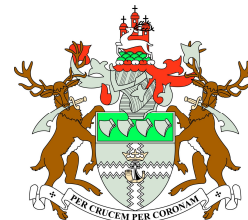


# Supplementary Council Agenda



## Epping Forest District Council

### **Council Tuesday, 29th July, 2014**

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

**Room:** Council Chamber

**Time:** 7.30 pm

**Committee Secretary:** Council Secretary: Simon Hill  
Tel: 01992 564249 Email:  
democraticservices@eppingforestdc.gov.uk

---

#### **8. REPORTS FROM THE LEADER AND MEMBERS OF THE CABINET (Pages 3 - 8)**

To receive reports from the Leader and members of the Cabinet on matters falling within their area of responsibility:

- (a) Report of the Leader;
- (b) Report of the Asset Management and Economic Development Portfolio Holder (attached);
- (c) Report of the Environment Portfolio Holder
- (d) Report of the Finance Portfolio Holder
- (e) Report of the Governance and Development Management Portfolio Holder
- (f) Report of the Housing Portfolio Holder
- (g) Report of the Leisure and Community Services Portfolio Holder;
- (h) Report of the Safer, Greener and Transport Portfolio Holder;
- (i) Report of the Planning Policy Portfolio Holder(attached); and
- (j) Report of the Technology and Support Services.

#### **11. REPORTS OF THE CABINET (Pages 9 - 10)**

- (a) Proposed Joint Redevelopment of St John's road Site including Council Housing Depot.

To consider a report to the Cabinet seeking supplementary District Development Funding for the above, subject to Cabinet approval on 21 July 2014. (attached).

#### **13. OVERVIEW AND SCRUTINY (Pages 11 - 12)**

- (a) Report of the Chairman of the Overview and Scrutiny Committee(attached);

(b) Reports of the Overview and Scrutiny Committee:

(i) Annual Overview and Scrutiny Report to Council.

(c) To receive the report of the Chairman of the Overview and Scrutiny Committee and to answer any questions without notice asked in accordance with Council procedure rule 12.7(b) and 12.9 (a).

# ***Report to the Council***

**Committee:** Cabinet

**Date:** 29 July 2014

**Subject:** Asset Management & Economic Development

**Portfolio Holder:** Councillor A Grigg

---

## **Recommending:**

**That the report of the Asset Management Economic Development Portfolio Holder be noted**

---

### **1. Estates and Valuation**

The Asset Management & Economic Development Cabinet Committee met on 14th July and considered a number of reports related to the North Weald Airfield. Detailed findings and Counsel's advice were considered regarding the runway condition and it was agreed to defer any significant remedial work or consideration of the reduction in runway length, until such time as the Local Plan process is concluded. The operational management of the airfield was also considered and it was recommended to Cabinet to begin the search for an operational partner to develop the aviation business. A further report on the marketing of this opportunity will be brought back to the Cabinet in September.

The Sir Winston Churchill Public House, Loughton Broadway: Following the completion of the development agreement and the granting of planning permission, the development programme is now under way and work on site has commenced.

Proposed Retail Park: Progress continues on the redevelopment of Langston Rd Depot. As the legal arrangements and proposed structures are being finalised for submission to the next Cabinet meeting for consideration, a joint venture consultants' team is being assembled in readiness to manage the construction and market the development.

St John's Road Development, Epping:

The proposal is for purchase of the site by Frontier Estates ( Epping) Ltd, subject to planning consent, for a mixed use scheme of food store, cinema, restaurants ancillary commercial use, some residential and accommodation for the Town Council.

This was outlined at the Asset Management & Economic Development Cabinet Committee on the 14<sup>th</sup> July 2014.

The Cabinet will have considered the detail of the Heads of Terms at its meeting on the 21<sup>st</sup> July 2014.

If there is further information I can share publicly at Full Council I will do so. However I would reiterate that this is a development proposal, dependent upon planning consent. That application will be considered in the usual way with consultation, representations and professional advice.

That aspect will fall within the separate portfolio of my colleague, Cllr John Philip.

## **2. Economic Development**

Our Economic Development Plans will take the economic priorities agreed by Council and turn them into detailed actions to tackle specific locations and district wide themes. The first report of the Economic Development Plan for Waltham Abbey was reported at the Asset Management & Economic Development Cabinet Committee.

I am grateful to Cllr. Kane for her considerable efforts in organising the Waltham Abbey Business Summit so successfully on the 15<sup>th</sup> July, which has helped to re-focus the task of engaging with the business community. To support the feedback collated at the summit a number of Waltham Abbey studies have been commissioned which will look in detail at a number of themes including development opportunities and demand for retail space, the health of the high street and opportunities to develop tourism, and patterns of unemployment.

Increased efforts have been made to boost the social media profile and reach of the One Shops Local and Visit Epping Forest websites and initial results show encouraging progress.

# Report to the Council

**Committee:** Cabinet

**Date:** 29 July 2014

**Subject:** Planning Policy

**Portfolio Holder:** Cllr R Bassett

---

**Recommending:**

**That the report of the Planning Policy Portfolio Holder be noted.**

---

## Local Plan

### **Strategic Housing Market Assessment**

We finally have verbal agreement with our Strategic Housing Market Area partners (EFDC, Harlow, Uttlesford and East Herts) to update the SHMA with the revised 2011 Census numbers. We should have formal agreement by the date of the council meeting. This is a major step forward as we need this work to be done to complete our Objectively Assessed Housing Need (OAHN). This is the recommended approach as suggested by PAS and confirmed by the inspector at the meeting discussed above unfortunately this has cost us considerable time and effort to reach this point.

### **Duty to Cooperate**

In the light of the Duty to Co-operate it is important that we include the wider partners in our discussions. As such officers have continued to develop their working relationship with a wider group of bodies which now includes the GLA and London boroughs. We anticipate an event for member representatives of their councils in the early autumn to consider governance for an equivalent member group, as it is clear that members need to be involved in the Duty.

We have made formal comments on Enfield's Northern Area Action Plan, where we remain concerned at the references to NGAR and the failure to carry out the Duty to Co-operate in relation to this plan. Our reply has been placed in the Bulletin. We maintain a watching brief on the run up to the Examination into the Further Alterations to the London Plan.

### **Green Belt Review Methodology**

In September 2012 the Local Plan Cabinet Committee agreed to carry out an assessment of the purposes of including land in Green Belt in the district, to inform the preparation of the new Local Plan. Since that date the outcomes of local plan and core strategy examinations in public indicate that Inspectors expect a comprehensive review of the Green Belt to be undertaken before the release of Green Belt is considered. Therefore we needed a revised methodology reflecting the need for a comprehensive Green Belt Review of the District, considering the contribution each area makes to the nationally identified purposes of the Green Belt. We also have found that emerging national experience of the duty to co-operate indicates that Green Belt is a cross-boundary issue in which it is important to involve adjoining authorities when any review is contemplated. A new methodology for reviewing the Green Belt was agreed at the June Cabinet. The

updated approach therefore identifies a number of bodies who will be invited to engage in the review, through appropriate mechanisms.

### **North Weald Bassett Master planning**

At North Weald Bassett our consultants held a public exhibition at the end of June to report their findings on the Master Planning exercise for North Weald area. It was very well attended and they are now finalising their report. This will come to Cabinet early in the autumn to be accepted into the Local Plan evidence base

### **Local Development Scheme**

An updated Local Development Scheme (LDS) will be presented to Cabinet on the 21<sup>st</sup> July. This is a revised high level project plan for the preparation of the Epping Forest Local Plan. This proposed new scheme would supersede the earlier Local Development Scheme agreed in July 2013, with the preparation of the single District wide local plan scheduled for submission to the Secretary of State for examination in Autumn 2016. The report also highlights progress and expenditure since the last LDS was approved in July 2013.

Whilst we appreciate the timetable has changed significantly this is in order for the Local Plan to be found sound at Examination. I have previously reported that only 37% of local plans submitted have been found sound, and a quarter of these are subject to immediate or early review. In most cases the focus of the early review for these plans is to check that they meet objectively assessed needs for housing. Therefore we are constantly reviewing our plan to ensure we do not fail because of something that has come to light in other examinations.

The compilation of the evidence base has progressed largely as anticipated within the current LDS, though it became apparent, as a result of observation of the experiences of other councils taking Local Plans through Examination in Public, that evidence on the economy of the district was partial and in some respects dated, and did not fully take into account the emerging understanding of the Duty to Co-operate. An economic study has therefore been commissioned which will serve the additional purpose of supporting the Council's emerging Economic Development Strategy.

The other significant piece of evidence not allowed for in the 2013 report was the requirement in the NPPF for a viability assessment of the whole Local Plan. This work has also been commissioned and will progress alongside the emerging options for the plan, so that their viability can be assessed and will also inform proposals to introduce the Community Infrastructure Levy

As mentioned above we also need to complete an update of the Strategic Housing Market Assessment to take account of the latest demographic forecasts. A joint brief has been agreed for this piece of work which is due to commence shortly.

As Members may also be aware, sustainability appraisal is an important part of plan making. When the Council's consultants were initially appointed it was envisaged that they would take on the role of advisors, with the bulk of the work being carried out by Policy Team members. However, recent staff turnover in the team indicates that it would be prudent to allow sufficient funding for the consultants to take a more active role over the next year.

As part of the restructuring of the Council, and in the light of three recent staff resignations and the impending return from maternity leave of two key members of staff, a restructure

of the team is being carried out to improve resilience and align resources with future requirements.

### **Gipsy and Traveller Accommodation Assessment**

I have spoken previously about the Gipsy and Traveller Accommodation Assessment and the requirement to consider this as part of the Local Plan. We have been waiting for an updated GTAA pan Essex which has been commissioned via the Essex Planning Officer Association. A draft report will be presented on the 21<sup>st</sup> July in Chelmsford and I shall be attending with an officer to get the latest information and to pass comments.

### **Area Based Workshops**

You will have seen from the Bulletin I have asked officers to set up a series of workshops, organised on an area basis, so that members of this Council, and relevant members of Essex County Council, can begin to consider the options and implications for their area of the district. The first set of these workshops will take place in September

They have been arranged on an "Area Plans Sub-Committee" basis, so that all East Area Plans Sub-Committee members are invited to one session, all South area members to another, and so on. Because discussion will be focussed around the specific area, members will not find it helpful to just turn up to any session. All sessions will take place in the committee rooms at the Council offices, start time is still to be confirmed but the sessions will be in the evening.

### **Neighbourhood plans**

Theydon Bois Neighbourhood plan area should be designated by Cabinet on 21<sup>st</sup> July, meaning that we have 3 Neighbourhood Plans in progress.

Officers have arranged for a peer review of the Moreton Bobbingworth and the Lavers Neighbourhood Plan prior to Examination, which should assist the Parish Council in achieving a Theydon Bois Neighbourhood plan area, should be designated by Cabinet on 21<sup>st</sup> July, meaning that we have 3 Neighbourhood Plans in progress.

The results are awaited and will be communicated to the Parish Council.

### **Lee Valley Food Task Force**

As previously stated the task force is progressing rapidly with our focus on five major work streams.

1. Planning
2. Food Summit
3. Employment Work stream
4. Skills Work stream
5. National Institute for Food Security

There is so much going on I will produce a full report for the Bulletin but as an indication we have just had a full report from all the workstreams which show good progress and now have secured £80k for funding for our work. We also have engaged with the Adapt Low Carbon Group or the University of East Anglia and are meeting them on the 21<sup>st</sup> July. We also have been approached by Capel Manor to become part of the group.

We also have been asked to lead the "Food Workstream" of the London Stansted Cambridge Corridor Consortium and had a stand at the LSCCC conference earlier this

month and got several mentions as an example of how business and local authorities should work together.



## ***Report to the Council***

**Committee: Cabinet**

**Date: 29 July 2014**

**Portfolio Holder: Councillor A Grigg (Asset Management and Economic Development)**

---

### **SUPPLEMENTARY ESTIMATE FROM THE DISTRICT DEVELOPMENT FUND**

---

#### **Recommending:**

**(1) That a supplementary estimate from the District Development Fund in the sum of £35,000 be approved to instruct external solicitors to prepare and negotiate a Development Agreement for the St John's Road site in Epping.**

---

1. In September 2012, the Council adopted a planning brief for the St John's Road area in Epping, which allowed for a number of potential uses. The freehold of the area is divided between three Councils as follows:

- (a) Essex County Council – the former Epping Junior School (2.59 acres);
- (b) Epping Forest District Council – the Housing Depot (0.59 acres); and
- (c) Epping Town Council – Epping Hall (0.54 acres).

2. A joint marketing exercise for the site was undertaken at the end of 2013 by all three Councils, with 12 bids received from residential developers, 2 bids from Care Home operators, and 3 mixed use bids. In March 2014, we along with the other two Councils agreed to an exclusive fixed negotiating period of 4 weeks with Frontier Estates.

3. The proposal before the three Councils is for a food store of approximately 12,900 square feet, a public car park with an estimated 173 spaces, a small cinema, restaurants, ancillary commercial uses and residential development. Part of the Centrepont building will be refurbished at the developer's cost and the freehold granted to Epping Town Council. The main access to the food store will be from Epping High Street, whilst there would be access for servicing from St John's Road.

4. The redevelopment of the site would produce a number of economic and community benefits for the area, which would be in the interests of all three Councils, and would be an excellent example of working in partnership for the common good. We would receive the benefit of additional business rates created by the development, and there would be a significant benefit for local residents from the jobs created by the development.

5. At the meeting of the Cabinet held on 21 July 2014, we agreed the proposed Heads of Terms for the development of the St John's Road site in Epping, following negotiations between the Council's agent, Savills, and Frontier Estates (Epping) Limited (the developer), together with agents acting for Essex County Council and Epping Town Council.

6. We also agreed that external solicitors should be instructed to prepare and negotiate a Development Agreement in order to document the agreed Heads of Terms for the

redevelopment, subject to the clarification and approval of the food store operator. Their appointment would be conducted in accordance with the Council's Contract Standing Orders and Financial Regulations, and the preparation of the documents has been estimated to cost £35,000. The Council does not have a separate budget for this so we are asking for a supplementary estimate from the District Development Fund in the sum of £35,000 to be approved.

7. We recommend as set out at the commencement of this report.

## ***Report to Council***

***Date of meeting: 29 July 2014***

**Subject: Overview and Scrutiny report to Council – July 2013**



**Contact for further information: Cllr R Morgan**

**Committee Secretary: Adrian Hendry, ext.4246**

---

### **Recommendation:**

**That the Overview and Scrutiny progress report from June 2014 to the present be noted.**

### **Report**

#### **Overview and Scrutiny Committee Meeting – 1 July 2014**

1. At our first meeting for the year held on 1 July, we received a presentation from Penny Morgan, the recently appointed Principal of Epping Forest College. She was there to talk about the strategic direction of Epping Forest College, its vision for the future and its relationship with the community. We noted they provided a wide range of courses and apprenticeships for the local student population and had achieved an 87.7% success rate, which put them in the top 10% of FE Colleges. We noted that they were forging connections with the local community, for example Debden Library had now been incorporated into the College and now has its own entrance and the use of a cut price café. They were also forging closer ties with the Loughton Youth Centre establishing a whole breath of activities with the community.
2. The college was also writing a report on the future use of the college, its land and facilities which would shortly be going to their board of Governors for consideration. As this had not been considered or approved as yet Ms Morgan was not at liberty to divulge the details of this report to us, but once agreed, it would be sent out for consultation. As always, the presentation was followed by a question and answer session.
3. We then went on to consider the Cabinet's forward plan for the coming year, introduced by the Deputy Leader, Councillor Stavrou. She outlined the Cabinet's priorities over a four year period, with strategic themes reflecting those of the Community Strategy. During this item it was proposed that a Task and Finish Panel be established to review the future of the Community Grant Aid infrastructure; we agreed to do this once a PICK form has been received.
4. We then noted the outturn figures for the Key Objective figures for 2013-14 and went on to appoint the membership to the five Scrutiny Panels and the Overview

and Scrutiny Task and Finish panel looking at the future structure of the Scrutiny Panels.

5. We next considered the final version of our annual report, which we agreed, and is on this meeting's agenda.

6. Finally, we considered our work programme for the year ahead and noted that we would be asking the public to suggest items that they would like us to look at in the coming year.