

# Committee Agenda



**Epping Forest  
District Council**

## ***Asset Management and Economic Development Cabinet Committee Thursday, 23rd April, 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, 23rd April, 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), Mrs 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**

(The 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 12 February 2015.

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

(Director of Neighbourhoods) To consider the attached report (AMED-012-2014/15).

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

(Director of Neighbourhoods) To consider the attached report (AMED-013-2014/15).

**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 COMMITTEE MINUTES

**Committee:** Asset Management and Economic Development Cabinet Committee      **Date:** Thursday, 12 February 2015

**Place:** Council Chamber, Civic Offices, High Street, Epping      **Time:** 6.00 - 6.55 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, Mrs J H Whitehouse 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)), M Warr (Economic Development Officer), Q Buller (Tourism Development Manager), S Tautz (Democratic Services Manager) and S Mitchell (PR Website Editor)

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### 35. 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.

### 36. 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 Report, item 2, Waltham Abbey studies and agenda item 7, Asset Management Co-Ordination Group Report, item 10, Town Mead Depot by virtue of being a member of Waltham Abbey Town Council. 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 W Breare-Hall declared a personal interest in agenda item 7, 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.

(c) Pursuant to the Council's Code of Member Conduct, Councillor J M Whitehouse declared a personal interest in agenda item 7, 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 St John's Road, Epping. The Councillor had determined that his interest was non-pecuniary but would leave the meeting if the discussion became too detailed.

### 37. MINUTES

#### Resolved:

That the minutes of the meeting held on 11 December 2014 be taken as read and signed by the Chairman as a correct record.

### 38. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT

The Economic Development Officer 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) **Staffing** – The recruitment campaign had now begun for two Assistant Asset Management and Economic Development Officers. The positions had been advertised and the process should be completed by the end of March 2015 and the successful applicants in post shortly thereafter.

(2) **Waltham Abbey studies** – Final draft reports had now been received from each of the Consultants that had been commissioned to carry out work on various themes throughout Waltham Abbey. The focus was now on:

a. Collating the information from the reports to tell a coherent story of Waltham Abbey, what the town faces and what might be needed to develop the town in the future; and

b. To determine how well the approach used for Waltham Abbey would fit other towns in the district and whether a different approach would be adopted in other towns in the district.

(3) **Essex Superfast Broadband** – Considerable work had been undertaken to push forward the Superfast Essex broadband project in so far as it impacts on the Epping Forest District. The rural eastern part of the Epping Forest District has been chosen as the location for the Superfast Essex Phase 2 rural challenge project, EFDC had been working closely with Essex County Council to take this forward.

There was a £2m public investment coming into the Epping Forest District to provide up to 95% coverage of the district with Superfast Broadband and there would be broadband speeds of up to 24mb per second which would be accessible to all service providers.

(4) **Tourism development** – The new tourism development manager Quentin Buller was present tonight to talk about Tourism in the District.

(5) **The Lea Valley Food Taskforce** – Following initial groundwork by the Taskforce the development of an NVQ aimed towards the glass house Industry was being funded by Essex County Council and developed by Epping Forest College.

(6) **Business support** – Regarding the proposals for a growth hub for Essex a formal grant offer for this development was still awaited from the Department of Business, Innovation and Skills. We hope to be in a better position to report back at the next meeting.

(7) **Working with Essex County Council** – A meeting between Senior Economic Development Officers within Essex County Council and Epping Forest

District Council to discuss economic development matters had been postponed and would be rescheduled in the near future.

(8) **Partner Liaison** – There was nothing further to report.

**Resolved:**

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 was for information not action.

**39. TOURISM DEVELOPMENT**

The Chairman introduced the new Tourism Development Manager for Visit Epping Forest, Quentin Buller and welcomed him to the meeting.

The Tourism Development Manager advised the Cabinet Committee that he had been in the post since November 2014 and had a few projects underway.

(1) **Database**

Mr Buller advised that he had put a database together, in order to scope the kind of businesses in the district which were tourism and visitor related. There were approximately 150 businesses on the database and all of their email addresses had been captured in order to build up a communication channel and keep them updated as to what was going on in the District.

(2) **Tourism Conference**

A Tourism Conference had been organised for the 20 March 2015 which would be hosted by the Marriott Hotel in Waltham Abbey. The idea behind the conference was to get as many businesses together from the district and advise them of events that were happening in the district and to get networking going with each other and the various guest speakers that would be attending.

(3) **Jazz Festival**

The National Jazz Archives were held in the Library in Loughton and we were looking into the possibility of holding a Jazz Festival in the district at the end of this year. Looking at other Jazz Festivals that took place in the country, there was nothing held near to the Epping Forest District. This was an exciting prospect and it was hoped that it would grow in the future.

(4) **Food Fayre**

The Marriott Hotel, Waltham Abbey have been in contact and advised that they would like to hold a Food Fair in July 2015, to promote local foods in the District.

They would like to arrange the Food Fair in conjunction with the Tourism Group and use our contacts with local businesses to promote the Fair.

(5) **Website**

The Tourism website, [visiteppingforest.org](http://visiteppingforest.org), was under constant development and the number of people visiting the website was growing. The most popular page on the website was the What's On page which was created in conjunction with the Waltham Abbey Tourist Information Centre. There had been many requests from people asking to list their events on our What's On page.

A member's part of the website had now been created where the gathered information would go out to the membership. Another job of the Tourism Conference was to widen the membership and acquire people and businesses to sign up to the group. The core groups were:

- Epping Ongar Railways
- Lea Valley Parks
- Royal Gunpowder Mills
- The Corporation of London
- Waltham Abbey

Visit Essex carried out a survey and the data, which was important to the local district, would be published on the website. We would be launching our own survey shortly to local businesses, this would be along the same lines as the Visit Essex survey.

(6) **Visit Essex**

A mapping exercise was being carried out of all the hotel rooms in the district to get a view of the available accommodation. It was noted that the district were strong on the day visitors but seemed to be weak on the overnight stays due to the lack of hotel accommodation in the district.

The Council need to build stronger links with outside organisations especially Visit Essex, we were members of Visit Essex and our district had a very high number of members of that organisation.

Today a tour of the District took place with Councillor Boyce, Chairman of Epping Forest District Council and George Kieffer, Chairman of Visit Essex. All of the major tour locations were visited and hopefully this had given Mr Kieffer a much better picture of what goes on in the Epping Forest District.

North Weald Airfield

Councillor Stallan stated that it was this Council's wish to retain aviation at North Weald and also increase revenue by holding events at the airfield. He asked Mr Buller if he was intending to promote North Weald and recruit organisations into holding events at the airfield.

Mr Buller advised that he had visited the airfield and thought it was an attractive destination with plenty of space to hold events. He stated North Weald would be a good destination to hold the Jazz Festival and he would contact the Airfield in the near future.



#### 40. 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** – An application for the release of reserve matters had now been submitted to the EFDC Development Control Department. The Section 278 improvement works to Chigwell Lane had been submitted for planning approval which was hoped to proceed smoothly. The Epping Forest Shopping Park was closely linked with our Oakwood Hill Depot as this was where most of the Langston Road services would be relocated.

(2) **Oakwood Hill Depot** – There were 20 conditions relating to the planning permissions and an application for release of those reserve matters have been recently made. The site had been cleared and building contractors would be appointed and be on site by June 2015.

(3) **Pyrles Lane Nursery** – There were a number of issues identified with regard to the access road to the Nursery. A solution had now been found and a planning application would be submitted in the near future.

(4) **St John's Road** – A draft contract has been issued to the prospective developer and details with regard to the land owned by ECC and involving Lyndsey house was progressing smoothly.

(5) **North Weald Airfield** – Savills have been appointed as consultants with regard to the business aviation side of the Airfield and they were producing a brochure which would result in a marketing exercise. Through this exercise we would be able to ascertain what level of interest there was out there, which was hoped would be strong, as this was a very specialised area.

(6) **Torrington Drive** – The Broadway Post Office was looking to relocate to another location in the Broadway. The unit would then become available to the Council and the possibility of opening up the side of the building and extending it could be explored. This would make the building a lot more attractive and further enhance the link between the Broadway and Debden tube station.

There had been no further progress to report regarding TFL and the redevelopment of the station car park.

(7) **Winston Churchill Public House** – The Deed of Variation was progressing with the Solicitors. The Council believed that this was the correct way to document the agreement and draft documents would be issued soon.

The Garages in Vere Road were ready to demolish, subject to making sure electrical installations on the site were safe.

(8) **Broadway Car Parks / Burton Road Depot** – A number of sites were being considered by the Communities Directorate and work to demolish the small jewellery shop to improve the access to the Burton Road car park was progressing.

(9) **Lindsey House Epping** – is now part of the St Johns development with ECC and is progressing.

(10) **Town Mead Depot** – The architects Pellings LLP had prepared a scheme for the raised part of the site only, as the adjoining fields were subject to flooding, which would be discussed with the other parties that were involved. The site was subject to flooding issues and Peter Brett Associates had been employed as consultants to consider the flooding issues.

(11) **Leader Lodge** – As reported at the last meeting the sale of this site has now been completed.

**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 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.

**41. ANY OTHER BUSINESS**

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

**42. 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-012-2014/15**

**Date of meeting: 23 April 2015**

**Portfolio: Asset Management and Economic Development**

**Subject: Economic Development Report**

**Responsible Officer: Mike Warr / Vicki Willis (01992 564042 / 564593)**

**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. **Staffing** - A new Assistant Asset Management & Economic Development officer has recently been appointed internally to the Economic Development Team and is anticipated to take up the post in late April / early May.

2. **Waltham Abbey Studies** - Reports commissioned on the issues and opportunities facing Waltham Abbey Town centre have now been received from consultants and are being tidied up and refined in liaison with the Economic Development Team. The reports comment in varying degrees of detail on the potential for various interventions or development projects throughout the town. However, each of the reports have been compiled in isolation, not only from each other, but also the ongoing gathering of the Local Plan evidence base and the district-wide study being compiled by Hardisty Jones consultants.

Given this ongoing development of the Council's Local Plan, and the parallel development of an Economic Development Strategy, it is not appropriate that these reports and proposals be taken forward at this point but they will inform future developments in the town in line with the outcomes and policies agreed in the Local Plan.

3. **Superfast Broadband** - The Economic Development Team is working closely with the Essex County Council Superfast Broadband team and supporting the Portfolio Holder for Support Services and Technology on the development of Phase 2b (The Rural Challenge Project or RCP) of the Superfast Broadband rollout programme. The RCP aims to provide solutions to the provision of superfast broadband to a section of the Epping Forest District's rural areas, the area in scope being located entirely within Epping Forest District. The Invitations to Tender have been sent out to a number of bidders and the assessment of those bids is likely to take place during late April / early May.

4. **Business Support / Growth Hub** - A brand new online business support, advice and growth hub has opened for Greater Essex. The BEST (Business Essex, Southend, & Thurrock) Growth Hub is being provided by the South East Local Enterprise Partnership and will act as a portal to enable local businesses to access the support they require. In the initial months, business enquiries will at first be handled by navigators in the Southend Growth Hub who will redirect them to the relevant local council contact.

The online offer is currently a very simple one but this will be developed and enhanced over the next few months as a business support mapping exercise is completed, again supported by SE LEP funding. This mapping exercise will simplify access to the many varied national, regional and local business support initiatives that exist.

5. **Business Survey** - Essex County Council have now completed their business survey. A headline report for Essex has been generated but district level detail is, for the most part, still awaited. Just over 1,000 businesses were interviewed and 105 Epping Forest businesses were contacted. Some top-level (Essex-wide) results showed that although only 11% of businesses employed apprentices, up to 37% were likely to do so in the future. Some 64% were planning to train or upskill their staff in the next 12 months, 29% expected their number of employees to increase in the next 12 months and 77% were aiming to grow their business in the next 2-3 years.

6. **Tourism Development** - Local business people who want to make more from tourism were invited to the One Epping Forest Tourism and Visitor Board Tourism Conference on 20 March. Over ninety delegates registered representing a full range of tourism and visitor based local businesses and including all the area's major attractions. The various speakers and their informative presentations were very well received and the workshop sessions created lively discussions around the themes of growing the local tourism offer, priorities and barriers and expectations of support from Visit Epping Forest.

Delegates remained for networking and a lot of new connections resulted including a local brewery that has numerous leads for new outlets taking their product, a local baker now supplying a local restaurant and a local stables and bike hire business that has enquired about links to Lee Valley to open new customer opportunities.

**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-013-2014/15**

**Date of meeting: 23 April 2015**

**Portfolio: Asset Management and Economic Development**

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

**Responsible Officer: Karim Pabani (01992 564123)**

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

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

**(1) To note the current monitoring report on the development of the Council's property assets.**

### **Executive Summary:**

This report updates the Cabinet Committee on a number of projects as 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 monitoring report is for information not action.

### **Report:**

1. **Epping Forest Shopping Park** – An application for the release of reserve matters had now been submitted to the EFDC Development Control Department. The Section 278 improvement works to Chigwell Lane had been submitted for planning approval which was hoped to proceed smoothly. The Joint Venture Agreement drafting is almost complete.

2. **Oakwood Hill Depot** – There were 20 conditions relating to the planning permissions and an application for release of those reserve matters have been recently made. The site had been cleared and building contractors would be appointed and be on site by June 2015. We are awaiting receipt of tender documentation which was issued on 2<sup>nd</sup> April 2015.

3. **Pyrles Lane Nursery** – There were a number of issues identified with regard to the access road to the Nursery. A solution had now been found and a planning application would be submitted in the near future.

4. **St John's Road** – A draft contract has been issued to the prospective developer and

details with regard to the land owned by ECC involving Lyndsey house as a swap was progressing smoothly. Solicitors have been instructed with respect to widening the covenant on Lindsay House following agreement with the Church. A meeting between the developer and the town council is due to be held on 16 April 2015.

5. **North Weald Airfield** – Marketing has now commenced with Savills having been appointed as consultants. An advert was published in the Estates Gazette on 28 March 2015 and also in Flight National. Initial interest following this appears to have been strong. This is currently being assessed.

6. **Torrington Drive** – The Broadway Post Office was looking to relocate to another location in the Broadway, their unit would become available to the Council and we could look at opening up the side of the building and possibly extend it. This would make it a lot more attractive and to further enhance the link between the Broadway and Debden tube station. The Post Office has not yet served any Notice to Vacate.

There had been no further progress to report regarding TFL and the redevelopment of the station car park. There is a current dialogue between the Council's Planning Department and TFL. Discussions regarding Debden station need to try and be moved further up on TFL's priority list.

7. **Winston Churchill Public House** – The Deed of Variation is now complete.

The Garages in Vere Road were ready to demolish, subject to making sure electrical installations on the site were safe. This action is nearing completion.

8. **Broadway Car Parks / Burton Road Depot** – A number of sites were being considered by the Communities Directorate and work to demolish the small jewellery shop to improve the access to the Burton Road car park was progressing.

9. **Town Mead Depot** – The architects Pellings LLP had prepared a scheme for the raised part of the site only, as the adjoining fields were subject to flooding, which would be discussed with the other parties that were involved. The site was subject to flooding issues and Peter Brett Associates had been employed as consultants to consider the flooding issues.

This is unlikely to progress as a residential development due to flood risk issues and the availability of other suitable land. Alternative uses such as leisure should be considered given the poor access to the site, flood risk and possible contamination issues.

**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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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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None at this is a monitoring report only.