



Old River Lane Delivery Board

East Herts Council
Tuesday 13th July 2021 | via Zoom | 16:30pm

MINUTES

Present	Cllr Linda Haysey	LH	Chair
	Cllr Eric Buckmaster	EB	
	Cllr Mione Goldspink	MG	
	Helen Standen	HS	
	Richard Cassidy	RC	
	Rob Mayo	RM	
	James Ellis	JE	
	Geoff Hayden	GH	
	Georgia Adamson	GA	Minutes
	Tamara Jarvis	TJ	
	Ben Wood	BW	
	Steven Linnett	SL	
References:	East Herts Council	EHC	
	Hertfordshire County Council	HCC	

LH opened the meeting and apologies were noted.

1. Declaration of any conflicts of interest

1.1 MG informed the group that she has two friends that sit on the Old River Lane working Group

2. Welcome and Minutes from previous Delivery Board meeting on 23rd June 2021

2.1 MG informed of a small correction under 5.10 the initials are wrong, need to be changed from MS to MG

3. Risk Register

RM went onto talking the Board Members through the changes on the risk register from last month

3.1 Engagement/consultation to take place 16 July – 06 Aug using Confer as well as direct questionnaire with information and images/drawings on the EHDC website which will be sent to a diverse range of user groups.

3.2 There will be two formats, one will be to the wider resident population using East Herts Website with a questionnaire and second format will be using the confer platform which is more targeted, around 90 specific user groups have been found.

3.3 MG asked if members of the public can request paper copies

3.4 RM advised yes contact details will be on the website if people would like to request a paper copy

3.5 The vision for the arts centre and across the wider district will be shared with performance groups through the engagement and consultation process.

3.6 Legal site constraints - Land uses have been agreed with HCC and BSTC to enable the commencement of works in Northgate End. The land swap with BSTC will complete w/c 12th July.

3.7 Construction overload - No reported issues with disruption to traffic through the town due to construction deliveries to NGE.

3.8 Highway issues on link road - Cityheart have been working up revised vehicle access into site off the Link Road, which is the HCC preference.

3.9 Layouts not yet ready to share but should be ready to share at the next meeting

3.10 Cityheart will be meeting with Waitrose on the 22nd June to discuss the car park which they are happy with the proposal by Cityheart

3.11 LH asked RC if there is anything on the risk register that is of concern to him

3.12 RC advised the key immediate risks are the Highways access and the route into the site. This is the one that needs to be solved before any further action can be taken

3.13 LH asked for risk to be looked at further at the next meeting – Economic vision for the site within the town

3.14 MG voiced her concerns around risk 11, retail replacement

Northgate End

Progress update reported to the Board by RM

4.1 RM informed the group of the two recommendations being brought to the board
Recommendation 1 Delivery Board approve the inclusion of provision for payment of the sustainable transport contribution within the s278 agreement.

Recommendation 2 Delivery Board approve the use of the consultation material and methodologies as proposed.

4.2 The MSCP frame is now completed to 5th floor level and the framework to the vehicle ramps continues to be installed. Brickwork to the south elevation is ahead of programme. Delivery of the frame elements is scheduled to be completed by the end of August. The residential block has been cast to 3rd floor slab. Structural topping is going on.

4.3 Following the EH community Planting Event on the 24 May, Real (Rydon) has notified the Environment Agency of the completion of the main culvert works, and that the area is now open to the public. Twenty wild cherry and oak specimens (between 1.5m and 1.75m) are to be planted in November, which is the best time to plant them.

4.4 BSTC land transfer As of 9th July the land transfer with Bishop's Stortford Town Council has not yet completed - the BSTC has indicated he is waiting to be placed in

funds. The BSTC solicitor confirmed at 16:11 on Friday afternoon that the funds had left their bank account, so completion should be effected on Tuesday

4.5 s278 – sustainable transport contribution to HCC

HCC solicitor has indicated that HCC is willing to include the sustainable transport contribution (£148,490) within the s278 agreement. EHDC solicitor at Invicta Law is working to finalise wording of the s278 to include the sustainable transport contribution. She has confirmed the contribution is a fixed sum and the wording for the agreement is proposed as:

“Sustainable Transport Contribution” means the sum of £148,490 (one hundred and forty eight thousand four hundred and ninety pounds) towards the cost of implementing a 20mph speed limit zone and an off-road shared use cycleway/ foot-way in the vicinity of the Land”

Recommendation 1: Delivery Board approves the inclusion of provision for payment of the sustainable transport contribution within the s278 agreement.

Recommendation agreed

4.6 Real (Rydon) will be placed in funds through this month’s valuation to enable them to defray the s278 payments and enter into the s278 as soon as the agreement is completed. Highways works are planned for Autumn this year. EHDC will pay a cash deposit in the sum of £206,862.49, being the total contract price of the highways works plus 10%. On completion of the contract works 75% of the deposit will be refunded, and the 25% balance will be refunded on completion of the 12 month 4 maintenance period. The sum of £63,085.91, or 20% of the cost of the traffic signal installations, will be paid on entering into the s278.

Old River Lane

5.1 Arts Centre Steering Group & Strategic Design Brief

The strategic design brief has been drafted and will continue to develop as design detail continues to emerge. This document is a key part of the detail which will inform the Cityheart architects Glenn Howells Architects (GHA).

5.2 Early stakeholder engagement on the developing designs for the ORL Arts Centre will commence on Friday 16th July. This engagement will focus on the emerging designs for and proposed usage of the key performance spaces:

Screen 1 (150 seat cinema /performance space)

Screen 3 (80 seat cinema /performance space)

Screens 4 and 5 (80 and 50 seat cinema spaces)

Screen 2 (50 seat cinema and private hire space)

Gallery space (attached to screen 2, also for private hire)

Front of house /café bar space

Outdoor performance space

5.3 Accessibility and inclusivity has being built into the engagement materials as a separate issue, to ensure that we are capturing on this important issue across all spaces. The engagement materials will be available for viewing on the EHDC website. A survey will be uploaded alongside the images and explanations of all of the areas outlined above, this will help us to capture feedback. There will also be a link to the Confer engagement tool. This tool will host the same information but will allow greater engagement, specifically for arts groups, performers and other potential hirers of the

building, by enabling them to leave detailed comments in relation to each performance space and to interact with each other and the project team through the discussion forum. The draft engagement materials are attached at **Appendix 2** – please note, these will be uploaded in a format which is easy to access and navigate. The draft survey questions are attached at **Appendix 3** – please note these will be put into a smart survey, once finalised, which is accessed via the website, alongside the engagement materials.

5.4 MG raised that she is interested in the Campbelltown and has noticed that this does 200 seats and is wondering how many more rows of seats would you have to put in from 150 base to make ORL 200 seated and if this could be looked into

5.5 MG also raised if we could have more open questions on the survey especially regarding screen 1 such as “do you have any comments on the information about screen 1 and do you have any comments on how this space should be used” also more open questions on screen 2,3,4 and 5.

5.6 TJ advised that open questions are very important and advised MG that what will be available online is a link to a portal which allows everybody to submit open comments on all areas this allows more control over the data

5.7 TJ raised her concerns about asking questions such as “how should this space be used” as the proposals have already been agreed at full council

5.8 TJ advised MG that she has had a discussion with the architects/designers regarding the possibility of 200 seats, at the moment it is not possible with the current designs to add more seats to this area without taking them away from other spaces, the footprint on the ground floor is tight and there is very limited footprint available and having a look at this it is not an option to increase 150 to 200 unless space is cut in another area.

5.9 SL asked if there is an overall floor plan

5.10 TJ advised there is not as they have focused on specific spaces and usage but advised they will ask for a full floor plan to be produced

Recommendation 2: Delivery Board approve the use of the consultation material and methodologies as proposed.

Recommendation agreed

6.1 Masterplan Cityheart have held meetings with Waitrose, Coopers and HCC and the masterplan layout continues to develop. The project team is in the process of reviewing the latest masterplan iteration, which will be shared with Delivery Board at the 4th August meeting.

7.1 Development Agreement and Development Management Agreement

The Cityheart solicitor at Brabners has returned the draft DA and DMA with comments which will be reviewed in a meeting with Weightmans on 14th July.

Date of next meeting: Wednesday 4th August, 17:00-18.30pm

