

Meeting Minutes

Meeting: Roman Road Town Centre – Implementation Steering Group

Location: Room 8, Level 8 Anchorage House

Date: 7 May 2008

Attendees:	
Rebecca Drinkwater	Development Implementation, Major Projects
Anne-Marie Berni	Lead, Development Implementation, Major Projects
Gavin Dooley	LAP 5 Director
Jackie Odunoye	Head, Strategy & Development
Bryan Jones	Service Head, Environmental Control
Marissa Hernandez	Planning Policy, Strategy & Innovation
David Saunders	Manager, Market Services
Jonathan Nichols	Development, Design and Conservation
Juanita Haynes	Lead, Information and Equalities Team
Joanna Wu	Strategic Transport Development
Tim Porter	Development Control, Major Projects
Apologies:	
Pat Holmes	Lead, Investment and Business Team
Elise Boon	Design Manager, Highways
David Hiscock	Waste Management
Daniel Fordham	Olympics Team
Sue Hinds	Manager, Access to Employment Manager

Item		Action
1	<p><u>Introductions</u></p> <ul style="list-style-type: none"> RD welcomed everyone to the Roman Road Steering Group meeting and asked everyone to introduce themselves. RD explained the purpose of the meeting was to discuss the emerging Roman Road Implementation Plan and identify priority work areas in preparation for a Cabinet Members briefing Report due on 2 July 2008. 	
2	<p><u>Gladstone Place</u></p> <p><u>Current Development Application</u></p> <ul style="list-style-type: none"> TP summarised the characteristics of current development application for Gladstone Place. TP said the planning obligations associated with the application would be discussed at the Planning Contributions Overview Panel (PCOP) meeting on Thursday, 8 May 2008. TP said that some funds may be secured for town centre improvements although this was subject to calculations relating to affordable housing, health care and education contributions. TP explained that two options were presented relating to RR town centre regeneration which included a financial contribution or 16 market trader spaces within the proposed development carpark. AMB said that the most viable option would be to secure the financial contribution for regeneration in accordance with the Roman Road Implementation Plan. DS said that the markets team would support the financial contribution option so long as on-street trader parking could be investigated further and provided free of charge. 	

	<ul style="list-style-type: none"> RD said she had spoken to LBTH Parking who had identified 37 possible trader parking spaces. DS said that if this could be further investigated and an offer of free parking could be offered to traders, cooperation and confidence in Council's commitment to improving the market would be greatly improved amongst traders. GD said that this would assist him in relationship building with market traders and facilitating improvement of the markets. RD said that she and GD would raise this in their next meeting with Stephen Halsey. TP said the application will be heard at the Strategic Development Committee on either 29 May or 10 July 2008. <p><u>Temporary on-site parking</u></p> <ul style="list-style-type: none"> BJ asked whether the Gladstone Place site could be used for car parking/market trader parking before development commences. TP said he had spoken to LBTH Parking Control and advised that it was best to engage in discussions with the developer once the development application has been decided. AMB said it is difficult to predict when commencement may take place and the construction period may be approximately 2 years. RD to contact the developer once decision is made. 	GD/RD
3	<p><u>Farmers Market Parking</u></p> <ul style="list-style-type: none"> GD said he had approached Old Ford Primary School to discuss use of the school premises for the Farmers Market trader parking. JO said that the school may want to receive some revenue from this. DS said that the farmers market was probably able to pay a fee for parking. JO suggested that revenue monies from S106 etc may be used to facilitate payment for RR trader parking. AMB said this is very difficult to achieve with S106 funds. 	RD
4	<p><u>Yallops Yard S106</u></p> <ul style="list-style-type: none"> RD asked about the Action for Bow Trust and whether there were remaining funds from the Yallops Yard agreement that could be allocated to RR regeneration. JO and GD said they were on the Board of Trustees for the Action for Bow Trust and that there was a remaining £100,000 to be allocated. AMB suggested the Development Implementation Team do a presentation at the next Housing Action Trust meeting to outline actions under the RR implementation plan and to ensure regeneration works are coordinated. JO/GD to coordinate. RD said she had spoken to Peter Mitchell at Leaside Regeneration about the Yallops Yard S106 and RR Implementation Plan. GD to contact Leaside Regeneration and then discuss with RD how to integrate work with Leaside regeneration. JO said there is a need for a holistic, project managed approach with commitment from all internal staff. AMB said the purpose of the RR Steering Group meetings and the Development Implementation Team is to coordinate these roles and manage overall delivery of regeneration works. 	GD & JO GD
5	<p><u>LBTH Town Centre Spatial Strategy</u></p> <ul style="list-style-type: none"> MH said consultants have recently been commissioned to prepare a borough-wide Town Centre Spatial Strategy. This work will review the role and function of each town centre including town centre boundaries, hierarchy, night-time economy and subsequently propose measures for intervention. This will provide an evidence base for the Local Development Framework and Community Plan. AMB said the LBTH Town Centre Spatial Strategy will give policy guidance and weight to the regeneration work at the Roman Road town centre. 	

	<ul style="list-style-type: none"> • BJ said that the role and profile of markets in town centres needs to be considered. This is also in relation to integration of services (24hours) for example at Brick Lane. Stephen Halsey has started work in this area. • MH said she is working with the consultants to ensure all concerned, including the LBTH Markets team are consulted. • MH said baseline work has started and the timeframe for the project is 6 months. 	
6	<p><u>Proposed Management Structure</u></p> <ul style="list-style-type: none"> • AMB said she will soon be recruiting for a new position within her team which will have a borough-wide town centre management function. The role will not be a traditional town centre manager role, but will work more strategically across town centres within the borough. AMB said recruitment to the post will be over the next 3 months. • GD said that this was a good step forward and demonstrated commitment to facilitating the regeneration of the town centres, including RR. However, said that there also needs to be commitment from members. • RD suggested that by forming a project executive board, comprising LAP 5 Director, Corporate Director and Councillor will help ensure high level commitment to the RR town centre. This is proposed within the Draft RR Implementation Plan and will be reviewed within the Cabinet Members briefing report. • RD summarised the proposed management structure within the Draft Implementation Report, including the RR Steering Group (comprising internal LBTH Staff) and a Stakeholder Group (comprising external stakeholders including local retailers and market traders). • GD agreed to facilitate the RR Stakeholder Group and act as the link between the Stakeholder Group and the RR Steering Group and RR Executive Board. GD to discuss with RD and progress. 	GD
7	<p><u>Draft Roman Road Implementation Plan</u></p> <ul style="list-style-type: none"> • RD introduced the Draft RR Implementation Plan to the group outlining the 5 key work areas for delivery. <p><u>Planning and Property</u></p> <ul style="list-style-type: none"> • RD said she is working with JN to investigate shopfront improvement grants, audit the RR town centre street frontages and investigate possible funding sources. • RD said after the audit of the street frontages and identification of vacant properties, further work will be undertaken to investigate options to repopulate the units. RD will hold a specific meeting relating to the street frontage and repopulation of the units and invite relevant officer (conservation, business and investment, strategy, etc). • RD said she has spoken to LBTH Business and Investment about repopulating vacant retail units and potential opportunities for linking with creative industries. Pat Holmes is going to contact Gateway to London to discuss. RD to follow up. • BJ said Stephen Halsey is doing some work concerning the creative industry. RD to follow up in next meeting with Stephen Halsey. • JW suggested a meeting be arranged to discuss the LBTH Local Implementation Plan (LIP) under the Mayor's Transport Strategy. RD to coordinate a meeting with JW and LBTH Highways. <p><u>Streetscape and Public Realm</u></p> <ul style="list-style-type: none"> • RD asked whether work to coordinate environmental services at the Roman Road could be reviewed. BJ said that this approach is similar to that currently being facilitated by Heather Bonfield at Whitechapel Markets. RD asked whether she and DS could work together to look at improving services. BJ agreed. RD to work with DS to progress. • RD said she is linked in to the HS2012 project and will be promoting way-finding/linkages with the Roman Road town centre under the strategy. <p><u>Markets</u></p> <ul style="list-style-type: none"> • DS said that the approach adopted by Lorna Hughes LAP 1 Manager for 	<p>JN & RD</p> <p>RD</p> <p>RD</p> <p>RD</p> <p>RD</p> <p>RD & DS</p>

	<p>Globetown Markets would be appropriate for the Roman Road Market. This approach involved on-ground consultation and involvement of market traders and retailers and has since facilitated changes to the market stalls/layout as well as improved market offer.</p> <ul style="list-style-type: none"> GD said he is committed to adopting a similar approach and facilitating improvement of the Roman Road Market. RD suggested the first step is to set up the Roman Road Stakeholder Group with trader and retailers and then identify a series of workshops/meetings to work through improvement issues and proposals (eg. Crime, market offer, stalls and layout, parking, etc). GD to set up Stakeholder Group and discuss with RD regarding schedule of meetings. <p><u>Business and Employment</u></p> <ul style="list-style-type: none"> RD suggested the first step for improving business activity was for GD to formalise the RR Stakeholder Group (as discussed above). Following which, a work programme for business improvement initiatives can be developed in consultation with the RR Steering Group. GD to progress as above. JH said a number of employment initiatives should be included under the implementation plan including youth initiatives, creative and cultural industries and broader borough initiatives. RD to speak to JH and GD to identify further actions to be included in RR Implementation Plan. BJ said that Leaside Regeneration facilitates a number of initiatives with young people and linkages should be made with the RR town centre work here. GD and RD to progress. <p><u>Management and Involvement</u></p> <ul style="list-style-type: none"> Discussed under Item 6. 	<p>GD & RD</p> <p>GD</p> <p>RD</p> <p>GD</p>
8	<p><u>LAP 5 2008/09 Priorities</u></p> <ul style="list-style-type: none"> GD said LAP 5 priorities for 2008/09 will be similar to last year, focussing on economic activity, young people, and health and well being. He said the action plan will be ratified in 2 weeks and will then be made publicly available. GD said there were little funds available although he would be looking to integrate work priorities alongside the emerging Roman Road Implementation Plan. GD to notify RD when the action plan is approved. GD to discuss with RD any potential funding that may become available through the LAP 5. 	<p>GD</p> <p>GD</p>
9	<p><u>Funding possibilities</u></p> <ul style="list-style-type: none"> RD said that Development Implementation is looking into leveraging funding for the Roman Road town centre from CLG. BJ said that Nick Smales, Olympics Service Head is interested in linking RR with the Olympic Park and Victoria Park. Victoria Park will have a number of major events programmed for leading up to the Olympics and that these opportunities should be captured. RD said she is linked into HS2012 work but will also speak with David Williams and Nick Smales about further funding possibilities related to the Olympics. 	<p>RD</p>
10	<p><u>AOB</u></p> <ul style="list-style-type: none"> The RR Implementation Plan will be reviewed and finalised in preparation for the Cabinet Briefing report to be heard on 2 July 2008. Next meeting will be programmed for early August 2008. 	<p>RD</p> <p>RD</p>