

Committee Agenda



**Epping Forest
District Council**

Asset Management and Economic Development Cabinet Committee Tuesday, 21st October, 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 Tuesday, 21st October, 2014
at 7.00 pm .**

**Glen Chipp
Chief Executive**

**Democratic Services
Officer**

J Leither, Democratic Services Tel 01992 564756
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Members:

Councillors Mrs A Grigg (Chairman), W Breare-Hall (Vice-Chairman), 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

To declare interests in any items on the agenda.

4. MINUTES (Pages 5 - 16)

To confirm the minutes of the last meeting of the Cabinet Committee held on 14 July 2014.

5. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT (Pages 17 - 20)

To consider the attached report (AMED-005-2014/15).

6. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT (Pages 21 - 24)

To consider the attached report (AMED-006-2014/15).

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	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. LICENCE FEE FOR NORTH WEALD MARKET

Restricted report (AMED-007-2014/15) to follow.

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EPHING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: Asset Management and Economic Development Cabinet Committee **Date:** Monday, 14 July 2014

Place: Council Chamber, Civic Offices, High Street, Epping **Time:** 7.00 - 8.45 pm

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

Other Councillors: Councillors K Angold-Stephens, D Stallan and J M Whitehouse

Apologies: Councillor C Whitbread

Officers Present: D Macnab (Director of Neighbourhoods), J Nolan (Assistant Director (Neighbourhood Services)), C Pasterfield (Chief Estates & Valuation Officer), M Warr (Performance Improvement Officer), D Goodey (General Manager North Weald Airfield), J Leither (Democratic Services Assistant) and G J Woodhall (Democratic Services Officer)

1. WEBCASTING INTRODUCTION

The Chairman reminded everyone present that the meeting would be broadcast live to the internet and that the Council had adopted a protocol for the webcasting of its meetings.

2. DECLARATIONS OF INTEREST

(1) Pursuant to the Council's Code of Member Conduct, Councillor H Kane declared a personal interest in agenda item 6, Economic Development Progress Report, items 3 and 4 by virtue of being the Chairman of the Town Centre Partnership and a Ward Member and agenda item 7, Asset Management Co-ordination Group Report, item 11, Town Mead Depot by virtue of being a Ward Member. The Councillor had determined that her interest was non-pecuniary and would remain in the meeting for the consideration of the issue.

(2) Pursuant to the Council's Code of Member Conduct, Councillor S Stavrou declared a personal interest in agenda items 6, Economic Development Progress Report, items 3 and 4 and agenda item 7, Asset Management Co-ordination Group Report, item 11, Town Mead Depot by virtue of being a member of the Waltham Abbey Town Council. The Councillor had determined that her interest was non-pecuniary and would remain in the meeting for the consideration of the issue.

(3) Pursuant to the Council's Code of Member Conduct, Councillor W Breare-Hall declared a personal interest in agenda item 7, 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.

(4) Pursuant to the Council's Code of Member Conduct, Councillor J Whitehouse declared a personal interest in agenda item 7, 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.

3. MINUTES

Resolved:

(1) That the minutes of the meeting held on 10 April 2014 be taken as read and signed by the Chairman as a correct record.

4. NORTH WEALD AIRFIELD INCOME GENERATION PLANS

The North Weald Airfield (NWA) Manager presented a report to the Cabinet Committee regarding plans to generate income at North Weald Airfield.

The Airfield Manager reported on an event that had already taken place, the use of the Airfield as a parking venue for Le Tour de France. He advised that there had been 240 cars parked at NWA on the day raising an amount of £2,400.

He advised the Cabinet Committee of ideas that he had been looking at in order to generate more income at the Airfield.

(1) Introduction of Landing Fees

There are no landing fees charged for visiting aircraft that land at North Weald Airfield. The current arrangement was that each tenant on the airfield had a number of movements allocated to a runway licence, visiting aircraft tended to visit historically and North Weald Flying Services collected the landing fee in the guise of it being a donation or a day membership to the club. There have been ongoing discussions with the Squadron and the Council's Estates department with the view that the Council should be collecting those fees. An implementation plan of how it could work had been devised and had highlighted that there would be a capital outlay of approximately £11,000 for initial setting up costs. There were ongoing arrangements being put into place with a view to the Council collecting 100% of the landing fees and this was hoped to be implemented from April 2015.

(2) Promote use of Control Tower as a meeting venue

The Control Tower had two rooms which were suitable for small events, meetings, and a training venue the Hunter Room and the Hurricane Room. Last year a total of £6,000 rental income was generated from hiring out these rooms. Marketing material had been produced and was being advertised at outlets in the area and was also being promoted via the website and social media to attract new bookings.

(3) Promote North Weald as a major events venue

There were not many weekends available for rental this year as there were a number of traditional events that had been running for many years, an example being Wings and Wheels which had held an annual event at the Airfield for over 25 years. Event organisers had been identified and contacted but there had not been much interest as they were predominantly interested in whole weekend events and not one day events. Whole weekend events were not possible due to the market being in

operation on a Saturday. Although the market had decreased dramatically over the last 4 to 5 years and there were now only half the amount of stalls that there used to be, the market still attracted between 5,000 and 8,000 visitors each week.

(4) Additional aircraft parking / hangars

We had identified additional areas for parking and hangars at the Airfield. The problem that had been highlighted was with the lease terms that were available, they were not found to be very favourable as we could only offer a lease until the end of 2018. Businesses were not wanting to invest in infrastructure and laying concrete bases for such a short lease term as they wanted the security of a 10-15 year lease. There would be a need to extend the lease period as the initial outlay for the lessee would far outweigh the income that would be generated and therefore would not attract hirers.

(5) Introduce Private Pilots License (PPL) training

A training provider had contacted the Council and put forward some proposals which from an operational point of view could work. We would need to look more closely into the proposals as it would need strict control.

Questions

(a) The Housing Portfolio Holder asked the Airfield Manager if he could look into the possibility of relocating the Market so that NWA could hold major events?

The Airfield Manager advised that they could look at relocating the market but the market attracted between 5,000 and 8,000 people each week and although the market had reduced in size there were 150 to 160 stalls each week.

(b) The Housing Portfolio Holder asked how much business, if any, had arisen from the North Weald Airfield facebook page?

The Airfield Manager said he did not have the information to hand and would look at the facebook statistics and report back to Members in the Bulletin.

(c) The Environment Portfolio Holder asked with the introduction of landing fees, what impact did the Airfield Manager think those landing fees might have on the number of aircraft that would use the airfield in the future and what was the projected budget income against the costs associated with implementing the plan?

He also asked the Airfield Manager if he thought aircraft landing at NWA would diminish with the introduction of landing fees?

The Airfield Manager advised that there were approximately 1800 landings per year which would equate to approximately £25,000 income. He envisaged the initial set up costs to be around £11,000 and thereafter £2,000 to £3,000 running costs per year.

The Airfield Manager did not think aircraft landing numbers would decrease with the introduction of landing fees.

(d) The Chairman asked with regard to the PPL training what restrictions there would be with a take off, a circuit and a landing as this could be noisy and continuous and would there be any restrictions on jets or helicopters?

The Airfield Manager stated that the type of aircraft that would be used would be the smaller light aircraft like a Cessna 150 or 172.

Resolved:

- (1) That the report from the North Weald Airfield Manager be noted; and
- (2) That any outstanding answers from questions asked by the Cabinet Committee be either published in the Council Bulletin or reported at the next scheduled meeting of the Cabinet Committee.

Reasons for Decision:

To update the Cabinet Committee on the income generation plans at North Weald Airfield.

Other Options Considered and Rejected:

None, as this report was for noting only.

5. ECONOMIC DEVELOPMENT TEAM PROGRESS REPORT

The Economic Development Officer (EDO) presented a report to the Cabinet Committee and updated them on a number of projects, themes and issues being explored by the Economic Development Team.

The Officer advised that a draft Economic Development Strategy document which had been compiled to act as a high-level framework within which the work of the Economic Development section would be guided. It was intended to be a light-touch document which highlighted the broad economic development priorities adopted by the Cabinet.

The Officer stated that the Economic Development team were liaising with colleagues in Forward Planning and were 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.

The Officer pointed out that Town Centres and their needs had been identified as a key first stage project and the current status and needs of Waltham Abbey Town Centre had been further identified as a key priority and lead project. In terms of the Waltham Abbey Town Centre a number of initiatives were already underway. Colliers Surveyors were 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. An economic consultant would also be commissioned to review the available unemployment data for Waltham Abbey and advise on the present status, patterns emerging, and need for intervention, with regard to unemployment in the town.

The Economic Development Team were supporting the Waltham Abbey Town Centre Partnership (TCP) with the Waltham Abbey High Street Summit on the 15 July 2014, which would seek to gather the views and thoughts of the town's businesses and residents on what the High Street needed to both survive and thrive. The TCP were organising this event with a number of officers from both Epping Forest District Council and Essex County Council who were intending to give very

short talks or presentations to generate debate and discussion around the future of the High Street.

Once the Waltham Abbey Town Centre Economic Development Plan had been formalised in terms of layout and content, each town centre in the District would receive the same level of attention following the established format but making each one bespoke to the particular location where appropriate.

The Officer advised that from June 2014 it had been possible to give regular attention to the facebook pages of One Shops Local and Visit Epping Forest. This had resulted in a noticeable increase in the level of traffic to the pages and also the level to which the Council was able to engage with online communities.

Resolved:

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

Reasons for Decision:

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

Other Options Considered and Rejected:

None, as this was a monitoring report for noting only.

6. ASSET MANAGEMENT CO-ORDINATION GROUP REPORT

The Cabinet Committee noted a report from the Asset Management Co-ordination Group on the progress made with the development of the 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

Detailed advice had been received from accountants, Price Waterhouse Coopers, which was being co-ordinated with solicitors Berwin Leighton Paisner, who had both been appointed to this project to ensure that the Council had the most tax efficient and proper legal entity to jointly take this proposal forward with Polofind Limited, who were the Council's joint development partners. Other work had progressed and the Council was close to being able to recommend the appointment of a construction project manager who would be a key member of the team appointing other professionals.

Planning matters which were reserved by the outline planning approval were also being dealt with such as the highways notices being prepared and further reports of the contamination had been commissioned. Our partners were moving forward on marketing and a draft brochure had been prepared for approval.

(2) Oakwood Hill Depot

The planning application for the new Council Depot at Oakwood Hill had been referred to the District Development Control Committee on 13 August 2014.

(3) Pyrles Lane Nursery

This site would be available for development once the Oakwood Hill Depot was constructed. A new planning application for a residential development was being prepared and would be submitted in the near future.

(4) St John's Road

Frontier Estates Limited had submitted detailed heads of terms for approval by all three councils, namely Essex County Council, Epping Forest District Council and Epping Town Council. Epping Town Council had approved the heads of terms and there was a report being considered by the District Council's Cabinet meeting on the 21 July 2014.

The development which had been proposed was a small food store which would be anchoring the scheme, a small multiplex cinema, a town square, restaurants, residential accommodation, offices which would include the Town Council and a public car park.

Assuming the heads of terms were agreed then the next step would be to instruct solicitors to have a joint development agreement between the developer and all three Councils. The developer would sign the agreement subject to planning approval.

(5) Waste Contractor's Depot

The Council had appointed Biffa as the new waste contractor which would commence in November 2014. Biffa would operate from their own depot sites but they would still be able to use the Council's current depot at Langston Road until 31 March 2015.

(6) North Weald Airfield

There was a separate report regarding aviation at the airfield on the agenda.

(7) Torrington Drive

The head lease of the Sainsbury store had been purchased from Stobarts and the store had a major uplift with the retail units at the front being turned into a car park with 49 spaces.

(8) Winston Churchill Public House

A Development Agreement and Section 106 Agreement had been signed by the Council and CK Property Investments (Loughton) Limited. Planning conditions had now been satisfied by the developer and demolition had commenced at the site.

(9) Broadway Car Parks / Burton Road Depot

A number of proposals were being investigated by the Director of Communities. The Council had now taken possession of the former jewellers shop which was in the walkway and plans were going ahead to widen the access between the Broadway and the Burton Road car park.

(10) Lindsey House Epping

The Council had now taken possession of this property and approval was granted on 23 June 2014 to market the property which was being progressed.

(11) Town Mead Depot

The Council had appointed Peter Brett Associates as consultants, who were experts on flooding and a topographical survey had been completed of the depot and adjoining land. The Consultants had been in discussion with the Environment Agency to allay any fears regarding flooding on this land and a report would be issued on the possible uses of the site in the near future.

(12) Church Hill Former Car Park

The sale of this site had now been completed.

(13) Leader Lodge

This site had been remarketed which had been very successful. A Portfolio Holder Decision would be published shortly to confirm the sale of the property.

Resolved:

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

Reasons for Decision:

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

Other Options Considered and Rejected:

None, as this monitoring report was for information only.

7. MAIN RUNWAY AT NORTH WEALD AIRFIELD

The Director of Neighbourhoods presented a report to the Cabinet Committee regarding the main runway at North Weald Airfield. He advised that the report provided up to date details in respect of the condition of the main runway (RW02/20) at North Weald Airfield and set out potential remedial options. The report also considered, in the confidential part of the report, Counsel's opinion on obligations of the Council in respect of the leases/licences held by aviation tenants.

The Director stated that a number of reports had been commissioned since 1988 on the condition of the main runway. These included Scott Wilson in 1998, Halcrow in 2011 and Deloitte in 2013. The Halcrow report advised that the condition of the runway was suitable for its current use. Scott Wilson tested the runway and identified the pavement strength to have a classification number PCN 6. Tenants were informed of the runway classification number and advised that they would be able to occasionally operate aircraft in excess of a PCN 9 but the Council must be informed beforehand so they could inspect the runway and approve the operation.

The Director advised that RPS, an aviation based consultancy were commissioned to advise the Council on the steps required and probable costs related to bringing the main runway up to a standard of PCN 9.

The main findings of the report from RPS were as follows:

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

RPS had not undertaken any intrusive testing of the runway, their report was based on the previous Scott Wilson and Halcrow reports and a thorough visual inspection. The report divided the runway into three sections, with distances referenced to runway 02 (i.e. running south to north):

- (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 had formed the view that overall a PCN of 6 was appropriate.

RPS had 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.

A summary of the options 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

The above costs made a number of assumptions:

- (1) there was 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 suggested that once a full technical solution was designed, this time period could be reduced a little. It might also be possible to enable some use of the cross runway RW13/31.

The above costs were significant, especially whilst the future of the Airfield remained subject to deliberation through the Local Plan. RPS were therefore asked to advise what the cost 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 had indicated that in their view a simple 50mm overlay to deal with the immediate issues would cost in the region of £700,000.

The RPS report did not reach any new conclusions, but did usefully provide support to previous costs estimated for the remediation of the runway provided. There were 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 wished to take with regard to those tenants who might demand the Council meet the full conditions of their licences, with respect to PCN's.

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 was further advanced. It would be important however, that the existing inspection and maintenance regimes were fully applied during this period.

The Chairman advised that the meeting would now go into private session to discuss the confidential part of this report.

8. EXCLUSION OF PUBLIC AND PRESS

Resolved:

- (1) 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>
12	Main Runway at North Weald Airfield	3 and 5

9. MAIN RUNWAY AT NORTH WEALD AIRFIELD (CONTINUED)

The Director of Neighbourhoods presented Part II of his report to the Cabinet Committee regarding Counsel's advice on the main runway at North Weald Airfield.

The report considered Counsel's opinion on the obligations of the Council in respect of the leases and licences held by aviation tenants.

The Chairman advised that the meeting would now go back into public session to consider the recommendations.

10. INCLUSION OF PUBLIC AND PRESS

Resolved:

- (1) That the public and press be invited back into the meeting.

11. MAIN RUNWAY AT NORTH WEALD AIRFIELD (CONTINUED)

Resolved:

- (1) That the findings of the RPS report on the current condition of the runway at North Weald Airfield be noted;
- (2) That the confidential advice from Counsel with respect to the Council's obligations under the Leases and Licenses with aviation tenants be noted;
- (3) That the current maintenance and inspection regimes be maintained, as they were considered suitable for maintaining safe operating conditions at the current time; and
- (4) That any significant remedial work or consideration of the reduction in runway length be deferred until such time as the Local Plan process had been concluded.

Reasons for 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 Council's lease/licence obligations

Other Options Considered and Rejected:

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

12. MARKETING OF AN OPERATIONAL MANAGEMENT AGREEMENT AT NORTH WEALD AIRFIELD

The Assistant Director (Asset Management and Economic Development) presented a report to the Cabinet Committee concerning the marketing of an operational management agreement for North Weald Airfield. The Cabinet Committee were advised that property consultants, Savills, had been appointed to review the current position and undertake a soft market exercise to obtain the views of companies who operated in this sector of the aviation industry. Due to the considerable amount of unknown factors it was identified that a management agreement would be preferable to a long lease agreement.

The Assistant Director stated that a formal marketing of this opportunity was now needed to ensure that the aviation business worked to become profitable in its own right. He also advised that an outright sale of North Weald Airfield would be ruled out.

The Leisure and Community Services Portfolio Holder proposed that an additional recommendation be added to the report to note that there were no plans to sell the airfield at the current time. The Financial Portfolio Holder seconded the recommendation.

The Chairman advised that the meeting would now go into private session to discuss the confidential part of this report.

13. EXCLUSION OF PUBLIC AND PRESS

Resolved:

(1) 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>
13	Marketing of an Operational Management Agreement at North Weald Airfield - Appendix	3

14. MARKETING OF AN OPERATIONAL MANAGEMENT AGREEMENT AT NORTH WEALD AIRFIELD (CONTINUED)

The Assistant Director (Asset Management and Economic Development) introduced the Savills report on Soft Market Testing for North Weald Airport (NWA). He advised that there were two principal concerns from a business aviation perspective:

- (1) The number of other airports and airfields within a 75 mile radius; and
- (2) The capital investment that would be needed to allow business aviation to become established at North Weald.

The report went on to identify that NWA was in a prime location and should be of interest to business aviation operators and private customers.

15. INCLUSION OF PUBLIC AND PRESS

Resolved:

- (1) That the public and press be invited back into the meeting.

16. MARKETING OF AN OPERATIONAL MANAGEMENT AGREEMENT AT NORTH WEALD AIRFIELD (CONTINUED)

Recommended:

- (1) That an Operational partner for the aviation business at North Weald Airfield be sought;
- (2) That the procurement and appointment of marketing agents be approved, with the terms of the of the appointment of the agents delegated to the Portfolio Holder for Asset Management and Economic Development;

(3) That a further report on the outcome of the marketing exercise be submitted to a future meeting of the Cabinet Committee; and

(4) That there were no plans at the current time to sell North Weald Airfield be noted.

Reason for the 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 Considered and Rejected:

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.

17. ANY OTHER BUSINESS

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

CHAIRMAN

Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-005-2014/15

Date of meeting: 21 October 2014

Portfolio: Asset Management and Economic Development

Subject: Economic Development Report

Responsible Officer: Chris Pasterfield (01992 564124)

Democratic Services: Jackie Leither (01992 564756)

Recommendations:

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

Executive Summary:

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

Reasons for Proposed Decision:

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

Other Options for Action:

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

Report:

1. **Waltham Abbey Town Centre** - Having circulated the Waltham Abbey Economic Development Plan (EDP) to the town council for comments a second iteration of the plan has been produced and circulated to partners at both the town council and town partnership. A subsequent meeting has been held to discuss the next steps for that plan and to highlight some of the key projects being undertaken.

The High Street Summit was successfully held in July, offering Waltham Abbey Town Partnership, in conjunction with a number of district council officers, the opportunity to directly engage with a number of businesses from the town as well as other key stakeholders. As well as discussions which took place on the evening, a range of feedback and suggestions were also collected which will be considered as part of ongoing work to reinvigorate the town and additional suggestions were also subsequently received by post and email.

Further development of the Waltham Abbey EDP will be undertaken in the light of the findings of studies commissioned from Peter Brett Associates and Colliers International. It is

anticipated that these reports will be received by the end of November.

2. **Heritage Lottery Funding** - An officer working party has been established to look at submitting a bid to Heritage Lottery Fund (HLF) to undertake a heritage based development project in the Market Square area of Waltham Abbey. This is at a very early stage and to date a site visit to identify the critical heritage buildings to be incorporate into such a bid is the only concrete step taken. The next stage will be to submit a project enquiry to HLF and seek a meeting with them to identify both the weaknesses in a previously submitted unsuccessful bid and the scope for a successful revised bid.

3. **Economic Development Priorities and Plans** - having developed the Waltham Abbey plan as mentioned above, outline plans are now being drawn up for both Epping and Ongar town centres. Initial walkarounds of each town will be undertaken to identify particular issues and a process of consultation with key partners will commence shortly afterwards.

4. **Tourism** - Under the direction of One Epping Forest, the Tourism & Visitor Board has recently held its inaugural meeting. Positive discussions took place around issues such as joint ticketing, and collaborative working and it is planned that a second Tourism Summit will be held later this year to discuss these and other issues that face the visitor economy in Epping Forest district. It is planned to coincide this event with a workshop to launch the Visit Essex Rural Escapes Toolkit and will be an excellent opportunity to help shape the way that our rural tourism economy develops in the future.

5. **Access To Funding Roadshow** - In conjunction with the Essex Innovation Programme it is planned to host an Access to Funding Roadshow at the Civic offices on November 17th. This will bring a number of key funding exhibitors, including NWES, Growth Accelerator, Start-Up Loans and others, together to present some of the funding opportunities which exist for businesses in our district. The event will be part of a programme of events throughout Essex and will hopefully attract a number of local businesses.

6. **Start-Up Loans** - it has been agreed to tie up with Start-Up Loans, a government backed agency that offers loans up to £10,000 to businesses that are pre-trading or within their first 12 months trading, to actively promote the scheme via the council's website and other media outlets in order to encourage wider take-up of the scheme amongst the district's fledgling businesses. A meeting is planned to discuss the next steps and it is hoped that this will be taken forward in the next couple of months.

7. **Partner Liaison** - The Economic Development team continue to liaise with, 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 & Visitor Board
- West Essex Skills & Learning Forum
- Waltham Abbey Town Partnership

Resource Implications:

None as this is a progress report.

Legal and Governance Implications:

None as this is a progress report.

Safer, Cleaner and Greener Implications:

None as this is a progress report.

Consultation Undertaken:

None as this is a progress report.

Background Papers:

None.

Risk Management:

N/A

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**

Due Regard Record

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

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

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

Report to the Asset Management and Economic Development Cabinet Committee



**Epping Forest
District Council**

Report reference: AMED-006-2014/15

Date of meeting: 21 October 2014

Portfolio: Asset Management and Economic Development

Subject: Asset Management Co-ordination Group Report

Responsible Officer: Chris Pasterfield (01992 564124)

Democratic Services: 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 for Action:

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

Report:

1. **Road Retail Park** – Further advice has been obtained from the Council's accountants, Price Waterhouse Coopers, and a meeting was held on 9th September with Polofind Ltd and legal advisers. Substantial progress has now been made on legal documentation which is subject to final comments and checking by both sides accountants.

2. **Oakwood Hill Depot** – A planning application was heard at the Plans South Committee on 9th July and approval was granted. A detailed programme to comply with planning conditions and costings with a view to issuing construction tenders is being prepared with the Council's consultants, Stace, this is subject to confirmation of requirements for the Fleet Operations Service. A full report will be presented to cabinet in due course.

3. **Pyrles Lane Nursery** – A new planning application for residential development is being prepared and a new traffic survey has been completed. Options regarding design are being considered and it is hoped that a new application will be submitted by Christmas.

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. The Council are in negotiation with the other parties to bring this development forward and a verbal update will be given at the meeting.

5. **North Weald Airfield** – This being looked at as part of the new Local Plan and in particular the Master Plan for North Weald. A report has been prepared for Cabinet on the 6th October regarding the Council seeking a business partner to further aviation income at the airfield and a verbal update will be given at the meeting.

6. **Torrington Drive** – A meeting was held with TFL on 14th August to discuss a number of station car parks within the District. The point was made to TFL that the Council would like to see some progress on the proposal for Debden and an update was promised but TFL emphasised that it was not on their current development programme.

7. **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 and demolition of the pub has taken place.

8. **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.

9. **Lindsay House Epping** – Possession has now been taken of this property and approval granted at the 23rd June Cabinet to market the property. Agents have been appointed following a tender process but Essex CC have expressed interest in the building and discussions are taking place.

10. **Town Mead Depot** – the Council have employed Peter Brett Associates as consultants to consider flooding issues and a further topographical survey of the joint sites has been completed. Discussions have taken place with the Environment Agency with the Council's consultant, Peter Brett Associates, and drawings are currently being revised for a detailed discussion with Development Control regarding design issues.

11. **Leader Lodge** – Following a marketing exercise bids have been received and Legal Services have been instructed to deal with the sale.

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

Risk Management:

N/A

Due Regard Record

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Not applicable.