

EPPING FOREST DISTRICT COUNCIL

ASSET MANAGEMENT CO-ORDINATION GROUP

Minutes of the meeting held on 20 January 2011 at North Weald Airfield

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| Present: | Colleen O'Boyle (COB) | (Director - CSS) (Chairman) |
| | 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) |
| | Teresa Brown (TB) | (Principal Accountant); |
| | John Gilbert (JG) | (Director of Environment and Street Scene); |
| Apologies: | Derek Macnab (DM) | (Acting Chief Executive) |
| | Bob Palmer (BP) | (Director of Finance and ICT) |

1. Minutes of Meeting on 18 November 2010

Agreed as a correct record

2. Langston Road Depot Site Loughton

A planning application for the redevelopment of the depot site and the adjoining T11 site had been submitted to the Council by Polofind in December 2010.

NR reported that the public consultation period on the application had now expired. Formal responses were still awaited from Essex County Council Highways and the Highways Agency and it was noted that the Environment Agency had requested additional information.

One objection had been received from a local resident. It was anticipated that the application would be considered by the Area Plans Sub Committee in February or March 2011 and then be referred to the Development Committee in April 2011.

CP reported that a presentation on the redevelopment proposals would be made to the Loughton Town Centre Partnership on 24 January 2011. Loughton Town Council had declined a formal presentation .

CP also reported that the Portfolio holder had now signed a Portfolio holder decision appointing Berwin Leighton Paisner as specialist legal advisors to provide external legal advice and assistance to the Council in relation to a joint development agreement with Polofind Ltd. The decision was still subject to the call in period.

The Director of Corporate Support Services declared an interest in this matter by virtue of her husband's employment and took no part in that segment of the discussion regarding the appointment of Berwin Leighton Paisner, but did not leave the meeting.

Action: CP to report on further progress at the next meeting

3. New Depot at North Weald

COB reported that Counsel's opinion had now been obtained in relation to the covenant in the Crest Nicholson agreement restricting development within a 500metre radius of their site.

Counsel's opinion was that the likelihood of a challenge under the covenant to the depot proposals was unlikely and would continue to decrease with the passage of time and as more homes were sold. The location of the proposed depot on the periphery of the exclusion zone with separate access and egress arrangements that meant no increase in traffic in the vicinity of the housing development were also positive factors.

JG updated the group in relation to the alternative locations now being considered and that whilst the site within the airfield boundary was perceived as the more favourable it would still be expedient to develop plans for both sites.

The airfield site was less problematic ecologically and by making use of existing accommodation in the tower building would enable a smaller development profile than the site on the other side of Merlin Way.

The group agreed that progress with the design of the new depot and the production and submission of a planning application needed to mirror that of the new depot at Oakwood Hill.

There may also be economies of scale of using the same firm of consultants to undertake this work. (Note: this is referred to further in minute 4 relating to Oakwood Hill)

Action : JG to report on further progress at the next meeting.

4. New Depot at Oakwood Hill

CP reported on negotiations he had had with NPS Ltd for cost proposals for the design of the new depot, production and submission of a planning application and project management of the construction phase.

CP felt that the fee rates quoted in the Procurement Hub Framework Agreement did not accurately reflect this type of design and was seeking a negotiated reduction. It was hoped that a revised costing would be received week commencing 24 January 2011.

The group noted that in the draft key objectives for 2011/12 the end date for the complete vacation of Langston Road Depot was 31 March 2013. In order to

achieve this, work on the design and construction of the two new depots needed to progress as far as possible at the same rate.

The group accepted the broad principle of linking the two sites together in respect of the design and planning application work which should achieve economies of scale on fees.

TB asked that discussion be held with Finance over the funding arrangements with as much information as possible.

Action: MJT/CP to prepare a report for the March 2011 Cabinet on proposals and costs for taking the design and planning application stage forward in respect of Oakwood Hill.

5. Pyrles Lane Nursery Site

CP reported that the topographical survey of the site had now been completed by XYZ company introduced through John Hayes and it was noted that their fee for this work was approximately a third of the cost quoted by NPS Ltd through the Procurement Hub Framework Agreement arrangements. The group felt that this was a point to be borne in mind for future commissions.

John Hayes was working on a draft design for residential development but was still awaiting services searches. It was anticipated that draft scheme would be ready in four to five weeks time.

CP reported that Loughton Town Council had indicated that it would consider including the adjoining allotment site, which was considered by the Town Council to be a non statutory site, in the development proposals.

NR felt that the design should include a pedestrian access to the Hillyfields open space.

Access and highway considerations would be critical to this project progressing and these aspects needed to be resolved as soon as possible and hopefully before the next meeting of the group.

LM reiterated the need for prior warning to be given to the Grounds maintenance Manager before consultants/surveyors visit the Nursery site so that staff can be kept appropriately informed.

Action: John Hayes to be invited to present his design layout at the next meeting.

6. Torrington Drive Development Site Loughton

CP reported that since the last meeting Stobarts now held the view that the site was not suitable for one large supermarket and would now prefer to pursue a mixed development.

It was noted that Sainsbury's commitment to remain at the Broadway would come to an end in 2013. There was continuing concern about Stobart's inability to progress the future development of this site.

CP also reported that because of the lack of progress with the redevelopment proposals it would be difficult to object to an application by BP, if they served appropriate notice on the Council, for a renewal of their lease of the petrol filling station site. In this sense time was of the essence in making progress.

Agents acting for Stobart had been made aware of the situation.

It was noted that In relation to the supermarket part of the development proposals it would be a necessary to undertake an impact study of the effect on the businesses in the Broadway as part of any planning application.

CP reported that a quotation had been obtained from Roger Tym and Partners to undertake this work at a cost of £5,000. The group felt that this study should proceed. Budgetary provision was available as part of the DDF amount in 2011/12 to progress the development of key sites.

- Action:**
- (1) CP to commission Roger Tym and Partners to carry out an impact study as described at a cost of £5,000.**
 - (2) CP/MJT to prepare a report for the next meeting of the North Weald Airfield and Assets Management Cabinet Committee informing members of the situation in respect of BP's lease.**
 - (3) COB to brief the Portfolio Holder for Legal and Estates in relation to (2) above.**

7. St John's Road/Epping Depot Site

CP reported that a meeting to discuss and agree the display boards for a public consultation had been postponed.

A cost estimate was awaited from the Council's consultants, Savills, based on information provided by the Council regarding the size and specifications of the proposed leisure centre.

To recap there were four redevelopment options two of which involved a leisure element. The leisure element options may require capital investment by the Council over and above the proceeds from the sale of the Hemnall Street site.

- Action: John Preston to be asked to provide a progress report to each meeting of this group.**

8. Merlin Way North Weald – Residential Development Site

AH reported that he was liaising with Home Housing Association over a potential scheme for 10 houses on this site. An updated financial appraisal was awaited.

AH anticipated preparing a report for the March 2011 Cabinet meeting recommending the transfer of this land to Home Housing Association for redevelopment for affordable housing with an expectation that the residual value of the land would produce a capital receipt to the Council.

Action: AH to prepare report to March 2011 Cabinet.

9. Merlin Way Business Park

The site is being held in abeyance as estimated profitability is marginal at this time.

10. Winston Churchill Public House Site

Despite chasing the developer for this site no progress had been made since the last meeting

11. Cartersfield Road Waltham Abbey

It was noted that the leasehold interest in the OEP factory and warehouse site was shortly to be assigned at which point the Council should receive its rent arrears.

12. The Broadway Car Parks/Burton Road Depot Site

AH reported that there had been no progress since the last meeting. The preparation of a draft report was on his to do list.

Action: AH to produce report to Management Board and Cabinet.

13. Town Mead Depot Site

Following a general discussion around the future of this site, the dilapidated state of the depot and its various buildings, the restrictions for future redevelopment, not least because it is zoned within a flood risk area it was agreed that an issues paper be prepared for a future meeting of the North Weald Airfield and Assets Management Cabinet Committee to seek member direction on the future of this depot.

Action: MJT/CP to prepare a report for the North Weald Airfield and Assets Management Cabinet Committee

14. Former Red Cross Hall Site Roundhills Waltham Abbey

AH reported that he had asked John Hayes to give an indication of the number of houses/flats that might be achieved on this site and that following this he was proposing to prepare a report for the March 2011 Cabinet seeking approval to market the site by way of a competitive tender to Housing Associations to purchase the site for development for affordable housing.

As with the Merlin Way site there was a possibility of a capital receipt based on the residual value of the site having taken into account any mitigation works that may be necessary as a result of the site being within a flood risk area.

Action: AH to prepare report to March 2011 Cabinet.

15. Church Hill Former Car Park Site Loughton

JG reported some pressure to reopen this site as a car park but in his opinion the reasons for closing the car park in the first place, antisocial behaviour and its effect on local residents, had not changed.

Any progress on the redevelopment of the site in conjunction with Esso would be dependent on the closure of the BP station at The Broadway.

Action: COB to seek a view from the Portfolio Holder for Legal and Estates as to the future of this site.

16. Difficult to let Garage Sites

No progress reported at this meeting.

Action: AH to report back when review completed.

17. Any Other Business

CP drew attention to a former landfill site in Chigwell being marketed by Essex County Council.

Action: CP to forward details to AH

18. Date for Next Meeting

To be arranged for approximately six weeks time.

Action: COB to ask Frances Ball to arrange.