

NOTES OF THE ECONOMIC REGENERATION & INVESTMENT BOARD

27th July 2016

Attending: Cllr Clarkson (Chair)
Cllr Galpin
Cllr Ovenden
Cllr Shorter

Paul Naylor (PN)
Steve Parish (SP)
Richard Alderton (RA)
Dean Spurrell (DS)
Maria Hadfield (MH)
Stewart Smith (SS)
Paul Courtine (PC)
Charlotte Hammersley (CH)
Paul McKenner (PMcK)
Rosie Reid (RR) – minutes

Apologies: Tracey Kerly
Ben Lockwood
Maria Seddon

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| <p>1. Introduction by Chairman</p> <p>The Chairman welcomed everyone to the meeting of the Economic Regeneration and Investment Board. He explained that the current Board arrangements had some deficiencies in terms of functionality and that a more formal committee format was proposed (under agenda item 4). The membership of the Economic Regeneration and Investment Committee would be politically balanced and made up of 6 nominated Members, including the Leader of the Council as well as the Leaders of the two largest opposition groups. The Committee would also be open to public attendance.</p> | |
| <p>2. Declarations of Interest</p> <p>Cllr Galpin made a Voluntary Announcement as he was a Trustee of Ashford Access.</p> <p>Cllr Ovenden made a Voluntary Announcement as his business premises were directly opposite the new Grounds Maintenance depot.</p> | |
| <p>3. Notes of the Meeting held on 24th February 2016</p> <p>The Notes of the Meeting held on 24th February 2016 were agreed as a</p> | |

correct record.

4. Report to Selection and Constitutional Review Committee

Members agreed that the Terms of Reference were short and concise, but gave the Committee latitude to move projects forward where necessary.

It was noted that the report would be submitted to Selection & Constitutional Review Committee, followed by Cabinet and full Council in October.

5. Corporate Delivery Plan and Monitoring Presentation

CH gave a presentation on the draft corporate delivery programme, which covered:

- the current position for existing and upcoming projects endorsed informally by Cabinet;
- objectives going forward;
- Covalent software;
- programme monitoring processes by the Committee and Cabinet;
- outcomes.

Cllr Shorter requested that any corporate delivery plan reports to Cabinet should be kept separate from other quarterly performance reports, so they did not get overlooked. PMcK responded that the corporate delivery plan reports should be part of the budget monitoring process as they were tied to the budget setting process. Cllr Shorter said it was important to ensure that the services delivered accurate resourcing estimates as part of this process. CH said that the installation of the new project monitoring system, Covalent, would help to identify when there were log jams in developing corporate projects so the schedules could be adjusted accordingly.

There was some discussion about the importance on not spending too much time and energy on assessing risk, but it was also argued that accurate estimates facilitated sound judgement on whether or not a project was viable. It was agreed that it was important to be reactive to opportunities that arose which did not compromise the overall delivery plan.

In answer to a question, CH confirmed that there was no detailed monitoring of projects outside of the Council's control.

Members were pleased with the new draft delivery programme and monitoring proposals and considered that they presented a better organisational approach to corporate projects.

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| <p>6. Elwick Road</p> <p>PMcK gave an update on the progress of this project. Members noted a current delay, which PMcK was working to resolve before entering into the formal contract with the developer.</p> | |
| <p>7. Conningbrook</p> <p>SP gave an update on this item, which covered:</p> <ul style="list-style-type: none"> - the sale of the housing development land; - the details of the Conningbrook Commercial Agreement; - the pub operator offer; - the potential purchase of the KCC Landscape Services Depot; - the future of Conningbrook Barn, Manor and Cottage; - Conningbrook Master Planning; - Conningbrook Park emergency repairs and temporary facilities. <p>Members were particularly keen to see improvements made to the access road to the lake facilities, as the temporary arrangements had proved unsatisfactory. In particular, better provision must be made for safe disabled access.</p> <p>In response to a question, the Leader confirmed that KCC had indicated they planned to upgrade the pinchpoint on the Willesborough Road in this year's road improvements programme.</p> | |
| <p>8. The Commercial Quarter</p> <p>SP reported that the Dover Place phase had now been approved by Planning Committee and Cabinet. Hoardings were due to be put up next week, when the marketing operation would also begin. It was estimated that work would commence on site in 6 – 8 weeks' time. SP confirmed that the Council would be monitoring progress.</p> <p>In response to a question, SP said that improvements to Dover Place Road were included in the delivery programme but there was a lack of funding at present to move the project forward.</p> <p>Members congratulated the Marketing and Communications Team for the work they had done so far on promoting the Commercial Quarter.</p> | |
| <p>9. LEP bid</p> <p>RA introduced this item. He explained that the Council had two prioritised submissions for LGP 3 funding. The bid for Ashford Spurs was second or third in priority in the Kent bid and the likelihood of funding was very strong. The bid for the Town Centre Regeneration Project was 12th in priority.</p> | |

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| <p>10. Grounds Maintenance Depot</p> <p>PMcK advised that Planning Committee had now granted planning permission for the grounds maintenance depot in Carlton Road. Enabling works had commenced with a handover date due at the end of the month. It was planned to complete works by the end of August and to be fully operational in October. PMcK said this project had been achieved in an effective and timely fashion, and that it had been a pleasure dealing with the contractor.</p> <p>SP said that any complaints regarding the ground works should be directed to him.</p> | |
| <p>11. New emerging sites within the Town Centre and expansion of industrial units on the Carlton Road site</p> <p>PMcK advised that talks were underway with the owners of the 12 industrial units, and due diligence would be undertaken in due course. It would be necessary to decide whether these assets should sit within the Council's Property Company or the General Fund.</p> <p>PMcK proposed that when windfall sites and unexpected opportunities became available, they would be submitted for discussion at the Committee. Due diligence would be undertaken afterwards, if necessary.</p> <p>SP advised that action would take place quickly on demolishing the Vicarage Lane and Hothfield toilets, and work on the Business Hub to replace the Youth Theatre would commence in September.</p> | |
| <p>12. Date of Next Meetings, <u>all at 2pm</u></p> <p>24th August 2016 28th Sept 2016 26th Oct 2016 23rd Nov 2016 21st Dec 2016</p> | |

Post Meeting Note: As this meeting will be a Sub-Committee of the Council in the future, Officers are reminded of the need to issue formal reports in accordance with the Council's Constitution and any confidential papers will have to be properly recorded as such.

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NOTES OF THE ECONOMIC REGENERATION & INVESTMENT BOARD

26th October 2016

- Attending:** Cllr Clarkson (Chair)
Cllr Galpin
Cllr Shorter
- Tracey Kerly (TK)
Richard Alderton (RA)
Dean Spurrell (DS)
Maria Seddon (MS)
Stewart Smith (SS)
Andrew Osborne (AO)
Paul McKenner (PMcK)
Rosie Reid (RR) – minutes
- Apologies:** Cllr Ovenden
Ben Lockwood
Steve Parish

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| <p>1. Declarations of Interest</p> <p>Cllr Clarkson made a Voluntary Announcement as he was a Director of a Better Choice for Property Ltd.</p> <p>Cllr Shorter made a Voluntary Announcement as he was a Director of Kent Play Clubs and A Better Choice for Building Consultancy Ltd.</p> <p>TK, MS and PMcK made Voluntary Announcements as they were Directors of A Better Choice for Property Ltd.</p> <p>TK and AO made Voluntary Announcements as they were Directors of A Better Choice for Building Consultancy Ltd.</p> | |
| <p>2. Minutes of the previous meeting</p> <p>The Minutes of the previous meeting of the Town Centre Regeneration Board on 27th July 2016 were agreed as a correct record.</p> | |
| <p>3. Conningbrook</p> <p><u>Sale of Housing Development Land:</u> PMcK advised that an offer had been received for the land from a joint venture between a major Registered Social Landlord (RSL) and SE based Housebuilder. The various parties were nearing completion of the final agreement, with payment proposed over stages as the development progressed. Section 106 contributions would be ear-marked for use towards work on the</p> | |

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| <p>Country Park. A Member commented that the Julie Rose Stadium required some improvements, particularly in preparation for an event proposed at the Stadium in July 2017.</p> <p><u>Pub Operator Offer</u>: PMcK advised that there had been no further activity regarding a pub operator since the last meeting. The operator in question was still interested but was waiting until the Council could provide the required utility services before taking any further action.</p> <p><u>KCC Landscape Services Depot</u>: PMcK explained that KCC would entertain an offer to lease the land, but did not wish to sell it. Members agreed that the Council should secure as long a lease as possible to facilitate development plans in the area.</p> <p><u>Conningbrook Barn, Manor and Cottage</u>: Members instructed officers not to proceed with delisting the Barn building.</p> <p><u>Conningbrook Master Planning</u>: PMcK advised that a Master Planning session had been held with key stakeholders, and the resulting proposals would be presented to the next meeting of the Board in November.</p> <p>A Member asked about the status of the project to upgrade the pinchpoint on Willesborough Road. RA agreed to check on the progress and report back.</p> | <p>PMcK</p> <p>PMcK</p> <p>SP</p> <p>RA</p> |
| <p>4. Commercial Quarter</p> <p>SS advised that the exchange of contracts would go ahead next week, and the developer would be onsite immediately afterwards. Funding was in place and several tenants were ready to sign lease agreements. There was confidence that all other leases would be filled in due course.</p> <p>Regarding the Island Site, the developer would be meeting with the Council in January. The tenants had been asked to vacate the properties, and would be required to move any containers by early January at the latest, prior to demolition commencing. SS agreed to obtain demolition and clear-up quotes for this work.</p> | <p>SS</p> |
| <p>5. Elwick Place</p> <p>PMcK advised that the delegated group of Members and officers had met and considered the due diligence reports. The group agreed to proceed with the proposal, subject to finalisation of the legal agreements, to be signed off by Cabinet in November. Work was due to start on site in early 2017, although that date was predicated on the developer signing in a timely fashion. Early indications were that the level of interest was high from potential A3 users. It was noted that there had been some delays in progressing the project, and TK suggested that a review of the project was needed to capture lessons learned and areas for future improvement.</p> | <p>PMcK</p> |

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| <p>6. Start up units</p> <p>SS introduced this item. He explained that the report set out proposals for a commercial opportunity to establish a business park for small to medium sized industrial units. There was some discussion about the need for better access onto the A28, and AO advised that access improvement works were in the pipeline.</p> <p>Resolved:</p> <p>That the Economic Regeneration and Investment Board:</p> <ul style="list-style-type: none"> i) Agreed that officers should continue in their discussions with the owner of the site; ii) Approved the expenditure of up to £20,000 for officers to start undertaking the due diligence. | |
| <p>7. LEP Bid for Local Growth Fund round 3 – oral update from Andrew Osborne</p> <p>AO advised that the Ashford Spurs project was number 2 on the LEP list, with the Ashford Town Centre Transportation project at number 21. Members agreed that any necessary work should be undertaken to increase the Council's bid, where possible.</p> | |
| <p>8. Future Reports/Forward Plan</p> <p>One Member said he and two officers had recently visited Sevenoaks District Council to give a presentation to their O&S Investment Group on how Ashford Borough Council were preparing for the removal of the revenue grant by Government, as well as progress on the Big 8 projects. The feedback from Sevenoaks was extremely positive, and they expressed their admiration of the Council's current delivery and ambitions for the future. They particularly noted the volume of delivery undertaken by a relatively small team.</p> <p>The Prince of Wales pub had been delisted and the owner was now considering demolition, and it was expected this would be done by Christmas. There had been discussions about replacement proposals, and it was possible the site would be the subject of a Development Brief in due course.</p> <p>There was some discussion about the Big 8. It was agreed that the new college should remain on the list until after it opened in September 2017. It was also considered that the Ashford Spurs project should remain a priority project. Members considered that there should be an item on the agenda at the next meeting on handling techniques for the Big 8 and a mid-term review to prioritise the focus on those projects requiring immediate attention, and those that could have more of a back seat temporarily. It was important that the Board should have this creative discussion prior to the Ashford Strategic Delivery Board in January, to bring the matter to the Delivery Board's attention and encourage</p> | <p>RA/TK</p> |

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| <p>discussion on increasing Ashford's LEP bid.</p> <p>A Member suggested that the November Board could benefit from a review of the Property Company investment into housing project, to develop a defined philosophy on how to proceed in broad terms.</p> | <p>PMcK</p> |
| <p>9. Date of Next Meetings, <u>all at 2pm</u></p> <p>23rd Nov 2016 21st Dec 2016</p> | |

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23rd November 2016

Attending: Cllr Galpin (Chair)
Cllr Shorter
Cllr Ovenden

Tracey Kerly (TK)
Richard Alderton (RA)
Dean Spurrell (DS)
Stewart Smith (SS)
Paul McKenner (PMcK)
Ben Lockwood (BL)
Charlotte Hammersley (CH)
Steve Parish (SP)
Terry Mortimer (TWM)
Rosie Reid (RR) – minutes

Apologies: Cllrs Bell, Clarkson.

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| <p>1. Declarations of Interest</p> <p>Cllr Shorter made a Voluntary Announcement as he was a Director of Kent Play Clubs and A Better Choice for Building Consultancy Ltd.</p> <p>TK and PMcK made Voluntary Announcements as they were Directors of A Better Choice for Property Ltd.</p> <p>TK made a Voluntary Announcement as she was a Director of A Better Choice for Building Consultancy Ltd.</p> | |
| <p>2. Minutes of the previous meeting</p> <p>The Minutes of the previous meeting of the Economic Regeneration and Investment Board on 26th October 2016 were agreed as a correct record.</p> | |
| <p>3. Presentation on Newtown Works</p> <p>A presentation was given on the potential re-use of the railway sheds at Newtown Works. The proposal was based on re-use by creative trades and the idea of 'experiential' shopping with other associated activities. The presenter considered that this could sit extremely well next to the extended Designer Outlet and the AIMREC museum and any proposal should be sure to preserve the heritage and history of the original buildings.</p> <p>A Member asked about the longevity of the concept, and whether</p> | |

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| <p>changing retail demands could have an adverse effect in the future. The response advised that in spite of commercialism and globalism, the importance of the artisan at local level had never been lost and there was a thriving market for locally created goods which provided a learning experience as part of the retail process.</p> <p>Members and officers agreed that this was a potentially exciting project, and looked forward to further discussions to explore the concept.</p> | <p>RA</p> |
| <p>4. Update on Key Sites</p> <p><u>Conningbrook</u>: SS advised that the sale of land to Affinity Sutton had been delayed slightly, but not to a critical extent. A Masterplanning workshop on the Park had been held to consider how to move forward, and a revised Masterplan had been produced to accommodate potential future changes and any balance of ownership of land on site. Further discussions were taking place with KCC regarding the sale of the depot. On the leisure side, Culture officers were in discussions with a scientist regarding the algae problem which affected the lake during the summer. There were various solutions available, but they came at a cost. A PID would be submitted to Management Team in the new year. Members asked about the progress of the improvement to the Kennington Road at the problematic pinchpoint, and RA agreed to make enquiries and report back.</p> <p><u>Commercial Quarter</u>: SS advised that the exchange should take place the following week. He drew to Members' attention the importance of the island site in the delivery of the Commercial Quarter programme. TK, SS and RA would be meeting with a potentially interested party in early January. SS had compiled a high level vision of what the Council wanted delivered, including the various individual buildings that made up the site. SS agreed to bring a summary to the December Board meeting. A Member said he would like to see the Commercial Quarter and island site reported on separately and SS agreed.</p> <p><u>Junction 10a</u>: RA advised that CLG had announced that £16m forward-funding would be provided for the Junction 10a project. This would be paid as a grant on the basis that the Council would repay the HCA over time once developer contributions had been made.</p> | <p>RA</p> <p>SS</p> |
| <p>5. Update on Regional Growth Fund 3</p> <p>RA explained that the Council had put forward two bids. The Ashford Spurs bid had been given priority and LEP funding was likely to come forward. However, the town centre bid for enhanced traffic capacity and public realm funding was unlikely to be successful.</p> | |
| <p>6. 'Big 8' and key projects</p> <p>RA apologised that the discussion paper was delayed. He said the Leader favoured a mid-term review of the Administration to see what had been achieved and what projects were still outstanding. This would</p> | |

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| also enable an assessment of what projects were coming up. RA said he would give further feedback at the next Board meeting on 21 st December. | RA |
| 7. Date of Next Meeting, <u>at 2pm</u> 21 st Dec 2016 | |

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