

# Committee Agenda



**Epping Forest  
District Council**

## ***Asset Management and Economic Development Cabinet Committee Thursday, 18th April, 2019***

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, 18th April, 2019  
at 7.00 pm .**

**Georgina Blakemore  
Chief Executive**

**Democratic Services  
Officer**

J Leither Tel: (01992) 564756  
Email: [democraticservices@eppingforestdc.gov.uk](mailto:democraticservices@eppingforestdc.gov.uk)

### **Members:**

Councillors A Grigg (Chairman), N Avey, H Kane, S Kane and G Mohindra

---

### **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**

To be announced at the meeting.

**3. SUBSTITUTE MEMBERS**

To report the appointment of any substitute members for the meeting.

**4. DECLARATIONS OF INTEREST**

To declare interests in any items on the agenda.

**5. MINUTES (Pages 5 - 14)**

To confirm the minutes of the meeting of the Committee held on 17 January 2019.

**6. ECONOMIC DEVELOPMENT - PROGRESS REPORT (Pages 15 - 26)**

To consider the attached report (AMED-009-2018/19).

**7. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT (Pages 27 - 38)**

To consider the attached report that went to the last meeting. An update will be given at the meeting.

**8. ST JOHN'S ROAD, EPPING - PROGRESS REPORT**

A verbal update to be given at the meeting.

**9. 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.

**10. 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):

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

This page is intentionally left blank

## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Asset Management and Economic Development Cabinet Committee      **Date:** Thursday, 17 January 2019

**Place:** Council Chamber - Civic Offices      **Time:** 7.00 - 8.10 pm

**Members Present:** Councillors A Grigg (Chairman), N Avey, H Kane, S Kane and G Mohindra

**Other Councillors:** Councillors C Whitbread, M Owen, C C Pond, S Heap and J M Whitehouse

**Apologies:**

**Officers Present:** D Macnab (Acting Chief Executive), J Nolan (Service Director (Commercial & Regulatory Services)), M Warr (Economic Development Officer), K Pabani (Chief Estates Officer), K Milligan (Senior Asset Manager), J Leither (Democratic Services Officer) and A Rose (Marketing & Digital Content Officer)

**Also in attendance:** P Wilks (Lichfields)

---

### 17. 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.

### 18. APPOINTMENT OF VICE-CHAIRMAN

The Chairman asked the Cabinet Committee for nominations for a vice-chairman, Councillor G Mohindra nominated Councillor N Avey which was seconded by Councillor H Kane.

#### **RESOLVED:**

That Councillor N Avey be vice-chairman of the Asset Management and Economic Development Cabinet Committee for the duration of the municipal year.

### 19. SUBSTITUTE MEMBERS

The Cabinet Committee noted that there were no substitute members.

### 20. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor G Mohindra declared an interest in agenda item 7, Economic Development Report by virtue of his role as Vice-Chairman of the Essex and Herts Digital Innovation Zone (DIZ). The Councillor had determined that his interest was non-pecuniary and would remain in the meeting for the consideration of the item.

(b) Pursuant to the Council's Code of Member Conduct, Councillor G Mohindra declared an interest in agenda item 8, Asset Management Development Projects – Progress Report, item 6, Hillhouse Development, by virtue of being an Essex County Council Cabinet Member. The Councillor had determined that his interest was non-pecuniary and would remain in the meeting for the consideration of the item.

(c) Pursuant to the Council's Code of Member Conduct, Councillor J M Whitehouse declared a personal interest in agenda item 9, St John's Road Update by virtue of being a member of Epping Town Council and living in St. John's Road. The Councillor had determined that his interest was non-pecuniary and would remain in the meeting for the consideration of the item.

(d) Pursuant to the Council's Code of Member Conduct, Councillor N Avey declared an interest in agenda item 9, St John's Road Update by virtue of being the Chairman of Epping Town Council. The Councillor had determined that his interest was non-pecuniary and would remain in the meeting for the consideration of the item.

## **21. MINUTES**

### **Resolved:**

That the minutes of the meeting held on 25 October 2018 be taken as read and signed by the Chairman as a correct record.

## **22. THE BROADWAY DEBDEN, IMPACT STUDY - PRESENTATION BY LICHFIELDS**

The Chairman introduced Mr Peter Wilks, Senior Director of Lichfields who gave a presentation of an impact study that they had produced regarding The Broadway, Debden.

P Wilks advised that Lichfields were commissioned to look into the impacts of the Epping Forest Shopping Park (EFSP) which was opened in December 2017, specifically looking back at how that application was determined in 2012. An impact assessment was prepared at that time which predicted the trade diversion and reduction in trade resulting from the shopping park. This had been established in the Council's own town centre study in May 2010 which had been based on:

- Visitor and household surveys;
- Land use survey; and
- Town centre health checks.

The historical evidence provided an opportunity to do a before and after comparison and we have looked at that data to see if there was any evidence of actual levels of impact on The Broadway.

### Methodology

In terms of the methodology and looking at the trading performance of centres proved to be very difficult as there had been no national published data since 1971. Therefore, we could only go on what changes had happened with the land use within the centre and how the health check undertaken in October 2018 compared with the same exercise done in 2010. Therefore if the visitor and household surveys were re-run, this would enable us to estimate the turnover and trading performance of the town centre the same way it was estimated back in 2010.

Measure of vitality and viability

The Central Government Planning Guidance set out what the measures of vitality and viability were:

- Diversity of uses;
- % of vacant street level property;
- Commercial property rents/yields;
- Retailer representation;
- Pedestrian flows;
- Accessibility;
- Perception of safety / occurrence of crime; and
- State of town centre environmental quality.

Looking at The Broadway it was found to be a relatively small centre servicing local people. There were 55 purpose built Class A units which were easy to access and navigate around. The Javelin Group rank over 3,500 retail destinations in the UK including town centres, malls, retail parks and factory outlet centres. In the Epping Forest district The Broadway was ranked third and compared favourably with other smaller centres in the district.

The number of units had reduced since 2010, this was due to the units in Torrington Drive being empty and derelict as Sainsbury's wanted to modernise and enlarge their store and utilise the units around the store to expand and become part of their car park. Therefore on balance the number of vacancies have predominantly stayed the same.

The representation in The Broadway in 2009 was largely the same as it was in 2018:

<b>2018</b>	<b>2009</b>
Martin's	Martin's
Sainsbury's	Sainsbury's
Boots	Boots
Iceland	Iceland
McColl's	McColl's
Superdrug	Superdrug
Barnardo's	Barnardo's
M&S Simply Food	Woolworths
Greggs	Clinton Cards
Factory Outlet	

The Broadway have the lowest rents in the district at £235 per sq.m with Loughton being the highest at £700 per sq.m.

Visitor Origin

The visitor and household survey that we undertook indicated the origin of the customers that visited the centre in 2009, 55% were local visitors with 45% coming from out of the area. The new survey data suggested that 85% were local visitors with 15% coming from out of the area. This also showed that the mode of travel used in 2009 more people were travelling to The Broadway by car, bus and the underground whilst in 2018 far more were walking to the centre which suggests the catchment area was more localised.

### Visitor satisfaction / dissatisfaction

The survey asked visitors to rate how satisfied they were with the centre in 2009 and again in 2018 so the results could be compared. The results were mixed with some liking the centre and others not.

The range and quality of the shops and dining locations scored higher in 2018 whereas the level of pubs and bars the satisfaction rating had gone down in 2018 as the centre had lost the only pub that was in The Broadway. In terms of the environmental elements things had not changed significantly. There was still dissatisfaction in not being able to shelter from the weather. On balance visitors views remain mostly the same now as back in 2009.

### Summary

The findings of the survey do not see any significant change in The Broadway since 2009 and therefore there was no clear evidence to suggest The Broadway has declined since 2009.

### Questions

Councillor G Mohindra asked if the local businesses should have been approached and asked to disclose their turnover figures.

P Wilks stated that with health checks he had never seen anyone release sales or turnover data as this was commercially sensitive material.

Councillor G Mohindra asked how The Broadway compared to other centres.

P Wilks replied that The Broadway was a very small centre and you would have to compare it with other centres of the same size. In general terms it had a good mix of businesses with 10% of vacancies. The national average across all town centres for vacancies was 12% and in some centres it rose to 20% and above.

The Chairman asked if internet sales could have an impact on The Broadway as you have major stores like Marks and Spencer and Debenhams etc. who offer an internet ordering and delivery service and therefore the small town centres blame this for their loss of turnover.

P Wilks advised that internet sales had grown quite steadily over the last 20 years and looking at the most recent Experian data, taking off the internet sales still showed positive growth in in-store expenditure.

Councillor M Owen stated that the scene on the ground seemed very different to when he visited The Broadway as there were hardly any customers about. Whilst he appreciated the outcome of the report, on speaking with traders, they did not feel that trade was steady or on the up. Do you think the report could have missed anything.

P Wilks explained that the available data they had based the impact study on was from Experian where the demographics were taken into account. He also advised that he had visited The Broadway many times during 2010-2012 and had never thought or seen that it was a very busy centre.

Councillor C Pond highlighted that The Broadway was very popular some years ago because of the range of shops. it was known as a fairly major centre but had declined



over the years. As the landlords, the Council need to make it more attractive looking so that it would attract people from outside of the district.

P Wilks stated that the days of fashion shopping had gone and the centre was more of a convenience centre which provided the facilities that people wanted.

Councillor C Pond added as the Council were the landlords should they not be more selective to who the units were rented to and were there any practical ways the Council could filter the traders.

K Pabani advised that the Council had an Estate Management policy and that very few units came on the market at the same time. He added that the Council did usually get more than one interested party per unit and over the last 18 months the type of tenants that have been successful in acquiring a unit were primarily local people with either a franchise or a different type of retail use that was already trading in The Broadway. Therefore, the Council were very conscious of the type of tenant mix, the affordability and competition, in terms of the pressure it would put on other tenants.

Councillor G Mohindra asked why the commercial rents in Loughton High Road were almost three times that amount of The Broadway.

P Wilks advised that Zone A commercial rents do vary from centre to centre and are largely based on the attractiveness of the centre.

D Macnab stated, without wanting to pre-empt or pre-judge the outcome of the Cabinet's Decision on the 7 February 2019, he highlighted a report regarding the Discretionary Business Rates. In the Government's Autumn Budget of 2018 it was announced that all eligible retailers with a rateable value below £51,000 are eligible to receive a one-third discount on their business rates bill. There are 34 Independent traders in The Broadway who would be eligible. The cost to the District Council was cost neutral as Central Government would be paying for this relief.

Councillor C Pond acknowledged that this was very good news for the traders of The Broadway.

## **23. ECONOMIC DEVELOPMENT - PROGRESS REPORT**

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

### **1. Digital Innovation Zone**

The Economic Development team recently organised, on behalf of the Essex & Herts Digital Innovation Zone (DIZ), a highly successful Smart Places Seminar on the subject of future-proofing new garden communities. The event was held at Chesterford Research Park in December 2018 and sponsored by Uttlesford District Council. The event attracted around 70 delegates representing eight local authorities and a number of voluntary community groups, health and education organisations plus local businesses and national organisations.

Officers were planning the next smart places seminar which was planned for Friday 5 April 2019. The seminar would explore issues around digital inclusion and the potential impact of moving to new digital platforms for public service delivery.

Officers were currently working with colleagues at Essex County Council on a multi-million pound bid to the DCMS Local Full Fibre Network programme, to boost connectivity in areas across the DIZ from hubs based at GP surgeries. The Council have now been asked to bring forward a full proposal to the scheme by the beginning of February 2019 and work was ongoing to meet that date.

**Resolved:**

That the current progress and work programme of the Council's Economic Development Section were noted.

**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 was for information not action.

**24. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT**

The Acting Chief Executive (ACE) presented a report to the Cabinet Committee and updated Members on further developments to the report since the agenda had been published.

**(1) Epping Forest Shopping Park**

The Epping Forest Shopping Park was now fully let and trading well. Some issues had been identified with parking and were being looked at with a view to improving access to the car park. It had been recognised that some people who worked in the area were covering their number plates upon exiting the car park and others were exiting via the entrance. Parking enforcement officers were now patrolling the site and issuing Parking Charge Notices (PCNs) to anyone that was parked longer than 3 hours.

There were also concerns with the build up of traffic which, at times, was sitting across the junction from Oakwood Hill waiting to enter the Shopping Park. This had been reported to Essex Highways with a view to them looking at a scheme to improve the flow of traffic and stop the queuing across the junction.

Councillor CC Pond advised that the entrance and exit to the shopping park was causing the traffic to build up and at times block the A1168 and stated that this should now be a priority. He asked how effective had the issuing of PCNs been and had this freed up some space in the car park.

The Chief Estates Officer advised since the introduction of PCNs the car park had been freed up of parking spaces. On the first day of Parking Enforcement there had been 28 PCNs issued and it would appear most of these were commuters or people that worked in the area. It had been noted that a car company that traded in Langston Road was known to be using the charging bays to charge their electric cars so that they could be test driven by clients. The car company had been advised that the car charging points were for the sole use of the clients of the Shopping Park and they were not to be used. Local businesses had also been advised to inform their staff that they should not park in the Shopping Park and that PCNs were now being issued.

**(2) Pyrles Lane Nursery**

Following a successful marketing campaign the site was now under offer to Durkan Estates and solicitors have been appointed to progress the sale. Durkan Estates have carried out site investigations and we were waiting for the results. The access road, which is not part of the EFDC land, but has substantial existing rights was being assessed. The existing Nursery was due to relocate to the Town Mead Depot in Waltham Abbey in early 2019 following a successful planning application to refurbish premises on the site.

**(3) St John's Road Redevelopment**

There was a separate report on the agenda.

**(4) North Weald Airfield**

An internal Officer project team had been set up to provide strategic direction in line with the requirements of the submission version of the Local Plan. A Planning Brief had been requested as the first stage in the process of engaging a third party consultant to assist EFDC Officers in the preparation and submission of a Masterplan for the land identified as site NWB.E4 in the Submission Version of the Local Plan dated December 2017, along with the aviation land to the western side of the runway and associated new access point.

Interim terms have been agreed with Saunders Markets for them to remain in occupation throughout 2019, while a tender process was being undertaken to assess market demand and to secure the best operator from January 2020.

Terms have been agreed and solicitors instructed for a new 25 year lease to the Essex & Herts Air Ambulance. The lease to the National Police Air Service had been completed and funding approved from the Home Office. Construction for the new base had commenced.

**(5) Landmark Building**

Following the withdrawal of interest from the Co-Op and Costa Coffee new marketing agents had been appointed. Both units were now under offer with the bulk of the former under offer to a local publican. The lease to the Mediterranean restaurant had now completed and the tenant was fitting out. The prospective tenants were submitting the necessary planning and building regulation applications. Two other units (one newly created via proposed sub-division) were available for letting and the agents were reporting interest.

Councillor C C Pond stated that the mix of premises in the Broadway were becoming competitive with the new Mediterranean restaurant and the one opposite on the corner of the Broadway both being Turkish.

The Chief Estates Officer replied that terms had already been agreed with the Mediterranean restaurant and at that time the premises opposite was a Café. In November 2018 the Café was sub-leased and EFDC had no control over the premises becoming another Turkish restaurant.

**(6) Hill House**Leisure Centre

The new Leisure Centre at Hillhouse opened on 17 November 2018 and was achieving membership take-up well beyond forecasts. The centre was now in its contractual six-month bedding in period.

The Roundhills Swimming Pool site had been physically secured pending demolition and redevelopment. Essex Housing were the management agents and demolition should take place early in 2019.

Independent Living Scheme

The Council were in receipt of a planning application from Essex Preferred Independent Living provider there has been some public consultation undertaken in the locality however we have been pressing the provider to enter into a PPA which would involve the scheme going in front of our Quality Review Panel who look at schemes of this nature.

Councillor S Kane asked how long would the demolition take place of the old leisure centre on Roundhills and what was the expected mix and affordability of the housing going on the site.

The ACE advised that the demolition of the site would expect to take 6-8 weeks and the site would consist of a minimum of 11 units of which the Council's Policy required that 40% would be affordable properties.

**Resolved:**

That the current progress on the Council's Asset Management and Development projects were noted.

**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 this monitoring report was for information only not action.

**25. ST JOHN'S ROAD UPDATE**

The Acting Chief Executive (ACE) presented a report to the Cabinet Committee and updated Members on further developments to the report since the agenda had been published. He advised that following the failure to conclude the tri-partite agreement between the District and Town Council and their development partner, the Cabinet had agreed that the Council should proceed with an alternative scheme in accordance with the previously adopted Development and Design Brief and that EFDC should seek to enter into a partnership with Epping Town Council as part of any new scheme. Furthermore that in the event of a partnering arrangement not being possible with Epping Town Council, the District Council should proceed with the St John's Road Redevelopment project, on land within its ownership.

In addition, it was agreed that the site should become the preferred site for the re-provision of Epping Sports Centre and that it should be delivered by the existing

contractual arrangements with the Council's Leisure Management Partner, Places for People.

Following the decisions made by Cabinet in December 2018 a meeting was convened between officers of the council and representatives of Places Leisure (including Pozzoni Architecture and the Sports Consultancy).

As a result of this meeting and recognising that Pozzoni Architecture were developing the brief for the Leisure Centre (the anchor building on the site) officers made the decision to appoint Pozzoni Architecture as consultants to produce a master plan for the whole site, which incorporated the elements of the previous brief agreed by Full Council and the Submission Version of the Local Plan. The cost of this would be in the region of £10,000 which given that they were already undertaking work on the site was heavily discounted.

There had also been contact with two cinema operators who had both expressed an interest in the development and a future meeting would be set up to discuss options.

Councillor Avey asked when would discussions take place with Epping Town Council.

The ACE advised that he had recently spoken with the Town Council to establish the values and a formal meeting would be arranged within the next 2-3 weeks.

**Resolved:**

That the Committee noted the current position regarding the St John's Road site.

**Reasons for Decision:**

To appraise the Committee on the current progress of the project.

**Other Options Considered and Rejected:**

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

**26. ANY OTHER BUSINESS**

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

**27. 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**

This page is intentionally left blank

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



**Epping Forest  
District Council**

**Report reference:** **AMED-009-2018/19**

**Date of meeting:** **18 April 2019**

**Portfolio:** Community and Partnership Services (Councillor S. Kane)

**Subject:** Economic Development – Progress Report

**Responsible Officer:** J. Houston/J. Chandler (01992 564094)

**Democratic Services Officer:** J. Leither (01992 564756)

---

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

**To note the progress and work programme of the Council's Economic Development Section and provide feedback if Members wish;**

### **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:**

#### **Economic Strategy**

1. As reported to previous meetings officers have been working with external partners to develop a strategy for 'place' that aims to future proof economic success and enable growth in sectors that are priorities for the district. A consultation document 'Nurturing Growth' has been drafted to promote discussion and comment on the key opportunities, challenges with regards to the local economy. It also addresses the steps that the council together with its partners could take to support appropriate growth. Officers are currently finalising this report which will be circulated separately ahead of the meeting. Members are asked to comment on the issues, options and actions contained in the consultation draft and approve, subject to amendments. Officers will then consult on the document and bring a final strategy to cabinet in June for approval.

## Digital Innovation Zone

2. At the time of writing the team were waiting to hear from DCMS on the final decision on the proposed Digital Innovation Zone (DIZ) Ultrafast GPs Local Full Fibre Network Programme bid for funding. If successful this £2.1m programme would deliver fibre broadband networks to 113 GP practices throughout the DIZ geography, enabling them to take up faster speeds with greater capacity that will support the development of increasingly digital ways of delivering health care closer to the community. A team representing the DIZ presented to the DCMS Commercial Panel followed by a subsequent presentation to the DCMS Investment Panel. The team have been working since to respond to a small number of clarifications sought by DCMS and are now awaiting the outcome. This is the first cross-border, cross-sector bid of its kind to be submitted from the area. It is hoped that a verbal update can be given at the meeting.
3. The next in the ongoing series of Smart Place Seminars is due to be held on 26 April 2019. 'Empowering Community and Voluntary Services Through Digital' will take place at Fletcher's Lea in Ware and will feature a wide range of local and national speakers exploring how the voluntary and community sector can be enabled to use digital to achieve better outcomes for communities. Given the increasing role of community and voluntary groups in the provision of public services it is essential that there is clarity around what can and cannot be done through digital enablement. This seminar will look at what challenges need to be overcome to unlock the potential to enable this sector play a greater role.
4. The DIZ Digital Innovation Strategy is now progressing through its partner organisations' decision-making procedures to seek formal endorsement of the strategy. Presentations on the strategy have recently been delivered to overview and scrutiny meetings at both East Herts District Council and Broxbourne Borough Council. The strategy will be presented to the Council's Overview and Scrutiny Committee on 16<sup>th</sup> April for consideration. The Herts & Essex Digital Innovation Strategy remains unique in that it seeks to bring together the aims and objectives of a wide range of partners from health, education, local government, business and the voluntary sectors and integrate these into a combined long-term plan. A key focus of the strategy is how we future-proof our local economic prosperity through digital and collectively develop our public service offer to give better services to residents and better value to the taxpayer. The DIZ is in discussion with major private sector organisations regarding sponsorship of the programme.
5. The DIZ has recently launched its website at [www.diz.org.uk](http://www.diz.org.uk) which will act as a central point of information and contact for all current and future DIZ projects. Currently the website has details on the DIZ partners, the strategy, all the reports of the Smart Place Seminars and updates on some of the research undertaken through the group.
6. DIZ Board – In line with developing a genuine public-private partnership on digital to align and coordinate investment, the DIZ Board has been joined by senior representatives of Stansted Airport, Places for People and CGI.
7. Digital Census – In order to pursue its role as a centre for innovation and in order to generate evidence to support future funding bids the DIZ is in discussion with leading market research companies on the development of the first digital census. Initial proposals are being reviewed and discussions are ongoing with partners around funding.
8. Rural Connected Communities Programme – Following the award of up to £50m to West Midlands Combined Authority to be the Urban 5G Testbed, the DIZ has been



working closely with other partners and central government to ensure it is in a position to bid effectively for the rural 5G testbed programme. An announcement of this competitive process has been delayed but it is expected that the programme will get underway at the end of April and the DIZ partnership has indicated that it will bid. This could unlock potentially two grants of up to £25m to two areas in the United Kingdom to lead on the application of this technology on specific geographies. This will obviously be an extremely competitive process but indications are that the DIZ remains the only cross-sector, cross-border partnership that may bid.

### **Tourism and Visitor Board**

9. The Visit Epping Forest ([www.visiteppingforest.org](http://www.visiteppingforest.org)) website is the main portal for visitor information and building awareness and advertising of destinations, attractions, services and events across the district. A review of the last 12 months data of the new revised and enhanced site has shown traffic up by 31% and a total of around 150,000 users. The content has grown substantially on the website with increased information in all areas plus additional editorial features. The 'What's On' section, listing events across the district from a wide variety of providers, remains one of the sites most accessed areas.
10. The last Tourism Summit in October 2018 was attended by over 80 delegates from across the district and other partners. Outcomes of the workshops held highlighted the need to build more connections with neighbouring geographies and integrate additional and wider-ranging attractions and trails to generate more income locally. A cross-border tourism group has been established. This involves elected members and officers from Broxbourne, East Herts, Harlow, Uttlesford and Epping Forest. This group has commissioned value studies to gauge current tourism and visitor performance across the whole area. Using the standard Cambridge Model, this reveals income to the combined local economies of £880 million supporting over 15,000 jobs. £226 million of this is generated in the Epping Forest District, an increase of 7% on the previous year in a climate where other comparable areas have shown a decline in tourism-related income. However, partners are aware that our employment in this growing sector remains below the national average of 10% and are committed to working collectively to drive up performance. Partners have reached out to major private sector companies and are in discussions to secure two main sponsors for the programme going forward.

### **Green Arc**

11. The Green Arc was an initiative to promote and coordinate investment in green infrastructure running from the Thames to Barnet. The One Partnership has recently taken over the project, a consultant to lead work, commissioned using funding inherited from the Arc, has been employed and steps are being taken to establish a Steering Board to take work forward.
12. Meetings and contact have been had with the GLA, Essex CC and Herts CC and a wide range of voluntary organisations such as the Woodland Trust to encourage participation, and support joint bids for external funding. The aim of the project is to focus on where London meets the countryside, looking at joint initiatives to increase and protect canopy, explore new ways of developing corridors to allow residents and visitors to enjoy the green and unique areas in this quadrant as well innovating in community involvement in programmes.
13. The Green Arc will be looking for opportunities around productive landscapes, the links of new trails and corridors to boost the tourism and visitor economy, and the enhanced

'liveability' agenda for the area and its impact on the district's ability to compete for new business investment.

**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

# Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
  - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
  - advancing equality of opportunity between people who share a protected characteristic and those who do not,
  - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
  - age
  - disability
  - gender
  - gender reassignment
  - marriage/civil partnership
  - pregnancy/maternity
  - race
  - religion/belief
  - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
  - Factsheet 1: Equality Profile of the Epping Forest District
  - Factsheet 2: Sources of information about equality protected characteristics
  - Factsheet 3: Glossary of equality related terms
  - Factsheet 4: Common misunderstandings about the Equality Duty
  - Factsheet 5: Frequently asked questions
  - Factsheet 6: Reporting equality analysis to a committee or other decision making body

## Section 1: Identifying details

Your function, service area and team: Communities and Partnerships- Economic Development Team

If you are submitting this EqIA on behalf of another function, service area or team, specify the originating function, service area or team: N/A

Title of policy or decision: Economic Development Report

Officer completing the EqIA: Julie Chandler/John Houston Tel: Ext 4094 Email: jhouston@eppingforestdc.gov.uk

Date of completing the assessment: 04 April 2019

## Section 2: Policy to be analysed

2.1 Is this a new policy (or decision) or a change to an existing policy, practice or project?  
This report is a progress report.

2.2 Describe the main aims, objectives and purpose of the policy (or decision):  
  
This report updates the Cabinet Committee on a number of projects, themes and issues being explored by the Economic Development Team.  
  
What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?  
  
Cabinet level knowledge and awareness of the current progress from the economic development team towards various work streams.

2.3 Does or will the policy or decision affect:

- service users
- employees
- the wider community or groups of people, particularly where there are areas of known inequalities?

This progress report demonstrates that social inclusion lies at the heart of everything the Economic Development Team does, but the content of the report and the associated decision to note progress does not impact on service users, employees or the wider community. The projects and work programme referred to within the report will have such impacts and, as such, those impacts would be considered as part of the Appropriate EQIA for any associated reports at the time.

Will the policy or decision influence how organisations operate?  
No

2.4 Will the policy or decision involve substantial changes in resources?  
No

2.5

Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?

The work reported within this report highlights the role of the Economic Development Team in expanding the council's community leadership role which is in line most particularly with one of the three key tenets of the corporate plan; 'stronger place'.

Through this report the Economic Team work plan intends to:

- Have influence on other major public sector providers and steer work to the Council's priorities.
- Identify new opportunities and create partnerships to address local challenges and minimise financial burden to the council.
- Target external investment in priority areas, particularly where working alone as a council we have little chance of success.
- Deliver economic development programmes based on understanding our districts' place and identity.
- Establish core platform and networks to deliver- One Partnership.
- Enhance council's reputation.

### **Section 3: Evidence/data about the user population and consultation<sup>1</sup>**

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	What does the information tell you about those groups identified? N/A
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? N/A
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: N/A

## Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	N/A – As mentioned earlier this is a progress report. The impacts of the work programme contained within would need to be considered as part of any appropriate reports considered or decisions made for each individual workstream.	N/A
Disability	N/A “ “	N/A
Gender	N/A “ “	N/A
Gender reassignment	N/A “ “	N/A
Marriage/civil partnership	N/A “ “	N/A
Pregnancy/maternity	N/A “ “	N/A
Race	N/A “ “	N/A
Religion/belief	N/A “ “	N/A
Sexual orientation	N/A “ “	N/A

## Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqIA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No	



## Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

**Section 7: Sign off**

**I confirm that this initial analysis has been completed appropriately.  
(A typed signature is sufficient.)**

Signature of Head of Service: Julie Chandler

Date: 03/01/2019

Signature of person completing the EqIA:

Date:

**Advice**

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

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



**Epping Forest  
District Council**

**Report reference:** *AMED-007-2018/19*

**Date of meeting:** *17 January 2019*

**Portfolio:** Commercial and Regulatory Services

**Subject:** Asset Management Development Projects – Progress Report

**Responsible Officer:** J Nolan (01992 564083)

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

---

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

- (1) To note progress on the Council's Asset Management and Development Projects.

### **Executive Summary:**

The report updates the Cabinet Committee on a number of major projects that the Council are managing with regards to its assets.

### **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 information only, not action.

### **Report:**

#### **1. Epping Forest Shopping Park**

The Epping Forest Shopping Park is now fully let and trading. The Park is still proving extremely popular with customers. As a result of the popularity of the park some issues have been identified with parking, these are being looked at with a view to improving access to the carpark.

#### **2. Pyrles Lane Nursery**

Cabinet has approved a report regarding the sale of Pyrles Lane Nursery on the 18 October 2018. The site is currently under offer to be sold to Durkan Developments who are in the process of conducting their legal and site due diligence. Solicitors have been appointed to progress the sale. The existing Nursery is due to relocate to Town Mead depot in refurbished premises by the end of Q1 2019 following the successful planning application. Further updates will be provided at the next meeting.

### **3. St John's Road Redevelopment**

An update on this project is the subject of a separate report on this agenda.

### **4. North Weald Airfield**

An internal Officer project team has been set up to provide strategic direction in line with the requirements of the submission version of the Local Plan. A Planning Brief has been requested as the first stage in the process of engaging a third party consultant to assist EFDC Officers in the preparation and submission of a planning application for the land identified as site NWB.E4 in the Submission Version of the Local Plan dated December 2017, along with the aviation land to the western side of the runway and associated new access point.

Interim terms have been agreed with Saunders Markets for them to remain in occupation throughout 2019, while a tender process is undertaken to assess market demand and secure the best operator from January 2020.

Terms have been agreed and solicitors instructed for a new 25 year lease to the Essex & Herts Air Ambulance. The lease to the National Police Air Service has been completed and funding approved from the Home Office. Construction for the new base has commenced.

### **5. Landmark Building**

Following the withdrawal of interest from Co-Op and Costa Coffee, new marketing agents have been appointed. Both units are now under offer with the bulk of the former under offer to a local publican. The lease to the Mediterranean restaurant has now completed and the tenant is fitting out. The prospective tenants are submitting the necessary planning and building regulation applications. Two other units (one newly created via proposed sub-division) are available for letting and agents are reporting interest.

### **6. Hillhouse Development**

The new Leisure Centre at Hillhouse opened on November 17<sup>th</sup> and is already achieving membership take up well beyond forecasts. The centre is now in its contractual six-month bedding in period. The Roundhills Swimming Pool site has been physically secured pending redevelopment. Essex Housing are arranging demolition as soon as possible in the New Year.

#### **Resource Implications:**

None as this is a progress report.

#### **Legal and Governance Implications:**

There are no specific implications.

#### **Safer, Cleaner and Greener Implications:**

All developments are undertaken with regard to safer by design and energy efficiency.

#### **Consultation Undertaken:**

None

**Background Papers:**

None

**Risk Management:**

Risks relevant to each project are contained within individual Project Plans/Corporate Risk Register.

**Equality Analysis:**

The Equality Act 2010 requires that the Public Sector Equality Duty is actively applied in decision-making. This means that the equality information provided to accompany this report is essential reading for all members involved in the consideration of this report. The equality information is provided at Appendix 1 to the report.

This page is intentionally left blank

# Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
  - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
  - advancing equality of opportunity between people who share a protected characteristic and those who do not,
  - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
  - age
  - disability
  - gender
  - gender reassignment
  - marriage/civil partnership
  - pregnancy/maternity
  - race
  - religion/belief
  - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
  - Factsheet 1: Equality Profile of the Epping Forest District
  - Factsheet 2: Sources of information about equality protected characteristics
  - Factsheet 3: Glossary of equality related terms
  - Factsheet 4: Common misunderstandings about the Equality Duty
  - Factsheet 5: Frequently asked questions
  - Factsheet 6: Reporting equality analysis to a committee or other decision making body

## Section 1: Identifying details

Your function, service area and team: Commercial and Regulatory Services

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team:

Title of policy or decision: To note progress on the Council's Asset Management and Development Projects.

Officer completing the EqlA: Derek Macnab, Acting Chief Executive Tel: 01992 564051  
Email: [dmacnab@eppingforestdc.gov.uk](mailto:dmacnab@eppingforestdc.gov.uk)

Date of completing the assessment: 18 December 2018

## Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? No
2.2	Describe the main aims, objectives and purpose of the policy (or decision):  For noting only  What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?  For noting only
2.3	Does or will the policy or decision affect: <ul style="list-style-type: none"><li>• service users</li><li>• employees</li><li>• the wider community or groups of people, particularly where there are areas of known inequalities?</li></ul> For noting only  Will the policy or decision influence how organisations operate?  For noting only
2.4	Will the policy or decision involve substantial changes in resources?  No



2.5	<p>Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes?</p> <p>For noting only</p>
-----	---

### **Section 3: Evidence/data about the user population and consultation<sup>1</sup>**

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	What does the information tell you about those groups identified?
3.2	Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision?
3.3	If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary:

## Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	N	L
Disability	N	L
Gender	N	L
Gender reassignment	N	L
Marriage/civil partnership	N	L
Pregnancy/maternity	N	L
Race	N	L
Religion/belief	N	L
Sexual orientation	N	L

## Section 5: Conclusion

		Tick Yes/No as appropriate	
5.1	Does the EqlA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If <b>'YES'</b> , use the action plan at <b>Section 6</b> to describe the adverse impacts and what mitigating actions you could put in place.

## Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

**Section 7: Sign off**

**I confirm that this initial analysis has been completed appropriately.  
(A typed signature is sufficient.)**

Signature of Head of Service: D Macnab

Date: 18/12/18

Signature of person completing the EqIA: D Macnab

Date: 18/12/18

**Advice**

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.