

# Committee Agenda



**Epping Forest  
District Council**

## ***Asset Management and Economic Development Cabinet Committee Thursday, 30th June, 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, 30th June, 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, 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**

**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 the 14 April 2016.

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

(Director of Neighbourhoods) To consider the attached report AMED-001-2016/17.

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

(Director of Neighbourhoods) To consider the attached report AMED-002-2016/17.

**8. EPPING FOREST SHOPPING PARK - PROGRESS REPORT (Pages 21 - 22)**

(Director of Neighbourhoods) To consider the attached report AMED-003-2016/17.

**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.

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):

<b>Agenda Item No</b>	<b>Subject</b>	<b>Exempt Information Paragraph Number</b>
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.

#### 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.

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## EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

**Committee:** Asset Management and Economic Development Cabinet Committee **Date:** Thursday, 14 April 2016

**Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 7.55 pm

**Members Present:** Councillors A Grigg (Chairman), W Breare-Hall (Vice-Chairman), H Kane and S Stavrou

**Other Councillors:** Councillors D Stallan, C Whitbread and J M Whitehouse

**Apologies:**

**Officers Present:** D Macnab (Deputy Chief Executive and Director of Neighbourhoods), M Warr (Economic Development Officer), J Leither (Democratic Services Officer) and A Rose (Marketing & Digital Content Officer)

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

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### 44. 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.

### 45. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor J M Whitehouse declared a personal interest in agenda item 7, 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 and required a pecuniary interest to be declared.

(b) Pursuant to the Council's Code of Member Conduct, Councillor J M Whitehouse declared a personal interest in agenda item 6, Town Centres by virtue of attending meetings of the Epping Town Centre Partnership. The Councillor had determined that his interest was non-pecuniary and would remain in the meeting for the consideration of the item.

(c) Pursuant to the Council's Code of Member Conduct, Councillor D Stallan declared a personal interest in agenda item 11, by virtue of having a family member who works for a franchise of one of the proposed tenants. The Councillor had determined that his interest was non-pecuniary and would remain in the meeting for the consideration of the item.

**46. MINUTES**

**RESOLVED:**

That the minutes of the meeting held on 11 February 2016 be taken as read and signed by the Chairman as a correct record.

**47. 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) **One Business Briefing** – The Winter edition of One Business Briefing had been very positively received within the business community. 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 achieved.

(2) **Eastern Plateau** – The Economic Development Team (EDT) has continued its representation on the Eastern Plateau Rural Development Programme's Local Action Group. There were several projects based within the district that are at an early stage in the application process. Applications were also from the wider area such as Uttlesford, East and North Hertfordshire. The Programme Facilitator advised that there were a number of projects coming through the pipeline but how many from the Epping Forest District was not known. The EDT would like to see more of our district's businesses apply for funding and be successful with future applications.

(3) **Visitor Economy** – The Economic Development team were working with colleagues in Planning to commission a Visitor Accommodation Needs Assessment, which would form a key part of the evidence base helping to inform tourism policies in the Local Plan. The assessment would address all types of accommodation such as hotels, public houses, bed and breakfast accommodation and youth hostels and assess the potential future demand and how it could change in the district with the adoption of the emerging Local Plan.

The Visit Epping Forest 2016 Tourism Conference took place at the start of English Tourism Week in March 2016. The event was generously sponsored by the Marriott Hotel together with Vibrant Partnerships and attracted more people than last year. Six speakers were featured including the Chairmen of Visit Essex and Vibrant Partnerships. Approximately ninety delegates represented a range of tourism and visitor sectors both large and small. The only 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 appreciated and affirmed that they would wish to remain a regular fixture.

(4) **Town Centres** – The Town & Village Centres Opportunities Fund had agreed a number of applications for funding. The creation of a new Visit Epping Forest website had been approved within EFDC's Town & Village Centres Opportunities Fund. The Team was also liaising with applicants to progress a handful of further applications to the Fund.

(5) **Business Support** – The Economic Development Team had been working on a valuable exercise to dramatically improve the information and contact details it holds for local businesses within the district. This work would mean we are better able to manipulate the data the EDT 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 were 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 EDT continued to liaise with, support and attend meetings with 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

Recently the Epping Forest District Museum in Waltham Abbey was reopened and the Economic Development Team were delighted to see the high quality of the heritage and tourist attraction that the Museum would offer to the district. There were plans to host a business network event at the museum in the near future and we would like to congratulate the Museum team on their excellent work.

The EDT recently met with Grangewood Investments in Oakwood Hill 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. Cr@te were a forward thinking company bringing a suite of business premises for start up or new businesses based on the conversion of former shipping containers into office facilities. Working with more of these organisations and business will have a very positive effect of attracting new businesses to the district.

**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.

**48. 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 near completion and would be ready for use by mid May 2016. A specialist consultancy had been appointed to transfer the Council's Fleet Maintenance operation to the new premises, specifically to achieve VOSA accreditation for the MOT Service, which generated income for the Council.

(3) **Pyrles Lane Nursery** – The revised planning application was agreed at the District Development Management Committee on the 24 February 2016. The redesign had widened the access from 4.1m to 4.3m which would help vehicle access and include a pedestrian footpath. A report was being prepared for Cabinet regarding the sales strategy for disposal. The Council Housebuilding Cabinet Committee have expressed an interest in purchasing any affordable properties from any potential developer by using capital receipts.

(4) **St John's Road** – A conclusion had been reached with Essex County Council and Frontier Estates concerning issues in relation to overage provisions and the number of residential properties on the site. Essex County Council's Cabinet would formally consider the approval of the terms of their sale to EFDC, at a meeting of their Cabinet Committee in April 2016. An update will be provided at the next meeting of this Cabinet Committee.

(5) **North Weald Airfield** – Advice had 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 on the specification and requirements for the operational partner are ongoing and a further update would be brought back to the next Cabinet Committee meeting for consideration.

(6) **Site of former Sir Winston Churchill Public House** – Higgins, the developers of this site have now completed the piling works with an anticipated completion date for the development of the site in July 2017. The Council are actively marketing the retail area and a number of largely food and beverage operatives have expressed an interest in the development. Regarding the allocation of car parking spaces on the development this was now progressing and a further update will be reported at the next Cabinet Committee meeting.

(7) **Ongar Academy** – At a meeting held earlier today with the new head teacher, the planning application had been submitted and was due to be heard by the District Development Cabinet Committee at the end of April 2016. Discussions are ongoing with the school around the use of the adjacent leisure centre to deliver parts of the schools PE Curriculum.



(8) **Town Mead Depot** – The depot was being used temporarily as storage for Country Care while alternative options for use of the depot were still being considered.

(9) **Hillhouse Leisure / Community Hub** – A firm of Master Planners have been appointed jointly by Epping Forest District Council, Essex County Council and NHS England to establish a master plan for the site with a view to a joint outline planning application being sought.

**Resolved:**

To note 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.

**49. NORTH WEALD AIRFIELD COMMUNITY DAY - 17 JULY 2016**

The Director of Neighbourhoods presented a report to the Cabinet Committee regarding the North Weald Airfield Community Day. He advised that the event was being held on 17 July 2016 and would be facilitated by one of the airfields tenants, Weald Aviation. The theme North Weald Airfield – 100 not out would take the form of an old fashioned village fete with associated attractions.

The Director advised that following the tragic events at Shoreham last year, the airfield would be unable to stage any form of air display however it was hoped that some historic aircraft would visit the airfield during the day. To mark their involvement in World War II, the Norwegian air force had been invited to the event and will be bringing in a C-130 Hercules. Saunders Markets, the new market operator have indicated that they are keen to be involved in the community event.

Ward members requested a report after the event to come back to a future meeting of the Cabinet Committee.

**Resolved:**

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

**Reasons for Decision:**

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

**Other Options Considered and Rejected:**

None.

**50. ANY OTHER BUSINESS**

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

## 51. 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 – Progress Report	3

## 52. EPPING FOREST SHOPPING PARK PROGRESS REPORT

The Asset Management Development Consultant presented a report to the Cabinet Committee regarding the progress on the Epping Forest Shopping Park. He advised that ongoing talks with Essex Highways regarding the Section 278 works were progressing unfortunately, however, the meetings are not attended by all Essex Highways Departments and the Council were at a stage to appoint a contractor for the works.

Consultants from Colliers International and White Young Green attended the meeting and updated the Cabinet Committee on the progress to date. The Pre-Qualification Questionnaire (PQQ) submissions had been completed and an Invitation to Tender (ITT), which was the second stage was progressing. There was much interest in the units at the Epping Forest Shopping Park and talks were progressing with potential tenants.

### Resolved:

- (1) To note the marketing report from Colliers International and Harvey Spack Field regarding progressing 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 following a request from tenderers for Stage 2 of the tender process the tender date has been extended by four weeks to 29 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**

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



**Epping Forest  
District Council**

**Report reference:** *AMED-001-2016/17*

**Date of meeting:** *30 June 2016*

**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**

Economic Development has been working with colleagues in Planning to commission a Visitor Accommodation Needs Assessment for the district. This work will look at all forms of visitor accommodation, including serviced (hotels, pub accommodation etc) and non-serviced accommodation (self-catering, camping, moorings etc). As reported previously, 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 though, the Study potentially has the scope to inform broader interventions within the Council e.g. through the Economic and Tourism Development Teams and perhaps in the consideration of the future use of the Council's own assets etc. At the time of writing this update, interviews have been undertaken with potential consultants with the final decision on appointment to be made imminently.

A presentation has also been received from a potential provider of a new tourism website under the Visit Epping Forest banner. Work will now commence to realise the vision for a

dynamic new website which is intended to greater promote and support the district's valuable visitor economy. The initial procurement and build of the website is being funded through monies awarded by the Town and Village Centres Opportunities Fund.

Following representation from the Tourism and Visitor Board members that a tourism conference towards the end of the year might be more useful than during English Tourism Week in March as staged currently, a decision was made to host a second conference this year on 14th October and this will once again take place at the Waltham Abbey Marriott Hotel.

Addressing previously raised concerns around local public transport, the Tourism and Visitor Board discussed the idea of a tourism bus travelling between attractions. It was felt that this would be welcomed and especially effective when major events were being held. It was agreed that members would use the forthcoming tourism conference to see if dates for major events could be synchronised making the case for transport even more compelling. It was also agreed that opportunities to access funding for such a scheme should also be investigated.

The Visit Epping Forest leaflet has recently been enlarged, updated and reprinted. As part of an awareness building campaign, leaflet holders have been purchased and the new leaflets placed in high-traffic visitor outlets across the district. The leaflets feature our major attractions plus information on destination towns and villages in the district and will help drive traffic to the Visit Epping Forest website, particularly important in view of the planned refresh of the website mentioned above.

## **2. Town Centres**

The next Town Teams meeting is scheduled to take place on 27<sup>th</sup> June. A number of presentations are planned for that meeting looking at town centre evacuation plans as well as findings from a recent Future of Town Centres seminar.

It is hoped to also soft-launch the 2016/17 Town & Village Centres Opportunities Fund to the town teams present at that meeting. A report presenting a new policy document for the fund, setting out the parameters within which a wider range of organisations can apply to the fund, is due to be presented to Cabinet for review as part of the next cabinet cycle and subject to this being approved a wider and more concerted launch and promotional campaign for the fund will then take place.

## **3. Business Support**

### **Pop Up Cafe**

The Economic Development Team is pleased to be testing a new format business event in the district in July. The Pop Up Business Café will be held at the newly-refurbished Epping Forest District Museum in Waltham Abbey on Wednesday 13 July, 10am to 1pm. BEST Growth Hub (which provides business support across the Greater Essex area) will be helping to coordinate and ran a similar event in Southend earlier this year which was very successful.

The basic concept is to draw together a small number of business support and local business professionals in an informal setting and to invite local businesses and those looking to start-up in business. The businesses will be attracted by the chance to speak with a business professional (say marketing, accounting, HR etc) for 10/15 minutes, networking and of course tea and cake. Whilst we are unable to pay the local business professionals for their time we would hope that they may see benefit in terms of getting promotion for themselves. We currently have three local businesses signed-up to provide advice and have approached several others.

## **Database**

The Team's exercise to improve the information and contact information it holds for local businesses within the district has progressed well. The work is helping in the delivery of a number of the Team's current projects and means that its regular email updates (on business events, funding, training opportunities, awards etc) are reaching a bigger audience locally and similarly, so too will One Business Briefing from now on. Although still to be confirmed at present, it is likely that there will be a further phase to the recent tele-research exercise to collect further details to be conducted in July.

## **4. Broadband**

### **Business Breakfast**

To further promote take-up by businesses of the ultrafast fibre broadband network being built within Epping Forest District by Gigaclear plc as part of the Superfast Essex Rural Challenge Project (RCP), the Economic Development team will be hosting a business breakfast aimed at the businesses within the RCP as well as businesses from outside the area whose services may be more effectively utilised with an ultrafast network.

It is planned that as well as a number of speakers presenting to the audience about the opportunities an ultrafast network makes possible, the event will also represent an excellent opportunity for local businesses to network with key Business to Business (B2B) providers, both local and national and make useful connections. The event will take place at Mulberry House, High Ongar on September 13<sup>th</sup> at 7.00am and promotion of the event will shortly begin in earnest. Liaison with local parish councils will also take place to ensure awareness of the event reaches as many businesses as possible in the RCP area.

### **Ultrafast Network**

The physical build of the RCP network continues at pace and to date, over 61km of network has been built, installing connection points outside over 800 premises. Having started in Bobbingworth, the network has moved on through Moreton, Fyfield, Norton Heath, Abbess Roding and Toot Hill and will continue throughout the remainder of the year to areas such as Willingale, The Lavers, Sheering, Ongar and North Weald. The project has experienced some delays but remains due to be completed in early 2017.

**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)
- 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 Economic Development team have also attended the Superfast Essex Super-Connected Business Conference at Chelmsford City Racecourse.

**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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None as this is a monitoring report.

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



**Epping Forest  
District Council**

**Report reference: AMED-002-2016/17**

**Date of meeting: 30 June 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)**

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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:**

- 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.
- Oakwood Hill Depot** – Practical completion for the construction of the new depot was anticipated to be achieved in mid-June. The specialist contractor appointed to relocate fleet maintenance has completed their work and VOSA accreditation for the MOT Service is planned for the 27 June. It is anticipated on this basis that Langston Road Depot will be fully vacated by the end of July 2016.
- Pyrles Lane Nursery** – District Development Management Committee have granted consent for the redevelopment of the Nursery site. A report is scheduled to go to Cabinet on the 21 July seeking permission for the marketing strategy for the site.
- St John's Road** – Negotiations on the purchase of the County Council's interest in the site are reaching a conclusion. The final terms are due to be agreed by Cabinet on the 21 July

2016. It is anticipated that, subject to sign off by the Secretary of State, exchange can be achieved over the summer holiday period.

5. **North Weald Airfield** – Work is still being undertaken on the development of the specification of works for an operational partner. This has been delayed due to changes in European Procurement Rules which will prevent the procurement of a concessionary contract and will likely necessitate a full blown OEJU process.
6. **Former Winston Churchill** – The development is proceeding at a pace and is now up to the third floor. Completion still anticipated in July 2017. Agents have been appointed for the letting of the retail units on the ground floor with a number of quality prospective tenants expressing interest.
7. **Ongar Academy** – The sale of the land to the Secretary of State for Education has now completed and construction of the new school has commenced.
8. **Hillhouse, Leisure/Community Hub** – After the successful community engagement events to assist in Masterplanning the site, an outline application is due to be submitted jointly by the partners in August 2016, with the intention that it is considered by District Development Management Committee at their meeting in November 2016. Proposals from the tenderers for the new Leisure Management Contract have been received for the construction of the new Swimming Pool on the site. The GP Practice will now not temporarily relocate.
9. **Former Golden Lion Public House** – A revised offer has been received for a lease extension for the site from the developer. A planning application is anticipated to be submitted in August.
10. **Townmead** – No suitable alternative use has yet been identified.

**Resource Implications:**

None as this is a progress report.

**Legal and Governance Implications:**

As referred to in individual sections.

**Safer Cleaner Greener Implications:**

N/A

**Consultation Undertaken:**

None

**Background Papers:**

Cabinet Reports on individual Capital Schemes.

**Impact Assessments:**

N/A

**Risk Assessment**

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.

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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-003-2016/17**

**Date of meeting: 30 June 2016**

**Portfolio: Asset Management and Economic Development**

**Subject: Epping Forest Shopping Park – Progress 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 Epping Forest Shopping Park.**

### **Executive Summary:**

This report updates the members of the Cabinet Committee on progress on the development of the Epping Forest Shopping Park. It advises that the Cabinet are due to consider the award of the main construction contract at their meeting on the 21 July 2016. As per previous updates, the Council's Project Management and Marketing Consultants will be present at the meeting to answer questions. Separate reports from the Consultants will be circulated on a separate Supplementary Agenda which will be considered in Part II of the meeting.

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

In order that the Cabinet Committee can monitor progress on this major capital project for the Council.

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

Report:

Tenders were received for the main construction contract from three suitably qualified companies. The contractors were invited to a clarification interview and their bids have been formally evaluated by the Project Team. Standstill letters have been sent to all tenderers and on the assumption that no challenges have been received by the 20 June, a report will be considered by the Cabinet on the 21 July to make the final award. The length of the construction period is estimated at around 40 weeks with a start on site in August 2016.

As highlighted in the earlier report, the new depot at Oakwood Hill is largely complete and the remaining services i.e. fleet maintenance and grounds maintenance will relocate from Langston Road to the new premises by the middle of July. On this basis, vacant possession can be given to the successful construction contractor to commence works. As Members may be aware, a licence to use the proportion of the site previously owned by Polofind Ltd, for temporary car parking, has been granted. The licence can be terminated at one month's notice which means that notice will be served at the beginning of July. The potential displacement of cars has been flagged up as a

consideration for the Debden Broadway Parking Review.

Members will recall that the Section 278 Highways Contract was awarded to Walkers Construction earlier in the year. The start of the work has been delayed by several months due to difficulties in reaching agreement with Essex County Council Highways on methods of working and their requirements for re-surfacing in adjacent areas. Although a solution has been agreed, this is likely to increase costs. This issue will also be addressed as part of the Cabinet Report in July.

Negotiations with potential tenants are ongoing and will be reported in Part II.

### **Resource Implication**

Covered in Part II Report.

### **Consultation Undertaken:**

Essex County Council Highways.

### **Background Papers:**

Previous Reports to Cabinet Committee and Project Monitoring Reports.

### **Risk Assessments:**

The project has its own risk management register which is reviewed regularly.

## **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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The new Shopping Park will be fully accessible to people with disabilities.