

Committee Agenda



**Epping Forest
District Council**

Asset Management and Economic Development Cabinet Committee

Thursday, 9th July, 2015

You are invited to attend the next meeting of **Asset Management and Economic Development Cabinet Committee**, which will be held at:

**Council Chamber, Civic Offices, High Street, Epping
on Thursday, 9th July, 2015
at 7.00 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

J Leither, Democratic Services Tel 01992 564756
Email:democraticservices@eppingforestdc.gov.uk

Members:

Councillors A Grigg (Chairman), W Breare-Hall (Vice-Chairman), H Kane, S Stavrou and G Waller

1. WEBCASTING INTRODUCTION

- (a) This meeting is to be webcast;
- (b) Members are reminded of the need to activate their microphones before speaking; and
- (c) the Chairman will read the following announcement:

I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of subsequent repeated viewing, with copies of the recording being made available for those that request it.

By being present at this meeting, it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this may infringe your human and data protection rights. If you have any concerns then please speak to the Webcasting Officer.

Please could I also remind Members to activate their microphones before speaking.

2. APOLOGIES FOR ABSENCE**3. DECLARATIONS OF INTEREST**

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

4. MINUTES (Pages 5 - 8)

To confirm the minutes of the last meeting of the Cabinet Committee held on 23 April 2015.

5. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT (Pages 9 - 16)

(Director of Neighbourhoods) To consider the attached report AMED-001-2015/16.

6. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT (Pages 17 - 20)

(Director of Neighbourhoods) To consider the attached report AMED-002-2015/16.

7. ANY OTHER BUSINESS

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

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

8. EXCLUSION OF PUBLIC AND PRESSExclusion

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement

Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

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

Background Papers

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

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

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

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Asset Management and Economic Development Cabinet Committee **Date:** Thursday, 23 April 2015

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 7.45 pm

Members Present: Councillors A Grigg (Chairman), H Kane and C Whitbread

Other Councillors: Councillors D Stallan

Apologies: W Breare-Hall and S Stavrou

Officers Present: D Macnab (Deputy Chief Executive and Director of Neighbourhoods), M Warr (Economic Development Officer), K Pabani (Chief Estates Officer), J Leither (Democratic Services Assistant) and G J Woodhall (Democratic Services Officer)

43. WEBCASTING INTRODUCTION

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

44. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor H Kane declared a personal interest in agenda item 5, Economic Development Report, item 2, Waltham Abbey Studies and agenda item 6, Asset Management Co-Ordination Group Report, item 9, Town Mead Depot, by virtue of being a member of Waltham Abbey Town Council. The Councillor had determined that her interest was non-pecuniary and would remain in the meeting for the consideration of the issue.

45. MINUTES

Resolved:

That the minutes of the meeting held on 12 February 2015 be taken as read and signed by the Chairman as a correct record.

46. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT

The Economic Development Officer presented a report to the Cabinet Committee and updated them on a number of projects, themes and issues being explored by the Economic Development Team.

(1) **Staffing** – A new Assistant Asset Management and Economic Development officer had now been appointed internally and would take up post by the end of May 2015.

(2) **Waltham Abbey Studies** – The reports that were commissioned on the issues and opportunities facing Waltham Abbey Town Centre had now been received from the consultants. The reports were commissioned by the Council to be used as information by the Council and to suggest ideas and ways forward. The reports were not commissioned to be published as individual documents but they were very much intended to inform the Council's engagement with the Town Council, the Town Partnership and all the key stakeholders in Waltham Abbey.

(3) **Superfast Broadband** – In the Council Bulletin this week there would be an update on the Rural Challenge Project with phase 2A of the Essex Superfast rollout and a map showing where the rural challenge project is to take place. Tenders have gone out and are due back on 27 April 2014 and a contract is expected to be awarded in June 2015.

(4) **Business Support / Growth Hub** – As part of funding received from the South East Local Enterprise Partnership (SELEP) to produce an online business support and growth hub which is now live.

(5) **Business Survey** – Essex County Council have recently completed a business survey. We are awaiting district level statistics and data which will inform us of any initiatives that we might want to take forward.

(6) **Tourism Development** – The One Epping Forest and the Visitor Board Tourism Conference which took place on the 20 March 2015 was reported as being very successful with over ninety delegates registered representing a range of tourism and visitor based businesses from the area.

Resolved:

That the progress and work programme of the Council's Economic Development Section be noted.

Reasons for Decision:

To comply with the Cabinet Committee's request to monitor the development of the Council's property assets periodically.

Other Options Considered and Rejected:

None, as this monitoring report was for information not action.

47. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT

The Director of Neighbourhoods advised the Cabinet Committee that this report was a standard report that came before this Cabinet Committee regularly. The report reflected the general progress of the Council's asset management projects and that it was time bound due to the publication of the agenda. He introduced the new Asset Management Manager, Karim Pabani and advised Members that Mr Pabani would orally update the Cabinet Committee on progress to date.

(1) **Epping Forest Shopping Park** – The Joint Venture agreement drafting was almost completed with the solicitors. The Oakwood Hill Depot was the proposed site for the relocation of some existing tenants.

(2) **Oakwood Hill Industrial Units** – On the 2 April 2015 tenders were sent out to various contractors to tender on works to the roof. When the tender process was completed the Cabinet Committee would be advised of the decision to appoint a contractor.

(3) **Pyrles Lane Nursery** – There were no further updates.

(4) **St John's Road** – Solicitors have been instructed with respect to the widening of the covenant on Lyndsey House. On the 16 April 2015 a meeting took place between the Developer and the Town Council and we are awaiting an update from that meeting and hope to update Members at the next meeting.

(5) **North Weald Airfield** – Savills were the agreed and appointed consultants on marketing opportunities at the airfield. Advertisements have gone into national and specific trade press. We are awaiting an update from them regarding interest and hope to report back at the next meeting.

Essex County Council have been commissioned to investigate into a Park and Ride scheme at North Weald Airfield and we are expecting a report from them by the end of May.

(6) **Torrington Drive** – The Broadway Post Office have not exercised any notice to surrender their lease or to relocate their business.

There had been no further update regarding the TFL car park as this was not a priority for them but we were making efforts to get TFL to move this on up their agenda and we hope to have a further update at the next meeting.

(7) **Winston Churchill Public House** – There were no further updates.

(8) **Broadway Car Parks / Burton Road Depot** – There were no further updates.

(9) **Town Mead Depot** – There were no further updates.

Resolved:

That the monitoring report on the development of the Council's property assets be noted.

Reasons for Decision:

To comply with the Cabinet Committee's previous request to monitor the development of the Council's property assets periodically.

Other Options Considered and Rejected:

None, as this monitoring report was for information not action.

48. ANY OTHER BUSINESS

The Cabinet Committee noted that there was no other urgent business for consideration.

49. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting for the items of business set out below on the grounds that they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972:

<u>Agenda Item No.</u>	<u>Subject</u>	<u>Exempt Information Paragraph Number</u>
9	Licence for North Weald Market	3

50. LICENCE FOR NORTH WEALD MARKET

The Director of Neighbourhoods presented a report to the Cabinet Committee regarding the Licence for North Weald Market. He advised the Cabinet Committee that at the meeting of the Asset Management and Economic Development Cabinet Committee on the 21 October 2014, it was recommended and subsequently agreed by the Cabinet Committee that this Council would vary the current licence to Hughmark International, the operator of the North Weald Market. This variation eliminated a fixed fee; and the Council would receive 75% of any profit instead, after Hughmark's operational costs were met. The decision was taken to reflect the trend of declining trade and income generated by the market. In reaching a decision, the Cabinet sought a formal review of the variation to the licence at this Cabinet Committee.

Recommended:

That, as approved by the Cabinet Committee. A confidential report be submitted to the Cabinet for approval.

Reasons for Decision:

To determine the best course of future action with respect to the market at North Weald Airfield.

Other Options Considered and Rejected:

None, as this report would be presented to the Cabinet for approval.

CHAIRMAN

Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: **AMED-001-2015/16**

Date of meeting: **9 July 2015**

Portfolio: **Asset Management and Economic Development**

Subject: **Economic Development Report**

Responsible Officer: **Mike Warr / Vicki Willis** (01992 564042 / 564593)

Democratic Services: **Jackie Leither** (01992 564756)

Recommendations/Decisions Required:

(1) To note the progress and work programme of the Council's Economic Development Section;

Executive Summary:

This report updates the Cabinet Committee on a number of projects, themes and issues being explored by the Economic Development Team.

Reasons for Proposed Decision:

To appraise the committee on progress made with regard to Economic Development issues.

Other Options for Action:

None, as this monitoring report is for information not action.

Report:

1. **Staffing** – Alexandra Cramp started in the Economic Development Team as Assistant Asset Management & Economic Development officer in mid-May.

2. **Superfast Broadband** – The procurement process for the SuperfastEssex Broadband (Phase 2b) Rural Challenge Project has now been concluded and a contract for the project has been awarded to Gigaclear, a fibre broadband provider that specialises in rural networks. The project represents a £7.5m investment in the district (part-funded by UK Government, Essex County Council, Epping Forest District Council and Gigaclear) and will bring ultrafast broadband capability to 100% of the 4,545 home and business premises within the Rural Challenge Project intervention area.

A map is attached as Appendix 1 showing the extent of the area.

Essex County Council Cabinet signed off the award of the contract on 23rd June and the contracts are due to be signed on 29th June. Gigaclear plans to begin work in November 2015, with the first customers expected to gain access to the new broadband services a

month later. The deployment is expected to be completed by December 2016. Once this project is completed, and subject to further funding being identified, Superfast Essex will consider expanding this approach to other rural areas in Essex not yet included in current plans.

The Rural Challenge Project sits alongside the ongoing Phase 1 and Phase 2a elements of the Superfast Broadband project which, in partnership with BT, are aiming to deliver 95% superfast broadband to the whole of Essex.

3. **Eastern Plateau** – The Eastern Plateau has now been officially confirmed as one of the Local Action Groups (LAG) to receive EU LEADER funding via Defra / Rural Payments Agency and is beginning its marketing to ensure rural businesses are aware of its existence and the opportunities they offer for businesses to access funding for growth. The programme is part of the Rural Development Program for England (RDPE) and will be managed by East Hertfordshire Council on behalf of the Eastern Plateau Local Action Group (LAG) which is made up of local rural sector representatives including Epping Forest District Council.

The Eastern Plateau LAG have been awarded approx. £1.8m (subject to £/€ exchange rates) and the aim of the funding is to create jobs and promote business growth in rural areas. It will focus on projects covering farm productivity, rural tourism, the provision of rural services, culture and heritage forest/woodland productivity and small business growth.

The Economic Development team have already met with a potential project located within the district that is interested in securing LEADER funding and it is hoped that many more of our existing and potential local rural businesses will look into this scheme and access vital funding.

4. **One Business Briefing** – The Economic Development Team has launched a new 'look and feel' business newsletter. The bumper Spring 2015 edition provides information on the Eastern Plateau scheme; an update of the rollout of Superfast broadband across Essex and Epping Forest district; a top 10 tips feature for creative businesses; details of award schemes and competitions that our district's businesses might want to enter; and a host of other interesting information and articles. The Briefing is sent to hundreds of local businesses and partners with circulation increasing with each edition. Early feedback on the Spring edition has been very positive.

5. **District Centres Economic Development Fund** – The Economic Development Team is working with colleagues in the Communities Directorate to finalise and launch this fund for 2015/16. In previous years a similar fund has existed to enable partners to bid to undertake projects to support the local main high streets. This year's scheme is to be widened to enable smaller centres to bid as well as Economic Development Officers to propose projects. The scheme aims to encourage partners to think creatively about how they can sustainably promote their own town centres and create initiatives that have a lasting impact on their town / village centre economy.

6. **Business Survey** – As reported previously, Essex County Council has now completed its business survey. The Economic Development Team has recently received the raw data for Epping Forest District and is analysing this and will report further.

7. **Tourism Development** – As a result of the recent Tourism Conference, a number of local visitor-related businesses have asked to become more involved in the work of the tourism board. The conference also put a number of local businesses in contact with Eastern Plateau with a view to gaining funding for tourism-related business expansion projects.

The visiteppingforest.org website continues to be a major source of information for those

interested in the district and the number of information requests continues to grow in line with the hits on the site.

Work is being carried out on a proposal to stage a major event at North Weald Airfield in 2016 to celebrate its centenary. This would combine an air and vehicle show with a major event on the Epping Ongar Railway.

A stand has been booked for the important Excursions Show at Alexandra Palace, early next year.

Branding and awareness will be the focus of a leaflet push starting this summer, which will see branded leaflet holders sited in heavy foot-fall outlets across the district.

Other projects at an early stage include a Jazz Festival and a resident's summer offer reward card / voucher.

8. Partner Liaison - The Economic Development team continues to liaise with, support and attend meetings with a number of Partner Organisations. These include, at varying intervals:

- Essex County Council
- South East Local Enterprise Partnership (SELEP)
- Invest Essex and Essex Innovation Programme
- Lea Valley Food Taskforce
- Essex Economic Development Officer group
- Essex Tourism Officer Group
- Epping Forest Town Team
- Eastern Plateau Local Action Group
- Stansted Airport Local Authority Forum
- Tourism & Visitor Board
- West Essex Skills & Learning Forum
- Waltham Abbey Town Partnership

The Team has been busy with enquiries from individuals looking to set up in business locally and existing businesses looking to invest in the district. Team members have also attended the following key events in recent weeks - Harlow Business Exhibition, the launch of the SELEP Rural Strategy, workshops at Essex level on European Funding and Inward Investment and a visit (with Planning Policy colleagues) to Abbey View Produce glasshouses and packhouse to understand more about its operation.

Resource Implications:

None as this is a progress report.

Legal and Governance Implications:

None as this is a progress report.

Safer, Cleaner and Greener Implications:

None as this is a progress report.

Consultation Undertaken:

None as this is a progress report.

Background Papers:

None

Risk Management:

N/A

Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

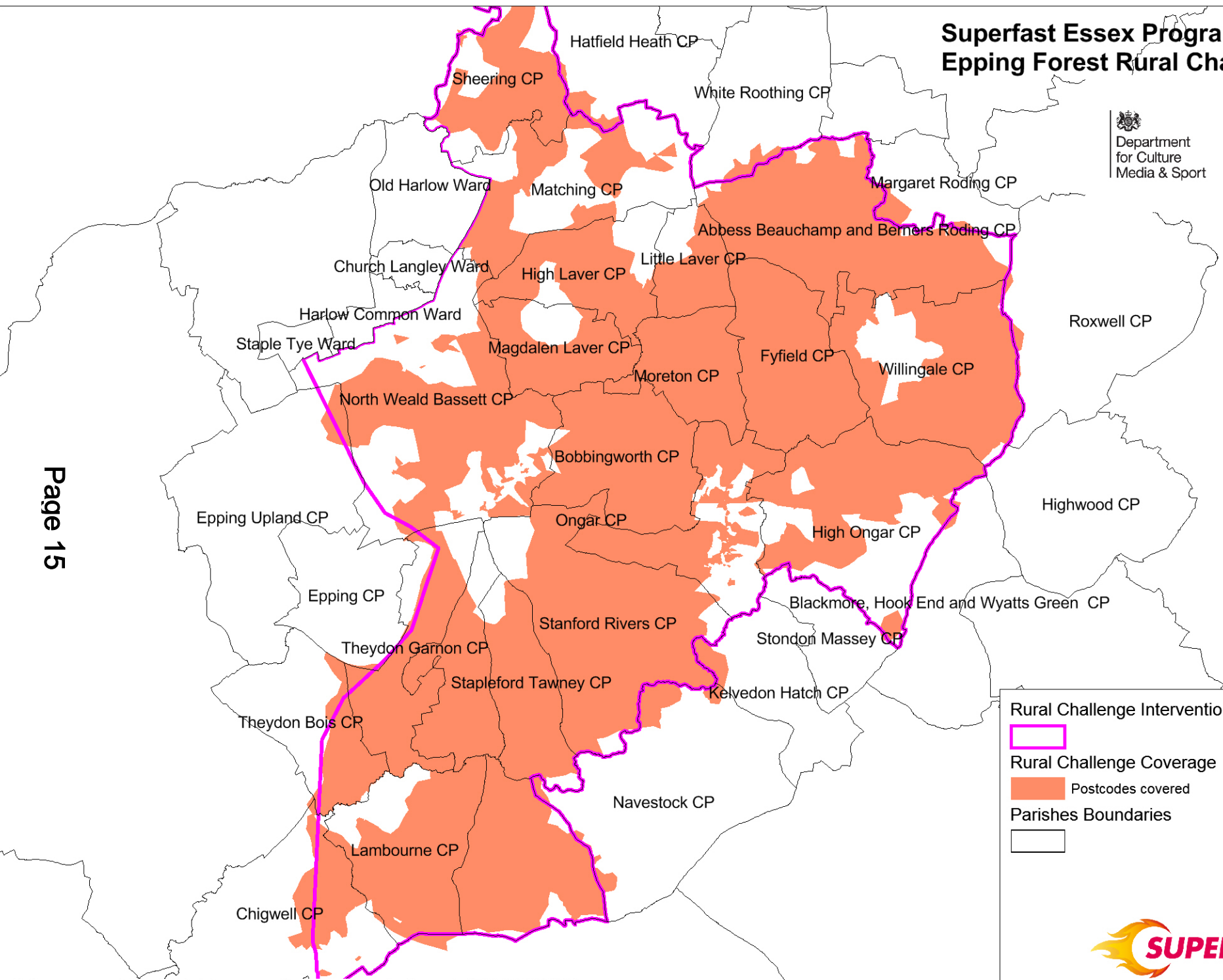
Not applicable as this is a progress report on work already undertaken.

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Superfast Essex Programme - Phase 2b Epping Forest Rural Challenge Project



**SUPERFAST
BRITAIN**



Page 15

Rural Challenge Intervention Area Boundary



Rural Challenge Coverage



Parishes Boundaries



Superfast Essex
22 June 2015
Version1



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Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-002-2015/16

Date of meeting: 9 July 2015

Portfolio: Asset Management and Economic Development

Subject: Asset Management Co-ordination Group Report

Responsible Officer: Derek Macnab (01992 564050)

Democratic Services: Jackie Leither (01992 564756)

Recommendations/Decisions Required:

(1) To note the current monitoring report on the development of the Council's property assets.

Executive Summary:

This report updates the Cabinet Committee on a number of projects as discussed at previous meetings.

Reasons for Proposed Decision:

To comply with the Cabinet Committee's previous request to monitor the development of the Council's property assets on a regular basis.

Other Options for Action:

None, as monitoring report is for information not action.

Report:

1. **Epping Forest Shopping Park** – The Council's Development Partner, Polofind Ltd, have agreed to sell their interest at a price acceptable to the Council. At the meeting of 11 June, the Cabinet agreed to recommend to Full Council that the Capital was made available to fund the purchase, construction and marketing of the shopping park. This was subsequently considered by an Extraordinary Council on the 23 June. The District Development Management Committee have released the reserve matters and the project team are preparing the procurement documentation.

2. **Oakwood Hill Depot** – The Tender for the construction of the Council's new depot was agreed by Cabinet on the 11 June. The contractor is mobilising with a view to being on site by early July. Additional storage space has been leased at Oakwood Hill Industrial Estate to facilitate the Museum vacating Langston Road, prior to a final move to the new extended premise in Sun Street, Waltham Abbey.

3. **Pyrles Lane Nursery** – Further work has been undertaken to address concerns raised in the original application. A bid to have the site listed as an Asset at Community Value had been made, and the outcome subsequently appealed. A revised application will be submitted. Timescale to be advised to Local Ward Members in advance.

4. **St John's Road** – The sale price has been agreed with Essex County Council, who wish a clawback clause inserted. Further legal advice is being obtained with respect to State Aid Regulations. Agreement on the wording of the Covenant for Lyndsey House has been obtained from the Diocese. Legal Advisers are nearing completion of the contract documents and an update will be provided at the meeting regarding timescale for completion.

5. **North Weald Airfield** – Following marketing by Savills a number of initial expressions of interest have been given by a range of parties in the aviation field. Three days of visits to the Airfield by prospective partners have been hosted. Formal expressions of interest are due to be received by the end of June.

6. **Winston Churchill/The Broadway, Debden** – Legal amendments to the Deed of Variation for the Winston Churchill site have been finalised. It would appear that local developer Higgins have acquired an interest in the site.

The Post Office are looking to relocate to another location on The Broadway. Interest in the site has been expressed by a community group. However, if and when formal notice of surrender has been received, the site will be marketed to ensure that the Council has the opportunity to achieve best consideration and a tenant that contributes well to the overall vitality of the shopping parade.

7. **Ongar Academy** – Planning Permission for the temporary use of the disused tennis courts to the rear of the Leisure Centre has been granted. First intake of pupils planned for September. The value of the playing fields has been established and work is proceeding with the disposal which will again be subject to obtaining Full Planning Permission for the new permanent school.

8. **Town Mead Depot** – Further advice received from the Environment Agency and the Council's Development Service confirms that the site is highly unlikely to progress for residential development due to flood risk. Alternative uses may therefore need to be considered.

9. **Hillhouse, Leisure/Community Hub** – Essex County Council have produced a financial assessment from Lambert Smith Hampton that includes the cost of a new swimming pool and Extra Care scheme. The CCG are still keen to relocate the GP Surgery. Flooding issues still need to be resolved and a more detailed site-specific report is required. It is proposed that EFDC and ECC now provide basic specifications for the provisions they would need for the site and then appoint a consultant for a masterplanning exercise to see where the components would fit. A further meeting is scheduled in 2 months to see how this can be taken forward.

Resource Implications:

None as this a progress report.

Legal and Governance Implications:

N/A

Safer, Cleaner and Greener Implications:

N/A

Consultation Undertaken:

N/A

Background Papers:

N/A

Risk Management:

N/A

Due Regard Record

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None as this is a monitoring report only.