

# Committee Agenda



**Epping Forest  
District Council**

## ***Asset Management and Economic Development Cabinet Committee Thursday, 14th April, 2016***

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, 14th April, 2016  
at 7.00 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

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

### **Members:**

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

---

### **1. WEBCASTING INTRODUCTION**

- (a) This meeting is to be webcast;
- (b) Members are reminded of the need to activate their microphones before speaking; and
- (c) The Chairman will read the following announcement:

I would like to remind everyone present that this meeting will be broadcast live to the Internet and will be capable of subsequent repeated viewing, with copies of the recording being made available for those that request it.

By being present at this meeting, it is likely that the recording cameras will capture your image and this will result in your image becoming part of the broadcast.

You should be aware that this may infringe your human and data protection rights. If you have any concerns then please speak to the Webcasting Officer.

Please could I also remind Members to activate their microphones before speaking.

### **2. APOLOGIES FOR ABSENCE**

**3. SUBSTITUTE MEMBERS**

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

**4. DECLARATIONS OF INTEREST**

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

**5. MINUTES (Pages 5 - 12)**

To confirm the minutes of the last meeting of the Cabinet Committee held on 11 February 2016.

**6. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT (Pages 13 - 16)**

(Director of Neighbourhoods) To consider the attached report AMED-018-2015/16.

**7. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT (Pages 17 - 20)**

(Director of Neighbourhoods) To consider the attached report AMED-019-2015/16.

**8. NORTH WEALD AIRFIELD COMMUNITY DAY - 17 JULY 2016 (Pages 21 - 24)**

(Director of Neighbourhoods) To consider the attached report AMED-020-2015/16.

**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.

In accordance with Operational Standing Order 6 (non-executive bodies), any item raised by a non-member shall require the support of a member of the Committee concerned and the Chairman of that Committee. Two weeks' notice of non-urgent items is required.

**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
11	Epping Forest Shopping Park – 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.

#### Confidential Items Commencement

Paragraph 9 of the Council Procedure Rules contained in the Constitution require:

- (1) All business of the Council requiring to be transacted in the presence of the press and public to be completed by 10.00 p.m. at the latest.
- (2) At the time appointed under (1) above, the Chairman shall permit the completion of debate on any item still under consideration, and at his or her discretion, any other remaining business whereupon the Council shall proceed to exclude the public and press.
- (3) Any public business remaining to be dealt with shall be deferred until after the completion of the private part of the meeting, including items submitted for report rather than decision.

#### Background Papers

Paragraph 8 of the 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 (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer responsible for the item.

### **11. EPPING FOREST SHOPPING PARK PROGRESS REPORT (Pages 25 - 30)**

(Director of Neighbourhoods) To consider the attached report AMED-021-2015/16.



## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

<b>Committee:</b>	Asset Management and Economic Development Cabinet Committee	<b>Date:</b>	Thursday, 11 February 2016
<b>Place:</b>	Council Chamber, Civic Offices, High Street, Epping	<b>Time:</b>	7.00 - 8.20 pm
<b>Members Present:</b>	Councillors W Breare-Hall (Vice-Chairman), H Kane, S Stavrou, G Waller and C Whitbread		
<b>Other Councillors:</b>	Councillors H Kauffman and J M Whitehouse		
<b>Apologies:</b>	Councillor A Grigg		
<b>Officers Present:</b>	D Macnab (Deputy Chief Executive and Director of Neighbourhoods), Q Buller (Local Strategic Partnership Manager), K Pabani (Chief Estates Officer), K Polyzoides (Assistant Director (Policy & Conservation)), J Leither (Democratic Services Officer) and S Mitchell (PR Website Editor)		
<b>Also in attendance:</b>	C Pasterfield (Asset Management Development Consultant), L Edwards (Colliers International) and A Charalambous (White Young Green)		

---

### 34. 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.

### 35. SUBSTITUTE MEMBERS

The Cabinet Committee noted that Councillor C Whitbread substituted for Councillor A Grigg.

### 36. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor J M Whitehouse declared a personal interest in agenda item 6, St John's Road Development by virtue of being an Essex County Councillor, an Epping Town Councillor and a resident of St John's Road, Epping. The Councillor had determined that his interest was non-pecuniary but would leave the meeting if the discussion became too detailed.

### 37. MINUTES

#### RESOLVED:

That the minutes of the meeting held on 10 December 2015 be taken as read and signed by the Chairman as a correct record, subject to the Declarations of Interest, where Councillor J Whitehouse declared that he was an Essex County Councillor, which was omitted.

### 38. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT

The Director of Neighbourhoods presented a report to the Cabinet Committee and updated them on further progress which had been achieved since the publication of the Agenda.

(1) **Epping Forest Shopping Park** – There was a separate report before the Cabinet Committee at Agenda Item 11 which would be heard in private session.

(2) **Oakwood Hill Depot** – Construction of the new depot was progressing, the contract was at week 24 out of a contract period of 36 weeks. The cladding was complete, the windows were installed and the inside building works were complete. The Section 278 road works to relocate the bus stop and install traffic islands commenced on the 26 January. There were regular meetings and the Depot was on schedule to complete in April 2016.

(3) **Pyrles Lane Nursery** – A revised planning application for the site would be considered by the District Development Management Committee on the 24 February 2016. It was hoped that the revised application would resolve some of the concerns regarding density and access on which the application was originally refused. The redesign had widened the access from 4.1m to 4.3m which would help vehicle access and include a pedestrian footpath.

(4) **St John's Road** – One of the major delays on this scheme was getting an agreement between Essex County Council (ECC) and the developer Frontier Developments with respect to an overage agreement that ECC required to be put into place to protect their position, in the event that the component parts of the scheme, which currently met the design and development brief, were to change or there was to be an excessive developers profit.

Epping Forest District Council hosted a meeting on the 29 January, with senior officers of ECC and directors of Frontier Developments. A number of issues were discussed and negotiations should be completed by the end of the month. It was hoped that an indicative time table with key milestones would be available at the next meeting.

Options were being looked at to temporarily use the land. A car park had been suggested, but this was deemed as not viable due to issues around security and the comparative quality of provision with regard to the adjacent car parks which were fully covered by CCTV and had new pay and display machines. Once the land came into the Council's ownership this would be revisited.

(5) **North Weald Airfield** – At their meeting on 3 December 2015, the Cabinet agreed with the results of a marketing exercise for an Operational Partner at North Weald Airfield and this would go out to advert in April/May 2016.

(6) **Sir Winston Churchill / The Broadway, Debden** – The development was now in the hands of Higgins Construction who were developing the site. Completion was originally due July 2017 but problems have arisen with the ground being too soft and the piling going very slow.

There was an area to the rear of the Sir Winston Churchill site which was being considered for affordable housing. Moat Homes, a housing association were going to develop this area building approximately 15 units but with the Governments change in the rental arrangements they have determined that this was no longer affordable.

This was now going through the Council House-building programme to present options to Members on how the Council should take this site forward.

Officers of the Asset Management team have recently come into possession of the mandate for the letting of the ground floor retail space and agents Latham High were advising of the various merits of apportioning the space and the advising on the kind of tenant we could expect to attract. This will be guided by Higgins with regard to the timescale.

(7) **Ongar Academy** – A full planning application had now been received and would be considered by the District Development Management Committee early this year. It was hoped that the new school would be ready to take year 7 pupils in at the start of the school year in September 2017.

(8) **Town Mead Depot** – As a result of the Environment Agency's advice that this site was not suitable for any form of residential development other options were being considered.

(9) **Hillhouse Leisure / Community Hub** – Five companies had been invited to tender for the Leisure Management Contract. The proposal was for a new Waltham Abbey Leisure Centre which would house a new swimming pool and a new Health Centre and the potential for care and independent living accommodation to be provided by Essex County Council. There would be community consultation events scheduled for late May 2016.

**Resolved:**

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

**Reasons for Decision:**

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

**Other Options Considered and Rejected:**

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

**39. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT**

The Local Strategic Partnership Manager presented a report to the Cabinet Committee and updated them on a number of projects and issues being explored by the Economic Development Team.

(1) **Visitor Economy** – The Visit Epping Forest 2016 Tourism Conference was taking place on the 4 March 2016 at Marriott Hotel, Waltham Abbey. Key speakers had been booked including Michael Veasey of Eastern Plateau/ BEST Growth Hub, Del Goddard of Vibrant Partnerships and George Kieffer of Visit Essex. After a soft launch within the winter tourism e-newsletter there are already over 40 delegates booked in and a dedicated campaign will promote the event throughout January and February.

Two new display banners have been produced for the use of tourism members at events. They were used at the Visit Epping Forest stand at the 2016 Excursions trade show at the Alexandra Palace.

Work had started on a new website following recommendations for an upgraded site as a key outcome from tourism workshops in 2015. The new site will work across all devices and contain information on different areas of the district as well as the key visitor attractions and an improved "What's On" page. Accessibility for easy updating and editorial control will be included via a new Content Management System (CMS).

An updated general area leaflet was being produced which would contain information about the different areas of the district. Display units for the leaflets were also being ordered to be sited in a wider range of local outlets.

(2) **Town Centres** – The Economic Development Officers were working with the Waltham Abbey Town Partnership. They had been successful in acquiring funding from Essex County Council's Community Initiatives Fund to commission consultancy support to design a wayfinding project for Waltham Abbey's town centre.

There were five applications, varying in scale and nature, either under consideration or approved within EFDC's Town & Village Centres Opportunities Fund. There was a further bid that was currently being prepared for submission to the Fund and this would be encouraging partners to consider further bids at the District Town Centres Team meeting.

(3) **Business Support** – The Economic Development Team (EDT) were working with BEST Growth Hub to promote and encourage take-up of its services by our local business community.

The team were promoting a suite of free workshops for start-up and established businesses across Essex from January to March and have had confirmation that four of these sessions will be held at Epping Rugby Club and Epping Forest College. BEST will also have a presence at the Tourism Conference and the EDT are exploring opportunities for some different format events i.e. drop-in surgery session for businesses or a Pop-up Business Café.

The next edition of One Business Briefing is currently being compiled and would be distributed to business contacts and partners during February.

(4) **Superfast Essex / Rural Challenge Project** – The build phase of the Superfast Essex Rural Challenge Project continued to make progress in the Bobbingworth and Moreton areas of the district. A second fibre cabinet has been built just outside Fyfield and works to connect up this cabinet to the wider network have also begun. The first customer of the Gigaclear ultrafast network was connected and went live just before Christmas, with the event being marked by a visit to Bobbingworth by Ed Vaizey, MP, Minister of State for Culture and the Digital Economy. The next cabinet planned for the network will be located in the Norton Heath area.

Superfast Essex will be running a series of digital workshops to encourage more business take-up. One of the workshops would be about 'How to stay ahead of competitors online' and will be hosted in Ongar on 3 March 2016 at the Essex Technology & Innovation Centre. It was planned to promote these workshops and a digital toolkit, also developed by Superfast Essex, in the next edition of One Business Briefing.

(5) **Partner Liaison** – The EDT continued to liaise with, support and attend meetings with a number of Partner Organisations. These included, at varying intervals:



- Essex County Council
- South East Local Enterprise Partnership (SE LEP)
- Invest Essex and Essex Innovation Programme
- Lea Valley Food Taskforce
- Essex Economic Development Officer group
- Essex Tourism Officer Group
- Epping Forest District Town Team
- Eastern Plateau Local Action Group
- Stansted Airport Local Authority Forum
- Tourism & Visitor Board
- West Essex Skills & Learning Forum
- Waltham Abbey Town Partnership
- One Epping Forest

The EDT was represented at a new grouping in January termed the West Essex Economic & Investment Officer Forum. This new group has been well received by partners and had been established to help communication foster a stronger common understanding of the issues and projects across West Essex and to ensure that West Essex had a joined-up voice (when inputting into LSCC, SE LEP etc.). The meeting was attended by Officers from Epping Forest District, Harlow, Uttlesford and Essex County Council (Economic Regeneration, Inward Investment and Highways).

The Team had also been represented at the Essex Economic Development Officers Group in January 2016. As well as being a valuable forum at which we gleaned great information on business funding and support, activity at Essex County Council etc., it was an introduction to the operation of the Hive Enterprise Centre in Southend.

**Resolved:**

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

**Reasons for Decision:**

To appraise the Committee on progress made with regard to Economic Development issues.

**Other Options Considered and Rejected:**

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

**40. NORTH WEALD AIRFIELD - COMMUNITY DAY**

The Director of Neighbourhoods presented a report to the Cabinet Committee regarding the Community Day to commemorate the 100<sup>th</sup> anniversary of North Weald Airfield.

The Director advised that a Community Day event had been hosted at North Weald Airfield since 2008, which celebrated the proud history of the Airfield and demonstrated the diversity of uses and provided an opportunity for local voluntary sector organisations to showcase their services.

In August 2016, North Weald Airfield became operational as a Home Defence Flight Station, It was therefore intended that this year's Community Day formed the centrepiece of the 100 Year Anniversary celebrations. Weald Aviation have indicated

that they were willing to undertake the lead role in organising the event in liaison with the District Council, and were prepared to underwrite the event with respect to funding infrastructure/deposits on bookings etc. A date has been selected for the 17 July 2016 and the Battle of Britain Memorial Flight have been advised in order to ascertain their availability. It should be noted that, whilst as in previous years, the intention was to include a flying element this will not constitute an air display with high velocity manoeuvres, but rather a series of fly-pasts in accordance with current CAA guidance regarding Airshows.

**Resolved:**

To note progress on planning for the North Weald Airfield Community Day 2016.

**Reasons for Decision:**

Members requested an update report on the event at their previous meeting.

**Other Options Considered and Rejected:**

None.

**41. ANY OTHER BUSINESS**

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

**42. EXCLUSION OF PUBLIC AND PRESS**

**RESOLVED:**

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

<u>Agenda Item No.</u>	<u>Subject</u>	<u>Exempt Information Paragraph Number</u>
11	Epping Forest Shopping Park – Marketing Report	3

**43. EPPING FOREST SHOPPING PARK - MARKETING REPORT**

The Director of Neighbourhoods presented a report to the Cabinet Committee and updated them on further progress which had been achieved since the publication of the Agenda.

Consultants from Colliers International and White Young Green attended the meeting and reported that the first stage tender process was now closed and the evaluation process would start on the 15 February 2016. It was hoped to appoint a Contractor in May/June 2016 where the contract would run for approximately 9 months. Negotiations were progressing with various outlets who were showing interest in renting units at the Epping Forest Shopping Park. The overall picture was looking extremely good now everything was anticipated to achieve completion early in 2017.

**Resolved:**

- (1) To note the marketing report from Colliers International and Harvey Spack Field regarding progress on the leasing of units in the Epping Forest Shopping Park.
- (2) To note the report on Project Management from White Young Green regarding the procurement of the main construction contract for Epping Forest Shopping Park and general progress.
- (3) To note that the revised tender date for the Shopping Park main contract was for submissions by 1 April 2016.

**Reasons for Decision:**

To comply with the Cabinet Committee's previous request to monitor the development of the Council's property assets periodically and in particular report in detail on progress relating to the development of the Epping Forest Shopping Park.

**Other Options Considered and Rejected:**

To report direct to Cabinet.

**CHAIRMAN**

**This page is intentionally left blank**

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



**Epping Forest  
District Council**

**Report reference: AMED-018-2015/16**

**Date of meeting: 14 April 2016**

**Portfolio: Asset Management and Economic Development**

**Subject: Economic Development Report**

**Responsible Officer: Mike Warr / Vicki Willis (01992 564042 / 564593)**

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

---

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

**(1) To note the progress and work programme of the Council's Economic Development Section;**

### **Executive Summary:**

This report updates the Cabinet Committee on a number of projects, themes and issues being explored by the Economic Development Team.

### **Reasons for Proposed Decision:**

To 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:**

#### **1. One Business Briefing**

The Winter edition of One Business Briefing was published in late February and represented another step on in terms of partner liaison to produce a vibrant and engaging business magazine. Ten external partners contributed articles and graphics, all of which involved close liaison with economic development officers to secure and structure the content. Additionally, a number of these external partners featured the One Business Briefing on their social media streams resulting in a wider social media reach than previously.

The number of contacts to whom the Briefing has been directly distributed by email has again risen with this edition being sent to in excess of 1100 business contacts with social media also encouraging further direct downloads of the Briefing from the council's website. In addition to the usual digital edition of the Briefing, a short print run of copies of the Briefing was also produced and has been distributed to attendees at the recent Visit Epping Forest Tourism Conference, as well as to businesses and attendees at the most recent round of BEST Growth Hub digital workshops, run at the Essex Technology and Innovation Centre in Ongar.

## **2. Eastern Plateau**

Economic Development has continued its representation on the Eastern Plateau Rural Development Programme's Local Action Group. As at mid-March there are several projects based within the district that are at early stages in the application process and the Programme Facilitator reports that there are a good number of further leads across the entire project area and across all of the Fund's priority themes. We will report more in due course.

## **3. Visitor Economy**

Economic Development is working with colleagues in Planning to commission a Visitor Accommodation Needs Assessment. The main driver of this work is the preparation of the new Local Plan and the Study will form a key part of the evidence base helping to inform tourism policies in the Local Plan. Beyond planning policy, the study potentially has the scope to inform broader interventions within the Council e.g. through the Economic and Tourism Development Teams, perhaps in the future use of the Council's own assets or providing assistance to Development Management until the adoption of the emerging Local Plan.

The Visit Epping Forest 2016 Tourism Conference took place at the start of English Tourism Week at the beginning of March. Generously sponsored by the Marriott Hotel together with Vibrant Partnerships, the event attracted more people than last year and featured six speakers including the Chairmen of Visit Essex and Vibrant Partnerships. Around ninety delegates represented a range of tourism and visitor sectors both large and small, from the Chinese PPM International to local B&Bs, Paradise Wildlife Park to Redwings Horse Sanctuary. Workshop sessions saw feedback from five groups with common themes for opportunity and growth including gaining benefits from closer joint working, awareness building by better use of social media and internet-based offers, marketing outside of the district to bring visitors from further afield and creating themed packages for specific target audiences. One negative identified was that poor public transport was a barrier for both a positive visitor experience and recruiting staff. As with previous conferences, networking was seen as one of the benefits of this event and everyone took advantage of the opportunity to discuss ideas and make new contacts during lunch. Once again a universally acclaimed event which delegates appreciate and affirm they wish to remain a regular fixture.

## **4. Town Centres**

A project to replace an eyesore at the front of the parade of shops in North Weald and the creation of a new Visit Epping Forest website have been approved within EFDC's Town & Village Centres Opportunities Fund. The Team is also liaising with applicants to progress a handful of further applications to the Fund.

## **5. Business Support**

The Economic Development Team has been working on a valuable exercise to dramatically improve the information and contact details it holds for local businesses within the district. This work will mean we are better able to manipulate the data we hold in order to disseminate relevant information as widely as possible and to encourage local awareness and take-up of the various programmes that are available e.g. funding, business support & advice, workshops. These enhanced contacts are a start point in developing stronger communication links with our local businesses in terms of understanding their needs, issues and opportunities and how these might then inform where our future priorities and focus should be. Part of the project is involving a tele-marketing exercise to obtain further details from some businesses as recently flagged-up to Members, partners and officers.

## **6. Partner Liaison**

The Economic Development team continues to liaise with, support and attend meetings with a number of Partner Organisations. These include, at varying intervals:

- Essex County Council
- South East Local Enterprise Partnership (SE LEP)
- Invest Essex and Essex Innovation Programme
- Lea Valley Food Taskforce
- Essex Economic Development Officer group
- Essex Tourism Officer Group
- Epping Forest District Town Team
- Eastern Plateau Local Action Group
- Stansted Airport Local Authority Forum
- Tourism & Visitor Board
- West Essex Skills & Learning Forum
- Waltham Abbey Town Partnership
- One Epping Forest

Economic Development attended the re-opening of the Epping Forest District Museum in Waltham Abbey and was delighted to see the high quality of the heritage and tourist offer that this attraction will now bring to the district. Having seen the development and spoken to a number of local business stakeholders at the launch it is clear that the museum will also be a fantastic asset for the local and district wide business community. It is intended that the museum will shortly host a business networking event and the economic development team have also arranged for the Essex Economic Development Officers meeting to take place at the museum later in the year. We would like to congratulate the Museum, Heritage and Culture team on successfully delivering this fantastic project.

Economic Development has recently met with Grangewood Investments to understand more about its investment plans at Oakwood Hill Industrial Estate, particularly in light of its Cr@te development on the Industrial Estate receiving planning consent in February. This liaison is ongoing but the Team has already introduced Grangewood to several partners such as Invest Essex where there might be the scope for mutually beneficial opportunities for business development.

**Resource Implications:**

None as this is a progress report.

**Legal and Governance Implications:**

None as this is a progress report.

**Safer, Cleaner and Greener Implications:**

None as this is a progress report.

**Consultation Undertaken:**

None as this is a progress report.

**Background Papers:**

None

**Risk Management:**

N/A

# Due Regard Record

This page shows **which groups of people are affected** by the subject of this report. It sets out **how they are affected** and how any **unlawful discrimination** they experience can be eliminated. It also includes information about how **access to the service(s)** subject to this report can be improved for the different groups of people; and how they can be assisted to **understand each other better** as a result of the subject of this report.

S149 Equality Act 2010 requires that due regard must be paid to this information when considering the subject of this report.

---

Not applicable as this report is for noting only.



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



**Epping Forest  
District Council**

**Report reference: AMED-019-2015/16**

**Date of meeting: 14 April 2016**

**Portfolio: Asset Management and Economic Development**

**Subject: Asset Management Co-Ordination Group Report**

**Responsible Officer: Derek Macnab (01992 564050)**

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

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

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

### **Executive Summary:**

This report updates the Cabinet Committee on a number of projects as discussed at previous meetings.

### **Reasons for Proposed Decision:**

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

### **Other Options for Action:**

None, as monitoring report is for information not action.

### **Report:**

- 1. Epping Forest Shopping Park** – A detailed report on progress on the development of the Epping Forest Shopping Park is contained within a separate report on the Agenda.
- 2. Oakwood Hill Depot** – Construction of the new depot continues largely to programme. The building is watertight and work has commenced on the internal fit out to include the installation of the Mezzanine floor. An order has been raised with a specialist contractor to transfer the Council's Fleet Maintenance operation from Langston Road and specifically to achieve VOSA accreditation for the MOT Service. Section 278 Highways Work largely completed and it is anticipated that the depot will be ready for use in mid May.
- 3. Pyrles Lane Nursery** – The revised application was considered and approved by the District Development Management Committee on the 24 February 2016. A report is being prepared for Cabinet regarding the sales strategy for disposal, bearing in mind

that the Council Housebuilding Cabinet Committee requested, the inclusion of a provision for the Council to purchase any affordable properties, from any potential developer.

4. **St John's Road** – Negotiations have reached a conclusion with Essex County Council and Frontier Estates around the outstanding issues in relation to overage and the number of residential properties on the site. Essex County Council's Cabinet are due to formally consider the approval of the terms of their sale to EFDC, at their meeting in April. A verbal update will be provided.
5. **North Weald Airfield** – Advice has been received from external solicitors regarding the letting of a concessionary contract to appoint an operational partner, reflecting the key principles previously agreed by Members. Work has commenced on the specification.
6. **Site of former Winston Churchill Public House** – Developer Higgins have completed piling works with an anticipated completion date for the development of July 2017. Affordable housing on an adjacent site stalled due to changes in the market rent regime. Car parking for the development is still to be resolved. The Debden Broadway car parking review has commenced and will take a holistic view of parking provision for, and displacement issues from the new development, to include the Epping Forest Shopping Park.
7. **Ongar Academy** – The planning application for the new Secondary School has now been received. The School have asked to enter into discussions about the use of the Council's Leisure Centre to deliver some parts of the PE Curriculum.
8. **Town Mead Depot** – Alternative options were still being considered.
9. **Hillhouse Leisure/Community Hub** – A Community Consultation event was held over the weekend of 18/19 March. A verbal update will be provided on the outcome.

**Resource Implications:**

None as this is a progress report.

**Legal and Governance Implications:**

As referred to in individual sections.

**Safer, Cleaner and Greener Implications:**

N/A

**Consultation Undertaken:**

None.

**Background Papers:**

Cabinet Reports on individual Capital Schemes.

**Impact Assessments:**

N/A

**Risk Management:**

Risks relevant to each project are contained within Departmental Service Plans or 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.

---

None and this report is a monitoring report only.

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



**Epping Forest  
District Council**

**Report reference: AMED-020-2015/16**

**Date of meeting: 14 April 2016**

**Portfolio: Asset Management and Economic Development**

**Subject: North Weald Airfield Community Day - 17<sup>th</sup> July 2016**

**Responsible Officer: Derek Macnab (01992 564050)**

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

---

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

**To note the progress of the organisation of the North Weald Community Day 2016.**

### **Report:**

1. The North Weald Airfield Community Day this year will take the form of an old fashioned village fete with associated attractions. The "Air Fete" will go back to the pre- air show format with the main event area being on the grass opposite Hangars 4 & 6. The strap line for the show would be North Weald Airfield 100 not out! – which is in keeping with the village fete theme ( village cricket match) and ties in with the Airfield surviving 2 world wars. The entry fee will be £6 per person (with a concession for children under 2 years) and will run from 10.00am until 4.00pm. This year's nominated charity will be Voluntary Action Epping Forest (VAEF).
2. Public relations are fully supporting the event and will be setting up a dedicated event web site, some banners will be displayed at the airfield soon. The usual radio adverts will be aired in the lead up to the event. Epping Forest Guardian is to be approached to see if they will include a piece about the event in their history section.
3. Following the tragic events at Shoreham last year we will be unable to stage any form of air display however it is hoped that some historic aircraft will visit the airfield during the day. These visits will part of the routine activities of the airfield and as such do not need any special permission or licence or infringe the latest CAA guidance on air displays.
4. To mark their involvement in World War II, the Norwegian air force has been invited to the event and will be bringing in a C-130 Hercules. There will be a large District Council contingent in attendance together with Essex Fire and Rescue, Essex Police and the Ambulance Service and the Parish Council. The Epping and Ongar Heritage Railway will provide a link between the train stations and the event. The Chairman of Council will be invited along with counterparts from Epping, North Weald and Ongar Parish Councils. All previous attendees are to be contacted to see if they would like to return. The Council's current market contractor (Saunders Markets) will also be in attendance with a themed market.

5. The event will take place on the grass in front of Hangars 4 and 6 and the car park will remain on the Hangar 2 Apron with the pay gate opposite Hangar 7.
6. As with past events Russ Smith of Weald Aviation will be the event licensee and as such will provide the insurance and risk assessments etc.

**Resource Implications:**

The event will be resource neutral with all profit being donated to VAEF.

**Legal and Governance Implications:**

All insurances above and beyond the councils normal liability will be provided by Weald Aviation.

**Safer, Cleaner and Greener Implications:**

None

**Consultation Undertaken:**

None

**Background Papers:**

None

**Risk Management:**

The community day working party will undertake a full risk assessment for the event.

## 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.

---

This is a community day event where everyone is welcome and encouraged to attend. The usual disabled facilities will be available and community transport will be on hand to assist those with mobility difficulties.

**This page is intentionally left blank**



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

Document is Restricted

**This page is intentionally left blank**

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

Document is Restricted

**This page is intentionally left blank**