

Committee Agenda



**Epping Forest
District Council**

Asset Management and Economic Development Cabinet Committee Thursday, 13th February, 2014

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, 13th February, 2014
at 6.30 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

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

Members:

Councillors Mrs A Grigg (Chairman), W Breare-Hall, Ms S Stavrou, Mrs E Webster and C Whitbread

PLEASE NOTE THE START TIME OF THIS MEETING

WEBCASTING/FILMING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The meeting may also be otherwise filmed by third parties with the Chairman's permission.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area or otherwise indicate to the Chairman before the start of the meeting.

If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

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

To declare interests in any item on this agenda.

4. MINUTES

To confirm the minutes of the last meeting of the Cabinet Committee held on 5 December 2013.

5. THE BROADWAY, LOUGHTON PROGRESS REPORT (Pages 5 - 14)

To consider the attached report (AMED-012-2013/14).

6. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT (Pages 15 - 18)

To consider the attached report (AMED-013-2013/14).

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 PRESS

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 paragraph(s) of Part 1 of Schedule 12A of the Act indicated:

Agenda Item No	Subject	Exempt Information Paragraph Number
Nil	Nil	Nil

To resolve that the press and public be excluded from the meeting during the consideration of the following items which are confidential under Section 100(A)(2) of the Local Government Act 1972:

Agenda Item No	Subject
Nil	Nil

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 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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**Report to the Asset Management and
Economic Development Cabinet
Committee****Report reference:** AMED-012-2013/14**Date of meeting:** 13 February 2014**Portfolio:** Asset Management & Economic Development**Subject:** Progress with Developments at The Broadway, Loughton**Responsible Officer:** Alan Hall, Director of Housing (01992 564004)**Democratic Services Officer:** Jackie Leither (01992 564756)**Recommendations:**

That the current position with regard to developments at The Broadway, Loughton be noted.

Executive Summary:

At its last meeting, the Cabinet Committee requested a report to this meeting on the current situation and progress with regard to potential developments around The Broadway, Loughton, by the Council and third parties.

Reasons for Proposed Decision:

The Cabinet Committee requested a report to this meeting.

Other Options for Action:

The report is only for noting.

Introduction

1. In August 2008, the Cabinet agreed a Design and Development Brief for Debden Town Centre and The Broadway, Loughton ("the Design Brief") following extensive consultation by planning consultants appointed by the Council. The area of land covered by the Design Brief contains land owned both by the District Council and other parties. Much of the land owned by the Council is not under the control of the District Council, since the Council has granted leases to other parties in the past, which have a number of years to run.
2. At its last meeting, the Cabinet Committee requested a report to this meeting on the current situation and progress with regard to potential developments around The Broadway by the Council and third parties.
3. The Council's Management Board has previously asked the Director of Housing to chair a small corporate Officer Working Party, also comprising the Asst Director (Development Control), Asst Director (Facilities Management and Emergency Planning) and Chief Estates Officer to monitor and, where possible, facilitate developments at The Broadway by third parties in accordance with the Design Brief, and to oversee the delivery of developments by the Council in respect of land and assets under the control of the Council.

Progress

5. At its meeting on 5th September 2012, the then North Weald Airfield and Asset Management Cabinet Committee agreed a Broadway Regeneration Action Plan, which provides a “road map” for the delivery of the different sites.

6. Within the Design Brief, there are “site specific policies” for each “opportunity site” at The Broadway, with each site designated a site number. The remainder of this report provides information on the current position with regard to each of the 8 “opportunity sites” within the Design Brief. Appendix 1 provides an extract from the Design Brief, showing a plan with each of the Opportunity Sites identified.

SITES NOT UNDER THE CONTROL OF THE COUNCIL

Site 1 – Sir Winston Churchill Public House

7. At its meeting on 9 September 2013, the Cabinet agreed proposed Heads of Terms for a Development Agreement between the District Council (as freeholder) and a developer for the Sir Winston Churchill PH site, which had been negotiated by consultants appointed by the Director of Corporate Support Services. The Asset Management and Economic Development Portfolio Holder was also authorised, in consultation with the Director of Corporate Support Services, to agree minor amendments to the documentation and it was agreed that external solicitors be instructed to prepare and negotiate the Development Agreement, subject to the proposed development receiving planning permission. In order to instruct the external solicitors to prepare and negotiate the Development Agreement for the site, the Cabinet also agreed to recommend to the Council a supplementary capital estimate of £75,000 for 2013/14, which was subsequently agreed by the Council.

8. Subsequently, the developer for the site sought planning permission for the demolition of the public house and the Council-owned the garages on adjacent land (see Site 4 – Vere Road (North) below) and the development of a mixed use development, comprising retail and food and drink units on the ground floor and 64 residential properties at upper floor levels (1st – 6th floors), together with 62 car parking spaces, service yard, access and car parking.

9. The application was determined by the District Development Control Committee on 11 December 2013, when planning permission was granted, subject to Section 106 legal agreements being completed by the 31 March 2014 - unless the applicant, prior to this date, agrees an extension of time and date with planning officers - to secure the following contributions:

- £192,016 towards the provision of local primary and secondary education facilities; and
- £14,400 towards the provision of health care services within the locality.

10. No requirement was made to provide any affordable housing as part of the development.

11. The current position with regard to the production of the Development Agreement is that, following a competitive exercise, Sharpe Pritchard has been appointed as the Council’s external solicitors, with effect from 2nd January 2014, to draft and negotiate the Development Agreement, which is currently in progress.

12. The current position with regard to the required Section 106 Planning Agreement is that a Section 106 Unilateral Undertaking has been drafted by EFDC Legal Services (which is now considered to be more appropriate than a Section 106 Agreement, in the circumstances of the Council being both the landowner and the Local Planning Authority), which has been approved in principle by both planning officers and the County Council (in respect of the required education contribution), and was sent to Sharpe Pritchard for their comments on

14th January 2014, which are awaited. The draft legal documentation will then be sent to the developers for their comments.

Site 2 – Sainsbury Supermarket, Shopping Precinct and BP Petrol Station

13. The original Design and Development Brief proposed the provision of a new supermarket on this site, the freehold of which is owned by the Council, which currently comprises three separate sites - namely, the Sainsbury Supermarket, the shopping precinct in front of the supermarket and the adjacent BP petrol station on The Broadway.

14. With regard to the BP petrol station, the original 25 year lease expired in September 2011 and the leaseholder is holding over on existing terms. BP has confirmed that it wishes to enter into a new lease, which it is entitled to do under the Landlord and Tenant Act 1954. The Council has appointed agents to act on its behalf, and the terms of the proposed new lease are currently being negotiated.

15. With regard to the site of the Sainsbury Supermarket and the shopping precinct in front (2-18 Torrington Drive), Stobart Properties hold a 125 year head lease for the site, from 31 May 1988. However, at its meeting on 2 December 2013, the Cabinet agreed to purchase the head lease for £3.35 million. This was in view of the benefits to the Council of acquiring the asset, which were set-out within the Cabinet report.

16. Subsequently, the Council entered into a conditional legal agreement with Stobart Properties on 23 December 2013, which requires Stobart Properties to surrender the premises at 2-18 Torrington Drive (and the separate land to the south of Burton Road – see reference to Sites 6 and 7 below). Before the surrender can take place, Sainsbury must carry out works at the site, surrender its current sub-lease comprising the sites in Torrington Road and Burton Road and be granted a new sub-lease of the Torrington Road site only. Licences were granted to sublet and carry out the works on 7 January 2014.

17. Sainsburys has planning permission for the proposed works and is currently undertaking the improvements to its store, which include the demolition of the small parade of vacant shops at the front of the store, replaced with the provision of additional car parking. The store is currently closed and due to re-open in the Spring

18. It is a requirement of the legal agreement that the surrender and grant of the new sub-lease must take place within 21 days of the date of practical completion of the works.

Sites 3 and 8 – Debden Station and Station Car Park

19. This site is within the ownership of Transport for London (TfL). The Design and Development Brief proposes the provision of commercial, small retail and residential uses on the site, together with a bus interchange - to be planned to allow for bus lay-overs, whilst separating bus and other vehicular movements – together with a new link to Torrington Drive for buses only.

20. In October 2011, representatives from TfL provided initial indicative proposals for the development of its whole site to the Council. Following the presentation of the initial proposals, in November 2011, the Director of Planning and Economic Development provided TfL with the initial views of officers on the proposals.

21. A further meeting was held in March 2012, when TfL provided some revised initial proposals, taking on board a number of the comments made by officers. On 30 January 2013, the Director of Planning and Economic Development wrote to TfL again, seeking information from them on their progress with the proposed development. However, no further contact has been received from TfL to date, and it is understood that their Project Manager for the proposed development has now left the organisation.

22. In view of the lack of response from TfL, the Director of Planning and Economic Development will be seeking to establish from TfL, once again, the current position and confirmation of whether or not they intend to move forward with their development proposals.

SITES UNDER THE CONTROL OF THE COUNCIL

Site 4 – Vere Road (North)

23. This site currently comprises 36 difficult-to-let Council owned garages, with high void rates (in excess of 70%) and no waiting list.

24. The Design and Development Brief proposed the development of the part of the site fronting Vere Road as residential development, with an archway through to existing Council-owned garages to the rear, which would be retained.

25. However, following concerns raised by officers regarding the practicalities of this proposed approach (which was shared by members), at its meeting on 5 September 2012, the then North Weald Airfield and Asset Management Cabinet Committee agreed to seek the redevelopment of the site, either for residential accommodation or the incorporation of the site within any development undertaken on the Sir Winston Churchill PH site (see Site 1 above).

26. As explained above, at its meeting on 9 September 2013, the Cabinet agreed the Heads of Terms for the development of the Sir Winston Churchill PH site, which included the development of this garage site to provide 35 car parking spaces for residents of the proposed Sir Winston Churchill PH site development, with the income from the car parking spaces being received by the Council.

27. However, although the Director of Corporate Support Services' consultants had had discussions with one of the Council's Preferred Housing Association Partners (Moat Housing) - who had expressed an interest in providing some affordable housing on the garage site, above the required parking spaces for the Sir Winston Churchill PH development - no reference is included within the draft Heads of Terms to provide any affordable housing on the Council's garage site.

28. Although Moat Housing was expecting the developer of the Sir Winston Churchill PH site to include the provision of affordable housing on the Council's site within the planning application, this was not the case. Subsequently, the Director of Housing has met with Moat Housing to discuss the potential for the provision of affordable housing on the Council's site, and Moat Housing is currently undertaking a feasibility study and associated financial appraisal for the Council's consideration. However, Moat Housing has explained that the Council's original expectations with regard to the capital receipt that could be provided for the affordable housing land cannot now be met, since the affordable housing development was not incorporated within the planning application for the Sir Winston Churchill PH site.

29. Once the Feasibility Study and Financial Appraisal have been completed, a report will be submitted to the Cabinet recommending a way forward in respect of affordable housing provision on the site. Consideration will also need to be given at that time to the mechanics of providing both affordable housing and car parking on the site, involving 3 separate parties, which is likely to be quite complicated.

Site 4 – Vere Road (South)

30. The main part of this site currently comprises surface car parking and 42 garages in two separate blocks, predominantly let by the Housing Directorate on weekly tenancies to residents that can be terminated with 1 week's notice. Three garages have been leased by EFDC's Estates Division to shopkeepers, but do not form part of their shop leases and can be determined with short notice. The garages are not particularly difficult to let.

31. The Design Brief proposed the provision of a “mews-style” development, with individual garages on the ground floor (approximately 1 apartment above every 3 garages), with the development continuing to allow service access to the rear of the Broadway shops. However, it was officers’ subsequent view that the proposals within the Design Brief may not be the most practical or desirable to the Council or the local community. Officers had concerns about the proposed removal of surface car parking and, although there are only a few empty garages, questioned the need for garage parking within this location. Officers were of the view that the combination of residential accommodation, with unassociated garage parking beneath, would be unattractive, cause management problems and not be acceptable to private developers or housing associations.

32. Accordingly, when the then North Weald Airfield and Asset Cabinet Committee considered its Action Plan for the regeneration of The Broadway in September 2012, it agreed that the Chief Estates Officer should submit a report to the Cabinet recommending that consultants be appointed to:

- a) Submit an outline planning application for the site, on the basis that;
 - (i) the residential accommodation is clearly separated from the “re-located” parking provision; and
 - (ii) at least 40% of the residential accommodation is provided as affordable housing; and
- b) Subsequently sell on the open market that part of the site designated for residential accommodation.

33. Due to other projects and priorities, the Estates Division has not been able to progress this matter any further to date. However, the Cabinet has now made budget provision for the appointment of consultants to take forward the development of a number of the Council’s landholdings and it is therefore intended that work can commence on this proposal during 2014.

Site 6 and 7 – Burton Road (South) and Burton Road (East)

34. This combined site comprises the former Council Depot (which until recently accommodated the Council’s former car parking contractor), two large blocks of garages (one of which is particularly difficult to let), a large area of greensward and a small area of land that is currently included within the sub-lease with Sainsbury, but will revert to the Council on completion of works at the Sainsbury store (as explained in relation to Site 2 above).

35. The Design Brief for this site proposed that it mainly be developed for residential accommodation, although it also proposed some additional car parking. However, both officers and members subsequently concluded that additional car parking was not required in this location and that the whole site should be considered for residential accommodation.

36. Notwithstanding this, the Director of Housing has been having lengthy discussions with the development representative for the Bishop of Barking about the possibility of some of the land in Burton Road being conveyed to the Church - to provide a small Church with associated community facilities - in return for the provision of Church land elsewhere in Loughton to the Council for the development of affordable housing.

37. However, the Director of Housing has only recently been advised that, following further discussions between the Anglican Parish of Loughton and the Methodist Church in Loughton (which has a Local Ecumenical Partnership), the Partnership has been unable to agree

amongst its membership to such a proposal. Therefore, this proposal is no longer being pursued.

38. At its meeting on 3 February 2014, the Council Housebuilding Cabinet Committee is due to consider Development and Financial Appraisals, and an accompanying proposal, to develop most of the Council's land at Sites 6 and 7 to provide 25 new affordable rented homes, as Year 2 of Council's Housebuilding Programme. The estimated development costs are in the region of £4.1million (for works and fees) and a subsidy of around £1 million will be required in order to achieve a payback period of 30 years on the development costs from the rental income, as required by the Council's Development Strategy. This subsidy would mainly be provided through the use of capital receipts from additional Right to Buy (RTB) sales, arising as a result of Government increasing the maximum RTB discount - for which the Council has entered into a legal agreement with the DCLG, and which allows the Council to retain all such capital receipts, provided they are used solely for the provision of replacement affordable housing (after certain deductions).

39. An indicative layout for the proposed 25 homes (comprising 7 x 3 bed houses, 6 x 2 bed flats, 12 x 1 bedroom flats and 42 parking spaces) is attached as Appendix 2.

40. Now that it is known the Local Ecumenical Partnership is no longer interested in pursuing the provision of a Church and community facilities at Burton Road, the Council Housebuilding Cabinet Committee will also need to consider whether or not to include the additional land to the south-west of Burton Road (which, to date, has been excluded from any development proposals - on the basis that it may be needed for the Church provision) within the Council Housebuilding Programme.

41. An oral up-date will be provided at the meeting by the Director of Housing on the outcome of the Council Housebuilding Cabinet Committee's deliberations.

Site 5 – Burton Road, (North) – Rear of shops

42. The Design Brief identified and referred to 3 separate proposed new blocks within this site, including the possible provision of a Council One Stop Shop.

43. At its meeting in September 2012, the then North Weald Airfield and Asset Management Cabinet Committee agreed that the site of one of the three proposed blocks should be retained in the Council's ownership for the time being, for the possible provision of a One Stop Shop at some time in the future, and that the associated revenue costs and savings of providing a One Stop Shop at The Broadway should be assessed. The Cabinet Committee also agreed that the site on which the remaining two blocks could be located should be retained for the time being, pending an upturn in the commercial market, for consideration of its future use at a later date.

44. As requested, the revenue costs and savings of providing a One Stop Shop at The Broadway were assessed, and following subsequent informal discussions between the Council's Management Board and Cabinet Members, it was agreed not to pursue the provision of a One Stop Shop at The Broadway for the time being, pending the possible implementation of a customer transformation programme by the Council, following the introduction and bedding-down of the Council's Senior Management Restructure.

Conclusion

45. As can be seen, there has been very good progress made on most of the sites that are included within the Design Brief, both within the control of the Council and outside the Council's control. As further progress is made, reports will come forward to members as appropriate, to take forward the remaining development proposals.

Resource Implications:

None at this stage – The report is just for noting.

Legal and Governance Implications:

All of the land in the Council’s ownership at The Broadway is held under Housing Act powers and accounted for within the Housing Revenue Account (HRA). Disposals and use of HRA land are covered by the Housing Act 1985.

Safer, Cleaner and Greener Implications:

Once the individual developments and the overall proposed regeneration scheme has been undertaken, it should result in a safer, cleaner and greener environment.

Consultation Undertaken:

Significant consultation was undertaken by the Council and its consultants in the formulation of the Design and Development Brief, including key stakeholders and representatives of the local community. Consultation was also undertaken as part of the determination of the planning application for the Sir Winston Churchill PH Site. Similarly, planning consultation will be undertaken on any planning application brought forward for the proposed development south of Burton Road.

Background Papers:

None.

Impact Assessments:

Risk Management

None – since the report is only for noting.

Equality and Diversity:

Did the initial assessment of the proposals contained in this report for relevance to the Council’s general equality duties, reveal any potentially adverse equality implications? No

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? N/A

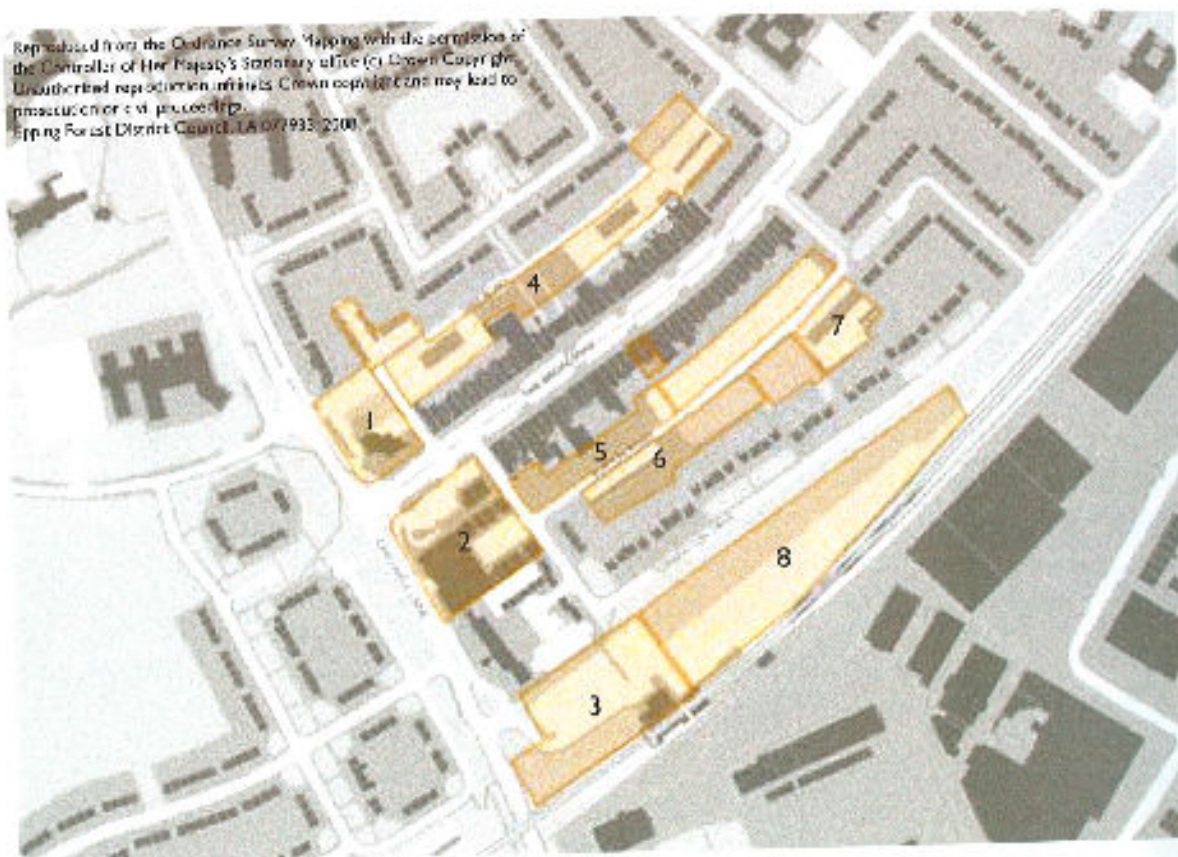
What equality implications were identified through the Equality Impact Assessment process?
N/A

How have the equality implications identified through the Equality Impact Assessment been addressed in this report in order to avoid discrimination against any particular group?

N/A

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5.1 The Masterplan



Opportunity Sites

This plan shows Debden Town Centre and The Broadway, as existing with the main opportunity sites identified through the baseline work and consultation highlighted. The numbering refers to the following site specific recommendations which are detailed in this section.

1. Sir Winston Churchill public house
2. Sainsbury's supermarket and BP garage
3. Station
4. Vere Road
5. Burton Road north
6. Burton Road south
7. Burton Road east
8. Station car park



Work
 Subject of development, services, and facilities
 shall be taken into account
 before all decisions in all cases concerning any work is
 proposed on the site.
 The contractor, architect and workmanship shall comply with
 all the relevant British Standards, Code of Practice, and
 appropriate manufacturer's recommendations. Part 11a of the
 Building Regulations shall apply.
 All other applicable laws, and planning consents.
 All dimensions and levels are recorded in PELLINGS LLP

PRELIMINARY

Rev	Date	Description	Name
-	-	-	-

Pellings

Pellings 1000 Burton Road East Thomas HA		Address Management Services 1000 Burton Road East Thomas HA	
Proposed Plans Burton Road		EFDC House Building Programme 1000 Burton Road East Thomas HA	
612 023 P2-23			

Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-013-2013/14

Date of meeting: 13 February 2014

Portfolio: Asset management & Economic Development

Subject: Asset Management Co-ordination Group Report

Responsible Officer: Chris Pasterfield (01992 564124)

Democratic Services Officer: Jackie Leither (01992 564756)

Recommendations:

1. To note the quarterly monitoring report on the development of the Council's property assets.

Executive Summary:

This report updates the Cabinet Committee on a number of projects 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 periodically.

Other Options:

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

Report:

1. **Langston Road Retail Park** – Outline planning approval has now been granted and the Section 106 Agreement has been signed by EFDC, Essex CC and Polofind Ltd. Negotiations are on-going with Polofind Ltd regarding a development agreement to jointly develop the site. Following a number of meetings with legal advisers a corporate structure is now being proposed for Council members to consider.

2. **Oakwood Hill Depot** – A planning application had been submitted but has been withdrawn as further information is required. Further consultant reports are being prepared and it is anticipated that the application will be re-submitted by the end of February.

3. **Pyrles Lane Nursery** – The planning application for residential development has been refused. A further application will be considered in the future taking account some of the concerns raised at the planning committee. The house 79 Pyrles Lane adjacent to the entrance has been purchased by the Council.

4. St John's Road – Essex County Council, Epping Town Council and this Council, have carried out an expressions of interest exercise which has attracted strong interest. A presentation was made to EFDC and ETC Councillors on 10th October 2013 and ETC have now appointed Strettons chartered surveyors to act on their behalf. Permission has been sought from councils to enter into detailed negotiations from a mixed use developer to ascertain the details of their offer for a fixed period. This will then be considered by members of all three councils to decide if they wish to take it further forward.

5. Waste Contractor's Depot – This is currently being considered as part of the re-tendering of the waste contract by the Director of Environment and the results will not be known until July 2014.

6. North Weald Airfield – This is being looked at as part of the new Local Plan and in particular the Master Plan for North Weald. In addition, the Estates Section, are taking advice from consultants, Savills, with regard to the Council's land holdings.

7. Torrington Drive – The Council have purchased the Head Lease of the Sainsbury store from Stobart Properties. The Sainsbury store is currently undergoing refurbishment and re-fitting.

8. Winston Churchill Public House – A developer has agreed Heads of Terms with the Council and Spirit Pub Group to redevelop the site for two retail units, a pub and 64 flats. Negotiation of a development agreement is on-going. The planning application was heard on 11th December 2013 at the District Development Control Committee and approved.

9. Broadway Car Parks/Burton Road Depot – A number of commercial and residential proposals are being considered in conjunction with the larger sites mentioned above but there are no firm proposals at this time.

10. Lindsey House Epping – The leaseholders have indicated a wish to surrender the lease back to the Council at no cost to the Council. The Council's agent has prepared a schedule of dilapidations and a payment of £7,000 to the Council has been agreed and is being documented.

11. Town Mead Depot – the Council architect has prepared outline drawings and Waltham Abbey Town Council have discussed the matter at a council meeting and a further meeting is being arranged to discuss proposals in more detail.

12. Church Hill Former Car Park – The site has been marketed and following a second round of final bids an offer has been accepted. This is now with Legal Services for completion.

13. Leader Lodge – This property is likely to be re-marketed in 2014.

Resource Implications:

None as this is a progress report.

Legal and Governance Implications:

N/A

Safer, Cleaner and Greener Implications:

N/A

Consultation Undertaken:

N/A

Background Papers:

None

Impact Assessments:

Risk Management

N/A

Equality and Diversity:

N/A

Did the initial assessment of the proposals contained in this report for Yes No
relevance to the Council's general equality duties, reveal any potentially
adverse equality implications?

Where equality implications were identified through the initial assessment Yes No
process, has a formal Equality Impact Assessment been undertaken?

What equality implications were identified through the Equality Impact Assessment process?

How have the equality implications identified through the Equality Impact Assessment been
addressed in this report in order to avoid discrimination against any particular group?

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