

Meeting Minutes

Meeting: Roman Road Strategy – Action Plan Steering Group Meeting

Location: Room 1, Level 8 Anchorage House

Date: 23 November 2007

Attendees:

Council		
Rebecca Drinkwater	Project Manager, Special Projects	Special Projects, Dev and Renewal
Gavin Dooley	LAP 5 & 6 Director	Local Management Team
Sue Hinds	Access to Employment Manager	Access to Employment
Marissa Hernandez	Planning Policy Officer	Strategy and Innovation
Christine Golds	Team Leader	Market Administration
Georgina Taylor	Strategy Officer	Strategy and Innovation
Juanita Haynes	Information and Equalities Team Leader	Strategy and Innovation
Rachel Yorke	Senior Highways Officer	Highways
Daniel Fordham	Senior Olympics Officer	Olympics Team, Strategy

Apologies:

Council		
Cllr Ohid Ahmed	Lead Member	Regeneration, Localisation and Community Partnerships
Michael Bell	Principal Special Projects	Special Projects, Dev and Renewal
Pat Holmes	Investment and Business Team Leader	Investment and Business
Elise Boon	Group Manager Design	Design group
David Hiscock	Waste Management Officer	Waste management
Mark Hutton	Team Leader	Development Design and Conservation
Richard Finch	Team Leader	Strategic Transport Development Team
David Saunders	Manager Market Services	Market services
Rita Robertson	Senior Markets Officer	Markets Inspectors

Item		Action
1	<p><u>Introductions</u></p> <ul style="list-style-type: none"> RD welcomed everyone to the second Roman Road Steering Group meeting and explained that she was the new project manager, responsible for managing the implementation (delivery of action plans) of the RR strategy. 	
2	<p><u>Background</u></p> <ul style="list-style-type: none"> RD explained that the regeneration initiatives for RR are led by the Roman Road Strategy (prepared by Regen First). This is an internal document that forms the basis for a programme of changes to bring about RR revitalisation. RD recapped on the key recommendations of the RR strategy: 1) reinstating an anchor store to the RR town centre 2) RR market improvements 3) repopulation of retail units along the Roman Road. RD explained that a draft implementation plan has been developed to progress on the recommendations of the RR Strategy. It is a fluid document that provides a framework for the identification of action plans, stakeholders, delivery mechanisms and potential funding for RR. RD explained the purpose of the steering group is to oversee the delivery of 	

	recommendations proposed in the RR Strategy and provide strategic direction for subsequent RR initiatives/actions.	
3	<p><u>Completed implementation actions</u></p> <p><u>Trader Survey Results</u></p> <ul style="list-style-type: none"> RD explained that the Special Projects Team had prepared a market trader questionnaire. This has been distributed and collected by the Markets Team. There have been a total of 12 completed surveys collected. RD summarised the key findings (see attached). It was recommended that further attempts be made to collect more responses from market traders. <p><u>Topic Specific Meetings</u></p> <ul style="list-style-type: none"> RD explained there had been three subgroup meetings since the last RR SG meeting. These meetings followed themes of Market Services, Investment and Business Development. The Special Projects Team also presented Cllr Ahmed with an update on the RR initiatives and invited his participation in the RR SG meetings. Issues and actions identified in these meetings will feed into the RR Implementation Plan and corresponding Action Plans. RD to contact East London Small Business Centre (in consultation with SH) with a view to investigating potential business opportunities for RR. <p><u>Gladstone Place Development</u></p> <ul style="list-style-type: none"> RD explained that a development proposal for Gladstone Place is currently in the pre-application stage. The developer is currently facilitating consultation activities and a Community Forum to feedback on community input is planned for the first week of December. The application is expected to be submitted by the end of the year. Subsequently, the statutory assessment period of 13 weeks will start with an outcome estimated for beginning of March. 	<p>RD</p> <p>RD</p>
4	<p><u>Gladstone Place Development s.106 Heads of Terms</u></p> <ul style="list-style-type: none"> RD presented a summary of the proposed development at Gladstone Place. The proposal includes a food anchor store, 222 residential units (including affordable & social housing), 2 retail units, parking, public realm improvements and linkages through the site. 20 market trader car spaces are also proposed. RD explained that the applicant has proposed various improvement works outside the site – this is part of their overall development proposal. The applicant estimates these works at £600k. RD explained that any s.106 requests would need to be substantiated with a business case including justification and cost estimates. RD outlined suggestions for potential s.106 Heads of Terms that had been put forward by other members of the group who were unable to attend the SG meeting. These were: <ul style="list-style-type: none"> on-off street community car club bays cycle parking facilities electricity for the market stalls public art and funding for management and maintenance funding for delivery of RR Town Centre improvements in accordance with the RR Strategy and Implementation actions (budget for priority actions in consultation with the developer). RD asked for suggestions for potential s.106 Heads of Terms. These were: 	

	<ul style="list-style-type: none"> - GD: CCTV/additional cameras to link with Roman Road currently has CCTV to link with Bow Road, Addington Road, Tom Thumbs Arch and Carrdigan Rd and thereby ensure a safe route from the tube station to the market area by foot. - GD: Priority placements for the proposed affordable housing units for members of the Eastside Youth Project (based in Parnell Road) in partnership with the Old Ford Housing Association (which currently has the youth contract in Lap 5). - RY: Cycle routes (RD/RY to consult Ashraf Ali) - SH: Signage and way-finding package - GD: Shopfront upgrades (match funding for potential grant applications) - SH: Skills matching mechanisms and training for local job seekers. This may involve first priority placements for all jobs related to the development (during construction and operation phases) and subsequent training. - RD: Market Pod - MH: Storage facilities for market traders and waste/cleaning measures - GT: Open Space linkages and biodiversity protection contributions in line with emerging LBTH Central Area Renewable Energy & Biodiversity Study. <ul style="list-style-type: none"> • RD to investigate any other s.106 contributions related to other developments within the RR Town Centre area. • RD to speak to Richard Finch and Rachel Yorke to investigate potential plans for a bus route linking to Fish Island. • GD suggested that flexible car parking arrangement during construction may not be consistent with overall objectives of promoting sustainable travel and encouraging the use of public transport. RD to investigate further. • RD to forward suggested s.106 Heads of Terms ideas to Michael Bell. 	<p>RY/ RD</p> <p>RD</p> <p>RD/RY</p> <p>RD</p> <p>RD</p>
5	<p><u>Programming</u></p> <ul style="list-style-type: none"> • RD explained the RR SG would meet quarterly with the next meeting planned for early March. • The draft implementation plan was sent to SG members for comment following the last SG meeting. RD will forward a revised implementation plan and annual delivery plan prior to the next SG meeting. 	RD
6	<p><u>AOB</u></p> <ul style="list-style-type: none"> • JH explained that a consultancy, Rocket Science is promoting a new data tool that analyses the market and investment potential of deprived neighbourhoods. They are presenting the DrillDown Tool to LBTH officers on 28 November and producing a feasibility study for LAPS 5 & 6 by the end of the year. • JH to forward information relating to the Rocket Science Drill Down session to GD. 	JH