

# Committee Agenda



**Epping Forest  
District Council**

## ***Asset Management and Economic Development Cabinet Committee Thursday, 11th December, 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, 11th December, 2014  
at 7.00 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

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

### **Members:**

Councillors Mrs A Grigg (Chairman), W Breare-Hall (Vice-Chairman), Ms H Kane,  
Ms S Stavrou and C Whitbread

**PLEASE NOTE THE START TIME OF THIS MEETING**

### **1. WEBCASTING INTRODUCTION (Pages 5 - 8)**

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

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

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

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

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

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

To declare interests in any items on the agenda.

**4. MINUTES (Pages 9 - 16)**

To confirm the minutes of the last meeting of the Cabinet Committee held on 21 October 2014.

**5. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT (Pages 17 - 20)**

To consider the attached report (AMED-008- 2014/15).

**6. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT (Pages 21 - 24)**

To consider the attached report (AMED-009-2014/15).

**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:

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
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:

<b>Agenda Item No</b>	<b>Subject</b>
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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**EPPING FOREST DISTRICT COUNCIL**

**PROTOCOL FOR WEBCASTING OF  
COUNCIL AND OTHER MEETINGS**



## **Introduction**

The Council has agreed that certain meetings should be the subject of live web transmission ('web casting'), or recorded for subsequent transmission. Fixed cameras are located within the Council Chamber for this purpose and there is a mobile unit for use in other locations

This protocol has been produced to assist the conduct of web cast meetings and to ensure that in doing so the Council is compliant with its obligations under the Data Protection Act 1998 and the Human Rights Act 1998. Accordingly the following will apply to all meetings to be web cast by the Council:-

### **Main provisions:**

1. The Chairman of the meeting has the discretion to request the termination or suspension of the webcast if in the opinion of the Chairman continuing to webcast would prejudice the proceedings of the meeting.

This would include:

- (i) Public disturbance or other suspension of the meeting;
- (ii) Exclusion of public and press being moved and supported;
- (iii) Any other reason moved and seconded and supported by the Council/Committee or Subcommittee.

2. No exempt or confidential agenda items shall be webcast.

3. Subject to paragraph 4 below all archived webcasts will be available to view on the Council's website for a period of six months. Council meetings are recorded onto DVD, which will be stored in accordance with records management procedures.

4. Archived webcasts or parts of webcasts shall only be removed from the Council's website if the Monitoring Officer considers that it is necessary because all or part of the content of the webcast is or is likely to be in breach of any statutory provision or common law doctrine, for example Data Protection and Human Rights legislation or provisions relating to confidential or exempt information.

If the Monitoring Officer has decided to take such action she must notify all elected Members in writing as soon as possible of her decision and the reasons for it via the Bulletin

Council expects the Chair of the Council and the Monitoring Officer to ensure that Council meetings are conducted lawfully. Therefore, Council anticipates that the need to exercise the power set out above will occur only on an exceptional basis.

5. Any elected Member who is concerned about any webcast should raise their concerns with the Head of Research and Democratic Services

## **Agenda Front Sheets and Signage at Meetings**

On the front of each agenda and on signs to be displayed inside and outside the meeting room there will be the following notice:-

### **WEBCASTING 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.**

**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**

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

### **Meetings of the Area Plans Subcommittees, District Development Control Committee, Licensing Committee and other 'Quasi Judicial' Hearings**

In any correspondence notifying applicants, supporters or objectors of the meeting date on which an application will be heard, the following advice will be included if the particular meeting has been chosen to be web cast:-

"Please note that Council meetings may be filmed for live or subsequent broadcast via the Authority's Internet site. If you do not wish the hearing of your application to be filmed, please contact the Senior Democratic Services Officer to discuss their concerns. The Council will not film speakers if they do not wish to appear in the webcast"

### **Conduct of Meetings**

At the start of each meeting to be filmed, an announcement will be made to the effect that the meeting is being or may be web cast, and that the Chairman may also terminate or suspend the web casting of the meeting, in accordance with this protocol. This will be confirmed by the Chairman making the following statement:-

"I would like to remind everyone present that this meeting will be broadcast live to the internet and will be capable of repeated viewing.

If you are seated in the lower public seating area it is likely that the recording cameras will capture your image and this will result in the possibility that your image will become part of the broadcast.

This may infringe your human and data protection rights and if you wish to avoid this you should move to the upper public gallery."

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## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Asset Management and Economic Development Cabinet Committee      **Date:** Tuesday, 21 October 2014

**Place:** Council Chamber, Civic Offices, High Street, Epping      **Time:** 7.00 - 8.30 pm

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

**Other Councillors:** Councillor D Stallan

**Apologies:** Councillors W Breare-Hall and Ms S Stavrou

**Officers Present:** D Macnab (Deputy Chief Executive and Director of Neighbourhoods), C Pasterfield (Assistant Director (Asset Management and Economic Development)), M Warr (Performance Improvement Officer), J Leither (Democratic Services Assistant) and P Tredgett (Information Assistant)

**Also in attendance:** L Hughes (Director, Hughmark Continental Limited)

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### 18. 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.

### 19. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor H Kane declared a personal interest in agenda item 5, Economic Development Progress Report, item 1 by virtue of being the Chairman of the Town Centre Partnership and a Ward Member and agenda item 6, Asset Management Co-ordination Group Report, item 10, Town Mead Depot by virtue of being a Ward Member. The Councillor had determined that her interest was non-pecuniary and would remain in the meeting for the consideration of the issue.

(b) Pursuant to the Council's Code of Member Conduct, Councillor C Whitbread declared a personal interest in agenda item 6, Asset Management Co-Ordination Group Report item 4, St John's Road by virtue of being a resident of Epping. The Councillor had determined that his interest was non-pecuniary and would remain in the meeting for the consideration of the issue.

### 20. MINUTES

#### **Resolved:**

That the minutes of the meeting held on 14 July 2014 be taken as read and signed by the Chairman as a correct record, subject to the correct information not being recorded, Minute 16, Recommended (4) should read:

- (4) That Members noted an outright sale of North Weald Airfield was excluded.

## 21. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT

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

- (1) **Waltham Abbey Town Centre** - The Waltham Abbey Economic Development Plan (EDP) was circulated to the Town Council for comment and a second iteration of the plan had been produced and circulated to partners of the Town Council and Town Partnership. A subsequent meeting had been held to discuss the next steps for that plan and to highlight some of the key projects being undertaken.

Further development of the Waltham Abbey EDP would be undertaken in the light of the findings of studies commissioned from Peter Brett Associates and Colliers International. It was anticipated that these reports would be received by the end of November and be presented to the next meeting of the Cabinet Committee.

- (2) **Heritage Lottery Funding** - An officer working party had been established to look at submitting a bid to the Heritage Lottery Fund (HLF) to undertake a heritage based development project in the Market Square area of Waltham Abbey. This was at an early stage and to date a site visit to identify the critical heritage buildings to be incorporated into such a bid was the only concrete step taken. The next stage would be to submit a project enquiry to HLF and seek a meeting with them to identify both the weaknesses in a previously submitted unsuccessful bid and the scope for a successful revised bid.

- (3) **Economic Development Priorities and Plans** - Outline plans were now being drawn up for both the Epping and Ongar town centres. Initial walk rounds of each town would be undertaken to identify particular issues and a process of consultation with key partners would commence shortly afterwards.

The EDO advised Members that all town centres in the District would be considered when drawing up the Economic Development Plans.

- (4) **Tourism** - Under the direction of One Epping Forest, the Tourism & Visitor Board had recently held its inaugural meeting. A second Tourism Summit was to be held later this year. It was planned to coincide this event with a workshop to launch the Visit Essex Rural Escapes Toolkit and would be an excellent opportunity to help shape the way that our rural tourism economy developed in the future.

A Tourism Development Manager had now been appointed and would take up the post in November 2014.

- (5) **Access To Funding Roadshow** - In conjunction with the Essex Innovation Programme it was planned to host an Access to Funding Roadshow at the Civic Offices on 17 November 2014. This would bring a number of key funding exhibitors, including NWES, Growth Accelerator, Start-Up Loans and others, together to present some of the funding opportunities which existed for businesses in the district. The event would be part of a programme of events throughout Essex and would hopefully attract a number of local businesses.

(6) **Start-Up Loans** - It had been agreed to tie up with Start-Up Loans, a Government backed agency that offered loans of up to £10,000 to businesses that were pre-trading or within their first 12 months of trading. A meeting was planned to discuss the next steps and it was hoped that this would be taken forward in the next couple of months.

(7) **Partner Liaison** - The Economic Development team continue to liaise with, support and attend meetings with a number of Partner Organisations. These included, at varying intervals:

- Lea Valley Food Taskforce
- Essex Economic Development Officer group
- Essex Tourism Officer Group
- Epping Forest Town Team
- Eastern Plateau Local Action Group
- Stansted Airport Local Authority Forum
- Tourism & Visitor Board
- West Essex Skills & Learning Forum
- Waltham Abbey Town Partnership

**Resolved:**

(1) That the progress and work programme of the Council's Economic Development Section be noted; and

(2) That the South East Local Enterprise Partnership (SELEP) be added to number 7 of the report, Partner Liaison.

**Reasons for Decision:**

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

**Other Options Considered and Rejected:**

None, as this was a monitoring report for noting only.

**22. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT**

The Cabinet Committee noted a report from the Asset Management Co-ordination Group on the progress made with the development of the Council's property assets.

The Assistant Director, Asset Management & Economic Development reported orally on further progress which had been achieved since the matters had been considered by the Group.

(1) **Epping Forest Shopping Park** – Two letting agents had been appointed to market the retail park. They were talking to a number of fashion retailers who had shown a strong interest at this early stage. An updated report would be presented at the next meeting of the Cabinet Committee.

The Consultant team was almost up to full strength, there were two appointments still to be made and a shortlist had been prepared. A tendering process would be carried out in the next 2-3 weeks. This project was moving ahead and it would soon be clear what the target dates and the programme the joint partners would be working to. An updated report would be presented at the next meeting of the Cabinet Committee.

(2) **Oakwood Hill Depot** – The Council's consultants, Stace were resolving the final planning conditions with the Planning Department. A full report with revised costings and a detailed programme would be presented at the next Cabinet Committee meeting.

(3) **Pyrles Lane Nursery** – A new planning application for residential development was being prepared and a new traffic survey had been completed. Options regarding design were being considered with regard to the access to the site and a new application should be submitted by Christmas.

(4) **St John's Road** – The Council were in discussion with the joint partners Essex County Council and Epping Town Council and they were now looking to appoint solicitors to liaise directly with the developer Frontier Estates Limited with a view to progressing this site.

(5) **North Weald Airfield** – Approval from Council had been received with regard to business aviation to look for a partner who had experience within this specialist area to help Epping Forest District Council to increase business on the aviation side and generate more income. Savills, the consultants, were looking to progress this as soon as possible.

(6) **Torrington Drive** – Talks were continuing with TFL but they had emphasised that the redevelopment of Debden Station car park was not on their current development programme.

The link between the tube station and the Broadway would further enhance the route to the Broadway and any further updates would be presented to the next meeting of the Cabinet Committee.

(7) **Winston Churchill Public House** – Demolition of the public house had now taken place and a detailed programme from our development partners was awaited.

Planning permission had now been obtained to demolish the lock up garages in Vere Road. This would give the shoppers a much improved car park to the rear of the shops.

(8) **Broadway Car Parks/Burton Road Depot** – Possession had now been taken of the former jewellers shop which has relocated on The Broadway. Work to demolish the shop and widen the walkway to provide better access to the Burton Road car park was now being progressed.

(9) **Lindsay House Epping** – Possession had now been taken of this property and approval granted at the 23 June 2014 Cabinet to market the property. Agents had been appointed following a tender process. Essex County Council had expressed interest in the building and discussions were taking place with them.

(10) **Town Mead Depot** – The Council were looking to appoint an architectural and planning consultant to assist Peter Brett Associates to formulate a scheme which would be able to address the flooding issues.

(11) **Leader Lodge** – This was in the final stages with legal services for disposal.

**Resolved:**

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

**Reasons for Decision:**

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

**Other Options Considered and Rejected:**

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

**23. NORTH WEALD AIRFIELD INCOME GENERATION UPDATE**

(1) The Director of Neighbourhoods gave a verbal update of income generating opportunities at North Weald Airfield.

(a) The North Weald Community Day held in September 2014 had been a great success with over 4,000 people attending on the day and raising a sum of £7,000 for charity.

(b) Kings Hanger 5A was in the final stages of being rented.

(c) The pilot training proposal that was discussed at the last meeting of the Cabinet Committee had progressed in that a report had been prepared and would be presented to Cabinet, giving details of a proposed agreement, with a provider of training which would generate income for the Council.

(d) Best Parties Ever, an outdoor events organiser providing corporate hospitality had informed NWA that they will not be holding future events at the Airfield. They had been holding events at the Airfield for several years. An alternative provider would be sought.

(e) North Weald Airfield hosted a drive in movie event on the weekend of the 10 October 2014 this had been a great success and was sold out with over 500 people in attendance on each night.

(f) A production company had been filming at the Airfield with approximately 6 trucks and 20 actors, recreating a scene at Heathrow Airport.

**Resolved:**

That a formal written report would be presented at the next meeting of the Cabinet Committee on 11 December 2014.

(2) The Assistant Director of Asset Management and Economic Development gave a verbal update of the park and ride scheme that had been discussed at an earlier Cabinet Committee meeting. He advised that the current Consultants had specified that they were not experienced to consult on a park and ride scheme.

Members advised that this scheme would need to be explored first by talking to other authorities who were running a similar scheme. Chelmsford operated a successful park and ride scheme and Officers should contact them for information to evaluate if this would be a viable scheme for North Weald Airfield before instructing consultants.

**Resolved:**

That a formal written report would be presented to the next meeting of the Cabinet Committee on 11 December 2014.

**24. ANY OTHER BUSINESS**

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

**25. EXCLUSION OF PUBLIC AND PRESS**

**Resolved:**

(1) 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:

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

**26. LICENCE FEE FOR NORTH WEALD MARKET**

The Director of Neighbourhoods presented a report to the Cabinet Committee regarding the Licence Fee for North Weald Market. He introduced Mr Lew Hughes from Hughmark Continental Limited who attended the meeting and gave a verbal report on the current status of the market and trading conditions.

**Decision:**

(1) That the Council would vary the current licence on a temporary basis to eliminate any fixed fee and alternatively would receive a 75% profit share from Hughmark Continental Limited, regarding North Weald Airfield Market;

(2) That a formal review of the variation to the licence of North Weald Airfield Market would take place at the meeting of the Cabinet Committee on the 23 April 2015;

(3) That as a condition of the variation all outstanding arrears were brought up to date;

(4) That a 100% of the rate reduction that Hughmark Continental Limited had applied for at North Weald Airfield Market be paid to the Council; and

(5) That all of the above conditions were backdated to the beginning of the financial year, 1 April 2014.

**Reasons for the Decision:**

To ensure the future viability of the Market at North Weald Airfield.

**Other Options Considered and Rejected:**

To continue with the current licence arrangements. However, this would run the risk of the Market becoming economically unviable in the near future.

**CHAIRMAN**

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## **Report to the Asset Management and Economic Development Cabinet Committee**



**Epping Forest  
District Council**

**Report reference: AMED-008-2014/15**

**Date of meeting: 11 December 2014**

**Portfolio: Asset Management and Economic Development**

**Subject: Economic Development Report**

**Responsible Officer: Mike Warr/Vicki Willis (01992 564472 / ext. 2799)**

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

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### **Recommendations/Decisions Required:**

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

### **Executive Summary:**

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

### **Reasons for Proposed Decision:**

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

### **Other Options for Action:**

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

### **Report:**

1. **Waltham Abbey Town Centre** - The studies of Waltham Abbey looking at the Town Centre, transport connections, tourism and unemployment are nearing completion and presentations to Members and the Town Council are intended to commence in February 2015, to identify the main areas of concern and what will be possible to address them. We will move forward with this work on to Epping and Ongar initially and then more widely, as well as district wide plans such as food production and industry.

2. **Economic Development Priorities and Plans** - In response to a question raised at the last meeting of the Asset Management & Economic Development cabinet Committee, an overarching document has been developed to set out the framework in which we are developing our Economic Development Plans and how these will contribute towards the development of an Economic Development Strategy. The document is not finished at the time of writing this report but it is hoped that it will be complete in time to circulate at the meeting if not in advance.

3. **Heritage Lottery Funding** - An officer visit to a HLF presentation was undertaken by an Economic Development Officer and the Conservation Officer. This enabled the team to learn some best practice on submitting a successful bid but also to talk to both HLF and Bedford Borough Council about their projects and get advice on the submission of a bid for Waltham Abbey. HLF positively encouraged us to submit a pre-application enquiry, which is hand. Another officer working group meeting is planned to discuss where we are in the light of the advice received and what will be the most effective steps to take next.

4. **Tourism** - A Tourism Development Manager has now been appointed and the Economic Development Team will work with them wherever possible to promote the District's visitor economy.

5. **Access To Funding Roadshow** - In conjunction with the Essex Innovation Programme we hosted an Access to Funding Roadshow at the Civic offices on November 17<sup>th</sup>. This brought together a number of key funding exhibitors, including Eastern Plateau, NWES, Growth Accelerator, Foundation East, UKTI, MAS and DWP as well as a number of further and higher education establishments to present some of the funding opportunities which exist for businesses in our district. The event attracted a range of businesses from the district and many useful introductions, conversations and links were made.

6. **Start-Up Loans** - We had hoped to have been actively promoting the Start Up Loans (SUL) scheme via a tie up between the Council's website and the SUL website. However, ongoing contact with SUL has proved difficult and we have not been able to make progress on this. Disappointing as this is, we were able at the Access to Finance Roadshow to make contact with both NWES and Foundation East, delivery partners of SUL for their scheme. We will hope to use these contacts to put together an effective way of promoting, not only the SUL scheme but a range of other funding initiatives.

7. **Business support** – we have a number of active threads of work under this banner. A further edition of the Business Briefing has just been published and is being distributed promoting current sources of funding for businesses, events, news and updates from EFDC and partners. We are supporting a business needs survey being conducted by ECC across the County funded through SELEP. We are expecting results in December 2014, including a report focused on Epping Forest district alone. This work will then help to inform the Growth Hub business support service that is set to be operational in the new financial year. The results of the survey will be reported to Committee for discussion. We are pleased to be providing support, largely in marketing terms, to a series of business briefing events in the New Year being delivered by Epping Forest College and Pro-actions, a business improvement specialist.

8 **Working with Essex County Council** – We have agreed to establish a quarterly meeting schedule with key members and officers at EFDC and ECC to discuss economic development matters. The first of these meetings is scheduled for mid January 2015. ECC has recently briefed us on its Economic Growth Fund for 2015/16 which in outline provides funding for early stage schemes which have the potential to create significant jobs and/or houses and we are raising this with EFDC officers as appropriate to take forward.

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

- Essex County Council
- South East Local Enterprise Partnership (SELEP)
- Invest Essex and Essex Innovation Programme
- Lea Valley Food Taskforce
- Essex Economic Development Officer group

- Essex Tourism Officer Group
- Epping Forest Town Team
- Eastern Plateau Local Action Group
- Stansted Airport Local Authority Forum
- Tourism & Visitor Board
- West Essex Skills & Learning Forum
- Waltham Abbey Town Partnership

**Resource Implications:**

None as this is a progress report.

**Legal and Governance Implications:**

None as this is a progress report.

**Safer, Cleaner and Greener Implications:**

None as this is a progress report.

**Consultation Undertaken:**

None as this is a progress report.

**Background Papers:**

None.

**Risk Management:**

N/A

# Due Regard Record

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

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

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

## **Report to the Asset Management and Economic Development Cabinet Committee**



**Epping Forest  
District Council**

**Report reference: AMED-009-2014/15**

**Date of meeting: 11 December 2014**

**Portfolio: Asset Management and Economic Development**

**Subject: Asset Management Co-Ordination Group Report**

**Responsible Officer: Chris Pasterfield (01992 564124)**

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

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### **Recommendations/Decisions Required:**

**(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 for Action:**

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

### **Report:**

1. **Langston Road Retail Park** – All advice has now been received and legal documentation nearly all agreed. A report is going to Cabinet on 15<sup>th</sup> December.

2. **Oakwood Hill Depot** – Detailed costings and a project programme have been received and a report is going to Cabinet on 15<sup>th</sup> December.

3. **Pyrles Lane Nursery** – A new planning application for residential development is being prepared and a new traffic survey has been completed. Drawings have been revised for the layout and drawings for the access road are being finalised.

4. **St John's Road** – Negotiations with Essex CC and the developer are progressing well and solicitors have been instructed to progress documentation.

5. **North Weald Airfield** – This is being looked at as part of the new Local Plan and in particular the Master Plan for North Weald. At Cabinet on the 6<sup>th</sup> October a report was

approved for the Council to seek a business partner to further aviation income at the airfield. Marketing is due to commence in the New Year and consultation will take place at this time.

6. **Torrington Drive** – A meeting was held with TFL on 14<sup>th</sup> August to discuss a number of station car parks within the District. The point was made to TFL that the Council would like to see some progress on the proposal for Debden and update was promised but TFL emphasised that it was not on their current development programme.

7. **Winston Churchill Public House** – A Development Agreement and Section 106 Agreement have been signed by the Council and CK Property Investments (Loughton) Limited. We understand that the developer has satisfied planning conditions and a programme of works is now awaited and demolition of the pub has taken place. A further report on financial matters is being considered by Cabinet on 15<sup>th</sup> December.

8. **Broadway Car Parks/Burton Road Depot** – A number of commercial and residential proposals are being considered in conjunction with the larger sites mentioned above. Possession has now been taken of the former jewellers shop which has relocated on The Broadway. Work to demolish the shop and widen the walkway to provide better access to the Burton Road car park is now being progressed.

10. **Town Mead Depot** – The Council have employed Peter Brett Associates as consultants to consider flooding issues and a further topographical survey of the joint sites has been completed. Discussions have taken place with the Environment Agency and the Council's consultant, Peter Brett Associates, and drawings are currently being revised for a detailed discussion with Development Control regarding design issues.

11. **Leader Lodge** – Following a marketing exercise bids have been received and Legal Services have been instructed to deal with the sale. The contract for sale has now been exchanged.

**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.

**Risk Management:**

N/A

# Due Regard Record

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

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

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Not applicable.

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