

# Committee Agenda



**Epping Forest  
District Council**

## ***Asset Management and Economic Development Cabinet Committee Thursday, 12th February, 2015***

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

**Council Chamber, Civic Offices, High Street, Epping  
on Thursday, 12th February, 2015  
at 7.00 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

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

### **Members:**

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

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### **1. WEBCASTING INTRODUCTION**

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

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

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

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

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

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

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

**4. MINUTES (Pages 5 - 10)**

To confirm the minutes of the last meeting of the Cabinet Committee held on 11 December 2014.

**5. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT (Pages 11 - 14)**

To consider the attached report AMED-010-2014/15.

**6. TOURISM DEVELOPMENT**

The Tourism Development Manager, Quentin Buller to give an oral report on tourist related business in the District.

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

To consider the attached report AMED-011-2014/15.

**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.

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.

**9. 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 Paragraph Number</b> | <b>Information</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 COMMITTEE MINUTES

**Committee:** Asset Management and Economic Development Cabinet Committee      **Date:** Thursday, 11 December 2014

**Place:** Council Chamber, Civic Offices, High Street, Epping      **Time:** 7.00 - 7.42 pm

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

**Other Councillors:** Councillors D Stallan and J M Whitehouse

**Apologies:**

**Officers Present:** D Macnab (Deputy Chief Executive and Director of Neighbourhoods), C Pasterfield (Assistant Director (Asset Management and Economic Development)), V Willis (Economic Development Officer), J Leither (Democratic Services Assistant) and G J Woodhall (Democratic Services Officer)

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### 27. 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.

### 28. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor W Breare-Hall 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 member of Epping Town Council and 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.

(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.

(c) Pursuant to the Council's Code of Member Conduct, Councillor J Whitehouse 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 member of Epping Town Council and a resident of Epping. The Councillor had determined that his interest was non-pecuniary but would leave the meeting if the discussion became too detailed.

## 29. MINUTES

### Resolved:

(1) That the minutes of the meeting held on 21 October 2014 be taken as read and signed by the Chairman as a correct record.

## 30. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT

The Economic Development Officer (EDO) advised the Cabinet Committee on the current levels of staffing in the Economic Development Team. She stated that the position for a new Economic Development Officer had been agreed and would be advertised within the next few weeks and the position for an Economic Development Assistant would be going to the Job Evaluation Panel for agreement next week.

The 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** – Various studies were being carried out looking broadly across the spectrum at transport connections, tourism development, commercial development and town centres. The key would be bringing these pieces of work together and once received we would report the findings and hold discussions with members and other partners early next year.

(2) **Economic Development Priorities and Plans** – An economic development strategy framework document was issued, subsequent to the report, which was a work in progress. Questions were asked at the last meeting and the framework showed how the town centres would work and how they would feed into the broader economic development strategy.

(3) **Heritage Lottery Fund (HLF)** – In 2011/12 an unsuccessful bid was made on behalf of Waltham Abbey for Heritage Lottery Funding. The Economic Development Team (EDT) were now revisiting that bid and looking to submit a new application to the HLF to undertake a heritage based development project in the Market Square area of Waltham Abbey. This was at an early stage and the EDT would be taking advice from the HLF in identifying the weaknesses in the last application.

At a meeting with the HLF they positively encouraged the Council to submit a project enquiry form. The Economic Development team are following up on that and have a meeting next week to discuss the next steps.

(4) **Tourism** – The post of Tourism Development Manager had now been filled by Quentin Buller and he would be working on various projects one of which was a Tourism Summit planned for March 2015, the details will be published early next year.

One of the key roles of the Tourism Development Manager would be to support the work of Visit Epping Forest which is a forum that brings together key individuals from a number of the main tourist destinations such as the Gunpowder Mills, Ongar Railway and the Lea Valley White Water Centre to name a few.

(5) **Access to Funding Roadshow** – The Access to Funding Roadshow was held on 17 November 2014 at the Civic Offices, in partnership with Essex County Council's Essex Innovation Programme. This brought a number of funding business support providers which met and gave advice to local business.

(6) **Start-Up Loans** – The Economic Development Team had been trying to promote the Start-Up Loans scheme which was a Government backed agency that offered loans to businesses that were pre-trading or within their first 12 months of trading. It was hoped that this would be promoted through the Council's website and the Start-up Loans website but the Economic Development Team have reached barriers in contacting Start-Up Loans. The EDT were looking at other ways to take this forward and were in contact with the Start-Up Loans delivery partners.

(7) **Business Support** – A new edition of the Business Briefing had been published and we were in the process of sending this out to businesses. The Economic Development Team were working with Essex County Council on a business needs survey for the County which was being funded by SELEP. The results of the survey are expected to be published this month and will then be reported to the Committee for discussion.

(8) **Working with Essex County Council** – It had been agreed to establish quarterly meetings with key members and officers at Epping Forest District Council (EFDC) and Essex County Council (ECC) who are involved with economic developments. ECC have briefed EFDC on its Economic Growth Fund for 2015/16 and the Economic Development Team were arranging to meet with EFDC officers to discuss what sort of projects EFDC could get involved with.

(9) **Partner Liaison** – Work is ongoing with our Partner Organisations and there is nothing further to report.

**Resolved:**

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

**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 monitoring report is for information not action.

**31. MATTERS ARISING**

**North Weald Airfield Update**

The Director of Neighbourhoods advised Members that there was a reference in the previous minutes and a discussion regarding income generation at North Weald Airfield. The Director advised that Savills had now been appointed and they would be assisting the Council in identifying a suitable operational partner. There was a meeting earlier this week and it was agreed that in mid-January 2015 the Council would be advertising to the market through trade media.

Members will be aware that the initiative to allow a pilot scheme on flight training at North Weald Airfield was agreed by the Cabinet and we are hopefully going to see additional revenue from that initiative.

The outdoor events season has now closed and we are actively marketing the venue for outdoor events for the next year. The market however continued to trade throughout the year. A further update would be given at a future meeting.

### **Park and Ride Scheme**

The Assistant Director, Asset Management and Economic Development gave an oral update on the Park and Ride scheme and the enquiries the Council have made since the last meeting.

He advised the Cabinet Committee that he had a meeting with three officers from Essex County Council, David Sprunt, Senior Highways Officer and two transport planners. The officers explained that they were in liaison with the Council's planning consultants for the North Weald masterplan, Allies and Morrison and that they were preparing a detailed report regarding the viability of a Park and Ride scheme at North Weald Airfield. The report would be completed by the end of March 2015.

The Officers advised that there were a number of park and ride schemes in this part of the country including a new scheme in Colchester, seven sites in Norwich and 2 sites in Chelmsford. The calculation was complicated and the viability of a park and ride scheme working would depend on the number of trips being made and whether it was largely for commuters or whether there would be other trips during the day for shoppers or leisure. They also advised that a car park for around 1,000 vehicles would need 6-7 acres of land.

## **32. 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** – All of the legal and accountancy advice had now been received and negotiations were concluding with our joint venture partners. We are in possession of a detailed legal document which will be going to cabinet on the 15 December 2014 for members to discuss.

A marketing exercise of the units had been taking place and there were a number of alternative tenant mixes that the Council would be able to consider in due course.

Detailed investigation work is going on at the moment mainly on site for geo technical and contamination work a revised detailed development appraisal will not be available until the end of January 2015.

**(2) Oakwood Hill Depot** – A detailed programme and costings had been received from the Council's quantity surveyors and this report would be presented to the Cabinet at their meeting on the 15 December 2014. The works should start in April 2015 and be completed by the end of 2015. This new facility would provide a state of the art depot for two or more of the Council's services and allow the Langston Road site to be vacated for work to commence on the Epping Forest Shopping Park.

**(3) Pyrles Lane Nursery** – Grounds maintenance services were being relocated to the Pyrles Lane Nursery and a planning application would be submitted by the 23



January 2015. A part of that new facility would include a glasshouse for growing plants and storage for storing plants that were bought in.

(4) **St John's Road** – Legal meetings had begun with the Council's solicitors and Frontier Estates who were the developers. Essex County Council were in the process of instructing their solicitors. We were arranging a date to meet with Essex County Council and a meeting would then be arranged with Epping Town Council to keep them informed of the current situation.

(5) **North Weald Airfield** – The Director of Neighbourhoods had given an update on North Weald Airfield earlier on in the Agenda.

(6) **Torrington Drive** – TFL have advised the Council that they are concentrating on other priorities and the Debden Station car park was not on their current development programme. We will continue to press them to move this development forward.

(7) **Winston Churchill Public House** – The developers have asked the Council to consider a variation to the agreement which would be presented to Cabinet on the 15 December 2014.

(8) **Broadway Car Parks / Burton Road Depot** – There were a number of developments being led by housing and these were making progress.

(9) **Lindsey House Epping** – Essex County Council had expressed an interest in this property in conjunction with the St Johns Road development and discussions were taking place with the adjoining church.

(10) **Town Mead Depot** – The Council were awaiting detailed designs from architects, to address the flooding issues which will be taken back to the Environment Agency and the Council's consultants, Peter Brett Associates. We would then be in a position to report further on taking this project forward.

(11) **Leader Lodge** – The contracts have been exchanged on the sale of that property and the Council are awaiting a completion date.

**Resolved:**

(1) 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 is for information not action.

**33. ANY OTHER BUSINESS**

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

**34. EXCLUSION OF PUBLIC AND PRESS**

The Cabinet Committee noted that there were no items of business on the agenda that necessitated the exclusion of the public and press from the meeting.

**CHAIRMAN**

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



**Epping Forest  
District Council**

**Report reference: AMED-010-2014/15**

**Date of meeting: 12 February 2015**

**Portfolio: Asset Management and Economic Development**

**Subject: Economic Development Report**

**Responsible Officer: Mike Warr/Vicki Willis (01992 56 4472 / 2799)**

**Democratic Services: Jackie Leither (01992 56 4756)**

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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. **Staffing** - Management of Economic Development is set to revert to Kassandra Polyzoides, Assistant Director Planning Policy & Economic Development as per corporate restructure implemented April 2014. The recruitment of two Assistant Asset Management & Economic Development Assistants is currently underway with intention to appoint to these posts by mid/late March 2015.

2. **Waltham Abbey studies** - Officers are finalising several studies addressing Waltham Abbey with external consultants. These commissions are appraising the current position of the town (e.g. in terms of unemployment, role and function of the town centre) and will then tackle potential for change including, scoping commercial development opportunities, analysing the potential for growth in town centre uses and opportunities for tourism development locally. We will be collating findings shortly and will report and discuss with Members and partners in the coming months. In conducting this work we are working closely with Forward Planning colleagues to ensure it feeds into the Local Plan process and similarly we are aware of the evidence base work being conducted by Forward Planning to appreciate how this can feed into our wider activities.

3. **Essex Superfast Broadband** - Councillor Lion and Economic Development are continuing to work closely with Essex County Council on phase 2 of its Superfast Essex broadband programme which has the target of making superfast broadband available to 95% of home and business premises in Essex. Such is the cooperation between EFDC and ECC that the Rural Challenge element of the County Council's programme is to focus on the north east of Epping Forest district.

4. **Tourism development** - As noted at the last meeting, Quentin Buller is now in post as Tourism Development Manager for Visit Epping Forest and works closely with Economic Development. It is intended that Quentin will attend the meeting and provide more detail on current activities. These include securing a Visit Epping Forest presence at various trade shows, coordination of a Tourism Conference at the Waltham Abbey Marriott Hotel on 20 March, work to establish a Jazz Festival locally in 2015 and improving communication with tourist-related businesses in the area.

5. **The Lea Valley Food Taskforce** - The Taskforce was established by local businesses and councils to explore opportunities for sector support, employment, skills development and relocation of Research and Development capacity in the area. It is led by EFDC and supported by councils including Essex CC, Harlow, Uttlesford, London Borough of Enfield and Broxbourne Borough Council. It also includes, NFU locally and regionally, major local business leaders in the sector, LVRPA, Capel Manor College and other local stakeholders. It is the lead delivery body for the LSCC, and food has just been adopted as one of its key priorities.

The Taskforce produced an interim report setting out the key issues and potential future work streams and these are currently being pursued, including:

- Feasibility Study on Institute for Food Security, funded by West Essex POD, supported by University of East Anglia/adap+
- Planning Policy report, setting out potential new approaches to how planning policy might support the industry, led previously by LB Enfield
- Employment Bridge Project, previously supported by DWP
- Skills/NVQ project funded by ECC and undertaken by Epping Forest College
- LSCC Food Sector study is being compiled looking at prevalence and opportunities for sector development along the corridor
- A joint EU Bid is in preparation with partners in Holland and Belgium, supported by ECC, around opportunities for carbon reduction/recycling in the industry.

6. **Business support** - We have not received sufficient results from the ECC business needs survey to report as yet but we will do at the next meeting. There is also little to update on the new Growth Hub business support service that is to be implemented and so similarly we will report next time. We are helping in the marketing of a series of business briefing events being delivered by Epping Forest College and Pro-actions. The first held in mid January had just under 30 attendees and positive feedback. We are working hard to cascade other information of interest to our local business community whether events, funding sources or other support e.g. the Essex Means Business: Project Europe Conference on 26 February 2015 in Chelmsford. This event will provide businesses with details of all major European Funding programmes.

7. **Working with Essex County Council** – Input is being provided into the Essex County Council Economic Growth Story/Strategy. This work will identify a pipeline of projects to help deliver growth aspirations across the County and will ensure Essex's aspirations and 'wants' are clearly articulated at a SELEP level. The first quarterly meeting of key members and officers at EFDC and ECC to discuss economic development matters was unfortunately postponed but we are seeking to reschedule.

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

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

**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-011-2014/15**

**Date of meeting: 12 February 2015**

**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. The report to Cabinet on 15<sup>th</sup> December was approved and discussions are continuing with the Council's JV partners, Polofind Ltd.

2. **Oakwood Hill Depot** – Detailed costings and project programme have been received and a report was approved at the Cabinet on 15<sup>th</sup> December. Information on planning conditions has been finalised and is being reviewed by Development Control. Clearance of the site has been undertaken to ensure that birds do not nest in spring and then get disturbed when proposed works commence in June.

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. It is hoped that some documentation will be completed by the next meeting.

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 material is being finalised and marketing will then commence.

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)Ltd. 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 financial adjustment to the Development Agreement was approved by Cabinet on 15<sup>th</sup> December and solicitors have been appointed to document this variation.

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.

9. **Lindsay House Epping** – Possession has now been taken of this property and approval granted at the 23<sup>rd</sup> June Cabinet to market the property. Discussions are being progressed with Essex CC and Heads of Terms have been agreed for a sale which is now in solicitors hands.

10. **Town Mead Depot** – the Council have employed Peter Brett Ass. 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 with the Council's consultant, Peter Brett Ass., and drawings are currently being revised for a detailed discussion with Development Control regarding design issues. Pellings LLP have been employed as architects for the scheme.

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. This has now completed.

**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

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Not applicable.