020	RAG isn't best way to incentivise developer. When used as way Building for Life use it is more useful, as it allows for debate. But RAG status fixes on quantitative, and becomes stark, and takes away ability to have discussion. Risk is that it pushes developers into us and them situation, want Garden town to sit in middle of that as delivery and policy agency. Will you commit to exceeding building regs, yes or no.	General	Checklist

Grateful for points about healthy places and issues with securing healthcare provision (e.g. availability of GPs). I know my Public Health colleagues would concur with that point. Their call however would be to ensure that the design focus for Gilston & other HGGT developments is on creating a healthy place and promoting healthy lifestyles, thus switching the emphasis to a preventative approach with people living more active healthy lifestyles. Gilston has great opportunities for that - to capitalise on - and these can benefit the whole Garden Town, helping to address health inequalities too. The Healthy Town Framework should be treated as a prompt for the above approach / emphasis and the HIA process also promotes that approach and will help with it

**REPORT TO:** CABINET

**DATE:** 17 JUNE 2021

**TITLE:** EQUALITY, DIVERSITY, AND INCLUSIVITY POLICY

**PORTFOLIO HOLDER:** COUNCILLOR RUSSELL PERRIN, PORTFOLIO HOLDER FOR FINANCE AND GOVERNANCE

**LEAD OFFICER:** SIMON HILL, HEAD OF GOVERNANCE (01279) 446099

**This is not a Key Decision**  
**It is on the Forward Plan as Decision Number I012482**  
**Call-in Procedures may apply**  
**This decision will affect no ward specifically.**

**RECOMMENDED that:**

- A** The Equality and Diversity and Inclusivity Policy, attached as Appendix 1 to the report, be adopted.
- B** Through the Officer Equality Working Group, the Council looks at what 'inclusivity' means for Harlow and develops the Action Plan further to reflect this.

**REASON FOR DECISION**

- A** To enable the Council to more effectively comply with its legislative requirements surrounding equality and diversity.

**BACKGROUND**

1. The Council has a number of legislative requirements that it must comply with, including those set out within the Equality Act 2010. The Council already has a number of policies and procedures which enable it to meet the requirements placed upon it by the Public Sector Equality Duty created by the Act.
2. The Council already has an Equality Policy which was most recently updated in March 2018. The current Policy is limited in scope and only covers the Council's legal requirements.

## ISSUES/PROPOSALS

3. The revised Equality and Diversity and Inclusivity Policy, attached as Appendix 1 to the report, creates a more robust Policy which goes beyond legal requirements. The Policy sets out three key objectives, which are that:
  - a) The Council's services are accessible to everyone and do not discriminate on any unjustifiable ground;
  - b) The Council's services seek to meet the needs of our customers and local communities can influence our services; and
  - c) Equality and diversity is championed within the Council and our workforce, at all levels, is representative of the local community.
4. To achieve these objectives, an Equality Action Plan has been created (attached as Appendix A) to the Policy. This sets out a number of actions which are accountable to a 'lead officer' within the Council.
5. This will be a working document and will therefore be updated so the Council can continue to make progress against three objectives listed above, in addition to creating flexibility to respond to any emerging challenges or changes in legislation.
6. As set out in Appendix D to the Policy, there would be a process for determining whether an Equality Impact Assessment (EIA) needs to be undertaken. EIAs are not a legal requirement but will provide greater confidence that the Council is meeting the Public Sector Equality Duty.
7. An annual Equality, Diversity and Inclusivity Information report will be produced to allow for monitoring towards the equality and diversity objectives and the action plan.

## IMPLICATIONS

### **Environment and Planning (Includes Sustainability)**

The new policy will be used within the Environment & Planning Team to better inform the potential impact of particular services upon sections of the Harlow population.

**Author: Andrew Bramidge, Head of Environment and Planning**

### **Finance (Includes ICT, and Property and Facilities)**

None specific.

**Author: Simon Freeman, Head of Finance and Property and Deputy to the Chief Executive**

### **Housing**

As contained in the report.

**Author: Andrew Murray, Head of Housing**

**Community Wellbeing**

As contained within the report.

**Author: Jane Greer, Head of Community Wellbeing**

**Governance (Includes HR)**

As contained in the report.

**Author: Simon Hill, Head of Governance**

**Appendices**

Appendix 1 – Equality and Diversity Policy

**Background Papers**

None.

**Glossary of terms/abbreviations used**

EIA – Equality Impact Assessment

# **Harlow Council**

## **Equality, Diversity and Inclusivity Policy 2021-22**

## **Introduction**

Harlow Council has a continuing commitment to promoting equality, diversity and inclusivity within Harlow. The Council celebrates difference and believes that tackling inequality will provide a strong foundation for cohesive and confident communities. The Council will work to tackle inequalities throughout its core business within both the services that it provides to the community and in its role as an employer.

The Council is committed to ensuring that no person or group of persons living, working or visiting the district will be directly or indirectly discriminated against because they belong to a particular group with protected characteristics. We intend to meet our duties under the Equality Act by making sure that all people who come into contact with us are treated fairly and can access our services on an equal basis.

While the Council has made significant progress in advancing equality, diversity and inclusivity within Harlow, it will not become complacent in working towards this goal. This Policy therefore sets out our approach. The Policy covers:

1. Why the Council needs a Policy
2. Our legal responsibilities and obligations
3. Our equality and diversity objectives
4. Our action plan
5. How the Council will monitor and report on its progress towards its objectives

## **Why the Council needs a Policy**

1. Harlow Council recognises that its policies and services will have an impact on different groups and individuals in different ways depending upon their background, culture and lifestyles.
2. The Council also has a number of legal responsibilities and obligations which are detailed later on in this Policy.
3. This Policy explains the Council's commitment in eliminating both direct and indirect discrimination and ensuring that everyone in Harlow has the same equality of opportunity.

## **Our Legal Responsibilities and Obligations**

### **The Law**

4. S149 of the Equality Act 2010 [the Act] requires the Council to have due regard to its Public Sector Equality Duty when making decisions, strategic planning and when implementing policies that may impact on those who have protected characteristics.

### **General Equality Duties**

5. There are three aims under the Public Sector Equality Duty. These are:
  - To eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Act;
  - Advance equality of opportunity between people who share protected characteristics and those that do not;
  - Foster good relations between people who share a protected characteristic and those that do not.
6. The General Equality Duty above supports good decision making as it requires public bodies to consider how different people will be affected by their policies and procedures, therefore, helping public bodies to ensure that services are accessible to all and meet the needs of different people.
7. The General Equality Duty applies to all bodies that carry out public functions, which will include all private companies, voluntary organisations, including the voluntary, community and social enterprise services (VCSEs) and wholly companies
8. To ensure it is fulfilling its statutory duty, the Council looks at how it can positively contribute to the advancement of equality and good relations and

have transparent processes in place when making decisions, delivering services, or implementing policies.

### **Protected Characteristics**

9. There are nine protected characteristics covered by the Public Sector Equality Duty. These are:
- Age
  - Disability
  - Gender reassignment
  - Marriage and civil partnership
  - Pregnancy and maternity
  - Race
  - Religion or belief
  - Sex
  - Sexual orientation

### **Specific Duties**

10. Listed Authorities (such as the Council) also have to comply with Specific Duties under the requirements of the Equality Act 2010 (Specific Duties) Regulations 2011. These are:
- To publish equality data to demonstrate their compliance with the Public Sector Equality Duty.
  - To set specific, measurable equality objectives that should help the Council to meet the General Equality Duties of the Public Sector Equality Duty.
11. The data published must include information relating to people who share a protected characteristic who are:
- Council employees.
  - People affected by Council policies and procedures.
12. The Council must also publish the objectives that it sets which it believes are needed to achieve any of the aims of the General Equality Duties.

### **Our Equality, Diversity and Inclusivity Objectives**

13. The Council's aim is to ensure that people in Harlow can fully participate in the social, cultural and economic life of the Town.
14. We are committed to promoting equality in respect of:

- **Our role as a service provider** – ensuring that the Council’s services meet the needs of all local people and that people can access our services on an equal basis.
- **Our role as an employer** – ensuring that the workforce is representative of the community, the recruitment processes are fair and that the work environment is safe and free from discrimination.
- **Our role as a community leader** – ensuring that the Council leads on promoting equality and inclusivity within the Town to improve the quality of life for the residents and businesses of Harlow.

15. The Council therefore has three key equality, diversity and inclusivity objectives. These are:

- Our services are accessible to everyone and do not discriminate on any unjustifiable ground.
- Our services seek to meet the needs of our customers and local communities can influence our services.
- Equality, diversity and inclusivity is championed within the Council and our workforce, at all levels, is representative of the local community.

### **Our Equality Action Plan**

16. The Council has created an Equality Action Plan (Appendix A) to support the achievement of the above mentioned equality and diversity objectives.

17. Each action is assigned to a “lead officer” who is accountable for implementing the action by the target date and providing updates on the progress of work.

### **Decision Making**

18. The Council’s decision making is based on its adopted Corporate Plan, adopted Local Plan and associated action plans. The Council will ensure that its Corporate Plan reflects the diverse nature of the Town.

19. The Council must also comply with the Public Sector Equality Duty (PSED) and have regard to relevant equality considerations when exercising its functions.

20. Whilst there is no specific duty to make an Equality Impact Assessment (EIA), when dealing with service provision, policies, procedures, functions and projects where the PSED is a significant factor, the Council will complete an EIA form (Appendix D).

21. EIA's help to ensure that the Council is properly serving Harlow's diverse local community and that its services are accessible to all.
22. Completed EIA's will be published on the Council's website.

### **How the Council will monitor and report on its progress towards its objectives**

23. The Council will produce an annual Equality, Diversity and Inclusivity Information Report to report on the progress it has made throughout the year towards its Equality and Diversity objectives and Action Plan. The Council's Action Plan is a dynamic document and will be updated when necessary. in accordance to changes in the legislation
24. The report will look at the services and events the Council has supported or provided.
25. The Council will also collect information on its workforce and the percentage of the workforce with shared protected characteristics. These statistics will be published within the Equality, Diversity and Inclusivity Information Report.
26. The Council will also produce a separate annual Gender Pay Gap Report as required under the Equality Act (2010) Specific Duties and Public Authorities Regulations.

### Appendices

- Appendix A – Equality Action Plan
- Appendix B – Corporate Equalities Monitoring Form
- Appendix C – Governance
- Appendix D – Decision Making Tree and Equality Impact Assessment

# Appendix A

## Harlow's Equality Action Plan

### Key Considerations:

- Our role as a Service Provider – ensuring that the Council's services meet the needs of all local people and that people can access our services on an equal basis.
- Our role as an Employer – ensuring that the workforce is representative of the community, the recruitment processes are fair and that the work environment is safe and free from discrimination.
- Our role as a Community Leader – ensuring that the Council leads on promoting equality and inclusivity within the Town to improve the quality of life for the residents and businesses of Harlow.

### Objective 1: Our services are accessible to everyone and do not discriminate on any unjustifiable ground

Number:	Action	Reason for Action	Steps to be taken for action to be achieved	What is the desired end state? What realistically can be achieved?	Recommendations from Internal Audit (if any)	Responsibility	Likely Target Timescales
1.1	The Decision Making Tree process (Appendix D) is followed when dealing with service provision, policies, procedures, functions and projects where the PSED is a significant factor and Equality Impact Assessment Forms completed when necessary (Appendix D)	Ensures that decision making is open, transparent and fair and takes into account the diversity of the Town, ensuring equalities are incorporated	The Decision Making Tree process is approved and made available on council website for officer use. Process to also be incorporated into committee report templates with the completed Decision Making Tree document attached to relevant committee report.	That the key characteristics are fairly treated so services can be accessed fairly	In line with the Equality Act 2010, the Council should develop a consistent and proportionate procedure for assessing and recording the equalities impacts of policies (using an EIA or other agreed methodology) to be completed before a proposed policy is adopted.	Head of Service and Lead Officer	Sep-21
1.2	Ensures the Council's procurement activities promote and further equality of opportunity in line with PSED guidance	Fulfilling the PSED in relation to its supply base	This is defined in stage 3 of the Harlow Council Procurement Framework			Head of Service and Lead Officer	Sep-21
1.3	Ensure the Council's procurement activities in relation to Modern Slavery further equality of opportunity in line with PSED guidance	Fulfilling the PSED in relation to its supply base	As part of the Council procurement process investigate further the Home Office Modern Slavery Assessment Tool (MSAT) as a potential mechanism to assess the risks of modern slavery in the supply base			Head of Service and Lead Officer	Sep-21
1.4	All Committee reports demonstrate that the equalities duties have been considered and the EIA included in the reported if necessary	Members and Managers are informed about the equality impacts of the decisions they are being asked to make	An "equality and diversity" implication is added to the committee report template for consideration	In line with the Equality Act 2010, the Council should develop a consistent and proportionate procedure for assessing and recording the equalities impacts of policies (using an EIA or other agreed methodology) to be completed before a proposed policy is adopted.	In line with the Equality Act 2010, the Council should develop a consistent and proportionate procedure for assessing and recording the equalities impacts of policies (using an EIA or other agreed methodology) to be completed before a proposed policy is adopted.	Head of Service and Lead Officer	Sep-21
1.5a	Ensure Council documents, reports, policies and procedures are written in Plain English with standards regarding font size and accessible standards	To ensure that documents can be accessed and understood by all	Deliver "report writing and plain english writing" training to officers who write reports	To ensure that documents can be accessed and understood by all		Head of Service and Lead Officer	Sep-21
1.5b	Review council services, processes and council buildings to ensure they are accessible for all the community	To ensure that a full assessment is completed on all council buildings	Carry out a review on the Council buildings, processes and services	All Council services, processes and buildings should be assessable to the community		Head of Service and Lead Officer	Mar-21
1.6	Provide customers with access to a translation and alternative format service e.g. video	Equality of Opportunity is advanced for those accessing Council information and services	Braille, sign language, translation of key documents	All Council information is available in format required for access to council services and advice	A review of document accessibility should be carried out as and the information regarding how to access these should be prominently publicised on the Council's website.	Head of Service and Lead Officer	Dec-21

1.7	Investigate including the translation and alternative format strapline on all publications relating to information and services provided by the Council and review the translation options in this strapline annually	All customers can benefit from Council information and services	Braille, sign language, translation of key documents	As above	A review of document accessibility should be carried out as and the information regarding how to access these should be prominently publicised on the Council's website.	Head of Service and Lead Officer	Dec-21
1.8	Review the use of translation and alternative format services to establish if documents are accessible on screen readers for the visually impaired The Council actively promotes National and International awareness events in order to promote Equality, Diversity and Inclusivity	A better understanding of the communication needs of customers can be obtained and services adapted to make them more inclusive if needed	Braille, sign language, translation of key documents	As above	A review of document accessibility should be carried out as and the information regarding how to access these should be prominently publicised on the Council's website.	Head of Service and Lead Officer	Dec-21
1.9		To raise the profile of issues such as Hate Crime, LGBTQ, Disability and Mental Health etc awareness days	Work with the Communications Team to achieve this.	People can gain a greater understanding of these issues.		Head of Service and Lead Officer	Mar-21

## Harlow's Equality Action Plan

**Key Considerations:**

- Our role as a Service Provider – ensuring that the Council's services meet the needs of all local people and that people can access our services on an equal basis.
- Our role as an Employer – ensuring that the workforce is representative of the community, the recruitment processes are fair and that the work environment is safe and free from discrimination.
- Our role as a Community Leader – ensuring that the Council leads on promoting equality and inclusivity within the Town to improve the quality of life for the residents and businesses of Harlow.

**Objective 2: Our services seek to meet the needs of our customers and local communities can influence our services**

Number:	Action	Reason for Action	Steps to be taken for action to be achieved	What is the desired end state? What realistically can be achieved?	Recommendations from Internal Audit (if any)	Responsibility	Likely Target Timescales
2.1	Clearly publish and promote any comments or compliments received and the complaints process and positively encourage our customers to use the system	Customers have awareness of the complaints process and the means of raising equality issues through this process	Complaint process is already available on website. Review complaints procedure to ensure PSED is considered when dealing with complaints.	A process for reviewing complaints should be developed which can then address any equalities issues arising.	A process for reviewing complaints should be developed which can then address any equalities issues arising.	Head of Service and Lead Officer	Mar-21
2.2	Respond to and ensure positive and proactive learning from complaints	Appropriate changes made to services to reflect needs of service users	Review complaints procedure to ensure the Council considers what it has learnt from the complaint.	A process for reviewing complaints should be developed which can then address any equalities issues arising.	A process for reviewing complaints should be developed which can then address any equalities issues arising.	Head of Service and Lead Officer	Mar-21
2.3	Develop a central database of local community groups which is reviewed annually for officers to access when planning consultation activity	To ensure that the Council receives a wide range of feedback on its services and proposals for service and policy developments	Discuss with teams across the Council as to who they already consult with. Compile database of all groups who should be consulted with. This would be a fluid, long term document which could be reviewed annually.	Gather information on the socio economic breakdown of Harlow so services can be accessed fairly		Head of Service and Lead Officer	Dec-21
2.4	Involve the Residents, Stakeholders and the Youth Council in the development of Council services	To ensure that the Council receives a wide range of feedback on its services and proposals for service and policy developments	Use central database of local community groups to consult with local residents. Develop a consultation framework to agree what matters the Council should regularly consult on. Consider resurrection of the resident survey.	Consultations cover all characteristics so services can be accessed fairly		Head of Service and Lead Officer	Mar-21
2.5	Continue to develop the Council's information base in terms of the socio-economic profile of the District and publish this information annually in the Equality, Diversity and Inclusion Information Report	To ensure that the Council has a robust knowledge of the socio-economic breakdown of the District which can be used to underpin service and policy development	Consider resurrection of the resident survey. Information could be published in annual information report.	Gather information on the socio economic breakdown of Harlow so services can be accessed fairly		Head of Service and Lead Officer	Dec-21

## Harlow's Equality Action Plan

**Key Considerations:**

- Our role as a Service Provider – ensuring that the Council's services meet the needs of all local people and that people can access our services on an equal basis.
- Our role as an Employer – ensuring that the workforce is representative of the community, the recruitment processes are fair and that the work environment is safe and free from discrimination.
- Our role as a Community Leader – ensuring that the Council leads on promoting equality and inclusivity within the Town to improve the quality of life for the residents and businesses of Harlow.

**Objective 3: Equality and diversity is championed within the Council and our workforce, at all levels, is representative of the local community**

Number:	Action	Reason for Action	Steps to be taken for action to be achieved	What is the desired end state? What realistically can be achieved?	Recommendations from Internal Audit (if any)	Responsibility	Implementation Date
3.1	Publish the Human Resources policies that have been subject to Equality and Diversity review	To ensure that Council Human Resources policies are not discriminatory and equality and diversity is championed within the Council	Documents to be published on website and reviewed annually.		The Council's 'Equality Policy on Inclusion and Diversity' should be reviewed as a priority by the EWG and updated in line with best practice (to incorporate, for example, roles and responsibilities, and review and reporting arrangements). The policy should be published on the Kaonet and the Council's website, and reviewed annually by the EWG to ensure it remains current.	Head of Service and Lead Officer	Sep-21
3.2	Publish gender pay gap information on the website	To show if there is a difference in the average pay between all men and women in the Council's workforce and identify if action needs to be taken to reduce or eradicate this	Gender pay gap information is already collated by Human Resources. Publish report on website.		The Council's 'Equality Policy on Inclusion and Diversity' should be reviewed as a priority by the EWG and updated in line with best practice (to incorporate, for example, roles and responsibilities, and review and reporting arrangements). The policy should be published on the Kaonet and the Council's website, and reviewed annually by the EWG to ensure it remains current.	Head of Service and Lead Officer	Sep-21
3.3	Report annually on the overall performance of the Council including progress of the Equality Action Plan	Ensures that the senior management members of the Council are aware of any equality issues within the Council and encouraged to ensure that the Council promotes equality in respect of its role as a service provider, employer and community leader	Publish annual information report to detail action undertaken throughout the year by the Council. Include section on progress of the Equality Action Plan		To comply with the PSED the Council should publish annually its equality objectives and the progress made towards achieving them. This could be achieved through the publication of an Equalities Annual Report.  To enable progress to be evaluated, targets should be assigned to the actions, the action plan monitored by the EWG, and progress reported to the Corporate Governance Group to update the risk register.	Head of Service and Lead Officer	Sep-21
3.4	Training on the Equality Act 2010 and the Council's approach to equality and diversity is provided to Councillors	Members are aware of their responsibilities under the Equality Act 2010 to ensure that decision making takes into account the diversity of the town whilst ensuring that equalities are incorporated so the Council meets its PSED	Training to be included in the induction process for new Councillors. Periodic training would need to be offered to act as a refresher for existing Councillors (could be offered through the Council's online system)		Completion of the equality and diversity e-learning course should be monitored by the EWG and reported as part of the action plan progress report. The process for assessing and recording the equalities impacts of policies (using an EIA or other agreed methodology) should be clearly communicated as part of tailored training for staff and Members.	Head of Service and Lead Officer	Sep-21

3.5a	Carry out an annual workforce analysis	To ensure the Council has up to date information on its workforce profile and that its workforce is representative of the local community that it serves	Conduct research into approaches taken by other Local Authorities. Create a staff survey.			Head of Service and Lead Officer	Mar-21
3.5b	As Above	To ensure the Council has up to date information on its workforce profile and that its workforce is representative of the local community that it serves	Review the Corporate Equalities Monitoring Form			Head of Service and Lead Officer	Mar-21
3.5c	As Above	To ensure the Council has up to date information on its workforce profile and that its workforce is representative of the local community that it serves	To review the information gathered under 3.2 (Publish gender pay gap information on the website) to ensure that the opportunities in the work place are fair and transparent			Head of Service and Lead Officer	Mar-21
3.6	All staff complete Equality, Diversity and Inclusion awareness training. This can form part of the induction process for new Councillors and introduce periodic refresher training for existing Councillors	Staff understand equality and diversity, the protected characteristics groups, the different forms of prohibited conduct and discrimination and the duties required under the Equality Act 2010	Training to be arranged by Human Resources (could be offered through Wisnet/online system). Training would have to be offered regularly to pick up new starters and act as a refresher for existing officers			Head of Service and Lead Officer	Sep-21

## Appendix B

### Corporate Equality Monitoring Form

Harlow Council is committed to ensuring that equality and diversity is championed within the Council and that its workforce, at all levels, is representative of the local community. In its role as an employer, the Council is committed to promoting equality in respect of ensuring that its recruitment processes are fair and that the work environment is safe and free from discrimination.

#### PRIVACY NOTICE

This form will be treated in the strictest confidence and will be stored securely by the Human Resources section. It will be retained by Human Resources purely for monitoring purposes.

To help us ensure that our Equal Opportunities Policy is fully and fairly implemented (and for no other reason) please complete the below application form.

#### What is your Ethnic Group?

Choose ONE section from A to E, then tick the appropriate box to indicate your cultural background.

##### A. White

White UK

Irish

White non-UK

Any other White background (please give details):

##### B. Mixed

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background (please give details):

## Appendix B

### C. Asian or British Asian

Indian

Pakistani

Bangladeshi

Any other Asian background (please give details):

### D. Black or Black British

Black Caribbean

Black African

Any other Black background (please give details):

### E. Chinese or other ethnic group

Chinese

Vietnamese

Any other ethnic background (please give details):

**F. I do not wish to provide this information**

## Appendix B

### Gender

I do not wish to provide this information

### Age Group

16-17  18-25  26-35  36-45   
46-55  56-65  65+

I do not wish to provide this information

### Disability

Disability is defined as “physical or mental impairment, which has a substantial and long term adverse effect on a person’s ability to carry out normal day to day activities”.

Do you consider yourself disabled? Yes  No

If yes, please give details:

I do not wish to provide this information

### Sexual Orientation

I do not wish to provide this information

Harlow Council undertakes that it will treat any personal information (that is data from which you can be identified, such as your name, address, e-mail address etc) that you provide to us, or that we obtain from you, in accordance with the requirements of the Data Protection Act 1998.

## **Appendix C – Governance**

The Council's Equality activities is also governed by the following statutory legislations:-

### **Modern Slavery Statement**

The Modern Slavery Act 2015 is a UK act of Parliament designed to tackle slavery and human trafficking through the consolidation of previous legislation and the introduction of new measures. Specifically it introduces new requirements for organisations in regard to their business and supply chains. The Act came into force on 29 October 2015.

In accordance with Government's guidance, organisations are required to comply with the Act provision, including producing an annual statement setting out the steps taken to ensure there is no slavery in the business and the supply chains. The annual statement must be published on the organisation website.

Further details about the Modern Slavery Act and the Council annual statements can be viewed by clicking the link below.

<https://www.harlow.gov.uk/modern-slavery>

### **Harlow's Procurement Strategy**

The Council has a duty to secure best value and continuous improvement in the way that functions are carried out, having regard to a combination of efficiency, economy, and effectiveness.

Procurement is an important tool for the Council as it provides the framework through which the Council can deliver its wider social, economic, and environmental aims; and ensure the procurement of goods, works and services are open, fair, ethical, lawful, and transparent.

When procuring goods, works, or services officers will consider the corporate principle '*Equalities & Fairness*' and address the question – "*How will the Council's equalities duty be met and furthered during and as a result of the process?*"

The Procurement Strategy can be viewed by clicking the link below.

<https://www.harlow.gov.uk/business/procurement/procurement-strategy>

## **Decision Making Tree - Equality Impact Assessment**

Equality Impact Assessment (EIA) is the process by which organisations examine their activities in order to minimise the potential for discrimination. They can help ensure that equality, social inclusion and community cohesion issues can be considered when drawing up policies or proposals which affect the delivery of your services.

The process is also used to monitor interventions designed to have a positive impact on a particular group.

### **What are the aims of an EIA?**

Discrimination can occur due to unforeseen reasons. It is also often the case that organisations sometimes unintentionally overlook or exclude certain groups by not specifically considering their needs. By carrying out an EIA you can obtain a profile of how your policies, services or activities will affect different equalities groups. The potential for discrimination is reduced when undertaking EIA's and awareness among staff who may have little or no experience is raised. Most importantly, your organisation will be complying with legislation by identifying and designing-out discrimination.

### **Who has to carry out an EIA?**

The Equality Act 2010 requires all public bodies to carry out EIA's. They have proved to be so effective in practice that the principles have been extended to cover the nine protected characteristics:-

- Age
- Disability
- Gender reassignment
- Marriage and civil partnership
- Pregnancy and maternity
- Race
- Religion or belief
- Sex
- Sexual orientation

### **The Process**

There are effectively two different levels of impact assessment. The first is the Initial Screening which should be carried out in all cases. Depending on the result of the Initial Screening you may then need to move on to carry out an Equality Impact Assessment (EIA).

## Appendix D – Part A

### Stage One – Initial Screening

By carrying out an initial screening you will be able to determine whether a full Equality Impact Assessment is needed. It should identify positive, neutral or negative impact.

Screening must be done during the development or design of the policy and before it goes to any group or committee for approval. If it is going to the Board for approval, then it is a requirement of the Board that a full EIA is carried out where the policy is found to be relevant to equality and diversity.

Screening is a short easy process which makes use of statistics, consultation outcomes, results of ethnicity monitoring, complaints, analysis of PALS, audit reports, research information, and reviews demographic data. If there is no data, take action to collect the evidence of likely impact and revisit the document (it could be through PPI, research, consultations, desk research/interview, public health data).

When screening a policy or undertaking a full assessment you can involve your team, other colleagues or partners in the sector and together consider the full implications of the policy and improvements to be made.

Before you start screening do the following:

- Be clear about policy aims, purpose, objectives and outcomes and beneficiaries
- Use the evidence/data you have. However, if you have none or require additional information to make an informed decision, the put monitoring in place/gather some data to support the process
- Ask the following questions and in conjunction with the evidence/data you have, your knowledge, expertise, partnership input, past experiences or research about how your policies have affected certain groups, national information about how some groups are affected by our activities/policies/decisions.

Once you have screened the policy or activity to establish if it has any relevant to equality and diversity, answer the questions below to find out whether an EIA is needed:

Questions to be used during the Screening Process	Yes	No
1) Does/will the policy or activity affect the public directly or indirectly?		
2) Have there been or likely to be any public concerns about the policy or proposal?		
3) Does the evidence/data show an existing or likely differential impact for the different strands of diversity? Age, gender, disability, race, religion, sexuality		
4) Do/will people who belong to the different strands of diversity have different needs, experiences, issues or priorities in relation to this policy or activity (use evidence)		

## Appendix D – Part A

5) Could the policy or activity affect how services, commissioning or procurement activities are organised, provided, where and by whom?		
6) Could the policy or activity affect our workforce or employment practices?		
7) Have complaints been received from different equality groups about the effect of this policy, proposal or our activities in general (having no complaints does not always mean there is no issue – always advisable to find out)		
8) Does the policy involve or will it have an impact upon eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between diverse groups		
9) Is there likely to be an adverse/negative impact or risks to the organisation, for users, equality groups and staff if the policy or activity is implemented in its current format?		

Nil impact (no yes's) – The process stops here.

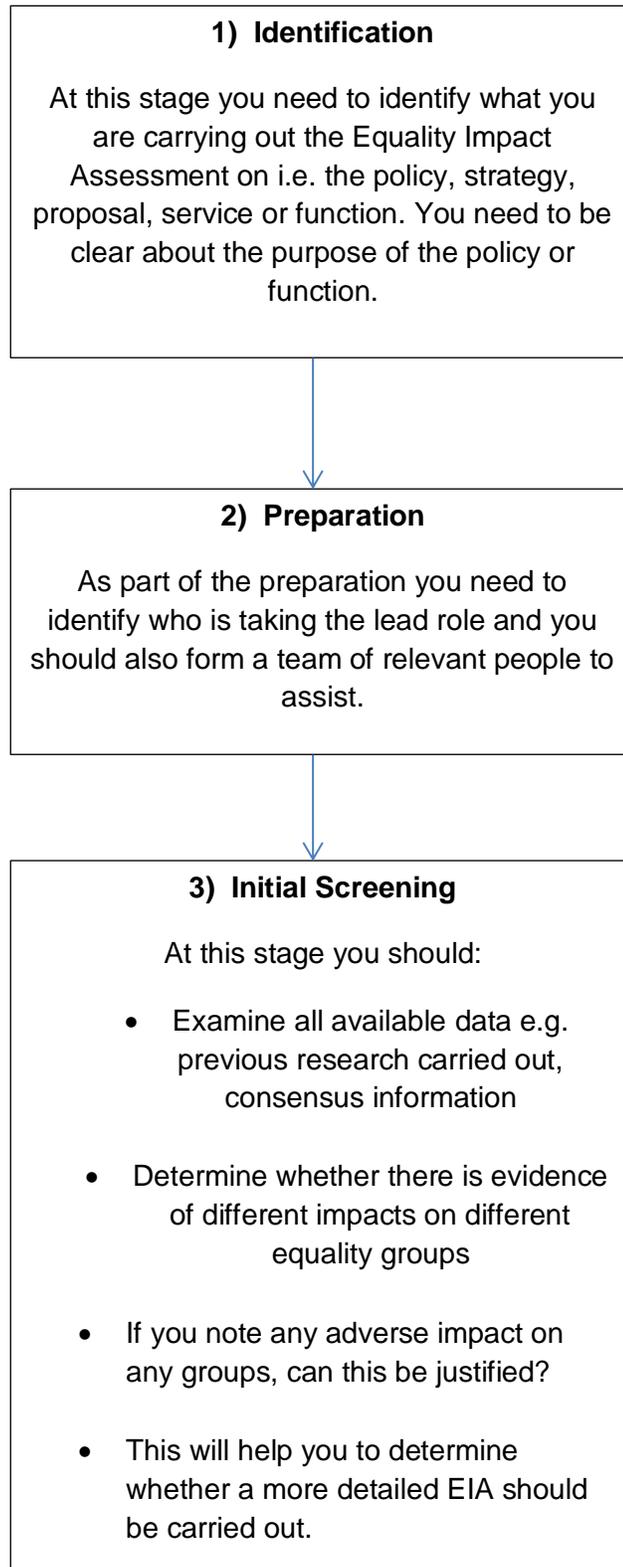
Low impact (1 to 3 yes's) – A full EIA is required but is not an immediate priority, you can prioritise for later on in the year.

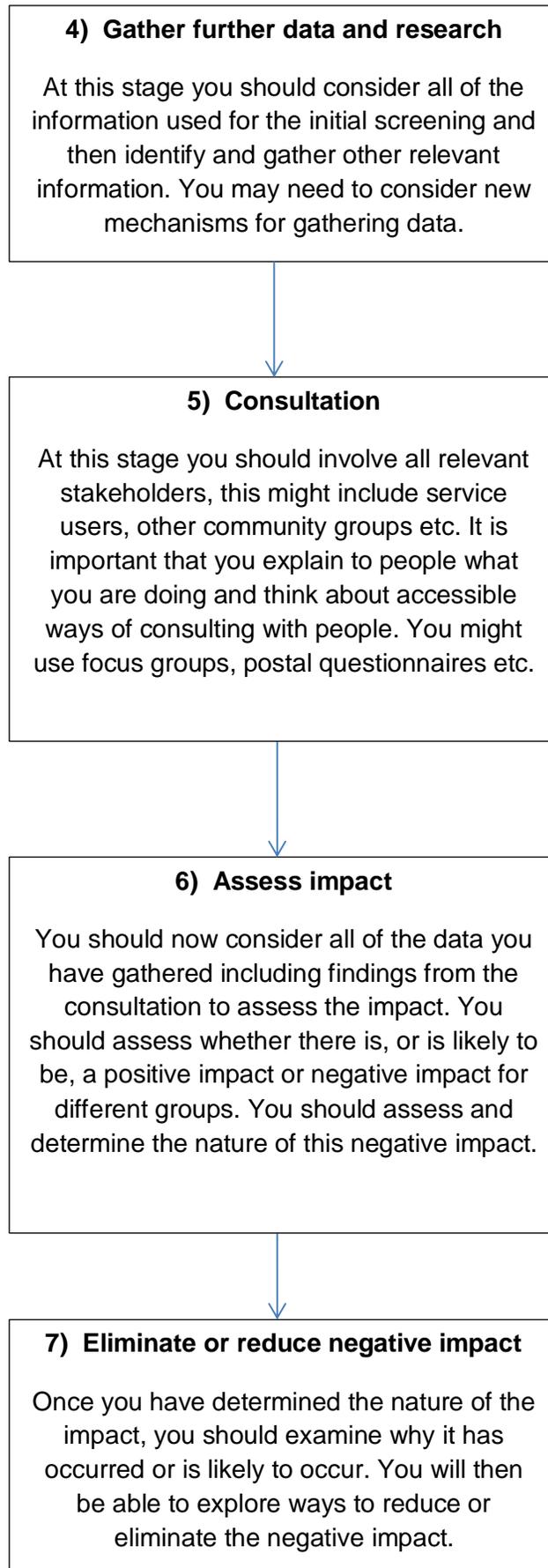
High impact (4 to 9 yes's) - A full EIA is required immediately. The EIA should be carried out in consultation with affected groups.

## Stage Two – Completing the Equality Impact Assessment

If the initial screening reveals that there may be a negative impact on any particular group, then you should carry out an Equality Impact Assessment (EIA) using the Equality Impact Assessment Form (Appendix D – Part C) and EIA Guidance Sheet (Appendix D – Part B).

### Step by step guide to an EIA







**8) The Action Plan – Monitor & Review**

This is where you develop an action plan to implement what is needed and set up arrangements for monitoring and review.



**9) Publish results**

It is important that you make the results of the EIA available so you should consider how you will publish the results. It is also important to identify the people that need to know the results.

## Appendix D – Part B

### Equality Impact Assessment Form Guidance Sheet

#### **General Guidance**

The Equality Impact Assessment (EIA) form should be completed as part of an assessment or screening process involving a minimum of the Project Lead plus at least one other officer. It is strongly recommended that it not be completed by one person working on their own.

EIA's are used to remove barriers in services which might stop people from knowing about or using the service. EIA's also open services up to new groups and help to make services better.

#### **Consultation**

It is a legal requirement that consultation takes place with appropriate stakeholders as part of the EIA process.

You must ensure that you record all the main areas of concern raised by equality and customer groups during consultations and how you aim to address these concerns.

#### **Assessment of impact**

Based on the data you have analysed and provided, and the results of the consultation or research you have undertaken, list how the policy or function will or does work for each of the equalities groups.

Identify any differential impact and consider whether the policy/function meets any particular needs identified for each of the six equalities groups.

If you do identify any adverse impact you must:

- a) Seek appropriate advice as to whether it is highlighting unlawful discrimination or is potentially discriminatory, and
- b) Identify steps to mitigate any adverse impact
- c) Include any examples of how the policy or function helps to promote race, disability, age and/or gender equality.

#### **Action Plan**

It is essential that you complete an action plan based on your assessment. This is a vital component of the equalities impact assessment process.

In the action plan include all of the measures that you will take to improve the policy/function for the different equalities characteristics, e.g. staff training, positive action, revisions to policy, monitoring of your action plan, etc.

#### **Completion of EIA**

Once you have completed the EIA please sign and date and:

- a) Send a copy to your Head of Service

## Appendix D – Part B

b) Keep a copy as a record of the processes you have been through in carrying out the EIA

c) Send a PDF copy of the signed and endorsed EIA form and action plans to the Corporate Equalities Group at [equalities@harlow.gov.uk](mailto:equalities@harlow.gov.uk)

### Note

If you are unsure of any aspect of this Equality Impact Assessment process you can seek guidance from:

Your service representative on the Corporate Equalities Group:

- Michael Pitt
- Bev Thomas
- Justin Hopwood
- Mike Fulcher
- Janet Jackson

**HARLOW DISTRICT COUNCIL  
EQUALITY IMPACT ASSESSMENT FORM**

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<b>Title of EIA</b>	
<b>Focus of EIA</b>	
<b>Service/Department</b>	
<b>Names and roles of officers completing the assessment (indicate Lead officer)</b>	
<b>Contact telephone number of Lead officer</b>	
<b>Date assessment completed</b>	

**Appendix D – Part C**

**Aims of the policy/service/function and how implemented**

<b>Key Questions</b>	<b>Notes</b>
What is the purpose of the strategy/project? (describe the aims, objectives and purposes of the strategy/project)	
Who are the key stakeholders?	
Are there any other documents/strategies linked to this strategy/project?	
Who is affected by the strategy/project?	
Who has been involved in the development of the strategy/project?	

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**Appendix D – Part C**

**Review of information and equality analysis**

<p><b>Data Already Have</b></p>	<p><b>What gaps are there in the data?</b></p>	<p><b>What other data do you need? – state by whom, when and how is it going to be done?</b></p>	<p><b>Copies of relevant data attached</b></p>
<p>What <b>quantitative</b> (numerical) data do you already have?</p> <p>(E.g. national and local demographic data, equality monitoring data, employee data, customer profile data etc) about those who use or will use the policy or service?</p>			
<p>What <b>qualitative</b> data do you already have?</p> <p>(E.g. results of customer satisfaction surveys, results of previous consultations, staff surveys, analysis of customer complaints/comments, feedback from community groups or individuals etc) about those who use or will use the policy or service?</p>			

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Appendix D – Part C

<b>Protected characteristic groups from the Equality Act 2010</b>	<b>What do you know? – Summary of data</b>	<b>What do people tell you? – Summary of feedback received</b>	<b>What does this mean? – Impacts identified from data and feedback (actual and potential)</b>	<b>What can you do? – All potential actions to:</b> <ul style="list-style-type: none"> <li>• Advance equality of opportunity</li> <li>• Eliminate discrimination</li> <li>• Foster good relations</li> </ul>
<b>Age</b>				
<b>Disability</b>				
<b>Gender reassignment</b>				
<b>Pregnancy and Maternity</b>				
<b>Race/ethnicity</b>				
<b>Religion or belief</b>				
<b>Sex/gender</b>				
<b>Sexual orientation</b>				
<b>Marriage and civil partnership</b>				

**Appendix D – Part C**

<b>Other relevant groups</b>				
<b>Assessment of overall impacts and any further recommendations</b>				

**Appendix D – Part C**

**Consultation - List of formal or informal consultation that has taken place or that you are planning to hold to inform your EIA**

Title of consultation	Date	Gaps in data	If further consultations are needed to fill these gaps – state with whom, by whom, when and how is this going to be done?

Appendix D – Part C

Assessment of Impact

<b>Protected Characteristic Group</b>	<b>Identify the impact or potential impact or how helps to promote equality</b>	<b>Action planned - proposed measures to mitigate any adverse impacts</b>
<b>Gender reassignment</b>		
<b>Disability</b>		
<b>Age</b>		

**Appendix D – Part C**

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<b>Race</b>		
<b>Sex</b>		
<b>Sexual orientation</b>		
<b>Religion or belief</b>		
<b>Marriage and civil partnership</b>		

**Appendix D – Part C**

<b>Pregnancy and Maternity</b>		
<b>Any other groups, if appropriate</b> e.g. children leaving care; pregnant or breast-feeding mothers; carers etc		

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Appendix D – Part C

Action Plan

Impact identified and group(s) affected	Action planned	Expected outcome	Measure of success	Timeframe

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**Appendix D – Part C**

Signed  
Project Manager .....

Countersigned  
Head of Service .....

Print Name .....

Print Name .....

Date .....

Date .....

Under the Freedom of Information Act, this completed EIA form will be placed on the website and be available on request to the general public.

# **Harlow Council Cabinet Portfolios 2021/22**

**Portfolio:**                    **Leader**  
**Portfolio Holder:**        **Andrew Johnson**

Areas of Responsibility	Key Strategic Policies and Areas
<p>Economic recovery</p> <ul style="list-style-type: none"> <li>• Jobs and Skills</li> <li>• Employability</li> </ul> <p>Communications</p> <p>Electoral Services</p> <ul style="list-style-type: none"> <li>• Electoral Reviews</li> </ul>	<p>Corporate Plan</p> <p>Council, Business and Economic recovery.</p> <p>Economic Development Strategy</p> <p>Public Health England</p> <p>Town Fund</p> <p>Community Renewal Fund</p> <p>Apprenticeships</p> <p>Arts and Cultural Strategy</p>

**Portfolio:** Deputy Leader and Community Resilience  
**Portfolio Holder:** Joel Charles

Areas of Responsibility	Key Strategic Policies and Areas
<p>Community Covid-19 recovery</p> <ul style="list-style-type: none"> <li>• Faith &amp; Charitable sector</li> <li>• Social impact on the town</li> </ul> <p>Community, Leisure and Culture</p> <ul style="list-style-type: none"> <li>• The Playhouse</li> <li>• The Leah Manning Centre</li> <li>•</li> </ul> <p>Youth and Citizenship</p> <ul style="list-style-type: none"> <li>• Neighbourhood Forums</li> <li>• Residents Associations</li> <li>• Vulnerable Adults</li> </ul> <p>Community Safety</p> <ul style="list-style-type: none"> <li>• Anti-Social Behaviour</li> <li>• Environmental Crimes</li> <li>• Partnership Working with the Police</li> <li>• Safer Harlow Partnership</li> <li>• Emergency Planning</li> <li>• Paddling Pools and Splash Parks</li> </ul> <p>Young People</p> <ul style="list-style-type: none"> <li>• Youth Council</li> <li>• Sam's Place</li> <li>• Youth Services</li> <li>• Schools and College Liaison</li> <li>• Children's Centre Liaison</li> <li>• Harlow Children's Partnership</li> <li>• Young People and the Protection of Vulnerable Children</li> </ul> <p>HTS</p> <ul style="list-style-type: none"> <li>• Overview of HTS Corporate Development</li> </ul>	<p>Health, Mental Health &amp; Wellbeing Strategy</p> <p>Community Engagement Strategy</p> <p>Anti-social Behaviour</p> <p>Safeguarding Policy</p> <p>CCTV</p> <p>HTS corporate development</p> <p>Harlow Museum</p>

**Portfolio: Strategic Growth**  
**Portfolio Holder: Michael Hardware**

Areas of Responsibility	Key Strategic Policies and Areas
Strategic Growth <ul style="list-style-type: none"> <li>• Strategic Planning Issues</li> <li>• The Local Plan</li> <li>• Planning policies</li> </ul> Development Management /Building Control <ul style="list-style-type: none"> <li>• Planning Applications</li> <li>• Planning Appeals</li> <li>• Planning Enforcement</li> <li>• Building Regulation</li> </ul>	Growth Board UK Innovation Corridor HIG The Local Plan Garden Town M11 Jct 7 A and other strategic transport issues Tourism

**Portfolio:** Regeneration  
**Portfolio Holder:** Dan Swords

Areas of Responsibility	Key Strategic Policies and Areas
<p>Regeneration</p> <ul style="list-style-type: none"> <li>• Physical Regeneration of the Town</li> <li>• Town Centre</li> </ul> <p>Harlow focused Growth</p> <ul style="list-style-type: none"> <li>• Enterprise Zone</li> <li>• Princess Alexandra Hospital</li> </ul>	<p>Town Centre Regeneration</p> <p>Levelling Up Fund</p> <p>HIF</p> <p>The Enterprise Zone</p> <p>Regeneration Strategy</p> <p>Neighbourhood Regeneration Schemes</p> <p>Town Centre Area Action Plan</p> <p>Cycle Tracks</p>

**Portfolio:** Environment  
**Portfolio Holder:** Alastair Gunn

Areas of Responsibility	Key Strategic Policies and Areas
<p>Environment Client Team</p> <ul style="list-style-type: none"> <li>• Operational Delivery and Performance of HTS</li> <li>• Waste Collection and Recycling Services</li> <li>• Street Cleansing (HTS)</li> </ul> <p>Environmental Health</p> <ul style="list-style-type: none"> <li>• Environmental Protection</li> <li>• Public Health</li> <li>• Food Safety</li> <li>• Health and Safety</li> <li>• Private Sector Housing Standards</li> <li>• Houses of Multiple Occupation (HMOs)</li> </ul> <p>Grounds Maintenance, Landscapes and Biodiversity</p> <ul style="list-style-type: none"> <li>• Landscaping and Grounds Maintenance (HTS)</li> </ul> <p>Licensing</p> <ul style="list-style-type: none"> <li>• Allocation of licenses</li> <li>• Enforcement</li> </ul> <p>Allotments</p> <p>North Essex Parking Partnership (NEPP)</p>	<p>Waste contract</p> <p>Environmental Enhancement</p> <p>HTS (joint with Housing Portfolio)</p> <p>Street Scene including Parking</p> <p>Climate Change Strategy</p>

**Portfolio: Housing**  
**Portfolio Holder: Simon Carter**

Areas of Responsibility	Key Strategic Policies and Areas
<p>Housing Management</p> <ul style="list-style-type: none"> <li>Housing Estate and Tenancy Management</li> </ul> <p>Property Services</p> <ul style="list-style-type: none"> <li>Strategic Management of Housing Works, Repairs and Maintenance Programmes</li> <li>Housing Asset Management Strategy</li> <li>Housing Capital, Revenue and Planned Maintenance Management</li> <li>Housing and Non-Housing Asbestos Management</li> <li>Statutory Property Inspections</li> </ul> <p>Housing Needs and Options</p> <ul style="list-style-type: none"> <li>Housing Allocations</li> <li>Housing Needs Register</li> <li>Choice Based Lettings Scheme</li> <li>Housing Needs and Homelessness Assessments</li> <li>Homelessness Prevention</li> <li>Housing Provision</li> </ul> <p>Supported Housing</p> <ul style="list-style-type: none"> <li>Sheltered Housing Schemes</li> <li>Careline</li> <li>Extra Care Housing Provision</li> <li>Supporting People Care Programmes</li> </ul> <p>Home Ownership</p> <ul style="list-style-type: none"> <li>Management of Housing Leases</li> <li>Right to Buy</li> <li>Statutory Service Charge Consultation</li> <li>Service Charges Collection</li> </ul> <p>Tenant and Leaseholder Participation</p> <ul style="list-style-type: none"> <li>Tenant and Leaseholder Engagement</li> </ul> <p>Council House Building Programme</p>	<p>Housing Revenue Account (joint with Resources Portfolio)</p> <p>Capital Programmes (joint with Resources Portfolio)</p> <p>Council House Building Programme</p> <p>District Heating Schemes</p> <p>Housing Investment Programme</p> <p>Housing Allocations Policy</p> <p>Homelessness Strategy and Action Plan</p> <p>HTS (joint with Environment Portfolio)</p> <p>Tenant and Leaseholder Engagement Strategy</p>

**Portfolio:** Finance and Governance  
**Portfolio Holder:** Russell Perrin

Areas of Responsibility	Key Strategic Policies and Areas
Revenues and Benefits <ul style="list-style-type: none"> <li>• Benefits Claims</li> <li>• Revenues Recovery</li> <li>• Revenues Registration and Billing</li> </ul>	Local Council Tax Support Scheme  Medium Term Financial Strategy  General Fund
Accountancy <ul style="list-style-type: none"> <li>• Statement of Accounts</li> <li>• Annual Budget, Council Tax and Rent Levels</li> <li>• HRA, General Fund and Capital Programmes</li> <li>• Treasury Management</li> </ul>	The Housing Revenue Account (joint with Housing Portfolio)  Capital Programmes (joint with Housing Portfolio)  Treasury Management Strategy
Insurance <ul style="list-style-type: none"> <li>• Asset and Liabilities Protection</li> <li>• Insurance Programmes</li> <li>• Risk Management</li> </ul>	ICT Strategy  Non-Housing Asset Management Strategy
Internal Audit <ul style="list-style-type: none"> <li>• Annual Governance Statement</li> <li>• Management Advice</li> </ul>	Procurement Strategy
ICT <ul style="list-style-type: none"> <li>• Provision of Council's ICT Infrastructure</li> <li>• ICT Support</li> <li>• Development of the Council's Website and Internet Services</li> </ul>	
Properties and Facilities Management <ul style="list-style-type: none"> <li>• Civic Centre</li> <li>• Latton Bush Centre</li> <li>• Unadopted Highways Management</li> <li>• Asset Management</li> <li>• Drainage</li> <li>• Energy Management</li> <li>• Neighbourhood Hatches</li> </ul>	
Corporate and Governance Support <ul style="list-style-type: none"> <li>• Democratic Services</li> <li>• Constitution</li> <li>• Support to the Civic Office and Senior Management</li> </ul>	
Legal Services	

## Areas of Responsibility

## Key Strategic Policies and Areas

- Legal Advice and Representation
- Provision of Duly Authorised Officer and Proper Officer Duties
- Support to the Monitoring Officer
- FOI and GDPR
- Local Land Charges
- Covenant Control

### Human Resources

- Employment Law Compliance
- Staff Performance and Development
- Payroll
- Health and Safety

### Procurement and Relationship

- Commissioning and Procurement Policy
- Corporate Planning

### Contact Harlow

- Cash Office

# Portfolio Holders' Delegations 2020/21

The Leader of the Council has the power to amend this scheme at any time.

Any member of the Cabinet may refer any matter delegated to them to the Cabinet for a collective decision.

## All Portfolio Holders may:

- Take urgent decisions that cannot reasonably be deferred until the next meeting of the Cabinet on any matter within the powers delegated to Cabinet and their Portfolio, after written (including e-mail) consultation with the Leader (or Deputy if they are not available).
- Take any decision that may be necessary to implement a decision of the Cabinet.
- Agree the grant of licences for the use of land within their Portfolio.
- Agree minor or inconsequential amendments to any Policy, Plan or Strategy within their Portfolio.
- Take decisions relating to procurement and contractual matters as set out in the Financial Regulations and Procurement Policy and Standing Orders relating to contracts.
- Where appropriate, and working with the relevant officers, respond to national consultation specific to their Portfolio.
- Allocate specific grants relevant to their Portfolio.

## The Leader (or Deputy Leader in their absence) may:

- In the absence of any Portfolio Holder or at their request (in writing) or where a prejudicial interest has been declared take decisions on any matter delegated to that Portfolio Holder.
- Write off irrecoverable debts in line with Financial Regulations.
- Take decisions to sell/purchase/lease or otherwise deal with land where this would not constitute a Key Decision.

## The Portfolio Holder for Environment may:

- Name and number streets and buildings.
- Set the level of hackney carriage and private hire fees within agreed budgetary policy.
- Set the table of hackney carriage fares.

## The Portfolio Holder for Housing may:

- Dispose of void properties which would cost greater than £10,000 to refurbish, except where these fall in an agreed regeneration area.
- Approve write-offs of irrecoverable housing rent debts to a value in line with Financial Regulations.
- Approve the annual Report to Tenants.
- Approve Housing Service Standards.

### **The Portfolio Holder for Finance and Governance may:**

- Approve write-offs of irrecoverable debts (including Council Tax, national non-domestic rates, mortgage arrears and sundry debtor debts) to a value in line with Financial Regulations.
- Agree grants applications within budget

### **The Portfolio Holder for Strategic Growth may:**

- Periodically approve the Planning Application Validation Checklist.

### **Note:**

Portfolio Holder decisions must be supported by a written report from the relevant senior Officer(s). It is the Portfolio Holder's responsibility to consult and to seek advice from the Chief Executive, Monitoring Officer or Chief Finance Officer as appropriate before decisions are taken to ensure that they are intra vires. Portfolio Holders should also consult the relevant budget holding Head of Service before decisions are taken.

**MINUTES OF THE SHAREHOLDER SUB COMMITTEE  
HELD ON**

18 February 2021

7.30 - 8.22 pm

**PRESENT**

**Sub Committee Members**

Councillor Mark Ingall (Chair)  
Councillor Michael Hardware  
Councillor Andrew Johnson  
Councillor Danny Purton  
Councillor Mark Wilkinson

**Officers**

Andrew Murray, Head of Housing  
Adam Rees, Governance Support Officer

**Additional Attendees**

Councillor Simon Carter  
Councillor Bob Davis  
John Phillips, Managing Director of HTS (Property and Environment) Limited  
Michael Harrowven, Non-Executive Chair of the HTS (Property & Environment)  
Limited Board

14. **APOLOGIES FOR ABSENCE**

None.

15. **DECLARATIONS OF INTEREST**

None.

16. **MINUTES**

**RESOLVED** that the minutes of the meeting held on 29 September 2020 are agreed as a correct record and signed by the Leader.

17. **MATTERS ARISING**

In response to questions about electric vehicles John Phillips, Managing Director HTS (Property and Environment) Ltd, informed the Sub Committee that HTS' current electric fleet were being used for short journeys and were lasted for the entire day. HTS was looking to invest in more electric vehicles as it renewed its fleet. There were some issues around transit sized vans due to the size of the battery. HTS had been in contact with Jewsons about the use of just in time delivery so that operatives can take tools in a smaller vehicle.

18. **OPERATION AND FINANCE REPORT**

John Phillips, Managing Director HTS (Property and Environment) Ltd, presented a report on HTS' operational and financial performance. He explained that overall performance had been good, and that lessons had been learnt from the first lockdown.

In response to questions about tree works, John Phillips said that HTS was looking to develop a tree maintenance programme that would allow it become more proactive. This involved discussions with the Council about the logging of trees and buildings so a long term approach could be taken.

John Phillips explained that the lessons learnt from the first lockdown included focussing on the prioritisation of works, once non-essential work could re-commence, as well as improvement in how HTS could protect its staff and customers from Covid-19. There was currently an estimated six months' worth of work which needed to be carried out. Performance on street scene would improve as things became closer to normal.

**RESOLVED** that the report was noted.

19. **EMERGING FROM COVID-19 (LOCKDOWN 3)**

John Phillips said that HTS had learnt from experience, and from others, on how to emerge from lockdown. HTS understood what order it needed to take actions, but the timescales were not clear yet and would depend on changes to Government guidance.

It was agreed that another meeting of the Sub Committee would be arranged before the currently scheduled meeting in July to discuss recovery.

**RESOLVED** that the report was noted.

20. **ACTION PLAN FOR BUSINESS RESILIENCE AND EFFICIENCY**

John Phillips presented an action plan for business resilience and recovery. In response to questions by Councillor Johnson, John Phillips said it hoped that the HTS (Housing and Regeneration) Ltd five business plan would be considered at the July Sub Committee meeting, but because of the pandemic that may no longer be possible.

**RESOLVED** that the action plan was noted.

21. **MATTERS OF URGENT BUSINESS**

None.

CHAIR OF THE SUB COMMITTEE

**HARLOW LOCAL HIGHWAYS PANEL MINUTES – 24 MARCH 2021  
AT 10AM  
ZOOM - ONLINE**

<b>Chairman:</b>	Councillor Eddie Johnson, ECC
<b>Panel Members:</b>	Councillor Mike Garnett, ECC Councillor Michael Hardware, ECC Councillor Clive Souter, ECC Councillor Tony Edwards, Harlow Council
<b>Officers:</b>	Sonia Church – Highways Liaison Manager, Essex Highways Rissa Long – Highways Liaison Officer, Essex Highways
<b>Secretariat:</b>	Adam Rees – Governance Support Officer, Harlow Council

Item		Owner
1.	<b>Welcome and Introductions:</b> The Chairman welcomed all attendees to the meeting.	
2.	<b>Declarations of interest:</b> None.	
3.	<b>Minutes of meeting held on 12 January 2021 to be agreed as correct record:</b> Agreed.	
4.	<b>Matters Arising from Minutes of the previous meeting:</b> Councillor Edwards said that the lamppost on Northgate roundabout had still not been fixed. In response, Councillor Johnson said that the works were on the programme, but were not considered a priority at this time.	
6.	<b>Report on Funded Schemes:</b> Rissa Long, Highways Liaison Officer, gave an update on the five funded schemes agreed for 2020/21. <ul style="list-style-type: none"> <li>i) Church Langley Way – signalised crossing conspicuity – works had now been completed.</li> <li>ii) Church Langley Way between Minton Land and Tickenhall Drive – parallel crossing – works had now been completed.</li> <li>iii) Tawney’s Road – zebra crossing – this work was nearly complete.</li> </ul>	

	<p>iv) Waterhouse Moor – 20mph zone – there had been some objections which wanted to the zone to extend further. A formal consultation was now required and approval would now be needed from the Cabinet member in 2021/22.</p> <p>v) Muskham Road outside the Museum – Dropped crossing and footway surfacing – work was due to begin next week.</p>	
<p><b>7.</b></p>	<p><b>Report on Schemes Awaiting Funding:</b> The following schemes were allocated funding for the 2021/22 financial year:</p> <ul style="list-style-type: none"> <li>i) A414 j/w A1169 Hamburger RAB – Casualty Reduction Scheme - £19,500;</li> <li>ii) Mowbray Rd j/w Howard Way – Casualty Reduction Scheme - £11,500;</li> <li>iii) Post construction safety audits - £1,500;</li> <li>iv) Opposite Bushey Croft, Harlow – Parking - £5,500;</li> <li>v) Paringdon Road – route study - £5,000;</li> <li>vi) Churchgate Street – 20 when lights flash - £12,000;</li> <li>vii) Tye Green Village – Playground warning signage - £5,000;</li> <li>viii) Waterhouse Moor – Parking improvements - £5,500;</li> <li>ix) Willowfield – Layby improvement - £6,500;</li> <li>x) Potter Street – Review of existing 20mph zone - £5,500;</li> <li>xi) Hare Street Springs – traffic management - £6,500;</li> <li>xii) Latton Bush Centre – Mini roundabout improvements - £5,000;</li> <li>xiii) Churchgate Street – Gateway treatment - £8,000;</li> <li>xiv) Pittmans Field – Verge protection - £5,000;</li> <li>xv) Junction in between 171 and 100 Abbotsweld – Road markings - £3,000;</li> <li>xvi) Longwood Academy, Paringdon Road – safety improvements - £19,500;</li> <li>xvii) Station Road/Priory Avenue, Harlow – Dropped crossing -</li> </ul>	

	<p>£10,000; and</p> <p>xviii) Partridge Road, close to Five Acres – dropped crossing - £16,500.</p> <p>It was also agreed that the following schemes would be removed from the list of potential schemes:</p> <ul style="list-style-type: none"> <li>i) Kingsland outside 149 and 91, Harlow – Parking;</li> <li>ii) Water Gardens junction with Third Avenue – feasibility study; and</li> <li>iii) London Road jct with Church Langley Way review.</li> </ul>	
<p><b>8.</b></p>	<p><b>AOB</b></p> <p>Rissa Long said that she would circulate a link to the Panel which had information on responsibilities for parking.</p> <p>Councillor Johnson said he had been sent an email by Councillor Simon Carter about a four highways issues. Of these, one was within the remit of the Panel. The other three were major highways matters outside of the Panel’s remit.</p>	
<p><b>9.</b></p>	<p><b>Date of next meeting:</b></p> <p>The meeting would be in June on a date to be confirmed. Dates for the other meetings in the 2021/22 municipal year would also be circulated once confirmed.</p>	