



OLD RIVER LANE DELIVERY BOARD – 12th May 2021, 5.00-6.30pm

MINUTES - Meeting by Zoom

Attendees:

Cllr Linda Haysey	Chair of the ORL Delivery Board
Cllr Eric Buckmaster	ORL Delivery Board Member
Cllr Geoffrey Williamson	ORL Delivery Board Member
Cllr David Snowdon	ORL Delivery Board Member
Cllr Mione Goldspink	ORL Delivery Board Member
Richard Cassidy	Chief Executive
Helen Standen	Deputy Chief Executive
Benjamin Wood	Head of Communication, Strategy and Policy
James Ellis	Head of Legal and Democratic Services
Michael Hann	Communications Manager
Tamara Jarvis	Major Projects Manager
Georgia Adamson	Executive Coordinator to The Leader and CE

Apologies:

Steven Linnett	Head of Finance / ORL officer group
Geoff Hayden	Corporate Property Services Manager

Agenda

- 1.0 Welcome, Declarations of Interest and Minutes from previous DB meeting on 21st April**
- 2.0 Old River Lane Project Overview**
- 3.0 Northgate End**
 - 3.1 Progress Update
 - 3.2 Wet Woodland
- 4.0 ORL Update**
 - 4.1 Development Agreement and Development Management Agreement
 - 4.2 Arts Centre Consultant Appointment - Meadowcroft
 - 4.3 S278 Highways
 - 4.4 Programme
 - 4.5 Arts Centre Steering Group
 - 4.6 Project Organogram
- 5.0 Risk Register**
- 6.0 Any other business / Date of next meeting: 23rd June, 5-6.30pm**



1.0 Welcome, Declarations of Interest and Minutes from DB meeting on 21st April 2021

LH welcomed all to the meeting, particularly Councillor Mione Goldspink who was attending her first Delivery Board meeting. LH asked if any member of the Board wished to declare any interests in relation to the project and none were declared.

2.0 Old River Lane Project Overview

RM gave a brief overview for the Old River Lane Project, which will be delivered by developers Cityheart and will regenerate the Old River Lane area by driving footfall into the town centre, and will revitalise the local economy by creating a welcoming destination for residents and visitors to Bishop's Stortford. In addition to the delivery of the Arts Centre, the scheme will deliver an exciting mix of retail, commercial, office, workspace and residential dwellings, including some senior living properties in a new pedestrianised square, with enhanced green spaces through tree planting and landscaping. All of this will generate activity and vibrancy, and will improve connectivity to Castle Gardens whilst respecting the town's existing scale and massing, reflecting the varied roofscape, building type and features of the town.

At meetings in January and March 2021, Full Council approved the recommendation to proceed with revised proposals for the Arts Centre. This revised Arts Centre will be designed to provide:

- An engaging and exciting Arts Centre which maximises performance spaces inside and outside the building and enables the delivery of a varied live performance programme;
- Inside - live performance spaces designed into the foyer, gallery and café/bar space; cinema space designed flexibly with a stage area, raked seating and back of house space to accommodate live cabaret style music, comedy and theatre performances as well as daytime community events, such as parent and toddler theatre and dementia friendly live music. It is proposed that one of the 80 seat cinema spaces provide this flexible, live performance space and the project team are also exploring the option of creating a second flexible live performance space in the 150 seat cinema.
- Outside - dedicated public realm area for a wide ranging arts offer, from outdoor theatre and music festivals to live sports screening and leisure offers, such as ice skating over the festive period
- A high end cinema offer delivered across 5 screens, all screens will be able to live stream nationally, internationally and locally
- Open and inviting shared public space with a café and bar offer and gallery space
- An iconic, town centre hub for the community, local residents and visitors

Whilst the wider ORL scheme is still subject to masterplanning and detailed design, it is expected to deliver the following in addition to the Arts Centre:



Use	Proposal
Residential	137 dwellings, 90 senior living beds / apartments
Retail / commercial	5,597 sq ft of food & beverage / 10,925 sq ft of commercial space
Offices / Workspace	4,574 sq ft of workspace and 24,585 sq ft of office space

3.0 Northgate End

3.1 Progress Update

RM gave an update to progress with the Northgate End development. Following deconstruction due to issues with the concrete mix, work to the residential block frame has progressed well and there are no expected delays to programme.

Erection of the precast MSCP frame was halted in April due to structural design issues with the central spine pile caps. The structural engineers (Calford Seaden) identified an appropriate solution and Real (Rydon) have implemented remedial works, which will be completed 7th May. Deliveries of pre-cast concrete sections for the MSCP continue according to programme.

The substation brick cladding works have been completed and the specified doors and wall vents are in manufacture. The lease for the substation has completed. UKPN are expected to install their equipment in June, when the substation will become live.

Quotes are out for the s278 permanent works and are expected back imminently. Works to the highway are expected to commence September 2021. The permanent water connection has been completed by Affinity water, and CMU has installed gas to site on behalf of British Gas. Openreach have completed the off-site works to the residential block. Technical approval for the main s278 works was granted by HCC in February, and quotes from subcontractors have been received.

LH asked for updated layout of NGE (images) and whole scheme in advance of next meeting.

3.2 Wet Woodland

The de-culvert works are complete and ready for seeding with a wild meadow mix, which will take place w/c 5th April. The volunteer shrub-planting is programmed to take place on Monday 24th May. Demand for places is expected to be high so we envisage having to hold 'shifts' of volunteers. Interest has been expressed by people from EHDC, BSTC, Clarion Housing, SoResi, Salvation Army, Friends of Castle Park and Real.

4.0 ORL Update

4.1 Development Agreement and Development Management Agreement

RM updated the Board. Work has progressed with the drafting of the Development Agreement and Development Management Agreement with Cityheart and their solicitors on the basis of delivery through two separate contracts (Arts Centre and ORL) with a single contractor. The delivery of both contracts and the management of the successful Contractor will be undertaken by Cityheart. Legal and procurement advice has confirmed this is the appropriate route for delivery. James Ellis and



Steven Linnett joined meetings on 22nd and 23rd April and a further meeting took place on 12th May. JE noted that the meetings show good progress.

RM reported that now that there is an informal 'in principle' agreement with HCC on the highways access issue, there is a need to progress with SPD/Masterplanning work. The EHDC proportion of the cost of that work will be c. £64,000, which is 20% of the total cost of £321,000, much of which will be incurred before the Development/Development Management Agreements are concluded. This was agreed by Delivery Board.

4.2 Arts Centre Consultant Appointment – Meadowcroft

A tender process has been undertaken to procure a 'client-side' specialist cinema and live performance consultant, to ensure the right technical fit-out specification is provided to the Cityheart design team for the cinema spaces, the multi-use cinema and live performance space and the outdoor performance space. The selection process has been carried out and the project team has confirmed the appointment of Philip Meadowcroft Architects, which includes Stephanie Fischer, who is renowned as an expert in the design of cinema and live performance venues. Their team has already made a dynamic and encouraging start. LH commented that cinemas are opening up and there is a lot of positivity in the industry with cinema/films bouncing back after Covid. TJ confirmed that the building design is being future proofed where possible in response to the pandemic.

The Arts Centre Steering Group, with its revised Membership and Terms of Reference, will provide valuable input into all stages of this process. A first draft of the strategic brief reflecting the revised proposals for the Arts Centre will be shared for review and early comment at the first ACSG meeting (see below). Consultation with performing arts groups as well as the wider public is will be a key to the process.

4.3 s278 Highways

Cityheart have progressed design work for a highways solution to the site as an alternative to the 4-way Waitrose junction. A positive meeting took place with HCC on 11th May where HCC colleagues were pleased with the route proposed into site off the Link Road with service deliveries off Bridge Street with time restrictions. This proposal retains pedestrianisation of Waytemore Square. The draft PPA and other arrangements are being agreed with the Planning team to ensure the SPD process can commence as soon as possible after agreement in principle to the proposed approach to the s278 has been reached. Discussion took place about vehicular access through Waytemore Square to the Coopers carpark. EB noted that they have a vehicle access off Water Lane and that Lemon Tree and URC Hall were acquired to enable access. RM replied that the meeting with HCC was to address the critical issue of the Waitrose 4-way junction by finding an acceptable alternative, which this sketch proposal achieves. The lesser issue of the Coopers access can now follow and discussions will take place with them. LH noted that pedestrianisation of Waytemore Square (albeit with 'out-of-hours' servicing access) is fundamental to the success of the project. MG commented that this seems like a better option for Waitrose customers and RM confirmed that Waitrose spaces will not be lost now.

4.4 Programme The latest iteration of the ORL programme was attached to the meeting papers. Working groups have been established with Senior Leadership and have been scheduled to



correspond with activity through the programme to May 2025. The draft Lettings strategy has been prepared and shared with the Economic Development team as well as the Legal and Property teams for comment. The strategy will be discussed with Finance and Legal working group 18th May and a final draft will be shared with DB for comment.

4.5 Arts Centre Steering Group

The Arts Centre Steering Group Terms of Reference have now been agreed and the first meeting has been scheduled for 3rd June. Minutes of the meetings will be published on the EHDC website. The role of Cinema Representative / Expert on the Group still needs to be filled and potential candidates for this role will be put forward at the first meeting. MG asked if members of the various performing groups in BS will be on the steering group. TJ explained that the steering group needs to be a tight group with relevant expertise. The various performing arts groups will be involved extensively in the consultation exercise. RC added that the steering group's role is to facilitate delivery, and needs to be a tight, agile group with suitable expertise. MG requested Terms of Reference be shared with the Group and added that she didn't want user groups consulted after designs have been finished. TJ and RM confirmed that engagement will take place throughout the design development and has already taken place. RM to send terms of reference to MG, they will be discussed for approval at the next ACSG meeting. LH noted that ACSG minutes will be available online where possible but some will be confidential.

4.6 Project Organogram

The project organogram was discussed and agreed. The purpose of the ACSG is to inform the design and take it forward in line with the business case and strategic brief requirements. Usergroups will be consulted and engaged throughout this process.

5.0 Risk Register The meeting went through the risk register. It was suggested by LH that it should be tabled at an earlier stage in the meeting, and she asked what is the next substantial risk? RM reported that uncertainty remains with the below-ground context – it is possible that there will be interesting and/or important archaeology which will be uncovered during excavations. s278 remains the biggest risk despite the positive meeting with HCC. TJ confirmed that there is still a lot 'unknown' about the site and that there is a significant risk of delays to the project once demolition works commence and further information comes to light. Still considerable risk attached to the SPD and achieving planning successfully. LH asked that TCPA considered for SPD groups. TJ commented that GP would expand on SPD process and groups now that we have agreement in principle on s 278.

6.0 AOB

MG asked if minutes can circulated to all Members. It was agreed that a link to the minutes be added to MIB.

Date of next meeting: 23rd June, 5-6.30pm