

**EPPING FOREST DISTRICT COUNCIL**

**ASSET MANAGEMENT CO-ORDINATION GROUP**

**Minutes of the meeting held on 24 June 2010 in Committee Room 1**

<b>Present:</b>	Derek Macnab (DM)	(DCE) (Chairman for the meeting)
	Mike Tipping (MT)	(CSS - Corporate Property Officer);
	Chris Pasterfield (CP)	(CSS - Estates and Valuation);
	Alan Hall (AH)	(Director of Housing);
	Nigel Richardson (NR)	(Planning and Economic Development)
	Laura MacNeill (LM)	(Environment and Street Scene)
<b>Apologies:</b>	P Haywood (PH)	(Chief Executive - Chairman)
	C O'Boyle (COB)	(Director - CSS)
	Bob Palmer (BP)	(Director of Finance and ICT)
	Teresa Brown (TB)	(Principal Accountant);
	John Gilbert (JG)	(Director of Environment and Street Scene);

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**1. Minutes of Meeting on 20 April 2010**

Agreed as a correct record.

It was noted that Kassandra Polyzoides would not in future be a standing member of the group but would attend as an when required.

**2. Langston Road Depot Loughton**

CP gave an update on progress with the highways issues. Further work by consultants was looking positive. It was however considered important to make contact with Essex County Highways as soon as possible to agree the parameters for the highways model.

It was noted that Stobarts had appointed there own highways consultant to look at the highways issues related to the redevelopment of the BP petrol station site.

The importance of a coordinated approach to County Highways was stressed.

The Council's consultants had produced a budget estimate of £875,000 which included a 30% contingency for the highways improvement works to the A1168.

It was noted that currently this scheme was not included in the Essex County Council Highways work programme.

Work had also been undertaken on modelling costs for an outline planning application which was indicating costs of the order of £186,000 including £33,175

for the highways modelling element. A proportion of these costs would be met by the owners of the T11 site.

It was agreed that a report should be prepared for the North Weald Airfield and Property Assets Review Cabinet Committee and Cabinet seeking supplementary finance to enable work to assemble all the required documentation for a planning application to progress.

It was agreed that the report should also provide an overview of how other sites are interlinked with the re-development of the Langston Road Depot site and make reference to the Roger Timms Town Centre Study Report

**Action: CP to prepare a draft report seeking supplementary finance for work to progress on an outline planning application**

### **3. Project Management Timetable**

CP reported that work on a number of the key site schemes was gathering pace and there was a need to put in place adequate project management arrangements to ensure that where appropriate schemes progressed in synchronisation to avoid delays. Particular reference was made to the redevelopment of Langston Road Depot and development of new sites for existing occupants to relocate.

Option to procure suitable project management resource were discussed including the Essex Procurement Hub, the Partnering agreement between Housing and Stace.

**Action CP to progress and report progress to the next meeting**

### **4. Torrington Drive Development Site Loughton**

CP reported that a site survey was due to be carried out on 24 June 2010.

### **5. Winston Churchill Public House Site**

CP reported that he was pressing the developer for a project appraisal and Heads of Terms for the proposed development involving the Council owned site.

The Estates and Valuation section have invested in project appraisal software and following training now have the expertise to test and challenge the developers appraisal when received.

It was reported that the HCA funds for affordable housing is likely to be cut by as much as £100, 000,000 and this may have an impact on the funding the developer was expecting to receive for the affordable housing element of the scheme.

Despite this it was reaffirmed that the Council's normal policy should be applied to the site which would require 40% affordable housing.

**6. Church Hill Former Car Park Site Loughton**

CP reported that he was chase CBRE agents for Esso for a response and a progress report.

**7. The Broadway Car Parks/Burton Road Depot Site**

CP reported that with the current level of work on the Langston Road Depot and related sites there were insufficient resources within the Estates and Valuation section to manage the body of work associated with these redevelopment sites.

It was agreed that an outline programme be produced to form the basis of a report to Cabinet recommending the appointment of consultants to progress the project.

AH reported that the small group looking at the one stop shop requirements for the Broadway had met once and would require at least one more meeting to complete their task. Following this AH would produce a report on the outcome and on proposals to take the project to the point of having preliminary design layouts and budget costs.

**Action: AH to report to the next meeting**

**8. St John's Road/Epping Depot Site**

It was noted that a briefing for members of Cabinet and local Ward Councillors had been arranged for Monday 28 June 2010. Members had expressed concern about the redevelopment of this site. Reference was made to the Town Centres Study and the possible implications for the development of this site.

It was considered there was insufficient cost benefit analysis on the options.

A third development option was now being considered which involved a mixed retail/leisure development factoring in the sale of the Hemnall Street site.

The group reiterated the need for the Council to engage its own consultants to represent the Council's best interests in this joint development scheme.

**9. Merlin Way Business Park**

Consultants acting for the Council had advised that their appraisal modelling for the development of this site suggested a potential gross value of £5 million. The appraisal when received would run through the Council's software.

**Action: CP to report further to the next meeting.**

**10. Town Mead Depot Site and Former Red Cross Hall Roundhills Site**

CP reported a meeting had been arranged with consultants to look at development options for both sites in preparation for a further meeting with the Environment Agency.

The question was asked whether the recent introduction of a flood alleviation scheme in Waltham Abbey would have any positive benefit on the development potential of these sites.

**Action: CP to report progress at the next meeting.**

**10. Pyrles Lane Nursery Site**

CP reported that a planning consultant had now been appointed. A site meeting would be taking place this afternoon at which Alison Mitchell and Phil Hawkins would be attending together with Chris Pasterfield.

LM asked for sensitivity to be shown when visiting this and any other operational site as staff were not always aware of the broader discussion taking place about specific sites.

**11. North Weald Airfield**

DM reported that the date for interviews of prospective consultants had still to be agreed.

**12. Brooker Road/Cartersfield Road Industrial Estate**

CP advised that the former OEP warehouse had now been cleared of flammable material. Surveyors acting on behalf of the Royal Bank of Scotland had contacted the Council and discussions were ongoing.

**13. Medical Centre Site North Weald**

AH reported he had met with Home Housing Association. The Association were receptive to a development of this site and had appointed architects to conduct a feasibility study. Costs for this should be available by the end of next week.

**Action: AH To report on progress at the next meeting.**

**14. Local Development Framework**

Following discussions with KP, NR reported that the minimum site criteria should be 6 dwellings or 0.2 Ha based on 30 dwellings per hectare.

This would be subject to clarification from central government on call for sites criteria.

Following further discussion the view of the group was that should only consider sites of 0.5ha or above based on the minimum requirements for an affordable housing site.

**Action: NR to advise KP of the group's decision.**

**15. Schedule of Key Sites**

It was agreed that the updated schedule be circulated to members with the minutes of each meeting.

**Action: MJT/CP to arrange.**

**16. St John Road School Epping**

DM reported for information an announcement from Essex County Council that in the current economic climate it would not financing the funding gap for the new school scheme.

**17. Difficult to let Garage Sites**

AH reported that he was conducting a review of difficult to let garage sites that may have development potential.

**Action: AH to report back when review completed.**

**18. Date for Next Meeting**

*Post meeting note – next meeting arranged for Thursday 23 September at 2.00pm in the Conference Room*