

Committee Agenda



**Epping Forest
District Council**

Asset Management and Economic Development Cabinet Committee Thursday, 5th December, 2013

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, 5th December, 2013
at 6.30 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

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

Members:

Councillors Mrs A Grigg (Chairman), W Breare-Hall, Ms S Stavrou, Mrs E Webster and C Whitbread

PLEASE NOTE THE START TIME OF THIS MEETING

WEBCASTING/FILMING NOTICE

Please note: this meeting may be filmed for live or subsequent broadcast via the Council's internet site - at the start of the meeting the Chairman will confirm if all or part of the meeting is being filmed. The meeting may also be otherwise filmed by third parties with the Chairman's permission.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this webcast will be retained in accordance with the Council's published policy.

Therefore by entering the Chamber and using the lower public seating area, you are consenting to being filmed and to the possible use of those images and sound recordings for web casting and/or training purposes. If members of the public do not wish to have their image captured they should sit in the upper council chamber public gallery area or otherwise indicate to the Chairman before the start of the meeting.

If you have any queries regarding this, please contact the Senior Democratic Services Officer on 01992 564249.

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. APOLOGIES FOR ABSENCE**3. DECLARATIONS OF INTEREST**

To declare interests in any item on this agenda.

4. MINUTES (Pages 5 - 8)

To confirm the minutes of the last meeting of the Cabinet Committee held on 31 October 2013.

5. TERMS OF REFERENCE

The Cabinet Committee noted its Terms of Reference.

Membership

The Committee is chaired by the Portfolio Holder for Asset Management & Economic Development and a Vice-Chairman will be appointed by the Leader of Council from members of the Cabinet. (For 2013/14 the Leader has appointed the Environment Portfolio Holder.)

Management of the Council-Owned Property Assets

To consider and make recommendations to the Cabinet, on proposals brought forward by the officers' Asset Management Co-ordinating Group in respect of Council-owned property assets which are suitable for disposal, redevelopment or rationalisation in order to secure a financial return to the Council or an improvement in service provision.

North Weald Airfield

To monitor and submit recommendations to the Cabinet as appropriate on:

- (a) strategic land use issues relating to the future development of the Airfield;
- (b) strategic matters relating to the business, recreational and other activities conducted there;
- (c) proposals for the part redevelopment or part_disposal of the Airfield or its disposal; and
- (d) proposals for the generation of additional income from aviation and other activities at the Airfield.

The Committee's terms of reference shall not extend to decision-making on existing Council activities on the site which shall remain the prerogative of the relevant

Portfolio Holders within the Cabinet or the Cabinet itself.

In carrying out its responsibilities above, the Cabinet Committee shall have regard to

- (i) the impact of the LDF Spatial Strategy as it develops;
- (ii) the opportunities for disposing of property where it is in the best interest of the District for these to be transferred to more appropriate ownership or disposed of by leasehold in order to secure a financial return to the Council;
- (iii) the suitability of sites for transfer to registered social landlords;
- (iv) partnership schemes which would either assist in the delivery of infrastructure projects or unlock the potential of property holdings of partner bodies.

Economic Development

To make recommendations to the Cabinet on an Economic Development Strategy for the District and on ways of co-ordinating the management of the Council's property assets to assist with achieving the objectives of that Strategy.

6. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT (Pages 9 - 12)

To consider the attached report (AMED-009-2013/14).

7. 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.

8. EXCLUSION OF PUBLIC AND PRESS

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 paragraph(s) of Part 1 of Schedule 12A of the Act indicated:

Agenda Item No	Subject	Exempt Information Paragraph Number
9	North Weald Airfield Main Runway	3
10	Licence Fee for North Weald Market	3

To resolve that the press and public be excluded from the meeting during the consideration of the following items which are confidential under Section 100(A)(2) of the Local Government Act 1972:

Agenda Item No	Subject
Nil	Nil

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 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.

9. NORTH WEALD AIRFIELD MAIN RUNWAY (Pages 13 - 18)

To consider the attached restricted report (AMED-010-2013/14).

10. LICENCE FEE FOR NORTH WEALD MARKET (Pages 19 - 22)

To consider the attached restricted report (AMED-011-2013/14).

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Asset Management and Economic Development Cabinet Committee **Date:** Thursday, 31 October 2013

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.30 - 8.02 pm

Members Present: Councillors Mrs A Grigg (Chairman), W Breare-Hall, Mrs E Webster and C Whitbread

Other Councillors: Councillors K Avey, D Stallan and J M Whitehouse

Apologies: Ms S Stavrou

Officers Present: J Gilbert (Director of Environment and Street Scene), C Pasterfield (Principal Valuer/Surveyor), J Leither (Democratic Services Assistant) and S Mitchell (PR Website Editor)

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. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor W Breare-Hall 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 member of Epping Town Council and 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.

(b) Pursuant to the Council's Code of Member Conduct, Councillor J M Whitehouse 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 member of Essex County Council, Epping Town Council and a resident of St John's Road in Epping. The Councillor had determined that his interest was non-pecuniary and would remain in the meeting for the consideration of the issue.

(c) 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.

(d) Pursuant to the Council's Code of Member Conduct, Councillor Mrs E Webster declared a personal interest in agenda item 6, Asset Management Co-Ordination Group Report item 11, Town Mead Depot by virtue of being a member of Waltham Abbey Town Council and a resident of Waltham Abbey. The Councillor had

determined that her interest was non-pecuniary and would remain in the meeting for the consideration of the issue.

3. MINUTES

RESOLVED:

That the minutes of the meeting of the North Weald Airfield & Asset Management Cabinet Committee held on 22 April 2013 be taken as read and signed by the Chairman as a correct record.

4. TERMS OF REFERENCE

The Director of Environment and Street Scene explained that this Committee had changed names to reflect the position of North Weald Airfield (NWA) regarding the Local Plan. This Committee would continue to look at the strategic issues and proposals for the generation of additional income from aviation and other activities at NWA.

The Director informed the Committee of an error in the Terms of Reference in paragraph 3 which read 'responsibilities under 2.4 above' this should have read 'responsibilities above'.

The Leader of the Council reported that he had appointed the Portfolio Holder for Environment as Vice-Chairman of the Committee.

RESOLVED:

- (1) That the Terms of Reference be noted;
- (2) That the appointment of the Environment Portfolio Holder as Vice-Chairman be noted;
- (3) That a report be submitted to the next meeting regarding the progress of generating more aviation related income at North Weald Airfield; and
- (4) That a report be submitted to the next meeting concerning the consultation document in respect of the growth at Southend Airport.

5. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT

(1) Langston Road Retail Park

Members noted that outline planning approval had now been granted and the Section 106 Agreement had been signed by Epping Forest District Council, Essex County Council and Polofind Limited. Negotiations were ongoing with Polofind Limited regarding a development agreement to jointly develop the site. A Judicial Review that had been initiated by Sainsburys had now been resolved. EFDC had approved funding for a joint detailed planning application to be made and for contamination surveys to be undertaken.

(2) Oakwood Hill Depot

A planning application had been submitted but had now been withdrawn as further information was required. Consultants reports were being prepared and it was anticipated that the application would be re-submitted prior to the end of 2013.

(3) Pyrles Lane Nursery

The planning application for residential development had been refused. EFDC were currently in the process of purchasing a property adjoining the entrance to the site, this was near completion. A consultation would then be taken as to whether a revised application would be considered to address the access and density issues.

(4) St John's Road

Following a joint exercise between Essex County Council (ECC), Epping Town Council (ETC) and Epping Forest District Council (EFDC) an expressions of interest exercise had been carried out which had attracted strong interest. A presentation had been made to EFDC and ETC Councillors on 10 October 2013 and further information would be provided for councillors to consider formally.

(5) Waste Contractor's Depot

This was currently being considered as part of the re-tendering of the waste contract by the Director of Environment and the results would be known by July 2014.

(6) North Weald Airfield

The Valuation and Estates Department were in the process of appointing consultants to advise on estates and development opportunities at the airfield, to be considered by the Planning Directorate, who were preparing a report on the North Weald master plan by 31 December 2013.

(7) Torrington Drive

Epping Forest District Council were currently in discussion with Stobart Properties regarding the Sainsbury site. Sainsbury's had now agreed terms for a new lease and refurbishment of the store with Stobarts.

(8) Winston Churchill Public House

A developer had agreed Heads of Terms with Epping Forest District Council and the Spirit Pub Group to redevelop the site and had submitted a planning application for two retail units, a pub and 64 flats. Negotiation of a development agreement was ongoing.

(9) Broadway Car Parks/Burton Road Depot

A number of commercial and residential proposals were being considered in conjunction with the larger sites mentioned above but there were no firm proposals at this time.

(10) Lindsey House, Epping

The leaseholders had indicated a wish to surrender the lease back to the Council at no cost to the Council. The Council's agent had prepared a schedule of dilapidations

and a payment of £7,000 to the Council had been agreed and was being documented.

Officers agreed to submit a report to the Council Housebuilding Cabinet Committee on the possibility of Lindsey House being added to the list of sites for potential redevelopment.

(11) Town Mead Depot

The Council architect had prepared outline drawings and a meeting had been requested with Waltham Abbey Town Council to discuss the proposal.

(12) Church Hill Former Car Park

The site had been marketed and a second round of final bids was currently underway.

(13) Leader Lodge

This property would be re-marketed in 2014.

6. ANY OTHER BUSINESS

It was noted that there was no other urgent business for consideration by the Cabinet Committee.

7. 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

Report to the North Weald Cabinet Committee



Report reference: AMED-009-2013/14
Date of meeting: 5 December 2013

**Epping Forest
District Council**

Portfolio: Asset Management & Economic Development

Subject: Asset Management Co-ordination Group Report

Responsible Officer: Chris Pasterfield (01992 564124).

Democratic Services Officer: Jackie Leither (01992 564756).

Recommendations:

To note the quarterly monitoring report on the development of the Council's property assets.

Executive Summary:

This report updates the Cabinet Committee on a number of projects discussed at previous meetings.

Reasons for Proposed Decision:

To comply with the Cabinet Committee's previous request to monitor the development of the Council's property assets periodically.

Other Options:

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

Report:

- 1. Langston Road Retail Park** – Outline planning approval has now been granted and the Section 106 Agreement has been signed by EFDC, Essex CC and Polofind Ltd. Negotiations are on going with Polofind Ltd regarding a development agreement to jointly develop the site. A site meeting was held on 20th November with a consultant and the Council's Technical Coordinator Contaminated Land officer. A Phase I contamination report will shortly be instructed.
- 2. Oakwood Hill Depot** – A planning application had been submitted but has been withdrawn as further information is required. Further consultant reports are being prepared and it is anticipated that the application will be re-submitted prior to Christmas.
- 3. Pyrles Lane Nursery** – The planning application for residential development has been refused. A further application will be considered in the future taking account some of the concerns raised at the planning committee.
- 4. St John's Road** – Essex County Council, Epping Town Council and this Council, have carried an expressions of interest exercise which has attracted strong interest. A presentation was made to EFDC and ETC councillors on 10th October and further information is to be provided for councillors to consider formally. Detailed proposals of a mixed use scheme are currently awaited for consideration by both District and Town councillors.

5. **Waste Contractor's Depot** – This is currently being considered as part of the re-tendering of the waste contract by the Director of Environment and the results will not be known until July 2014.
6. **North Weald Airfield** – The valuation and estates department are in the process of appointing consultants to advise on estates and development opportunities at the airfield to be considered by the Planning department who are preparing a report on the North Weald Master plan by 31 December 2013.
7. **Torrington Drive** – The Council is currently in discussion with Stobart Properties regarding the Sainsbury site. It is understood that Sainsbury's have agreed terms for a new lease and refurbishment of the store with Stobarts. A meeting was held with Sainsburys on 27th November to discuss proposals in detail.
8. **Winston Churchill Public House** – A developer has agreed Heads of Terms with the Council and Spirit Pub Group to redevelop the site and has submitted a planning application for two retail units, a pub and 64 flats. Negotiation of a development agreement is on going. The planning application is due to be heard on 11th December at the District Development Control Committee.
9. **Broadway Car Parks/Burton Road Depot** – A number of commercial and residential proposals are being considered in conjunction with the larger sites mentioned above but there are no firm proposals at this time.
10. **Lindsey House Epping** – The leaseholders have indicated a wish to surrender the lease back to the Council at no cost to the Council. The Council's agent has prepared a schedule of dilapidations and a payment of £7,000 to the Council has been agreed and is being documented.
11. **Town Mead Depot** – The Council architect has prepared outline drawings and a meeting has been requested with WATC to discuss this proposal.
12. **Church Hill Former Car Park** – The site has been marketed and following a second round of final bids an offer has been accepted subject to contract and Council approval.
13. **Leader Lodge** – This property is likely to be re-marketed in 2014.

Resource Implications:

None as this is a progress report.

Legal and Governance Implications:

N/A

Safer, Cleaner and Greener Implications:

N/A

Consultation Undertaken:

N/A

Background Papers:

None

Impact Assessments:

Risk Management

N/A

Equality and Diversity:

N/A

Did the initial assessment of the proposals contained in this report for Yes No
relevance to the Council's general equality duties, reveal any potentially
adverse equality implications?

Where equality implications were identified through the initial assessment Yes No
process, has a formal Equality Impact Assessment been undertaken?

What equality implications were identified through the Equality Impact Assessment process?

How have the equality implications identified through the Equality Impact Assessment been
addressed in this report in order to avoid discrimination against any particular group?

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