

Report to the Cabinet**Report reference:** C-040-2018/19**Date of meeting:** 11 April 2019**Epping Forest
District Council****Portfolio:** Commercial and Regulatory Services**Subject:** North Weald Airfield Masterplan**Responsible Officer:** J Nolan (01992 564083).**Democratic Services:** A Hendry (01992 564246).**Recommendations/Decisions Required:**

- (1) To agree the Planning Brief for the Airfield Masterplan.
- (2) To agree to seek expressions of interest from consultants to develop a Masterplan for the airfield in accordance with the requirements of the Local Plan Submission Version.
- (3) To delegate the authority to appoint a suitable consultant to the Chief Executive.

Executive Summary:

North Weald Airfield is the Council's largest land asset and the Council has been seeking to maximise the potential of the site for a number of years. It has been identified in the in the Council's Local Plan Submission Version as a Strategic Master Planning site. This report seeks Members agreement to the adoption of a planning brief for the site and the appointment of consultants to undertake a full master planning exercise.

Reasons for Proposed Decision:

In accordance with the requirements of the Local Plan Submission Version, the Council is proposing to develop a Masterplan.

Other Options for Action:

Not to carry out the Master Planning exercise now but to defer it to sometime in the future. This option has been discounted because any delay would mean a loss of potential income from any resulting development on the site.

Report:

1. North Weald Airfield is a 150ha site which is currently used for general aviation and commercial purposes, as well as playing host to a programme of outdoor events and other sporting/leisure uses. The aviation related activity is concentrated on the west side of the main runway, with the land to the east being utilised for non-aviation uses.

2. The Epping Forest District Council Local Plan Submission Version identifies a Masterplan Area comprising of the operational airfield, including associated runways, taxiways and grassed areas, and a cluster of industrial, commercial and retail uses in the south east with associated car parks and hardstanding. Included in the area is an indicative development area of 40.8 ha (NWB.E4) within which is a specifically identified employment site that is allocated for a minimum floorspace of 10 ha of B1/B2/B8 class use (business use/general industrial/storage and warehousing).
3. Reference is also made to the potential provision of a new Leisure Centre. However, as a result of further feasibility work undertaken at the request of Sport England, the Council has adopted an alternative option of replacing Epping Sports Centre at St John's Road in Epping. Therefore, as a result, the requirement for a Leisure Centre will not be considered as part of the proposed Masterplanning exercise. It is recognised that appropriate additional community provision will still be required in North Weald to meet the needs of planned housing growth which will be considered as part of the Masterplan for North Weald Bassett.
4. A draft planning brief has been prepared the purpose of which is to inform potential consultants about the site and the Council's aspirations for it (Appendix I).
5. The planning brief outlines the Council's requirements for the site. Apart from the 10ha of industrial use already identified, Members have in the past, expressed a desire to see an intensification of aviation use to the west of the main runway. This has, in part, already been achieved with the National Police Air Service and the Herts and Essex Air Ambulance joining our existing aviation tenants. The planning brief highlights the potential for aviation related uses to be increased.
6. Members have traditionally expressed a desire for the historic nature of the airfield to be retained and the planning brief makes specific reference to this.
7. The Control Tower on the airfield is Grade II listed as one of only seven of this type of post-war control towers in the country. As such it will be retained going forward. There is a requirement within the Local Plan Submission Version for community uses to the east of the main runway and it is envisaged that these could be potentially incorporated into the future use of the Control Tower without impinging on its historical integrity.
8. The Local Plan Submission Version refers to the construction of a new access from Epping Road (B181) to service the west of the site which will facilitate the proper separation of air activities from the rest of the site.
9. If aviation intensification is to take place on the airfield there may be a need for a considerable investment in the current infrastructure. Previous survey reports have identified a deterioration in the main runway and a lack of more advanced aviation related infrastructure such as landing lights, air/ground radar etc. Currently the airfield is unlicensed and consideration will have to be given as to if it should continue to be so. The design brief highlights these problems and seeks innovative solutions to them.
10. As part of the Master planning exercise officers are investigating the possibility of re-locating our offices to the southern part of the site on a location previously identified for use as a works depot. The re-location of our offices could also present the opportunity to facilitate a work space for other partner organisations such as the Parish Council.

11. The Masterplan and subsequent proposals will be considered and informed by a Quality Review Panel followed by the normal planning application processes.

Resource Implications:

The cost of this exercise will be met from the existing local plan DDF budget.

Legal and Governance Implications:

The council has a duty to utilise its assets in the best way possible, this proposal paves the way for the maximisation of the income potential for the airfield. As part of its community leadership role the Council should demonstrate that it is using its assets in such a way as to achieve a good rate of return whilst being sensitive to the needs and desires of its community as a whole. The progress of the Master Planning process will be the subject of regular reports to the Commercial and Regulatory Services Portfolio Holder.

Safer, Cleaner and Greener Implications:

The Strategic masterplanning process provides a comprehensive framework to assess the site in its current form (including but not limited to natural environment, ecology, landscape, transport and movement), to appreciate the potential impact of development options and to stipulate requirements within the final Masterplan that development must adhere to.

Consultation Undertaken:

No consultation has been undertaken so far however, as part of the master planning process an examination will be carried out by a quality review panel. Any submission to such a panel will require a thorough consultation to be undertaken with key stakeholders including the public.

Background Papers:

Previous reports on North Weald Airfield.
Draft Planning Brief.

Risk Management:

The main risk associated with this project is not progressing it in a timely fashion. It is proposed to mitigate this risk by developing a robust project planning framework using the councils Pentana system which will incorporate regular update reports to Members.

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Equality Impact Assessment

1. Under s.149 of the Equality Act 2010, when making decisions, Epping District Council must have regard to the Public Sector Equality Duty, ie have due regard to:
 - eliminating unlawful discrimination, harassment and victimisation, and other conduct prohibited by the Act,
 - advancing equality of opportunity between people who share a protected characteristic and those who do not,
 - fostering good relations between people who share a protected characteristic and those who do not, including tackling prejudice and promoting understanding.
2. The characteristics protected by the Equality Act are:
 - age
 - disability
 - gender
 - gender reassignment
 - marriage/civil partnership
 - pregnancy/maternity
 - race
 - religion/belief
 - sexual orientation.
3. In addition to the above protected characteristics you should consider the cross-cutting elements of the proposed policy, namely the social, economic and environmental impact (including rurality) as part of this assessment. These cross-cutting elements are not a characteristic protected by law but are regarded as good practice to include.
4. The Equality Impact Assessment (EqIA) document should be used as a tool to test and analyse the nature and impact of either what we do or are planning to do in the future. It can be used flexibly for reviewing existing arrangements but in particular should enable identification where further consultation, engagement and data is required.
5. Use the questions in this document to record your findings. This should include the nature and extent of the impact on those likely to be affected by the proposed policy or change.
6. Where this EqIA relates to a continuing project, it must be reviewed and updated at each stage of the decision.
7. All **Cabinet, Council, and Portfolio Holder reports must be accompanied by an EqIA**. An EqIA should also be completed/reviewed at key stages of projects.
8. To assist you in completing this report, please ensure you read the guidance notes in the Equality Analysis Toolkit and refer to the following Factsheets:
 - Factsheet 1: Equality Profile of the Epping Forest District
 - Factsheet 2: Sources of information about equality protected characteristics
 - Factsheet 3: Glossary of equality related terms
 - Factsheet 4: Common misunderstandings about the Equality Duty
 - Factsheet 5: Frequently asked questions
 - Factsheet 6: Reporting equality analysis to a committee or other decision making body

Section 1: Identifying details

Your function, service area and team: Commercial and Regulatory Services

If you are submitting this EqlA on behalf of another function, service area or team, specify the originating function, service area or team: N/A

Title of policy or decision:

Officer completing the EqlA: Jim Nolan Tel: 01992 564083 Email: jnolan@eppingforestdc.gov.uk

Date of completing the assessment: 11th March 2019

Section 2: Policy to be analysed

2.1	Is this a new policy (or decision) or a change to an existing policy, practice or project? New
2.2	<p>Describe the main aims, objectives and purpose of the policy (or decision):</p> <p>To agree a brief for a masterplan of North Weald Airfield in accordance with the submission version of the Local Plan.</p> <p>What outcome(s) are you hoping to achieve (ie decommissioning or commissioning a service)?</p> <p>The Production of a Masterplan.</p>
2.3	<p>Does or will the policy or decision affect:</p> <ul style="list-style-type: none"> • service users • employees • the wider community or groups of people, particularly where there are areas of known inequalities? <p>All of the above who may work in or use any new facilities resulting from the implementation of the masterplan.</p> <p>Will the policy or decision influence how organisations operate?</p> <p>There will be new opportunities for employment and the opportunity for local community organisations to re-locate.</p>

2.4	Will the policy or decision involve substantial changes in resources? Yes, but the quantum cannot be determined at present.
2.5	Is this policy or decision associated with any of the Council's other policies and how, if applicable, does the proposed policy support corporate outcomes? This supports the submission version of the Local Plan.

Section 3: Evidence/data about the user population and consultation¹

As a minimum you must consider what is known about the population likely to be affected which will support your understanding of the impact of the policy, eg service uptake/usage, customer satisfaction surveys, staffing data, performance data, research information (national, regional and local data sources).

3.1	<p>What does the information tell you about those groups identified? Possible benefits could be achieved.</p>
3.2	<p>Have you consulted or involved those groups that are likely to be affected by the policy or decision you want to implement? If so, what were their views and how have their views influenced your decision? The Master planning process will be subject to an examination by a quality review panel and wider public consultation.</p>
3.3	<p>If you have not consulted or engaged with communities that are likely to be affected by the policy or decision, give details about when you intend to carry out consultation or provide reasons for why you feel this is not necessary: N/A</p>

Section 4: Impact of policy or decision

Use this section to assess any potential impact on equality groups based on what you now know.

Description of impact	Nature of impact Positive, neutral, adverse (explain why)	Extent of impact Low, medium, high (use L, M or H)
Age	Positive, new opportunities for employment and community use	L
Disability	Positive, new opportunities for employment and community use	L
Gender	Positive, new opportunities for employment and community use	L
Gender reassignment	Positive, new opportunities for employment and community use	L
Marriage/civil partnership	Positive, new opportunities for employment and community use	L
Pregnancy/maternity	Positive, new opportunities for employment and community use	L
Race	Positive, new opportunities for employment and community use	L
Religion/belief	Positive, new opportunities for employment and community use	L
Sexual orientation	Positive, new opportunities for employment and community use	L

Section 5: Conclusion			
		Tick Yes/No as appropriate	
5.1	Does the EqlA in Section 4 indicate that the policy or decision would have a medium or high adverse impact on one or more equality groups?	No <input checked="" type="checkbox"/>	
		Yes <input type="checkbox"/>	If YES , use the action plan at Section 6 to describe the adverse impacts and what mitigating actions you could put in place.

Section 6: Action plan to address and monitor adverse impacts

What are the potential adverse impacts?	What are the mitigating actions?	Date they will be achieved.

Section 7: Sign off

**I confirm that this initial analysis has been completed appropriately.
(A typed signature is sufficient.)**

Signature of Head of Service: Jim Nolan

Date: 11th March 2019

Signature of person completing the EqIA: Jim Nolan

Date: 11th March 2019**Advice**

Keep your director informed of all equality & diversity issues. We recommend that you forward a copy of every EqIA you undertake to the director responsible for the service area. Retain a copy of this EqIA for your records. If this EqIA relates to a continuing project, ensure this document is kept under review and updated, eg after a consultation has been undertaken.

Planning Brief for the preparation of a Masterplan
For
North Weald Airfield

Executive Summary

North Weald Airfield is a 150ha site within Epping Forest District, Essex located close to Junction 7 (Harlow) of the M11. The site is currently used for general aviation and commercial purposes, as well as playing host to a programme of outdoor events and other sporting/leisure uses. The aviation related activity is concentrated on the west side of the main runway, with the land to the east being utilised for non-aviation uses.

Epping Forest District Council (EFDC) is seeking to commission suitably qualified consultants with a demonstrable track record to produce a Masterplan to guide the future development of this key site in accordance with the requirements set out in the Local Plan Submission Version (LPSV) Policy SP 3.

This Planning Brief sets out the parameters for the submission of proposals from third parties to prepare that Masterplan. This shall include the development of 10 ha of employment land together with the expansion of aviation related activities at the airfield and the provision of suitable community uses.

Site NWB.E4 extends over a significant portion of what is currently NWA along with land outside of the airfield perimeter which accommodates a number of separate plots let to third party occupiers, both on standard occupational leases and long-term ground leases. The detail of these leases will be made available to the selected party.

The chosen party will be required to:

- prepare a Masterplan detailing the most appropriate allocation of uses;
- design an indicative layout;
- prepare all necessary supplementary supporting documentation, including analysis of envisaged economic, employment, and social implications, along with a Traffic Impact Assessment.

The Strategic Masterplan will be produced in accordance with the site-specific requirements set out in Appendix 6 of the LPSV 2017 and all other relevant Local Plan policies. The Masterplan must also adhere to the Strategic Masterplan Briefing Note adopted by the Council on 18 October 2018. This will form a submission to the EFDC Local Plan team and consideration should have regard to the historic nature of the site and, to the extent possible, elements of this, designed in to the proposed scheme.

As part of this, key aviation related activities which are currently situated within the identified employment land would need to be relocated elsewhere and it is envisaged that these elements would be relocated to the western side of runway, which will become an aviation hub. The Planning Brief would therefore by necessity include a strategy for this area, the expansion of the western side of NWA for dedicated aviation uses, along with the creation of a new entrance from the B181 Epping Road and the construction of a new Airfield Control Tower. The current tower which is Grade II listed would remain in situ with the possibility of adaptation for alternative use. It is envisaged that the east-west runway (12/21) will be converted to a taxi-way, allowing additional development of aviation premises on either side.

Integral to the development of both site NWB.E4 and the aviation related western side of NWA, will be the expansion of services. Infrastructure upgrades including electricity and sewage will need to be undertaken due to the current services suffering from under capacity.

Assuming the adoption of the Local Plan Submission Version 2017 occurs, then there would likely be an alteration to the boundary of the Green Belt such that North Weald Airfield lies outside of it. However, any relocation of uses or development would need to be carefully considered as the site would still be surrounded by Green Belt land and there are likely to be significant landscape and visual impacts arising from developing what is largely a greenfield site. Such impacts must therefore form a key consideration of any Plan.

It is envisaged that the Masterplan will be prepared within no more than 6 months of the date of instruction.

Background

Location

North Weald Airfield is situated in Essex, approximately one mile South East of Junction 7 (Harlow) of the M11 Motorway and four miles North of Junction 27 (Theydon Garnon) of the M25 Motorway, providing excellent access to the site from North and East London, as well as Essex, Hertfordshire and Cambridgeshire. (See Appendix 1 - Location Plan). The Town of Epping, with a Central Line Tube Station and Bus Terminus, is less than 3 miles away.

History and Current Uses

North Weald Airfield was established in 1916 and served with distinction as a front-line fighter station in both World Wars. The Airfield was purchased from the Ministry of Defence in 1979, when there was no longer an operational requirement by the Royal Air Force. The 150 ha site is now used for general aviation and commercial purposes, as well as playing host to a programme of outdoor events and other sporting/leisure uses. The west side of the main runway is principally, although not exclusively, for aviation related activity, with the land to the east of the Safety Line, being generally reserved for non-aviation activities.

The site currently accommodates a number of different uses, including both short term and long-term leases to third party tenants, a weekend market and operational premises such as the Grade II Listed control tower with ancillary office accommodation. There are ongoing indicative discussions regarding the possibility of the relocation of all non-aviation uses to the east side of the runway, with a new dedicated aviation access gate for the western side being created from the B181 Epping Road together with the construction of a new control tower.

The Airfield is managed on a day-to-day basis by the Council's Airfield Manager and Operations Staff, who not only provide a ground/air service to pilots, but also ensure the security and safety of the site.

Currently the airfield is unlicensed and consideration will have to be given as to if it should continue to be so.

Epping Forest District Council's LPSV allocates an employment site NWB.E4 (See Appendix 2 – North Weald Airfield Masterplan – Extract from Appendix 6 of Submission Version 2017). This covers a large part of the non-aviation area of the Airfield along with land to the south, outside of the Airfield perimeter. The land to the south accommodates a number of separate plots let to third party occupiers, both on standard occupational leases and long-term ground leases (detail of these leases will be made available to the selected party). The Local Plan Submission Version designates this existing employment land and allocates a further 10 hectares of employment land (B1, B2, B8 uses on the Airfield to the east of the main runway).

Planning Policy Context

Epping Forest District Council's LPSV is currently undergoing Independent Examination. Full details can be found on the designated Examination website at <http://www.efdclocalplan.org/> . The Examination is expected to conclude in late May 2019 with the Council's current Local Development Scheme setting out the expected adoption and publication of the Plan in October 2019.

The LPSV 2017 promotes a joined-up, collaborative, cohesive and proactive approach to the planning and implementation of key strategic sites across the District such as North Weald Airfield as captured in Policy SP 3 of the LPSV. The production of Masterplans will ensure that development proposals are brought forward in accordance with the Council's priorities and policies and facilitate the delivery of the appropriate infrastructure. Such an approach is an important step towards boosting the timely delivery of high quality development and infrastructure within the district, a key requirement of Government Policy and therefore the Local Plan. See 'Design and Developing the Masterplan' section for more detail.

As referenced, site NWB.E4 in the Council's LPSV designates 40.8 hectares of land on the airfield within which is 10 hectares of employment land (B1, B2, B8 uses) , to the east of the main runway. The Plan is not prescriptive on the precise location of the 10 hectares on new employment land within the site which is circa 40.8 ha in total (See Appendix 2 – North Weald Airfield Masterplan – Extract from Appendix 6 of Submission Version 2017).

In preparing the Masterplan, consideration must be given to the policies contained within the National Planning Policy Framework (2018), the policies contained within the existing adopted Local Plan, the LPSV 2017) and other relevant matters. The relevant policies of the LPSV would include:

- Policy SP 3
- Policies DM 7, DM 9, DM 18 – 22
- Policy E 1
- Policy T1
- Policy P6

The Masterplan must also have due regard to the infrastructure requirements contained within the Infrastructure Delivery Plan.

In preparing the Masterplan, the appointed consultants are required to consider all relevant evidence base documents to the Local Plan and appreciate NWA within its wider area context. Key evidence base documents will include:

- Evidence relating to employment need and supply:
 - [Employment Review – Hardisty Jones 2017 \(EB603\)](#)
 - [West Essex and East Hertfordshire Assessment of Employment Needs – Hardisty Jones Associates 2017 \(EB610\)](#)
 - [Employment Land Supply Assessment – Arup 2017 \(EB602\)](#)
- The Allies and Morrison North Weald Bassett 2014 Masterplanning Study (EB 1003. Successful consultants will be briefed on the latest position on the Masterplan at Inception)
 - <http://www.efdclocalplan.org/wp-content/uploads/2018/03/EB1003A-North-Weald-Bassett-Masterplanning-Study-2014-Part-A.pdf>
 - <http://www.efdclocalplan.org/wp-content/uploads/2018/03/EB1003B-North-Weald-Bassett-Masterplanning-Study-2015-Part-B.pdf>

- The interests of key stakeholders should also be considered, including the representations which North Weald Bassett Parish Council and others have made in the Local Plan process, along with being cognisant of ongoing work to prepare the Neighbourhood Plan.

A number of specific policy considerations will be further explored at the Inception meeting but to give an indication at this stage, these are some of the key matters:

- Infrastructure and sustainable transport

In its Regulation 20 representations on the Local Plan, Essex County Council (ECC) raised concerns regarding the potential transport (and sustainability) impacts of planned development in the North Weald Bassett Masterplan Areas. This remained an outstanding objection within the Draft Statement of Common Ground between EFDC and ECC ([ED10](#), [ED10A](#), [ED10B](#)) but attention is drawn to the EFDC and ECC Summary Update to Statement of Common Ground ([EB1508](#)) and Appendix ([EB1508A](#)). This outlines the revised position in which ECC has agreed to withdraw its objection to Policy 6 North Weald Bassett F on the basis of the proposed amendments to the LPSV as set out within the Appendix. In addition, as set out in the Summary Update EFDC will work with ECC and the site promoters to develop more detailed and effective sustainable transport measures for the North Weald Bassett Masterplan areas. This will include heightened requirements for the Masterplan areas to ensure provision is made for safe and convenient walking, cycling and bus routing; the development of co-ordinated travel plans; the provision of digital infrastructure; reduced single occupancy car parking provision at key destinations and HGV management plans. This Matter will be discussed at a Hearing Session within the Local Plan's Independent Examination in May 2019.

- Ensuring coordination between Masterplan Areas

There is a commitment to ensure joined-up approach between the development of Masterplans for NWA and the North Weald Bassett Masterplan.

- Historic Environment

NWA's considerable heritage should be embraced in the development of the Masterplan, including the sensitive and innovative potential new use for the Grade II Listed control tower.

- Green Belt

- The LPSV 2017 is proposing an alteration to the Green Belt boundary such that North Weald Airfield is outside the Green Belt. However, any relocation of uses or development would need to be carefully considered as the site would still be surrounded by Green Belt land and there are likely to be significant landscape and visual impacts arising from developing what is largely a greenfield site. Such impacts must therefore form a key consideration of any Plan.

- Strategic Masterplanning approach

The LPSV promotes a proactive approach to the planning and implementation of key strategic sites such as NWA. This is set out in policy SP 3 and supporting text within the LPSV. In producing Strategic Masterplans, the Council requires ongoing widespread engagement with the local community and stakeholders. Strategic Masterplans must be produced in a form and manner which means that they are capable of adoption as Supplementary Planning Documents. The production of Strategic Masterplans should be informed at key stages by the Council's Quality Review Panel, To promote efficient and effective joint working and to front load the planning process, the use of Planning Performance Agreements will be strongly encouraged.

Vision, Objectives and Opportunities & Constraints

Vision

The regeneration of North Weald Airfield will create a vibrant and successful aviation and employment area for Epping Forest District for the 21st Century. The Masterplan will stimulate additional uses and activities on the Airfield, which will benefit residents and workers; excellent and safe connections for all modes of movement to North Weald Bassett and surrounding residential growth areas will ensure a sustainable and cohesive community. Well-designed and exemplary buildings, spaces and public realm will enhance the existing assets and character of the airfield and create a strong sense of place, where people will want to work and visit.

The new development will build upon the best aspects of the existing historic character of the airfield, and will be accessible, integrated and connected with the surrounding area and wider district. In broad terms the vision for the future of North Weald Airfield is to have activities broadly split on either side of the north-south runway. To the east would be employment land, focused predominantly around site NWB.E4, designed in keeping with the historic nature of the Airfield and maximising the value of heritage buildings including the existing Control Tower. To the west of the runway would be all aviation related activities, including ancillary and support services, with their own dedicated entrance from the B181 Epping Road and a new Control Tower

This Vision is consistent with the wider vision for North Weald Bassett, as detailed in the LPSV.

Objectives

EFDC have drawn up the following objectives for NWA and site NWB.E4:

- Create a long lasting and sustainable commercial development with excellent placemaking and increased economic value, for the local area and district;
- Create an area with a vibrant mix of employment uses (B1, B2, B8), adding value and increased employment options for the local community of North Weald Bassett, the wider Epping District and beyond;
- Use Masterplanning to promote the creation of high quality places, spaces and buildings with robust stakeholder engagement - prioritise the human-scale, whilst understanding the wider context of the development now and into the future. The Masterplan will provide clarity for landowners, developers, investors, operators, the Council and other public-sector agencies as to the appropriate scale, location, mix and form of development at North Weald Airfield;

- The possibility accommodating high quality and sustainable new offices for Epping Forest District Council within site NWB.E4;
- Allow for future growth and expansion of aviation uses, through improving and developing further facilities and access, including increasing the capacity of infrastructure and utilities for the enhanced site and any future growth;
- Provide convenient ancillary services to serve the enhanced site and those working there;
- Promote sustainable travel and movement by improving access to and connectivity of the site with the surrounding area. Encourage walking, cycling and public transport usage, while considering the security requirements of an operational airfield;
- Sensitively integrate parking and services to the site;
- Integrate existing green spaces and heritage buildings to optimise their usage, and enhance landscaping and biodiversity across the proposal;
- The runway and associated aviation related facilities are dated and in many cases in need of repair and/or modernisation, with night landings currently not possible. As a result of the Masterplanning process it is hoped that additional capital will become available to modernise the airfield, whether from the public or private sectors, or a combination of both.

Opportunities & Constraints

The following development opportunities and constraints have been identified. It is EFDC's aim that opportunities are maximised to ensure the most appropriate development of the area, whilst respecting and being aware of the site's constraints:

Opportunities

- Optimal use of a key designated employment site to maximise both income and value to EFDC and the district. The LPSV affords flexibility in its allocation of NWB.E4 for B1, B2 or B8 uses. The Masterplan process should determine through appropriate market assessment the correct mix of employment uses to satisfy market demand while maximising the rental value of the site in the best interests of the residents of Epping Forest District;
- Development of a currently underutilised site, to generate valuable income for the wider District;
- Creation of employment use via the development process itself, along with long term job creation on site to benefit residents;
- Additional generation of income from the aviation element of NWA will allow re-investment into the runway and other facilities, so further enhancing the site;

A number of possible "anchor tenants" have been identified for site NWB.E4, including both EFDC itself (office use), existing occupiers at NWA; and expressions of interest from B2 and B8 occupiers seeking space at NWA. These anchor tenants, via pre-lets, could significantly reduce the risks typically associated with developments of this type;

- Creation and expansion of a vibrant mix of community uses and events, including the North Weald Market;
- The expansion of the western side of the airfield for dedicated aviation uses. This has already commenced, with a lease having been signed with the National Police Air Service and another in the process of being documented with the Essex & Herts Air Ambulance. These are envisaged to act as a catalyst for further occupier interest, and will generate revenue which can be reinvested in NWA. It is envisaged that the east-west runway (12/21) will be converted to a taxi-way, allowing additional development of aviation premises on either side;
- Via the separation of aviation and non-aviation uses, along with the creation of a new aviation entrance on the B181, it is envisaged there will be economic and other synergies, including enhanced safety on site and ease of traffic movement; and
- The sensitive and innovative uses to which the Grade II listed control tower could be put.

Development Constraints

- Road access to site NWB.E4. While the proximity to the M11 and M25 is a major strength of the site, the current road network, in particular the turning arrangement on Merlin Way to access the existing entrance is a constraint. Access and Traffic Impact, by necessity, will have to be a key focus of the Planning Brief.
- The location of NWA within the Green Belt will need to be considered in the development of NWA, along with the maximisation of green space.
- Listed buildings and other issues of historic importance will need to be respected in designing any scheme.
- The weekend market may wish to be retained on part of site NWB.E4, depending upon the viability of the same given the changing nature of the retail landscape. While the market is unlikely to generate the highest rental income on a per m² basis, if correctly designed it may enable maximum use of parking areas which would otherwise be underutilised on the weekends.
- The historic nature of the site as an operational World War II Airfield may mean that items of historic interest are unearthed during development. ordinance and other surveys will also be required.
- The Airfield itself also has certain civil emergency constraints such as the location for blue light services during times of emergency. These constraints will need to be considered as part of the Planning Brief
- The infrastructure at NWA is barely adequate for current use. The expansion of both the aviation and non-aviation elements would require the installation of new services including electricity, sewage and broadband.

Developing the Design and Masterplan

The appointed Masterplanning team should review the Strategic Masterplan Briefing Note adopted by the Council on 18 October 2018 See Appendix 4) (August 2018). This document clearly sets out the design, engagement and output requirements for Masterplan areas. The team will need to cover the following topics and themes and ensure that they are fully integrated into the Masterplan framework document and final Masterplan:

Approach

The elements highlighted within this section are initial thoughts on how this commission could be undertaken. However, proposals to undertake the work should not necessarily be tied to this methodology. If experience from undertaking similar studies suggests that an alternative approach may be more appropriate, please provide an alternative with reasons for suggesting this different approach to how we might consider the commission should be undertaken.

Vision and Design

- Developing a Vision and guiding design principles: visualising main design objectives, Constraints and Opportunities diagrams, asset mapping, technical survey evidence, topographical information.
- Land-use: land-use framework to encourage coherent and joined-up development which supports vision and objectives; detailed consideration of land uses; adjacency diagrams.
- Transport and movement: key principles; sustainable and active travel; key routes, access and movement framework; parking;
- Place-making and character areas: volume and massing; heights; vistas and views; relationships and connectivity to existing areas; heritage assets; areas of different function, character and activity; approach to interim and meanwhile uses; identifying appropriate densities through a design-led approach; maintaining the scale and USP; a 'human scale' approach putting people and their needs, wants and preferences at the centre of placemaking.
- Landscaping and public realm: improvements to existing and creation of new public, private, and communal spaces including green spaces, formal and informal play spaces; hard landscaping; street lighting; signage.
- Physical and social infrastructure: utilities and services for proposed and future growth; green infrastructure; utilities including water, gas, electricity, telecommunications and internet; nodes and local centres, phasing of development; user-led and human scale consideration of infrastructure,
- Natural Environment, Climate and Sustainability: including biodiversity, air quality, noise, urban heat island, climate resilience, flooding and energy strategy, wind/microclimate, daylight/sunlight, (flooding) and drainage, ecology and pollution/contamination.

Options and Design Development

- It is essential that the Masterplan be developed through an iterative process of assessing options to ultimately arrive at a preferred proposal. Options produced should all be in compliance with the emerging Local Plan, and should be presented in a clear and accessible format.
- However, new opportunities and constraints will arise in the future and the Masterplan must therefore retain flexibility to respond to an evolving context. It will also be important that the Masterplan demonstrates how a vibrant and economically active place can be created without relying on actions lying outside of EFDC's control.

Relationship with Council and Stakeholder Engagement

- This will be a collaborative process. EFDC officers will be active participants in the Masterplan process, working closely with the consultant on the production of the content of the Masterplan. The external Masterplanning team will be expected to rely on the local knowledge and detailed understanding of aspirations held by the Council, and the Council will rely on the experience and expertise of the external Masterplanning team to turn that knowledge and those aspirations into deliverable plan.
- EFDC believes robust stakeholder engagement is critical and expect the Masterplanning team to engage and work collaboratively with all stakeholders who are integral to realising the vision for the North Weald Airfield Masterplan area including residents, landowners, businesses, Ward Members, EFDC Cabinet, Town and Parish Councils and the NWB Neighbourhood Plan Steering Group. Further detail on engagement and accompanying processes can be found in the Strategic Masterplan Briefing Note and should be agreed at an early stage with the Council and comply with the Council's Statement of Community Involvement.
- The Quality Review Panel (QRP) should be engaged at an early stage to explore issues which will be fundamental to the Masterplan. For instance, the QRP may be utilised to review options for providing access into the site, or options for the locations of key infrastructure within the site. All Strategic Masterplans are expected to be subject to formal review by the panel on at least one occasion, and where appropriate a subsequent second formal or Chair's review. Developers may wish to utilise surgery reviews to consider specific issues in more detail.
- Details of EFDC's Quality Review Panel, including the terms of reference with review types, process and panel members can be found on the Council's website: <https://www.eppingforestdc.gov.uk/planning-and-building/planning-policy/quality-review-panel>

Appropriate Uses

This document does not seek to set out the appropriate breakdown of floorspace between the various business uses. This will be a key focus of the Masterplan which should give a view on an appropriate split in the current market in light of the desire to maximise the efficiency of the space to optimise rental income, while balancing these against factors of design, traffic impact and green space. The Plan should however retain flexibility to allow changes to occur later in light of varying market and occupier demand, along with the historical significance of NWA.

As part of this, key aviation related activities which are currently situated within the identified employment land would need to be relocated elsewhere and it is envisaged that these elements would be relocated to the western side of runway, which will become an aviation hub. The Planning Brief would therefore by necessity include a strategy for this area, the expansion of the western side of NWA for dedicated aviation uses, along with the creation of a new entrance from the B181 Epping Road and the construction of a new Airfield Control Tower. The current tower which is Grade II listed would remain in situ with the possibility of adaptation for alternative use. It is envisaged that the east-west runway (12/21) will be converted to a taxi-way, allowing additional development of aviation premises on either side

Uses which are envisaged on Site NWB.E4 are:

B1 (Business)

It is desirable that this is a key focus of the site. Office, research and development, and light industrial is suitable adjacent to residential areas. Such uses tend to create highly skilled jobs with minimal heavy transport and/or pollution implications. If NWA can become a local hub for such occupiers, assisted by way of the provision of high specification modern premises, then this would be extremely positive for the local economy. The potential siting of EFDC offices at NWA will assist as a catalyst for the location to be recognised as an employment destination. Associated support services which fall outside of the B1/ B2/ B8 category may also have to be considered in order to enhance the desirability of the location – for example limited café and food outlets, and general community plus leisure uses.

B2 (General Industrial)

It is likely that employment density (directly benefiting the local economy and residents) and rental income levels (maximising revenue for EFDC and so indirectly benefiting residents) will be higher in B2 use than they would be in B8 use.

In order to retain maximum flexibility over time it would be desirable for any scheme to be designed to allow a variety of unit sizes to be offered to the market, ranging from in the order of 1,000 ft² to 5,000 ft². This could be done by way of terraces of units which can be subdivided as required. Larger units of up to 10,000 ft² should also be considered for single occupier requirements. The most appropriate design and configuration of these will be a key focus of the preparation of the Masterplan.

B8 (Storage and Distribution)

The larger units typically associated with this use class usually results in both lower rental and employment rates on a per ft² basis, and as such are less attractive to EFDC.

Leisure, Cultural and Civic uses

These uses are seen as highly desirable and could potentially be accommodated on both sides of the airfield. It is envisaged that EFDC offices will be located on site NWB.E4 and the viability of accommodating other uses such as a library for North Weald Bassett and a Police Station can also be explored. The listed Control Tower also has potential for community use.

The opportunity for education premises focused on aviation and potentially an exhibition detailing the history of the airfield should also be considered in the Masterplan.

Submission Requirements

The submission is to include the following requirements:

- (i) Bidders are to provide a method statement consisting of no more than four sides of A4 text clearly detailing how they propose to undertake the commission;
- (ii) Bids are invited on a fixed fee basis including all reasonable travelling and other expenses.
- (iii) The Terms and Conditions of Appointment will be set out in the Contract between the Council and its Consultant which shall be under seal;
- (iv) Consultants will be required to submit comprehensive 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 reasonable travelling and other expenses should be quoted on the basis of a rate per meeting for each evening meeting, for all attendees, required to attend;
- (v) 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 consultant who has submitted the most economically advantageous offer in terms of price, relevant experience & method statement and presentation;
- (vi) Consultants should:
 - o Name the lead consultant(s) and the members of their team and provide CVs for all who will be engaged in the commission
 - o If the appointed Consultants intend to appoint additional and/or specialist sub-consultants at their own cost, to assist in the delivery of the commission, those additional and/or specialist Consultants shall be identified along with their lead consultant(s) and support teams and relevant CVs be provided
 - o In the event of being selected for interview, ensure that all relevant members of the lead Consultants and supporting Consultants are available to attend and take part in the interview process
 - o Be in a position to confirm that the consultancy team detailed in this submission should, as far as practicable, remain in place throughout the delivery of the commission.
- (vii) Consultants must be able to satisfy the Council that the Company is able to commit or engage sufficient, suitably experienced professional resources to meet all requirements of the commission.
- (viii) Consultants must be able to demonstrate independence from any third party that may wish to develop the site in the future.

Appendix 1

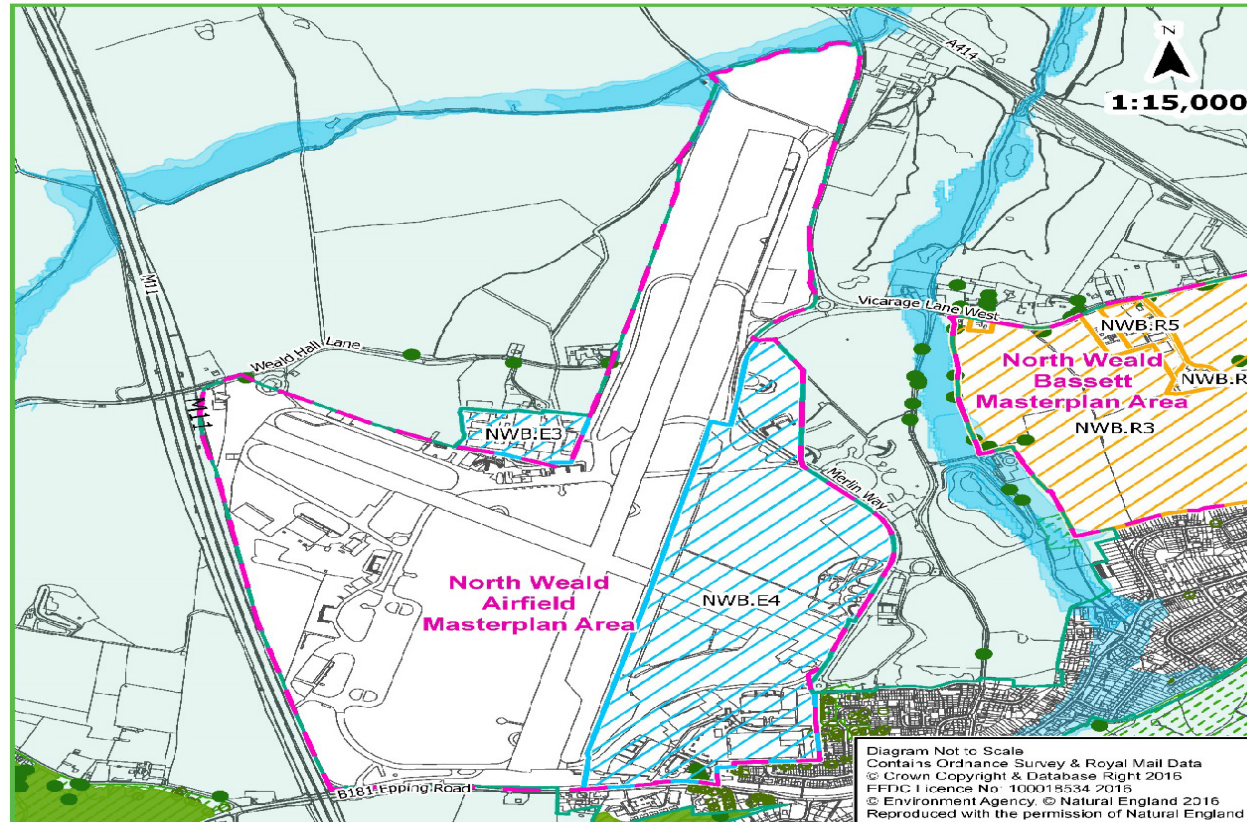
Location Plan



Appendix 2

North Weald Airfield Masterplan – Extract from Appendix 6 of Local Plan Submission Version 2017

Page 102



Settlement: North Weald Bassett		Proposed Use: Employment
Masterplan Area (Ha)	149.39	Site Description: The Masterplan Area comprises an operational airfield, including associated runways, taxiways and grassed areas, and a cluster of industrial, commercial and retail uses in the south east with associated car parks and hardstanding. It is bounded by residential development to the east and south and a separate employment site to the north and the M11 to the west.
Indicative Development Area (Ha)	40.8	
Minimum New Employment Floorspace (B1/B2/BB)(sqm)	10,000	
Site Allocations included in Masterplan: NWB.E4 North Weald Airfield		