

Supplementary Cabinet Committee Agenda



**Epping Forest
District Council**

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

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

Time: 7.00 pm

Democratic Services: J Leither Tel: (01992) 564756
Email: democraticservices@eppingforestdc.gov.uk

**7. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT
(Pages 3 - 14)**

To consider the updated report attached (AMED-010 2018/19).

8. ST JOHN'S ROAD, EPPING - PROGRESS REPORT (Pages 15 - 24)

To consider the updated report attached (AMED-011 2018/19).

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):

Agenda Item No	Subject	Exempt Information Paragraph Number
7	Asset Management Development Projects – Progress Report	3

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.

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-011-2018/19

Date of meeting: 18 April 2019

Portfolio: Commercial and Regulatory Services

Subject: St John's Road Development – Progress Report

Responsible Officer: D Macnab (01992 564050)

Democratic Services: J Leither (01992 564756)

Recommendations/Decisions Required:

- (1) That Members note the general progress on the St John's Road redevelopment scheme.

Executive Summary:

This report updates the Committee on the progress of the St John's Road development project.

Reasons for Proposed Decision:

To appraise the Committee on the progress of the project.

Other Options for Action:

None, as this monitoring report is for information not action.

Report:

1. Following the decision to locate the new district Leisure Centre to the St John's Road site a report was made to Cabinet on 11th April which proposed a series of initial steps namely:
 - that formal negotiations are entered into with Places Leisure to vary the Leisure Management Contract for the development of a new Leisure Centre at the St John's Road Site, on a Design, Build, Operate and Manage basis;
 - that in order to construct the new Leisure Centre in the optimum location on the site, that the District Council enter into formal discussions with Epping Town Council to acquire Epping Hall, to include the potential relocation of the Town Council to 323 House at the Civic Offices;
 - that expressions of Interest are sought for suitable qualified Cinema operators to establish the viability of the conversion of the Centrepoint Building;

- that the Council adopt a similar approach as utilised in the development of the Epping Forest Shopping Park, namely that a specialist project team is appointed to procure the construction and letting of the units on the site;
 - that a future report be received on the most viable option to deliver the residential element of the project.
2. On the 21st April 2019 Members of the District Council met Members of the Town Council together with district officers and the Town Clerk. At that meeting the question of the relocation of the Town Council was discussed and that an in-principle decision to relocate (subject to terms) would be put to the Town Council Members on 9th April 2019.
 3. The needs analysis, research and consultation undertaken so far has recommended the following facility mix:

Core Facility Mix	Unit/Size
Main Pool	6 lane x 25m pool
Learner Pool	15m x 10m with moveable floor
Sauna & Steam Room	Sauna/steam room/spa
Sports Hall	4 courts
Health and Fitness Suite	120 stations
Spin Studio	1 x studio (64 sqm)
2 x Group Exercise Studio	160 and 250 sqm
Multi-purpose Community Room/Creche	70 sqm
Reception with Retail Area	Included
Café	145 sqm
Squash Courts	2 x courts
Soft Play	Included
Physiotherapy and Treatment Rooms	2 rooms
Car Parking	TBC*

4. In recent weeks a number of potential cinema operators have been contacted and have made site visits however to date no further contact has been made.

Resource Implications:

A full Development Appraisal will be required to be undertaken identifying the potential capital costs and revenue returns achievable through any preferred form of development. This will include the value of investment by other partners and reflect the risks involved. The estimated costs of the potential new leisure centre, dependent on the outcome of further site surveys, master planning, site specific location and facility mix, is estimated at between £16-£18 million.

In order to undertake the Development Appraisal, Master planning, Programme Management and Technical Assessments in support of any Planning Application, it will be necessary to engage some external specialist consultancy expertise in addition to the input of the in-house project team. A budget allocation for Fees will be required. At this stage, soft market testing indicates that demolition costs are likely to be in the region of £225,000-£250,000. As such, it is proposed that the balance of the current budget allocated at £400,000 is used for the procurement of professional services subject to further reports.

In the long-term the Council would seek to achieve both revenue savings on the Leisure Management Contract, increased asset value, Capital Receipts and revenue returns on the commercial elements of the scheme i.e. house sales, restaurants and cinema. A capital receipt will also be generated by the sale of the current Epping Sports Centre site. In the longer term, the Council would also benefit through the retention of Business Rates

Legal and Governance Implications:

A new governance structure will be put in place around the management of the project in accordance with the Council's adopted project management systems. This will include regular reporting to the Asset Management and Economic Development Cabinet Committee. Some external legal support will be required with respect to the completion of development agreements and leases/licences to prospective future tenants.

Safer, Cleaner and Greener Implications:

The current St John's Road site is subject to anti-social behaviour. The new scheme will address this through producing a vibrant town centre leisure and retail venue. A considerable positive environmental impact could be achieved with additional public open space provided. A new leisure centre would be built to high energy efficiency standards.

Consultation Undertaken:

With shareholders and public as part of the Development and Design Brief. With the wider community through the Local Plan consultations at Regulation 18 and 19. Informal discussions with the Town Council and Places for People Leisure. By the Sports Consultancy with local members and users of the Epping Sports Centre.

Background Papers:

Development and Design Brief Previous Reports to Cabinet. Submission Version 2017 Local Plan.

Risk Management:

The Council is not currently maximising the use of its landholding assets in St John's Road. Further reputational damage may incur, if the site remains vacant for a further extended period of time.

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.

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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: St John's Road Development Site

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

Date of completing the assessment: 27 November 2018

Section 2: Policy to be analysed

2.1	<p>Is this a new policy (or decision) or a change to an existing policy, practice or project? Change in existing policy.</p>
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>To determine the future scope and delivery of the St John's Road Development and Design Brief.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>Improved Community Provision</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none">• service users• employees• the wider community or groups of people, particularly where there are areas of known inequalities? <p>All of above, who may access in future new Leisure opportunities.</p> <p>Will the policy or decision influence how organisations operate?</p> <p>Town Council may be required to relocate.</p>
2.4	<p>Will the policy or decision involve substantial changes in resources?</p> <p>New Leisure Centre could cost in the region of £16-18m.</p>
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>Supports Submission Version 2.0 Local Plan and Health and Wellbeing Strategy.</p>

Section 3: Evidence/data about the user population and consultation¹

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	<p>What does the information tell you about those groups identified?</p> <p>Possible Benefits could be achieved.</p>
3.2	<p>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?</p> <p>Users of existing Sports Centre in Epping were keen to keep provision local.</p>
3.3	<p>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:</p> <p>Initial consultation through Sports Consultancy. Further consultation will be undertaken as part of the planning application.</p>

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) Positive	Extent of impact Low, medium, high (use L, M or H)
Age	All protected groups will benefit from the provision of high quality accessible Leisure Facilities as proposed.	Detailed Equality Assessment be undertaken as part of the further development of the project
Disability	Epping Sports Centre is not fully accessible	New Centre would be fully accessible
Gender	All protected groups will benefit from the provision of high quality accessible Leisure Facilities as proposed.	Detailed Equality Assessment be undertaken as part of the further development of the project
Gender reassignment	Ditto	Ditto
Marriage/civil partnership	Ditto	Ditto
Pregnancy/maternity	Ditto	Ditto
Race	Ditto	Ditto
Religion/belief	Ditto	Ditto
Sexual orientation	Ditto	Ditto

Section 7: Sign off

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

Signature of Head of Service: Derek Macnab	Date: 29 November 2018
Signature of person completing the EqIA: Derek Macnab	Date: 29 November 2018

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.