

Committee Agenda



**Epping Forest
District Council**

Asset Management and Economic Development Cabinet Committee Monday, 14th July, 2014

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 Monday, 14th July, 2014
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 Mrs A Grigg (Chairman), W Breare-Hall, Ms H Kane, Ms S Stavrou and C Whitbread

PLEASE NOTE THE START TIME OF THIS MEETING

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. DECLARATIONS OF INTEREST

(Assistant to the Chief Executive) To declare interests in any item on this agenda.

4. MINUTES (Pages 5 - 10)

To confirm the minutes of the last meeting of the Cabinet Committee held on 10 April 2014.

5. NORTH WEALD AIRFIELD INCOME GENERATION PLANS (Pages 11 - 12)

The Manager at North Weald Airfield will be present to discuss income generation and opportunities at the Airfield.

6. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT (Pages 13 - 16)

To consider the attached report (AMED-001-2014/15).

7. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT (Pages 17 - 20)

To consider the attached report (AMED- 002-2014/15).

8. MAIN RUNWAY AT NORTH WEALD AIRFIELD (Pages 21 - 26)

To consider the attached report (AMED-003-2014/15).

9. MARKETING OF AN OPERATIONAL MANAGEMENT AGREEMENT AT NORTH WEALD AIRFIELD (Pages 27 - 30)

To consider the attached report (AMED-004-2014/15).

10. 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.

11. 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
12	Main Runway at North Weald Airfield	3 and 5
13	Marketing of an Operational Management Agreement at North Weald Airfield – Appendix	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.

12. MAIN RUNWAY AT NORTH WEALD AIRFIELD PART II (Pages 31 - 42)

To consider the attached restricted report (AMED-003A-2014/15).

13. MARKETING OF AN OPERATIONAL MANAGEMENT AGREEMENT AT NORTH WEALD AIRFIELD (Pages 43 - 54)

To consider the restricted Appendix to the report (AMED-004-2014/15).

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Asset Management and Economic Development Cabinet Committee **Date:** Thursday, 10 April 2014

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 7.51 pm

Members Present: Councillors Mrs A Grigg (Chairman), W Breare-Hall, Ms S Stavrou and C Whitbread

Other Councillors: Councillors K Angold-Stephens, Ms J Hart, Mrs C Pond and D Stallan

Apologies: Councillor Mrs E Webster

Officers Present: C Pasterfield (Chief Estates & Valuation Officer), J Nolan (Assistant Director (Neighbourhood Services)), J Leither (Democratic Services Assistant) and G J Woodhall (Democratic Services Officer)

23. 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.

24. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor W Breare-Hall declared a personal interest in agenda item 5, 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.

25. MINUTES

RESOLVED:

That the minutes of the meeting held on 13 February 2014 be taken as read and signed by the Chairman as a correct record.

26. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT

The Cabinet Committee noted a report from the Asset Management Co-ordination Group on the progress they made with the development of Council's property assets.

The Assistant Director, Asset Management & Economic Development reported orally on further progress which had been achieved since the matters had been considered by the Group.

(1) Langston Road Retail Park

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. Following a number of meetings with legal advisers, Berwin Leighton Paisner and accountants Price Waterhouse Coopers, a corporate structure was now being proposed for Council members to consider. The meetings had been attended by the Council's Director of Resources, Director of Governance and Chief Estates Officer.

Members noted that a report would be submitted to a future meeting regarding a joint development agreement and the formation of a Limited Partnership.

(2) Oakwood Hill Depot

A planning application had been re-submitted and had been registered as valid on 5 March 2014. This application would now progress to an Area Plans Sub-Committee South meeting.

(3) Pyrles Lane Nursery

The Council had now completed the purchase of 79 Pyrles Lane, the property adjacent to the entrance of the site. A further planning application would be considered in the future for the development of this site, taking into account concerns raised at the previous planning committee.

(4) St John's Road

Essex County Council (ECC), Epping Town Council (ETC) and Epping Forest District Council (EFDC), had carried out an expressions of interest exercise which had attracted strong interest. ETC had appointed Strettons Chartered Surveyors to act on their behalf. Permission had been sought from the three Councils to enter into detailed negotiations from a mixed use developer to ascertain the details of their offer for a fixed period. This approach had been approved by all three Councils and detailed negotiations would be entered into with the developer, Frontier Estates.

(5) Waste Contractor's Depot

The Waste Contract negotiations were continuing and the final result would not be known until July 2014. It would also be known at that time when the Langston Road Depot would be vacated.

(6) North Weald Airfield

This had been examined as part of the Local Plan and was included within the Master Plan for North Weald. A meeting had been held with Savills, the Consultants acting for the Council. Savills had produced a draft report with regard to the Council's land holdings which would be presented to Members in the future.

(7) Torrington Drive

The purchase of the head lease would be completed on the 11 April 2014. The refurbishment of the Sainsbury's store had been complete and they had reopened for business.

The lease of the Post Office, which was situated on the corner of Torrington Drive and The Broadway, was due for renewal. The Post Office had asked for a meeting to discuss the new lease. A meeting was scheduled for 17 April 2014 and a report would be submitted to the Cabinet Committee at the next meeting.

(8) Winston Churchill Public House

The developer had agreed Heads of Terms with the Council and the Spirit Pub Group to redevelop the site comprising of two retail units, a pub and 64 flats. A conditional agreement had now been signed with the developer.

(9) Broadway Car Parks / Burton Road Depot

A number of commercial and residential proposals were being considered but there were no firm proposals to report at this time. At the Asset Management Co-ordination Group on 10 March 2014 it was agreed that a scheme to demolish garages in Vere Road and layout new parking for shoppers and the Sir Winston Churchill development would be brought forward.

(10) Lindsey House Epping

There was a restrictive covenant on this property and Officers from the Estates and Valuations department were considering the future potential use or sale of this property.

The restrictive covenant related to the Council not being able to convert the property into flats, it was a large house with no back garden. Officers were working to see if the restrictive covenant could be removed as going forward as a house was not viable.

(11) Town Mead Depot

The Council architect had prepared outline drawings and Waltham Abbey Town Council (WATC) had discussed the matter at a Council meeting. A meeting had been held with the Leader and Clerk of WATC and matters were now being progressed with consultants who had advised that a detailed topographical survey needed to be undertaken.

(12) Church Hill Former Car Park

The site had been marketed and following a second round of final bids an offer had been accepted. Completion of the sale was expected on the 17 May 2014.

(13) Leader Lodge

Preparation to re-market was under way and the property would be re-tendered in the near future.

Resolved:

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

(2) That regarding item 7, (Torrington Drive), the Assistant Director (Asset Management and Economic Development), submit a report to the next meeting of the Cabinet Committee on the current situation of the renewal of the Post Office Lease.

Reasons for the Decision:

To progress the renewal of the lease.

Other Options Considered and Rejected:

None.

27. NORTH WEALD AIRFIELD UPDATE

The Chairman referred to the recent accident concerning a plane which had flown from North Weald Airfield and offered her condolences to the families of the pilot and the passenger that had been killed.

The Assistant Director, Asset Management & Economic Development presented a report to the Cabinet Committee regarding income generation at North Weald Airfield.

He advised that there were three main sources of income at the Airfield:

- (a) that related to the Saturday and associated Bank Holiday Markets;
- (b) that related to the leases and licences held by the various aviation and non-aviation tenants (i.e. those occupying hangars and other buildings); and
- (c) that associated with short term/casual lets for a range of different activities.

In categories (a) and (b) above these were managed by the Estates Division (currently within the Governance Directorate) whilst category (c) was managed by the Airfield Manager as part of operational duties, within the new Neighbourhoods Directorate. This report dealt primarily with this category.

There had been an increase in income generated via casual lettings in 2013/14 from £74,000 in 2012/13 to an estimated £98,000. This was an increase of 32% year on year. This arose from:

- a monthly increase negotiated with Carlimits
- attracting new users such as Stunt Drive UK
- use of the runway for vehicle racing/testing
- general increase in ad-hoc uses generated through the "Spirit of North Weald" newsletter.

Further increases in 2014/15 were anticipated through additional ad-hoc users, including a company who intended to operate a vertical wind tunnel.

Members expressed concern that whilst the report showed what the Airfield was achieving it did not show any business plan for the future. The Chairman advised the Cabinet Committee that the Airfield Manager had apologised for not being able to attend the meeting and that he would be invited to attend the next meeting to answer Members concerns.

Resolved:

- (1) That the report on Income generation at North Weald Airfield be noted; and
- (2) That the Airfield Manager attend the next meeting.

Reasons for the Decision:

To update the Cabinet Committee on the current arrangements.

Other Options Considered and Rejected:

None.

28. ANY OTHER BUSINESS

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

29. EXCLUSION OF PUBLIC AND PRESS

RESOLVED:

That the public and press be excluded from the meeting for the items of business set out below on the grounds that they would involve the likely disclosure of exempt information as defined in the paragraphs of Part 1 of Schedule 12A of the Local Government Act 1972:

<u>Agenda Item No.</u>	<u>Subject</u>	<u>Exempt Information Paragraph Number</u>
9	North Weald Airfield - Main Runway Interim Report	3 and 5

30. NORTH WEALD AIRFIELD - MAIN RUNWAY INTERIM REPORT

The Assistant Director, Asset Management & Economic Development presented a report to the Cabinet Committee regarding the Main Runway at North Weald Airfield.

The appointed consultants, RPS, had completed their assessment of the main runway and had submitted a draft report for officers' consideration. There was to be a final meeting at the Airfield on 23 April 2014, where it was hoped to be able to 'sign off' the report and make it available to Members.

Resolved:

That the current position regarding the consultant's report on remedial works to the main runway be noted.

Reasons for the Decision:

To update the Cabinet Committee on the interim outcome of the consultancy report on the remediation of runway 02/20 at North Weald Airfield.

Other Options Considered and Rejected:

To delay this report until the receipt of the final consultant's report. However, there were no further scheduled meetings of this Committee until the new municipal year and it was therefore considered appropriate to inform the Committee of the current position and likely outcomes.

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North Weald Airfield income generation plans 2014/15

	Income generator	Actions	Achieve by	Progress
1	Introduction of landing fees	<ul style="list-style-type: none"> • Produce Implementation plan • Discuss with JN / DM • Liaise with Estates on implementation / lease issues • Liaise with Accountancy regarding budget implications • Landing fees introduced 	<ul style="list-style-type: none"> • Jan 2014 • August 2014 • Sept 2014 • January 2015 • April 2015 	<ul style="list-style-type: none"> • Done • DG to arrange
2	Promote use of Control Tower as a meeting venue	<ul style="list-style-type: none"> • Refurbish / decorate areas identified as training rooms • Produce marketing material • Promote via website / social media / information outlets • Training rooms being used 	<ul style="list-style-type: none"> • January 2014 • February 2014 	<ul style="list-style-type: none"> • Done • Done • Done / on-going • On-going
3	Promote North Weald as a major events venue	<ul style="list-style-type: none"> • Produce marketing material • Promote venue via social media / website / location websites • Identify possible major event organisers • Consult with stakeholders • Event subject to the ESG • Event takes place 	<ul style="list-style-type: none"> • On-going • January 2014 • February 2014 	<ul style="list-style-type: none"> • Done • Done / on-going • One identified • Event re-buffed on advice of Estates due to the implications it could have on the weekly market
4	To identify areas for additional aircraft parking / hangars	<ul style="list-style-type: none"> • Identify possible areas for hire • Liaise with Estates to advertise 	<ul style="list-style-type: none"> • May 2014 • June 2014 	<ul style="list-style-type: none"> • Done • To action

		<ul style="list-style-type: none"> rental opportunities / lease terms • Advertise areas for hire • Liaise with hirers / Estates to agree terms of lease • Lease begins 	<ul style="list-style-type: none"> • August 2014 • Oct 2014 • April 2015 	
5	To introduce PPL training	<ul style="list-style-type: none"> • Produce implementation plan • Identify possible training provider • Discuss with JN and training provider operational issues • Liaise with Estates to consider licensing issues • Produce PFH report • Consult with stakeholders • Agree terms with training provider • License to operate commences 	<ul style="list-style-type: none"> • January 2014 • January 2014 • May 2014 • July 2014 • Sept 2014 • January 2014 • April 2015 	<ul style="list-style-type: none"> • Done • Done • Done • Meeting planned for July 11th
6	Promote NWA as parking venue for TDF	<ul style="list-style-type: none"> • Agree operational requirements • Advertise via website / social media and The Forester publication • Liaise with Audit regarding taking of monies etc • TDF takes place 	<ul style="list-style-type: none"> • March 2014 • April 2014 • June 2014 	<ul style="list-style-type: none"> • Done • Done • Done

Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: **AMED-001-2014/15**

Date of meeting: **14 July 2014**

Portfolio: **Asset Management & Economic Development**

Subject: **Economic Development Team Progress Report**

Responsible Officer: **Mike Warr** (01992 564593)

Democratic Services Officer: **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:

Subject: **Economic Development Team Progress Report**

1. Economic Development Strategy - A draft Economic Development Strategy document has been compiled to act as a high-level framework within which the work of the Economic Development section will be guided. It is intended to be a light-touch document which highlights the broad economic development priorities adopted by Cabinet and acts as a catalyst to look in more detail at the specific Economic Development Plans (EDPs) which will sit behind it. It will be brought forward for adoption by members later in the year, once further work to develop the EDPs has been undertaken.

2. Economic Development Priorities and Plans - As mentioned above a range of economic development priorities have previously adopted by Cabinet. In terms of setting out a work programme for the Economic Development team over the course of the year further prioritisation has taken place enabling us to break down the higher level priorities into specific tasks and actions. It is intended to produce a suite of Economic Development Plans (EDPs), each addressing a specific area of focus, which will provide the finer detail of what is planned to address the needs of those places, sectors or themes.

We are in liaison with our colleagues in Forward Planning and are aware of the report currently being undertaken by Hardisty Jones consultants, looking at the Economic and Employment Evidence to Support the Epping Forest Local Plan and Economic Development Strategy. As well as the inception meeting for this report subsequent meetings have also been attended with the consultants.

A greater understanding of our Town Centres and their needs has been identified as a key first stage for us and within this, the current status and needs of Waltham Abbey Town Centre has been further identified as our key priority and our lead project.

3. Waltham Abbey Town Centre - Specifically in terms of Waltham Abbey Town Centre a number of initiatives are already underway. A firm of surveyors (Colliers) are being commissioned to review and identify the physical capacity and level of demand for improved retail development in the high street, both on land owned by the council and on land in the town centre more generally. In addition to this, we are commissioning an economic consultant to review the available unemployment data for Waltham Abbey and further advise us on the present status, patterns emerging, and need for intervention etc. as regards unemployment within the town. It is hoped that this will highlight any particular problem areas within the town which may not currently be visible in higher-level statistics.

In conjunction with the Waltham Abbey Town Centre Partnership (TCP) the Economic Development team is supporting the upcoming (15th July) Waltham Abbey High Street Summit which will seek to gather the views and thoughts of the town's businesses and residents on what the High Street needs to both survive and thrive. The TCP are organising the event but a number of officers from both Epping Forest DC & Essex CC are intending to give very short talks or presentations to hopefully generate debate and discussion around the future of the High Street.

In advance of the summit we have started to look at available resources to assist the businesses of Waltham Abbey and equip them with the knowledge and skills they will need to push their businesses on. Using both the EFDC website, future editions of our business briefings and liaison with the Town Centre Partnerships we would hope to be able to draw businesses attention to these resources such as online courses and seminars, local college courses and freely available guides to a variety of business activities.

4. Town Centres - It is intended that once the Waltham Abbey Town Centre EDP has been formalised in terms of layout and content, each town centre in the district will receive the same level of attention following the established format but making each one bespoke to the particular location where appropriate.

We are also commissioning consultants to refresh the Town Centres Study completed for us in 2010. Peter Brett associates will undertake this work which will look at all six of our town centres and report back both on the status of the centres and opportunities which exist to develop them. To supplement this knowledge we are also intending to purchase updated Experian GOAD plans where available for town centres along with a range of analyses of the make-up of the centres. Where GOAD plans are not available we have commenced a programme of town centre visits to update our in-house maps of the centres to ensure we are aware of any significant shop unit vacancies.

A meeting of the Town Team (EFDC, TCP chairs and the Chamber of Commerce) has recently taken place at which the outcomes of the first round of applications to the EFDC Town Centres Enhancement Initiative was revealed. A total of 5 applications were received with over £21000 being awarded for projects. In addition 5 out of the 6 TCPs have now received their annual admin grant, the remaining TCP not having yet submitted their

paperwork.

Finally, to further enhance our understanding of the businesses we have in and around our towns we are meeting with Burrows Communications Ltd to discuss the production of a verified business database for EFDC at zero financial cost. This would give us both a deeper understanding of what businesses exist in the district and also enable us to effectively communicate with our businesses when the need arises.

5. Marketing and Promotion - The boosting of the Economic Development team with an Administration Assistant has enabled the team to make rapid progress in developing the social media / online workstream. Beginning in early June it has been possible for the facebook pages for both One Shops Local and Visit Epping Forest to be given regular, if not daily, attention. This has resulted not only in a noticeable increase in the level of traffic to the pages but also the level to which we are able to engage with online communities. Our online reach (the extent to which we are getting our message out into the online domain) has also significantly increased.

The latest edition of the One Business Briefing has also been published. This promotes much of the work of the LSP One Epping Forest in driving certain elements of the economic development programme forward but also was used to highlight opportunities for local businesses arising out of the Tour de France and focus in on Business Support initiatives such as the Visit Waltham Abbey app.

6. Partner Liaison - The Economic Development team continue to liaise, support and attend meetings with a number of Partner Organisations. These include, at varying intervals:

- 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 Taskforce
- West Essex Skills & Learning Forum
- Waltham Abbey Town Centre Partnership (previously we had attended meetings of the Waltham Abbey 'Portas' Town Team and this has now been merged into the TCP.)

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

Impact Assessments:

Risk Management - N/A

Equality and Diversity - N/A

Did the initial assessment of the proposals contained in this report for relevance to the Council's general equality duties, reveal any potentially adverse equality implications? N/A

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? N/A

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

N/A

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?

N/A

Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-002-2014/15

Date of meeting: 14 July 2014

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:

1. 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. Following a number of meetings with legal advisers a corporate structure is now being finalised for Council members to consider. Further advice has been obtained from the Council's accountants, Price Waterhouse Coopers, and legal documentation is being prepared. Planning conditions are also being addressed such as highways notices and contaminations reports.

2. **Oakwood Hill Depot** – A planning application had been submitted and will be heard at the Plans South Committee on 9th July. A verbal update will be given at the meeting.

3. **Pyrles Lane Nursery** – A new planning application for residential development is being prepared and a new traffic survey has been completed. The application is likely to be submitted by the end of July.

4. St John's Road – Following the soft marketing exercise exclusive negotiations were held with the developer, Frontier Estates Ltd, and detailed Heads of Terms proposed by the developer. These have been agreed by Epping Town Council and will be considered by EFDC at the Cabinet Committee on 21st July. A meeting is also being held with Essex CC, Epping TC and their agents on this day.

5. Waste Contractor's Depot – Biffa have won the Council's tender as the new waste contractor. They will be operating from their own depots but be entitled to use the Council's depot in Langston Road until 31st March 2015.

6. North Weald Airfield – This being looked at as part of the new Local Plan and in particular the Master Plan for North Weald. In addition the Estates Section are taking advice from consultants, Savills, with regard to the Council's land holdings. There is a separate report to this meeting regarding aviation at the airfield.

7. Torrington Drive – The Council have purchased the Head Lease of the Sainsbury store from Stobart Properties. The Sainsbury store has been refurbished and has re-opened with new car parking spaces now totalling 49 spaces.

8. Winston Churchill Public House – A Development Agreement and Section 106 Agreement have been signed by the Council and CK Property Investments(Loughton)Ltd. We understand that the developer has satisfied planning conditions and a programme of works is now awaited.

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. Possession has now been taken of the former jewellers shop which has relocated on The Broadway. Work to demolish the shop and widen the walkway to provide better access to the Burton Road car park is now being progressed.

10. Lindsey House Epping – Possession has now been taken of this property and approval granted at the 23rd June Cabinet to market the property.

11. Town Mead Depot – the Council have employed Peter Brett Ass. as consultants to consider flooding issues and a further topographical survey of the joint sites has been completed. Discussions are now taking place with the Environment Agency and a report will then be issued by Peter Brett Ass. on the possible uses of the site.

12. Church Hill Former Car Park – The sale of this site has now been completed.

13. Leader Lodge – Following a marketing exercise bids have been received and are being considered by the Council.

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 relevance to the Council's general equality duties, reveal any potentially adverse equality implications? Yes No

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

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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Report to the Asset management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-003-2014/15

Date of meeting: 14 July 2014

Portfolio: Asset Management & Economic Development

Subject: Main runway at North Weald Airfield

Responsible Officer: Derek Macnab (01992 564050)

Democratic Services Officer: Jackie Leither (01992 564756)

Recommendations/Decisions Required:

- (1) To consider the findings of the RPS report on the current condition of the runway at North Weald Airfield;**
- (2) To consider the confidential advice from Counsel with respect to the Council's obligations under the leases and Licenses with Aviation Tenants;**
- (3) As a result of the above, to maintain the current maintenance and inspection regimes which are considered fit for purpose with respect to maintaining safe operating conditions; and**
- (4) To defer any significant remedial work or consideration of the reduction in runway length, until such time as the Local Plan process is concluded.**

Executive Summary:

This report provides up to date details in respect of the condition of the main runway (RW02/20) at North Weald Airfield and sets out potential remedial options. The report also considers, in the confidential part of the report, Counsel's opinion on the obligations of the Council in respect of the leases/licences held by aviation tenants.

Reasons for Proposed Decision:

To give consideration to remediation options in the context of the current condition of the runway as assessed by the RPS report, the implications of the local plan process and the Councils lease/licence obligations

Other Options for Action:

Not to address the issues presented by the runway condition report and legal advice. However, this would expose the Council to risk..

Report:

Background

1. A number of reports have been commissioned since 1988 on the condition of the main runway at North Weald Airfield. These have included Scott Wilson in 1998, Halcrow in 2011 and Deloittes in 2013. The Halcrow report suggested that the condition of the runway was such that whilst the Council should introduce formalised runway inspections, in all other respects the runway was suitable for its current use, but that its strength should be assumed to be no different to when it was last intrusively tested by Scott Wilson back in 1998. The Scott Wilson report suggested that the pavement strength classification number (PCN) should be 6.

2. In the light of the Halcrow report, and to ensure that the Council was not seen to be compromising its insurance cover, officers informed tenants that the PCN for RW02/20 had been reduced to 6, but that they would be able to operate aircraft up to and occasionally in excess of a PCN of 9 provided that the Council was informed and able to approve that operation following a runway inspection. Given the nature of the aircraft routinely using the airfield, and the fact that the PCN regime generally only applies to aircraft in excess of 5,700kgs in weight, this was not considered to be a restraint to the businesses of the tenants, although it was recognised that some leases enabled heavier aircraft to operate.

3. In order that the Council could fully understand the relationship between the leases/licences and its obligations under those licences, the Council appointed Piers Harrison of Tanfield Chambers to provide the Council with advice..

4. The Council also considered it wise to seek further advice on the steps required and probable costs related to bringing RW02/20 up to a standard of at least PCN 9. Halcrow were approached to undertake this work, but they declined, suggesting that we approach another aviation based consultancy RPS. Following research on RPS, officers concluded that their background and experience were suitable, and they were duly appointed to undertake the assessment.

Leases and licences and Counsel's opinion

5. Given the commercially sensitive nature of the leases and licences in place between the Council and its tenants, and Counsel's advice appertaining to them i.e. details of leases etc, Counsel's opinion is therefore set out as a confidential section to this report.

The RPS report and suggested remedial solutions

6. The final version of the RPS report is attached to this agenda. The main findings of the report are as follows:

- runway 02/20 is currently, in parts, under strength (PCN 6), whereas the licences stipulate PCN 9;
- the original asphalt section of the runway surface is in a comparatively poor state; however maintenance has maintained a satisfactory runway;
- based upon the level of traffic at the aerodrome and type of general aviation aircraft that operate from there, the runway surface is considered fit for purpose;
- current runway operating distances are larger than required for the "design aircraft" (a Hawker Hunter T7), and its overall length could be reduced;
- to achieve a PCN of 9 the asphalt section of the runway requires a minimum of a 250mm overlay;

7. RPS have not undertaken any intrusive testing of the runway. Their report is based upon the previous Scott Wilson and Halcrow reports, and a thorough visual inspection. Their report essentially divides the runway into three sections, with distances referenced to runway 02 (i.e. running south to north – see figure 3 on page 12 of the RPS report):

- (i) the flexible (asphalt) section (0m to 840m);
- (ii) the composite section (841m to 1090m); and
- (iii) the rigid (concrete) section (1091m to 1920m)

The Scott Wilson report designated these section lengths as having PCNs of 6, 10 and 9 respectively. RPS have formed the view that overall, a PCN of 6 is appropriate.

8. RPS considered what the runway length requirements were, based upon the current aircraft using the runway. This information was provided by the Airfield Operations Team from their local knowledge and records. On the advice of officers RPS assumed the “design aircraft” to be the Hawker Hunter T7, as previously operated by the RAF at the Airfield, a historic jet fighter, which requires the use of a parachute to assist in its braking once it has landed. This results in the T7 having a longer runway landing requirement than for taking off, the opposite of most aircraft. The PCN of the T7 is not known, and cannot be determined. However, its weight is thought to be less than 5,700kg in the condition that it normally flew.

9. Therefore, a presumption has been made that the main runway should accommodate a Landing Distance Available (LDA) of 1,400m and a Take Off Distance Available (TODA) of 1,100m.

10. Based upon a minimum LDA of 1,400m, it can be seen that this cannot be accommodated within those areas of the runway which are currently designated as PCN 10 and 9 (i.e. between 840m and 1920m). Therefore, if a PCN of 9 is to be achieved for the entire runway, some remedial works will be required to the asphalt and composite sections of the runway. In considering the scale of this additional work it is not simply a matter of remediating the minimal amount of asphalt runway, since the safe operation of the runway requires the thresholds (those areas where the aircraft actually touch down on landing or commence their run for take-off) to be located relative to the local surroundings and in particular to any obstructions which aircraft need to safely clear either upon take-off or landing. By slightly amending the commence of take-off runs on RW02, such that they commence at the threshold and not before, the overall requirement for remediation can be reduced. Figure 4 on page 14 of the RPS report sets this all out quite clearly.

11. The remediation suggested is intended to bring the sub-standard parts of the runway up to a standard of PCN 9, to meet licence conditions. Figure 5 on page 17 of the RPS report sets out the core proposals, splitting the work into two categories:

- (i) overlaying the necessary part of the asphalt runway with 250mm of new material; and
- (ii) tying in that new overlay with the existing runway surface on RW02/20 and with the much shorter and rarely used cross runway, RW13/31

with the intention of providing a LDA of 1,400m and a TODA of 1,100m. The runway width would be retained at its current 45m. Two of the options set out below would however reduce the operational width of the runway from 45m to 30m.

12. The RPS report sets out the types of overlay material which are suitable for purpose and could be used. RPS have not recommended the cheapest solution available, although they have stated that cheaper options could be utilised dependent upon the future proposed uses of the Airfield.

13. RPS have provided a number of estimated solutions, again dependent upon what the future use of the Airfield might be, for example, any intention to seek a CAA licence. All of the options are set out in detail in the report, but in summary are as follows:

Remediation	Baseline Overlay, existing runway profile	Option 1 Overlay, 1% transverse section to meet min. CAA stds.	Option 2 As option 1 , but 1.5% transverse section to fully meet CAA stds.	Option 3 As option 1 but with width reduced to 30m	Option 4 As option 2 but with width reduced to 30m
Runway overlay	£2,675,000	£4,100,000	£4,700,000	£3,600,000	£3,800,000
Runway reconstruction	£305,000	£305,000	£305,000	£305,000	£305,000
Runway tie-in areas	£450,000	£450,000	£450,000	£450,000	£450,000
Total	£3,430,000	£4,855,000	£5,455,000	£4,355,000	£4,555,000

14. The above costs make a number of assumptions:

- (1) there is no contingency (assume at least 10%);
- (2) normal daytime hours working;
- (3) unfettered access to the runway;
- (4) access elsewhere on site for plant, asphalt production etc; and
- (5) good weather

Work of this scale could take 6 to 8 weeks to undertake and require a runway closure for that entire period. RPS suggest that once a full technical solution is designed, this time period could reduce a little. It might also be possible to enable some use of the cross runway RW13/31.

15. The above costs are very significant, especially whilst the future of the Airfield remains subject to deliberation through the local plan. RPS were therefore asked to advise what the costs might be if a decision was made to simply overlay the existing asphalt areas, without seeking to achieve a PCN of 9 for the runway as a whole. Although not part of the report, RPS have indicated that in their view a simple 50mm overlay to deal with the immediate issues would cost in the region of £700,000.

Discussion on options

16. The RPS report does not reach any new conclusions, but does usefully provide support to previous cost estimates for the remediation of the runway provided. There are two main issues to consider:

- (1) the costs of remediation of any type at this point in the local plan process; and
- (2) the advice of Counsel and the approach the Council wishes to take with regards to those tenants who may demand the Council to meet the full conditions of their licences, with respect to PCN's.

17. In terms of (1) above, despite the existing Cabinet resolution to retain aviation at the Airfield, it would perhaps be prudent not to do any significant remedial works to the runway at NWA which could be seen as setting a precedent for the future use of the Airfield in the context of the North Weald Bassett Masterplanning exercise as a whole, and until the Local Plan is further advanced. It will be important however, that the existing inspection and maintenance regimes are fully applied during this period.

18. Discussion on Counsel's advice can be found in the commentary in the confidential part of this report

Resource Implications:

As set out in paragraphs 20 to 22 on Part II report.

Legal and Governance Implications:

See commentary in confidential part of this report.

Safer, Cleaner and Greener Implications:

None for the purposes of this report

Consultation Undertaken:

Counsel's advice

Background Papers:

Scott Wilson Report 1998
Halcrow Report 20xx
Deloitte Report 20xx
RPS Report 2014

Impact Assessments:

Risk Management

See commentary in confidential part of this report

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Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-004-2014/15

Date of meeting: 14 July 2014

Portfolio: Asset Management & Economic Development

Subject: Marketing of an operational management agreement for North Weald Airfield

Responsible Officer: Chris Pasterfield (01992 564124).

Democratic Services Officer: Jackie Leither (01992 564756).

Decisions Required:

- (1) To agree to seek an operational partner for the aviation business at North Weald Airfield.**
- (2) To approve the procurement and appointment of marketing agents and to delegate the terms of the appointment of agents to the Portfolio Holder for asset management and economic development.**
- (3) To receive a further report on the outcome of the marketing exercise**

Executive Summary:

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

Reasons for Proposed Decision:

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

Other Options for Action:

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

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

Report:

- (1) Property consultants Savills, were appointed to review the current position and undertake a soft marketing exercise to obtain the views of companies operating in this sector of the aviation industry. Due to the considerable amount of unknown factors as to how the aviation operation could be improved, especially Civil Aviation Authority approvals and significant capital investment required, there was a clear preference from the private sector for a management agreement rather than a long lease.
- (2) A management agreement involves the Council paying a fee to an operator who takes all responsibility for running the aviation business. The Council then receives the income generated by the business. Targets and incentives are built into the arrangement so both parties benefit from increases in net profit due to lower costs and higher income generation. Any short term capital investment has also to be agreed. A term of 5-10 years is envisaged. This would allow the Council to retain a high level of control over the running of the aviation side of the airfield.
- (3) A formal marketing of this opportunity is now needed to try and ensure that the aviation business works towards becoming profitable in its own right, exclusive of the outdoor market income, which is currently in decline. The marketing would however not exclude other types of private sector involvement such as leasing, if interest was shown. An outright sale would be ruled out. It is hoped that a successful management agreement will show how the aviation business can be expanded and point the way for longer term improvement and investment to create a viable future.
- (4) It will take a month to engage the agents. The marketing preparation and activity will take a further 3 months. Timescales thereafter will very much depend on the type and level of response.
- (5) It is considered likely that aviation will initially be restricted to the west side of main runway but including operational buildings such as the control tower.
- (6) Existing staff will be needed to carry on existing or similar roles. By improving revenue generated by further aviation it is thought that this will help to guarantee jobs for the future.

Resource Implications:

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

Legal and Governance Implications:

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

Safer, Cleaner and Greener Implications:

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

Consultation Undertaken:

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

Background Papers:

Savills Report (January 2014) contains exempt information.

Impact Assessments:

Risk Management

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

Equality and Diversity:

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

Where equality implications were identified through the initial assessment process, has a formal Equality Impact Assessment been undertaken? N/A

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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