



Epping Forest District Council

NORTH WEALD AIRFIELD STRATEGY CABINET COMMITTEE

Monday, 27th July, 2009

Place: Civic Offices, High Street, Epping

Room: Committee Room 1

Time: 6.30 pm

Democratic Services Officer G Lunnun, Democratic Services Tel 01992 564244
Email: glunnun@eppingforestdc.gov.uk

Members:

Councillors C Whitbread (Chairman), M Cohen, Mrs D Collins, Mrs M Sartin and D Stallan

1. MINUTES (Pages 5 - 10)

To confirm the minutes of the last meeting of the Sub-Committee held on 28 July 2008 (attached).

2. APOLOGIES FOR ABSENCE

3. DECLARATIONS OF INTEREST

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

4. 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.

5. AVIATION INTENSIFICATION STUDY - BRIEFING DOCUMENT & INVITATION TO BID FOR CONSULTING SERVICES (Pages 11 - 24)

(Deputy Chief Executive) To consider the attached report (NWA-001-2009/10).

6. NORTH WEALD AIRFIELD - MARKET (Pages 25 - 28)

(Principal Valuer & Surveyor) To consider the attached report (NWA-002-2009/10).

7. POTENTIAL ROLE FOR NORTH WEALD AIRFIELD DURING THE LONDON 2012 OLYMPIC GAMES (Pages 29 - 32)

(Deputy Chief Executive) To consider the attached report (NWA-003-2009/10).

8. DEPOT FACILITIES (Pages 33 - 48)

(Director of Environment and Street Scene) To consider the attached report (NWA-004-2009/10).

9. 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:

<i>Agenda Item No</i>	<i>Subject</i>	<i>Exempt Information Paragraph Number</i>
10	North Weald Airfield – Extensions of Existing Leases and Licences	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:

<i>Agenda Item No</i>	<i>Subject</i>
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.

10. NORTH WEALD AIRFIELD - EXTENSIONS OF EXISTING LEASES AND LICENCES (Pages 49 - 52)

(Principal Valuer and Surveyor) To consider the attached restricted report.

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: North Weald Airfield Strategy **Date:** 28 July 2008
Cabinet Committee

Place: Committee Room 1, Civic Offices, **Time:** 6.05 - 7.45 pm
High Street, Epping

Members Present: Mrs A Grigg (Chairman), M Cohen, Mrs D Collins, Mrs M Sartin and D Stallan

Other Councillors: None

Apologies: C Whitbread

Officers Present: D Macnab (Deputy Chief Executive), J Gilbert (Director of Environment and Street Scene), I White (Forward Planning Manager) and G J Woodhall (Democratic Services Officer)

1. MINUTES

RESOLVED:

That the minutes of the meeting held on 31 July 2007 be taken as read and signed by the Chairman as a correct record.

2. DECLARATIONS OF INTEREST

There were no declarations of interest pursuant to the Council's Code of Member Conduct.

3. TERMS OF REFERENCE

The Cabinet Committee noted its Terms of Reference.

4. ANY OTHER BUSINESS

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

5. NORTH WEALD AIRFIELD PLANNING CONTEXT

The Forward Planning Manager presented a report regarding the possible implications for the Airfield of the housing and employment targets set by the East of England Plan. The Cabinet Committee were reminded that the adopted East of England Plan had set a minimum target of 3,500 new homes for the District by 2021, with the Council encouraged to make greater provision. The District's figure had been theoretically reduced to approximately 500 through the subtraction of the number of houses built since 2001, the Plan's nominal start date. In addition, the Plan had stipulated that a group of seven authorities, collectively referred to as the 'Rest of

Essex', had to make provision for 56,000 new jobs in total during the same period. A review had already begun to roll the Plan forward to 2031, with the Government indicating that they wanted annual housebuilding rates to increase significantly in the period 2021 to 2031.

The Forward Planning Manager stated that in making provision for an additional 500 houses within the District before 2021, it was possible that capacity could be found within the existing settlements. However, in order to address perceived housing needs up to 2031, the identification of further potential sites would be required with a possible review of green belt boundaries. All the towns and the larger villages within the District would be included in the assessment, including North Weald and the Airfield. It was possible that some potential for small-scale residential and commercial development in North Weald and the Airfield would be identified. However, in the context of the East of England Plan and the achievement of sustainable development, North Weald and the Airfield did not appear to be suitable locations for major development in the period up to 2031.

The Leader of the Council added that East Herts District Council was not prepared to engage in dialogue with the Council and Harlow District Council until the forthcoming judicial review of the East of England Plan, initiated by Hertfordshire County Council, was complete. The judicial decision was expected in either September or October this year, and therefore discussions concerning the proposed expansion of Harlow to the north, including East Herts District Council, were on hold. The Forward Planning Manager remarked that the East of England Plan did not specify the types of jobs to be created, and that aviation related jobs would be acceptable.

RESOLVED:

That, as a result of the need to identify potential sites for housing and employment for the adopted East of England Plan, the possible implications for North Weald Airfield be noted.

6. NORTH WEALD AIRFIELD - FUTURE OPTIONS

The Deputy Chief Executive presented a report concerning the possible future options for North Weald Airfield based upon a previous study produced ten years ago. The Cabinet Committee was reminded that this report had been published by Property and Valuation Consultants Drivers Jones with a brief to review the potential options for North Weald Airfield. After a thorough examination of the alternatives, including transport and infrastructure studies, the following six potential options were identified:

- (i) do nothing/incremental development;
- (ii) disposal of airfield;
- (iii) develop airfield for aviation and other commercial uses;
- (iv) consolidate aviation use and develop other uses;
- (v) close airfield and develop mixed site use; and
- (vi) develop airfield with the adjoining land.

The Deputy Chief Executive added that the study had been subject to a public consultation and a new popular option had emerged, promoted by the existing airfield

tenants, namely Business Aviation development. Due to the development of the East of England Plan, the Council did not proceed with any of the options identified by either Drivers Jones or the public consultation, however following the publication of the East of England Plan, there was now an opportunity to review the long-term future of the airfield. The Cabinet Committee were reminded that the Council currently did not have the necessary expertise or capacity to undertake such a review, and that consultants would be required for which no budgetary provision had been made. It was highlighted that any additional resources agreed would actually need to be allocated from the District Development Fund (DDF), not the Continuing Services Budget as stated in the report.

The Chairman agreed that a strategic plan was required for the Airfield, however her preference was for incremental development. As a ward member for North Weald Bassett, the Chairman also stated that residents had consistently supported aviation use in the past and had been keener on further aviation use than major housing developments. The Chairman felt that residents might resent any further large-scale developments at the Airfield by the Council and as such would not support further business or major housing developments at the Airfield.

The Leader of the Council maintained that the Council needed a plan for the future development of the Airfield that examined all the possible future options, otherwise there was a risk that its future use would be determined by the Government rather than local people. This plan should examine the feasibility of general employment, aviation and housing developments at the Airfield, although the Leader acknowledged that the Airfield's proximity to Stansted could preclude certain commercial aviation uses.

The Housing Portfolio Holder, also a ward member for North Weald Bassett, reminded the Cabinet Committee that the Council originally purchased the Airfield for leisure purposes and that the lack of a strategic plan for the Airfield had almost led to it being designated as a major housing development site by the East of England Plan. The Portfolio Holder felt that a plan was required to show that the Council supported aviation use for the Airfield alongside other development, and therefore would support further aviation use for the Airfield with possible incremental development. Only such housing development should be permitted as would retain aviation use at the Airfield. The Portfolio Holder reiterated that the residents of North Weald had always supported the position expressed during the previous consultation over the past ten years.

The Corporate Support & ICT Services Portfolio Holder expressed the opinion that the Council should commission the production of a broader based report that examined all the options for development at North Weald Airfield, including increased aviation use plus housing and commercial developments.

The Deputy Chief Executive advised the Cabinet Committee that there had been no significant increase in aircraft movements over the last ten years at the Airfield, whilst the Director of Environment & Street Scene added that major housing development would probably not be permitted so close to a working airfield for health and safety reasons. The Cabinet Committee was advised of the potential of further aviation led developments such as aircraft maintenance, with any other business development ancillary to the current aviation uses at the Airfield.

RECOMMENDED:

(1) That, in order to proceed with further strategic feasibility work, a scoping report and brief be developed to examine the intensification of aviation use with

business or other uses as required to make it economically viable, and expressions of interest be sought from suitably qualified consultants to undertake the work; and

(2) That, in order to cover the costs of undertaking any such study, a suitable District Development Fund supplementary estimate be recommended to the Council for approval.

7. 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>
8	North Weald Airfield – Extensions of Existing Leases and Licences.	3
9	North Weald Airfield – Contact with Interested Parties/Developers.	3
11	North Weald Airfield – Terms of Leases and Licences.	3

8. NORTH WEALD AIRFIELD - EXTENSIONS OF EXISTING LEASES AND LICENCES

The Deputy Chief Executive presented a report concerning the extension of existing leases and licences at North Weald Airfield. The Cabinet Committee were advised that the majority of the leases without security of tenure on renewal were due to expire in 2010. The tenants were now generally aware that the Airfield had not been included in the East of England Plan as a site for potential major development and were concerned that they had no legal right to remain on the airfield after 2010. In addition, some of the tenants wished to carry out some developments or improvements to their sites, and were actively seeking lease extensions which would enable them to obtain a return on their investment. Thus, it was felt that there was a need in the short-term to grant a number of new leases with break clauses as appropriate pending any longer term plans that the Council might implement for the Airfield.

RECOMMENDED:

That, for those tenants with leases without security of tenure on renewal at North Weald Airfield which are largely due to terminate in 2010, new ten-year leases be offered with five years guaranteed, annual landlord break clauses only thereafter, and such a lease to ensure no future guaranteed tenure under the relevant Landlord and Tenants Act.

9. NORTH WEALD AIRFIELD - CONTACT WITH INTERESTED PARTIES/DEVELOPERS

The Deputy Chief Executive presented a report relating to the unsolicited contact made by interested parties and developers for North Weald Airfield and tabled a list of such approaches made since February 2000. The Cabinet Committee was informed that, following the publication of the East of England Plan, the Council had received further unsolicited approaches, predominantly from companies in the Business Aviation industry, expressing an interest in the future development or management of North Weald Airfield. These inquiries had been handled in the manner agreed by the North Weald Airfield Working Party and Policy and Coordinating Committee in 2000, namely that the details had been recorded by the Director of Planning & Economic Development and that the interested parties were advised that it was premature to enter into detailed discussions regarding possible proposals. Details of individual inquiries were available from the Estates section, and the Cabinet Committee were asked to reaffirm the current approach until such time as a decision had been made regarding the long-term future of the Airfield.

RECOMMENDED:

That, with respect to contact with interested parties and developers, the Council's current policy be continued until such time as it may be amended to reflect changed circumstances.

10. NORTH WEALD AIRFIELD - TERMS OF LEASES AND LICENCES

The Cabinet Committee noted the terms of the existing leases and licences currently in operation at North Weald Airfield.

CHAIRMAN

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Report to the North Weald Airfield Strategy Cabinet Committee



**Epping Forest
District Council**

Report reference: NWA-001-2009/10.

Date of meeting: 27 July 2009.

Portfolio: Finance and Economic Development.

Subject: Aviation Intensification Study – Briefing Document and Invitation to Bid for Consultancy Services.

Responsible Officer: Derek Macnab (01992 564051).

Democratic Services: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

That Members consider the draft Briefing Document and Invitation to Bid for Consultancy Services, to undertake an Aviation Intensification Study for North Weald Airfield, and recommend to Cabinet accordingly.

Executive Summary:

The report asks Members of the Cabinet Committee to consider and comment on the draft Briefing Document and Invitation to Bid for Consultancy Services, in relation to a study of potential options for the intensification of aviation at North Weald Airfield. The report also seeks Members' agreement to the proposed two stage approach to the Study.

Reasons for Proposed Decision:

On the 28 September 2008, the Council approved a supplementary estimate to engage a consultant to examine the intensification of aviation use at North Weald Airfield. The report seeks Members' consideration of the brief and proposed appointment process for the consultancy, to enable the matter to be progressed.

Other Options for Action:

Not to approach the Consultancy in two stages but rather to commission a wider more in-depth study examining in detail the full range of planning, transport, development and commercial considerations of increased aviation. This approach would not allow the opportunity to review the potential impact of any option at an earlier scoping stage.

Report:

1. At the meeting of the North Weald Airfield Strategy Cabinet Committee of 28 July 2008, a report was presented concerning the possible future development options for North Weald Airfield, based upon a previous study produced by Property and Valuation Consultants, Drivas Jonas in January 1999.
2. Members were reminded that the six options identified had been subject to public consultation and that an additional option, which had been developed by a group of Aviation Tenants, i.e. 6b Business Aviation, had found the most favour amongst local residents. In the event, due to the stage of development of the East of England Plan, the Council elected not to proceed with any of the options.
3. However, at the July 2008 meeting, Members recognised that the East of England

Plan had now been determined and it was appropriate to start to plan for the future of the Airfield, which was deemed to be an important asset, which the Council should be making best use of.

4. Given the previous study and consultation exercise, the Cabinet Committee recommended that in order to proceed with further strategic feasibility work, a scoping report be developed to examine the intensification of aviation use at North Weald Airfield, with limited business or other uses, including leisure, as required to make it economically viable.

5. It was also agreed that as the Council did not have the necessary technical expertise in-house to undertake such a specialist feasibility study, that additional external consultancy support would be required.

6. Cabinet concurred with the recommendations of the Strategy Cabinet Committee and sought supplementary funding of £50,000 DDF to fund the appointment of suitably qualified consultants. This was subsequently agreed by Council.

7. In the intervening period, Cabinet also received reports about the need to review the fire fighting level required at the Airfield and a supplementary funding of £20,000 DDF was secured.

8. Attached to the report is a draft briefing document and invitation to bid for consultancy services to undertake the North Weald Airfield Aviation Intensification Study. The brief has been developed to include the fire cover review, safety and security review and potential runway life investigation. This is because the topics are inextricably linked and it would appear to be more efficient to undertake the work through the one appointment.

9. It is also recommended that the study is undertaken in two stages. Firstly, an initial scoping study allowing for the consideration of any proposals at an earlier stage before proceeding with any more intensive level of assessment. This will allow for the reduction of abortive costs if Members decide, that in principle, any of the options would be unacceptable. It should also allow for increased focus for future work, if the second stage was to proceed.

Resource Implications:

A combined sum of £70,000 is available in the 2009/10 DDF budget to undertake the feasibility study. It is not envisaged that this sum will be fully utilised in the first stage study, which will be subject to a competitive bid process.

Personnel

None identified at this stage.

Land

The planning implications of any proposals identified would need to be assessed in accordance with current policy.

Legal and Governance:

The Appointment will be made in accordance with the Council's Standing Order C3 (1) (2) with regard to the engagement of Consultants as outlined in the Council's Constitution.

Safer, Cleaner and Greener Implications:

An Environmental Impact Assessment of any increased aviation will be undertaken to assess the effect on local people and the environment.

Consultation Undertaken:

It is a requirement of the Consultant's Brief that they consult with key stakeholders and the

local Parish Council.

Background Papers:

Minutes of Cabinet Committee 28 July 2008. Previous Consultant's Reports to include Drivas Jonas 1999 Strategy and Action Plan.

Impact Assessment:

As assessment of risk will be undertaken for any option to be taken forward for North Weald Airfield. Environmental Impact Assessments similarly would be undertaken.

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EPPING FOREST DISTRICT COUNCIL
NORTH WEALD AIRFIELD AVIATION INTENSIFICATION
STUDY

JULY 2009

BRIEFING DOCUMENT AND INVITATION TO BID FOR
CONSULTANCY SERVICES – FIRST STAGE

Introduction

In 1999 the Council, after a competitive process, commissioned Property and Valuation Consultants, Drivers Jonas, to undertake a review of potential options for the future of North Weald Airfield. The Council initiated the study at a time when it was being subject to development pressures, by the then Department of the Environment, Transport and the Regions. In addition, a number of aviation related studies were being undertaken by the DETR – Airports Policy Division, in relation to the potential growth of business aviation in the South East.

After a period of research and review, which included transport and infrastructure studies, Drivers Jonas identified six potential Options. These Options were subject to public consultation. As a result, Option 6b emerged, largely being promoted by existing airfield tenants, who considered that a Business Aviation Option would be viable.

In the event, whilst some low level operational issues were pursued, with respect to safeguarding, the feasibility of extended operating hours and the collection of landing fees, the Council elected not to proceed with taking any of the Options forward. The rationale behind this decision was in recognition of the fact that the East of England Plan 2000-2021 was being developed at this time. As such, it would have been premature to pre-empt any potential outcome of this Regional Spatial Strategy.

The Commission

With the potential for Regional Planning Guidance, compelling the Council to develop prescribed uses for the Airfield, largely removed, there is now scope for a longer-term view of the Airfield to be undertaken.

To this end, the Council is seeking to engage suitably qualified consultants to undertake further strategic feasibility work. The brief is to examine the intensification of aviation use, with limited business or other uses including leisure, as required to make it economically viable.

It is envisaged that the study is undertaken in two stages. Firstly, an initial review of current aviation activity (to include safety and security issues) along with an assessment of potential options to expand. Secondly, if after evaluation of the outcomes, the Council were minded to proceed with any aviation led proposal, then a further second stage will be commissioned. This would seek further more detailed assessment of planning, property and development issues to establish the best means of delivering intensification of aviation, whilst maximising the financial benefits to the Council.

Historical Background

North Weald was established as a military aerodrome during the First World War. It continued to be used by the military between the wars, with permanent accommodation being added. North Weald was an important Royal Air Force Fighter Command Station during the Second World War, where it achieved prominence during the Battle of Britain, as one of the vitally important airfields, forming part of the air defence of the United Kingdom.

The advent of the jet age post 1945 saw North Weald in continued use by the Royal Air Force. However, as fighter aircraft developed, they required facilities that could not be provided at North Weald. The Royal Air Force withdrew from active use of the airfield in the late fifties, and it reverted to a reserve status on a care and maintenance basis, eventually becoming surplus to the Ministry of Defence requirements. Epping Forest District Council purchased the airfield in 1980 from the Government, for the sum of £660,000. North Weald Airfield is the single largest landsite in the ownership of the District Council.

Size, Location and Access to the Airfield

The Airfield is approximately 384 acres in size and is currently used as a general aviation airfield and for a range of other commercial and leisure uses. See the site plan at Appendix ?.

The airfield is located adjacent to the village of North Weald Bassett. The A414, via the Talbot Roundabout, connects the village to Junction 7 of the M11 motorway. The airfield's eastern boundary fronts the M11. The M11 provides access to Central London, in particular the City, as well as the Home Counties and the rest of the UK via the M25.

Rail Transport to the area is provided by the Central Line, which terminates at Epping about 3 miles away. The nearest main line station is located in Harlow with links to South London and Liverpool Street and North to Stansted Airport and Cambridge.

Description of current general use

The Council acquired the airfield in a very poor and run down condition. The only flying in 1980 was the Essex Gliding Club and North Weald Model Flying Club. The first aviation tenants arrived in 1983 to include Aces High, the British Aerial Museum and North Weald Flying Services (the Squadron).

The airfield has two runways. The main runway (02/20) runs North South and is approximately 1920 metres long. The second runway (13/31), which has been divided into two, is used for aviation on the open half (650m) and other non aviation uses on the closed half. This totals 1300 metres in length.

A safety fence is located 110 metres to the east of runway 02/20 centreline running the full length of this runway. This prevents inadvertent access by vehicles or persons onto the operational areas of the airfield, which are used for aviation purposes.

Small amounts of incremental development over the last 29 years have included the building and extension of some hangars and industrial units on parts of the airfield, and permission for a housing development on the former parade ground site.

The present tenants on the site, some of which have runway licences, use the facilities for a variety of aviation uses. Most of their hangars are located on the eastern part of the site, which adjoins the M11.

There are several warehouse/industrial units on the southern part of the site, which are let to a range of tenants. These form the North Weald Industrial Estate. Access to these units, depending on their location, is either through the Airfield or Merlin Way. Some of these buildings date back to World War Two (in particular Hangar 1). However, there are some more recent additions, such as the rebuilt Hangar 3 and the Booker Cash and Carry warehouse.

Fly-ins are held at the site during the summer months as well as various other outdoor event activities, some of which necessitate the cessation of flying. The site is also used at other times for HGV and advanced driver training.

In addition to a range of one-off outdoor events, the airfield has been home to what is believed to be the Country's largest open-air market, since 1989. This takes place on most weekends and some bank holidays. The market operation is the primary source of income for the airfield. It is located on the concrete envelope on the south side of the site, north of the industrial estate. The market attracts 20,000-35,000 people depending on the time of the year. Most shoppers reach the site by car or in specially chartered buses that pick-up from nearby towns including Harlow, Bishops Stortford and Chelmsford.

The land surrounding the airfield is also used for a variety of other leisure uses. These include a golf driving range, rifle club and gymnasium. All of these leisure uses are located on the eastern part of the site and are accessed from Merlin Way.

Summary of Current Aviation Operations

North Weald Airfield is not licensed by the Civil Aviation Authority, and consequently, neither pilot training nor public air transport purposes are permitted. Current flying operations at the aerodrome do not require licensed status, and are permitted from 0900 each day until 1900, or sunset if earlier. Night operations are not permitted and the runways are not equipped to support night flying.

An Air/Ground Radio System operates at the Airfield, staffed by Council Operations Officers, who are based in the control tower. The Operators are not permitted to exercise direct control over air traffic, but in an emergency may do so.

The airfield is in fairly close proximity to Stansted Airport and its associated controlled airspace. Controlled airspace also lies above the airfield. Thus, aircraft operations are necessarily constrained both laterally and vertically in order to keep clear of these restricted areas. Temporary licensing of the airfield is arranged when special events such as "Fly-ins" are staged, particularly if they involve increased volumes and higher performance aircraft.

Two runways are in operation, runways 02/20 and 13/31. The runways are used by both fixed wing powered aircraft and by gliders. Radio controlled model aircraft also use an area of out of use runway, for their operations.

Circuit directions are arranged so as to reduce noise nuisance as far as is practicable with the avoidance of populated areas wherever possible.

Powered fixed-wing operations mostly consist of light aircraft movements by single and twin engined propeller driven aircraft. Some of these are relatively high performance ex military aircraft, Spitfire, Mustang etc. Other vintage aircraft are also based at North Weald, again consisting mostly of ex-military planes. Other jet powered aircraft also operate at the airfield. Mostly these are light aircraft (less than 5700kg/12,500lbs), but in the past, heavier aircraft have operated at the airfield, under the lease terms of some of the tenants.

The maximum permitted aircraft weights allowed to operate at North Weald by tenants is up to 45372kgs/100,000lbs. A report on the condition of the runway is one of the supporting documents. This survey suggests that, in areas the current runway pavement strengths are insufficient to accommodate the maximum permitted weights stated in some tenants' leases.

Gliding operations still occasionally take place at North Weald although the previous resident club, Essex Gliding Club, have largely relocated due to controlled airspace restrictions on their activities.

In the past, the Airfield was well used by paragliders, but as a result of a safety review which constrained their opportunities to flying, this activity has largely ceased. A major consideration of the paragliding safety review was the mix of aviation activity particularly the presence of helicopters. In the last twelve months the Hertfordshire Air Ambulance has been based at North Weald with Essex Air Ambulance Service also considering a potential move to the airfield.

The various tenants all have an upper limit placed on the total number of aircraft movements that they are permitted to make. A North Weald movement consists of a take-off and a landing paired together. This contrasts with normal aviation practise where a movement is defined as either a take-off or a landing.

The movements are a valuable commodity and are used to provide business income for the tenants. For example, if hangar space is sub-let the letting would appear to confer the right to use some of the assigned movements. Similarly, membership of a club under the auspices of North Weald Flying Services allows a free landing at the airfield. Epping Forest District Council currently derive no landing fee income from aircraft landings.

The majority of movements usually occur at weekends. At other times the movement rates are normally lower, unless particular events have been arranged.

A breakdown of the number of permitted movements per annum for each tenant is detailed at Appendix ? along with a summary of the total number of movements at North Weald over the last five years.

Summary of Duties Required of Consultants

As highlighted in the to this briefing document, the Council has made provision to engage specialist consultancy support to examine the intensification of aviation use with limited business or other uses, including leisure as required to make it economically viable.

Over the last 10 years a number of studies have been undertaken on behalf of the Council in relation to the range of activities hosted at the site and potential future development options. In addition, a number of regional planning and aviation studies have similarly been undertaken, which have had implications for North Weald. These are listed at Appendix ?. Copies will be made available. These represent useful reference material, but as they are now dated, it is incumbent on any successful appointee to ensure that they utilise the most current information available, on which to base their findings and recommendations.

The Council is now seeking to review, in the current economic and planning context, options for increased aviation activity at North Weald Airfield.

It is anticipated that the study will specifically cover the following key areas of enquiry:

1. An analysis of the current aviation use of the Airfield and in particular the establishment of the costs attributable directly to aviation activity at North Weald, identifying the current levels of subsidy provided by the Council. This exercise will be to establish a benchmark against which future potential intensification/development can be assessed in terms of economic viability and return to the Council.
2. A review of safety and security arrangements at North Weald, with particular reference to the level of fire cover deemed appropriate for the current aviation activity, accepting that North Weald is currently unlicensed but does host a varied mix of high performance and jet aircraft. The safety and security review should clearly identify costed solutions for any recommended improvements. This is required for the Council to assess its future financial liabilities even if the level of flying activity was to remain at the status quo.
3. An assessment of future aviation options for the airfield, which clearly identifies the key considerations in terms of economic benefit and potential environmental impact. Previous reports have speculated at the potential strategic importance of North Weald in terms of meeting runway capacity problems in the South East. However, the economic climate has had a significant impact on commercial aviation and other Airports in the South East have developed since these studies. The Council is therefore seeking to identify realistic proposals which reflect current market conditions.

Any options identified should be supported by, at this stage, indicative capital costings and revenue projections, taking into account the current infrastructure of the airfield, (in particular the pavement strengths of the runways) and the existing lease and runway licence arrangements. Previous public consultation has demonstrated strong local support for the continuation of aviation at North Weald and indicated that a degree of intensification would be acceptable. However, any future option for increased aviation

activity should be supported by an assessment of the potential environmental impact and effect on the local community, for example, noise, number of movements, longer operating hours etc. The Council is seeking to identify a balance between increased activity which could have economic benefits in terms of employment/reduced subsidy and the environmental impact.

4. An indication is sought for any aviation intensification option, on the degree of enabling development required to make proposals viable, what type of development would be most compatible with aviation and the recommended procurement and management options.
5. North Weald Airfield has a valuable and treasured heritage, with significant local interest and concern about its future. The Council purchased the Airfield to protect it from development and has sought to maximise the site for leisure and community use. It is a requirement of the brief that the feasibility study is undertaken in a consultative way, drawing on the ideas and experiences of the tenants, users and management of the Airfield. In addition, there are a number of historical and resident groups who take a keen interest in the site as well as the Parish Council, who represent the local community. Whilst there is not at this stage a requirement to undertake whole-scale public consultation, it is expected that the successful consultant enters into dialogue with these key local stakeholders.

Appointment Procedure

The Council will invite expressions of interest from experienced consultants wishing to be considered. Each applicant will be issued with a questionnaire, which will be employed to establish which firms are to be invited to bid for the commission.

Consultants who satisfy the selection criteria will be sent a detailed brief and be invited to submit a fixed priced fee bid together with a method statement consisting of no more than 4 sides of A4 text clearly detailing how they propose to undertake the commission.

After due consideration of the fee bids and method statements received, firms will be invited to interview which will include a presentation against a pre-set question to a panel of elected Members and Officers. This will be followed by a question and answer session.

Notes at the interviews will be taken and a copy will be appended to and form part of the Agreement. The decision of the interview panel will be conveyed to all consultants and contract formalities will then be concluded.

Within 20 working days from the date of appointment, the successful consultant is required to present to the Council a statement of understanding of all matters pertaining to the site (as detailed in the section headed Duties Required) prior to identifying the aviation intensification options available to the Council to achieve realisation of the maximum potential of the site.

Due to the importance of this commission, the Council's North Weald Airfield Cabinet Committee will oversee the study and to whom the consultants are required to report.

The Consultant's commission will be deemed to be completed following a satisfactory presentation of their findings (as approved by the Council's North Weald Airfield Cabinet Committee) to the Cabinet Committee of the Council.

Requirements and Selection Criteria

The bid submitted is to be based on the following requirements and selection criteria:

Requirements

- (i) Bids are invited on a fixed fee basis including all travelling and other expenses;
- (ii) The Terms and Conditions of Appointment will be set out in the Contract between the Council and its Consultant which shall be under seal.
- (iii) Consultants will be required to maintain Professional Indemnity Insurance in sum of £1,000,000 on an each and every claim basis, for a period of twelve years from completion of their services. Comprehensive details of the Professional Indemnity held shall be detailed in the bid submission.
- (iv) The Council reserves the right to terminate the contract at any time on giving of one month's notice, in writing. This provision is primarily intended to cover the situation where the Council decides to postpone or abandon the project but may cover other situations also.
- (v) Professional fee bid shall be fully detailed on the proforma provided and returned in the envelope provided by no later than noon (Date TBA) together with a method statement and comprehensive CV for all staff to be engaged on the project.
- (vi) Consultants will be required to submit comprehensive monthly reports and attend meetings on a regular basis at a frequency to be agreed. As an extra duty consultants may be required to attend evening meetings in order to present reports and respond to questions from Members. A separate fee, inclusive of all travelling and other expenses should be quoted on the basis of a rate per meeting for each evening meeting required to attend.
- (vii) The Council does not bind itself to accept the lowest or indeed any bid as a result of this invitation and any appointment offer will be made following a decision by the interview panel as to the firm who has submitted the most economically advantageous offer in terms of price, quality, experience and presentation.
- (viii) Consultants should name the Lead Consultant for the commission and members of support team if any and submit with the Method Statement a comprehensive CV for each person who is to be involved. If, subsequently invited for interview, those persons should be present and take part in presentation.
- (ix) Consultants must be able to satisfy the Council that the firm is able to commit or engage sufficient, suitably experienced professional resources to meet all requirements of the brief and form a view on all activities currently undertaken on the site or likely to impact on the site.

Confidentiality

The Consultant shall not without the written consent of the Employer during the term of the contract or at any time thereafter make use for their own purposes or disclose to any person any information or any material provided to the Consultant by the Employer pursuant to the Contract, or any information acquired by the Employer or in connection with the provision of the Services, all of which information shall be deemed to be confidential save as may be otherwise required by the general law.

The findings and final report of the Study, along with the supporting research shall be the sole property of Epping Forest District Council and shall not be disclosed to any other parties without the written consent of the Council.

Stage Two

Successful appointment to the first stage of the Study does not guarantee any entitlement to undertake Stage Two which will be covered by a separate brief and competitive appointment process.

List of Supporting Documents:

1. Site Plan of North Weald Airfield.
2. Report on Runway Pavement Strengths and Condition.
3. Annual and Permitted Number of Movements per Tenant.
4. Copies of Previous Consultancy Documents.
5. Current Lease and Licence Information.

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Report to the North Weald Airfield Strategy Cabinet Committee



**Epping Forest
District Council**

Report reference: **NWA-002-2009/10**
Date of meeting: **27 July 2009**

Portfolio: Finance & Economic Development.

Subject: North Weald Airfield Market.

Responsible Officer: Mark Scott (01992 564407).

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) To note the present arrangements for holding of the North Weald Airfield Market;**
- (2) To recommend that the performance of the present contractor is examined taking into account financial stability, management and feasibility of future proposals;**
- (3) To authorise officers to approach landlords of other market operators with regards to references, financial viability and contract fulfilment; and**
- (4) To request officers report back to this Cabinet Committee in October 2009 on the findings of the reviews so that Members can make recommendations to Cabinet on the most beneficial and cost effective way forward to procure a Market operator from August 2010.**

Executive Summary:

On 27 January 2009 the existing market operator, Rondeau General Merchants (trading as Hughmark International) went into administration. They had been successfully trading since the late 1980s. A new licence was granted to Hughmark Continental to expire on 9 August 2010. This report outlines the considerations needed to be taken for the continuation of providing a market at the airfield after this date.

Reasons for Proposed Decision:

The Market is essential to the financial viability of the Airfield so there needs to be enquiries into the present and potential alternative operators to ensure the Council gets a quality operator with the highest income.

Other Options for Action:

Renew the licence to Hughmark Continental on an exclusive basis.

Report:

1. Before the present operator went into administration, the Cabinet agreed on 31 July 2007:

(1) *That the current Retail Market Licence is surrendered and a new Retail Market Licence with amended terms be granted;*

(2) *That the length of the new Retail Market Licence be from 2007 to 2017, subject to an annual, landlord only, break clause from 2010;*

(3) *That the new Retail Market Licence be uplifted by £ 1,000 per market with effect from 2010, with annual index linking for inflation; and*

(4) *That in addition to the existing annual Airfield Improvement Contribution and as a single additional contribution to the Airfield Improvement annual charge, a lump sum payment of £ 150,000 be contributed by Rondeau General Merchants Ltd, trading as Hughmark International (Hughmark International), towards the surfacing of the Meadow Area at the commencement of the new agreement.*

2. The provision of the extra car parking on the Meadow Area was necessitated by the car parking requirement resulting from Hughmark International's use of Hangar 1 as an indoor market and events venue. With the subsequent re-letting of Hangar 1 for steel fabrication the extra car parking area was no longer required.

3. Hughmark International wished to renegotiate the terms of the new licence to include their provision of a new permanent brick built toilet and first aid facility to replace the 10-year-old Portakabin toilets, now at the end of their economic life.

4. On 27 January 2009 it was disclosed that Hughmark International had gone into administration. The new licence was not completed due to ongoing further negotiations with Hughmark International. Discussions between Officers, the Administrators and the Director of Hughmark International resulted in a temporary licence, under the existing terms, being granted to Hughmark Continental Ltd, an existing Company owned by the Director for the purpose of operations in Europe, until April 2009. This was granted under the delegated powers of the Director of Corporate Support Services. The Administrators confirmed that they did not wish to be party to any new licence.

5. At its meeting on 5 February Cabinet noted the temporary licence and agreed that, subject to a satisfactory performance and payment record under the temporary licence, a new licence on comparable terms as the former licence be granted to Hughmark Continental Ltd until 9 August 2010 and that a further report be submitted to the Cabinet in due course on proposals for the way forward.

6. The new licence was completed on 8 April 2009 and since that date Hughmark Continental Ltd has paid all monies due in a timely manner, including the arrears of licence fee accrued under the former licence to Hughmark International. The market operator is keen to resurrect their proposals for the new toilet block and has also proposed installing a vehicle pay gate system on an income share basis with the Council.

7. Although they have been successfully trading for three months, under the new Company title, it is recommended their performance needs to be considered in relation to other leading market operators and in consultation with their landlords with regards to references. To enable the August 2010 deadline to be met this process would be undertaken by October 2009 leading to a recommendation for the arrangements for the way forward from August 2010. An appraisal process was successfully implemented in 2000 prior to the grant of the previous long-term licence.

8. It is needed to undertake the process well in advance of the end of the licence as

traders, if they are aware that an agreement may end, could begin to move from one operator to another. This would have a detrimental affect on the viability of the present market. A full review of other operators needs to be undertaken as there are many issues with regards to their financial viability, the legality of the goods they sell and the security and management of the business which need to be established and assessed in light of this Council's policy on risk etc.

Resource Implications:

Income of £844,790 per annum.

Legal and Governance Implications:

Section 123 Local Government Act 1972 – best consideration for the land and property assets.

Safer, Cleaner and Greener Implications:

Any implications to the Council's commitment to the Nottingham Declaration for climate change, the corporate Safer, Cleaner and Greener initiative as well as any Crime and Disorder issues within the District.

Consultation Undertaken:

None.

Background Papers:

Cabinet reports dated 3 September 2007 and 5 February 2009.

Impact Assessments:

None undertaken.

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Report to the North Weald Airfield Strategy Cabinet Committee



**Epping Forest
District Council**

Report reference: **NWA-003-2009/10**
Date of meeting: **27 July 2009**

Portfolio: Finance & Economic Development.

Subject: Potential Role for North Weald Airfield during the London 2012 Olympic Games.

Responsible Officer: Derek Macnab (01992 564051).

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) That the important role that the North Weald Airfield could play in supporting the 2012 Olympic and Paralympic Games be recognised; and**
- (2) That Members consider the three proposals in relation to Park and Ride, Air Passenger Operations and Caravan/Camping with a view to recommending further feasibility work on any of the options, considered worthy of support.**

Executive Summary:

London is hosting the Olympic and Paralympic Games in the summer of 2012. This report identifies a number of potential roles that North Weald Airfield may play to support the success of the Games.

Reasons for Proposed Decision:

North Weald Airfield is well located in reasonable proximity to the main Olympic Games site in Stratford, East London. The Airfield has hosted a range of major outdoor events and this report seeks to identify uses which could maximise its benefits, not only to the Games, but to the Council. Although the Games are still 3 years away, there is a long lead in time for the proposals.

Other Options for Action:

Not to consider any Olympic related opportunities and operate the Airfield as normal.

Report:

1. London is due to host the Olympic and Paralympic Games in the summer of 2012. The main Olympic Games venues are located at the bottom of the Lea Valley Regional Park in Stratford, East London. However, the White Water Canoe Venue, currently under construction, is located in close proximity to the District border, between Waltham Abbey and Waltham Cross.

2. Officers are actively engaged in the work of the White Water Canoe Stakeholder Group to maximise the legacy benefits of the venue. Similarly, work is already underway to celebrate the Games through activities aligned to the Cultural Olympiad.

3. However, North Weald Airfield is a significant strategic asset, which could play a supporting role in the run up to and during the Olympics. As such, three proposals are outlined for the Cabinet Committee to consider. They will all require further investigation before any final approval could be given, but an “in principle” decision is sought.

Park and Ride

4. The District has a number of Central Line Stations which are well placed to feed spectators, and officials into Stratford. It is anticipated that the London Region’s Tube and Rail Networks could be expected to carry up to 800,000 additional passengers per day, over the duration of the Games. A major feature of the successful Olympic Bid, was that London is going to be the “greenest” Olympic ever and that spectators will be largely compelled to utilise public transport.

5. Notwithstanding, with major events it is not uncommon for car users to try to drive as close to the venue as possible. Members will be aware that the District’s Underground Stations are already heavily oversubscribed by commuters with insufficient space to park, creating problems in adjacent residential roads. This could be severely compounded by Olympic spectators seeking to pick-up the Central Line. This is a concern shared by Essex Police.

6. One potential solution may be to have a Park and Ride Service at North Weald Airfield, which could bus commuters or spectators to Central Line Stations thus eliminating parking pressure.

7. North Weald has hosted events requiring large numbers of parked cars and has the infrastructure to support this. Further work would need to be undertaken as to how this could be achieved practically, and other issues such as the Market will need to be considered. The Department of Transport requires that all plans affecting any type of transport linked to the Olympics, has to go through them for approval.

Air Passenger and Corporate Business Aviation

8. The unlicensed status of North Weald Airfield does not allow air passenger operations to be hosted. However, it would be possible to temporarily upgrade to Licensed Status. This action could allow for Air Passenger Services to run during the Games and allow for Corporate Business Aviation to utilise North Weald. It has been suggested by current Aviation Tenants, that there would be a market for such services, given the pressure on other Airports likely to occur at this time. A full assessment of the safety, financial and environmental impacts would need to be undertaken. However, on face value there could be an opportunity for the Council to generate additional income as well as raise the profile of North Weald Airfield.

9. With both of these issues, the London Organising Committee for the Olympic Games will need to be formally approached and their approval required, given the complex nature of the overall games transport plan and security arrangements.

Caravan and Camping

10. It is reported that London Hotels are already fully booked and that accommodation will be at a premium. The Council has already been approached by the Caravan Club of Great Britain to host their National Rally at the time of the Games. North Weald has, therefore, already been identified as a potential Caravan and Camping venue. The Airfield has hosted overnight camping linked to other events and has some basic infrastructure to support this.

The potential to use the Airfield will need to be more fully explored, but again could be a useful revenue generating option, as well as providing a boost to the local economy and increasing access to the Games, for those not able to afford central London hotel prices.

Resource Implications:

All three options have the potential to generate revenue for the Council depending on the management/partnership options pursued.

Personnel

It will be necessary to provide additional temporary staffing resource to North Weald in the event of any, or all of the proposals proceeding.

Land

Temporary planning consents and permissions may be required.

Legal and Governance Implications:

Any proposals would need to be covered by appropriate contractual arrangements.

Safer, Cleaner and Greener Implications:

Environmental and Risk Assessments will be undertaken on any proposals.

Consultation Undertaken:

Informal consultation with the Olympic Delivery Agency, Essex and British Transport Police. Local Stakeholders to include the Parish Council will be consulted on the proposals as part of further feasibility work.

Background Papers:

Not at this stage.

Impact Assessments:

None undertaken.

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Report to the North Weald Cabinet Committee



**Epping Forest
District Council**

Report reference: NWA-004-2008/09

Date of meeting: 27 July 2009

Portfolio: Finance and Economic Development

Subject: Depot Facilities

Responsible Officer: John Gilbert (01992 564062).

Democratic Services Officer: Gary Woodhall (01992 564470).

Recommendations/Decisions Required:

- (1) To note the status of current Cabinet decisions on the Langston Road depot; and**
- (2) To note and consider the key factors linking the agreed disposal of the Langston Road depot with the strategic review of North Weald Airfield; and**

Executive Summary:

Cabinet has previously agreed that the land, currently used for a depot in Langston Road, Loughton, should be marketed for an alternative use and that the depot should be relocated, possibly to land adjoining North Weald Airfield.

The land under consideration is also identified (in part) within the gypsy & travellers consultation exercise as a site for both a transit and permanent traveller site.

There has been interest from the Essex County Council in respect of the provision of joint depot facilities in this location, since the County do not have a long term legal interest in their current highways depot located at Hastingwood, near to Junction 7 on the M11.

Other current leaseholders, namely the operators of the golf driving range have expressed an interest in divesting themselves of their current leases to enable alternative uses.

Whilst the rationalisation of depot use within the District falls under the remit of the Depot Working Party, Chaired by the Chief Executive, the proposed review of the overall strategy for North Weald Airfield should include the relevant adjoining land and its usage and this report seeks to set out the key factors which align this review with depot rationalisation

Reasons for Proposed Decision:

To update the Cabinet Committee on the status of previous decisions regarding Langston Road depot and to set out the linkages between potential decisions on the disposal of the depot site and consequent relocation of existing users and the strategic overview of the future of North Weald Airfield.

Other Options for Action:

In terms of this report, there are no other options for action

Report:

MAPS WILL BE PROVIDED AT THE MEETING TO ASSIST MEMBERS WITH THEIR UNDERSTANDING OF THE ISSUES

1. The Council utilises depots located within the district, as follows:

Location	Users
Langston Road, Loughton	Waste Management (Officers and Sita) Grounds Maintenance Fleet Maintenance and MoT operation Essex County Council Meals on Wheels Museum store
Epping	Housing Maintenance
Burton Road, Debden	Parking (Officers and Vinci Park)
Town Mead, Waltham Abbey	Country Care Waltham Abbey Town Council

For the purposes of this report, reference will only be made to the depot at Langston Road, Loughton

2. Back in 2005 it had been agreed to close down the fleet operations at Langston Road. However, for a number of reasons, this decision has not been implemented. In November 2007, Cabinet agreed to appoint consultants to submit a planning application in respect of the depot site for Class B1, B2 and B8. This application was submitted and was approved by the Area Planning Committee South at its meeting on the 2nd of July 2008 (decision notice attached).

3. Cabinet, at its meeting in September 2008 received a report from the Director of Corporate Support Services recommending that no action be taken in respect of the closure of Fleet Operations until such time as the strategic review of the Council's depots had been completed. That recommendation was accepted by Cabinet (Cabinet minute attached).

4. Whilst the formal strategic review of depot accommodation has yet to commence, it is important to give early consideration to the future use of the depot at Langston Road, since decisions in that regard have the potential to impact upon land use at or adjoining North Weald Airfield. The primary drivers for this early consideration are:

- (i) the possible asset value of the Langston Road depot;
- (ii) the operational benefits of a depot located at North Weald airfield including the benefits of extending the depot to include a waste transfer or handling facility;
- (iii) economies of scale which might arise through joint depot arrangements with another party, such as Essex County Council;
- (iv) the gypsy & traveller consultation exercise; and
- (v) the impact such a development might have upon the future development of the Airfield for aviation or mixed use

5. Taking each of the above in turn:

(i) It is the Council's declared policy to make the best use of its capital assets primarily to generate revenue to support or develop existing and new service provision. The land adjoining the depot site (known as T11) was sold for development for just over £6 million. It has planning consent for B1, B2 and B8. It is reasonable to assume that the existing depot site, with its planning consent, will be of interest to potential developers, although the current economic climate will clearly have an impact on values and developers appetites for the acquisition of land for development. However, for the site to be disposed of, the current Council users would need to be relocated with leases for non Council businesses being brought to an end. For some users this may well be straightforward with other land in the Council's current ownership being available for use, but for others it could be problematical. Furthermore, there would have to be a clear financial benefit to the Council after the costs of disposal and constructing new depot facilities have been taken into account.

(ii) The existing depot, with its mix of uses, is not entirely suitable for use as a waste management facility, although parts of it are licensed for that purpose. There are on-going health & safety issues due in the main to the risks associated with the movement of large vehicles and their interaction with people moving around the site. This of itself does not require the waste management facilities to be relocated, since a satisfactory outcome could also be achieved through rationalising activities on the Langston Road site and removing incompatible uses.

There is no land within the fenced borders of the Airfield where a depot facility could be constructed, based on current planning constraints and Airfield use. However, there is land in Council ownership bordering Merlin Way, between the gymnasium and the golf driving range, where there is sufficient space for a depot to be constructed. At this time it is known that the lessee of the golf driving range is seeking to cease that use and there may also be an opportunity to expand the amount of land available for a depot and other ancillary uses. This land would require planning consent for this change of use.

The operational benefits of a waste depot in this location are far from certain, even if it was supplemented in some way with ancillary waste management facilities such as a transfer station. Benefits may arise through the need to use fewer vehicles travelling either to landfill or to re-processors, due to the use of the site for bulking of materials. However, there will be operational costs associated with the ancillary operations and these may well balance out the savings arising from the use of fewer vehicles.

(iii) The shared use of a depot with another user may however tilt the balance of operational savings and costs to the extent that genuine CSB savings could be obtained. This sharing could be in the form of:

- (a) a highways depot with Essex County Council; or
- (b) a transfer/bulking facility with Essex County Council

It is likely that for the County to part fund and operate a transfer facility, they will wish to see the facility taking waste from other waste collection authorities, such as Harlow. There may well be political difficulties with such an arrangement. There are no obvious barriers to the shared use with the County Highways service who are keen to find an alternative site to their present one at Hastingwood, close to junction 7 on the M11 (behind the Macdonalds restaurant).

(iv) The issues around the land consultation as part of the gypsy & traveller consultation are well known and do not need to be repeated here.

(v) The impacts that any developments as set out in paragraphs (i) to (iv) above have on the Airfield depend greatly upon what the Council is seeking to achieve. There may well be existing tenants on and users of the Airfield who would be alarmed about any such development near to an operational airfield and it is certainly the case that steps would have to be taken to safeguard the airfield from some of the adverse effects of waste plants such as wind blown waste and the attraction of wildlife, particularly birds. However, with correct design and operational standards such issues can be overcome. More difficult to overcome would be the perceived effect upon the development of the Airfield through its main access being effectively surrounded by a waste plant and its ancillary activities. This might also be the case with gypsy & traveller sites. Developers of leisure based or techno-industrial facilities may consider that these uses were incompatible and would not wish to develop modern hi-tech facilities adjacent to waste plants and similar activities.

6. It can therefore be seen that decisions regarding the future retention or disposal of the Langston Road depot site are intrinsically linked with this strategic review of the Airfield.

Resource Implications:

There are no direct resource implications associated with this information report. Reports elsewhere on the agenda set out current resourcing issues.

Legal and Governance Implications:

The Langston Road depot has two main third party users:

- (i) Sita, the Council's waste management service provider, who, through the contract, has a right to have a depot provided, free of charge; and
- (ii) The County Council's meals on wheels service provider, who has a lease for the use of their facilities. Details of the lease and its termination arrangements will be provided at the meeting.
- (iii) Parts of the depot are licensed for use as a waste facility with the Environment Agency. This covers the storage of waste awaiting collection by the County Council, such as tyres, batteries and gas cylinders

Safer, Cleaner and Greener Implications:

The major implication relates to the delivery of the waste management service. This is a key front line service which requires the provision of depot facilities for vehicles, ancillary plant, storage and manpower. The location of the depot can have an operational and financial impact on the delivery of the service.

Consultation Undertaken:

None at this stage

Background Papers:

Cabinet decisions referred in report

Impact Assessments:

Nil at this stage

59. DEPOT FACILITIES & FLEET OPERATIONS

The Portfolio Holder for Corporate Support & ICT Services presented a report regarding the current position of the Council's Depot Facilities and Fleet Operations. The Cabinet were reminded that it had made an in principle decision to close the Fleet Operations section in January 2005, due to the declining number of fleet vehicles and corresponding increasing internal recharges. An Internal Audit report in December 2006 had also questioned the long-term financial viability of the section, despite increasing income from external Ministry of Transport (MOT) inspection work.

The Portfolio Holder stated that there was a clear need to review the future of all three of the Council's depots to ensure that the operational needs of the Council were met whilst also achieving best value if any assets were disposed of. Planning permission had already been obtained for the Langston Road site and negotiations had begun with Waltham Abbey Town Council over the future of the Town Mead Depot. The number of external MOT inspections performed by the Fleet Operations section had continued to increase significantly, which reduced the internal recharges for the maintenance of fleet vehicles. In addition, a tender exercise for the future maintenance of the fleet vehicles would have to be undertaken prior to the closure of Fleet Operations. As a result, Officers felt that there would be no benefit in closing Fleet Operations prior to the review of the Council's depots, and a further detailed report on the current financial situation of Fleet Operations should be submitted for the consideration of the Cabinet.

Decision:

- (1) That, in accordance with the Corporate Objectives for 2008/09, the outcome of a strategic review of the Council's depot facilities be awaited before implementing the previous in principle decision to close Fleet Operations, subject to recommendation (2) below.
- (2) That a detailed report on the current financial situation of Fleet Operations be submitted to Cabinet in advance of the report dealing with the strategic review of the depots.

Reasons for Decision:

To ensure that the Cabinet had fully appraised the strategic value of all three depot sites to enable it to make informed decisions as to their future, consistent with the corporate objectives the Council had set for 2008/09 in the Best Value Performance Plan and the Council's Asset Management Plan concerning the use of resources.

Other Options Considered and Rejected:

To consider each depot in isolation. However this would not necessarily lead to the best overall solution for the Council and therefore might not reflect best value or most effective use of resources.

Report to the Cabinet

Report reference: C-034-2008/09
Date of meeting: 1 September 2008



Portfolio: Corporate Support Services and ICT
Subject: Depot Facilities and Fleet Operations
Responsible Officer: Mike Tipping (01992-564280)
Democratic Services Officer: Gary Woodhall (01992-564470)

Recommendations:

(1) To await the outcome of a strategic review of the Council's depot facilities in accordance with the Corporate Objectives for 2008/09 before implementing the previous in principle decision to close Fleet Operations subject to recommendation (2) below.

(2) That a detailed report on the current financial situation of Fleet Operations be submitted to Cabinet in advance of the report dealing with the strategic review of the depots.

Executive Summary:

To appraise members of the current position in relation to an in principle decision made at their meeting on 31 January 2005 to close the Fleet Operations Section of the then Works Unit.

Reasons for Proposed Decision:

To ensure that the Cabinet has a full appraisal of the strategic value all three depot sites to enable it to make informed decisions as to their future, consistent with the corporate objectives the Council has set for 2008/09 as set out in the Best Value Performance Plan and in the Council's Asset Management Plan in relation to use of resources.

Other Options for Action:

To consider each depot in isolation. This may not lead to the best overall solution for the Council and therefore may not reflect best value or most effective use of resources.

Report:

1. The Cabinet at its meeting on 31 January 2005 made the following decisions:

“(1) That the closure of the Fleet Operations Section of the Works Unit at the Langston Road Depot be agreed in principle;

(2) That a further report be submitted to a future meeting of the Cabinet regarding the detailed arrangements after further consultation with the recognised Trades Unions concerning:

(a) all surplus staff;

(b) the maintenance and repair of the Council's vehicles;

(c) the administration and control of the fleet.”

2. These decisions were made against a background of declining numbers of fleet vehicles and increasing internal recharges for the users of remaining fleet vehicles which questioned the financial viability of the section.

3. An internal Audit report into Fleet Operations in December 2006 referred to the Cabinet's in principle decision and the fact that the further report requested has yet to be submitted. The Audit report confirmed that the recharge figure to vehicle users had reduced as a result of being subsidised by income from external MoT work but still questioned the long term financial viability of the section.

4. Corporate Objective number 8 contained in the Best Value Performance Plan for 2008/09 which was formulated and agreed since the Cabinet decision of 2005 states:

"To undertake a review of the Council's depot facilities within the District with a view to:

- rationalising existing provision*
- the disposal of site(s) surplus to requirements; and*
- the re-provision of suitable depot facilities for the Waste Management and Grounds Maintenance Services."*

5. Following the restructuring of the Council's services into Directorates the Director for Corporate Support Services assumed responsibility:

(a) for the strategic management of Depots generally from 1 April 2008; and

(b) for the management of Fleet Operations based at Langston Road Depot with effect from 1 May 2008.

6. Since the transfer of responsibility in May 2008 the Director of Corporate Support Services has had an informal discussion with the Portfolio holder for ICT and Corporate Support Services about the best way to progress this outstanding matter.

7. There is a clear need to review the future use of all three of the Council's depots to ensure that whatever strategy is adopted meets the operational needs of the Council, whilst at the same time enabling the disposal of any surplus assets in the most effective way to achieve best value.

8. This major review has already commenced in that planning permission for the Langston Road Depot site has been sought and achieved. In addition a constructive

dialogue has begun with the Waltham Abbey Town Council in relation to their and our current and future use/requirements for Town Mead depot. However a project of this nature will take several months to complete as progress will need to be prioritised with other commitments.

9. Should the result of the review of depots indicate that it would be in the Council's interest to progress the disposal of Langston Road Depot; it could take up to two years to identify and develop suitable alternative accommodation into which the required occupants could relocate.

10. Whilst it is acknowledged, as in 2005, that MoT inspections are not part of the Council's core business, the number of these inspections has significantly increased and the income from these inspections helps to reduce the internal recharges to operators of the fleet vehicles for their maintenance.

11. In any event, before Fleet Operations could close, a specification would have to be written and a tendering exercise conducted for the future maintenance of the fleet vehicles.

12. It is suggested therefore that there is little to be gained in closing Fleet Operations in advance of a strategic decision being made about the future use of all the depots, whilst the income the section generates helps to reduce the overall cost of maintaining the fleet vehicles.

13. It is however suggested that a further report be submitted to the Cabinet on the Fleet Operations financial situation in advance of the report on the strategic review of all depot sites.

Resource Implications:

Potential capital income from sale of surplus assets.

Legal and Governance Implications:

Corporate objective number 8 contained in the Best Value Performance Plan 2008/09. Management of the Council's Assets in accordance with the Asset Management Plan.

Safer, Cleaner and Greener Implications:

None directly related to the strategic review.

Consultation Undertaken:

None.

Background Papers:

Internal Audit Report No.403 dated 20 December 2006.

Impact Assessments:

Direct impact on operational effectiveness of Council services if not managed in an effective way.

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2/7/2008

Minute Item 23

Report Item No: 1

APPLICATION No:	EPF/0730/08
SITE ADDRESS:	Langston Road Depot Southern side of Road beside T11 site Langston Road Loughton Essex IG10 3TH
PARISH:	Loughton
WARD:	Loughton Broadway
DESCRIPTION OF PROPOSAL:	Outline application for development of the site for B1 and/or B2 and/or B8 use.
DECISION:	Grant Permission (With Conditions)

CONDITIONS

1. Application for the approval of details reserved by this permission must be made not later than the expiration of three years from the date of this notice. The development hereby permitted must be begun not later than the expiration of two years from the date of the final approval of the details reserved by this permission or, in the case of approval on different dates, the final approval of the last matter approved.
2. The development hereby permitted shall be carried out in accordance with detailed plans and particulars which shall have previously been submitted to and approved by the Local Planning Authority, showing the layout of proposed development including the provision of garaging/visitors' car parking spaces/vehicles loading or unloading, and turning areas, and the siting, design, landscaping and external appearance of each of the buildings and the means of access thereto.
3. Details of the types and colours of the external finishes shall be submitted for approval by the Local Planning Authority in writing prior to the commencement of the development, and the development shall be implemented in accordance with such approved details.
4. Prior to the commencement of development details of screen walls, fences or such similar structures shall be agreed in writing by the Local Planning Authority, and shall be erected before the occupation of any of the dwellings hereby approved and maintained in the agreed positions.
5. A flood risk assessment shall be submitted to and approved by the Local Planning Authority prior to commencement of development. The assessment shall include calculations of increased run-off and associated volume of storm detention using Windes or other similar programme. The approved measures shall be undertaken prior to the first occupation of the building hereby approved and shall be adequately maintained in accordance with a management plan to be submitted concurrently with the assessment.

6. Prior to commencement of development, including demolition or site clearance works, a phased contaminated land investigation shall be undertaken to assess the presence of contaminants at the site in accordance with an agreed protocol as below. Should any contaminants be found in unacceptable concentrations, appropriate remediation works shall be carried out and a scheme for any necessary maintenance works adopted.

Prior to carrying out a phase 1 preliminary investigation, a protocol for the investigation shall be agreed in writing with the Local Planning Authority and the completed phase 1 investigation shall be submitted to the Local Planning Authority upon completion for approval.

Should a phase 2 main site investigation and risk assessment be necessary, a protocol for this investigation shall be submitted to and approved by the Local Planning Authority before commencing the study and the completed phase 2 investigation with remediation proposals shall be submitted to and approved by the Local Planning Authority prior to any remediation works being carried out.

Following remediation, a completion report and any necessary maintenance programme shall be submitted to the Local Planning Authority for approval prior to first occupation of the completed development.

7. No development or preliminary groundworks of any kind shall take place until the applicant has secured the implementation of a programme of archaeological work in accordance with a written scheme of investigation which has been submitted by the applicant and approved by the Local Planning authority.
8. No part of the proposed development shall be occupied until details of a Green Travel Plan containing a travel to work use and car parking management strategy of the development as a whole has been submitted to and approved in writing by the Local Planning Authority. The Plan shall comprise proposals to reduce car dependence and vehicle emissions and to establish and encourage the use of alternative transport modes for journeys to and from work and during working hours, including how to deter visitors arriving and departing by motorcar. Details of the proposals shall include measures to secure increases in car sharing, public transport use, cycling and walking, proposals for car parking restrictions and controls and details of on-site facilities to promote alternative modes of travel to the site. The plan shall contain relevant surveys, publicity and marketing; review and monitoring mechanisms shall identify targets, timescales and phasing programmes and on-site management responsibilities. The plan shall be implemented as approved and be subject to annual review for the first five years. This shall be carried out in conjunction with the Local Planning Authority.
9. No development hereby permitted shall take place until measures are in place to secure a contribution towards The Broadway Town Centre Enhancement Scheme (see informative).
10. No more than 20% of the development on the site shall be a use falling within Class B8 of the Use Classes Order (Amendment) 2005 unless otherwise agreed in writing by the Local Planning Authority.

Report to the Cabinet

Report reference: C/082/2007-08.

Date of meeting: 12 November 2007.



**Epping Forest
District Council**

Portfolio: Leader of the Council.

Subject: Langston Road Depot, Loughton – Planning Application for Industrial Development

Officer contact for further information: Michael Shorten (01992-564124).

Democratic Services Officer: Gary Woodhall (01992-564470).

Recommendations:

(1) That a Planning Consultant be appointed to submit a planning application for Class B1 (Office/Light Industrial), Class B2 (General Industry) and Class B8 (Storage and Distribution) on the Council Depot site at Langston Road in Loughton; and

(2) That, for the planning consultancy, site surveys and other necessary reports for the planning application, a revenue DDF supplementary estimate in the sum of £20,000 for 2007-08 be recommended to the Council for approval.

Langston Road Industrial Estate:

1. The Council completed the sale of the 2.6 acre/1.05 hectare T11 industrial development site at Langston Road, Loughton on 28 August 2007 at a purchase price of £6,050,000. The site has the benefit of an outline planning consent for Class B1 (Office/Light Industrial), Class B2 (General Industry) and 20% Class B8 (Storage and Distribution) subject to a Section 106 Town and Country Planning Act 1990 Legal Agreement for infrastructure works.

2. Given the progressive development of this estate and developers' interest in acquiring further land for development, Cabinet members have requested that the future use and development potential of the Council Depot be investigated. Recent developments include the Britannia Centre warehouses; BMW, Mercedes and VW vehicle showrooms; Sterling House offices refurbishment; Higgins Group and Kier Group headquarters office buildings; the Loughton Business Centre under construction and planned business units on the T11 and former Essex County Council sites. These developments are identified on the Ordnance Survey plan attached at Appendix 1.

Council Depot

3. Constructed in the mid 1980's, the Council Depot provides offices, stores and workshop facilities for a range of Council services and external contractors. The total floor space amounts to 32,633 square feet/3032 square metres upon a site having an area of 2.8 acres/1.8 hectares.

4. Council services occupying the Depot include:

(a) Fleet Maintenance – workshops including MOT facility;

(b) Grounds Maintenance DSO – workshops and offices;

- (c) Museum Service – storage of artefacts; and
 - (d) Environmental Services – office accommodation in connection with the Waste Management Contract.
5. External contractors in occupation include:
- (a) Women's Royal Voluntary Service (WRVS) – Meals-on-Wheels service; and
 - (b) Cory Environmental – refuse collection service (offices, workshop and parking).
6. The WRVS accommodation is let on the terms of a lease excluding renewal rights and incorporating a rolling 12-month break clause. Cory Environmental occupy their floor space by virtue of the management contract granted by the District Council.

Planning and Development Potential:

7. The Council Depot is identified in the Local Plan as suitable for employment development – Class B1 (Light Industry/Offices), Class B2 (General Industry) and Class B8 (Storage and Distribution) subject to a restriction on the proportion of the total development of the site. In addition, having a good frontage to Langston Road, the site is suitable for retail warehouse development. However, the present formal planning policy position is that such a proposal would be contrary to the Local Plan and Government advice. As the landowner, if the Council wanted to support retail warehousing it would be likely to lead to any planning application being called into a Public Inquiry.

Statement in Support of Recommended Action:

8. Whilst a strategic review of Council depot accommodation across the District is considered, the grant of planning consent for industrial development on the Langston Road Depot will assist preparations for its possible disposal on the open market.

Other Options for Action:

9. To approve or not proceed with the submission of an outline planning application to establish the site's development potential.

Consultation Undertaken:

10. Planning Officers have been consulted on the proposed planning application and appropriate development schemes. Preliminary work has also commenced on plans for the refurbishment or redevelopment of the Town Mead Depot at Orchard Gardens, Waltham Abbey for possible relocation of some services resulting from a district-wide review of depot accommodation.

Resource implications:

Budget provision: No current budget allocation, a supplementary DDF estimate of £20,000 is necessary for planning consultancy, the planning application and supporting site studies.

Personnel: Valuation and Estate Management and Planning Consultancy.

Land: Depot (2.8 acre/1.80 hectare) Langston Road Industrial Estate, Loughton.

Community Plan/BVPP reference: FPM1 – maximise capital receipts.

Relevant statutory powers: Section 123 Local Government Act 1972 – best consideration for land and property assets.

Background papers: Property File EV/973.

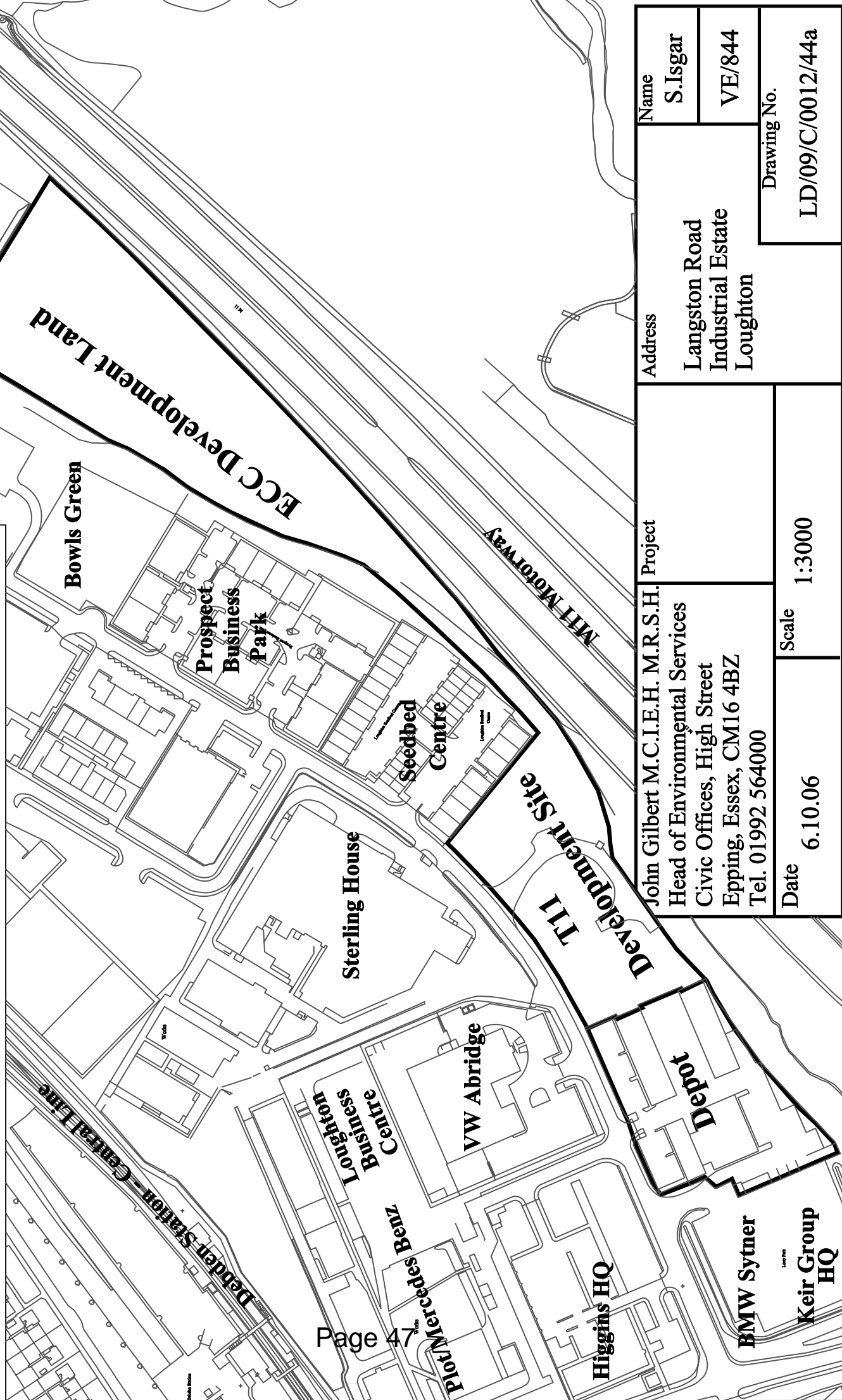
Environmental/Human Rights Act/Crime and Disorder Act Implications: N/A.

Key Decision Reference (if required): Not a key decision.

EPPING FOREST DISTRICT COUNCIL

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Brittania Sports Ground
Car Park



Name	S.Isgar
	VE/844
Address	Langston Road Industrial Estate Loughton
	Drawing No. LD/09/C/0012/44a
Project	
John Gilbert M.C.I.E.H. M.R.S.H.	
Head of Environmental Services	
Civic Offices, High Street	
Epping, Essex, CM16 4BZ	
Tel. 01992 564000	
Date	6.10.06
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