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**Folkestone & Hythe District Council  
Otterpool Park Promoter  
Pre-application Meeting Notes & Actions**

**Civic Centre, Castle Hill Avenue,  
Folkestone CT20 2QY  
10.30 – 13.00 17 May 2018**

**Attendees:**

James Farrar, Folkestone & Hythe District Council (LPA)  
Ben Geering, Folkestone & Hythe District Council (LPA)  
[REDACTED] (Historic England)  
Lis Dyson (KCC Heritage)  
Ben Found (KCC Heritage)  
Tom Marchant, KCC  
Julia Wallace, Folkestone & Hythe District Council  
Bobby Baker, Folkestone & Hythe District Council  
[REDACTED] Quod (promoter)  
[REDACTED], Quod (promoter)  
[REDACTED] Arcadis (promoter)  
[REDACTED], Arcadis (promoter)

**PPA Meeting (10.30 – 16.30)**

**Archaeology & Heritage (10.30-13.00)**

- Archaeology fieldwork progressing. Trial trenching complete within yellow outline on plan. Planned to move onto green outlined areas, have instead prioritised area within the red outline. Landowner permission required. KC to chase for permission.
- Geo-archaeological desk studies are being undertaken to provide more details on fissures holding deposits.
- LD advised that ice wedge data should be included in the evaluation of geoarchaeological data if possible.
- The field east of Lympne Industrial Park – LD and BF enquired how we were going to evaluate the Roman-looking geophysical anomalies. In the light of the find of the Roman villa to the north, KCC need some assurance that the features are not of equal status and worthy of preservation in situ and recommended resistivity survey to verify this. KC to arrange this as soon as possible.
- Legal protections may be needed for assets – Arcadis to consider asking Historic England (HE) to consider this early through the option of an accelerated decision (Arcadis/Promoter). Secretary of State has no discretion in relation to listing but complete discretion in relation to Scheduled Monuments.
- Roman Villa
  - HE need to understand more about the significance of the Roman villa and its setting
  - HE view is that the villa may not need to be scheduled if it can be demonstrated that it will be properly protected and managed as part of the development eg by a community trust operating a management plan for the site.
  - KC is progressing commissioning more targeted geophysical survey to establish the extent of the Roman villa (resistivity and magnetometry).
  - LD is keen to understand the relationship of the villa with the adjacent stream. KC to consider this. If of heritage importance, AV to consider any impacts on biodiversity proposals
- Question raised as to whether there are any areas of the Masterplan where there isn't any flexibility. Arcadis [REDACTED] to provide plan showing where inflexible parts of the masterplan are located i.e. key road infrastructure, underground services, schools, high priority development.
- Geophysical survey required for airfield site. Predictive modelling using field walking should also be used (especially in areas where anticipate flint works).
- Discussion around Historic Farmsteads. Temporary use for creative occupations suggested and community uses of assets should be considered as part of meanwhile

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uses or long-term strategies e.g. community farms. Reference made to Ogden Farm at Easton Quarry as an example and also AONB Unit, KCC and HE guidance that is available on historic farmsteads. KC to review guidance.

- Landscape features – AV and KC reported that most of the historic field boundaries will be kept as well as historic woodland
- Westenhanger Castle discussion:
  - AV presented the current plans for the Castle Park
  - Discussion about the extent of the Castle's former deerpark which has now been mapped using historic mapping and field boundaries. LD asked that the western boundary of the park pale be reinstated and marked in some way.
  - Further information on potential future use for castle needed. Proposals should at least not prejudice future use of the castle.
  - Historic England considered that the castle should be brought into the red line of application.
  - PK advised removing trees around the castle.
  - PK agreed that representing the formal walled garden that would be been there previously in a positive step. A walled Tudor garden would be seen very positively.
  - Vehicular access across the causeway was considered necessary by Historic England and this needs to be considered further by the team. Team explained that this has a number of difficulties (e.g. bridges would be required which go against other historic objectives, and this space is important from ecology and amenity perspective).
  - Further details (schematic drawings) need to be provided on relationship between development and the causeway. Knowle, Sevenoaks a good example. KC and [REDACTED] to review example.
  - Need to ensure openness across the park. Site visit required to walk site and agree views analysis with Farrells/HE/Arcadis/F&HDC (promoter). HE have produced guidance regarding what lens to use and what size to print the views at.
  - PK wants to have more details about how different people experience the castle i.e. from the train station, from the High St, from the causeway, from residential areas.
  - HE also have concerns about the new road from the town centre that will join Ashford Road very near the causeway to the castle. Will the road be lit? Is it too close (agreed to discuss in transport session).
- Historic England were keen to understand further how the park works with the castle and its setting.
- Barrows:
  - East and west sides of Barrow Hill not trial trenched yet due to access being withheld so far. Arcadis and the client are pursuing this and intending to trial trench the barrows pre-planning application.
  - HE and KCC need more information e.g. to understand how they have been set out in landscape in regards to topography, setting, views, alignments and comparing with other examples on the Downs.
  - LD suggested that a metal detecting survey would be helpful.
  - Statement of significance required by someone who has specialist knowledge of barrows, and what aspects of their setting needs preserving. Arcadis to scope out work in consultation with KCC/HE.
  - LD – ploughed flat barrows could be as significant as those with mound survival.
  - Barrows can be expensive to excavate so some eg the double-ditched barrow may be best leaving in situ. Arcadis to review.
  - Discussion on whether one set of barrows could be preserved under open space while the other set could be excavated and built over. HE and KCC gave tentative support to the idea of not preserving all of them in situ but require more information before they could make a decision.

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- KCC and HE require a Statement of Significance to be written on the barrows.
- **Military remains:**
  - KC- within the current masterplan proposals the Pickett Hamilton Fort and the Battle HQ are to be treated as if they were listed buildings in terms of physical preservation and setting. They will be included on the heritage trail (see below).
  - AV- and KC - the extant pill box east of Link Park will be kept and the line of the demolished Pill Boxes will be echoed somehow. Try and preserve line of runway within Master Plan. BF commented the WW2 runway was grassed. The one that is outlined by trees at the present time is 1950s or 1960s in date and does not follow the same line which is something we may want to consider.
- **Heritage Walk:**
  - bring heritage features to the fore;
  - AV confirmed that they are considering various approaches to convey each asset along the heritage walk.
  - Historic England and KCC advised that Public rights of way should be linked into the heritage areas. Also consider link to Lymgne conservation area.
  - KCC suggested also looking at Roman Routes; trail connections off-site to Lymgne Castle, Stutfall Castle and the Military Canal as well as north along Stone Street (Stamford Windmill).
  - BG –links to the AONB footpath should be included especially as there is a good uninterrupted long view of WH Castle from the footpath to the north of the site
- **Planned community engagement 19<sup>th</sup> and 20<sup>th</sup> June.** Archaeology findings should be presented there.
- **Archaeological archives** –no receiving museum in Folkestone. Arcadis (KC) and Oxford Archaeology need to consider deposition of archives, and displaying of artefacts. Brief discussion on the possibility of displaying some of the artefacts from the site within the site eg within the new shopping area. Link in with the FHDC Heritage Strategy
- **Recommendation** that if there are gaps in trial trenching work the masterplan should have greater flexibility to accommodate future finds.
- **HE/KCC** require the summary reports and plans from the Oxford Archaeology finds asap to understand the significance. Arcadis (KC) to provide these asap and to arrange date for session to review and grade historical finds involving Oxford Archaeology.
- **TV** confirmed the intention to celebrate historical finds however once the significance of the finds are confirmed it will be important to take a pragmatic approach to how they are dealt with (i.e. which finds are preserved in situ and which are recorded and removed).
- **Overall** further information is necessary for HE, KCC and F&HDC to establish whether the proposals are acceptable. Team still need to understand what archaeological features are on site, what the significance of those finds are and then re-evaluate masterplan based on these findings.

### **ACTIONS - Archaeology & Heritage**

- **Arcadis (KC)** to make sure the geoarchaeological desk based assessment is issued ASAP and that it is tied in with results from the trenching
- **Arcadis (KC)** to chase for any remaining land owner permissions to survey land. JW Speak to Cozumel re: access to Price land.
- **Arcadis (KC)** to review AONB Unit, KCC and Historic England guidance on uses of historic buildings e.g. historic farmsteads.
- **Arcadis (KC)** to arrange site visit and conduct view analysis, including transect across causeway

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- **Arcadis (KC)** to provide Oxford Archaeology summary reports and plans on significance of the finds to all asap and arrange date for session to review and grade historical finds with Arcadis/HE/KCC/F&HDC/Oxford Archaeology.
- **Arcadis (KC)** to organise a meeting between the heritage consultees, KC and Oxford Archaeology to discuss the findings of the trial trenching
- **Arcadis (KC)** to consider whether to seek view from Historic England on scheduling of roman villa. Arcadis to consider asking Historic England to consider this early through the option of an accelerated decision making.  
(Arcadis/Promoter).
- **Arcadis (KC)** to send copies of presentation to all todays attendees [post meeting note: completed].
- **Arcadis (KC)** to look into an archive for finds, as well as the displaying of artefacts.
- **Arcadis (KC)** to organise site visit to walk site and agree views analysis with Farrells/HE/Arcadis/F&HDC (promoter).
- **Arcadis (KC)** to consider link between Roman villa and adjacent stream. If of heritage importance, AV to consider any impacts on biodiversity proposals.
- **Arcadis (KC)** to scope out barrow statement of significance in consultation with KCC/ HE.
- **Arcadis (KC)** to commission extra geophysical survey on the Roman villa as well as geophysical survey on the airfield and the field east of Lympne Industrial Park.
- **Arcadis (KC)** and [REDACTED] to review relationship between causeway and proposed development. Look at Knowle, Sevenoaks as a good example.
- **Arcadis (KC)** and [REDACTED] to send latest a plan to KCC and Historic England setting out locations for key infrastructure and priority areas for development.
- **Historic England** - look into whether they can provide details of a Barrow specialist.

**Education and Infrastructure (14.00-16.30)**

**Attendees:**

James Farrar, Folkestone & Hythe District Council (LPA)  
Ben Geering, Folkestone & Hythe District Council (LPA)  
James Hammond, Folkestone & Hythe District Council  
Julia Wallace, Folkestone & Hythe District Council  
Katie Chantler, KCC  
David Adams, KCC  
[REDACTED], Arcadis (promoter)  
[REDACTED], Arcadis (promoter)  
[REDACTED], Quod (promoter)  
[REDACTED], Quod (promoter)  
[REDACTED], Quod (promoter)

**Education**

- JW explained current thinking regarding phasing (i.e. phase 1a and 1b which may come toward in tandem).
- Arcadis (RK) to update the key infrastructure table (dated December 2017) to reflect most up-to-date masterplan & phasing and confirm any changes to housing numbers for KCC to update population modelling.
- As well as quantum KCC need to understand the type of housing proposed (i.e. how many flats, houses, homes for the elderly).
- Once KCC have the above they can run the Kent wide formula and adjust it as necessary to suit the site specific context to establish the education requirements for Otterpool.
- KCC advised the team to consider whether a temporary school could be put in during the first phase until the permanent one is built later.
- KCC advised there will likely be a demand for pre-school facilities in the early years of the development.
- KCC advised that land around schools should be safeguarded to allow flexibility (e.g. incase market changes, the size of homes constructed may change from what we expect to come forward now which would result in a different educational facility need).
- KCC have a preference for 2FE schools rather than 3FE but open to discussion.
- KCC advised that two to two and a half storey schools are normal in Kent.
- DA advised that 2FE schools normally require 2.05ha and 3FE schools normally require sites of 2.65ha.
- The team need to consider transport requirements of schools early on in the process i.e. ensure sufficient room for car and cycle parking spaces and turning circles/drop off points.
- KCC have a preference for 8FE secondary schools in Kent (but only open to provide 4FE to start with and then grow to 6FE to 8FE eventually). Kent has both grammar schools and non-selective schools. What comes forward as part of the Otterpool proposals should support both types of school.
- DA expects that the peak need for secondary places will come in 2022/23 but needs to see latest trajectory.
- In terms of off-site secondary school enhancement, DA advised that Brockhill School would benefit from another 1FE (historically they take on 235 pupils a year) or could enhance other existing secondary schools e.g. The Harvey Grammar School.
- KCC confirmed that they normally deliver the schools but there have been examples where developers themselves have delivered the school. Open to further discussion regarding delivery strategies.
- DA advised that there is normally a 3 year lead in time for primary schools and 4-5 years for secondary schools.
- DA expects that details of a primary school should be included in the first reserved matters application to come forward.

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- KCC expect a clear design code to ensure that SUDS strategies for the wider site still work when KCC do the detailed design of the school at a later stage. It also needs to be clear who has responsibility for maintaining and funding the SUDS e.g. crates under sports pitches and green roofs.
- Kent don't have any CHP systems for schools already but would be open to considering them.
- KCC will be expecting BREEAM 'Good' standards to be achieved (KCC are submitting representations to the Core Strategy Review to this effect).
- Any education strategy submitted with the application should confirm how the education requirements of Otterpool Park can be reviewed at later stages.
- In principle, KCC are supportive of community shared use of school facilities however noted that there are significant challenges that come with this. KCC would be supportive if the design and management was suitable.
- BG advised that a community management organisation may need to be set up to manage community and school shared use.

### Infrastructure

- MM advised that the energy strategy for the first 6 years of the development will likely be electricity only (due to difficulties of getting gas to the site before then).
- This would however likely involve substantial costs to upgrade UKPN network at Sellindge and provide a secondary substation on site.
- If some gas capacity is found, there wouldn't be a need to update the UKPN infrastructure at Sellindge or have a secondary substation.
- Ebbsfleet managed to achieve electricity focused energy strategy however did receive significant funding to help with this.
- Points of water connections have been agreed with Albion.
- Discussions waste water options with Albion and Southern Water.
- KCC/LPA considered preferable to deal with waste water treatment on site if feasible.
- MM advised that homes need to be located approximately 450m away from waste water treatment plants.
- JF confirmed that providing options for the waste water strategy in the application is acceptable and noted the need to ensure that the parameters are sufficiently flexible.

### ACTIONS - Education and Infrastructure

- **Arcadis (MM)** to circulate infrastructure presentation slides.
- **Arcadis (RK)** to update the key infrastructure table to reflect most up-to-date masterplan & phasing and confirm any changes to housing numbers for KCC to update population modelling.
- **F&HDC** to update infrastructure requirements list and assess two water options tabled; agreed to maintain both options for now.

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### Folkestone & Hythe District Council Otterpool Park Promoter Pre-application Meeting Notes & Actions

Arcadis House, London  
10.30 – 13.00 24 May 2018

#### Attendees:

James Farrar, Folkestone & Hythe District Council (LPA)  
Chris Lewis, Folkestone & Hythe District Council (LPA)  
Matt Hogben, Kent County Council (Transport)  
Julia Wallace, Folkestone & Hythe District Council (promoter)  
[REDACTED], Farrells (promoter)  
[REDACTED], Quod (promoter)  
[REDACTED], Quod (promoter)  
[REDACTED], Arcadis (promoter)  
[REDACTED], Arcadis (promoter)

### PPA Meeting (10.30 – 13.00)

#### Traffic and Transport

- Scoping request for the TA was issued in July 2017. Since that time the assessment year details have been established:
  - 2018 – application year
  - 2037 – end of Local Plan period
  - 2044 - full occupation
- PL confirmed that the main assessment is based on 8,500 homes however sensitivity testing is being carried out for 10,000 homes.
- Trip rates have been agreed.
- Current trip patterns show 50% of trips are by cars. CL expects the application to demonstrate that we have improved on this. CL would like Arcadis (PL) to test and present ideas in the application regarding how car reliance can be reduced.
- Need to understand trigger points for delivering new junctions. A bi-annual monitoring strategy could be put in place so we can more accurately tell if existing and proposed junctions are still fit for purpose or whether amendments are required. PL to consider trigger points and a monitoring strategy. This will need to be captured in the S106.
- PL confirmed that validation of the transport model is currently underway by Highways England (HE), KCC and F&HDC. All to review and respond with comments asap.
- If HE don't respond within the next two weeks, JF is to speak to Homes England to see if they can put pressure on HE to respond.
- Arcadis (PL) to review Mott MacDonald's district wide cycle strategy and review implications for the Otterpool Park development.
- Arcadis (PL) to confirm parking standards approach i.e. will we be following KCC standards or offering a bespoke approach?
- MH states that it will be important to prevent on-street parking on main access roads. CPZs or double yellow lines could be proposed on main access roads.
- MH advised PL to consider appropriate locations for providing charging points for electric buses (see Dartford electric buses as a good example. They are also trying it in Milton Keynes).
- PL needs to consider the trigger point for providing an internal bus route and this needs to be confirmed within the application.
- There may be provision within the outer areas of the site for a hub where deliveries could be offloaded from HGVs and transferred into smaller vehicles for delivery within the site. The masterplan may therefore need to include some B8 use class floorspace to facilitate this. Quod, PL and GY to consider.

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- If the phasing of the development chosen means that development is started in two separate areas on the site, cohesion between the two areas will be very important. Need to consider bus links and other strategies (PL).
- JF requested that a heat map is provided to illustrate where in the masterplan we expect footfall to be highest. PL to provide.
- SA confirmed issues with the existing A20 (where it links between the M20 and the A261) i.e. geometric, visibility and safety issues. Increased traffic flows would make these issues worse and therefore the Arcadis transport team are considering what improvements are necessary (e.g. potential dual carriageway and on-line widening, lower the speed limit).
- It is understood that improvements to Newingreen junction are already proposed through another planning application.
- CL advised the Arcadis transport team to consider downgrading roads where necessary to encourage people to take the route that is best. SA confirmed that once the results of the modelling are known the Arcadis team will understand further exactly what transport improvements are necessary. Arcadis (SA) to provide presentation of downgrading options when ready.
- Arcadis (SA) to provide more information regarding the proposals for Stone Street. For example, will it be stopped up apart from use by pedestrians and cyclists and emergency vehicles?
- PL/SA are to look in more detail at the proposals for Otterpool Lane.
- It was noted that the British Horse Society and MB would prefer Harringe Lane to be closed for car use. GY stated that this needs to be considered however it may be difficult to achieve as we may need access to the waste water facility through this road. MB suggested that it could be restricted access with bollards. PL to consider further.
- PL to provide a copy of the slides presented to CL, JF and MB.
- Next steps involve working out what mitigation is needed, and when, and then agreeing this with stakeholders. PL to progress.
  
- JF requested that Quod provide a skeleton draft of the 'Delivery Strategy' that will form part of the 'Planning and Delivery Statement' to be submitted with the planning application.

### ACTIONS

- **Arcadis (PL)** to test and present ideas in the application regarding how car reliance can be reduced.
- **Arcadis (PL)** to consider trigger points and a monitoring strategy for junction improvements.
- **Arcadis (PL)** to review Mott MacDonald's district wide cycle strategy and review implications for the Otterpool Park development.
- **Arcadis (PL)** to confirm parking standards approach i.e. will we be following KCC standards of offering a bespoke approach.
- **Arcadis (PL)** to consider appropriate locations for providing charging points for electric buses (see Dartford electric buses as a good example. They are also trying it in Milton Keynes).
- **Arcadis (PL)** needs to consider the trigger point for providing an internal bus route and this needs to be confirmed within the application.
- **Arcadis (PL)** to consider bus links and other strategies to link different areas of development in the early phases.
- **Arcadis (PL)** to provide a heat map to illustrate where in the masterplan we expect footfall to be highest.
- **Arcadis (PL)** to consider whether Harringe Lane should be changed to restricted access only.

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- **Arcadis (PL)** to provide a copy of the slides presented today to CL, JF and MB.
- **Arcadis (PL)** to continue working to understand what mitigation is required and when and then agree this with stakeholders.
- **Arcadis (SA)** to provide options for downgrading roads to encourage people to take the best routes at a future PPA meeting.
- **Arcadis (SA)** to provide more information on the proposals for Stone Street and Otterpool Lane.
- **KCC and F&HDC (MH)** to respond asap with any comments on the transport model so that it can be validated.
- **Quod** to provide a skeleton draft of the 'Delivery Strategy' that will form part of the 'Planning and Delivery Statement'.
- **Quod, [REDACTED] and PL** to consider requirement for B8 floorspace to be included within the masterplan to enable delivery of storage/distribution hub.
- **JF** – if no response received from Highways England regarding the transport model in next two weeks, JF is to contact Homes England to see if the can add pressure to Highways England.



## **Otterpool Park Pre-application LPA feedback & notes**

### **1. Education – 29<sup>th</sup> May 2018 (F&HDC)**

- Population model is tenure and type sensitive
- Average per household 0.44 Kings Hill
- Higher level pre-schools
- Review mechanisms as each phase comes forward will be needed
- Heights? 2-storey is the preference but other options may be considered
- Education requirements – 2FE with nursery (2.65 HA 3FE site); car parking requirements may eat into this area
- 8,100 homes - 11 forms of entry – over 8FE can cause challenges; some form of selective places required – this will require proportionality – some on-site, some off-site
- 2023 peak demand, unlikely to be spaces beyond
- Brockhill expansion or Brockborn temporary expansion?
- Could start with 4FE (Year 7) using a core hybrid model of delivery
- Delivery – KCC would run a competition
- Lead-in times – 3-year lead-in realistic
- Secondary school – add a year to lead-in
- KCC seek full planning permission to proceed – might proceed at outline, can only speed up by taking on sponsor role including design etc
- Water management within school areas – how are principles applied into detailed design, storage crates within school areas? Need to understand warranties, green roofs supported, Romney Marsh – drainage issues
- Community shared use – work through design detail and clear management needed.

### **Utilities/Infrastructure - 29<sup>th</sup> May 2018 (F&HDC)**

- SGM gas reinforcement needed
- UK PM capacity, 11KV for phase 1 – 650 units (2 years build)
- Dual fuel options – requires gas supply
- All electric - [REDACTED] 4-5 years lead-in
- Primary sub-station – dual fuel option sub 1 after 650 units
- Sub 2 for electric only option required after 4,000 units
- Sellindge transmission centre required
- GTC MUSCO inset company (including gas)
- Routing to point of connection likely to be from south
- No gas day 1 or for first 6 years, cost share with UKPN
- Single primary station with sub-station in Sellindge
- Gas vs electric - [REDACTED] 2.5 diversity factor peak demand
- EV charging increases costs
- Insufficient capacity in network - [REDACTED]
- Potable water – riser main network serving wider network and wider catchment
- Reinforcement – Paddlesworth reservoir, 11km of 560mm
- 4-5 years to allow for 2 crossings of strategic infrastructure crosses M20 and HS1
- Connection charge payable
- Developer will pay for link to reservoir, 7 years water supply
- Albion Water 1911 PP consumption
- Recycling wastewater (30%) 70% discharge (EA parameters challenging to achieve)
- Pipe main to 1km away, discharge downstream

- Outlay cost on-site, treating raw sewage, 40-40m compound, needs to be 450m away from residential properties
- Could create barn-like solution to help achieve 90 litre target
- Southern – point of connection, existing point of connection bespoke solutions with Southern has to be worked up with Southern for reinforcements
- SW doing stress tests for Sellindge, combine pumping stations?
- Potentially solves gravity mains issue, some piped connections
- Upgrade at wastewater station, 3 brand new pumping stations, have to tap into Sellindge
- Requires return pipe
- Two options – expense/land vs collaborative working. Both options left on table for now – LPA to feed back comments / preferred options

LPA/KCC to discuss water options taking into account available options; masterplanning should continue to include Albion Water option.

#### **Transport – 7 June 2018**

- Target modal shift – travel plan – trip rates were questioned and Cambourne not felt to be a good comparator as it has no rail station.
- TA will need to set out 'monitor and manage' approach, S.106 will need to set out the terms and remit of this approach including involvement of public transport operators.
- KCC could ask framework consultant to check highway models on behalf of F&HDC.
- Traffic survey data – HE requested Operation Stack data.
- Mott Macdonald Study to be shared once complete – early interventions should more aggressively promote cycling and walking as active travel options.
- Implementation plan – car parking should be pushing for lower standards, strong long-term management measures needed, could lower for non-resi uses
- Main roads subject to CPZ?
- Car sharing schemes? Bus loop Internally?
- Newingreen / existing A20 solution – downgrading needed.
- Severance could be made worse by roundabouts sized to deal with articulated lorries (and then repeated to the north).
- Barrow Hill – need to understand impacts from modelling work and potential triggers.

#### **Biodiversity – 21 June 2018 (KCC)**

- Need to create new replacement habitat for farmland birds and ground nesting birds.
- There are nine ponds on the site with evidence of Great Crested Newts (GCN) but the ponds are generally low-quality which tend to dry up and only support small populations of GCN.
- Some evidence of Slow Worms and Grass Snakes but no signs of Adders on site
- Water voles on site.
- Bat roosts on site and a need to build new standalone bat barns ideally in the Castle Great Park with standalone specimen trees.
- Strategy for animal species is "avoidance, mitigation and compensation" with main mitigation area likely to the NW corner of the site (near the water recycling plant) – especially the water mitigation aspects.
- LPA/KCC requested more clarity on timing and delivery of mitigation measures for biodiversity and how this relates to proposed phasing.

#### **Sustainability – 21 June 2018 (KCC)**

- Star framework diagram used at Bicester to help steer design of the masterplan. Establish a scorecard of where each topic is scored against various areas of sustainability
- LPA recommended use of the Home Quality Mark which has replaced the code for sustainable homes but is non mandatory
- All residential buildings to meet the BREEM standard of excellence - very difficult on greenfield land to achieve excellence
- Need to identify / target buildings where we aspire to meet outstanding requirements – such as schools
- Challenges include paving over of greenspaces, impacts on water courses and roads
- Benefits include creating multi-species woodland and advanced planting
- Model transport shift scores points as does recycling (aim to achieve above the Kent average)
- Arcadis to share their draft detailed work on sustainability.
- LPA recommended inclusion of examples to illustrate specific measures – also emphasised the need to be clear on areas where the project is aiming to achieve best practice and areas where good practice will be targeted.

#### **PPA Group Update - KCC (21 June 2018)**

- The promoters are going through a process of challenging all the infrastructure previously proposed to see if it is needed and when in the development process
- Post HIF there is a need to be more realistic as the scheme now has to pay for all infrastructure
- The serious viability issues raised in the North Essex case by the Inspector need to be taken on board by both promoter and LPA
- Discussed potential for a “Joint Delivery Statement” between promoter and LPA including how timings/triggers for infrastructure are agreed – including what and when.
- Viability issues discussed including delivery and funding – topic for future PPA.
- Promoters carrying out some viability work on potential future of the Castle in the project.

#### **Delivery Strategy – 5 July 2018 (Arcadis House)**

- Delivery strategy will include: implementation strategy, enabling works and early infrastructure, housing and employment strategy, master developer approach, employment strategy
- Infrastructure approach – transport, drainage, GI
- Patterns of development – when expected
- LPA requested identification of preferred option for delivery model/vehicle in strategy
- LPA requested commentary on funding strategy within delivery strategy

To be discussed further at 9<sup>th</sup> August meeting

Other issues to be addressed at future meetings/follow-up:

- Minerals assessment (draft)
- Town Centre strategy - Northstowe Town Centre Strategy
- Meeting with ESFA (school funding)
- PPA timetable to be reviewed
- September Place Panel full review – LPA to share panel review

### **Housing Strategy (discussion) – 5 July 2018 (Arcadis House)**

- Diversification key, currently 30% flatted development (LPA referred to Mountfield Park first phase 50%) – housing for older people, BtR (DMR), social rent, range of tenures etc
- Potential for higher content of shared ownership, staircasing and HE money
- Flatted authority investment model being investigated
- F&HDC to send housing mix delivery (historic) and note on recent delivery

### **Education & health (update) - 19 July 2018 (Arcadis House)**

- Need to agree number of secondary schools as priority with KCC
- 6 x 2-3FE primary
- Grammars – expand existing only, Boys grammar Hythe
- One 10FE SS option with off-site
- Strategy needed for the interim solution and costs associated?
- Are there any good examples of modular on-site options? Academy Trust on board to run competition
- LPA/KCC will need to see options (pros and cons) for interim secondary provision
- Health – 1,800sqm 12GPs treatment centre
- LPA suggested consideration should be given to delivering a flatted development with health centre on ground/first floor and use of spare space for temporary community centre/retail in interim

### **Employment – 19 July 2018 (Arcadis House)**

- 15ha B1 / B2, 8,000 new jobs
- Creative media / connectivity
- 1,000 existing jobs at Link Park but don't want to encourage distribution uses
- Creative foundation links – needs to be 'innovation' space
- Promoter to send slides for further comment
- Meanwhile uses should be included in scope of employment report
- LPA to feedback on district wide employment work

### **Energy – 19 July 2018 (Arcadis House)**

- Electric charge demand, 7KW charge
- AECOM/Homes England initial analysis
- IRR – 10% results are poor for district heating system
- Solar water heating option / air source heat points also being considered (noise and aesthetics need to be taken into account)
- KCC running a pilot 10 homes results by end of year
- Greater South East Energy Hub should be approached as potential funding stream – battery storage/communal options – these should be explored further in collaboration with LEP and KCC
- National Grid scenarios – released new strategy
- LPA indicated the methodology appears sound
- Further discussion will be required in relation to securing contemporaneous standards through s.106/conditions – phase details will be expected to be in accordance with site-wide strategy
- LPA/KCC request further consideration to FEE (Fabric Efficiency) targets in addition to energy efficiency (35% beyond Part L)

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## Folkestone & Hythe District Council/ Otterpool Park Promoter Pre-application Meeting Notes & Actions

Arcadis House, 34 York Way, London N1 8AB  
12.30-15.00

5<sup>th</sup> July 2018?

### Attendees:

Ben Geering, F&H District Council (LPA)  
James Farrar, F&H District Council (LPA)  
James Hammond, F&H District Council (LPA)

[REDACTED], Quod (promoter)  
Andy Jarrett, F&H District Council (promoter)  
[REDACTED], Arcadis (promoter)  
[REDACTED], Arcadis (promoter)  
[REDACTED], Arcadis (promoter)

### PPA Meeting (12.30 – 15.00)

#### Review of baseline evidence and gaps

- Scope of each application document to be agreed in July. Preparation of drafts likely September/October 2018.
- Employment/economic development – PCM confirmed that a standalone economic statement will be submitted as part of the outline application. This will cover the economic context of the area, local policy aspirations for growth and employment, economic opportunities of Otterpool Park (including references to Litchfield's report) and qualitative and quantitative economic benefits of the development.
- Viability and deliverability - PCM discussed the draft delivery strategy structure. BG added that the meanwhile uses section should also cover land as well as buildings (referencing success of Boxpark and Harbour Arm). JF noted that including information on the funding strategy options that are being considered will be very important. It is critical that the S106 is structured appropriately to ensure key infrastructure is secured whether the master developer approach is adopted or if serviced plots of land are sold to various developers. RK noted that the viability evidence is evolving. RK is going to circulate model (without specific figures in at this stage) to JF to check he is happy with the approach.
- Retail – TV to issue scope to JF for sign off. FHDC (JH) to provide information on planned and committed investments in the area. BG recommended that the GVA Northstowe town centre strategy is a helpful document and is more interesting than a normal needs assessment.
- Minerals Assessment – scope has been agreed with KCC. PCM to issue this to JF.
- Transport – JH noted that it would be helpful to further understand the scope of the TA and the model proposed to be used. FHDC (LPA) also would like further information to understand what the critical and important elements of the infrastructure proposed are and what their likely costs are. Arcadis (RK) to send info to JF, BG and JH. BG advised that we should ensure that any additional transport survey work should be done before the school holiday starts.
- Community Infrastructure Levy - Separate from the application, FHDC will be considering the justification they need to provide to show why Otterpool Park should be exempt from the CIL. This will likely be assessed by an Inspector at the same time as the CS review. JG confirmed that the application will not need to be submitted with a CIL form as it is being submitted in outline, we should just make sure that within the application submission we are clear that it has been submitted on the basis that the development will not be CIL liable.

#### Scoping Opinion

- This has now been issued.
- JF understood there may be clarifications required and additional information submitted. E.g. in response to Natural England and approach to ecological surveys. Team to keep JF informed of all related discussions.

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### Future programme of topics and issues

Date	Topic
19 July	AM - Health and education
	PM- Employment (including meanwhile uses) and retail
9 August	Energy and Waste
	Minerals
	Water (including waste water, SUDS and flooding issues)
	Viability, funding and deliverability (including delivery strategy)
23 August	AM - Transport
	PM - Culture and Heritage
6 September	Any remaining matters
	Heads of terms summary

#### Place panel

- Likely to be in September (as by then the team will more fully understand archaeology and transport matters). BG advised that the place panel will want to see technical level drawings rather than sketches. They will want to see more information on key infrastructure positioning and more narrative regarding the phasing strategy.

#### Planning application timetable

- Aiming for application submission at end of November 2018.
- JF is going to review timetable provided in the PPA. BG advised that the PPA should also be updated to cover the submission period.

#### Local plan update

- Core strategy Review:
  - Most recent consultation has not alerted the Council to any new sites which could deliver the amount of housing proposed at Otterpool.
  - BG is currently reviewing the Core Strategy review policies in light of the recent Ashford Inspector's Report published.
  - There is expected to be a cabinet meeting in November 2018 to agree to the Reg 19 consultation (which should then take place in Dec/Jan). Submission of the plan would then likely take place in early spring 2019 with the Inspector's Report expected Q3 2019.
  - BG advised that the application should not be determined until after the Inspector's Report is received.
- Publication of the Places and Policies Plan is expected imminently.

#### Emerging Housing Strategy

- KP explained the positive context of the site from a housing market perspective e.g. already next to a railway station, with road infrastructure and it has interesting features (heritage).
- KP explained that soft market testing is underway and so far the team are receiving lots of interest. No concerns have been raised regarding building flats or rented accommodation in the area.
- KP noted the benefits of Help to Buy and Shared Ownership products. KP noted the importance of providing a very varied mix of housing products at Otterpool.

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- BG advised that KP should speak to local affordable housing providers to ensure operating costs/service charges are being considered.
- BG advised that we should ensure that some plots proposed can cater for local house builders.
- JH queried whether there is demand for serviced apartments in this area. KP to consider.
- FHDC also advised KP to consider ensuring that PRS and discounted market rent/sale products, self build/custom build plots are part of the offer.
- JF noted the importance of structuring the development so that the affordable homes are not just delivered in the later phases of the development.
- BG will provide latest information to KP on what has been built to date nearby.
- KP to consider whether we are able to meet the proposed mix set out in the Core Strategy Review policies.
- JF to send KP examples of any good Housing Strategy documents that they have received previously.

## ACTIONS

- **Arcadis** [REDACTED] to circulate copy of biodiversity presentation given at the last PPA meeting
- **Arcadis** [REDACTED] - JH noted that it would be helpful to further understand the scope of the TA and the model proposed to be used. FHDC (LPA) also would like further information to understand what the critical and important elements of the infrastructure proposed are and what their likely costs are. Arcadis (RK) to send info to JF, BG and JH.
- **Arcadis (KP)** to consider whether there is demand for serviced apartments in this location.
- **Arcadis (KP)** to consider whether we are able to meet the proposed mix set out in the Core Strategy Review policies.
- **Quod (TV)** to issue scope for retail work to JF for sign off.
- **Quod (PCM)** to issue agreed minerals assessment scope to FHDC.
- **FHDC (JH)** to provide information on planned and committed investments in the area (as our retail work will our impact on these).
- **FHDC (BG)** – with regards to the housing strategy, BG will provide latest information to KP on what has been built to date nearby.
- **FHDC (JF)** - send KP examples of any good Housing Strategy documents that they have received previously.
- **FHDC (JF)** to review timetable provided in the PPA and to update it to cover the submission period.

