

Committee Agenda



**Epping Forest
District Council**

Asset Management and Economic Development Cabinet Committee Thursday, 15th October, 2015

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, 15th October, 2015
at 7.00 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

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

Members:

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

1. WEBCASTING INTRODUCTION

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

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

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

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

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

2. APOLOGIES FOR ABSENCE**3. SUBSTITUTE MEMBERS**

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

4. DECLARATIONS OF INTEREST

(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 9 July 2015.

6. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT (Pages 11 - 14)

(Director of Neighbourhoods) To consider the attached report AMED-003-2015/16.

7. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT (Pages 15 - 18)

(Director of Neighbourhoods) To consider the attached report AMED-004-2015/16.

8. EPPING FOREST SHOPPING PARK - MONITORING ARRANGEMENTS (Pages 19 - 22)

(Director of Neighbourhoods) To consider the attached report AMED-005-2015/16.

9. ST. JOHN'S ROAD DEVELOPMENT - UPDATE (Pages 23 - 28)

(Director of Neighbourhoods) To consider the attached report AMED-006-2015/16.

10. RESULTS OF MARKETING EXERCISE FOR AN OPERATING PARTNER FOR NORTH WEALD AIRFIELD (Pages 29 - 32)

(Director of Neighbourhoods) To consider the attached report AMED-007-2015/16.

11. 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.

12. EXCLUSION OF PUBLIC AND PRESS

Exclusion

To consider whether, under Section 100(A)(4) of the Local Government Act 1972, the public and press should be excluded from the meeting for the items of business set out below on grounds that they will involve the likely disclosure of exempt information as defined in the following paragraph(s) of Part 1 of Schedule 12A of the Act (as amended) or are confidential under Section 100(A)(2):

Agenda Item No	Subject	Exempt Information Paragraph Number
13	Presentation on Expressions of Interest for North Weal Airfield	3

The Local Government (Access to Information) (Variation) Order 2006, which came into effect on 1 March 2006, requires the Council to consider whether maintaining the exemption listed above outweighs the potential public interest in disclosing the information. Any member who considers that this test should be applied to any currently exempted matter on this agenda should contact the proper officer at least 24 hours prior to the meeting.

Confidential Items Commencement

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

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

Background Papers

Paragraph 8 of the Access to Information Procedure Rules of the Constitution define background papers as being documents relating to the subject matter of the report which in the Proper Officer's opinion:

- (a) disclose any facts or matters on which the report or an important part of the report is based; and
- (b) have been relied on to a material extent in preparing the report and does not include published works or those which disclose exempt or confidential information (as defined in Rule 10) and in respect of executive reports, the advice of any political advisor.

Inspection of background papers may be arranged by contacting the officer

responsible for the item.

13. PRESENTATION ON EXPRESSIONS OF INTEREST FOR NORTH WEALD AIRFIELD OPERATING PARTNER

(Director of Neighbourhoods) To introduce a presentation on Expressions of Interest for an Operating Partner for North Weald Airfield.

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Asset Management and Economic Development Cabinet Committee **Date:** Thursday, 9 July 2015

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 7.50 pm

Members Present: Councillors A Grigg (Chairman), H Kane, S Stavrou, A Lion and D Stallan

Other Councillors: Councillors C Whitbread and J H Whitehouse

Apologies: Councillors W Breare-Hall and G Waller

Officers Present: D Macnab (Deputy Chief Executive and Director of Neighbourhoods), M Warr (Economic Development Officer), J Leither (Democratic Services Assistant) and A Hendry (Democratic Services Officer)

1. 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.

2. SUBSTITUTE MEMBERS

The Cabinet Committee noted that Councillor D Stallan substituted for Councillor W Breare-Hall and Councillor A Lion for Councillor G Waller.

3. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor C Whitbread declared a personal interest in agenda item 6, Asset Management Co-Ordination Group Report item 4, St John's Road by virtue of being a resident of Epping. The Councillor had determined that his interest was non-pecuniary and would remain in the meeting for the consideration of the issue.

4. MINUTES

RESOLVED:

That the minutes of the meeting held on 23 April 2015 be taken as read and signed by the Chairman as a correct record.

5. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT

The Economic Development Officer 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) **Staffing** – The Economic Development team was now fully staffed.
- (2) **Essex Superfast Broadband** – EFDC Officers have worked with Essex County Council Officers to successfully complete the procurement process for the Rural Challenge Project phase of the Superfast Essex Broadband project. The contract had been awarded to Gigaclear, a company who specialise in the building and operation of fibre broadband networks in rural communities They build fibre to the premises (FTTP) networks. Marketing and engagement will commence immediately to the local communities. The building of the network and the delivery of the services were expected to commence by the end of the year.

Enquiries from the public asking how the programme was going should be directed to the Superfast Essex website where they would be able to access the interactive postcode checker map and identify whether their property was within the rural challenge project area. If they were not then they would be able to identify the status of broadband delivery to their postcode, as covered by other phases of the programme

- (3) **Eastern Plateau** – The Eastern Plateau Local Action Group have been awarded approximately £1.8m and the aim of the funding was to create jobs and promote business growth in rural areas. It will focus on projects covering farm productivity, rural tourism, the provision of rural services, culture and heritage forest/woodland productivity and small business growth.

The final formalities are being signed off with the Rural Payments Agency and the Eastern Plateau are looking to start processing active applications later this year. Marketing had begun on a number of projects spread across each of the different priorities, as previously mentioned. There had been some interest located in the Epping Forest District.

- (4) **One Business Briefing** – Our business newsletter has recently been issued, it has been given an overhaul with a brand new look and feel to it, aiming to deliver a high quality professional and informative magazine to businesses within the district.
- (5) **District Centres Economic Development Fund** – Members may recall that this was previously the Town Centres Development Fund which had now been expanded to include some of the smaller village centres in the district. We are meeting with the Town teams in a couple of weeks time and are hoping to be able to deliver a programme that they are keen to get involved in. We will report further at the next meeting.
- (6) **Business Survey** – EFDC have received a large quantity of data from Essex County Council which needs to be analysed and the team hope to report on this further in the near future.
- (7) **Tourism Development** – The Tourism Conference was a very successful event and as a result a number of local visitor related businesses have expressed an interest in becoming more involved in the work of the visitor economy and tourism board.

The director of Neighbourhoods advised the Cabinet Committee that the Council had received a draft proposal from the Tourism Forum suggesting that there was an opportunity in the market to host an air show at North Weald, due to the demise of the Southend Air Show. The proposal was not in any shape of a business plan it was just ideas and the intention was to firm up some of the costings and bring a report to

the Cabinet in the near future. He further stated the partnership community days that were hosted at North Weald Airfield had always involved local community groups.

(8) **Partner Liaison** – Recently members of the Economic Development Team have attended key events such as the Harlow Business Exhibition and the launch of the SELEP Rural strategy.

In terms of Partner Liaison also the work we have done with them in terms of putting the business briefing together, a number of external partners including Essex County Council have welcomed the approach to their information being published in our bulletin.

Resolved:

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

Reasons for Decision:

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

Other Options Consider and Rejected:

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

6. 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** – The District Council held an extraordinary Council meeting on the 23 June 2015. Previously there had been a Cabinet recommendation that the Council sought to become the sole developer of this site. Previously a joint special purpose vehicle with the adjacent land owner Polofind Limited had been developed, to take forward this scheme jointly. However, there were indications that Polofind would like to sell their interests and it was deemed appropriate that the Council should be the sole owners of this development and that recommendation was made to the extraordinary Council meeting. The funding was made available and on Friday 3 July 2015 the Council became the sole owners of the site.

Marketing of the site was going very well and the Council are in talks with four key anchor tenants.

There was a significant highways improvement scheme which would be implemented, not only to facilitate access to the retail park but to address some of the chronic congestion problems in that locality.

(2) **Oakwood Hill Depot** – The waste contractor BIFFA vacated the Langston Road depot in early May and moved to their own depot in Waltham Cross. Additional space had been leased on Oakwood Hill Industrial Estate to facilitate the museum.

Part of the procurement of the retail park gives us the ability to retain a part of the Langston Road depot to temporarily retain the MOT centre and the fleet services on that site until the new depot at Oakwood Hill had been constructed.

(3) **Pyrles Lane Nursery** – Further work had been undertaken to address some of the concerns raised following the refusal of this application. Revised plans will be submitted and this application will go to the DDMC due to it being Council owned land. Ward Members will be advised in advance of that application being submitted.

(4) **St John's Road** – The Diocese have now released the covenant for Lyndsey House which Essex County Council are looking to purchase from us as part of the St John's Road development. An issue had cropped up whereby when public bodies sell assets, State Aid approval had to be sought to ensure that you were getting the best value. We have taken legal advice to ensure that we are complying correctly. Essex County Council will have to write to the Secretary of state to seek his agreement before the final approval. Completion was expected to be within the next 4-6 weeks.

(5) **North Weald Airfield** – There had been 3 days of hosting visits to the site from companies expressing interests in becoming a development partner. Savills were appointed to assist the Council with the marketing exercise and advertised through the relevant trade and aviation press. We have received back expressions of interest from 3 companies. Due to the commercial sensitivity Savills will be writing up an executive summary on each of those expressions and we will be bringing this report to Members to see if there was anything beneficial to the Council going forward. It was hoped to bring the Savills report to the next meeting of the Cabinet Committee.

Park and ride scheme at North Weald Airport Update – Essex County Council have undertaken to report on a Park and Ride scheme and the conclusion was that it would be very challenging to make such a proposal stack up financially. We have asked for a formal report which we have yet to receive and the Director of Neighbourhoods will chase ECC for the report.

The dynamic has changed slightly as TFL have had pre-application discussions to deck over part of Epping Station car park and increase the parking capacity. TFL have also submitted an application to extend car parking at Theydon Bois Station.

(6) **Sir Winston Churchill / The Broadway, Debden** – Local developer Higgins have acquired an interest in the Sir Winston Churchill site and are now potential development partners. It was hoped to see work start on this site within the next few weeks.

Formal notice had now been received from the Post Office on Debden Broadway. This was a large prominent site at the end of the Broadway.

The Chairman reported that she had been approached and met with a community group from Debden and they have shown the Chairman outline plans and proposals. The Council are required to market this site on the open market.

(7) **Ongar Academy** – EFDC have agreed to sell the playing fields which were previously acquired from ECC to the rear of the leisure centre to the Ongar Academy Trust. Their long term plan was to build a new secondary school which will house 700-800 pupils. In the short term there was a need for temporary accommodation and EFDC have leased the tennis courts to them to house temporary buildings in readiness for the new school year in September 2015.

(8) **Town Mead Depot** – The site was in flood zone 3 and the latest advice from the Environment Agency ruled out any prospect as a residential development site. The District Council would now need to decide what other uses the site could be used for.

(9) **Hillhouse Leisure/Community Hub** – Presents an exciting opportunity to bring together and co-locate a number of public services. There was a GP surgery on site that was situated in a flat and they would like to relocate. The next step was to appoint a consultant for a masterplanning exercise to check that we are getting the best use out of the site and to produce a report for Members for a formal view.

Resolved:

(1) That the monitoring report on the development of the Council's property assets be noted.

(2) That the Ward Members of the Pyles Lane Nursery site would be advised of the date this application would be heard at the DDMC.

(3) That the Director of Neighbourhoods would contact Essex County Council to request the report on the Park and Ride Scheme at North Weald Airfield.

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.

7. ANY OTHER BUSINESS

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

8. EXCLUSION OF PUBLIC AND PRESS

The Cabinet Committee noted that there were no items of business on the agenda that necessitated the exclusion of the public and press from the meeting.

CHAIRMAN

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Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-003-2015/16

Date of meeting: 15 October 2015

Portfolio: Asset Management and Economic Development

Subject: Economic Development Report

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

Democratic Services: Jackie Leither (01992 564756)

Recommendations/Decisions Required:

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

Executive Summary:

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

Reasons for Proposed Decision:

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

Other Options for Action:

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

Report:

1. Business Support / Growth Hub

The brand new online business support, advice and growth hub has now been launched for businesses in Greater Essex (with an official celebration of launch event to be held in October). The BEST (Business Essex, Southend, & Thurrock) Growth Hub is being provided by the South East Local Enterprise Partnership and acts as a portal to enable local businesses to access the support they require. In late September the Hub appointed a contractor to offer one-to-one business support as part of the Growth Hub package and the Economic Development Team is due to meet with this individual. We have also included a feature on the Growth Hub in the latest edition of One Business Briefing and will be working with partners to capitalise on other opportunities to raise awareness of the Growth Hub's offer. New business enquiries received by the Economic Development team are being directed to the Hub for support.

2. Town Centres

The Economic Development team has been actively engaging with local stakeholders to understand some of the issues they are facing. Meetings have been held with

representatives of Buckhurst Hill and Loughton High Road town partnerships. Economic Development in conjunction with Waltham Abbey Town Partnership, has submitted a full application to the Essex County Council Community Infrastructure Fund (CIF) in respect of a wayfinding project in Waltham Abbey Town Centre after a successful Expression of Interest.

Considerable efforts have also been made to promote the new Town & Village Centres Opportunities Fund and the deadline for bids in the first round is 30 September 2015. At the time of writing the number of submissions is not yet known but detail will be reported at a later date.

3. Superfast Broadband

To sum up, the detailed design stage and subsequent rollout of the Rural Challenge Project has now begun in earnest. The project will begin in November 2015 and last 12-18 months, with the first customers connected to ultrafast broadband by January 2016. The project will be implemented alongside the current Superfast Essex rollout and is designed to test alternative ways of bringing superfast connectivity to rural communities and businesses. The appointed contractor, Gigaclear, will deploy Fibre-to-the-Premise (FTTP) technology to more than 4,500 properties in the pilot area enabling them to gain access to broadband speeds of 50Mbps to 1000Mbps (also known as ultrafast).

4. Business Briefing

Following positive feedback on the last issue, the Economic Development Team is currently distributing a new edition of this publication to a wide audience. The edition boasts a business premises special feature and a number of other key updates. Compilation of this issue has involved a large degree of partner liaison to ensure a variety of articles and features that will be of interest to the district's business community.

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 (SELEP)
- Invest Essex and Essex Innovation Programme
- Lea Valley Food Taskforce
- Essex Economic Development Officer group
- Essex Tourism Officer Group
- Epping Forest Town Team
- Eastern Plateau Local Action Group
- Stansted Airport Local Authority Forum
- Tourism & Visitor Board
- West Essex Skills & Learning Forum
- Waltham Abbey Town Partnership

The Economic Development Team continues to work closely with Planning Policy in respect of the Economy areas of the new Local Plan

The Team is receiving a good supply of enquiries from individuals looking to set up in business locally and existing businesses looking to invest in the district. Team members have also attended the following key events in recent weeks – The Institute of Employability Professionals South East Group at Epping Forest College, Epping Forest Chamber of Commerce Business Forum and hosted a District Town Centre Teams meeting.

The Team has been working with consultants working on behalf of Essex County Council in relation to The Open Book project at Loughton Library.

Resource Implications:

None as this is a progress report.

Legal and Governance Implications:

None as this is a progress report.

Safer, Cleaner and Greener Implications:

None as this is a progress report.

Consultation Undertaken:

None as this is a progress report.

Background Papers:

None

Risk Management:

N/A

Due Regard Record

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

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

Not applicable as this is a progress report on work already undertaken.

Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: *AMED-004-2015/16*

Date of meeting: *15 October 2015*

Portfolio: Asset Management and Economic Development

Subject: The Development of the Council's Property Assets

Responsible Officer: Derek Macnab (01992 564050)

Democratic Services: Jackie Leither (01992 564756)

Recommendations/Decisions Required:

- (1) To note the current progress on the development of the Council's property assets.

Executive Summary:

This report updates the Cabinet Committee on progress on a number of projects to maximise the potential of the Council's Property Assets.

Reasons for Proposed Decision:

To comply with the Committee's previous request to receive regular monthly reports.

Other Options for Action:

None, as monitoring report is for information not action.

Report:

1. **Epping Forest Shopping Park** – The Cabinet receive regular monitoring reports on the general progress of the development of the Epping Forest Shopping Park. The latest report was considered by the Cabinet on the 8 October 2015. The most significant development with respect to the project was with regard to the tenders for the Highways Section 278 Works and the main construction project for the retail units. A separate report is contained within this agenda regarding a request by Cabinet for the Asset Management Committee to undertake more detailed project monitoring with a proposal as to how this could be practically achieved.
2. **Oakwood Hill Depot** – Further to the appointment of the successful contractor, ground works have now started on the construction of the Council's new Depot at Oakwood Hill to accommodate Grounds maintenance and Fleet Operations. It is hoped that the steel frame for the building should start to be erected in the next 4-6 weeks. It is hoped that the depot will be completed in April 2016.

3. **Ongar Academy** – The new secondary school opened for the first intake of 126 Year Seven Pupils at the beginning of the second week in September. Temporary classroom facilities have been provided on redundant tennis courts to the rear of the Leisure Centre under Licence from the Council. Pre-application discussions have commenced on the new permanent school. Heads of Terms have been agreed for the sale of the playing fields to accommodate the new school, subject to planning.
4. **Winston Churchill Public House** – Higgins Homes have become the development partner for the site of the former public house Work was scheduled to start on site by the end of September 2015, for the flats and associated retail space.
5. **Pyres Lane Nursery** – A revised application has been submitted for planning approval on the site which seeks to address the previous grounds for refusal. Following the necessary period of consultation, it is predicted that the matter will be considered by the District Development Management Committee in December 2015.
6. **Town Mead Depot** – Further advice received from the Environment Agency and the Council's Development Service confirms that the site is highly unlikely to progress for residential development due to flood risk. Alternative uses may therefore need to be considered.
7. **North Weald Airfield** – A separate report on progress is contained in the Agenda.
8. **St John's Road** – A separate report on progress is contained in the Agenda.
9. **Hillhouse, Leisure/Community Hub** – The Business Case and Procurement Strategy for the next Leisure Management Contract, which includes a potential replacement for Waltham Abbey Swimming Pool at Hillhouse, is being considered by the Cabinet Committee on the 8 October 2015. An update will be provided.

Resource Implications:

No specific implications, as this is a progress report.

Legal and Governance Implications:

No specific implications.

Safer Cleaner Greener Implications

Any construction project undertaken on the Council's land would comply with building regulations in relation to energy efficiency and incorporate security and crime reduction features.

Consultation Undertaken

None

Background Papers

N/A

Impact Assessments

N/A

Risk Assessment

Each project has its own risk assessment.

Due Regard Record

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

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

None as this is a monitoring report only.

Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-005-2015/16

Date of meeting: 15 October 2015

Portfolio: Asset Management and Economic Development

Subject: Future Monitoring Arrangements for the Development of the Epping Forest Shopping Park

Responsible Officer: Derek Macnab (01992 564050)

Democratic Services: Jackie Leither (01992 564756)

Recommendations/Decisions Required:

- (1) Subject to the outcome of the decision of Cabinet on the 8 October, proposing that the Asset Management Cabinet Committee undertake more detailed monitoring of the development of the Epping Forest Shopping Park Project, that the Cabinet Committee considers how this could be practically achieved.**

Executive Summary:

The Cabinet has been receiving regular high level progress reports on the Epping Forest Shopping Park Project. Now that the Council has acquired sole ownership and will be investing significant resources on the construction of the Park, Cabinet are considering the role that the Asset Management Cabinet Committee may play in undertaking more detailed monitoring of the project. This report considers how this may be achieved.

Reasons for Proposed Decision:

The Council having acquired the interest of their development partner Polofind Ltd, is now the owner, developer and future operator of the Epping Forest Shopping Park. The project represents a major capital investment with an associated element of risk. Cabinet are considering on the 8 October 2015, whether the Asset Management Cabinet Committee have a role to play in ensuring the project is monitored effectively.

Other Options for Action:

To advise Cabinet that the Asset Management Cabinet Committee do not consider it appropriate to undertake the monitoring of the project.

Report:

- Members will be aware that the Council has made arrangements for the relocation of a number of services from its main depot at Langston Road, Loughton, to facilitate the development of a shopping park. The project arises from the Council's general policy intention of investing capital, in order to obtain a revenue return. The shopping park project has considerable potential to achieve this financial objective, as well as providing a significant

boost to the local economy, helping to retain retail spend in the District, as well as generating a substantial number of jobs for local people.

2. Originally working in collaboration with the adjacent land-owner, Polofind Ltd, the Epping Forest Shopping Park obtained the necessary planning consents, to allow a primarily fashion retail proposal to be brought forward. In addition to the construction of the retail park itself, there is a significant programme of associated Highways works required under a Section 278 Agreement to facilitate the scheme. These highways improvements have the potential to make a positive contribution to the alleviation of congestion in this part of the District.
3. Whilst it was the intention to form a special purpose vehicle with the Council's development partner, to jointly deliver the project, it became apparent that the respective parties may have different long-term objectives with respect to the project. As such, the Council offered to purchase Polofind's interest in the development, which after extensive negotiation, based on a comprehensive development appraisal, successfully concluded in a sale price being mutually agreed. This was formally endorsed by the Full Council in June 2015.
4. From the inception of the Shopping Park Development, external consultants' advice has been obtained, with respect to the various technical roles and responsibilities involved in managing a project of this scale and complexity. These consultants have been working collaboratively in a Project Team, with co-ordination provided by a specialist project manager from White Young and Green. A number of the consultants were originally engaged by Polofind. However, all costs have been split evenly up until the time that the Council acquired the sole interest. The Council's external solicitors, DAC Beachcroft have been transferring the consultant's appointments to the Council. A number of the revised contracts are now completed, with the remainder to be concluded by the end of October 2015.
5. Whilst Council officers and the consultant project team are working effectively together, given the importance of the success of the project to the Council and the sums of expenditure involved, appropriate governance arrangements need to be in place. This is to oversee the imminent construction phase of the retail park and to mitigate risk. To date, Cabinet have received reports on general progress and key decisions have been taken by both the Cabinet and Council. Going forward, the Cabinet are considering a proposal on the 8 October 2015, that the Asset Management and Economic Development Cabinet Committee take responsibility for more detailed monitoring of the scheme.
6. To achieve this higher level of scrutiny, the following is proposed, namely
 - (i) Given that the Council has engaged specialist Project Managers to co-ordinate the work of the professional consultant project team, (producing programme reports and risk management assessments for the project), White Young and Green be asked to prepare and present a monitoring report to each cycle of the Asset Management Cabinet Committee. This would not only allow Members to be able to establish a more detailed understanding of the programme and cost profile of the project at regular intervals, but allow direct explanation of any potential areas of concern.
 - (ii) In addition to the above course of action, which will provide advice to Members on the construction of the Shopping Park, it is also recommended that Colliers, who have been engaged to undertake both the preparation of the initial development appraisals and subsequent marketing and letting of the Shopping Park, are also asked to attend. Members have previously indicated an interest in the types of tenants that will occupy the retail units and the terms on which they will occupy. The level of interest to date indicates that the Council's aspirations to achieve a good level of pre-let in advance of the main construction contract being formally awarded, will be achieved. However, as the tenant mix and terms are central to the overall success of the retail park and the

Council's return on its investment, it is considered important that members have the opportunity to receive direct updates.

- (iii) On the basis of the proposed monitoring reports will be received from the lead consultants, the regular high level monitoring reports that the Cabinet will continue to receive on an ongoing basis, can therefore be supplemented by input from the Cabinet Committee, particularly with regard to any issue that they consider presents a risk to the project.

- 7. Members of the Asset Management Cabinet Committee are asked to consider this recommended approach and if accepted request that reports be prepared and presented by the lead consultants, to their next meeting on the 10 December 2015.

Resource Implications:

Funding for the retail park has been agreed in accordance with the development appraisal considered by the Extraordinary Council Meeting in June 2015. The Council's lead consultant's appointments allow for attendance at evening meetings at an agreed rate, which can be accommodated within existing budgets.

Legal and Governance Implications:

The Council has engaged legal advisors to support the procurement process. Although Cabinet will continue to receive regular progress reports, it is proposed that the Asset Management Cabinet Committee take on the role of more detailed scrutiny of the project to ensure that good governance continues to be achieved.

Safer Cleaner Greener Implications

Highways improvements will reduce congestion and emissions. Security at the shopping park will involve the use of ANPR and CCTV.

Consultation Undertaken

Essex County Council Highways.

Background Papers

Report to the Cabinet 8 October 2015

Report to Cabinet 20 July 2015

Report to Council 23 June 2015

Impact Assessments

Risk Assessment

The project is subject to constant risk management with a formal Risk Assessment Register reviewed regularly at Project Team meetings. This risk report will be shared with the Cabinet Committee if the proposed way forward is agreed.

Due Regard Record

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

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-006-2015/16**

Date of meeting: 15 October 2015

Portfolio: Asset Management and Economic Development Cabinet Committee

Subject: Progress Report on the St John's Road, Epping, Development

Responsible Officer: Derek Macnab (01992 564050)

Democratic Services: Jackie Leither (01992 564756)

Recommendations/Decisions Required:

- (1) That Members note progress on the St John's Road, Epping, Redevelopment Project.

Executive Summary:

The St John's Road site is in a key town centre location in the market town of Epping, Essex. The site itself is in public ownership with Essex County Council the majority landowner, with Epping Town Council and Epping Forest District Council owning adjacent land.

With the relocation of the junior school and closure of the Adult Education and Youth Centres on the site, it was recognised that any redevelopment of the area would need to be given careful consideration. This was not only due to its relationship to the historic heart of the town and that the site was potentially of significant strategic importance with respect of the emerging Local Plan, but also presented a unique opportunity to significantly enhance community facilities for residents, delivering associated economic development benefits.

In conjunction with the County and Town Councils, in March 2010 the District Council's Cabinet Committee commissioned a Design and Development Brief for the area, to provide planning guidance. A period of extensive consultation ensued leading to the agreement of a mixed use scheme, i.e. retail, leisure and an element of residential. Following adoption, a joint marketing exercise was undertaken to appoint a preferred development partner i.e. Frontier Estates. Frontier's proposals will deliver a Food store, 3 screen cinema, a mix of shops and restaurants, new Town Council Offices and Meeting Rooms, plus some residential. Their scheme is regarded as delivering the aspirations of the Design & Development brief, offering facilities to a wide cross section of the local community.

In order to move the scheme forward given the level of public interest, the District Council has agreed to purchase Essex County Council's land holding. The purchase also includes the sale of Lyndsey House in Epping to the County Council, for the purpose of supported accommodation for vulnerable adults.

Epping Residents have expressed concerns about the length of time the site has been vacant.

This report provides an update on the progress of the scheme.

Reasons for Proposed Decision:

To update Members on the progress of the St John's Road Redevelopment Scheme, which is a major strategic site in Epping, with the potential to deliver significant community benefits.

Other Options for Action:

Not to provide an update at this point.

Report:

1. In January 2010, Epping Forest District Council and Essex County Council, appointed town planning consultants, Urban Practitioners to provide a development and design brief for the St John's Road area of Epping. The main impetus for the study was the relocation of the former Epping Junior School, to a new building nearby. This resulted in the release of a significant area of land for redevelopment, in a central location in the Town.
2. Another significant feature of the site is that it is co-located with other areas of land in the ownership of public bodies, namely, Epping Town Council (Council Offices and Epping Hall) and Epping Forest District Council (Housing Repairs Depot). By virtue of this, the opportunity was taken to strategically consider the wider area in a holistic manner, to include the Library and Registry Office and St John's the Baptist Church, in terms of the Design and Development Brief.
3. A draft Design and Development Brief was prepared in conjunction with key stakeholders which identified, four broad development Options, namely Option One – Retail Led Option; Option Two – Leisure Led Option; Option Three – Retail and Leisure Option; Option Four – Residential Option.
4. The proposed Design and Development Brief was then subject to extensive public consultation during March and April 2012. This exercise prompted more than 400 responses from the local community. The main issues, which people felt it most important to consider in the Town Centre, were
 - (i) Improved community and leisure facilities;
 - (ii) The protection of historic buildings and respect for their scale;
 - (iii) Space for adult education;
 - (iv) Protection of existing trees.
5. The Design and Development Brief was intended to not only provide a vision for the future of the area, but once agreed by the Councils' Cabinet and Full Council, represent non statutory planning guidance. In summary, now that it has been formally agreed by the District Council, it has become a material consideration for any future planning application for the sites, and forms part of the evidence base for the new Local Plan.
6. Taking on board the results of consultation, the Design and Development Brief was formally agreed, on the basis of a mix-use development. A joint marketing campaign was undertaken by Essex County Council and Epping Forest District Council. A number of Expressions of Interest and resultant bids were received. An evaluation was then undertaken to determine which proposal best reflected the aspirations and guidance contained in the Design and Development Brief, and also met the financial objectives of the landowners. Frontier Estates

Ltd, were selected by all parties as the preferred developer, their proposal containing a Food Store, 3 Screen Cinema, Shops and Restaurants, as well as an element of residential. The scheme would involve Epping Town Council relocating from their Council Offices at St John's Road Hall into new offices and community space in the partially listed Centrepoint Building, which will be retained.

7. In order to procure the development, it was agreed by Essex County Council that they would sell their land to Epping Forest District Council. The District Council would then enter into a tripartite agreement with Epping Town Council to sell the totality of the site to Frontier Estates Ltd, subject to three pre-conditions:
 - (i) Detailed Planning Approval being obtained;
 - (ii) Frontier Estates Ltd securing an agreement for lease with a Food Store operator;
 - (iii) Access to the site being achieved.
8. As part of the Tripartite Agreement, Frontier Estates are to provide temporary community facilities for Epping Town Council, until their new offices are constructed in the Centrepoint building.
9. Epping Town Council have employed their own agents, quantity surveyors, engineers and solicitors to ensure that the new accommodation in the Centre Point Building, to replace Epping Hall is suitable for their purposes. Detailed discussions have taken place and specifications for the work have been agreed. Details of the works are being finalised and final drafting matters between solicitors are being agreed. .
10. ETC will remain in Epping Hall until the temporary accommodation has been provided. The Tripartite Agreement will become unconditional, when the three conditions have been satisfied. EFDC will also keep the Housing Maintenance Depot operational until this time although alternate sites are being explored..
11. At the time of discussions regarding the contract for sale of Essex County Council's land at St John's Road, a need for provision to meet the accommodation needs of vulnerable adults was identified in the locality. The Council is the freehold owner of Lindsay House in Lindsey Street, Epping, which had previously been leased to the Abbeyfields Society for housing the elderly. As demand for this type of bedsit accommodation reduced, the Charity did not wish to extend its occupancy. Therefore, after negotiation with the Diocese around the extension of the covenants, Essex County Council expressed a desire to purchase the building and convert it for use for supported living for vulnerable adults. The purchase of Lindsay House, therefore, became part of the negotiations with the District Council acquiring the County Council land at St John's Road. A sale price has now been agreed between the County and District Council. However, as Essex is selling the land to another public body, i.e. EFDC, they have sought the Secretary of State's approval, by means of a State Aid application. A concern that prompted the application is that the County Council have received a higher unsolicited offer from a residential care home provider. Whilst of higher value, a large care home would not be in accordance with the Design and Development brief prepared by the planning authority and would not deliver the wider community benefits.
12. It is likely by the time that this report is considered by Members, the necessary State Aid Approval will have been received. The contract has now largely been agreed and the only remaining point of negotiation with the sale, is that Essex County Council have asked for a clause to protect themselves, should the St John's Road redevelopment change substantially from the mixed use scheme. The wording of this clause is now close to agreement between the respective solicitors. The District Council is committed to delivering the scheme that is in accordance with the Design and Development Brief. In this regard, one of the pre-conditions specifically relates to the provision of a Food Store. The developer will have to submit a full

planning application, which will need to be supported by all the relevant technical studies in relation to traffic and environmental impacts etc. Again, this should be in accordance with the mixed-use scheme originally submitted, reflecting the Design and Development Brief, in order to increase the likelihood of a successful permission.

13. Unfortunately, the extension of the Lindsay House covenant, the detailed negotiations around conditions of sale and the necessary State Aid application, have led to delay. However, it is hoped that the sale can be concluded and the tripartite agreement entered into in the next few weeks. Going forward it will then be for the developer to submit the necessary Planning application anticipated early in the New Year.

Resource Implications:

Funding has been allocated in the Council's Capital Programme to facilitate the project.

Legal and Governance Implications:

The Council has appointed external solicitors to undertake the purchase of Essex County Council's interest and subsequent disposal of the site to the preferred developer,

Safer Cleaner Greener Implications

All construction will be in accordance with modern building regulations with regard to energy efficiency. Security measures such as CCTV will be incorporated.

Consultation Undertaken

Essex County Council and Epping Town Council are development partners.

Background Papers

Design and Development Brief for the St John's Road Area and Cabinet Reports.

Risk Assessment

If the project was not to complete as envisaged, the Economic and Community benefits would not be delivered.

Due Regard Record

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The Scheme will be accessible for people of all ages and abilities.

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Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-007-2015/16

Date of meeting: 15 October 2015

Portfolio: Asset Management and Economic Development

Subject: Results of Marketing Exercise for an Operating Partner for North Weald Airfield

Responsible Officer: Derek Macnab (01992 564050)

Democratic Services: Jackie Leither (01992 564756)

Recommendations/Decisions Required:

- (1) That the Cabinet Committee considers the Expression of Interest proposals, resulting from the marketing exercise seeking an aviation operational partner.**
- (2) That based on consideration of the proposals, the Cabinet Committee recommends to a future Cabinet meeting, any preferred approach and recommended next steps, to achieving the Council's objectives in relation to aviation activity at North Weald Airfield.**

Executive Summary:

The Council has over time, commissioned a number of studies in relation to the future of North Weald Airfield. As a result of the most recent review, undertaken by Deloitte in July 2013, Cabinet resolved that the preferred option was that the Council pursue a mixed aviation/development option, subject to the outcome of the Local Plan. As part of this consideration of the future of the Airfield, Members also requested that pro-active steps be taken to maximise aviation activity on the site. To this end, Cabinet agreed to seek an operational partner to promote aviation and associated uses, and officers were asked to appoint marketing agents. This report advises Members of the outcome of the subsequent marketing exercise.

Reasons for Proposed Decision:

In accordance with the original Cabinet request to seek to maximise aviation activity at North Weald Airfield

Other Options for Action:

Alternative approaches that could be considered are to seek to improve the use of the Airfield utilising solely in-house expertise or to dispose of the Airfield, which would mean less future direct control for the Council.

Report:

1. Since the Council acquired North Weald Airfield from the Ministry of Defence, as it became surplus to operational requirements, a number of general aviation, commercial and leisure

uses have been developed on the site. However, these have largely been as a result of incremental organic growth and not as a result of any clear strategic policy direction. As an asset of considerable value and potential, the Council has commissioned a number of reports, in order to assist in determining the best future for the site. These have ranged from work undertaken by Property Consultants Drivers Jonas in 1999, who identified a number of potential major development options to more specific aviation related studies, focusing on potential business aviation and runway condition. However the most recent piece of significant strategic review work was undertaken by Deloitte. The Cabinet considered the conclusions of the Deloitte Study in July 2013 and concluded that aviation should be retained, and that the residual of the site should be promoted for mixed use development, as part of the Council's Local Plan. To inform the Local Plan a Masterplanning Exercise was undertaken for North Weald Bassett, which now forms part of the evidence base.

2. Having determined that aviation should be retained in the longer term, Members also asked that pro-active steps be taken to maximise aviation use of the site. This was not only to make best use of the asset but recognised that aviation activity currently requires a degree of subsidy. Therefore increased revenue is required to offset the Council's costs in maintaining the considerable amount of infrastructure and staffing resource, required to operate flying safely.
3. In order to take this objective forward, Property Consultants Savills were appointed to undertake initially, a soft marketing exercise, to obtain the views of companies operating in the aviation industry. This exercise indicated that there was a level of interest in North Weald Airfield, and concluded that some form of operational management agreement would be the most attractive offer. This was reported to the Cabinet in July 2014, who agreed that as a result of this finding, a more formal marketing offer should be developed.
4. The Council's Consultants, Savills, prepared a marketing brochure which was advertised within the Aviation Trade Press, seeking more formal expressions of interest. This brought forward a number of interested parties. Two days of well attended Airfield site visits were held, in order to provide the opportunity for potential bidders to understand, in greater detail, the condition of the site, how it is currently managed and the current mix of tenants and uses.
5. A closing date for Expression of Interest was set, which resulted in three bidders submitting formal proposals. After the closing date, a further expression of interest was received on behalf of an existing tenant at the Airfield. Subsequent clarification now indicates that the tenant is not necessarily interested in entering into any agreement for the wider management of the Airfield, but would like to work with any potential future operational partner appointed by the Council.
6. The three parties expressing an interest, were asked to provide details of their Company Structure, their Skills and Experience, their Financial Standing and their Vision for the Airfield.
7. These proposals have been analysed. Each party has also been interviewed by Savills and Officers, in order to seek clarification and a greater level of understanding of their submissions.
8. Although the marketing exercise is not a formal procurement process, the proposals contain information that is commercially sensitive and contain details of business planning and financial modelling, that each party would not wish to be shared in public. This is particularly true as they have expressed a desire, to be included in any future formal procurement process.
9. On this basis, the three proposals will be presented to Members by the Council's Consultants in Part II of the Committee Agenda.

10. Members will therefore have the opportunity to assess the merits of each proposal and seek to identify, not necessarily a preferred aviation partner at this point from the current bidders (as this has not been a formal procurement in line with OEJU regulations) but rather a preferred general approach and potential next steps, to recommend to Cabinet.

Resource Implications:

Budget provision has been made available for the Council to appoint consultants to undertake the marketing exercise. Further resource will be required to take forward any further steps which may require external support. A bid would have to be made for this budget as part of the Asset management Cabinet Committee's Report to Cabinet on the outcome of the marketing exercise.

Legal and Governance Implications:

The appointment of any future operational partner will need to comply with the Council's Financial Regulations and Contract Standing Orders and depending on the value of any future contractual relationship, European Procurement Regulations.

Safer Cleaner Greener Implications

Any changes to the type and scale of use of the Airfield, will potentially have an impact on the local environment. Therefore, environmental impact assessments will be undertaken as part of detailed negotiations with any future operational partner.

Consultation Undertaken

No community consultation has been undertaken at this stage, although a number of stakeholders have been approached in the development of the proposals, such as the Civil Aviation Authority.

Background Papers

Drivers and Jonas Report 1999
Deloitte Report 2013
Savills Report on Soft Marketing January 2014

Impact Assessments

Risk Assessment

Equality and Diversity

No specific implications.

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