

# Supplementary Committee Agenda



**Epping Forest  
District Council**

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## **Cabinet Monday, 21st July, 2014**

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

**Time:** 7.00 pm

**Democratic Services:** Gary Woodhall  
The Directorate of Governance  
Tel: 01992 564470  
Email: democraticservices@eppingforestdc.gov.uk

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### **12. ANY OTHER BUSINESS**

Section 100B(4)(b) of the Local Government Act 1972, together with paragraphs (6) and (24) 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.

#### **12.b NAMING OF RETAIL PARK IN LANGSTON ROAD, DEBDEN (Pages 59 - 74)**

(Asset Management & Economic Development Portfolio Holder) To consider the attached report (C-012-2014/15).

#### **12.c MARKETING OF AN OPERATIONAL MANAGEMENT AGREEMENT FOR NORTH WEALD AIRFIELD (Pages 75 - 80)**

(Asset Management & Economic Development Portfolio Holder) To consider the attached report (C-013-2014/15).

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## **Report to the Cabinet**

**Report reference:** C-012-2014/15

**Date of meeting:** 21 July 2014



**Epping Forest  
District Council**

**Portfolio:** Asset Management & Economic Development

**Subject:** Naming of Retail Park in Langston Road, Debden.

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

**Democratic Services Officer:** Gary Woodhall (01992 564470).

### **Decisions Required:**

(1) That the name of the retail park be Epping Forest Shopping Park and the logo as shown on the attached draft marketing brochure.

### **Executive Summary:**

The marketing of the retail park will need to begin shortly and a name has to be agreed for this to commence.

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

To allow marketing to commence.

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

To not name the retail park and delay the marketing programme.

### **Report:**

1. The development agreement and legal vehicle required to carry out the joint development of the site has been subject to long negotiations and detailed examination by the Council's solicitors, Berwing Leighton Paisner, and the Council's accountants, Price Waterhouse Coopers. The conclusion of these negotiations will be reported to Cabinet in a separate report in September along with a general update on progress for the development.

2. Joint letting agents have been acting for the Council and Polofind Ltd, advising on values and likely tenant demand. Now that legal documentation has progressed and the Council have chosen a new waste contractor who will not require the depot after 31 March 2015, the project team are keen to move forward with marketing. The marketing exercise will ensure that the scheme has substantial anchors for the scheme which will ensure a high level of demand for remaining units. This will secure the income and value of the scheme for the Council and Polofind Ltd.

### **Resource Implications:**

None.

**Legal and Governance Implications:**

None.

**Safer, Cleaner and Greener Implications:**

None.

**Consultation Undertaken:**

Asset Management Co-ordination Group.

**Background Papers:**

Draft Marketing brochure.

**Risk Management:**

The scheme will need to have a name otherwise prospective tenants will harbour doubts that it is proceeding.

# Due Regard Record

Name of policy or activity:

**What this record is for:** By law the Council must, in the course of its service delivery and decision making, think about and see if it can eliminate unlawful discrimination, advance equality of opportunity, and foster good relations. This active consideration is known as, ‘paying due regard’, and it must be recorded as evidence. We pay due regard by undertaking equality analysis and using what we learn through this analysis in our service delivery and decision making. The purpose of this form is as a log of evidence of due regard.

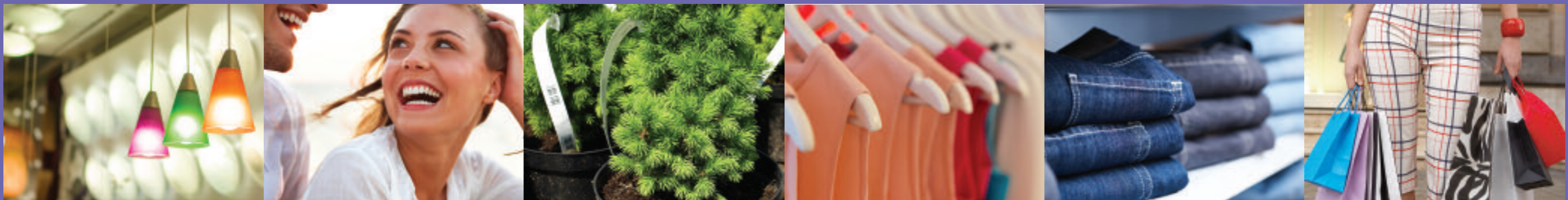
**When do I use this record?** Every time you complete equality analysis on a policy or activity this record must be updated. Due regard must be paid, and therefore equality analysis undertaken, at ‘formative stages’ of policies and activities including proposed changes to or withdrawal of services. This record must be included as an appendix to any report to decision making bodies. Agenda Planning Groups will not accept any report which does not include evidence of due regard being paid via completion of an Equality Analysis Report.

**How do I use this record:** When you next undertake equality analysis open a Due Regard Record. Use it to record a summary of your analysis, including the reason for the analysis, the evidence considered, what the evidence told you about the protected groups, and the key findings from the analysis. This will be key information from Steps 1-7 of the Equality Analysis process set out in the Toolkit, and your Equality Analysis Report. This Due Regard Record is Step 8 of that process.

<b>Date / Name</b>	<b>Summary of equality analysis</b>
21.7.2014  Director of Governance	The Council are the part freeholders owners of this site and are looking to name it for marketing purposes so no equality issues have arisen.

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Epping Forest Shopping Park, Essex, IG10 3UE  
An exciting & vibrant new retail destination



Epping Forest Shopping Park, Essex, IG10 3UE

## An exciting & vibrant new retail destination

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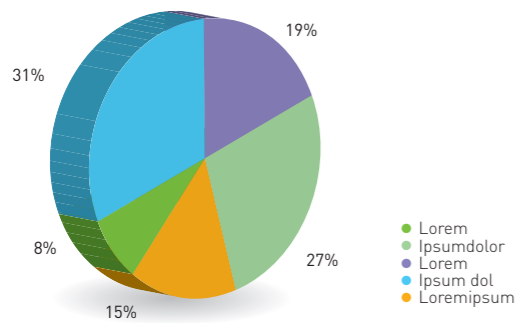
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Epping Forest Shopping Park, Essex, IG10 3UE  
A prosperous, thriving location





ADULT POPULATION & DISTANCES TO EPPING FOREST SHOPPING PARK

- Within X miles - XX,XXX
- Within XX miles - XX,XXX
- Within XX miles - XX,XXX
- Within XX miles - XXX,XXX

## Epping Forest Shopping Park, Essex, IG10 3UE

# Location & Catchment

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Epping Forest Shopping Park, Essex, IG10 3UE

## Local area

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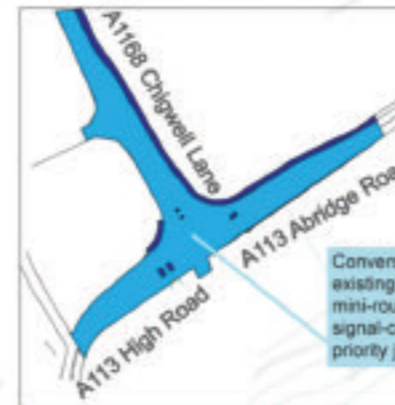


Conversion of existing mini-roundabouts to linked, signal-controlled priority junctions with retained integrated Pedestrian Crossing.

Improvements to Station Access and new yellow box for Colson Road access.

Addition of second north-bound lane for traffic between Oakwood Hill and Borders Lane.

Improvements to pedestrian route between site and The Broadway, via Langston Road, Chigwell Lane and Torrington Drive.



Conversion of existing mini-roundabout to signal-controlled priority junction



Epping Forest Shopping Park, Essex, IG10 3UE

## Meeting transportation needs

A £2m highway improvement scheme will be implemented on the local highway network. These improvements will provide additional highway capacity and will also help to regulate traffic flows, so that journey times on the A1168 corridor become more reliable. Improvements will also be made to create a high quality, straight forward pedestrian route between The Broadway shopping area and the new retail park; the route also connects with Debden Underground Station and local bus stops in order to maximise the accessibility of the new retail park by all modes of travel.



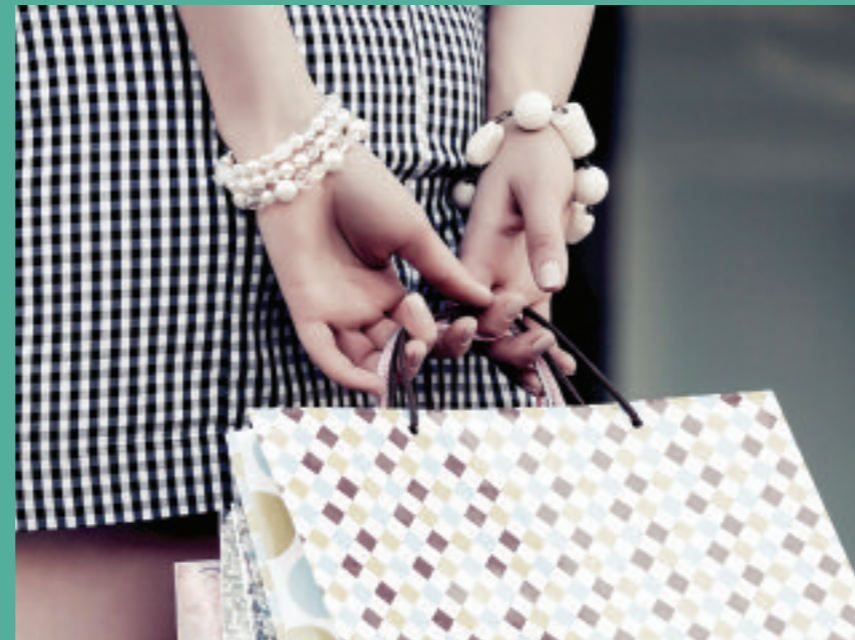
Epping Forest Shopping Park, Essex, IG10 3UE

## The Site

Outline planning has been approved for 176,905 sq ft, based on a ground floor of 95,000 sq ft plus 90% mezzanine.

This incorporates open A1 non food including 10,000 sq ft food (net sales) and 10,000 sq ft A3.

Park opening is planned for Summer 2016.







UNIT	GIA m <sup>2</sup>	GIA ft <sup>2</sup>
UNIT 1	929	10,000
UNIT 2	929	10,000
UNIT 3	697	7,500
UNIT 4	627	6,750
UNIT 5	454	4,890
UNIT 6	390	4,198
UNIT 7A	144.5	1,557
UNIT 7B	145	1,558
UNIT 7C	144.5	1,557
UNIT 8	465	5,000
UNIT 9	603	6,490
UNIT 10	743	8,000
UNIT 11	929	10,000
UNIT 12	782	8,415
UNIT 13	836	9,000
<b>TOTAL</b>	<b>8,818</b>	<b>94,915</b>

(Ground floor only) + mezzanine cover to suit Max Net Retail area at first floor.



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## **Report to the Cabinet**



**Report reference:** C-013-2014/15

**Date of meeting:** 21 July 2014

**Epping Forest  
District Council**

**Portfolio:** Asset Management & Economic Development

**Subject:** Marketing of an Operational Management Agreement for North Weald Airfield

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

**Democratic Services:** Gary Woodhall (01992 564470).

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### **Decisions Required:**

- (1) To agree to seek an operational partner for the aviation business at North Weald Airfield;**
- (2) To approve the procurement and appointment of marketing agents and to delegate the terms of the appointment of agents to the Portfolio Holder for asset management and economic development;**
- (3) To receive a further report on the outcome of the marketing exercise; and**
- (4) To note that there are no plans to sell the Airfield at the current time.**

### **Executive Summary:**

The Council has received a number of reports on the options for the future of the Airfield. The Cabinet on 22 July 2013 resolved that the future should be the "mixed aviation/development option", subject to the Local Plan. These development options are now being considered in detail as part of the Local Plan review. In order to inform that process and assess the aviation potential, it is suggested that bringing in a private sector operating partner could be beneficial. Hence marketing a contract for the day to day operation of the Airfield is recommended.

This report was considered by the Asset Management & Economic Development Cabinet Committee at its recent meeting on 14 July 2014. The three recommendations on the report were agreed and the Cabinet Committee agreed a further recommendation to note that there were no plans to dispose of the Airfield at the current time. Further details of the discussion at the Cabinet Committee will be provided by the Portfolio Holder at the meeting. This report is before the Cabinet as the Cabinet Committee does not have the authority within its terms of reference to approve these recommendations.

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

To progress Cabinet's previous decision to try and secure a viable future for aviation it is suggested that an existing commercial airfield operator be sought to provide the expertise to increase income, improve efficiency and help guide future plans.

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

The only option is to try and improve the airfield operations in-house without potential private sector expertise and operational risk transfer.

To sell or lease a longer term interest in the Airfield for aviation use, which would mean less control and choice of options for the future for the Council.

### **Report:**

1. Property consultants Savills, were appointed to review the current position and undertake a soft marketing exercise to obtain the views of companies operating in this sector of the aviation industry. Due to the considerable amount of unknown factors as to how the aviation operation could be improved, especially Civil Aviation Authority approvals and significant capital investment required, there was a clear preference from the private sector for a management agreement rather than a long lease.

2. A management agreement involves the Council paying a fee to an operator who takes all responsibility for running the aviation business. The Council then receives the income generated by the business. Targets and incentives are built into the arrangement so both parties benefit from increases in net profit due to lower costs and higher income generation. Any short term capital investment has also to be agreed. A term of 5-10 years is envisaged. This would allow the Council to retain a high level of control over the running of the aviation side of the airfield.

3. A formal marketing of this opportunity is now needed to try and ensure that the aviation business works towards becoming profitable in its own right, exclusive of the outdoor market income, which is currently in decline. The marketing would however not exclude other types of private sector involvement such as leasing, if interest was shown. An outright sale would be ruled out. It is hoped that a successful management agreement will show how the aviation business can be expanded and point the way for longer term improvement and investment to create a viable future.

4. It will take a month to engage the agents. The marketing preparation and activity will take a further 3 months. Timescales thereafter will very much depend on the type and level of response.

5. It is considered likely that aviation will initially be restricted to the west side of main runway but including operational buildings such as the control tower.

6. Existing staff will be needed to carry on existing or similar roles. By improving revenue generated by further aviation it is thought that this will help to guarantee jobs for the future.

### **Resource Implications:**

The cost of employing agents to conduct the marketing will require allocation of funds which cannot be recouped as the Council does not expect to receive a capital receipt. Given the uncertain nature of what the market will find attractive, any agent is likely to require a fixed fee for marketing and a further success based fee if a proposed contract brought forward for Cabinet approval. Discussions will be required with Savills to ascertain the likely fee structure or if the work has to be tendered which will be at the discretion of the Portfolio Holder.

**Legal and Governance Implications:**

There are no specific legal or governance arrangements at this stage in the process. The appointment of the agent will comply with Contract Standing Orders.

**Safer, Cleaner and Greener Implications:**

There are no implications at this stage. The future use of the Airfield does and will continue to have a significant impact on the local environment. The environmental impact will be part of detailed negotiations with a future operator.

**Consultation Undertaken:**

No community consultation is required for the marketing but Airfield staff will be consulted both for their professional expertise but also as their terms of employment could be affected in the future.

**Background Papers:**

Savills Report (January 2014) contains exempt information.

**Risk Management:**

The risk that the marketing exercise will not produce a proposition acceptable to the Council has to be accepted. However the soft marketing exercise indicates there should be interest and potential agents will be tested for their assessment of the success of this proposal.

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# Due Regard Record

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<b>Date / Name</b>	<b>Summary of equality analysis</b>
21.7.2014  Director of Governance	The Council are the freehold owners of this site and are looking to maximise its use for the benefit of all residents within the District.

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