

# **Committee Agenda**



**Webcast  
Meeting**



**Epping Forest  
District Council**

## **Asset Management and Economic Development Cabinet Committee**

**Thursday, 26th January, 2017**

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, 26th January, 2017  
at 7.00 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

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

### **Members:**

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

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#### **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**

(Director of Governance) To be announced at the meeting.

**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 - 10)**

To confirm the minutes of the last meeting of the Cabinet Committee held on 27 October 2016.

**6. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT (Pages 11 - 16)**

(Director of Neighbourhoods) To consider the attached report AMED-010-2016/17.

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

(Director of Neighbourhoods) To consider the attached report AMED-011-2016/17.

**8. EPPING FOREST SHOPPING PARK PROGRESS REPORT (Pages 21 - 24)**

(Director of Neighbourhoods) To consider the attached report AMED-012-2016/17.

**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):

Agenda Item No	Subject	Exempt Information Paragraph Number
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.

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## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Asset Management and Economic Development Cabinet Committee      **Date:** Thursday, 27 October 2016

**Place:** Council Chamber, Civic Offices, High Street, Epping      **Time:** 7.00 - 7.33 pm

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

**Other Councillors:**

**Apologies:** Councillor W Breare-Hall

**Officers Present:** K Pabani (Chief Estates Officer), M Warr (Economic Development Officer), J Leither (Democratic Services Officer) and G J Woodhall (Senior Democratic Services Officer)

**Also in attendance:** C Pasterfield (Asset Management Development Consultant) and A Charalambous (Consultant, White, Young and Green)

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### 19. 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.

### 20. SUBSTITUTE MEMBERS

The Cabinet Committee noted that there were no substitute members.

### 21. DECLARATIONS OF INTEREST

There were no declarations of interest pursuant to the Council's Code of Member Conduct.

### 22. MINUTES

**Resolved:**

That the minutes of the meeting held on 22 August 2016 be taken as read and signed by the Chairman as a correct record.

### 23. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT

The Economic Development Officer (EDO) 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**

A Visitor Accommodation Needs Assessment for the district took place in August 2016. This was the first phase in the study and comprised of:

- an audit of current visitor accommodation supply;
- a review of past and current proposals for visitor accommodation;
- a review of national trends in hotel and visitor accommodation development;
- initial consultation with Officers, Members and key stakeholders; and
- a review of approaches to tourist accommodation planning policies elsewhere.

Phase 2 of the study was being refined in the light of the Phase 1 findings and would commence in November 2016.

## **(2) Town Centres**

The recent Town Team Meeting had been well attended and there was a positive attitude from the Town Partnerships. The Town and Village Centres Opportunities Fund had now been launched for 2016/17 and a number of interesting proposals have been submitted. An updated report would be presented to the next meeting.

## **(3) Business Support**

### **Pop Up Business Café**

The newly refurbished Epping Forest District Museum hosted our first Pop Up Business Café in July, which was co-ordinated by the Economic Development Team in partnership with BEST Growth Hub. There were six voluntary advisers from business based in the local area and over thirty local businesses attended to access informal advice on a wide range of subjects. The event was a great success and there have been enquiries since the event both from business that were there and business that would like to give advice at future events.

### **Low Carbon Across the South East (LoCASE)**

LoCASE is a new project set up to help small to medium businesses. It aims to reduce business costs by cutting emissions and to promote the opportunities of the low carbon market. The Economic Development Team were working with LoCASE to promote the scheme and encourage more applicants to come forward.

### **Eastern Plateau Rural Development Programme**

The continuation of the Eastern Plateau Programme funded by the European Commission and Defra is uncertain whether it will continue since Brexit. For now it would be business as usual with the Fund pending an announcement which could be made in the Autumn Statement. A further update will be presented at the next meeting.

## **(4) Broadband**

In September 2016 a very successful Broadband Business Breakfast was held at Mulberry House in High Ongar. A number of local businesses from across the Epping Forest District attended as well as a number of key local stakeholders and industry representatives. Delegates heard presentations highlighting opportunities for business growth that were made possible by the building of the ultrafast and superfast broadband networks throughout the district.

The event was a great success, the event sponsors and participating speakers all spoke positively about the event and the opportunity to speak directly to businesses.

#### **(5) Partner Liaison**

The Economic Development team continued to liaise and support a number of Partner Organisations. These included:

- 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
- Superfast Essex

Councillor Mohindra requested that the LSCC be added to the Partner Liaison Organisation list as the Council were represented and attended their meetings.

#### **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 is for information not action.

### **24. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT**

The Chief Estates Officer presented a report to the Cabinet Committee and updated them on further developments to the report since it had been published.

#### **(1) Epping Forest Shopping Park**

There was a separate detailed report on the progress of the development at Agenda Item 8.

#### **(2) Oakwood Hill Depot**

There were no further updates at this time.

**(3) Pyrles Lane**

A development appraisal in accordance with planning approval had been prepared by the external consultants and would be submitted to the Cabinet at their meeting on the 1 December 2016. Members of the Cabinet would be asked to determine how the site would be subsequently marketed.

**(4) St John's Road**

The draft documentation was nearing completion and it was hoped a full report would be available at the next meeting.

**(5) North Weald Airfield**

Due to changes in procurement legislation, it would no longer be possible to seek to obtain an operational partner on a “concessionary contract” basis. A full OJEU process will need to be followed as per other major service contracts. Officer capacity was not available at this time to take the procurement forward but should commence early in the New Year. Short term opportunities to increase income for the Council are still being maintained.

The new market operator, Saunders Markets were trading well with many more stalls and trade had significantly increased. The Council were pleased with the growth of the market and the increased visitors attending.

Councillor Mohindra commented on the positive progress the new market operator had made in building up the market at North Weald by attracting more stall holders and visitors to the market.

Councillor Waller referred to the delay in the procurement for an Operational Partner at North Weald Airfield. He stated that local residents and tenants of the airfield were worried about the uncertainty of the airfield and it would be good to resolve the uncertainty and make a clear way forward.

Councillor Grigg advised that with the Council’s other developments that were in hand there was not enough staff capacity to deal with the procurement and it was hoped that it would commence early in the New Year.

**(6) Site of Former Public House – Winston Churchill**

The developers of the site Higgins were on track to complete the development by July 2017. The Estates team would look to start marketing the ground floor retail space early in 2017.

**(7) Ongar Academy**

The Council’s landholding interest in this site had now been disposed of so there would be no further updates.

**(8) Townmead Depot**

There were no further updates at this time.

**(9) Hillhouse Development**

There were no further updates at this time.

**RECOMMENDED:**

That the Cabinet Committee noted 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 is a monitoring report is for information.

**25. EPPING FOREST SHOPPING PARK - PROGRESS REPORT**

The Council's Asset Management Development Consultant Mr C Pasterfield, presented a report on the current progress with regard to the development of the Epping Forest Shopping Park. Mr Pasterfield was accompanied by Mr A Charalambous of White, Young and Green, the Council's appointed consultants for the management of the shopping park and the highway works related to the development of the shopping park, pursuant to Section 278 of the Highways Act 1980.

Mr Charalambous advised the Cabinet Committee that earlier that day there had been two site progress meetings, one for the shopping park that he had attended and one for the highways development that his colleague Mr T McLaughlin had attended.

**Epping Forest Shopping Park**

The date of possession of the shopping park was scheduled for the 26 September 2017 although the contract completion date would be 19 June 2017. There would be hand over phases for the shopping park the units would be handed over approximately 4-5 weeks before the 19 June to accommodate the time scales for the unit fit outs. Some tenants would need only 4-5 weeks whilst other more complex fit outs would need 12-13 weeks to complete. Currently a draft timetable was being prepared and it was envisaged that some units would be open for trading before others.

The Contractors had no major issues and were liaising with the tenants to capture their requirements and planning ahead. The demolition of buildings on the site, stabilisation and ground levelling was almost complete.

**Highways Works**

The programme of works would be reviewed and aligned to coincide with the completion of the shopping park. The main delay had been with Essex County Council not allowing a sufficient licence to work on the carriageway, this had now been resolved and work had commenced on the highways work. The main focus was concerning the verge areas and widening of the carriageway, there would be no disruption to the carriageway before Christmas.

Councillor Mohindra asked if the completion date was still on track for the shopping park to open in August 2017.

Mr C Pasterfield advised that the main completion contract date was 19 June 2017 but this was not the date the shopping park would open for trading. The tenants

would then have to fit our their units and will be driven by the tenants when they were ready to open. An official opening would be towards the Christmas 2017 period when 80-90% of the shopping park was open.

Councillor Waller asked where the report was, as referenced on page 22 of the agenda, item 8, a report to be considered in Part II due to the commercial sensitivity of some of its content.

The Chairman advised that a report had not been provided as there were no sufficient changes in the tenant situation. When the main report was undertaken it was thought, at that time, a Part II report would be required but there had been no changes since the last meeting.

**RESOLVED:**

That the current progress report on the development of the new Epping Forest Shopping Park be noted.

**REASONS FOR DECISION:**

To comply with the previous request of the Cabinet Committee to monitor the development of the Council's property assets and in particular that it receive regular detailed reports on progress with regard to the development of the Epping Forest Shopping Park.

**OTHER OPTIONS CONSIDERED AND REJECTED:**

None, as the progress report was submitted at the specific request of the Cabinet Committee.

**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**

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



**Epping Forest  
District Council**

**Report reference:** AMED-010-2016/17

**Date of meeting:** 26 January 2017

**Portfolio:** Asset Management and Economic Development

**Subject:** Economic Development Report

**Responsible Officer:** Mike Warr / Vicki Willis (01992 564472 / 564593)

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

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### **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. Visitor Economy**

##### **Tourism Website**

Work continues on the refresh and enhancement of the new district tourism website. Data is being sought from the district's attractions and accommodation establishments to populate the website with useful content in advance of a soft launch in the New Year and a planned wider launch during Tourism Week 2017.

##### **Accommodation Study**

Economic Development is working with selected consultants, Hotel Solutions, on phase 2 of the Visitor Accommodation Needs work. The 2nd phase of work is more substantial than the first and will provide a clearer picture of how existing visitor accommodation providers are performing, seek to ascertain if proposed developments (i.e. schemes with planning permission) are likely to be progressed and gauge wider developer interest in the district. It

will also progress liaison with bodies such as Lee Valley Regional Park around any potential future visitor accommodation development and further consider how it might be possible to meet the market need for additional budget hotel provision in some of the district's larger town centres.

## **2. Town Centres**

### **Town & Village Centres / District Economic Opportunities Fund**

Following a Cabinet decision in November 2016 the Town and Village Centres Opportunities Fund has been expanded to now include non-town centre focused and non-village centre focused proposals and ideas which have a broader economic development impact across the district. As a result the scheme will be renamed the Epping Forest District Economic Opportunities Fund and a revised policy document to support the fund will be produced. In recent weeks a number of exciting proposals for projects have come forward and economic development officers are in discussion with the groups to assist them in preparing their bids.

### **Waltham Abbey Wayfinding Project**

Following a full tendered procurement process a contractor has been appointed to design, manufacture and install a new pedestrian wayfinding system in Waltham Abbey Town Centre. A total of eight tenders were received all of which were essentially of a similar quality. Therefore the award of the tender was determined by the lowest priced tender and Mödel Signage Solutions were the successful contractor. The winning tender was less than 50% of the total potential budget that had been agreed for the project representing excellent value for money and ensuring that further funds will remain available to consider further enhancement projects for the town centre in the future.

Mödel have already undertaken a stakeholder presentation and consultation event in the town and have subsequently set up an online survey to enable those stakeholders, including businesses, unable to attend the meeting to have their say. It is intended that a proposed design for the scheme be presented to the key stakeholders in February in order that the finalised design can be agreed before the end of the current financial year.

## **3. Business Support**

### **Eastern Plateau**

After a period of uncertainty we are pleased to confirm that it is now business as usual for the Eastern Plateau programme which is part of the Rural Development Plan for England. This funding is open to projects in certain areas of East Herts, North Herts, Uttlesford and Epping Forest Districts. The aim of the funding is to create jobs and promote business growth in rural areas and it focuses on small business growth, projects covering farm productivity, rural tourism, the provision of rural services, culture and heritage forest/woodland productivity. Economic Development Officers are working with the Eastern Plateau to identify the best routes to publicise the programme and maximise the impact within our district and the programme facilitator has met with economic development officers to connect the programme with potential projects in the district.

### **Business Confidence**

The economic development team are exploring the possibility of conducting a business confidence survey utilising the business contact database purchased in 2016. The content is to be confirmed but it is hoped that it will provide an indication of how the district's businesses are looking forward and planning for the future.

## **4. Broadband**

### **Smart Places**

With the ongoing rollout of ultrafast and superfast broadband infrastructure throughout the district continuing to deliver greater levels of connectivity, attention has turned to the wide range of applications that can be applied through this infrastructure and the opportunities for transformed service provision that the networks offer. The economic development team are supporting the exploration of such initiatives and opportunities and an initial meeting has been held of the Epping Forest Smart Places Project Steering Group. This EFDC lead group will work closely with Essex County Council in the first instance and then appropriate additional external partners to explore the potential for Smart Place projects and to position the district as a forward thinking and innovative place to live, study, work and do business.

### **Ultrafast Network**

The Rural Challenge Project to deliver ultrafast broadband to rural parts of the district continues to make progress. Almost 175km of network has now been built with in excess of 2,400 connection pots installed at the property edges. Five cabinet areas in the district are now completely built out and live - Bobbingworth, Fyfield, Norton Heath, Abbess Roding and Toot Hill – with a further two cabinet areas – Stapleford Tawney and The Lavers - also live, albeit the network build in these areas is currently only partially completed.

A recent press event was held at the Animal Country Club in the rural village of Moreton recognising the connection of the 2000<sup>th</sup> premise to the Gigaclear network. Attended by Cllr Alan Lion Epping Forest District Council Technology and Support Services Portfolio Holder and Cllr Penny Channer, Essex County Council Deputy Cabinet Member for Economic Growth and Partnerships the event reflected on the continued success of the Rural Challenge Project and the step-change in broadband connectivity that the project is delivering to the residents and businesses of the intervention area.

## **5. 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)
- London Stansted Cambridge Consortium (LSCC)
- 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
- Superfast Essex

**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.

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There are no implications to consider as this report is a progress report.

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



**Epping Forest  
District Council**

**Report reference:** AMED-011 2016/17

**Date of meeting:** 26 January 2017

**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)

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### **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** – The new depot has been completed and fully operational from mid-August 2016. Although the final account has been settled, within 3% of the tendered construction cost of £2.3m, there are still a number of outstanding snagging issues in relation to the alarm systems. As the opportunity was taken to extend the mezzanine floor at a notional cost to provide additional office accommodation, the feasibility of hosting other service areas is being explored. The Housing Repairs Service is one such option; however, the size of the external yard is a constraint with regard to the number of operational vehicles that would require to be based on the site.
3. **Pyrles Lane Nursery** – Planning Permission has been obtained for residential redevelopment. A marketing report has been obtained from external advisors, the outcome and proposed disposal strategy will be reported to Cabinet in March 2017.

4. **St John's Road** – After a protracted period of negotiation and the need to obtain two separate under value Approvals from the Secretary of State, the sale of the County Council's interest i.e. the former Junior School, to the District Council was completed in mid-December 2016. The preferred development partner is proceeding with the preparation of a planning application, prior to purchasing the District Council and Town Council's ownership to deliver the mixed use scheme identified with the agreed Design and Development Brief. In the interim period, security arrangements have been continued to safeguard the site.
5. **Lindsay House** – A report is to be considered by the Cabinet on the 2 February regarding the marketing of Lindsay House for disposal as either a single dwelling or conversion to flats, recognising the restrictive covenants. This is as a result of Essex County Council no longer wishing to obtain the property for use as accommodation for vulnerable people.
6. **North Weald Airfield** – Due to changes in European Procurement Legislation it will no longer be possible to pursue a concessionary contract. A full OEJU Competitive Dialogue procurement is now planned once capacity is available on the commencement of the new Leisure Management Contract.
7. **Site of Former Winston Churchill Public House** – Members of Cabinet visited the site in December as part of a tour which also included the Shopping Park and Oakwood Hill Depot. Higgins are making good progress with the show flats due to be completed in January 2017. It is estimated that the 64 apartments will be ready for occupancy in September 2017. Marketing of the ground floor retail units has commenced. These will be managed by the District Council and are estimated to produce a good return.
8. **Ongar Academy** – School now under construction – due to open September 2017.
9. **Townmead Depot** – A number of repairs are to be funded under the planned maintenance programme as a result of a recent Health and Safety Audit. Negotiations are underway to regularise the use of the site with Waltham Abbey Town Council.
10. **Hillhouse Leisure/Community Hub** – The Community Hub gained outline planning consent at District Development Management Committee in November. A S106 is being entered into, to compensate for loss of playing fields. The newly appointed Leisure Management Contractor, Places for People, hope to submit a full planning application in late March.

#### **Resource Implication:**

None as this is a progress report.

#### **Legal and Governance Implication:**

As referred to in body of report.

#### **Safer/Cleaner/Greener:**

No specific implications identified other than the disposal of Lindsay House will reduce the level of vandalism/anti-social behaviour on the site.

#### **Consultation Undertaken:**

None.

**Background Papers:**

Cabinet Reports on individual Capital Schemes.

**Equality Impacts:**

Not applicable.

**Risk Assessments:**

Risks relevant to each project are contained within Project Plans or Corporate/Department Risk Registers.

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None as this is a monitoring report only.

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



**Epping Forest  
District Council**

**Report reference:** AMED-012-2016/17

**Date of meeting:** 26 January 2017

**Portfolio:** Asset Management and Economic Development

**Subject:** Epping Forest Shopping Park

**Responsible Officer:** Chris Pasterfield (01992 564124)

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

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

- (1) To note progress on the Council's Epping Forest Shopping Park.

### **Executive Summary:**

This report updates the Cabinet Committee on a Epping Forest Shopping Park as discussed at previous meetings.

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

To comply with the Cabinet Committee's previous request to monitor the development of the Shopping Park on a regular basis.

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

None, as monitoring report is for information not action.

### **Report:**

1. **Epping Forest Shopping Park** – A progress meeting was held with the main contractor, McLaughlin & Harvey, on the 20<sup>th</sup> December. Progress has been good and the building is slightly ahead of programme although this is likely to slip back a little in the New Year when contractors return to work and have to get up to speed. There will also be additional work required for tenant fitting out works which would be in addition to the current contract.

Structural steel work was completed except for side rails, the rear retaining wall is in three parts a) 100% complete, b) 99% complete, c) 33% complete. Roofing sheets were on site and being lifted into position for fixing in the New Year. Front drainage complete except for one tank and rear progressing. Base coat of tarmac had been applied to the public car park.

A site visit was arranged on 22<sup>nd</sup> December for Council Cabinet members and Board members. The Site Manager for McLaughlin & Harvey gave an overview of the construction process to date and on the good progress that was being made. Members when the able to have a tour of the site to see that nearly all of the ground works had been completed and that the steel frame for the 95,000 sq ft building had been completed.

2. **Section 278 Road Works** – A progress meeting was held on 14<sup>th</sup> December 2016 and a meeting is scheduled for 26<sup>th</sup> January 2017 which will be reported verbally at this meeting. There have been delays to the work due to drainage design issues for works in the border and additional gas mains have been found which were not revealed by searches and on site investigations. A meeting is also being arranged at director level with ECC Highways to discuss the extent of some works being asked for by ECC on site clerk of works.
3. **Lettings** – The Council's Lettings' Consultants will be present to give a verbal update on progress.

**Resource Implication:**

This project has been subject to regular budget monitoring and is within the existing budget agreed.

**Legal and Governance Implication:**

As referred to in body of report.

**Safer/Cleaner/Greener:**

The Shopping Park will be constructed to the efficiency requirements of modern building regulations and contain a range of crime prevention measures such as CCTV.

**Consultation Undertaken:**

None.

**Background Papers:**

Cabinet Reports on individual Capital Schemes.

**Equality Impacts:**

Not applicable.

**Risk Assessments:**

Risks relevant to each project are contained within Project Plans or Corporate/Department Risk Registers.

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