



Epping Forest District Council

ASSET MANAGEMENT AND ECONOMIC DEVELOPMENT CABINET COMMITTEE

Thursday, 13th April, 2017

Place: Council Chamber, Civic Offices, High Street, Epping

Room: Committee Room 1

Time: 7.00 pm

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

Members:

Councillors A Grigg (Chairman), W Breare-Hall (Vice-Chairman), H Kane, G Mohindra and G Waller

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

(Director of Governance) To be announced at the meeting.

3. SUBSTITUTE MEMBERS

(Director of Governance) To report the appointment of any substitute members for the meeting.

4. DECLARATIONS OF INTEREST

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

5. MINUTES (Pages 5 - 12)

To confirm the minutes of the last meeting of the Cabinet Committee held on 26 January 2017.

6. ECONOMIC DEVELOPMENT - PROGRESS REPORT (Pages 13 - 20)

(Director of Neighbourhoods) To consider the attached report (AMED-013-2016/17).

7. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT (Pages 21 - 24)

(Director of Neighbourhoods) To consider the attached report (AMED-014-2016/17).

8. ANY OTHER BUSINESS

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs 6 and 25 of the Council Procedure Rules contained in the Constitution require that the permission of the Chairman be obtained, after prior notice to the Chief Executive, before urgent business not specified in the agenda (including a supplementary agenda of which the statutory period of notice has been given) may be transacted.

9. EXCLUSION OF PUBLIC AND PRESS

Exclusion: To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

| Agenda Item No | Subject | Exempt Information Paragraph Number |
|-----------------------|----------------|--|
| Nil | Nil | Nil |

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Background Papers: Article 17 - Access to Information, Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information and in respect of executive reports, the advice of any political advisor.

The Council will make available for public inspection for four years after the date of the meeting one copy of each of the documents on the list of background papers.

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EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Asset Management and Economic Development Cabinet Committee **Date:** Thursday, 26 January 2017

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 8.10 pm

Members Present: Councillors A Grigg (Chairman), W Breare-Hall (Vice-Chairman), H Kane, G Mohindra and G Waller

Other Councillors: Councillors A Lion, S Kane and J M Whitehouse

Apologies:

Officers Present: D Macnab (Deputy Chief Executive and Director of Neighbourhoods), J Houston (Local Strategic Partnership Manager), M Warr (Economic Development Officer), J Leither (Democratic Services Officer) and S Tautz (Democratic Services Manager)

Also in attendance: C Pasterfield (Asset Management Development Consultant) and L Edwards (Consultant, Colliers International)

28. WEBCASTING INTRODUCTION

The Chairman reminded everyone present that the meeting would be broadcast live to the Internet and that the Council had adopted a protocol for the webcasting of its meetings.

29. SUBSTITUTE MEMBERS

The Cabinet Committee noted that there were no substitute members.

30. DECLARATIONS OF INTEREST

Pursuant to the Council's Code of Member Conduct, Councillor G Mohindra declared a personal interest in agenda item 8, Epping Forest Shopping Park by virtue of being known to one of the prospective tenants. The Councillor had determined that his interest was non-pecuniary and would remain in the meeting for the consideration of the item.

31. MINUTES

Resolved:

That the minutes of the meeting held on 27 October 2016 be taken as read and signed by the Chairman as a correct record.

32. 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 and issues being explored by the Economic Development Team.

Waltham Abbey Wayfinding Project

Following a full tendered procurement process a contractor had been appointed to design, manufacture and install a new pedestrian wayfinding system in Waltham Abbey Town Centre. A total of eight tenders were received all of which were of a similar quality. Therefore the award of the tender was determined by the lowest priced tender and Mödel Signage Solutions were the successful contractor. The winning tender was less than 50% of the total potential budget that had been agreed for the project representing excellent value for money and ensuring that further funds would remain available to consider further enhancement projects for the town centre in the future.

Mödel have already undertaken a stakeholder presentation and consultation event in the town and have subsequently set up an online survey to enable those stakeholders, including businesses, unable to attend the meeting to have their say. It was intended that a proposed design for the scheme be presented to the key stakeholders in February 2017 in order that the finalised design could be agreed before the end of the current financial year.

Councillor Mohindra stated that it was important to ensure that in terms of the design and the points of interest that the Royal Gunpowder Mills and the Lea Valley White Water Raft Centre were included in the plan as they were critical tourist attractions in the area.

He also commented that the business confidence survey was a good idea and looked forward to receiving the results of that survey in the near future.

The EDO advised that both the Royal Gunpowder Mills and the Lea Valley White Water Rafting Centre would be referenced from the town centre in the Wayfinding scheme.

Ultrafast Network

The Rural Challenge Project to deliver ultrafast broadband to rural parts of the district continued to make progress. Almost 195km of network had now been built within excess of 2,800 connection pots installed at the property edges. Ten cabinet areas would be completed by the end of June 2017 with two cabinet areas being delayed in the Hastingwood Area, which includes North Weald and Ongar which will start in Spring 2017 and would be completed by the end of October 2017.

Tourism Website

Councillor Breare-Hall asked the EDO if the soft launch had taken place and what were the enhancements that have been made to the new district tourism website.

The EDO advised that the soft launch had not yet taken place as it was still in the process of building the content. There were two elements to the website, the database side and the content, which was used to perform the narrative for the district. Previously the visit Epping Forest website had been a list based website now

there was an opportunity to tell the story of Epping Forest. The new website will have more visual content and will give the opportunity to create themes.

Business Confidence Survey

Councillor Breare-Hall asked if there was a sense of a plan or a strategy and what use will the Economic Development Team (EDT) make of the results.

The EDO advised that the EDT were at the pre-determining question stage. Once the business confidence survey was compiled and released the Team would use the information to indicate how the districts businesses would plan for the future.

The Assistant Director of Economic Development advised Members that the intention was to look at the standard survey questions that were used by other national organisations in terms of determining business confidence. The idea was to keep the questions as short as possible so that the survey would not become onerous.

The survey would give underlying information as to whether our local business were looking to expand, to hire or to put their investment plans on hold we would then be able to pick up on issues and areas local businesses were concerned about or any information they required.

The aim of the survey was to have a mechanism in place to make sure this authority were in touch with our local businesses and that we could anticipate and understand their needs at the earliest opportunity and identify areas that we may need to research to fully understand what was driving expansion or contraction in the local economy.

Partner Liaison

Councillor Lion reported that he, together with other Members and EFDC Officers met with the Chairman of SELEP for a tour of North Weald Airfield (NWA). He advised that he was impressed with his visit to the Airfield and in particular Weald Aviation, which in his opinion, was doing a very useful job. The Councillor asked the Committee about the possibility of developing opportunities at North Weald Airfield.

The Director of Neighbourhoods advised that in the terms of reference of this Committee there was a remit to explore opportunities at North Weald Airfield. There had been previous policy decisions around the retention and intensification of aviation on this site.

Members will recall that with the assistance of Savills, the Council did some soft market testing at North Weald Airfield to see if there was an opportunity to bring on board a development partner, this proved to be disappointing in terms of the response received. Members have now set further parameters around investment at the Airfield. The Council would invest if the correct opportunities arose.

The Council had intended to offer a service contract to an external partner but due to changes in the European Union procurement rules a full OJEU process would need to be followed to seek an operational partner.

Within the Local Plan further work had been commissioned on employment. A lot of the focus on the Local Plan to date had been on housing needs and the housing numbers but there was a requirement in consultation with other partners to determine employment allocation across the wider area and the Airfield will specifically form

part of that consideration. This piece of work will be instrumental in determining the types and levels of use of the airfield that would be appropriate.

The Council has always recognised the potential of North Weald Airfield and a lot of time has been spent employing consultants trying to develop the best way to go forward.

Broadband – Smart Places

The Assistant Director of Economic Development advised Members that the Smart Places Initiative was an attempt to bring together a coalition of different organisations who have an interest in infrastructure or an interest in using infrastructure once it was installed in the ground in order to provide services more effectively in order to provide a greater reach and to encourage major providers to invest in this area.

The Smart Places Initiative involved EFDC and ECC having discussion with major national and international infrastructure providers to see if it was possible to make this area a pathfinder area. The plan is to hold a Smart Places Summit along the lines of Smart Cities to find out what applications and technology that worked in the City and could be expanded to work in an area such as this District. A further report would come to the next meeting updating the Committee further on the progress.

Resolved:

To note the progress and work programme of the Council's Economic Development Section.

Reasons for Decision:

To appraise the 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.

33. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT

The Director of Neighbourhoods presented a report to the Cabinet Committee and updated Members on further developments to the report since it had been published.

(1) Epping Forest Shopping Park

There was a separate detailed report on the progress of the Epping Forest Shopping Park at Agenda Item 8.

(2) Oakwood Hill Depot

The Depot was now completed and fully operational. The mezzanine floor had been extended at a notional cost to provide additional office accommodation.

(3) Pyrles Lane Nursery

Planning permission had been granted for a residential development on the site of Pyrles Lane Nursery. External advisors had produced a report, the outcome of this

report and a proposed disposal strategy would be reported to Cabinet on 9 March 2017.

(4) St John's Road

After a protracted period of negotiation the Council have completed on the purchase of the former junior school from Essex County Council. There had been some anti-social behaviour on the site but the Council have now secured security presence on and the site was now secure. The next stage was to work with Frontier Estates and Epping Town Council moving towards the submission of their full planning application and if this was successful a tri-party agreement would take place between Epping Forest District Council, Epping Town Council and Frontier Estates and would develop the site.

Councillor J M Whitehouse stated that it had previously been reported that the consultation would take place as part of the planning process. He advised that as landowner and the planning authority the Council should be ensuring and encouraging pre-application engagement and not just the statutory 21 day letters going out when a planning application was submitted. It was easier to deal with queries in the pre-application stage rather than when the planning application was submitted.

The Chairman advised that Officers would raise that issue with Frontier Estates when they had their next meeting.

(5) Lindsay House

Essex County Council advised that they no longer wished to obtain Lindsay House for use as accommodation to support vulnerable adults. A report would go to Cabinet on the 2 February 2017 with regard to marketing the property for disposal as either a single dwelling, subject to the restrictive covenants, or conversion to flats.

(6) North Weald Airfield

A discussion had taken place earlier in the meeting regarding North Weald Airfield.

(7) Site of former Winston Churchill Public House

Members and Officers were invited by Higgins for a site visit. The views from the top of the building were spectacular with views across East London. The flats would be completed ready for occupation in September 2017. The Council's main interest were the retail units on the ground floor which we had the opportunity to view. The Council have now appointed agents and were receiving offers for those units.

Councillor Mohindra stated that the site visit was a worthwhile exercise but that the top floor was for office space and not living accommodation and Planning Enforcement Officers should keep stringent checks that this was the case.

(8) Ongar Academy

The school was now under construction and was due to open in September 2017.

(9) Townmead Depot

A considerable amount of time and energy had been spent on investigating this site for alternative use. Unfortunately due to the high flood risk this site could not be

progressed for any kind of residential development. Discussions were underway with Waltham Abbey Town Council who were the co-occupiers, as to an alternative use for this site.

(10) Hillhouse Leisure / Community Hub

Outline planning permission was granted to all three elements of this site by the District Development Management Committee in November 2016. A S106 agreement was being entered into to compensate for the loss of the playing fields and that S106 agreement was due to be signed shortly. We have met with our newly appointed Leisure Management Contractor, Places for People and will submit a full planning application in the next 6-8 weeks.

Resolved:

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

Reasons for Decision:

To comply with the Cabinet Committee's previous request to monitor the development of the Council's Property Assets on a regular basis.

Other Options Considered and Rejected:

None, as monitoring report was for information not action.

34. EPPING FOREST SHOPPING PARK PROGRESS REPORT

Epping Forest Shopping Park

The Council's Asset Management Development Consultant, Mr C Pasterfield presented a report to the Cabinet Committee with regard to the current progress of the development of the Epping Forest Shopping Park. Mr Pasterfield was accompanied by Mr L Edwards of Colliers International, one of the Council's appointed consultants for the management of letting the units at the shopping park.

Mr Pasterfield advised that at a recent meeting with the main contractor, McLaughlin & Harvey it had been reported that completion of the site was proceeding according to schedule. The steel frame for the 95,000 sq ft building was complete with the end walls and part of the roof clad. Meetings with tenants would now become more intensified regarding their shop fitting requirements.

On 22 December 2016 Members of the Cabinet and Board Members were taken on a site visit of the Shopping Park. The site Manager for McLaughlin & Harvey gave an overview of the construction process to date and advised that they were on schedule with the scheme.

Section 278 Road Works

There had been a delay with the highways work due to a gas mains being discovered which was not revealed in the original searches and site investigations. This meant that the drainage had to be redesigned. The widening of the carriageway works would be completed by the end of March 2017.

Members expressed concerns and queried if the delays with the highways work would cause a delay on the opening of the Shopping Park.

Mr Pasterfield advised that the Shopping Park would be completed before the highways work was completed. The shopping park would not be ready to open as the tenants would need to fit out the shops and this would take approximately 6-8 weeks. It was anticipated that the Shopping Park would open around August/September 2017.

Councillor Lion asked if there was any progress on the installation of broadband and Wi-Fi services at the Shopping Park.

Mr Macnab advised that during a recent site meeting with the project manager he advised that there was extensive duct work which runs all through the site where the cables for the broadband would run.

Resolved:

This report updates the Cabinet Committee on a Epping Forest Shopping Park as discussed at previous meetings.

Reasons for Decision:

To comply with the Cabinet Committee's previous request to monitor the development of the Shopping Park on a regular basis.

Other Options Considered and Rejected:

None, as monitoring report is for information not action.

35. ANY OTHER BUSINESS

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

36. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting for the items of business set out below on the grounds that they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972:

| <u>Agenda Item No.</u> | <u>Subject</u> | <u>Exempt Information Paragraph Number</u> |
|------------------------|---|--|
| 8 | Epping Forest Shopping Park Progress Report Part II | 3 |

37. EPPING FOREST SHOPPING PARK PROGRESS REPORT PART II

Mr L Edwards from Colliers International, consultants responsible for letting the units at the Epping Forest Shopping Park reported that the market was steady and 75% of the retail units had been let to a mix of tenants.

Mr Edwards advised that they were considering offers on some of the smaller units but were looking to make sure that they did not conflict with any of the traders on Debdon Broadway.

Mr Pasterfield advised that they would be looking into installing some electric car charging points at the Shopping Park. More information would need to be collected to estimate how many electric car charging points to install.

Members were very enthusiastic to see that a provision was being made to install electric car charging points.

CHAIRMAN

Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-013-2016/17

Date of meeting: 13 April 2017

Portfolio: Asset Management and Economic Development

Subject: Economic Development – Progress Report

Responsible Officer: M. Warr/V. Willis (01992 564472/564593)

Democratic Services: J. Leither (01992 564756)

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 apprise 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:

Visitor Economy

Tourism Website

1. The new website went live during English Tourism Week with an initial 65 pages and 320 images. This compares with the previous site's 16 pages and 22 images. The new site's configuration allows smart searches based on options in every area for editorial, and the events function contains far more detailed and searchable information. The current task is to expand the businesses and attractions listed and to regularly update the editorial content.
2. The Tourism and Visitor Board continues to meet on a regular basis and a working group is currently looking at a draft Tourism Strategy to include a vision statement and targets in line with the timescale of the Local Plan. Currently the working group has had one

initial meeting and will develop ideas further before taking them back to the board for comment and discussion.

Accommodation Study

3. Phase 2 of this work is well advanced and a review meeting with consultants, Hotel Solutions, to explore findings is scheduled for late April.

Town Centres

Town & Village Centres/District Economic Opportunities Fund

4. Work has continued to develop bids to the fund from a number of organisations. Funding for a floral town centre enhancement scheme has been approved as well as funding to support a young traders initiative which will see school-based teams forming trading businesses to compete against each other and will create a vibrant street market attraction in Summer 2017. Funding has also been approved for a project connecting primary schools with town centre businesses in order to raise awareness of the shops and services available in one of the district's town centres.

Waltham Abbey Wayfinding Project

5. The proposed fingerpost wayfinding scheme in Waltham Abbey has now moved into the beginnings of the Planning and Delivery Stage with the final design, locations and destinations having been agreed and signed off. The scheme aims to provide visitors to the town centre with an effective navigational system that will enable them to explore the town's attractions and encourage them to dwell longer within the town centre. The scheme is centred around the key town centre attractions such as the museum and the Abbey church and gardens and on movement between the town centre car parks. At the same time it has also referenced attractions which sit outside the immediate town centre area such as Lee Valley White Water Centre, Royal Gunpowder Mills and the Cornmill Meadows wildlife area as well as the Town Mead site which was highlighted by local stakeholders as a key town attraction.

Business Support

One Business Briefing

6. The Spring edition of One Business Briefing was published in March and issued to the Team's expanding business and partner contacts database of 2000-plus and shared via social media channels. As always, it contained a rich mix of articles and contributions from the Team and external partners, ranging from success stories to details on business funding and support programmes and initiatives such as the area's new tourism website, the ongoing delivery of ultrafast rural broadband and a new young traders market project.

Eastern Plateau

7. It was reported at the last meeting that it is now business as usual for this Fund which is supporting business growth in some rural areas of Epping Forest District as well as East Herts, North Herts and Uttlesford. At a meeting of the Panel in late March it was reported that the Local Action Group should be seeking to spend all of its funding allocation by March 2019 and so that effectively means being in a position to enter contracts for all funding by around September 2018. It is premature to give further details but the Team is hopeful that a particular project in Epping Forest District will be supported very shortly and we are also aware of a couple of further projects in the pipeline. It is a priority within the Team to give maximum exposure to Eastern Plateau locally and to encourage

uptake.

LoCASE

8. As reported previously, LoCASE (Low Carbon Across the South East) is a new EU funded project set up to help small or medium enterprise businesses across the South East Local Enterprise Partnership (SELEP) region to tackle and adapt to climate change, aiming to reduce business costs by cutting emissions and to promote the opportunities of the low carbon market. Economic Development Officers put CRATE on Oakwood Hill Industrial Estate in contact with LoCASE last year and they are the first in the district to have had a bid approved and to have implemented measures. A visit is being coordinated to understand more about the CRATE scheme (36 creative workspaces in upcycled shipping containers and a Costa Coffee) which is now complete and an impressive new facility for the district and to capitalise on opportunities for using it to further promote LoCASE in the district.

Broadband

Smart Places

9. Two highly successful smart place events have been held in the last few weeks. First of all, Essex County Council held a Smart Essex event at BT Tower in Central London to launch their work on smart initiatives for Essex. Having engaged the county council at an early stage on this council's own smart place work, Epping Forest District Council members and officers were invited to attend this event and present to the audience on one of the workshop topic areas.
10. Since that event, the Economic Development Team has delivered a very well received Smart Places Seminar at Epping Forest College. This drew together not just key council officers and members but also representatives from county council, three other local district councils, the CCG and Princess Alexandra Hospital, as well as a number of local private sector partners. The event was well attended and saw presentations from Virgin Media, Easel TV and Essex County Council that explored the real opportunities for collaborative applications, initiatives and ongoing partnership working that are being opened up by this district's commitment to delivering greater levels of superfast broadband infrastructure. A commitment to reconvene the gathered partners in the near future to continue this work as a digital taskforce was made at the meeting and the economic development team will be looking to explore a number of digital / smart place strands of work coming out of the seminar.

Ultrafast Network

11. The ongoing network build of ultrafast rural broadband is one enabling element that is making the Smart Place workstream possible and this rollout has continued to reach out into the rural parts of the district. The project remains on track to complete before the end of the calendar year although the last two cabinet areas in Hastingwood / North Weald and Ongar remain in the planning stage and the exact start dates for these areas cannot yet be confirmed. Completion of this Rural Challenge Project coupled with the other phases of the Superfast Essex programme will bring coverage across Epping Forest district to approximately 97% of properties in the district with access to superfast broadband speeds.
12. As a district, we see the importance of taking this level of coverage as close to 100% as is possible and therefore are exploring, with Superfast Essex, the potential for further funding to be made available to be matched by BDUK and to be used to progressively fill

in the areas of non-coverage. As reported to Cabinet on 9th March 2017 by the Portfolio Holder for Technology and Support Services, a letter of intent has been submitted to Superfast Essex and BDUK indicating that the council will provisionally allocate an amount of up to £350,000 as a potential local contribution to a further rollout programme, with the exact amount to be confirmed once bids for the procurement have been received and the size and scope of the local investment can be more clearly defined. It is assumed that BDUK grant will be available to match this additional local contribution and once the details have been established, endorsement of the proposed contribution will be sought through the council's formal governance process. This will be aligned with the contract finalisation process under the new phase.

Partner Liaison

13. 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)
- London Stansted Cambridge Consortium (LSCC)
- Invest Essex and Essex Innovation Programme
- Lea Valley Food Board
- Essex Economic Development Officer group
- Essex Tourism Officer Group
- Epping Forest District Town Team
- Eastern Plateau Local Action Group
- Stansted Airport Local Authority Forum
- Tourism & Visitor Board
- West Essex Skills & Learning Forum
- Waltham Abbey Town Partnership
- One Epping Forest
- Superfast Essex
- Princess Alexandra Hospital
- West Essex CCG

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.

There are no implications to consider as this report is a progress report.

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Equality analysis report

Step 1. About the policy, service change or withdrawal

| | |
|--|--|
| Name of the policy, service or project: <i>be specific</i> | Economic Development Highlight Report |
| Revised / new / withdrawal: | New |
| Intended aims / outcomes/ changes: | That the committee note the note the progress and work programme of the Council's Economic Development Section |
| Relationship with other policies / projects: | All |
| Name of senior manager for the policy / project: | Derek Macnab, Deputy Chief Executive and Director of Neighbourhoods |
| Name of policy / project manager: | John Houston |

Step 2. Decide if the policy, service change or withdrawal is equality relevant

| | |
|---|---|
| Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant. | If yes, state which protected groups: |
| If no, state your reasons for this decision. Go to step 7. | If no, state reasons for your decision: |
| <i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i> | No. This is a highlight report of progress made and upcoming initiatives and projects. Any equalities impact assessment for individual work, projects or programmes will be detailed on the respective reports for those workstreams. |

| | |
|---|--|
| Name and job title of officer completing this analysis: | Michael Warr, Economic Development Officer |
| Date of completion: | 23/3/2017 |
| Name & job title of responsible officers: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit) | Michael Warr, Economic Development Officer Vicki Willis, Economic Development Officer Quentin Buller, Economic Development Officer |
| Date of authorisation: | 23/3/2017 |
| Date signed copy and electronic copy forwarded to PIU equality@eppingforestdc.gov.uk | 23/3/2017 |

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Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-014-2016/17

Date of meeting: 13 April 2017

Portfolio: Asset Management and Economic Development

Subject: Asset Management Development Projects – Progress Report

Responsible Officer: D. Macnab (01992 564050)

Democratic Services: J. Leither (01992 564756)

Recommendations/Decisions Required:

That the Committee note current progress on the Council's asset management and development projects.

Executive Summary:

This report updates the 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 on a regular basis.

Other Options for Action:

None, as monitoring report is for information not action.

Report:

1. This report updates the Committee on the progress of current asset management development projects.

Epping Forest Shopping Park, Loughton

2. A detailed report on progress on the development of the Epping Forest Shopping Park is contained within a separate report on the agenda.

Oakwood Hill Depot, Loughton

3. An outstanding issue in relation to the activation and monitoring of the alarm systems have been resolved. As reported at previous meeting, work has commenced on the feasibility of the Housing Repairs Services relocating to the Oakwood Hill Depot. This is in accordance with the Council's Accommodation Strategy agreed by the Cabinet on the 9 March 2017.

Pyrles Lane Nursery, Loughton

4. An external marketing appraisal has been undertaken. However, the marketing of the site has been held in abeyance whilst the Council considers the merits of establishing a Housing Company. If this initiative was to proceed, Pyrles Lane would have been a good initial site to develop. However, it now looks likely that Housing Company will not proceed. The Finance and Performance Management Cabinet Committee, at its meeting on 6 March 2017, agreed further to a review that the general Council Housebuilding Programme will proceed largely as planned. A report will be taken to June Cabinet to determine, not only the marketing strategy for Pyrles Lane, but also whether the Council would consider the purchase of the affordable units out of Council Housebuilding Programme Funds.

St John's Road Development, Epping

5. Completion on the purchase of Essex County Council's interest was achieved in December 2016. Tri-partite agreement yet to be signed, as Epping Town Council still in negotiation with Frontier Estates around their re-provided office and community space.

North Weald Airfield

6. The Council's external planning consultants, Arup Ltd, have completed their initial employment assessment as part of the Local Plan, to include the potential scale and mix of employment uses that would be appropriate at the Airfield. This will provide the planning context in which future commercial aviation related opportunities can be taken forward.

Site of Former Winston Churchill Public House, Loughton

7. Joint agents have been appointed and are in negotiation with a number of interested parties, to let the retail space on the ground floor, for which the Council retains the income.

Hillhouse Development, Waltham Abbey

8. The contract with the Council's new Leisure Management partner Places for People, has been entered into and the management responsibilities were transferred to them on 1 April 2017. The outline planning permission, on the discharge of all the conditions to include the completion of the Section 106 Agreement, was issued in late March. Places for People are working on the full application for the new leisure centre. The Cabinet on 9 March 2017 considered a report on the lifting of the covenants for the Independent Living Scheme, which was agreed.
9. The Committee is requested to note current progress on the Council's ongoing asset management development projects.

Resource Implications:

None as this is a progress report.

Legal and Governance Implications:

As referred to in the report.

Safer/Cleaner/Greener Implications:

No specific implications identified other than the disposal of Lindsay House will reduce the level of vandalism/anti-social behaviour on the site.

Consultation Undertaken:

None.

Background Papers:

Cabinet Reports on individual capital schemes.

Equality Impacts:

Not applicable.

Risk Assessments:

Risks relevant to each project are contained within project plans or Corporate/Directorate Risk Registers.

Equality analysis report

Not required as this is a progress report.

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