

Committee Agenda



**Epping Forest
District Council**

***North Weald Airfield and Asset Management Cabinet
Committee
Monday, 13th February, 2012***

Place: Committee Room 1, Civic Offices, High Street, Epping

Time: 7.00 pm

Democratic Services Officer: R Perrin, Democratic Services Tel 01992 564532
Email:democraticservices@eppingforestdc.gov.uk

Members:

Councillors G Mohindra (Chairman), Mrs R Gadsby, J Knapman, Mrs M McEwen and Mrs L Wagland

PLEASE NOTE THE START TIME OF THIS MEETING

1. APOLOGIES FOR ABSENCE

2. MINUTES (Pages 5 - 8)

To confirm the minutes of the last meeting of the Sub-Committee on 25 October 2011.

3. DECLARATIONS OF INTEREST

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

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

(Director of Corporate Support Services) To consider the attached report.

5. 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.

6. 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
Nil	Nil	Nil

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.

EPPING FOREST DISTRICT COUNCIL COMMITTEE MINUTES

Committee: North Weald Airfield and Asset Management Cabinet Committee **Date:** Tuesday, 25 October 2011

Place: Committee Room 2, Civic Offices, High Street, Epping **Time:** 7.30 - 9.20 pm

Members Present: Councillors G Mohindra (Chairman), Mrs R Gadsby, J Knapman, Mrs M McEwen and Mrs L Wagland

Other Councillors: Councillors Mrs D Collins, Mrs A Grigg, L Leonard, Mrs C Pond, Mrs P Smith, D Stallan, C Whitbread and J M Whitehouse

Apologies:

Officers Present: D Macnab (Acting Chief Executive), J Gilbert (Director of Environment and Street Scene), L MacNeill (Assistant Director (Operations, Administration & Finance)), C Pasterfield (Principal Valuer/Surveyor), T Carne (Public Relations and Marketing Officer) and R Perrin (Democratic Services Assistant)

1. DECLARATIONS OF INTEREST

(a) Pursuant to the Council's Code of Member Conduct, Councillor J M Whitehouse declared a personal interest in agenda item 5, Asset Management Co-Ordination Group - 28 July 2011, St John's Road/Epping Depot Site. The Councillor had determined that his interest was not prejudicial and would remain in the meeting for the consideration of the issue.

(b) Pursuant to the Council's Code of Member Conduct, Councillor L Wagland declared a personal interest in agenda item 5, Asset Management Co-Ordination Group - 28 July 2011, when concerning BP. The Councillor had determined that her interest was prejudicial and would leave the meeting for the consideration of the issue.

2. MINUTES

RESOLVED:

That the minutes of the meeting held on 22 March 2011 be taken as read and signed by the Chairman as a correct record.

3. ANY OTHER BUSINESS

Councillor Stallan asked on behalf of North Weald Residents, whether the Chairman and Leader would attend a Parish Council meeting to alleviate any concerns about items of business considered in private session.

The Acting Chief Executive advised that officers had agreed to produce a brief summary of reports for the public before discussing the item in private session, which should improve communications with the Parish Council and Residents.

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Councillor Wagland advised that both herself and the Councillor Mohindra would attend the Parish Council to discuss issues and concerns but would be unable to discuss matters that had been discussed in private session of the North Weald Airfield and Asset Management Cabinet Committee.

Councillor Grigg asked that the minutes of the committee be completed as a matter of urgency, so that as District Ward Members they could dismiss any concerns raised by the private session items.

The Acting Chief Executive advised that minutes of these meeting would be completed as soon as possible.

RESOLVED:

- (1) That North Weald Parish Council would be written to, about attending a meeting with Councillor Mohindra and Councillor Wagland;
- (2) That Officers would produce a brief summary of reports for the public domain for part two items; and
- (3) That minutes of the committee are published as soon as possible.

4. 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>
5	Asset Management Co-Ordination Group – 28 July 2011	3
6	North Weald Airfield - Update Report	3

5. ASSET MANAGEMENT CO-ORDINATION GROUP - 28 JULY 2011

The Cabinet Committee considered the notes of the Asset Management Coordination Group held on 28 July 2011. They considered the information regarding the sites owned by the District Council and noted the progress.

Councillor Mohindra advised that the planning application for the Langston Road Depot Site Loughton would hopefully be considered in the New Year, after highways issues had been resolved.

Councillor Knapman enquired about whether and when the Ward Members would be consulted on the application, as local knowledge would be key to the success of the development. The Principal Valuer & Estates Surveyor advised that once the

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highways report had been completed, consultation would take place with that information.

Councillor Pond enquired whether other sites were being considered alongside Oakwood Hill. Councillor Knapman advised that other options were being considered.

Councillor J Whitehouse enquired what the timeframe would be between the highways consultation and public consultation on the St John's Road/Epping Depot Site.

Councillor Mohindra advised that the Cabinet would consider the financial appraisals for the various design options and the traffic survey before a public consultation would be arranged.

Councillor Stallan enquired about the Winston Churchill Public House Site.

The Principal Valuer & Estates Surveyor advised that nothing further had progressed and number of options were being considered.

RESOLVED:

- (1) That the minutes of the meeting of the Asset Management Co-Ordination Group - 28 July 2011 be noted.

6. NORTH WEALD AIRFIELD - UPDATE REPORT

The Director of Environment and Street Scene informed the committee about a number of issues including the Olympic Games, depot relocation, the Halcrow report, Ernst and Young and fees and charges of users and lease holders at the Airfield.

Councillor Stallan and Councillor Grigg were concerned about the delays and cancellations of these meetings and the suspicion it caused with residents.

The Acting Chief Executive advised that covering reports would be made available in the public domain to reduce suspicion and problems caused by discussing items in private session.

Councillor Wagland advised that in addition to the Halcrow report, further work had been required to consider all options for the Airfield. The Council wanted to make the right informed decision and felt that estimating when that would be, would raise the residents expectations.

The Director of Environment and Street scene informed the committee about enquires made about future fees and charges to users at the Airfield and requested the committees guidance.

Members asked that officers receive supporting evidence from the lease holders before any requests were considered.

RESOLVED:

- (1) That the content of the updated report be noted; and
- (2) That officers negotiate with lease holders on an individual basis.

CHAIRMAN

Report to the North Weald Airfield and Asset Management Cabinet Committee



Report reference: **NWA-002-2011/12**
Date of meeting: **13 February 2012**

**Epping Forest
District Council**

Portfolio: **Finance & Economic Development**
Subject: **Asset Management Co-ordination Group Report**
Responsible Officer: **Chris Pasterfield (01992 564124).**
Democratic Services Officer: **Rebecca Perrin (01992 564532).**

Recommendations/Decisions Required:

- (1) To note the content of the update report**

Executive Summary:

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

Report:

1. **Langston Road Retail Park** – A report dated 20th January 2012 from Essex County Council highways has recommended approval to the proposed traffic enhancement scheme attached to the Retail Park planning application. A special meeting of the District Development Control Committee is now being arranged.
2. **Oakwood Hill Depot** – Norfolk Property Services (NPS) are considering design options to locate Grounds Maintenance plus the nursery service and Fleet Operations. An alternative location for Fleet Operations in Langston Road is also being considered.
3. **Pyrles Lane Nursery** – Outline designs for a residential development and consultant reports are being considered for a planning application. No planning application will be submitted before consultation has taken place between the Portfolio Holder and local members.
4. **St John's Road** – Proposals for a Design Brief for this area are being considered with Essex County Council and Epping Town Council. It is intended to undertake formal public consultation on the schemes in March 2012. Informal meetings and updates have taken place but further reports from consultants and the input of local opinion are awaited before the nature of the consultation can be reported to and decided upon by the portfolio holder.
5. **North Weald Depot** – NPS are preparing designs for a depot for the waste services contractor to relocate from Langston Road depot. This remains a back-stop proposal. A number of other locations are also being investigated to house this service.
6. **Torrington Drive** – Stobart Properties have not been able to progress a comprehensive redevelopment of the site to include the BP petrol station and therefore the Council are progressing a lease renewal with BP as required under the Landlord & Tenant

Acts. Stobarts have obtained planning approval to demolish the unit shops to create further car parking spaces. The Council are considering landlord approval and asking for further clarification of proposals regarding the Sainsbury store.

7. **Winston Churchill Public House** – There are on going discussions with Punch Taverns the owners of the long leasehold interest but no firm proposals at this time.

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 but there are no firm proposals at this time.

9. **Lindsey House Epping** – The leaseholders have applied to assign their lease and this is being considered.

10. **Town Mead Depot** – the Council Planning Department are currently considering advice from Peter Brett Associates regarding their Strategic Flood Risk Assessment.

11. **Church Hill Former Car Park** – Short term lettings are still under consideration.

Resource Implications:

Existing Estates and Valuation staff.

Legal and Governance Implications:

None at this time.

Safer, Cleaner and Greener Implications:

None at this time.

Consultation Undertaken:

Asset Management Co-ordination Group

Background Papers:

None.

Impact Assessments:

Risk Management

Being undertaken on a project by project basis.

Equality and Diversity:

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

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

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

None at this time.

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?

Yes.

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