

Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-008-2015/16

Date of meeting: 10 December 2015

Portfolio: Asset Management and Economic Development

Subject: Monitoring Report on the Development of the Epping Forest Shopping Park

Responsible Officer: Derek Macnab (01992 564050)

Chris Pasterfield (01992 564124)

Democratic Services: Jackie Leither (01992 564756)

Recommendations/Decisions Required:

- (1) That the Cabinet Committee considered the reports of the Council's Project Management and Marketing/Lettings Consultants, in relation to the Epping Forest Shopping Park and recommend to Cabinet accordingly.**

Executive Summary:

The Cabinet have been receiving regular high level progress reports on the Epping Forest Shopping Park Project. Now that the Council has acquired sole ownership and will be investing significant resources on the construction of the Park, the Cabinet has requested that the Cabinet Committee undertake more detailed monitoring, and bring any areas of concern to their attention.

Reasons for Proposed Decision:

To comply with the requirement of Cabinet to undertake more detailed monitoring of the Shopping Park Development, to mitigate risk to the Council.

Other Options for Action:

None, as the Cabinet Committee has previously agreed to the request of Cabinet and decided how this will be particularly achieved.

Report

- From the inception of the Shopping Park Development, external consultants' advice has been obtained, with respect to the various technical roles and responsibilities involved in managing a project of this scale and complexity. These consultants have been working collaboratively in a Project Team, with co-ordination provided by a specialist project manager from White Young and Green.
- Whilst Council officers and the consultant project team are working effectively together, given the importance of the success of the project to the Council and the sums of expenditure involved, appropriate governance arrangements need to be in place. This is to oversee the imminent construction phase of the retail park and to mitigate risk.

3. To achieve this higher level of scrutiny, the following was agreed by Cabinet:

- (i) Given that the Council has engaged specialist Project Managers to co-ordinate the work of the professional consultant project team, (producing programme reports and risk management assessments for the project), White Young and Green be asked to prepare and present a monitoring report to each cycle of the Asset Management Cabinet Committee. This would not only allow Members to be able to establish a more detailed understanding of the programme and cost profile of the project at regular intervals, but allow direct explanation of any potential areas of concern.*
- (ii) In addition to the above course of action, which will provide advice to Members on the construction of the Shopping Park, it is also recommended that Colliers, who have been engaged to undertake both the preparation of the initial development appraisals and subsequent marketing and letting of the Shopping Park, are also asked to attend. Members have previously indicated an interest in the types of tenants that will occupy the retail units and the terms on which they will occupy. The level of interest to date indicates that the Council's aspirations to achieve a good level of pre-let in advance of the main construction contract being formally awarded, will be achieved. However, as the tenant mix and terms are central to the overall success of the retail park and the Council's return on its investment, it is considered important that members have the opportunity to receive direct updates.*
- (iii) On the basis of the proposed monitoring reports will be received from the lead consultants, the regular high level monitoring reports that the Cabinet will continue to receive on an ongoing basis, can therefore be supplemented by input from the Cabinet Committee, particularly with regard to any issue that they consider presents a risk to the project.*

4. The relevant Consultants will be in attendance at the meeting. However, given that the project is dynamic and progressing at a considerable rate, the formal reports of the Consultants, will be dispatched closer to the meeting date and are to follow on a Supplementary Agenda.

Resource Implication

The Council has made Capital provision on the basis of the Development Appraisal agreed by the Council in June 2015.

Legal and Governance Implications:

The Council has obtained specialist external legal advice to support the procurement and letting process.

Safer Cleaner Greener Implications

The Shopping Park will be built to relevant standards of energy efficiency with measures to prevent crime such as CCTV.

Consultation Undertaken

None

Background Papers

Progress Reports to Cabinet.

Impact Assessments

Risk Assessment

Risks relevant to each project are contained within Departmental Service Plans or the Corporate Risk Register.

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.

The Shopping Park will be fully accessible for People with Disabilities.