

**BISSET
ADAMS**

Epping Forest District Council SERVICES ACCOMMODATION REVIEW

December 2016 Rev C



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N.B. All areas are approximate and based on current information

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PRECEDENTS

1.0 INTRODUCTION

BISSET ADAMS ARCHITECTS HAVE BEEN
APPOINTED BY PwC TO HELP DEVELOP AN
ACCOMMODATION REVIEW AND OPTIONS
APPRAISAL ON BEHALF OF EPPING FOREST
DISTRICT COUNCIL IN JUNE 2016 FOR THEIR
CIVIC OFFICES SITE IN EPPING

THE CIVIC OFFICES SITE LIES TO THE NORTH
EAST OF EPPING TOWN CENTRE HIGH
STREET ON THE CORNER OF CHURCH HILL
AND HOMEFIELD CLOSE AND JUST SOUTH
OF EPPING FOREST, OCCUPYING
A SIZE OF 1.26HA

1.1 INTRODUCTION

Epping is a market town dating back to doomsday times but established as a market town in 1253 and was an important staging post for coaches on their way into East Anglia. Epping lies at the end of the Central tube line, 19 miles North East of London, and has largely been unaffected by dense residential developments you normally find close to tube stations. The Town Centre is within a conservation area, which includes the Civic Offices site with a large proportion of buildings along the high street being grade I or II listed. The buildings along the high street are a combination of 2 and 3 stories and originate from several periods but generally date back to 17th, 18th and 19th Century.

The site undulates and generally drops towards Church Hill and Homefield Close with the carpark at the rear north west corner and the main entrance to the Civic Offices along High Street being the high points.



LOCATION OF EPPING IN RELATION TO LONDON



LOCATION OF Civic Offices IN EPPING



EXISTING EPPING Civic Offices SITE

1.0 INTRODUCTION

1.2 THE EXISTING SITE

THE COUNCIL'S ACCOMMODATION IS SPREAD OVER A NUMBER OF PROPERTIES ON THE SITE:

1

Civic Building

2

Conder Building

3

Rear Extension Building

4

Homefield House

5

19th Century Building

All but Homefield house are linked together. The Civic Building designed by Richard Reid and Associates with its distinctive red brick tower was built in the 1980's. This generally houses the core public services, with a customer services, council chambers and public gallery and democratic services. The building appears to have been designed to a defined brief and their doesn't appear to be much flexibility allowed for, especially around the entrance, atrium and council chambers.

The Conder building is a steel-framed building which appears to be generally more flexible in its layout with light weight partitions dividing the space as the council currently requires. This building generally houses back of house office functions.

The Rear Extension building is fairly small in comparison to the Civic and Conder building and offers some flexibility, but due to its proportions and size, is not suitable for large open plan office accommodation.

Homefield House is a two storey house converted into offices for Voluntary Action Epping Forest which provides advice, information and development support services for the district.

The council realise that their existing accommodation is inefficient spatially and has been adapted over the years to suit particular needs

as they have arisen. A more modern agile working approach is sought to understand the potential efficiencies that are possible as well as encourage and improve the wellbeing of staff and visitors to the offices through new working patterns and layouts.

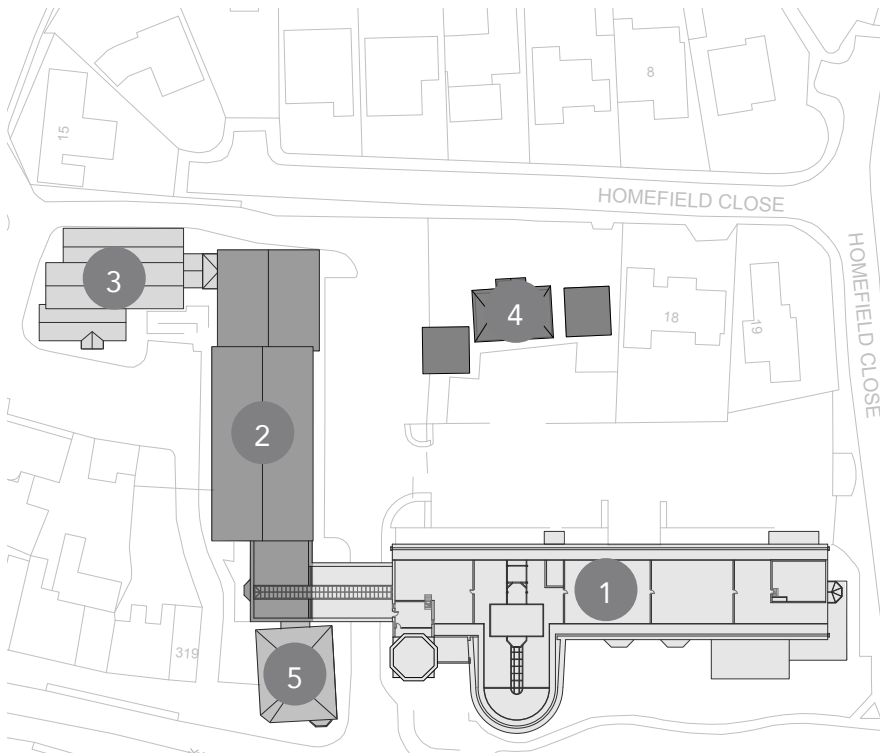
The council's services are split into the following departments:

- Resource
- Communities
- Governance
- Neighbourhoods
- Office of Chief Executive
- Ancillary Functions/Undefined

Epping Forest District Council have expressed an interest in a number of options to see what is the most viable for them. These options are:

- Option 0:** Do nothing (baseline)
- Option 1:** Do minimum (refurbish existing accommodation)
- Option 2:** Full relocation of the Council HQ (Potentially to North Weald Airfield Site)
- Option 3a:** Part relocation of the Council HQ (Potentially to North Weald Airfield Site); retain core front office presence on Civic Offices site
- Option 3b:** Part relocation of the Council HQ (Potentially to North Weald Airfield Site); retain core front office presence in town
- Option 4:** Optimise use of the Civic Building and new Housing Hub

In what follows are initial investigative works into the existing Civic Offices site and the North Weald Airfield site.



Epping DC Existing Accommodation Area Schedule

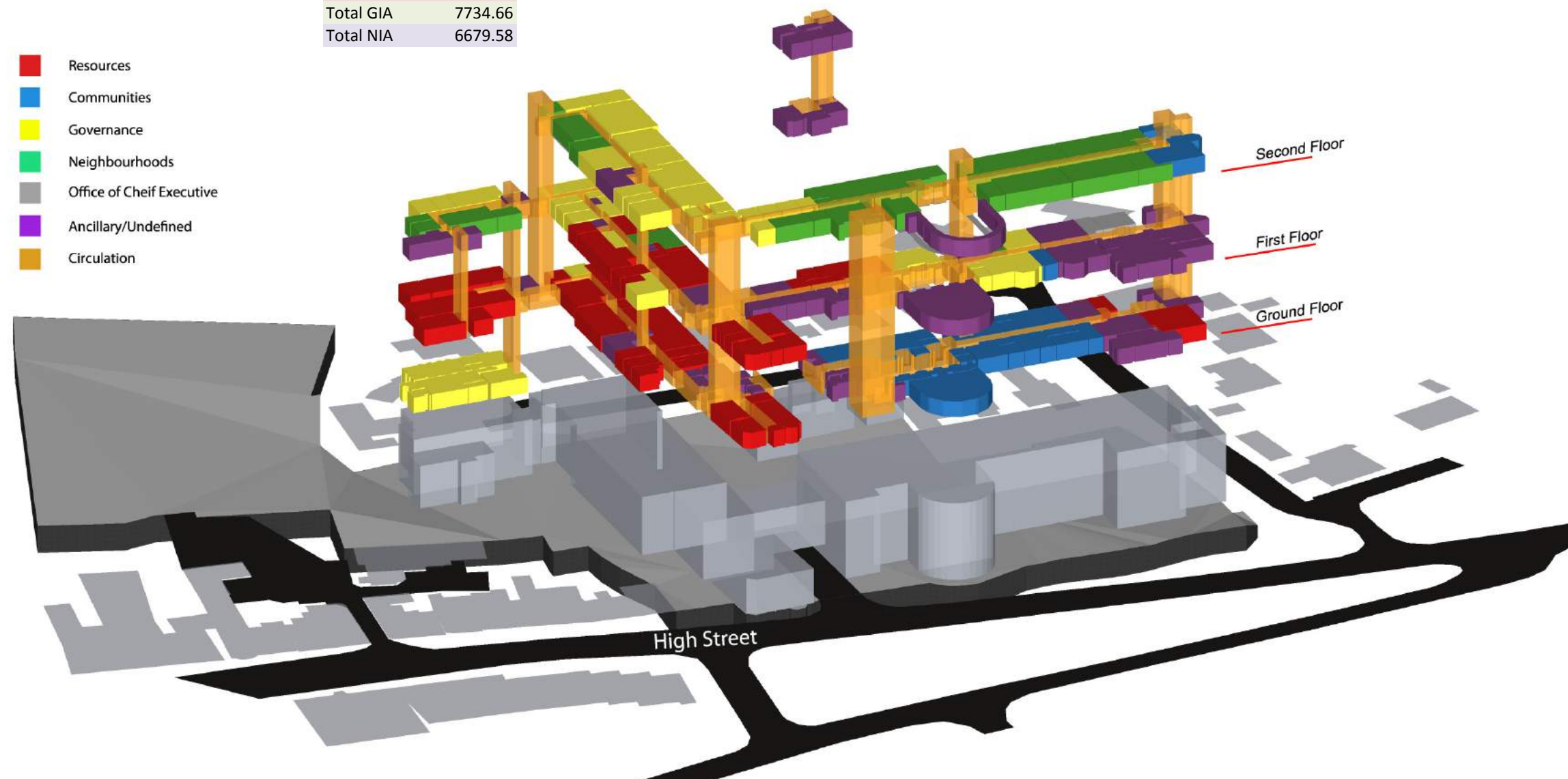
	Civic Building			Conder Building and Rear Extension			Homefield House		
Floor Levels	GEA	GIA	NIA	GEA	GIA	NIA	GEA	GIA	NIA
Basement	1569.05	199.5		247.37	218.62	202.06			
Ground Level	1359.60	1295.17	1108.18	1365.17	1274.98	1173.17	86.12	74.57	62.08
First Floor	1439.43	1356.96	1171.57	1283.15	1176.43	1081.64	96.52	84.14	70.5
Second Floor	1347.28	1276.69	1124.18	816.67	777.6	686.2			

GEA - Gross External Area
GIA - Gross Internal Area

note: Basement GEA includes carpark area, GIA excludes carpark area.

Total GEA	9610.36
Total GIA	7734.66
Total NIA	6679.58

- Resources
- Communities
- Governance
- Neighbourhoods
- Office of Chief Executive
- Ancillary/Undefined
- Circulation



2.0 EXISTING SITES

2.0 EXISTING SITES



PLANNING:
FOLLOWING CONSULTATION
WITH ALISON BLOM-COOPER OF
FORTISMERE ASSOCIATES AND
CHLOE SALISBURY OF ARUP,
IT WAS CONFIRMED THAT THE
FOLLOWING CONSIDERATIONS
HAVE ALREADY BEEN
DISCUSSED.

2.1 EXISTING Civic Offices SITE OVERVIEW

- 1

Reduced parking on the site is acceptable due to its close proximity to the town centre and Epping Tube Station. This includes visitors and any town houses that are proposed.
- 2

The Council have an appetite to densify any development so at to protect the surrounding green belt from development.
- 3

An existing SLAA on the site has been identified for 38 dwellings at 30dph (dwellings per hectare), however item 2 suggested that a much more dense approach is to be considered.
- 4

A mix of 1 and 2 bedroom apartments are much needed in the area.
- 5

The council will investigate if it is viable to have 40% of the residential development affordable housing, 70% of which are to be affordable rent and 30% for intermediate housing.

Site Assessment

Site Reference: SR-0556

Parish: Epping

Size [ha]: 1.25

Address: Civic Offices, High Street, Epping.

Notes: EFDC Council offices, including car parking.

Primary Use: Housing

SLAA Yield: 38 dwellings

Source for Baseline Yield: Assumption based on 30 dph

Site Constraints:

Site selection adjustment:

Dwellings: 38

ARUP



Epping Forest District Council

248921

SR-0556

Draft

P1



Criteria Name	Score	Qualitative Assessment
1.1 Impact on Internationally Protected Sites	(-)	Effects of allocating the site for the proposed use are not likely to be significant alone but should be checked for in-combination effects
1.2 Impact on Nationally Protected sites		
1.3a Impact on Ancient Woodland	0	Site is not located within or adjacent to Ancient Woodland.
1.3b Impact on Ancient/Veteran Trees outside of Ancient Woodland	0	No Ancient or Veteran trees are located within the site
1.4 Impact on Epping Forest Buffer Land	0	Site is unlikely to impact on Epping Forest Buffer Lands
1.5 Impact on BAP Priority Species or Habitats		
1.6 Impact on Local Wildlife Sites	0	Site has no effect as features and species could be retained or due to distance of local wildlife sites from site.
1.7 Flood Risk	(+)	Site within Flood Zone 1
1.8a Impact on Heritage Assets	(-)	Proposed site located within a Conservation Area or adjacent to a Listed Building or other heritage asset and effects can be mitigated
1.8b Impact on Archaeology	(-)	Existing evidence and/or a lack of previous disturbance indicates a high likelihood for the discovery of high quality archaeological assets on the site
1.9 Impact of Air Quality	0	Site lies outside of areas identified as being at risk of poor air quality
2.1 Level of harm to Green Belt	(+)	Site is not located in the Green Belt.
3.1 Distance to the nearest rail/tube station	0	Site is between 1000m and 4000m from the nearest rail or tube station
3.2 Walking distance to nearest bus stop	(+)	Site is within 400m of a bus stop.
3.3 Access to employment	(+)	Site is within 1600m of an employment site/location.
3.4 Distance to local amenities	(+)	Site is less than 1000m from nearest town, large village or small village.
3.5 Distance to nearest infant/primary school	(+)	Site is less than 1000m from the nearest infant/primary school
3.6 Distance to nearest secondary school	0	Site is between 1000m and 4000m from the nearest secondary school
3.7 Distance to nearest GP surgery	(+)	Site is less than 1000m from the nearest GP surgery
3.8 Access to Strategic Road Network		Not applicable.
4.1 Brownfield and Greenfield Land	(+)	Majority of the site is previously developed land within or adjacent to a settlement
4.2 Impact on Agricultural Land	0	Development would not result in the loss of agricultural land
4.3 Capacity to improve access to open space	0	Development unlikely to involve the loss of public open space
5.1 Landscape sensitivity	0	The site falls within an area of low landscape sensitivity - characteristics of the landscape are able to accommodate development without significant character change
5.2 Settlement character sensitivity	(+)	Development may improve settlement character through redevelopment of a run down site and improvement in townscape
6.1 Topography constraints	(-)	Topographical constraints in the site may preclude development.
6.2a Distance to gas and oil pipelines	0	Gas or oil pipelines do not pose a constraint to the site
6.2b Distance to constraining power lines	0	Power lines do not pose a constraint to the site
6.3 Impact on Tree Preservation Order (TPO) trees	0	The intensity of site development would not be constrained by the presence of protected trees either on or adjacent to the site
6.4 Access to site	(+)	Suitable access to site already exists
6.5 Contamination constraints	(+)	Potential contamination on site, which could be mitigated
6.6 Traffic impact	(-)	Area around the site expected to be uncongested at peak time, or site below the site size threshold where it would be expected to affect congestion

© Arup

2.0 EXISTING SITES

Transport

The site is served well with transport links via bus services along the High Street and with Epping Tube station less than a mile away that connects into London and other transport links.

Statutory Services

There is a sub station located in the rear north west corner adjacent to the fenced off landscaped area that will need considering as part of any development. The options generally are to either work around the substation or to relocate to a more suitable location. Any development of the site is likely to require a new substation to cater for the demands of the site, so a more considered location for the new larger sub station may be preferable.

Topography

The existing site has a varied topography, which will need to be worked with to achieve a scheme that suits this and the adjacent land.

Ecology

There is a pond and fenced off landscaped area that contains Great Crested and Smooth Newts. These are a protected species under UK law due to their declining numbers. To be able to deliver a scheme for this site, a mitigation strategy will need to be implemented to relocate them to a suitable alternative location close by to the site. This mitigation strategy will need to be factored into the overall programme of development as the mitigation can take circa 9-12 months to complete.

Conservation

The site mostly falls within the Epping Conservation area, with the exception of the Homefield House and the carpark to the rear. None of the buildings including the GP Surgery which is outside of the current delineated site are listed. However, a row of buildings adjacent and along the High Street are, as can be seen on the adjacent map.

Within the boundary of the conservation area all trees are protected under a TPO, therefore all trees on the site with the boundary of the conservation area need to be accommodated for under the proposed scheme.

As stated above, the proposals that follow have been devised to densify the development to protect the surrounding green belt from development. If a scheme is to proceed to outline planning consent further detailed work would be necessary with the

Council's planning officers to ensure that the overall development preserves the character of the Conservation Area.

Flood Risk

Although the site is not prone to flooding from nearby rivers, the site is prone to surface water flooding as can be seen from the map adjacent. This is mainly due to the topography of the site. This will need to be considered as part of any redevelopment.

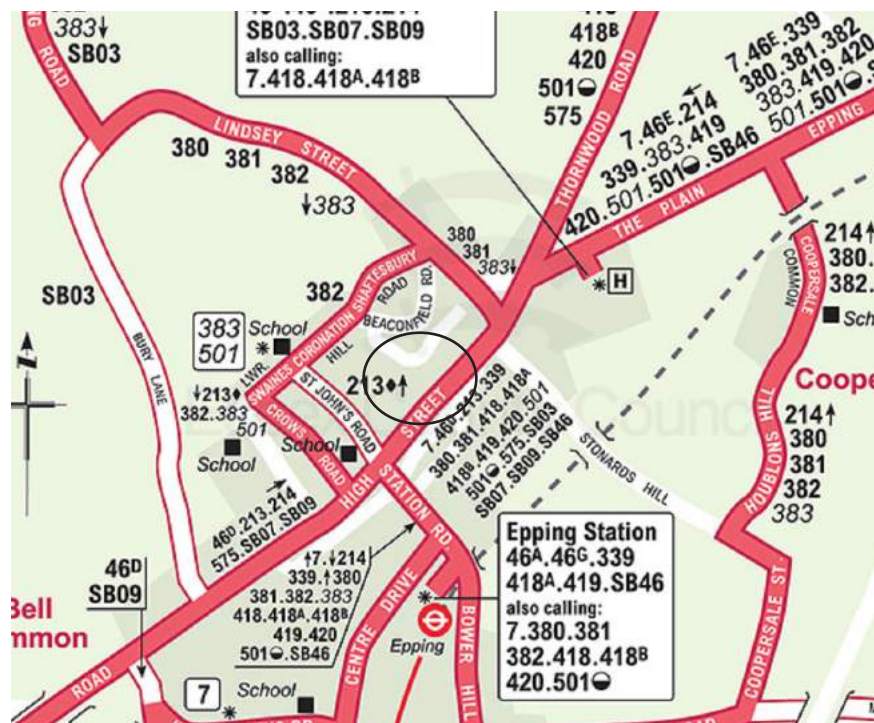
Needs Analysis

A study by PwC has identified a number of options for the mix of use for the existing site. These include residential, retail, commercial offices (including incubator start up models) and hospitality.

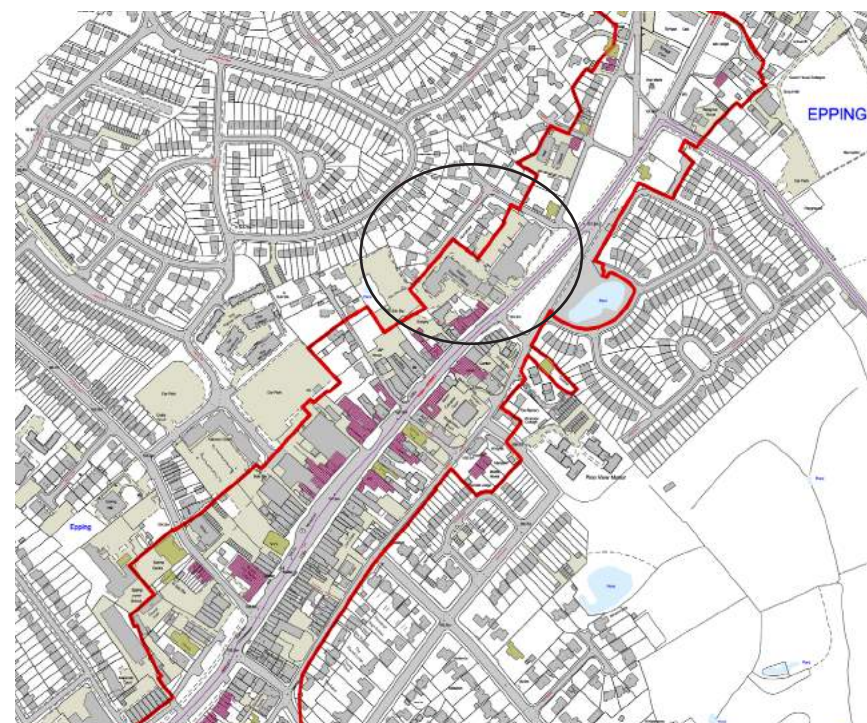
The following options studies appraise this and recommend the most viable based on PwC's assumptions for optimising the financial return on the site.

A number of other considerations have been studied but not explored in considerable detail. These are:

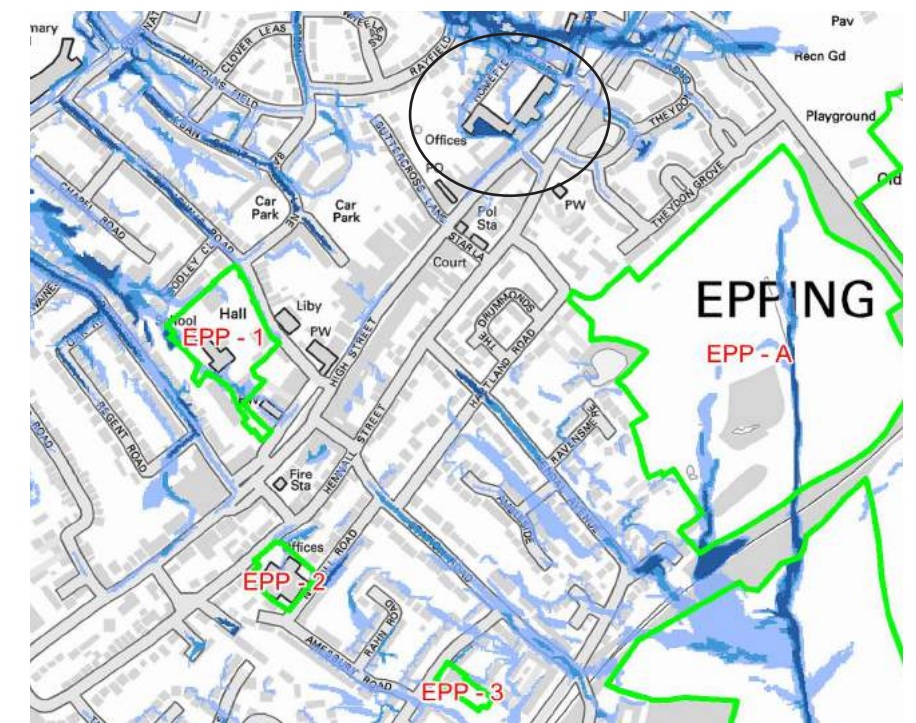
1. Purchasing the two houses on the corner of Homefield Close adjacent to Homefield House to square off the site and help provide a greater footprint for development.
2. Incorporating the land currently occupied by the GP Surgery to



BUS ROUTES THAT SERVE EPPING



CONSERVATION PLAN OF EPPING



SURFACE WATER FLOOR MAP FOR EPPING



ROUTE TO Civic Offices FROM EPPING TUBE STATION



ECOLOGY OF THE Civic Offices SITE



POTENTIAL EXPANSION SITES

2.0 EXISTING SITES



2.2 NORTH WEALD AIRFIELD SITE

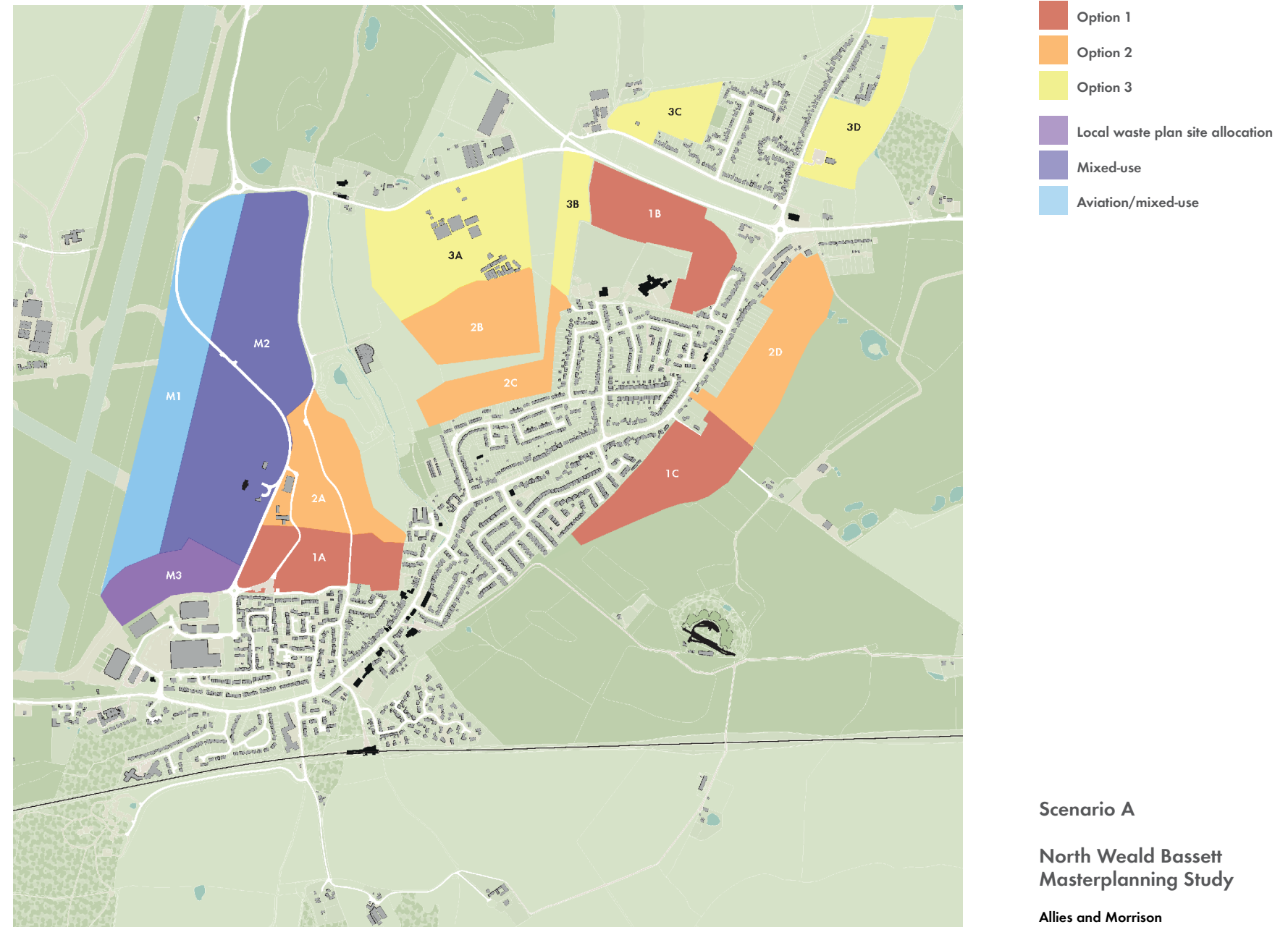
Introduction

North Weald Airfield lies to the north west of North Weald Bassett village and was established in 1916. Its an operational airfield for air ambulance operations, private and group flying as well as microlight training. A number of ancillary uses to the perimeter of the field include aircraft maintenance, repair and refuelling services. The airfield is of significant historical importance due to the part it played in World War I and II. The site was purchased by Epping Forest District Council in 1980 for the purpose of leisure and general aviation use.

Planning

The airfield site has had a number of masterplan studies carried out to consider its viability for development, notably Deloitre's assessment in July 2013 and most recently Allies and Morrison's North Weald Bassett Masterplanning Study published in September 2014. This study looked at a number of options for the whole of North Weald Bassett, with mixed use commercial and industrial concentrated around the airfield site. This study was undertaken to feed into the Local Plan process for Epping Forest District Council.

Two sites at North Weald Airfield have been identified for potential intensification, extension or redevelopment totalling circa 13,000sqm of B1 or B8 floorspace. The assessment within the SLAA identifies a potential yield of 42,000 sqm of commercial floorspace.



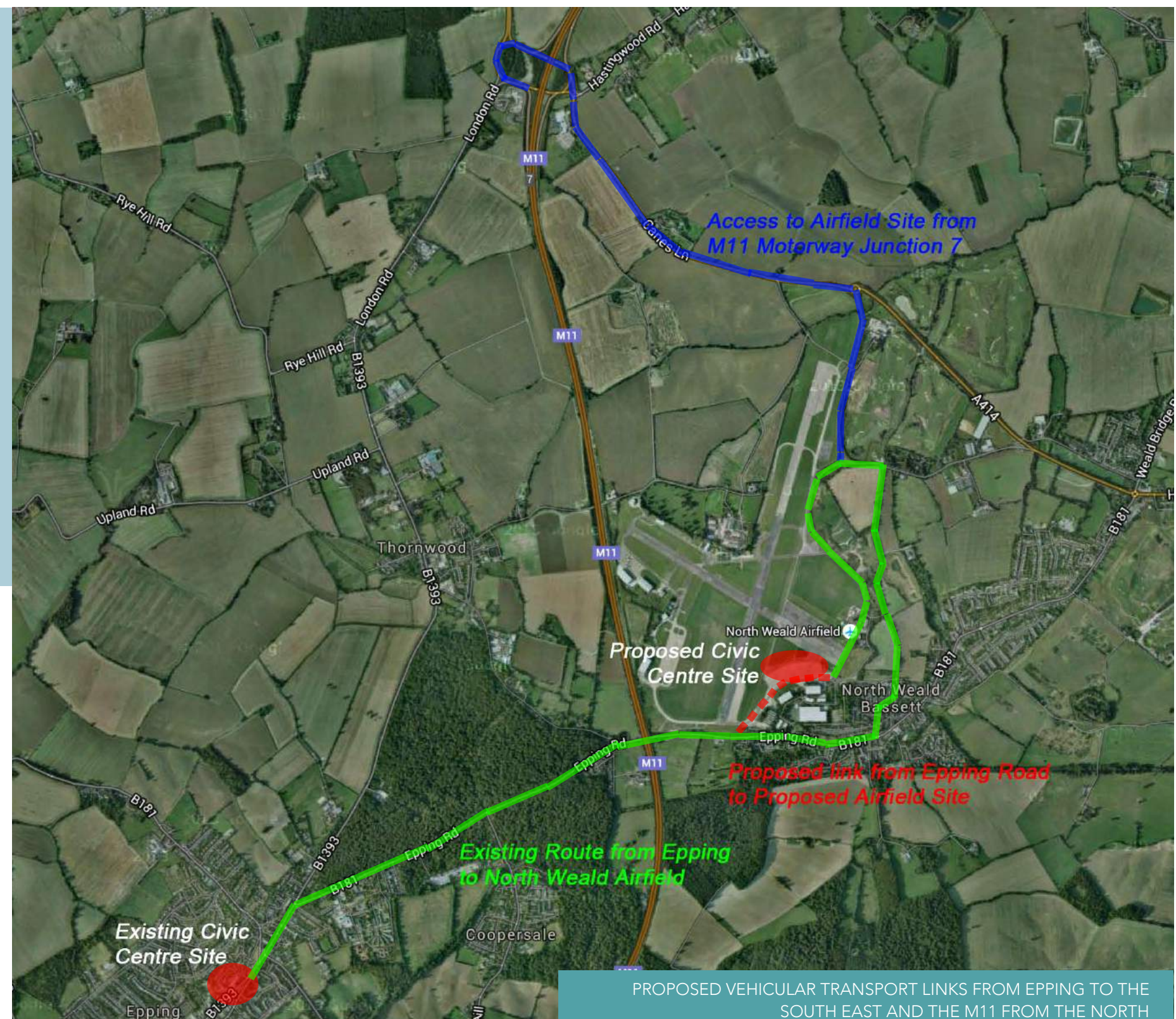
2.0 EXISTING SITES

Transport

Currently the airfield is accessed from the north via junction 7 of the M11. Or, if travelling from Epping itself, along Epping Road B181 and then onto Wellington Road and Church Lane through housing estates and country roads that take you to the north of the airfield to then returning south along its eastern boundary and into its entrance next to the control tower along Merlin Way.

For the airfield site to be unlocked and give better access from Epping, a new link road should be considered that will give direct access from the main B181 Epping road onto the airfield. It is proposed that this should be formed before the airfield museum and industrial units and link around to the roundabout on Merlin Way.

Better bus or shuttle services should be considered between Epping and the airfield especially around peak times to cater for circa 500 employees of the district council and other employees of the airfield site.



PROPOSED VEHICULAR TRANSPORT LINKS FROM EPPING TO THE SOUTH EAST AND THE M11 FROM THE NORTH

Topography

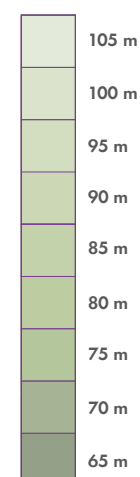
The airfield site is relatively flat due to the nature of its use. There is approximately 20 meter fall from south to north, but due to the large size of the site – circa 130ha, this is classed as relatively level.

Ecology

Little ecology is understood at present for the airfield site. However, the proposed location of the Council offices is currently concrete hard-standing and therefore should not cause any major concerns. Further studies will be required before a planning submission is lodged to understand any aspects that may have an impact on the construction of a new office development.

Flood Risk

The airfield site is prone to some surface flooding, however the particular location where we propose to site the building is not in an effected area as it is currently hard-standing that drains off to the grassed area. As part of the overall development of the airfield site, attenuation and surface water management will need to be considered.



TOPOGRAPHICAL SITE PLAN TAKEN FROM ALLIES AND MORRISON'S MASTERPLAN STUDY

2.0 EXISTING SITES

Conservation

The airfield site does not fall within a conservation area, however there are listed buildings located on and around the airfield which include the Control Tower, built in 1952 and the officer's mess (Norway House) built in 1923, which are both grade II listed buildings.

The site was used by the RAF up until the 1980's when it was purchased by Epping Forest District Council. It is now mainly used for events and shows and much of the development in North Weald Bassett is related to the airfield.

Needs Analysis

The site was identified by Epping Forest District Council as a possible option for relocating council services. Other sites including Bower Hill Industrial Estate have been identified, but all have been discounted due to limited land sizes and not being within Council ownership which will increase the value of development with the need to purchase the land.

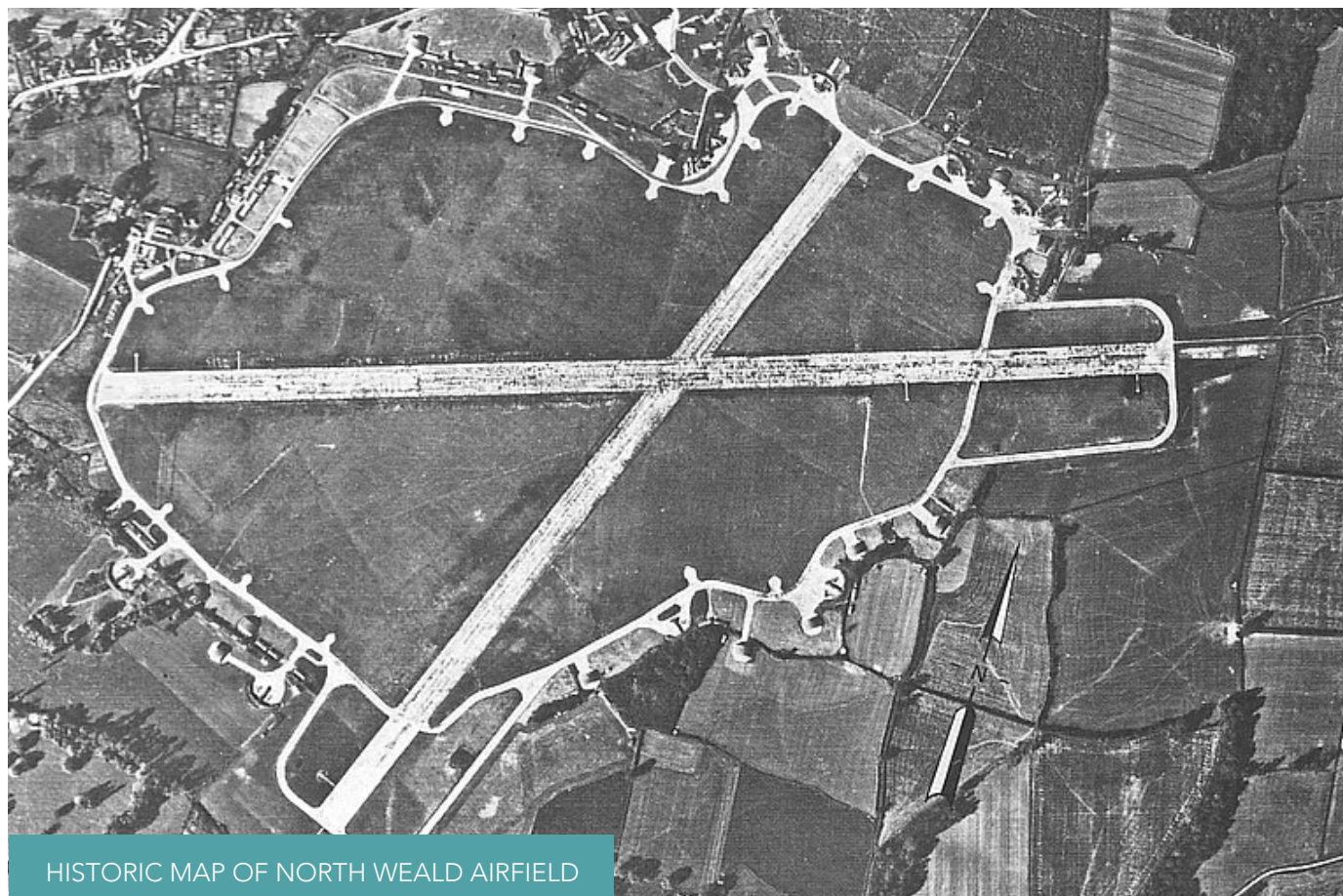
The site offers an opportunity to provide a new sustainable and efficient workplace for the council to operate from. It can also be the catalyst for developing the airfield site as outlined in Allies and Morrison's North Weald Bassett Masterplanning Study published in September 2014.

A design philosophy and potential options for developing a new office are shown and described over the pages in the options studies.

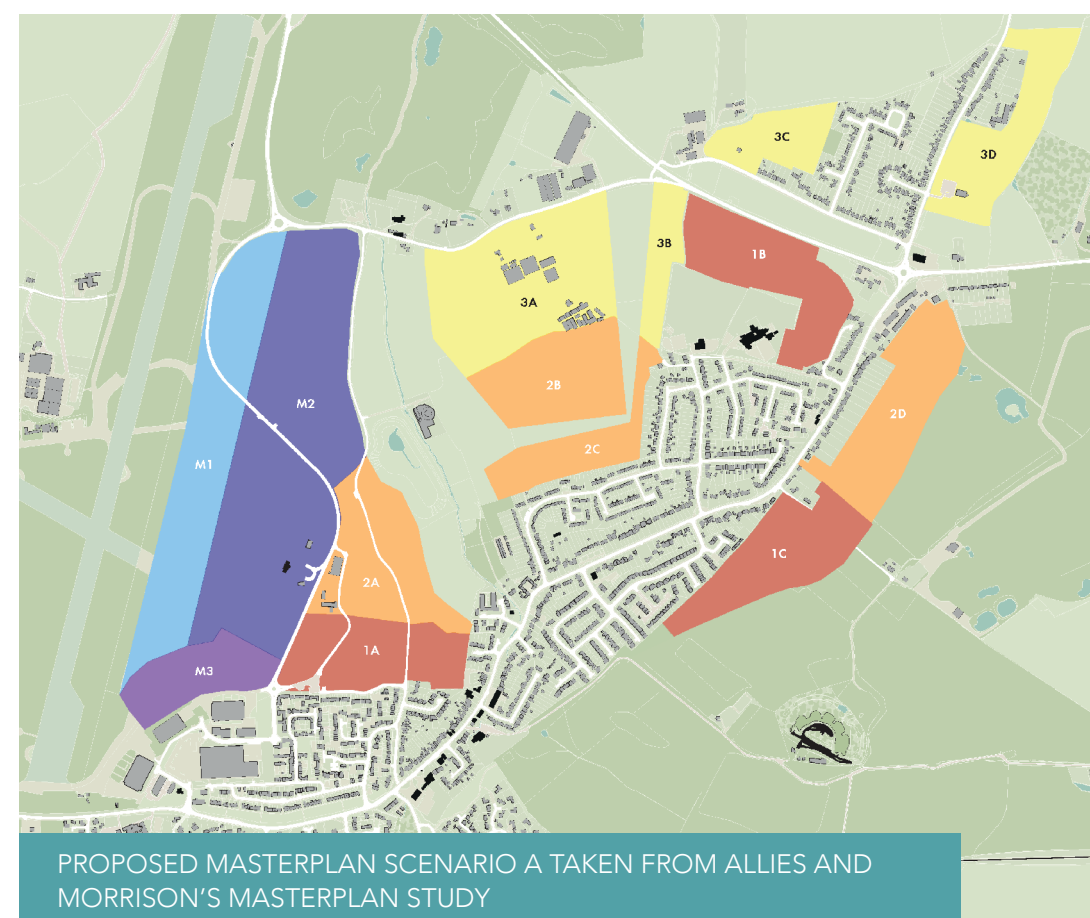




WWII ARCHIVE PHOTO OF SPITFIRE AT NORTH WEALD



HISTORIC MAP OF NORTH WEALD AIRFIELD



PROPOSED MASTERPLAN SCENARIO A TAKEN FROM ALLIES AND MORRISON'S MASTERPLAN STUDY

- Option 1
- Option 2
- Option 3
- Local waste plan site allocation
- Mixed-use
- Aviation/mixed-use

