

# Committee Agenda



**Epping Forest  
District Council**

## ***Asset Management and Economic Development Cabinet Committee Thursday, 6th July, 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, 6th July, 2017  
at 7.00 pm .**

**Glen Chipp  
Chief Executive**

**Democratic Services  
Officer**

J Leither Tel: (01992) 564123  
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 13 April 2017.

**6. ECONOMIC DEVELOPMENT - PROGRESS REPORT (Pages 11 - 22)**

(Director of Neighbourhoods) To consider the attached report AMED-001-2017/18.

**7. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT (Pages 23 - 30)**

(Director of Neighbourhoods) To consider the attached report AMED-002-2017/18.

**8. EPPING FOREST SHOPPING PARK - PROGRESS REPORT (Pages 31 - 32)**

(Director of Neighbourhoods) To consider the attached report AMED-003-2017/18.

**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):

<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.

**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, 13 April 2017

**Place:** Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 7.45 pm

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

**Other Councillors:**

**Apologies:** - W Breare-Hall

**Officers Present:** C Pasterfield (Consultant), Q Buller (Local Strategic Partnership Manager), A Hendry (Senior Democratic Services Officer) and S Kits (Social Media and Customer Services Officer)

**Also in attendance:**

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### 38. 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.

### 39. SUBSTITUTE MEMBERS

The Cabinet Committee noted that there were no substitute members.

### 40. DECLARATIONS OF INTEREST

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

### 41. MINUTES

**Resolved:**

That the minutes of the meeting held on 26 January 2017 be taken as read and signed by the Chairman as a correct record.

### 42. ECONOMIC DEVELOPMENT - PROGRESS REPORT

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

It was noted that:

- The Tourism Website had now been live for more than two weeks. It had a soft launch and was not advertised, but was ready for the Easter holidays. During the first week the number of visits to the site rose by 50% and by the end of the period they had more than a thousand page views more than they had in one week of August last year. This boded well for the future;
- The final designs for sign posts in Waltham Abbey had now been signed off. The scheme was to provide visitors to the town centre an effective navigational system that would enable them to explore the town's attractions. It was anticipated that the 5 day build would be completed by mid-summer; and
- On the one business briefing, 350 copies had been downloaded, a record number. Printed versions were also available and we have had good feedback on these.

Councillor H Kane asked if the Epping Forest Museum was mentioned on the website. Mr Buller said that it was. The new website was a direct replacement for the old one, so everything covered in the old one was in the new one. In fact the museum was the most covered attraction in the district, getting as much exposure as possible.

Councillor H Kane added that she would like to thank, on behalf of the town partnership, the officers who went and gave a presentation in Waltham Abbey and for all their support. The Town partnership has received the money forwarded to EFDC from ECC.

**RESOLVED:**

That the progress and work programme of the Council's Economic Development Section was noted.

**43. ASSET MANAGEMENT DEVELOPMENT PROJECTS - PROGRESS REPORT**

The Director of Neighbourhoods presented a report to the Cabinet Committee on the progress of the Asset Management Economic Development Projects. The Chairman noted that there was also a late updating report issued on 'yellow' and under section 278 road works it should have said that a progress meeting had been held on 7 April. It was agreed that they would have a general update but would then go into private session when they came to consider the Epping Forest Shopping Park to enable members to ask questions about the individual leases etc.

Mr Macnab introduced this regular update. It was noted that:

- In respect with the Oakwood Hill Depot in Loughton, a replacement depot for front line services, relocated from Langston Road. The opportunity was taken to increase the office accommodation by adding a mezzanine floor. The opportunity was taken to look to the re-accommodation of our Housing Repair service, relocation from the St. John's Road redevelopment. An officer working team has been formed and members have had some site visits. They would bring some options in the near future;
- In Pyrles Lane Nursery in Loughton they had undertook initial marketing work on this site, but held in abeyance as to such time as the council reached a position on the formation of a housing company; a good site for them to start with. But after due consideration the Cabinet Finance Committee and the Council House building Committee had agreed that this would not be happening. A report will go to the June Cabinet meeting on the marketing of the Pyrles Lane nursery site;

- St John's Road Epping; we acquired the Essex County Council's interest, back in December 2016. Since then there has been tripartite negotiations between EFDC, Epping Town Council and Frontier Estates, aimed at ensuring that not only the socio-economic development benefits were achieved but that also the community benefited;
- As for North Weald Airfield, after some soft market testing by Savills on prospective development partners, we were disappointed with the number of external partners that came forward. However with the progress of the Local Plan we have taken the opportunity for Arup Ltd to assess the potential scale and mix of employment uses for the airfield and have completed their initial employment assessment as part of the Local Plan;
- The site of the former Winston Churchill Public House in Loughton, the show home on the site was now open and being advertised, along with two bedroom flats. We had appointed joint marketing agents for the ground floor retail spaces on this site. Potentially looking to be open around September of this year; and
- The S106 agreement for the Hillhouse Development in Waltham Abbey has now been completed and Places for People will be submitting their planning application by the end of this month, with a view of opening their new facilities in November 2018.

Councillor Mohindra said that he had asked for a report on the Oakwood Hill Depot on the alarm system and problems and any lessons learnt. Mr Macnab added that the problems with the alarm system has now been resolved but at considerable costs by appointing an overnight security guard in the absence of an alarm system. We will be discussing this with the contractor with a view to getting some recompense.

**RESOLVED:**

That the current progress on the Council's Asset Management and Development projects were noted.

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

The Committee went on to consider that late report on the Epping Forest Shopping Centre, noting that they would be going into private session later to discuss the commercially sensitive aspects of this scheme.

Mr Pasterfield, the Assistant Management Development Consultant, introduced the report, noting that the Shopping Park was progressing well. The last meeting with the main contractor, Mcloughlin & Harvey was held on 30 March 2017. Progress had been good but some delays had been experienced due to additional work for shop fittings which would carry on past the completion date. Concreting and asphaltting of the service road will be completed on 19 April. This would have to cure for a month before it could be used by heavy vehicles. The Park is looking very finished now and they have started scaling down and the site offices are being moved away. They have finished the car park including white lining. The programme for the shop fitting is being brought together. Clearly some tenants take a shorter time to fit out while others take longer as they have more sophisticated requirements.

With regard to the Section 278 road works, progress has been made Essex County Council were helping in some areas. They were still asking us to carry out resurfacing work to Barrington Green South outside the Sainsbury's Service entrance. There was some indication that they may contribute towards this so officers were pursuing this. We had to use only contractors that have been approved, for

example for electrical works, and this was slowing us up. Works would be going into September, but most of the works would be completed by mid August.

Councillor Mohindra asked if we were still on course for an autumn opening. He was told that we were looking to be opened by mid September, with some tenants looking to open in the summer.

Councillor Mohindra then asked about the Abridge Road junction to be opened up to the public in April; did we have an exact date. And secondly, Essex County Council, Highways; has our relationship improved with them as they have been a source of frustration for some time, putting onerous requirements on us. Mr Pasterfield replied that our relationship with the people on site was good although there was a fragmented relationship with ECC Highways, who tended not to attend site meetings and as a result did not understand our requirements and the results this could have on costs and the programme. With regard to the first point, the junction at Abridge has now been resurfaced and the traffic lights are in; footpaths have been laid out and nearly completed. The traffic lights have to be connected up and this was where we were having problems with Essex, signing off with UK Power, this was what we were chasing up all week. The final handover has now slipped into May.

Councillor Mohindra asked if the white lines were now down. Mr Pasterfield said that he did not think so as this would be the last thing to be done.

Mr Macnab said that ECC have now pulled back from the requirements to resurface Barrington Drive, North and other things tend to make us think that things were improving.

Councillor Waller said he understood that there were initially going to be 10 electric vehicle charging points with the potential to increase the number to 20. Had any thoughts been given to publicising this fact as these will be the first that we had? The Chairman said that there would be some publicity along with publicising the opening of the shopping park. Mr Macnab added it would happen in combination between us and the tenants marketing people and they would be flagging this as a strong selling point. Councillor Mohindra understood that throughout Essex there were only 60 charging points and we would then be leading on this.

Mr Pasterfield added that next week they would have a meeting with Savills, the management agents for the shopping park once completed. They have been providing useful advice throughout the process. From practical completion on 15 June the Building Contractor would effectively be gone and the shopping park would be ours. The meeting will be about the management requirements we would need to look after this, and they would also be dealing with the charging points and would have their suggestions on how this could be marketed.

The meeting then went into private session to discuss individual tenants and their requirements which were commercially sensitive.

**RESOLVED:**

That the progress on the Council's Epping Forest Shopping Park was noted

**45. ANY OTHER BUSINESS**

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



**46. 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:

<b><u>Agenda Item No.</u></b>	<b><u>Subject</u></b>	<b><u>Exempt Information Paragraph Number</u></b>
7a	Epping Forest Shopping Park	3

**CHAIRMAN**

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



**Epping Forest  
District Council**

**Report reference: AMED-001-2017/18**

**Date of meeting: 06 July 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 and provide feedback if Members wish;**

### **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**

The new tourism website continues to build both in content and page views. To date 137 pages have been produced containing over 250 images. 91 of the pages promote local events including those of Countrycare, the District Museum, Airfield activities and other Council-related events. 17 attractions have full features as do 15 food and drink establishments and eight towns and villages. New listings continue to be added. Page views continue to build and have reached record highs of 6,000 and 7,000 average per week over the Easter holidays and May half term holidays with a peak of 8250 during one week.

##### **2017 Tourism Conference**

Friday 20th October has been booked for the 2017 Tourism Conference which is once again hosted and sponsored by the Marriott Hotel Waltham Abbey. The latest annual tourism and

visitor figures presented this year show growth once again with the income breaking the £200m mark at £204m and the district's tourism-related jobs rising from 7% to 8%. Day trips have also risen by 6%. It is only the overnight visit numbers and related income that remains unchanged in a sector challenged by a shortfall in accommodation provision.

## **2. Local Plan**

Economic Development has been working closely alongside the Planning Policy Team in undertaking further detailed employment land work in support of the Local Plan. Of particular significance in recent weeks, is the positive response we have received in engaging with a range of stakeholders to enhance our understanding of the local commercial property market which is a vital element of the work. Also, work looking at employment land supply is close to completion and provides a much stronger understanding of the current situation in the District.

## **3. Town Centres**

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

The first stage of the Ongar In Bloom project supported by the Town Centre Opportunities Fund has now been installed delivering a striking and colourful entrance to the town centre. As the first stage of a project that will continue throughout the remainder of this year and be completed next year, it is positive to see this first element being delivered well and to note the impact it has now that it is in full bloom. The Team will continue to work with Ongar In Bloom to ensure the remaining elements of the scheme are delivered.

Buckhurst Hill Residents Society is part way through delivering a fantastic project supported by the Council's Fund. The project is seeking to increase people's awareness of the business offer in Queens Road through engagement between school children and these businesses. A first tranche of children have visited Queens Road on several occasions, interviewed businesses, produced promotional material for them and held a market outside these businesses. The Residents Society has worked incredibly hard to involve a wide range of traders, including some which have not historically been engaged with town centre and community activities. The children also seem to have found the project both exciting and rewarding. More can be reported upon completion and evaluation of the initiative later in the year.

### **Waltham Abbey Wayfinding Project**

A number of land ownership issues are being worked through to determine the acceptability of a number of the proposed locations for signs and this has slowed the delivery stage of the project. It is hoped that once these issues have been resolved, the necessary planning and highways permissions can be determined and the installation work will follow soon after that, although that work is now likely to take place outside of the 2017 Summer season.

## **4. Business Support**

### **Eastern Plateau**

The Economic Development Team continues to be active on the Eastern Plateau Local Area Action Group (LAG) and the Group is performing well in terms of its allocation of funding to date. A first project has been awarded in the District which is great news. This sits under the Farming Productivity priority within the Fund and is for just under £14,000. There are a couple of larger potential applications in the pipeline which is positive and the Team is looking at ways to promote the scheme to encourage further applications from our area. As reported previously, the LAG is seeking to spend its full allocation by March 2019.

## **Business Welcome Pack**

Following consultation with a number of local businesses, it has been suggested that a business welcome pack might prove beneficial, given the Council's desire to provide help and support for business growth and new start-ups in the area. Member views are sought on whether this might be an idea that could prove beneficial in Epping Forest District which has a strong history of entrepreneurialism.

## **Business Confidence Survey**

A previous AMED Cabinet Committee Meeting welcomed in principle the idea of conducting a regular local survey of business confidence. Members requested that a draft of the survey be brought to a future meeting to review content. Attached as an appendix, is the first draft of the proposed survey. Members' views are requested.

## **5. Digital Enterprise Programme**

On 15<sup>th</sup> June, Cabinet considered a report bringing forward proposals to develop a Digital Enterprise Programme that will build on the successful infrastructure network improvements the District has seen over the last two years and start to further develop the area's potential as a Digital Innovation Zone. Cabinet endorsed the cross-border, cross-sector approach that this piece of work is developing and agreed that work to develop a co-funded co-commissioned digital strategy for the wider Digital Innovation Zone could move forward. Funding contributions in addition to Epping Forest DC funds have been agreed from a number of neighbouring local authorities as well as health sector organisations and local strategic cross-border agencies. Discussions with other potential co-funders are ongoing. The detailed contents of the digital strategy brief will be discussed and refined as part of the upcoming Smart Places Seminar 2 that Economic Development is hosting in July for interested parties and funding partners.

Cabinet also agreed as part of the same report to funding from the Town Centre Opportunities Fund, up to a maximum of £45,000, being used to explore the potential for the delivery of a free public wi-fi scheme in one, some or all of the District's town centres. The first stage will be the commissioning of expert advice as to the potential that exists for such a scheme in the district and the different solutions and models that may be available to fund such a programme.

Finally, Cabinet endorsed the expression of interest in potential further superfast broadband investment that was sent to BDUK / Superfast Essex by the Portfolio Holder for Technology and Support Services. This indicated that subject to completion of the procurement exercise and further details coming forward on the proposal, up to £350,000 would provisionally be allocated for this potential future investment. Formal commitment of any funding or investment is to be the subject of a further report to Cabinet once details are finalised.

## **6. Ultrafast Broadband Network**

The ongoing delivery of the ultrafast broadband network in the District's rural areas was recently celebrated by Superfast Essex at a launch event for the next phase of its superfast / ultrafast programme and the District's efforts and support for the Rural Challenge Project were recognised. The network continues to be built out in the District although firm start dates have yet to be confirmed for the final two cabinet areas of Hastingwood / North Weald and Ongar. Completion of the full network build is still anticipated to be before the year end.

**7. 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 (SELEP)
- London Stansted Cambridge Consortium (LSCC)
- Invest Essex and Essex Innovation Programme
- Lea Valley Food Board
- 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
- Princess Alexandra Hospital
- West Essex CCG

Particular updates to note at this meeting include:

**West Essex Alliance** - Members and officers have for some years supported initiatives to deliver closer working in West Essex to promote and coordinate economic development. However, the West Essex Alliance has for some time not met at a wider sub-regional partnership level. Officers are currently working with senior members to re-establish an effective platform for West Essex.

**Trade Delegation on 16th June 2017** - The Chairman, Cllr Stallan together with Members of the Council and colleagues from Essex County Council, hosted a visit for 11 delegates from a local authority and businesses in KeQiao, China. Presentations were made by Cllr Mohindra setting out the major priorities of the County regarding building partnerships with China and attracting inward investment. This was followed by a presentation on tourism development in the area and a tour of the District, hosted by a local tourism company. The Team will continue to work to develop links with a view to future investment opportunities.

**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

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# Equality analysis report

## Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Economic Development Highlight Report
Revised / new / withdrawal:	New
Intended aims / outcomes/ changes:	That the committee note the progress and work programme of the Council's Economic Development Section
Relationship with other policies / projects:	<b>All</b>
Name of senior manager for the policy / project:	Derek Macnab, Deputy Chief Executive and Director of Neighbourhoods
Name of policy / project manager:	John Houston

## Step 2. Decide if the policy, service change or withdrawal is equality relevant

Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.	If yes, state which protected groups:
If no, state your reasons for this decision. Go to step 7.	If no, state reasons for your decision:
<i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i>	No. This is a highlight report of progress made and upcoming initiatives and projects. Any equalities impact assessment for individual work, projects or programmes will be detailed on the respective reports for those workstreams.

Name and job title of officer completing this analysis:	Michael Warr, Economic Development Officer
Date of completion:	22/6/2017
Name & job title of responsible officers: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	Michael Warr, Economic Development Officer Vicki Willis, Economic Development Officer Quentin Buller, Economic Development Officer
Date of authorisation:	22/6/2017
Date signed copy and electronic copy forwarded to PIU <a href="mailto:equality@eppingforestdc.gov.uk">equality@eppingforestdc.gov.uk</a>	22/6/2017

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## First Draft

# Epping Forest District Business Confidence Survey

The Epping Forest District Business Confidence Survey is the only and most extensive analysis of business confidence and economic activity in the district. It provides insight into where local businesses are at and what they are thinking. Data is collected bi-annually on labour, recruitment, capacity and current conditions.

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### Section I: Background

1. What is the name of your organisation?  
[Optional]
2. What is your email address?  
[Optional]
3. How many people work in your organisation (or branch)?
4. What description best fits your business activities? **OR** What type of company are you?  
[Drop-down box]
  - Manufacturing
  - Construction
  - Wholesale / Resale Trade
  - Service
  - Other
5. Please give a brief description of the products and/or services your company offers.  
[Text box]

### Section II: Workforce and Employment

6. In the past 6 months, has your workforce...  
[Multiple choice]
  - Increased
  - Remained the same
  - Decreased

In the next 6 months, do you expect your workforce to...

[Multiple choice]

- Increase
  - Remain the same
  - Decrease
7. Have you tried to recruit staff in the last 6 months?  
[Multiple choice]
    - Yes

- No

8. Did you experience any difficulties when trying to recruit staff?

[Multiple choice]

- Yes
- No

If yes, for which of the categories of employees...

[Multiple choice]

- Skilled manual / technical
- Professional / managerial
- Clerical
- Semi / unskilled

### **Section III: Business Confidence and Capacity**

9. In the next 12 months, do you believe **turnover** will...

[Multiple choice]

- Improve
- Remain unchanged
- Worsen

10. In the next 12 months, do you believe **profitability** will...

[Multiple choice]

- Improve
- Remain unchanged
- Worsen

11. Are you currently functioning at...

[Multiple choice]

- Full capacity
- Below capacity

### **Section IV: XXX**

12. Please select the factors you expect to limit ability to increase business activities in the next 6 months. Select the most important factors (tick all that apply)

[Multiple choice]

- Demand
- Weather Conditions
- Cost of labour
- Cost of materials
- Access to finance
- Lack of equipment
- Supply
- Interest rates
- Exchange rates
- Inflation

- Business rates
- Taxation
- Competition
- None

13. *Wild card question which changes in every survey.*

[Possible themes]

- Brexit
- Proximity to London / Underground
- Greenbelt
- Grow-on space
- Broadband
- Demographics, baby boomers

### **Section V: Feedback**

14. Feel free to give additional feedback

[Optional]

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Thank you for your time. You will be among the first to receive the survey results.

**SUBMIT**

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



**Epping Forest  
District Council**

**Report reference: AMED-002-2017/18**

**Date of meeting: 06 July 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)**

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

- (1) To note progress on the 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** – As reported as previous meeting, work has commenced on the feasibility of the Housing Repairs Services relocating to the Oakwood Hill Depot. This is in accordance with the Council's accommodation Strategy agreed by the Cabinet on the 9 March 2017. A number of snagging issues are still to be fully resolved with the building contractor, however, progress is being made. Due to cost increases associated primarily with the installation of the alarm systems, a final outturn cost report on the project will be submitted to the Cabinet at a future meeting.
- 3. Pyrles Lane Nursery** – Outline planning permission was granted for the demolition of the existing nursery buildings and the erection of up to 36 dwellings (flats and houses) with associated car parking, landscaping and supporting infrastructure. The Council has commissioned specialist advice on the value and marketing approach for disposal which is contained in Part II of the Cabinet's Agenda for the 11 July.

4. **St John's Road Development** – Final agreement between the District Council, Town Council and Frontier Estates has now been reached on the provision of the community elements of the scheme in particular assurance around the provision of the cinema. Now in hands of respective solicitors to complete the final legal agreement, which shall be ready to be entered into by mid-July. Once achieved, further work will commence on the planning application.
5. **North Weald Airfield** – The Council's external planning consultants, Arup Ltd, have completed their initial Stage 1 employment assessment as part of the Local Plan, to include the potential scale of employment uses that would be appropriate at the Airfield. The findings have been shared at the recent Member Workshop held on the 22 June. More detailed site assessment work will now commence on all the initial sites identified to include the Airfield. This will provide the planning context in which future commercial aviation related opportunities can be taken forward.
6. **Site of the former Winston Churchill Public House** – Joint Agents have been appointed and are in negotiation with a number of interested parties, to let the retail space on the ground floor, for which the Council retains the income.
7. **Hillhouse Development** – The contract with the Council's new Leisure Management partner Places for People, has been entered into and the management responsibilities were transferred to them on the 1 April. The outline planning permission, on the discharge of all the conditions to include the completion of the Section 106 Agreement, was issued in late March. Places for People are working on the full application for the new Leisure Centre, which is due for consideration by District Development Management Committee in July 2017.

**Resource Implication:**

None as this is a progress report.

**Legal and Governance Implication:**

As referred to in body of report.

**Safer/Cleaner/Greener:**

None as this is a progress report.

**Consultation Undertaken:**

None.

**Background Papers:**

Cabinet Reports on individual Capital Schemes.

**Risk Assessments:**

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



# Equality analysis report

Use this report template to record your equality analysis. This report is a written record that demonstrates that you have shown *due regard* to the need to **eliminate unlawful discrimination, advance equality of opportunity and foster good relations** with respect to the personal characteristics protected by equality law. Due regard must be paid at formative stages of policy or service development, changes, or withdrawal.

To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:

- Factsheet 1: Equality Profile of the Epping Forest District
- Factsheet 2: Sources of information about equality protected characteristics
- Factsheet 3: Glossary of equality related terms
- Factsheet 4: Common misunderstandings about the Equality Duty
- Factsheet 5: Frequently asked questions
- Factsheet 6: Reporting equality analysis to a committee or other decision making body

If you require further help, please contact the Performance Improvement Unit.

## Step 1. About the policy, service change or withdrawal

Name of the policy, service or project: <i>be specific</i>	Progress Report on Council's Redevelopment Schemes
Revised / new / withdrawal:	
Intended aims / outcomes/ changes:	
Relationship with other policies / projects:	
Name of senior manager for the policy / project:	Derek Macnab
Name of policy / project manager:	Karim Pabani

## Step 2. Decide if the policy, service change or withdrawal is equality relevant

Does the policy / project / service process involve, or have consequences for employees or other people? If yes, please state who will be affected. If yes, then the policy / project is equality relevant.	If yes, state which protected groups:
If no, state your reasons for this decision. Go to step 7.	If no, state reasons for your decision:
<i>The majority of Council policies and projects are equality relevant because they affect employees or our communities in some way.</i>	Not at this stage as simply monitoring report with no executive decision

### Step 3. Gather evidence to inform the equality analysis

What evidence have you gathered to help you understand the impact of your policy or service change or withdrawal on people? What does your evidence say about the people with the protected characteristics? If there is no evidence available for any of the characteristics, please explain why this is the case, and your plans to obtain relevant evidence. Please refer to Factsheet 2 ‘Sources of evidence for the protected characteristics’

<i>Characteristic</i>	<i>Evidence (name of research, report, guidance, data source etc)</i>	<i>What does this evidence tell you about people with the protected characteristics?</i>
Age		
Dependents / caring responsibilities		
Disability		
Gender reassignment		
Marriage and civil partnership		
Pregnancy and maternity		
Race / ethnicity		
Religion or belief		
Sex		
Sexual orientation		

### Steps 4 & 5 Analyse the activity, policy or change (*The duty to eliminate unlawful discrimination*)

Based on the evidence you have analysed, describe any actual or likely adverse impacts that may arise as a result of the policy decision. Where actual or likely adverse impacts have been identified, you should also state what actions will be taken to mitigate that negative impact, ie what can the Council do to minimise the negative consequences of its decision or action.

<i>Characteristic</i>	<i>Actual or likely adverse impacts identified</i>	<i>Actions that are already or will be taken to reduce the negative effects identified</i>
Age		
Dependents / caring responsibilities		
Disability		
Gender reassignment		
Marriage and civil partnership		
Pregnancy and maternity		
Race / ethnicity		

Religion or belief		
Sex		
Sexual orientation		

**Step 6.**

**The duty to advance equality of opportunity**

Can the policy, service or project help to advance equality of opportunity in any way? If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

<i>Characteristic</i>	<i>Ways that this policy, service or project can advance equality of opportunity</i>	<i>Why this policy, service or project cannot help to advance equality of opportunity:</i>
Age		
Dependents / caring responsibilities		
Disability		
Gender reassignment		
Pregnancy and maternity		
Race / ethnicity		
Religion or belief		
Sex		
Sexual orientation		

**The duty to foster good relations**

Can the policy, service or project help to foster good relations in any way? If yes, provide details. If no, provide reasons. *(Note: not relevant to marriage and civil partnership)*

<i>Characteristic</i>	<i>How this policy, service or project can foster good relations:</i>	<i>Why this policy, service or project cannot help to foster good relations:</i>
Age		
Dependents / caring responsibilities		
Disability		
Gender reassignment		
Pregnancy and maternity		
Race / ethnicity		
Religion or belief		
Sex		
Sexual orientation		

## Step 7. Documentation and Authorisation

Summary of actions to be taken as a result of this analysis (add additional rows as required):	Name and job title of responsible officer	How and when progress against this action will be reported
1.		
2.		
3.		

Name and job title of officer completing this analysis:	Derek Macnab Director of Neighbourhoods
Date of completion:	26 June 2017
Name & job title of responsible officer: (If you have any doubts about the completeness or sufficiency of this equality analysis, advice and support are available from the Performance Improvement Unit)	
Date of authorisation:	
Date signed copy and electronic copy forwarded to PIU <a href="mailto:equality@eppingforestdc.gov.uk">equality@eppingforestdc.gov.uk</a>	

## Step 8. Report your equality analysis to decision makers:

Your findings from this analysis (and any previous analysis) must be made available to a decision making body when it is considering the relevant service or policy.

Therefore you must:

- reflect the findings from this analysis in a 'Due Regard Record' (template available), and attach it as an appendix to your report. The Record can be updated as your policy or service changes develop, and it exists as a log of evidence of due regard;
- Include this equality information in your verbal report to agenda planning groups or directly to portfolio holders and other decision making groups.

### Your summary of equality analysis must include the following information:

- if this policy, service change or withdrawal is relevant to equality, and if not, why not;
- the evidence base (information / data / research / feedback / consultation) you used to help you understand the impact of what you are doing or are proposing to do on people with protected characteristics;
- what the evidence base (information / data / research / feedback / consultation) told you about people with protected characteristics;
- what you found when you used that evidence base to assess the impact on people with the protected characteristics;
- whether or not your policy or service changes could help to advance quality of opportunity for people with any of the protected characteristics;

- whether or not your policy or service changes could help to foster good relations between communities.

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



**Epping Forest  
District Council**

**Report reference: AMED-003-2017/18**

**Date of meeting: 06 July 2017**

**Portfolio: Asset Management and Economic Development**

**Subject: Epping Forest Shopping Park**

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

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

### **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**

Practical Completion of the Shopping Park was achieved on the 19<sup>th</sup> June in accordance with the terms of the main building contract with McLaughlin & Harvey Construction Ltd. Snagging is being undertaken in the normal way and guarantees and warranties are in place which includes things such as landscaping. Savills have been appointed as the Council's managing agents and have security and cleaning contracts etc in place. Tenants have started to take occupation from 26<sup>th</sup> June and are carrying out shopfitting works. Tenants who have exchanged contracts are Next, TK Maxx, Smyths Toys, Hobbycraft, Pets at Home and Aldi. Three more lettings are in solicitors hands which leaves only two larger units and one smaller unit where we are currently considering interest.

- 2. Section 278 Road Works** – A progress meeting was held on 14<sup>th</sup> June and the works are now coming together. Where roads are being planed off such as Langston Road and Chigwell Lane there is then a joint inspection with Essex County Highways to agree any repairs. Structural repairs will be paid for by ECC and they will decide what method they prefer. The junction with Abridge Road is complete and is just waiting for Sign off from ECC

Traffic Light Section before going live. A further verbal report will be given at the meeting of the up to date position.

**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.