

Committee Agenda



**Epping Forest
District Council**

Asset Management and Economic Development Cabinet Committee Thursday, 11th January, 2018

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, 11th January, 2018
at 7.00 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

J Leither Tel: (01992) 564123
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Members:

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

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

(Director of Governance) To be announced at the meeting.

3. SUBSTITUTE MEMBERS

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

4. DECLARATIONS OF INTEREST

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

5. MINUTES (Pages 5 - 12)

To confirm the minutes of the last meeting of the Cabinet Committee held on 06 July 2017.

6. ECONOMIC DEVELOPMENT - PROGRESS REPORT (Pages 13 - 20)

(Director of Neighbourhoods) To consider the attached report AMED-004-2017/18.

7. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT (Pages 21 - 24)

(Director of Neighbourhoods) To consider the attached report AMED-005-2017/18.

8. 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.

9. EXCLUSION OF PUBLIC AND PRESS

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

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

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

Background Papers: Article 17 - 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 and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Asset Management and Economic Development Cabinet Committee **Date:** Thursday, 6 July 2017

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 8.00 pm

Members Present: Councillors A Grigg (Chairman), W Breare-Hall (Vice-Chairman), H Kane, G Mohindra and G Waller

Other Councillors: Councillors A Lion

Apologies:

Officers Present: D Macnab (Deputy Chief Executive and Director of Neighbourhoods), J Houston (Local Strategic Partnership Manager), J Leither (Democratic Services Officer), M Warr (Economic Development Officer), C Pasterfield (Consultant) and T Carne (Public Relations and Marketing Officer)

1. 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.

2. SUBSTITUTE MEMBERS

The Cabinet Committee noted that there were no substitute members.

3. DECLARATIONS OF INTEREST

Pursuant to the Council's Code of Member Conduct, Councillor G Mohindra declared an interest in agenda item 6, Economic Development – Progress Report by virtue of his role as Chairman of the Smart Essex Board at Essex County Council. The Councillor had determined that his interest was non-pecuniary and would remain in the meeting for the consideration of the item.

4. MINUTES

Resolved:

That the minutes of the meeting held on 13 April 2017 be taken as read and signed by the Chairman as a correct record.

5. ECONOMIC DEVELOPMENT - PROGRESS REPORT

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

Town Centres

Town & Village Centres / District Opportunities Fund

The EDO reported that it had been very rewarding to see a number of projects coming forward for funding and also for projects coming to fruition:

- The first stage of the Ongar in Bloom project has seen colourful planters installed in the town centre to raise the appeal of Ongar Town Centre to visitors;
- The Buckhurst Hill Residents Society has delivered its project to increase people's awareness of the business offer in Queens Road through engagement between school children and these businesses. A first tranche of children had visited Queens Road on several occasions, interviewed businesses, produced promotional material for them and held a market outside these businesses. The Residents Society has worked hard to involve a wide range of traders, including some which have not historically been engaged with the town centre and community activities. The children also seem to have found the project both exciting and rewarding; and
- The Epping Town Partnership are hosting a Youth Festival & Youth Traders Market on Saturday 8 July 2017 from 10am to 4pm. There will be a number of young people trading on Epping High Street and some entertainment provided by local schools and it was hoped that this would be a successful event.

Business Support

Business Confidence Survey

At a previous meeting of the Asset Management and Economic Development Cabinet Committee, Members were in agreement to the idea of conducting a local survey of business confidence. Members requested that a draft of the survey be brought to a future meeting so they could review the content. On page 17 of the Agenda was the first draft of the proposed survey and Members were asked for any comments they may have.

Digital Enterprise Programme

On 15 June 2017, the Cabinet considered a report to bring forward proposals to develop a Digital Enterprise Programme that would build on the successful infrastructure network improvements that the District has seen over the last two years and start to further develop the District's potential as a Digital Innovation Zone.

In addition to the Council, six funding partners have signed up to a co-funded and co-commissioned digital strategy for the wider Digital Innovation Zone.

The Cabinet also agreed as a part of that report to funding from the Town Centre Opportunities Fund, up to a maximum of £45,000, to explore the potential for the delivery of a free public wi-fi scheme in the District's town centres. The Economic Development team have been liaising with Broxbourne Borough Council and Pembrokeshire County Council who have been through this process, to learn from their experiences.

Councillor Breare-Hall asked if Members could receive details of the return on investment from these activities.

The EDO replied that all projects would return an end of project report but most of these projects were long term and therefore he would not be able to report back until they had completed.

The Local Strategic Partnership Manager (LSPM), Mr J Houston advised that there was a need for improvement between showing a direct impact between the statistics that the Economic Development Team (EDT) take and the impact they have on the various projects. There are some general indicators that could be used to assess the performance and the EDT will endeavour to include this information at the next meeting.

Councillor Lion asked the EDO why Coopersale had not yet been provided with Superfast Broadband and when was it likely to be installed.

The EDO stated that the case for Coopersale had been pushed with Superfast Essex and it was hoped that Phase 4 of this project would pick up all the areas that had not been included to date.

Councillor Mohindra commented on The West Essex Alliance and the need to do more in terms of economic development across the neighbouring districts.

The LSPM advised that this was clearly an area that was not as strong as 4/5 years ago but the EDT had been working with Councils in neighbouring boroughs and it had been suggested that the Council's pool their funding and get a better return for the districts' residents.

Councillor Mohindra commented that he thought the visit from Chinese Trade Delegation had been a success and there was the potential for some further opportunities that will need to be explored.

The LSPM advised that the Council had hosted a successful visit in the District from a delegation from a province in China. The Council have since had a request from that Chinese Province to enter into a friendship/trade agreement where the Council can build trade links between that province in China to local businesses in the district and look to build some cultural and educational links. The Tourism Officer was looking into this and a report will be brought back to a future meeting of this Cabinet Committee.

The Chairman asked the EDO about the Superfast Broadband cabinets which were still to be installed in Hastingwood and North Weald and stated that no dates had yet been provided and asked when these will be forthcoming.

The EDO replied that there had been a period of inactivity due to Giga Clear having issues with the contractor which had now been resolved. The EDO stated that he had no confirmed dates but would inform Members as soon as he did.

The Chairman asked Members to comment on the draft Business Survey which was attached to the agenda.

Members expressed concern that not enough information would be gathered through the survey as this was a tick box survey.

The LSPM advised that a tick box survey was quicker to fill in and in the past had proved to have had a better return rate.

Resolved:

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

Reasons for Decision:

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

Other Options Considered and Rejected:

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

6. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT

The Director of Neighbourhoods presented a report to the Cabinet Committee and updated Members on further developments to the report since it had been published.

(1) Epping Forest Shopping Park

There was a separate detailed report on the progress of the Epping Forest Shopping Park at Agenda Item 8.

(2) Oakwood Hill Depot

Work had commenced on the feasibility of relocating the Housing Repairs Services to the Depot at Oakwood Hill. This was agreed, in accordance with the Council's accommodation strategy, by the Cabinet on the 9 March 2017. There were cost increases associated with the installation of an alarm system and a final report will be submitted to Cabinet before the end of the year. There were a number of snagging issues to be fully resolved with the building contractor, however progress was being made.

Councillor Breare-Hall asked why there were still issues with snagging as he thought that staff had been in situ for some time now and that these would have been remedied by now. My questions to the Director of Neighbourhoods are:

- (a) When did staff occupy the building; and
- (b) Have Building Control signed off on the depot.

The Director of Neighbourhoods advised that staff moved into the building in September/October 2016 and Building Control had signed off the building apart from one issue which was a means of escape for people with disabilities from the first floor.

The outstanding snagging issues were associated with the configuration of the external landscaping and the offsite monitoring of the alarm system which have contributed to the extra cost involved.

(3) Pyrles Lane Nursery

In March 2016, outline planning permission was granted for the demolition of the District Council's tree/plant propagation nursery in Pyrles Lane, Loughton and the erection of up to 36 dwellings with a mix flats and houses) with associated car parking, landscaping and supporting infrastructure. The Council had commissioned specialist advice on the value and marketing of the site. A report will go to the next Cabinet meeting on the 11 July 2017, with an independent report on the value of the site and some proposals of how the marketing and disposal could be conducted. There were however a number of issues regarding affordable housing on the site and a steer would be sought from Members.

(4) St John's Road Development

Final agreement between the District Council, the Town Council and Frontier Estates had now been reached on the provision of the community elements of the scheme, in particular assurance around the provision of the cinema. This was now in the hands of the respective solicitors to complete the final legal agreement, which should be ready to be entered into by mid-July. Once achieved, further work would commence on a planning application which could be submitted by the end of the year.

(5) North Weald Airfield

After an unsuccessful attempt to galvanise external interest in terms of an operational partner there had been work done through the Local Plan process in terms of employment uses that would be appropriate at the Airfield. The findings were shared by a Member Workshop held on 22 June 2017. More detailed site assessment work will now commence on all the initial sites identified including the Airfield. This will set the planning context in which future commercial aviation related opportunities could be taken forward.

(6) Site of the former Winston Churchill Public House

The scaffolding had now been removed and joint agents have been appointed to let the retail space on the ground floor, for which the Council would retain the income. To date there had been more interested parties than there was space and it was hoped that the retail space would be occupied by September/October 2017.

Councillor Mohindra stated that he thought the ground floor units would be let out and open to the public by September 2017 and not later as Members had just been informed. The Director of Neighbourhoods replied that the target date had always been September 2017. The slight delay was due to the main building being behind schedule and the expressions of interest hadn't come through as quick as we would have expected.

(7) Hillhouse Development

The contract with the Council's new Leisure Management partner Places for People, had been entered into and the management responsibilities were transferred to them on the 1 April 2017. The outline planning permission, on the discharge of all the conditions to include the completion of the Section 106 Agreement, was issued in late March 2017. Places for People were working on the full application for the new Leisure Centre, which would be due for consideration by the District Development Management Committee on 10 July 2017.

Resolved:

That the current progress on the Council's Asset Management and Development projects were noted.

Reasons for 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 Considered and Rejected:

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

7. EPPING FOREST SHOPPING PARK - PROGRESS REPORT

The Council's Asset Management Development Consultant, Mr C Pasterfield presented a report to the Cabinet Committee with regard to the current progress on the development of the Epping Forest Shopping Park. He advised that practical completion of the Shopping Park had been achieved on the 19 June 2017 and control had been handed over to the Council. There were some minor snagging issues and the building contractors were working to remedy these.

The day to day management of the Shopping Park was being handled by Savills which included security and cleaning and they would be reporting to the Council's Estates Management department.

The tenants which had completed and exchanged contracts were Next, TK Maxx, Smyths Toys, Hobbycraft, Pets at Home and Aldi. On the 26 June, three of the tenants had taken occupation of their units and had started their shop fitting works. There were three more lettings in the hands of solicitors and this left one small unit and two larger units to be let. Mr Pasterfield advised that there was a healthy interest in the last three units which the Council were currently considering. He added that it was important to get the right mix of tenants in the Shopping Park.

There was no date for the official opening of the Epping Forest Shopping Park but it was anticipated that it would be on the lead up to the Christmas Shopping period. However some of the units would be open before the official opening and advertising for staff was taking place. Hobbycraft would like to be ready to open for business on the 3 August, Smyths Toys and T K Maxx at the end of August. Pets at Home will take possession of their unit on 17 July and anticipate opening in September and Aldi estimate they would be ready to open at the end of October. Next are doing major alterations to their unit but will be ready to open before the run up to Christmas

Section 278 Road Works

Mr Pasterfield advised that the road works were progressing. The new traffic light system at the junction with Abridge Road was now active and the traffic now seemed to be flowing smoothly through this junction. The roundabout at the Broadway would be completed within two weeks and the traffic lights at Langston Road, Chigwell Road and Oakwood Hill would be completed by the end of August. The resurfacing work had been done at night and this was now complete. The road markings would be completed by the end of the week and the footpath would be finished after the street lights were connected.

Where roads were being planed off such as Langston Road and Chigwell Lane a joint inspection with Essex County Council Highways had taken place to agree any repairs. Structural repairs would be paid for by Essex County Council and they would decide what method they preferred to complete the repairs.

Barrington Green South, by Sainsbury's on the Broadway had not yet been planed off as this was a low level priority in respect of completing the major roadworks.

Councillor Mohindra asked if there was a mechanism in place, for the works the Council were responsible for, would the Council be required to go back and sort it out or would this be handed over to Essex County Council. Mr Pasterfield replied that there would be in place a defects liability period with the contract which would last for 12 months.

Councillor Waller asked when the vehicle electric charging points would go active. Mr Pasterfield advised that they were active now.

At the Chairman's discretion, the meeting then went into private session to discuss individual tenants and their requirements, which were commercially sensitive.

Resolved:

That the progress on the Council's Epping Forest Shopping Park was noted.

Reasons for Decision:

To comply with the Cabinet Committee's previous request to monitor the development of the Shopping Park on a regular basis.

Other Options Considered and Rejected:

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

8. ANY OTHER BUSINESS

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

9. 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>
8a	Epping Forest Shopping Park	3

10. EPPING FOREST SHOPPING PARK - PART II

The Director of Neighbourhoods advised Members that there were three units currently in the hands of solicitors and a further two units still to be decided upon.

Although there was much interest in the units the Council had to make the right decision to the mix of tenant that would fit in with the Shopping Park and the Broadway shops.

CHAIRMAN

Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-004-2017/18

Date of meeting: 11 January 2018

Portfolio: Asset Management and Economic Development

Subject: Economic Development Report

Responsible Officer: Mike Warr / Vicki Willis (01992 564472 / 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 and provide feedback if Members wish;

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. Visitor Economy

2017 Tourism Conference

The Economic Development Team delivered Visit Epping Forest's 2017 Tourism and Visitor Conference on 20 October at the Marriott Hotel Waltham Abbey with sponsorship from the hotel. Over 70 delegates registered and the feedback was very positive. Speakers included Cllr Gagan Mohindra outlining Essex County Council's support for business, Andrew Keeling from Hotel Solutions presenting its findings around local visitor accommodation demand and opportunities and Caroline Jenkins from Vibrant Partnerships, and a Tourism and Visitor Board member, outlining the new Visit Epping Forest Tourism Strategy. A comprehensive report on the Conference is being published.

2. Local Plan

Economic Development has provided significant support to the Planning Policy Team in

undertaking further detailed employment land work in support of the Submission Local Plan. Beyond the Local Plan, Economic Development is considering how this new evidence can be utilised to the best effect in the course of its work both operationally and strategically. For instance, how might we use the greater understanding of existing employment land to better coordinate the provision of business support or to assist with businesses seeking new premises, and also using this information to inform a new economic development strategy for the District.

3. Town Centres

Waltham Abbey Wayfinding Project

The initial installation programme for the Waltham Abbey Wayfinding project was completed in week commencing 20 November resulting in 14 of the proposed 15 signs being installed. On the whole the installation process was undertaken very smoothly with very little disruption to the town centre, its businesses or visitors. The installation of the final sign is scheduled to be undertaken on 15 December as well as the remediation of a small number of snagging issues which will be addressed by the contractors. To date, the response to the new signs has been positive.

Town & Village Centres / District Economic Opportunities Fund

Several projects have been successfully delivered by partners this year utilising this Fund. Epping Town Partnership enlivened Epping High Street in July with the town's first ever Young Traders Market. Young entrepreneurs impressed visitors and local business people with their wide ranging products and the winners received cheques from sponsors to re-invest in their micro-businesses. Buckhurst Hill Residents Society received support from the Fund to work with younger school children to raise local awareness of the businesses and services available locally by the children and in-turn their parents. As well as meeting this broader raising awareness objective, the project was tremendously engaging and fun for the children and involved them visiting and interviewing businesses in Queens Road and culminated in them staging a market in Queens Road. Ongar in Bloom is progressing strongly in the implementation of its project and a further bid to the Fund relating to Buckhurst Hill is being evaluated at present.

4. Business Support

One Business Briefing

A further edition of the One Business Briefing magazine for businesses was published in August. With a centrepiece eight page pull-out on social enterprises and a wide range of articles on business support, funding programmes, town centre initiatives, local digital award successes and innovative local businesses it was the biggest edition to date. It involved direct contributions from over 20 different organisations, many of whom have featured and shared details of the magazine via their social media outlets. This collaborative effort has seen the edition circulated to over 2000 direct contacts and, at the time of writing, downloaded from the council's website in excess of 540 times.

Meet the Buyer

In conjunction with Epping Forest Chamber of Commerce, the Economic Development team organised a Meet the Buyer Conference on 23 November, to enable local businesses to meet face-to-face with some of the biggest buyers in and around the District. Small- and medium- sized enterprises were able to understand how big organisations in the public and private sector buy, what they procure, how much they procure, and opportunities available. The event attracted over 70 delegates, representing a wide variety of sectors from aviation, health, research, tourism, and education. The Team secured sponsorship from the Marriott

Hotel Waltham Abbey and the event included speakers from London Stansted Airport, Public Health England, Essex County Council, Epping Forest College, and Vibrant Partnerships.

Eastern Plateau Funding

The Economic Development Team is continuing its work with the Eastern Plateau Local Area Action Group (LAG). As reported previously, the Group continues to perform well in terms of its allocation of funding to date and a request is being made to the Rural Payments Agency for the Group to access additional funds. A further project has been approved in the district for a grant of c. £175,000 towards a project exceeding £1.25m. The Team will report more detail as soon as all contract matters are finalised. A good stream of project enquiries is also being fed through to the Eastern Plateau Team and so we are positive that more applications will be forthcoming.

Low Carbon Across the South East (LoCASE) Funding/ BEST Growth Hub support

In partnership with LoCASE, the Economic Development team visited over 50 businesses on Langston Road and Oakwood Hill on 12 July to promote funding and support that is available to businesses. Latest reporting (August 2017) identifies that 4 grants have now been approved within the district with more in the pipeline. In a similar vein to the industrial estates visit, Economic Development Officers liaised with BEST Growth Hub on a business support surgery which was held at Crate Loughton on 19 September. BEST sat down with 7 businesses to discuss in detail the support they might be able to access and visited all businesses at the recently established Crate Loughton.

5. Digital Innovation Programme

Economic Development officers in conjunction with One Epping Forest, Princess Alexandra Hospital and West Essex CCG submitted an application in November to the LGA / Design Council 'Design in the Public Sector' programme. The application was put together as a Digital Innovation Zone (DIZ) project to address the level of A&E incidents amongst the over-75 population of the Digital Innovation Zone.

The programme is designed to access Design Council consultancy expertise and equip teams with the skills to apply design principles to public service redesign. These skills could be applied to other DIZ and Economic Development projects wherever they may be focused. The team attended a Panel Interview at The Design Council on December 12th and have subsequently been informed that they were successful. Participation in the programme will begin in February 2018.

The second One Epping Forest Smart Places Seminar was delivered by Economic Development on Friday 8 September and attended by Councillor Grigg, Councillor Lion and Councillor Mohindra. The session at Harlow Council Chamber brought together more than 30 senior leaders from business, education, health, local authorities, partnership bodies and the voluntary sector to hear about and discuss the latest digital innovations and their application to the provision of health and social care. An executive report of the event has been produced and circulated to all attendees. This report will be used to further raise awareness and understanding of the digital work programme.

A third Smart Places Seminar focusing on Digital Skills for future jobs is planned to take place on 09 February 2018 at Haileybury College in Broxbourne Borough. It is planned that external speakers from business and academic perspectives will bring forward their thoughts on what is coming down the line in terms of digital opportunities and threats, but crucially also to focus back on what businesses, colleges etc. need to do now to prepare themselves & their workforces for an increasingly digital future.

The DIZ Board continues to meet on a monthly basis. This cross-border grouping, originally formed of Epping Forest DC, Uttlesford, Harlow, East Herts and Broxbourne councils, Essex County Council, the London Stansted Cambridge Consortium, Princess Alexandra Hospital, West Essex CCG and KAOData and chaired by Councillor Lion (with Councillor Mohindra as Vice Chair) has now welcomed representatives of Further and Higher Education and the voluntary sector. Membership will continually be reviewed and supplemented where appropriate to ensure it represents the key stakeholders in our digital future.

The Board has agreed to co-fund and co-commission a digital infrastructure strategy for a proposed DIZ covering the geographies of the five district local authority partners. The tender for this strategic document was opened at the end of November 2017 and is due to close on 20 December. It is hoped that the successful bidder will be appointed early in 2018 to begin work immediately.

An expression of interest has been submitted, on behalf of the DIZ Board, to the Department for Digital, Culture, Media & Sport (DCMS) to be involved in the DCMS Local Full Fibre Networks (LFFN) Programme. This programme will explore opportunities to expand full fibre networks through a range of mechanisms to support residents and businesses in accessing superfast broadband speeds. Representatives of the DIZ Board from EFDC and Essex County Council attended a workshop on the programme on 15 December and DCMS will now be inviting the submission of full bids.

6. Superfast Broadband

As at November 2017 the network build had reached just over 3700 premises passed. Building work to install the final two cabinet areas of the network in Hastingwood and Ongar has now commenced. Wayleave negotiations to facilitate Gigaclear to build part of its network across North Weald Airfield are ongoing. Unfortunately, due to a number of issues that the contractor has faced, the full completion of the network is now scheduled for 31 March 2018 although it is hoped that many of the remaining premises will be connected in advance of that date.

Funding for Phase 4 was recently added to the Capital Review programme for report to Cabinet on 07 December. The tender process for this is already underway through Superfast Essex / Essex County Council (ECC) with the bidders' proposals likely to be evaluated in January / February 2018. Economic Development and Finance officers from EFDC will take part in the tender evaluation process. At the point of awarding the contract EFDC will be required to enter into a written agreement with ECC to confirm the £350,000 funding and prior to signing this, a further report will be taken to Cabinet outlining the outcome of the tender process and seeking its confirmation to proceed.

7. Food Sector

Closing the Gap: State of the area's food industry

The Team has supported The Lea Valley Food Board to complete this report. It follows an interim report published in 2014, Growing the Future, which took stock of the area's food industry. It will be published shortly and launched in January 2018.

BioBoost Project

The Team continues to work with the Food Board on this. In November the nine project partners from the Netherlands, Belgium and the UK met at the National Institute of Agricultural Botany (NIAB) in Cambridge for a partners meeting. This was followed the next day by a BioBoost seminar, attended by 80 people from various public and private sector

organisations in the food industry. The topic focused on getting more out of horticultural waste and showcased some of the BioBoost projects doing just that.

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)
- London Stansted Cambridge Consortium (LSCC)
- Invest Essex and Essex Innovation Programme
- Lea Valley Food Board
- Essex Economic Development Officer group
- Essex Tourism Officer Group
- Epping Forest District Town Team
- Eastern Plateau Local Action Group
- Stansted Airport Local Authority Forum
- Tourism & Visitor Board
- West Essex Skills & Learning Forum
- Waltham Abbey Town Partnership
- One Epping Forest
- Superfast Essex
- Princess Alexandra Hospital
- West Essex CCG
- Essex Partnership University Trust
- Rainbow Services, Harlow
- Anglia Ruskin University

The inaugural meeting of the Epping Forest Skills Board took place at Epping Forest College on 04 December. Under the chairmanship of Cllr Gagan Mohindra, members included representatives of local large and small businesses, the County and District Councils, Epping Forest College and the DWP. Following a presentation giving an overview on the economy, employment and education and training in the District, there was a round table discussion on the major challenges and opportunities facing the local skills agenda. Areas of focus included increasing apprenticeships, the construction industry, future developments in the digital economy and employability skills for young people. It was recognised that there is a need for up and re-skilling the existing workforce alongside encouraging pupils to consider the regions priority skills areas and providing quality training to fill existing and predicted skills gaps. Consideration was given to how the Skills Board could best influence the skills agenda and whether the initial Board needed additional representation. A second meeting is being arranged for early in 2018.

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

Equality analysis report

Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Economic Development Highlight Report
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	That the committee note the progress and work programme of the Council's Economic Development Section
Relationship with other policies / projects:	All
Name of senior manager for the policy / project:	Derek Macnab, Deputy Chief Executive and Director of Neighbourhoods
Name of policy / project manager:	John Houston

Step 2. Decide if the policy, service change or withdrawal is equality relevant

<p>Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.</p> <p>If no, state your reasons for this decision. Go to step 7.</p> <p><i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i></p>	If yes, state which protected groups:
	<p>If no, state reasons for your decision:</p> <p>No. This is a highlight report of progress made and upcoming initiatives and projects. Any equalities impact assessment for individual work, projects or programmes will be detailed on the respective reports for those workstreams.</p>

Name and job title of officer completing this analysis:	Vicki Willis, Economic Development Officer
Date of completion:	20/12/17
Name & job title of responsible officers: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Vicki Willis, Economic Development Officer Michael Warr, Economic Development Officer Quentin Buller, Economic Development Officer
Date of authorisation:	20/12/17
Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk	20/12/17

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Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-005-2017/18

Date of meeting: 11 January 2018

Portfolio: Asset Management and Economic Development

Subject: Asset Management Co-ordination Group

Responsible Officer: Derek Macnab (01992 564050)

Democratic Services Officer: Jackie Leither (01992 564756)

Recommendations/Decisions Required:

- (1) To note progress on the Council's Asset Management and Development Projects.**

Executive Summary:

This report updates the Cabinet Committee on a number of major projects that the Council are managing with regard to its assets.

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 only.

Report:

1. Epping Forest Shopping Park:

Having received practical completion of the Shopping Park from the Council's Contractor McLaughlin and Harvey in July, a phased opening of stores has occurred as the tenants completed their final fit-outs. Eight of the eleven units are now operational with the final anchor store, Next PLC opening on the 19 December 2017. Interest for the three remaining units is good and negotiations around Heads of Terms with potential operators, is underway. Trading levels have been healthy, with the popularity of the Park building as the retail offer expands.

After an initial period of non-restricted parking, the ANPR Cameras and enforcement activity on the car parks commenced when Aldi opened. This allows for a period of 3 hours parking for shoppers. The electric car charging points are proving popular.

The Section 278 Highways works have achieved a partial completion with the only outstanding matters being in relation to the installation of additional kerbside barriers around the crossing points of the junction of Rectory Lane/Borders Lane to better control students and pedestrians in the vicinity. With the embargo on Highway Works in the run-up to Christmas these final works will be completed by the end of January 2018.

Once all stores are open, predicted in March 2018, an official opening will take place.

2. Oakwood Hill Depot:

The outturn report for the construction of the Oakwood Hill Depot was considered by the Cabinet in September. As part of the Council's Corporate Accommodation Review, the feasibility of relocating the Housing Repairs Service to the Depot has been undertaken. As part of the consideration of this move, a parking study has been commissioned to assess any requirements for additional parking. With the active management of the Shopping Park and the potential for displaced parking, the parking area survey is due to be repeated to assess the implications of any displacement.

3. Pyrles Lane Nursery:

Cabinet have agreed to market the nursery site on the basis of seeking two alternative prices to include the provision of Council Housing as part of the Council's wider Council Housebuilding programme. Marketing agents have been appointed and the site is due to be actively brought to the market early in January 2018.

4. St John's Road Redevelopment:

At the time of this report it was predicted that the Tri-partite agreement for the terms of the sale to the Council's Development Partner Frontier Estates, would be finished before the Christmas break. Officers will update Members at the meeting.

5. North Weald Airfield:

Subject to separate supplementary report to the Agenda.

6. Landmark Building ((Former Winston Churchill PH).

Heads of Terms are still under negotiation with potential tenants of the Council's retail space to provide a public house, restaurant, coffee shop and convenience store. Progress has been slower than anticipated due to a delayed vacant possession of the space by the residential developer and the need to provide services to the units.

7. Hillhouse Development:

Work has commenced and is progressing well on the programme for the new Leisure Centre. The planning application for the independent living scheme is due in March 2018. The County Council are tendering currently for the Independent Living Scheme provider. The new GP Practice is still planned once funding is secured.

8. Lindsay House:

The Council disposed of the building and achieved a capital receipt of £835,000, a sum of £85,000 in excess of the valuation of £750,000. The property was sold with the restrictive covenant in place.

Resource Implications:

None as this is a progress report.

Legal and Governance Implications:

As referred to in body of report.

Safer, Cleaner and Greener Implications:

No specific implications identified other than the disposal of Lindsay House which will reduce the level of vandalism/anti-social behaviour on the site.

Consultation Undertaken:

None

Background Papers:

Cabinet Reports on individual Capital Schemes.

Equality Impacts:

Not applicable, only progress report.

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