

Committee Agenda



**Epping Forest
District Council**

Asset Management and Economic Development Cabinet Committee

Thursday, 27th June, 2019

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
on **Thursday, 27th June, 2019**
at **7.00 pm** .

Georgina Blakemore
Chief Executive

**Democratic Services
Officer**

J Leither Tel: (01992) 564123
Email: democraticservices@eppingforestdc.gov.uk

Members:

Councillors A Patel (Chairman), N Avey, N Bedford and S Stavrou

1. WEBCASTING INTRODUCTION

This meeting is to be webcast and Members are reminded of the need to activate their microphones before speaking. 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

To be announced at the meeting.

3. SUBSTITUTE MEMBERS

To report the appointment of any substitute members for the meeting.

4. DECLARATIONS OF INTEREST

To declare interests in any items on the agenda.

5. MINUTES (Pages 5 - 10)

To confirm the minutes of the meeting of the Committee held on 18 April 2019.

6. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT (Pages 11 - 20)

To consider the attached report AMED-001-2019/20.

7. ECONOMIC DEVELOPMENT - PROGRESS REPORT (Pages 21 - 32)

To consider the attached report AMED-002-2019/20.

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, 18 April 2019

Place: Council Chamber - Civic Offices **Time:** 7.00 - 7.20 pm

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

Other Councillors: None present

Officers Present: J Nolan (Service Director (Commercial & Regulatory Services)), J Chandler (Service Director (Community & Partnership Services)), J Houston (Strategic Partnership Specialist and Economic Lead) and J Leither (Democratic Services Officer)

28. 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.

29. SUBSTITUTE MEMBERS

The Cabinet Committee noted that Councillor C Whitbread substituted for Councillor N Avey.

30. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor G Mohindra declared an interest in agenda item 7 Asset Management Development Projects – Progress Report, item 7, Hillhouse Development, by virtue of being an Essex County Council Cabinet Member. The Councillor had determined that his interest was non-pecuniary and would remain in the meeting for the consideration of the item.

31. MINUTES

Resolved:

That the minutes of the meeting held on 17 January 2019 be taken as read and signed by the Chairman as a correct record.

32. CHANGE OF ORDER

The Chairman advised the Cabinet Committee that she would like to change the order of the agenda and that Item 7, Asset Management Development Projects – Progress Report would be heard last on the Agenda in private session.

33. ECONOMIC DEVELOPMENT - PROGRESS REPORT

Councillor S Kane presented a report to the Cabinet Committee and stated that the report published was to update Members of the current projects. He stated that he would like to report on item 1. Economic Strategy and if Members had any questions he would take them after.

1. Economic Strategy

The Economic Strategy document is ready to go out for consultation. The document has been produced to encourage debate and discussion on how the Council can best support the developments of the local economy.

The Strategy puts forward proposals to deliver a long-term vision and plan to future proof out economic success and was looking for feedback from various stakeholders in the district and outside of the district.

Therefore, Members would you agree for this document to move forward.

The Chairman commented that it would be helpful for the photographs in the document to be identified, as it would help to identify where they were taken.

The Strategic Partnership Specialist and Economic Lead stated that there were a couple of photographs that they were awaiting permission to use and then it would be possible to caption all of the pictures.

The Chairman stated that she was very pleased with the presentation of the document and the fact that it was not very bulky and thought this would encourage people to read it more easily and therefore make comments.

Resolved:

- (1) That the Committee noted the current position of the Economic Development issues; and
- (2) That Members agreed for the Strategic Economy document to be circulated.

Reasons for Decision:

To appraise the Cabinet Committee on a number of projects, themes and issues being explored by the Economic Development Team.

Other Options Considered and Rejected:

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

34. ST JOHN'S ROAD, EPPING - PROGRESS REPORT

The Service Director, Commercial and Regulatory presented a report to the Cabinet Committee regarding the current progress on the St John's Road Development. He advised that following the decision to locate the new district Leisure Centre to the St John's Road site a report was made to Cabinet on 11 April 2019 which proposed a series of initial steps namely:

- that formal negotiations were entered into with Places Leisure to vary the Leisure Management Contract for the development of a new

Leisure Centre at the St John's Road Site, on a Design, Build, Operate and Manage basis;

- that in order to construct the new Leisure Centre in the optimum location on the site, that the District Council enter into formal discussions with Epping Town Council to acquire Epping Hall, to include the potential relocation of the Town Council to 323 House at the Civic Offices;
- that expressions of Interest were sought for suitable qualified Cinema operators to establish the viability of the conversion of the Centrepont Building;
- that the Council adopt a similar approach as utilised in the development of the Epping Forest Shopping Park, namely that a specialist project team be appointed to procure the construction and letting of the units on the site;
- that a future report be received on the most viable option to deliver the residential element of the project.

On the 21 March 2019 Members of the District Council met Members of the Town Council together with district officers and the Town Clerk. At that meeting the question of the relocation of the Town Council was discussed and that an in-principle decision to relocate (subject to terms) would be put to the Town Council Members on 9 April 2019.

The Town Council have now agreed in principle to relocate to 323 House at the Civic Offices, a letter had been received by the Chief Executive outlining some proposed terms which the Council were in the process of considering and would get back to the Town Council shortly.

In terms of the Cinema Operator the Council have had meetings with a particular cinema operator who have put a proposal forward to the Council but, this would go out by formal tender to invite all cinema operators to formally express their interests.

There had been some antisocial behaviour on the site and there were concerns regarding the power supply to the site, particularly children getting involved with live electrics. As of the 17 April all power supplies had now been terminated.

Councillor S Kane commented about cutting the power on the site and that this would disarm any CCTV on the site. The Strategic Director replied that there was no CCTV coverage on the St John's Road site and currently our security is provided by a mobile unit.

Councillor C Whitbread commented that he was glad to see that progress was being made on St John's site and a planning application would be coming forward soon and the site would then be made secure. This was a multimillion pound investment which would benefit the whole district and the Council must keep pushing ahead.

The Chairman commented that it was an excellent scheme and will be very popular with residents of Epping and the whole district. The protection of the historic buildings was also very important to the heritage of the district.

Resolved:

That the Cabinet Committee noted the current position of the St John's Road development project.

Reason for Decision:

To appraise the Cabinet Committee on the progress of the project.

Other Options Considered and Rejected:

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

35. ANY OTHER BUSINESS

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

36. COUNCILLOR A GRIGG

The Cabinet Committee noted that this was Councillor A Grigg's last meeting of the Asset Management and Economic Development Cabinet Committee, as she was standing down from her position as a District Councillor and Member of the Cabinet. Councillor S Kane expressed his thanks on behalf of the Cabinet Committee to Councillor Grigg for all her hard work and efforts over the years.

37. 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>
7	Asset Management Development Projects – Progress Report	3

38. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT

The Service Director, Commercial and Regulatory presented a report to the Cabinet Committee he advised that some of the items on this report were commercially sensitive. He had since taken advice from Democratic Services and going forward the report would not be in private session and if there was anything commercially sensitive, this would go on a separate report and be heard in private session.

1. Epping Forest Shopping Park

The Epping Forest Shopping Park was now fully let and trading. The Park was still proving extremely popular with customers. Following close to two years since the development was completed and the second winter of operation, it was envisaged

that the remaining financial retentions held would shortly be released to the various contractors. A Stage 4 Road Safety Audit was also due to be undertaken on the main carriageway.

2. Oakwood Hill Depot

All feasibility work on the relocation of the Housing Repairs Service to the site had now been largely completed. The planning application for the additional car parking had been withdrawn while mitigation measures asked for by Natural England were being agreed with respect to visitor pressures on the nearby Roding Valley Nature Reserve.

7. Hillhouse / Roundhills Developments

The new Leisure Centre at Hillhouse opened on 17 November 2018 and was achieving membership take up well beyond forecasts. The centre is now in its contractual six-month bedding in period.

The Roundhills Swimming Pool site had been physically secured pending redevelopment. Essex Housing were arranging demolition within the next few weeks.

Councillor S Kane was concerned with the increased traffic pressure and parking the success of the new Leisure Centre was having on the area and asked the Strategic Director if he could put pressure on Essex Highways to get a full review of the overspill.

The Strategic Director advised that he would contact Essex Highways to see where they were at with the review.

Councillor C Whitbread stated that he welcomed the approach to this report being in private and open session thereby protecting the commercially sensitive issues.

Resolved:

That the Cabinet Committee noted the current progress on the Council's Asset Management and Economic Development Projects.

Reason 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 monitoring report was for information only, not action.

CHAIRMAN

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Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-001-2019/20

Date of meeting: 27 June 2019

Portfolio: Asset Management and Economic Development

Subject: Asset Management Development Projects – Progress Report

Responsible Officer: Jim Nolan (01992 564050)

Democratic Services: J Leither (01992 564756)

Recommendations/Decisions Required:

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

Executive Summary:

The report updates the Cabinet Committee on a number of major projects that the Council are managing with regards 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 information only, not action.

Report:

1. Epping Forest Shopping Park

The Epping Forest Shopping Park is now fully let and trading. The Park is still proving extremely popular with customers. Prior to the release of the financial retention related to the construction, WYG as advisor to EFDC have recommended an independent roof survey is undertaken and quotes are being sought for this. ECC have also requested that additional highways works are undertaken to discharge the s278 obligations and these are currently being costed.

2. Oakwood Hill Depot

All feasibility work on the relocation of the Housing Repairs Service to the site has now been largely completed. The planning application has yet to be considered while mitigation measures asked for by Natural England are being agreed with respect to visitor pressures on the nearby Roding Valley Nature Reserve.

3. Pyrles Lane Nursery

The site is currently under offer to be sold to Durkan Developments who are in the process of conducting their legal and site due diligence. Solicitors are progressing the sale.

The existing Nursery is due to relocate to Town Mead depot in refurbished premises by the end of 2019 following the successful planning application.

4. St John's Road Development

We are currently in the process of seeking consultants to project manage the development. Most survey work has been completed although there are still some Summer ecological surveys to be undertaken. All power to the site has been disconnected.

5. North Weald Airfield

Following the submission of the scope of the Planning Brief to Cabinet in April, a third-party consultant is to be appointed to assist EFDC Officers in the preparation of a planning application for the land identified as site NWB.E4 in the Submission Version of the Local Plan dated December 2017, along with the aviation land to the western side of the runway and associated new access point.

The deadline for bids to be submitted as part of the tender process to assess current operator demand for the Market was the 23rd May. These are now to be reviewed. Negotiations with Essex & Herts Air Ambulance Trust are progressing, while the construction of the new base for the National Police Air Service is well advanced.

6. Landmark Building

Following the withdrawal of interest from Co-Op and Costa Coffee, new marketing agents have been appointed.

The lease for Units B, C & D are let to a local Mediterranean restaurant and fit out is now complete. The tenant is currently seeking planning permission for its external plant equipment. Due to rear access issues, the Pub has now moved from Unit A to Unit F. The prospective tenants are submitting the necessary planning and building regulation applications.

Units A, E and G are on the market and are available for letting and agents are reporting interest from a day nursery and fitness gym (Unit A).

7. Roundhills Development

Demolition of the old pool site is now complete. The site has been fenced off and the access points blocked to prevent possible incursion of which neighbours are very concerned. An ongoing maintenance solution is currently being sought.

Resource Implications:

None as this is a progress report.

Legal and Governance Implications:

There are no specific implications.

Safer, Cleaner and Greener Implications:

All developments are undertaken with regard to safer by design and energy efficiency.

Consultation Undertaken:

None.

Background Papers:

None.

Risk Management:

Risks relevant to each project are contained within individual Project Plans/Corporate Risk Register.

Equality Analysis:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided as an Appendix to the report.

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Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details

Your function, service area and team: Commercial and Regulatory Services

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team:

Title of policy or decision: To note progress on the Council's Asset Management and Development Projects.

Officer completing the EqlA: Jim Nolan, Service Director Commercial and Regulatory Tel: 01992 564083 Email: jnolan@eppingforestdc.gov.uk

Date of completing the assessment: 03 June 2019

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? No
2.2	Describe the main aims, objectives and purpose of the policy (or decision): For noting only What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)? For noting only
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? For noting only Will the policy or decision influence how organisations operate? For noting only
2.4	Will the policy or decision involve substantial changes in resources? No
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? For noting only

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	What does the information tell you about those groups identified?
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	N	L
Disability	N	L
Gender	N	L
Gender reassignment	N	L
Marriage/civil partnership	N	L
Pregnancy/maternity	N	L
Race	N	L
Religion/belief	N	L
Sexual orientation	N	L

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqlA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If 'YES', use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service:

Date:

Signature of person completing the EqIA: J Nolan

Date: 03/06/19

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-002-2019/20

Date of meeting: 27 June 2019

Portfolio: Commercial and Regulatory Services

Subject: Economic Development Report

Responsible Officer: J Houston / J Chandler (01992 564094)

Democratic Services: J 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. Economic Strategy

Consultation on 'Nurturing Growth' (a discussion paper on developing an economic strategy) closed on 27th May. The consultation involved direct mailings to 150 recipients plus copies to key stakeholders and presentations to a special meeting of the local Chamber of Commerce and to the One Partnership Board. It was also published on the council's website with a supporting social media campaign.

Over 30 responses were received. However, a concern highlighted in the responses was related to the limited duration of the consultation period and a general lack of awareness of the process. Therefore, following Members' direction, it has been suggested that the consultation period be extended for two months, to enable greater engagement and to host a major stakeholder conference in September to review responses, amend the document and begin the production of a delivery plan. However, this will subject to a presentation to Cabinet Committee on the Economic Development resourcing proposals, before its meeting in July.

2. Digital Innovation Zone

The most recent of the ongoing series of Smart Place Seminars was held on Friday 26th April. 'Empowering Community and Voluntary Services Through Digital' took place at Fletcher's Lea in Ware and attracted both a wide range of local and national speakers and numerous delegates from charity and voluntary sector organisations, service commissioners and interested businesses from across the DIZ. The event explored how the voluntary and community sector can be enabled to use digital to achieve better outcomes for communities and delegates were also introduced to the design-led approach of the Centre for the Acceleration of Social Technology (CAST) who are delivering a follow-up workshop on June 21st to develop this design-led training further. A further follow-up event is planned for September to pull together the outcomes of these two events and to work with organisations to both further develop their ideas and to access additional support and funding to deliver them. An Executive Report from the seminar has been produced and will be available from the Resources Section of the DIZ website www.diz.org.uk

The DIZ Digital Innovation Strategy is continuing its progress through its partner organisations' decision-making procedures to seek formal endorsement of the strategy. At the time of writing the strategy was due to be considered by Cabinet on 13th June and has also been formally considered and adopted by East Herts DC, Uttlesford DC and Harlow Council. Formal letters of support are also being sought from non-local authority partners such as the community and voluntary sector organisations and a number of these have already been received. Presentations on the strategy have recently been delivered to the Hertfordshire Infrastructure Planning Partnership and the Six Authorities Leaders Group.

Digital Census – The DIZ is continuing discussions with a leading market research company on the development of a digital census that will enable the DIZ to ensure future technology initiatives are focused around the needs of the customer and end-user.

Rural Connected Communities Programme (RCCP) – An exploratory initial workshop, facilitated by CGI, was recently held with partners from across the DIZ to begin the development of use-cases that might form part of a DIZ bid to the DCMS Rural Connected Communities Programme to establish a 5G testbed within the DIZ. Very well attended and producing lots of interesting ideas this workshop will be followed up with a second event in July to develop the potential bid in the light of the DCMS RCCP workshops which will be attended by officers and the Portfolio Holder for Strategic Projects on 25th June.

3. Tourism and Visitor Board

The visiteppingforest.org website continues to grow in content and number of visitors. A section dedicated to Countrycare has recently been added with details of all their reserves and walks together with ten downloadable guides in PDF form. Other areas added include a focus on the district's markets and the start of a section listing famous people and blue plaques.

Analysis of traffic to the website over the recent bank holidays, and in-depth analysis of the longest at Easter, has shown a 40% increase in visitors and 60% increase in the number of pages visited comparing 2019 with 2018. Over the Easter weekend this equated to a daily count of just under 1000 visitors and 2,300 page views. Weather played a part in the increase with Easter 2019 being unseasonably warm whilst the same period in 2018 was unseasonably cold. However, taking this into account and looking at the overall increases this year as we approach the summer season, we are targeting 182,000 visitors and 500,000 pageviews by the end of 2019 against 2018 figures of 60,000 and 133,000 respectively.

In line with the recommendations of the last Tourism and Visitor Conference, officers are

leading in the development of cross-border working on tourism development across the five districts (Epping Forest, Broxbourne, Harlow, East Herts and Uttlesford). The latest economic value studies have been compiled for all the districts and combined to reveal a total income of £879,826,100 (EF £226,210,600) from 14,218,100 visits (EF 3,878,100) supporting 15,645 jobs (EF 2,899) accounting for an average of 7% of employment (EF 8.4%). For Epping Forest, the latest figures equate to an over 7% increase in numbers of trips, value of tourism and increase in jobs over the previous year. Officers will be leading a major workshop with partners from the private and public sectors, at Stansted on June 18th, looking at proposals for investment in enabling infrastructure and investment into joint promotion and coordination. Outcomes and recommendations will be reported to the next AMED meeting.

4. Tourism

The Green Arc was an initiative to promote and coordinate investment in green infrastructure running from the Thames to Barnet. The One Partnership has recently taken over the project, a consultant to lead work, commissioned using funding inherited from the Arc, has been employed and steps are being taken to establish a Steering Board to take work forward. The first of these steering board meetings has been arranged for the 12th of July. It is expected that there will be representatives and members attending from the Greater London Authority (GLA) EFDC, Essex County Council, Corporation of London, Friends of Epping Forest and the Woodland Trust.

The aim of the Green Arc project is to focus on where London meets the countryside, looking at joint initiatives to increase and protect canopy, explore new ways of developing corridors to allow residents and visitors to enjoy the green and unique areas in this quadrant as well as innovating in community involvement in programmes. A meeting with the GIS team at EFDC has seen the Green Arc begin work to properly map the green assets that exist in this quadrant.

5. Skills

Officers are continuing to work closely with the new management team at New City College, Epping Forest Campus. In line with member direction, officers have been working to expand representation for the district within the New City College governance structures and are instrumental in establishing a local governance body to ensure effective representation from the local community and employers. Officers have also had a series of meetings with senior figures at New City College in order to progress the local initiative. It is hoped that this work will come to fruition over the next few weeks and a further report can be brought to the next AMED meeting.

6. Bioboost

Officers continue to work on the delivery of the EU-funded Bioboost programme in cooperation with colleagues in Belgium and Holland. In May the UK Partners hosted an event within the Epping Forest District for colleagues from businesses and universities from both these countries. A key area of discussion was around securing funding for the proposed Cucumber and Food Festival in Waltham Abbey, which will allow Bioboost partners to engage with the public to test the viability of products they are developing using surplus products produced as a by-product of the glasshouse growing industry. EU Partners have agreed that up to £15k can be reserved for this event scheduled for Saturday 26th September. A working group from the Waltham Abbey Town Partnership, Vibrant Partners and local businesses are currently working on this event with the local growing industry.

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:

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided as an Appendix to this report.

Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details

Your function, service area and team: Communities and Partnerships- Economic Development Team

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: N/A

Title of policy or decision: Economic Development Report

Officer completing the EqIA: Julie Chandler/John Houston Tel: Ext 4094 Email: jhouston@eppingforestdc.gov.uk

Date of completing the assessment: 14 June 2019

Section 2: Policy to be analysed

2.1 Is this a new policy (or decision) or a change to an existing policy, practice or project?
This report is a progress report.

2.2 Describe the main aims, objectives and purpose of the policy (or decision):

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

What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?

Cabinet level knowledge and awareness of the current progress from the economic development team towards various work streams.

2.3 Does or will the policy or decision affect:

- service users
- employees
- the wider community or groups of people, particularly where there are areas of known inequalities?

This progress report demonstrates that social inclusion lies at the heart of everything the Economic Development Team does, but the content of the report and the associated decision to note progress does not impact on service users, employees or the wider community. The projects and work programme referred to within the report will have such impacts and, as such, those impacts would be considered as part of the Appropriate EQIA for any associated reports at the time.

Will the policy or decision influence how organisations operate?
No

2.4 Will the policy or decision involve substantial changes in resources?
No

2.5

Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?

The work reported within this report highlights the role of the Economic Development Team in expanding the council's community leadership role which is in line most particularly with one of the three key tenets of the corporate plan; 'stronger place'.

Through this report the Economic Team work plan intends to:

- Have influence on other major public sector providers and steer work to the Council's priorities.
- Identify new opportunities and create partnerships to address local challenges and minimise financial burden to the council.
- Target external investment in priority areas, particularly where working alone as a council we have little chance of success.
- Deliver economic development programmes based on understanding our districts' place and identity.
- Establish core platform and networks to deliver- One Partnership.
- Enhance council's reputation.

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	What does the information tell you about those groups identified? N/A
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? N/A
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: N/A

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	N/A – As mentioned earlier this is a progress report. The impacts of the work programme contained within would need to be considered as part of any appropriate reports considered or decisions made for each individual workstream.	N/A
Disability	N/A “ “	N/A
Gender	N/A “ “	N/A
Gender reassignment	N/A “ “	N/A
Marriage/civil partnership	N/A “ “	N/A
Pregnancy/maternity	N/A “ “	N/A
Race	N/A “ “	N/A
Religion/belief	N/A “ “	N/A
Sexual orientation	N/A “ “	N/A

Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No	

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: Julie Chandler

Date: 03/01/2019

Signature of person completing the EqIA:

Date:

Advice

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.