

## CONFIDENTIAL

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

Arcadis House, 34 York Way, London N1 8AB  
10.30 – 12.00 15 February 2017

#### Attendees:

Chris Lewis, Shepway District Council (LPA)  
James Farrar, Shepway District Council (LPA)  
Ben Geering, Shepway District Council (LPA)

Tom Marchant, Kent County Council (KCC)

[REDACTED] (promoter)  
[REDACTED] (promoter)  
[REDACTED] (promoter)  
Julia Wallace, Shepway District Council (promoter)  
Andy Jarrett, Shepway District Council (promoter)  
[REDACTED] (promoter)

### PPA Meeting (10.30 – 12.00)

#### Updates

- First draft of Regulation 18 plan prepared; P&P LP consultation ends mid-March (with Core strategy review to commence for 6-week consultation in late March).
- Promoter Water Cycle Study (WCS) is underway; SDC WCS circulated - request for feedback from promoter.
- Employment – being integrated into masterplanning; SDC notes the need to follow up Lichfield's suggestions; consider interim & meanwhile measures.
- Need to update other statutory consultees on latest masterplanning work (e.g. NE/AONB unit).
- CIL timing for review of charging schedule – SDC confirmed that application wouldn't be determined without removal of CIL charging; redline will need to be firmed up first; can follow Reg 18 review (consultation).
- EIA cumulative impact – Quod requested planning application information beyond 2016; BG to circulate spreadsheets with information (including Ashford – Simon Cole is the contact and Canterbury Karen Britten)
- Masterplan framework – targeting 28 March Cabinet report for draft masterplan framework
- Flood compliance and requirement for SUDS/storage capacity; NPPF requirement; land take requirements (to be discussed at future meeting).

#### Application Scope

- Retail impact – high-level study will be included in planning statement; aware of impact on Dover in terms of retail; retail delivery alongside population growth; £[REDACTED] expenditure. Note on the proposed approach to retail impact to be taken in the application to be circulated by Quod to SDC for agreement.
- Cultural strategy – amend schedule to include SDC involvement; Heart Forum to be involved; KCC would also like to be involved.
- Planning application documents – discussion.
  - SDC requested that a 'Guide to the Application' document is submitted with the application
  - Innovation Strategy– SDC suggested this could include technological innovation – utilities, autonomous vehicles, skills and training (links to universities), information on long term stewardship
  - Quod to circulate list of proposed application documents to SDC and SDC to feedback any comments.
- Sports and Recreation Study –SDC to share

#### Planning Programme

- Final draft application documents likely to be shared with SDC in August. Targeting application submission in September.
- Move to fortnightly meetings from March. PPA to be updated to reflect this.
- PPA timetable and milestones to be reviewed. SDC to make final update to Appendix A of the Planning Performance Agreement timetable and then publish on the Council's website.

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- Community engagement strategy –Promoter to confirm what further workshops and events are planned and when. Promoter also to provide a summary of the consultation that has already taken place to date.
- LPA updated on focus group approach to engagement – suppliers approached

Meetings programme –A draft programme of meetings and topics to be circulated by Arcadis. Indicatively however:

### March 2018

- 15 March PPA

### April 2018

- PPA and Place Panel meetings (23 April) covering:
  - Water, open space and landscaping
  - Energy, waste and circular economy

### May 2018 (potentially 14 May)

- Full Place Panel Review (Spatial framework)

## ACTIONS

- SDC to ensure signpost to the cabinet report is provided on the Otterpool section of the SDC website.
- SDC to send Quod spreadsheets containing information on relevant planning applications since 2016 to assist with EIA cumulative work.
- SDC to conduct monitoring of local planning applications coming through and share with Quod. (Quod to confirm to SDC which type/size/location of application information is required).
- SDC to get in touch with SMART MK for possible future learning session [*Post meeting note: actioned*]
- Promoter to circulate details of DSE parking session 22/23rd March to Arcadis.
- SDC to share Sports and Recreation Study with meeting attendees
- Quod to circulate note to SDC for agreement on retail impact approach to be taken in application submission.
- Quod to circulate list of proposed application documents to SDC and SDC to feedback any comments
- CL raised the issue of reimbursement of Place Panel fees where the work of the Panel is assessing proposals brought forward by the promoters. TV to respond.
- Arcadis to circulate draft programme of meetings and topics (to include revised structure of place panel meetings i.e. smaller workshop style meetings for specific topic areas).
- Arcadis to arrange meetings to update other statutory consultees on latest masterplanning work (e.g. NE/AONB unit).
- Arcadis to confirm what further public consultation workshops and events are planned and when. Arcadis are also to provide a summary of the consultation that has already taken place to date.
- Arcadis - to get in touch with LLDC regarding smart city principles (learning session)
- Arcadis to review Water Cycle Studies and provide comments to SDC.

**Shepway District Council/Cozumel  
Pre-application Meeting Notes & Actions**

**Arcadis House, 34 York Way, London N1 8AB  
10am Monday 8<sup>th</sup> May 2017**

**Attendees:**

Ben Geering, Shepway District Council (LPA)  
Chris Lewis, Shepway District Council (LPA)  
James Farrar, Shepway District Council (LPA)

Tom Marchant, Kent County Council (KCC)

[REDACTED], Arcadis (promoter)  
[REDACTED] WYG (promoter)  
Julia Wallace, Shepway District Council (promoter)  
[REDACTED] Farrelle (promoter)

## 1. Updates

### *Partial Core Strategy Review Update*

- SDC updated on the Growth Options Study and the range of options being explored
- SDC aiming for study to be published as soon as possible, subject to committee presentation.
- SDC met with LUC to scope options testing; LUC beginning high-level options testing based on character areas identified in the AECOM report; this will be followed by a smaller number of spatial options put forward by Council officers.

**ACTION: SDC to share AECOM report as soon as public**

### *EIA & survey updates*

- Skeleton of scoping report; targeting July for skeleton of scoping and informal discussion with LPA and KCC
- Due to 2017 regulations and requirement to follow scoping opinion LPA/promoter agreed to work closely together to ensure a smooth process; will need to take into account requirement for specific topic areas e.g. Human Health

**ACTION: Arcadis to share skeleton of scoping report in July; LPA and KCC to feed back on level of information required in scoping report; return to this issue at July PPA meeting.**

### *Community engagement activity*

- Planned community engagement activity pushed back due to purdah; proposed Business and Civic session on 14 June and public sessions 22-24 June

**Action: JW to circulate stakeholder list to BG and CL**

### *Statutory consultee activity*

- New contacts at Environment Agency; split responsibilities for rivers/catchments between KCC as Lead Local Flood Authority and EA
- Update on transport meeting between Arcadis/KCC/SDC – assumptions being made regarding typical trip rates; discussion regarding need to develop an agreed transport vision supported by the original Expression of Interest which would inform the development of a wider transport strategy
- Discussion regarding employment vision commission; Lichfields commission being discussed at meeting this afternoon.
- **ACTION:** where practicable, parties agreed to notify each other of individual meetings with statutory consultees to ensure LPA has opportunity to attend and fully understand any issues being raised by consultees

**ACTION: parties to prioritise transport strategy and define overall aims/objectives for transport & movement**

**ACTION: partners agreed to work together on employment work to avoid duplication & share findings and to explore involving University of Kent**

## 2. Stakeholder workshop

- Parties agreed the workshop was very well run, positively received and extremely well attended with high levels of engagement & participation
- Social media options being explored as part of communications strategy

**ACTION:** Draft report being prepared by KMA and will circulate draft shortly

## 3. Emerging masterplan

*Issues discussed (issues covered included the following - not exhaustive list):*

- **Routes, movement, streets and spaces** – understanding of the overall movement structure & legibility; the need to avoid dominant A20 solution and increased severance of communities on either side; strategy for treatment of A20; boulevard? Keep options open around A20 and potential access points – various possible connection points through existing housing but will depend on proposed routes
- **Heritage strategy** - important asset which helps define the identity of the new community; how best to appreciate the asset – moving activity towards the castle being considered; important to improve setting and presentation of castle but also signify its importance through activity and uses; visual connection between castle and manor house? How large should green setting be? How important is this as structuring principle NB Historic England has given clear advice to LPA/AECOM in respect of setting of castle.
- **Landscape and open space** – could compliment the heritage strategy while also responding to key views from the AONB
- **Views and vistas** - view from Harringe Lane (local view); specific static views from AONB but kinetic views also important
- **Structuring principles** - influence of landform on built form – cross sections might help illustrate the thinking
- **Development areas** - buffer to west of Barrow Hill? Does it need to be this substantial? Help redefining structure of Barrow Hill; south west village appears more challenging to integrate into green structure; how can it be better integrated?
- **Strategic GI connections** outside the red line; woodland walks to the south west – how will routes between AONB and the canal be secured? Importance of wider green grid – how does the GI strategy fit into the wider sub-regional green grid?
- **Station Improvement** report – SDC to commission work around this; will scope include potential to move station; South Eastern has raised fundamental issues with moving the station due to signalling complications all the way along the high speed line; option put forward at workshop and for the sake of completeness/transparency it was suggested that this would be included as an option which may be rejected at an early stage; important to overall centre of gravity of new community; is gateway in the right place?

## 4. Future Joint working:

- Design Review – note circulated – LPA seeking views from the promoter
- Task and finish groups discussed
- Design charter briefly discussed – examples circulated; SDC as LPA would like to jointly procure this with the promoters; it will have a wider role in clearly defining high level principles and secure 'buy-in' from members and other external stakeholders

**ACTIONS:** agreement to schedule in further design meetings to explore the above issues and others in more detail; possible dates identified to be held at Farrells (Arcadis to confirm availability and venue etc); SDC and Arcadis to liaise over agenda/attendees and Rebecca/Simon to circulate potential dates.

**ACTION:** JF to update meeting schedule; agreed GI and transport strategy would be focus of next session; employment/innovation & heritage strategy also future topics for discussion

**ACTION:** JF to circulate note on ToR for the transport group and aims; this should aim to identify overall aims and objectives for transport

**ACTION:** JF to circulate ToR on social infrastructure group (informed by original working groups)

**ACTION:** Promoters to feedback any comments on Design Charter and wider design advice; SDC to progress procurement options

*PPA*

**ACTION:** latest version noted; going to collaboration board on Wednesday (10 May)



**Shepway District Council/Otterpool Park Promoter  
Pre-application Meeting Notes & Actions**

**Arcadis House, 34 York Way, London N1 8AB  
14.00 Wednesday 21 June 2017**

**Attendees:**

Ben Geering, Shepway District Council (LPA)  
Chris Lewis, Shepway District Council (LPA)  
James Farrar, Shepway District Council (LPA)

Tom Marchant, Kent County Council (KCC)

[REDACTED], Arcadis (promoter)  
[REDACTED], WYG (promoter)  
[REDACTED], Arena Leisure (promoter)  
Andy Jarrett, Shepway District Council (promoter)  
[REDACTED] Farrells (promoter)

## 1. Updates

### *Partial Core Strategy Review Update*

- SDC updated on the Growth Options Study and the range of options being explored.
- SDC to meet with LUC to scope and refine options testing.
- Discussion around existing densities in and around search area

**ACTION: SDC to look at existing densities in and around the search area and send to promoter team**

**ACTION: SC to send the Council any detailed comments or queries in relation to the AECOM Growth Options Report report**

### *EIA & survey updates*

- Skeleton of scoping report sent to SDC; SDC has provided initial comments and procurement to appoint an independent assessor on behalf of LPA is underway

### *Community engagement activity*

- Planned community engagement activity underway 22-24<sup>th</sup> June

### *Place Panel and Charter*

- Procurement being progressed for project management services to setup a Place Panel; blend of design support and design review services.

**ACTION: SDC to review procurement timetable to see if this can be shortened**

**ACTION: SDC to advise interested local parties of the advert and opportunity to bid**

**ACTION: Farrells to share design work that might be appropriate for Design Charter**

## 2. Working groups and future pre-application discussions

- SDC tabled suggestion for working groups. The group agreed to set aside a full day for each pre-application meeting and agree topic areas and external attendees prior to each meeting. It was agreed that heritage and landscape (including water issues) should be addressed at the next meeting. Historic England to be invited along with EA/KCC/NE as appropriate.
- It was agreed the following topic areas would be addressed at future meetings:
  - Heritage (17<sup>th</sup> July)
  - Landscape including water (17<sup>th</sup> July)
  - Green Infrastructure and biodiversity (to be arranged)
  - Housing and viability (to be arranged)
  - Transport and movement (separate half day towards end of July)
  - Social/community infrastructure & demography (to be arranged)

**ACTION: 17<sup>th</sup> July meeting to be used to discuss heritage/landscape/water issues.**

**SDC/Arcadis to liaise with external consultees and extend invitations. Agenda to be agreed in advance.**

**ACTION: Arcadis to circulate dates for transport half-day session**

### **3. Masterplan update**

- Update on latest iteration of masterplan. Discussion around phasing, early provision of strategic open space, linkages between early phases and education provision. SDC will need to put forward robust housing trajectory to support CS Review policies.

### **4. AOB**

- RK raised issue in relation to pre-application engagement with Natural England. 17<sup>th</sup> July meeting invitation extended to NE. SDC to raise any specific issues with DCLG if necessary.

Next meeting – 17<sup>th</sup> July



**Shepway District Council/Otterpool Park Promoter  
Pre-application Meeting Notes & Actions**

**Arcadis House, 34 York Way, London N1 8AB  
10.00 – 16.00 Monday 19 July 2017**

**Attendees:**

Ben Geering, Shepway District Council (LPA)  
Chris Lewis, Shepway District Council (LPA)  
James Farrar, Shepway District Council (LPA)

Tom Marchant, Kent County Council (KCC)  
Matt Hogben (KCC part of meeting)

[REDACTED], Arcadis (promoter)  
[REDACTED], WYG (promoter)  
Julia Wallace, Shepway District Council (promoter)

Phil Longman, Transport (Part of meeting)

[REDACTED] (Historic England)  
[REDACTED] (Historic England)

## **1. Transport & movement (10-12)**

- Introduction to transport work; update on technical work; road junction options; pedestrian and cycle movement

Issues discussed, included:

- Barrow Hill – may require second junction
- Meeting with HE/promoter (agreed study area subject to flows). Notes and agreement to follow.
- Access to employment land along railway line and impact on castle
- A20/A261 junction improvements were discussed, including potential for interim measures, a wider range of longer term options were also discussed
- KCC noted need to accommodate HGV movements. KCC due to meet steel business to assess movements (50m long vehicles)
- KCC has commissioned work to look at interim options – initial outputs from this work due in approx 8 weeks
- Wider transport strategy for framework masterplan – level of detail required at this stage
- Concern about potential for further severance and townscape issues caused by A20
- Ambition (SDC) is to reduce speed to 30mph, further work required to demonstrate: it could be self-enforcing; addresses criteria in 1/2013 Government Guidance (frontage development)
- Wider bus strategy discussed; ability for higher frequency (loop) service serving new communities in addition to expansion/enhancements to existing No.10 bus. New dedicated service likely to be required.
- Phase 1 priority measures were discussed including need to 'set the tone' for the new community by establishing sustainable travel patterns
- Pedestrian links – providing a link from Sellindge parish to the station; cycle facilities along A20? Options?
- A20 at grade crossings? Footpath connections south to Aldington Rd; reinstating links to Military Canal, particularly as these routes are very popular.
- The next stage for the promoter is to scope the TA; input into the HRA; undertake recreational surveys including visitor numbers to military canal.
- Rail station upgrade – PRE GRIP study (feasibility study) commissioned, initial outputs likely end of 2017

**ACTION: SDC to send ARCADIS details of Sellindge highways plans if not already received**

**ACTION: The group agreed to review the transport strategy once further progress had been made (September pre-app meeting)**

**ACTION: promoter (SDC) team to review access arrangements and explore options to overcome any potential land ownership constraints**

**ACTION: ARCADIS to get in touch with KCC PROW team to discuss existing data and need for new pedestrian/cycle counts. SDC to review existing data sets.**

**ACTION: ARCADIS (transport) to get in touch with Stagecoach to look at Ashford example**

## **2. PPA Core Group**

- NE pre-app liaison; reference to national standing advice; promoter is requesting more tailored advice to de-risk the project. Can the promoter rely entirely on Kent Ecological Advice Service advice.
- Core Strategy Partial Review – verbal update on LUC reasonable alternatives options being worked up.
- NLP Employment Report – due last Friday; presentation to Cabinet on Wednesday; promoter team is meeting NLP for presentation on findings.
- Update from SDC on the AQ/transport growth work being assessed as a result of the Wealden judgment. AECOM/LUC working together on this.
- Survey updates – due to start in mid-August; consider pushing back re: blue/green GI meeting to wait for results of geology site investigations.
- Update on recent community engagement events; promoter team reconsidering approach to engagement to broaden participation.
- EIA scoping – discussion around timing of scoping report; extent of red line; level of detail required at this stage; inclusion of framework plan?; cumulative impacts and inclusion of lorry park; equalities will be scoped into the report. SDC confirmed
- Demographic study – review extent of data and information already available from KCC and SHMA. SDC meeting KCC to discuss policy framework and will share outputs.
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**ACTION: SDC to liaise with NE in relation to pre-app advice and respond to Joint Offer.**

**ACTION: SDC/ promoter to discuss content of framework masterplan separately; SDC to send initial thoughts on scope and approach this week.**

## **3. Historic Environment (14.00 – 16.00)**

- Arcadis outlined the work undertaken to date and appraisal work underway including historic characterisation study; archaeological contractors appointed with August start date for survey data; ground conditions further radar survey with appraisal
- Three meetings with Historic England to date; statement of significance & heritage strategy
- HE welcomed opportunity to work positively with partners
- Screening process underway for listing; 35 buildings being screened
- Setting – HE reissuing guidance on setting
- Further investigations will reveal extent to which risk areas are 'no-go areas'; riverclay masks certain area; these require detailed surveys
- Trial trenching negative areas to test geo-physics
- Clear view of HE and SDC that scheduled ancient monument area should be included within red line – paragraph 137 NPPF (understanding of the asset)
- Castle grounds – clear view of HE/SDC that strategic open space/buffer to south of castle is essential and should follow AECOM recommendations
- SDC and HE agreed to work together on policy formulation
- SDC starting thinking on policy formulation; want to see heritage areas woven into the new community and not seen as separate 'heritage park'
- NE advised a certificate of immunity could be sought for racecourse buildings – steps to grandstand – adapted/converted?
- HE would like to see historic route from south reinstated to create a dramatic/theatrical sense of arrival; this would need to be viewed in the overall context of changes to entrances/arrival from the east; could be flexibility if front door reinstated
- High probability walled garden with archaeological remains could extend the scheduled area
- Views/analysis from new residential communities also important
- Examples of arrival experiences at other historic houses e.g. Scotney Castle (A21)?

**ACTION: SDC and HE to liaise over policy formulation (contact provided – [REDACTED])**

**ACTION: parties agreed to meet again when views analysis available**



**Shepway District Council/Otterpool Park Promoter  
Pre-application Meeting Notes & Actions**

**Arcadis House, 34 York Way, London N1 8AB  
10.30 – 15.00 Tuesday 15<sup>th</sup> August 2017**

**Attendees:**

Ben Geering, Shepway District Council (LPA)  
Chris Lewis, Shepway District Council (LPA)  
James Farrar, Shepway District Council (LPA)

Tom Marchant, Kent County Council (KCC)  
Katie Chantler (KCC part of meeting)

[REDACTED], Arcadis (promoter)  
[REDACTED], Farrells (promoter)  
[REDACTED], WYG (promoter)  
Julla Wallace, Shepway District Council (promoter)

**Masterplan framework (10.30am-12.00)**

- Update on emerging masterplan framework; GY/SC ran through the current draft framework

Issues discussed and points made, included (not exhaustive):

- Promoter still has work to complete on the masterplan text which proposes 8,000 new homes. Red line – the emerging red line was discussed; this is as per the expression of interest area of search and currently excludes land in and around the castle, industrial area; and, existing clusters of housing
- Promoter seeking legal opinion towards the end of the month; the promoter's view is that it is not necessary to include land around the castle for the purposes of setting
- The LPA clear view is that it should be fully included within the redline given the importance of setting and the ambition to fully integrate the castle into the new community
- LPA disappointed with the position taken; given the importance of setting this should be reconsidered, setting and appreciation of the castle from the east (station entrance) is also critical and a considerable amount of land to the east of the castle is excluded
- Masterplan framework – emerging landscape and housing character areas; discussion about the best way of representing these areas in the framework e.g. changes to colours and
- Masterplanning revisited to take into account views from the west; results in realignment of part of western village
- Scoping report may include this diagram (still to be decided); settlement wording to be removed but retain landscape descriptions
- Castle park scale emerging as approx. 15ha – up to 22ha including castle land. These issues will need further discussion with Historic England.
- Barrowhill – SDC questioned the strategy of focussing development on the gradient rather than the lower areas; scope for proximity of proposed neighbourhood to be closer to existing residential at Barrowhill and retaining field adjacent to existing homes very generous– should this be included?
- Green roofs on outer edges being explored
- Need for street lighting and tree strategy to facilitate a mature 'green' landscape. This is important not only for local views in the settlement but also views from North Downs. Boulevard slide disappointing in terms of tree-scape. Need images that show how planting will mature over 20 years plus.
- LPA need more information on delivery rates in masterplan in order to demonstrate viable and realistic delivery of the housing requirements of the Core Strategy Local Plan Review.
- Commercially sensitive parts of the delivery plan may need to be confidential
- Promoter sign-off – going to Sept Collaboration Board and Cabinet (principles); intention to hand-over draft document to LPA
- Approval of final document by Cabinet in October
- Phasing and delivery information could go into separate appendix – discussion around content of this for future meeting
- Land use budget emerging as approx. 570ha; 210 ha green space (equal to 37%/ 41% open space if castle included but retained agricultural uses excluded). Document to help inform policy-making – there is no sign-off from LPA.

**ACTION: ARCADIS to share further draft with SDC prior to final draft submission**

## 1. PPA Core Group

- Update on Partial Core Strategy Review – reasonable alternative options testing continuing
- Employment opportunities study to be published soon.
- Low-carbon energy strategy required – SDC would like to explore whether this could be a joint piece of work to inform policy and planning application?
- Sport England liaison meeting required to establish overall needs/requirements and implementation issues given rolling landscape and floodlighting impacts
- GI and update to Water Cycle Study also required
- EIA scoping – Counsel advice due 29<sup>th</sup> August
- Community engagement – draft report prepared by Kevin Murray Associates
- Discussion around need or otherwise to coordinate Reg 18 consultation due end January 2018 with next round of promoter community engagement. Need for sufficient time to enable emerging material to reflect response from consultation
- EIA independent assessment – SDC interviewed and has a preferred supplier; contract award imminent; contract and inception start date early September
- Place Panel – preferred supplier identified; final contract details being sorted out; SDC to share brief for this work and will be seeking input from promoter in terms of balance of skills, and format for specialist support; brief includes support to LPA in addition to place review
- LPA/promoter also need to agree cost recovery elements for these third-party assessments
- Draft charter for Otterpool Park being prepared; will need to go to J11 group and will be an initial task for the Place Panel prior to Cabinet approval as a corporate SDC document.

**ACTION: SDC to consider timetabling and availability of responses to core strategy review**

**ACTION: SDC/Promoter to assess the potential for joint work on low-carbon energy strategy for planning application and policy-making**

**ACTION: Promoter team to assess appropriate timing of follow-on engagement to enable meaningful community input**

**ACTION: SDC to circulate brief for Place Panel**

**ACTION: cost recovery for Place Review and EIA Review to be discussed at the next PPA meeting**

### **Social and Community Infrastructure (14.00 – 15.00)**

- KCC undertaking modelling work which still needs refining – the following guidance is to assist in masterplanning but figures should be treated with caution at this stage
- Current projections include 6 primary schools, 1.8 secondary school – could include one all-through school. Possibility of secondary school having a sixth form.
- Estimated lead-in time for procurement/search for promoter and design and build is around 2.5 years
- Note of meeting between SDC and KCC will be shared showing estimated need & requirements
- Secondary school – could involve 8 forms on one site plus remainder met by off-site grammars in Folkestone. 800 homes could be the trigger for a secondary school.
- Current requirements are 10ha site(KCC) – usually KCC retain freehold and grant long lease
- Dual use is supported but comes down to management
- Masterplan could provide figure for outdoor sports but lack of flat areas limits options for sports pitches.
- Long-term management discussed – promoter is leading work on options for this
- Framework masterplan showing similar proposals to KCC advice
- Discussed benefits of early opening of primary school
- The HIF may be able to help delivery of school /hub
- At present KCC don't allow developers to build schools but this could change due to issue of on-going costs. There are a number of packages
- Policies will be seeking higher energy standards for schools with shared public/private policy ambition – delivery/maintenance cost issues need to be considered early

- Timing of delivery of schools needs to be closely aligned with new housing delivery
- Community hub – 8 GP surgery, high demand for car parking always an issue; should also include space for community learning; social care/telecare; children's centre activity – access to secure space, final space requirements will depend on numbers
- Chilmington hub has 8 GPs
- Co-location – health/elderly care, pharmacy, libraries some synergy
- Could be an option to combine community use of +55 housing with use of community hall
- Youth provision is usually separated out/away from school area.
- KCC would commission services- (for example Age Concern) and space needs to be well managed and available
- Long-term stewardship important – flexibility to allow for assets to be managed
- Telecare model – the New Romney model of care was highlighted as good practice
- Emergency services – requirement for ambulance station? Joint meeting with emergency services may be needed

**ACTION: KCC/SDC to share note of meeting**

**ACTION: future issues for discussion include securing design quality (future process for design) and a dedicated sessions looking at early phase(s)**

**ACTION: KCC will generate forecast – checking process – agreed to share this and then return to these issues in approx 2 months to cross check against masterplan**





## DRAFT AND CONFIDENTIAL

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

Arcadis House, 34 York Way, London N1 8AB  
10.00 – 12.30 Thursday 14 September 2017

#### Attendees:

Ben Geering, Shepway District Council (LPA)  
Chris Lewis, Shepway District Council (LPA)  
James Farrar, Shepway District Council (LPA)

Tom Marchant, Kent County Council (KCC)  
Bronwyn Buntine, Kent County Council (KCC)

[REDACTED], Arcadis (promoter)  
[REDACTED] (promoter)  
[REDACTED], Farrells (promoter)  
[REDACTED], WYG (promoter)  
Julia Wallace, Shepway District Council (promoter)  
[REDACTED], Arcadis (promoter)  
[REDACTED] (Environment Agency)  
[REDACTED] (Southern Water)  
[REDACTED] (Natural England)  
[REDACTED] (Natural England)  
[REDACTED] (Natural England)

### Water management (10.30am - 12.30)

#### Infiltration

- Update on preliminary investigations, catchment understanding and bedrock geology Site has high groundwater levels and some areas with low discharge ability. Infiltration rates therefore vary significantly across the site.
- Mixed picture from prellm results.
- Higher ground tends to be more suitable for infiltration – lower ground less suitable.
- Sports pitches may be suitable use on land in flood zones 2/3 but may need to be levelled for usage.
- Mitigation and compensation approach.
- Planting permissible in floodplain for habitat creation.
- Proposed development/planting within FZ's will need to be justified within an appropriate site specific flood risk assessment will be required. Flood Risk Activity Permits (FRAP) will also be required to be applied for from the EA.

#### Water resources/supply issues

- Kent Water Study – Affinity Water WRZ7 – River Dour – no specific measures within this period; further measures in forward plan subject to new population growth.
- KCC per capita consumption is higher; smart metering measures; density and arrangement of residential development will heavily influence demand; overall numbers need refining to be able to assess.
- Promoter to test water usage targets – 110 l/p/d, 90 l/p/d and 60 l/p/d
- Within SDC existing policy (WCS 2011) there is already a requirement for 110 l/p/day, with strategic sites aiming for 90l/p/day prior to the removal of the CSH. Therefore a high level of water efficiency will be required.
- Water neutrality – SDC/EA recommendation but not a mandatory requirement. WCS should help determine appropriate level of water efficiency necessary.
- Costs increased below the 110 l/p/day level. A 90l/p/day target may also require some water recycling. 60l/p/day likely to require significant investment/design.
- Excess surface water could be recycled across the masterplan area e.g. civic buildings
- KCC/SDC do not favour pumping and only then if it is necessary for reasons other than managing excess surface water.
- Paddlesworth Reservoir would need substantial network reinforcements and new sources to fill the reservoir.
- Indicative cost for new water main is [REDACTED] plus.
- Affinity Water require a strategic review to confirm OP can be served without impacting on surrounding area. Discussions with SE Water.

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### Water Cycle Study

- EA/KCC/NE reiterated that a site specific water cycle study will be needed in addition to update to district wide update to understand overall volumes, how much water is going in and out; no more water going into the East Stour.
- Study will need to include consideration of different average water usage levels and consider viability and deliverability of these.
- KCC/EA/NE seek further clarity on number of dwelling and other developments being pursued as these will have significant impacts on the water usage, infiltration rates and SuDS requirements.
- Combination of water cycle studies (site specific and district-wide) will aid decision making about preferred locations for development and resolving potential for conflicts between water management, infiltration, landscape and overall viability/deliverability.

**ACTION: BG (SDC) to set up meeting between partners to agree brief for update to district-wide Water Cycle Study.**

**ACTION: promoter team to review commission for site-specific water cycle study.**

### Allowable site runoff rates and volumes

- KCC unable to agree discharge rates etc until fuller understanding of overall volumes (see need for water cycle study).

### Watercourse crossings

- FRAP applications required from the EA; clear span bridges preferred; de-culverting sought, wider buffers than 8m welcomed.
- Question regarding acceptability of piers across floodplain – examples around Ashford (Crest Nicholson).

**Action: JW (EA) to find right contact within EA to discuss query regarding piers and check design standards for bridge crossings and revert to ARCADIS.**

### SuDS

- Ongoing work to map existing typologies e.g. town park, woodland.
- Visibility, play, amenity, food production etc all key criteria.
- Key design principles being developed for riparian corridor including 100-130m wide flood zone.
- Scope to change land levels but is this acceptable? Could be a cut and fill exercise.
- Need to show no net loss of storage area.
- Modelling will be required to show downstream impact; EA would need to review firm proposals. Site specific flood risk assessment required.
- Rational for proposals needs to be clearly explained e.g. is it for fluvial reasons or compensatory provision to deal with excess surface water.
- KCC need to see a plan showing compensatory provision.
- Discussion about the merits of pipe and pond or swales.
- Planting within corridor – minimise spread of invasives.
- Tree planting – could it be used to improve infiltration rates? Indigenous species only.
- Water quality impacts – follow SuDS design manual.
- Do SuDS follow pedestrian routes? How integrated are walking routes, contours and drainage channels?
- Adopted sewers – ongoing issue of adoption and who controls and manages when the system is multi-functional; what role for long-term stewardship? Recommendation to speak to Chilmington and set-up learning session.
- Long-term stewardship – consider Cambourne example and long-term management.
- Consideration could be given more innovative long-term management options including a levy on new homes within the settlement.
- SDC - Section 106 agreement for long term management of SuDS to make it a requirement of the development.

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- The adoption arrangements may heavily influence the SuDs design.
- View expressed that this development provides an opportunity for Southern Water to trial adoption of 'proper' SuDs rather than pipe to pond approach.
- SDC made clear fully integrated SuDS within GI and multipurpose open space is preference; do not wish to see over-reliance on strategic SuDS (with pumping) i.e. more balanced towards 'greening' of street network including secondary and tertiary streets in line with Garden City principles.
- SW keen to consider site as an exemplar/different approach.
- A further aquifer recharge area to the south east portion of the search area was also suggested and could also provide allotment and/or retained farmland space.
- Tension between recreational, drainage and ecology at Folkestone racecourse pond.

**ACTION: further discussions and a follow-up meeting between KCC/SDC on long-term management options for SuDS as part of the wider long-term stewardship workstream.**

### Wastewater

- Consider wastewater re-use on site? Sellindge at capacity; alternative approach could be to pump to West Hythe treatment works.
- SDC to set up meeting with SW and Affinity Water to gain idea of cost of pumping to West Hythe and upgrades needed to West Hythe WWTW and costs of providing water from Paddlesworth – Needs to feed in to AMP7.
- Suggestion of investigating a new Waste Water Treatment Plant on-site.

**ACTION: SDC to set-up meeting with SW and Affinity Water.**

### Biodiversity/habitat

- Survey scope – completing survey work for bats and reptiles; largely nothing unexpected in surveys to date.
- Wintering survey data being sifted.
- Strategy focussing on retention and areas of enhancement in new areas; north-west part of site contains good features for enhancement; potential for centre of site around SSSI to create enhanced habitat.
- No development proposed within SSSI; lends itself to new area for people to congregate;
- Small dispersed populations of water voles found; mink footprints also found (predator). Potential opportunity to remove invasive species (mink) via introduction of native species, otters.
- Existing ponds assessed; partners agreed to work together to explore options for piloting new licensing approach to Great Crested Newts – new approach is to look at health of overall population rather than relying on trapping and relocating.
- Racecourse pond – could it be used for water reuse or non-potable means? It is an existing asset of significant value and scale. WCS needs to explore the interrelationship between SuDs and existing water bodies.
- Safety and access issues need to be designed out as far as possible.
- Groundwater is higher around A20; what depth to recharge? Part of Water Cycle Study.
- Water voles – surveys not finished yet; different regulatory framework; phasing considerations also important; surveys show Military Canal is inundated with water voles.

**ACTION: NE and Farrells/Arcadis to discuss specific options for enhancement around SSSI and creation of a new piece of public realm for congregating.**

**ACTION: Arcadis/NE to discuss licensing options for GCN.**

### Future joint-working

- Working arrangements for going forward, including discussion on EA & NE joint offer on Blue-Green Infrastructure – welcomed by promoters.

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- NE/AONB also work closely but have different remits and responsibilities so won't necessarily arrive at same conclusion but close-working is encouraged to minimise risks.
- Draft Scoping Report is being prepared (targeting formal submission end of Sept) and will be shared for informal comment for statutory consultees and LPA.
- The LPA has appointed Temple Group to provide additional expertise and independent review of the ES and Scoping Report in a timely fashion; JF (SDC) point of contact for coordinating LPA response on EIA Scoping and Assessment.
- Cost recovery was discussed – there is some headroom in the existing arrangement and it was agreed this could be utilised to enable EA/NE to provide ongoing pre-application advice, including on a draft scoping report.
- Further technical GI session between Arcadis/NE/SDC & SDC required when more certainty.

**ACTION: promoter team to share draft scoping report with all partners as soon as possible**

**ACTION: NE to circulate joint NE/EA offer to rest of group.**

**Shepway District Council/Otterpool Park Promoter  
Pre-application Meeting Notes & Actions**

**Arcadis House, 34 York Way, London N1 8AB  
13.00 – 14.30 Thursday 14 September 2017**

**Attendees:**

Ben Geering, Shepway District Council (LPA)  
Chris Lewis, Shepway District Council (LPA)  
James Farrar, Shepway District Council (LPA)

Tom Marchant, Kent County Council (KCC)

[REDACTED], Farrells (promoter)  
[REDACTED], WYG (promoter)  
Andy Jarrett, Shepway District Council (promoter)  
Julia Wallace, Shepway District Council (promoter)

**1. PPA Core Group**

- EIA Scoping report – due to be formally submitted in September; draft to be circulated to SDC.
- Masterplan Framework – latest draft to be sent to SDC informally for review; no formal submission at this stage and SDC will not formally 'endorse' the document, it will constitute a promoter document only.
- Employment opportunities report (Lichfields); presentation of early findings to Collaboration Board; emerging strategy influencing masterplan by integrating more employment within 'high-street'.
- Infrastructure Delivery Plan – phasing, infrastructure requirements and housing trajectory being developed by SDC as part of policy formulation.
- Viability and deliverability; examples of levels of evidence for local plan processes discussed.
- Proxy for s106 discussed – examples cited included Bicester £35k, North Essex (strategic infrastructure approx £52k of which approx £28k s106); MK tariff (£23.5k under review).
- Update on Place Panel – preferred supplier appointed; criteria for panel members being established with first step being appointment of chair; brief includes mentoring and enabling support to LPA in addition to place review.
- LPA/promoter also need to agree cost recovery elements; the costs will be set out by the LPA and costs will only be recovered for Full Place Panel Reviews (not LPA support).
- Items for next PPA meeting – views analysis (AONB) and securing design quality (design coding); AONB to be invited to next meeting (date tba); discussion around involving Kent Wildlife Trust and inviting to next meeting.
- Future meetings – agreed to put dates in the diary for next 6 months; around middle of each month to be held at York Way Office.

**ACTION: SDC to circulate cost recovery elements for EIA review and Place Panel**

**ACTION: Promoter to send SDC latest draft of Framework Masterplan; SDC will provide Informal feedback**

**ACTION: SDC to circulate viability/deliverability evidence for North Essex Garden Communities**

**ACTION: Arcadis/WYG to agree room availability and circulate diary invites for future PPA meetings**

**ACTION: Arcadis to confirm attendees for views analysis session**

**ACTION: SDC to liaise with AONB unit regarding availability for next meeting**



## DRAFT AND CONFIDENTIAL

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

Arcadis House, 34 York Way, London N1 8AB  
10.00 – 12.00 Tuesday 14 October 2017

#### Attendees:

Chris Lewis, Shepway District Council (LPA)  
James Farrar, Shepway District Council (LPA)  
Piran Cooper, Shepway District Council (LPA)

Tom Marchant, Kent County Council (KCC)

[REDACTED], Arcadis (promoter)  
[REDACTED] (promoter)  
[REDACTED], Farrels (promoter)  
[REDACTED] (promoter)  
[REDACTED] (promoter)  
Julia Wallace, Shepway District Council (promoter)  
Andy Jarrett, Arcadis (promoter)

Katie Miller (Kent Downs AONB Unit)

### Views and landscape (10.30am - 12.30)

The promoter team ran through a presentation of the emerging masterplan, including the following:

- Update on the planning status of the scheme
- Approach to character shaping within the masterplanning process
- Characterisation work undertaken
- Character shaping principles for inclusion in the masterplan
- The emerging masterplan & its character areas
- Next steps

### Planning Status

- SC outlined current planning status of Otterpool Park, with reference to central Government's support via the Garden Towns programme for 'up to 12,000 unit' scheme, and SDC's publication of the 2017 Growth Options Study.
- AONB Unit would be particularly interested in reviewing the High Level Landscape Character Assessment that had been carried out as part of this.
- KM confirmed that the update to the Kent Downs AONB Landscape Character Assessment would be issued to local planning authorities and other members of their Joint Advisory Committee (JAC) shortly for consultation soon. She hopes that the final version can be published by Christmas 2017.

### Approach to character shaping

- Approach based on review of wide range of existing baseline material including the AECOM high level landscape report and Kent County Council landscape report
- Site specific assessment draws on these high level reports
- The AONB Unit suggested a number of additional viewpoints and these have been included in the approach e.g. Lorry Park
- The assessment follows the 2014 NE Guidance for character assessment and maps all the technical issues
- The example of Hillhurst open farmland was described; loss of hedgerows over time

### Character shaping principles

- The reference to hilltop in some places should be changed to hillside (SDC) to better describe the approach

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- KM Confirmed that the AONB Unit is in the process of seeking contributions (including from SDC) to an analysis of the colour palette that makes the Kent Downs distinctive. Whilst this does not include the Otterpool Park scheme area KM felt it may be a good addition to our understanding of the site and masterplanning process.
- BH said that we would consider this, but that it may not be the right time in the planning process to do this work.

*[SDC Post meeting note/suggestion – could the early thinking around colour palette be incorporated into the DAS flowing through from the neighbourhood/character areas identified?]*

- Reference was made to the need for the masterplan to create genuine interest & variation through a reasonable range of heights to aid legibility/wayfinding
- KM highlighted the concern about the potential adverse visual impact that the taller of proposed dwellings and larger community buildings in sensitive areas of the site may have. Not convinced by 5 storey heights. To reduce such impact she suggested the use of green roofs on public buildings; a broader variety of building heights across distinct zones of the masterplan; the appropriate orientation of streets; and structural planting to 'filter' development in views from the AONB. Streets should be oriented to allow for large crowns
- GY highlighted that the heights shown on the masterplan gave a range of the building heights and not a single height to be applied across an area.
- GY also highlighted the potential use of green roofs on north facing properties.
- BH agreed that visualisations of the scheme from key locations, including the AONB, would test out the degree and extent of such impact, and help decide upon necessary mitigation.
- PC highlighted the potential for a range of vegetation types in developing the proposals – could this be layered over?
- PC asked if the evolution from the original concept design (showing four landscape high-level options) could be made clearer in future presentations of our design stage planning

### Characterisation

- CL raised a query about the apparent sensitivity of the site western edge, and in particular the proposal for housing on the slopes rising up to Harringe Farm and Harringe Lane – land that was deemed to be 'retained strategic open space' within the Growth Options Study.
- BH confirmed that our more detailed study reveals that this land can accommodate some development if placed on the lower slopes, and that control of this land allows for the placement of structural planting that is more effective in integrating areas of proposed housing that would be sited on the west facing slopes of Barrow Hill.
- JF highlighted the sensitivity of the north-east corner of the site – where it adjoins the AONB/Sandling Park, and in particular the potential for adverse impact resulting from the proposed vehicular access into the site.
- BH acknowledged the sensitivity, and suggested that the Otterpool Park team consider the potential for either removing or incorporating the existing purposeless roundabout (as a main access to the site) there, which would present an opportunity to restore and enhance this area of rural-edge landscape.
- KM commented that the division of the site into the Landscape Character Areas proposed by BH, appeared, upon provisional observation, agreeable.
- CL commented that the plan that BH presented showing the site-specific landscape character areas would benefit from a greater explanation, and graphic representation, of those zone of transition between adjoining areas.



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- Areas of detracting were discussed such as the need to fully integrate the sheds into Lyme park area

### Emerging masterplan

- Woodland planting important and further work is needed to understand defined areas, interaction with phasing etc
- CL raised the question of potential advance structural planting in and around the scheme. He felt implementation of this would send out the right messages with regards to the applicant's commitment to integrating the scheme successfully into its landscape setting.
- JW confirmed that this is something the team is considering, and had included a substantial sum for such works in the application for Housing Infrastructure Funding to central Government.
- KM stated that the AONB Unit would be happy to work with the Otterpool Park team in planning this.

### **Actions:**

- **Presentation material and notes to be circulated to include Natural England – follow-up meetings if required (JF)**
- **BH and landscape team to continue dialogue and sharing of knowledge between AONB Unit / PC / NE (BH)**
- **AONB Unit to share wider colour palette work as it develops**
- **Views/landscape to be kept under review by the PPA Group and will be revisited through a further joint meeting once the work has developed sufficiently**



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

Arcadis House, 34 York Way, London N1 8AB  
12.00 – 13.00 Tuesday 14 October 2017

#### Attendees:

Chris Lewis, Shepway District Council (LPA)  
James Farrar, Shepway District Council (LPA)  
Piran Cooper, Shepway District Council (LPA)

Tom Marchant, Kent County Council (KCC)

[REDACTED] (promoter)  
[REDACTED] (promoter)  
Julia Wallace, Shepway District Council (promoter)  
Andy Jarrett, SDC (promoter)

### Part 2 - PPA Meeting (12.00 - 13.00)

#### Updates

#### **NOAN/viability (Government consultation) – Implications of standardised methodology.**

- The group discussed the potential implications of the consultation proposals. SDC confirmed that the policy team is working through the potential implications and any publically available reports on the subject will be shared with the promoter team as soon as available.
- The potential implications are as follows: 633 SHMA; 490 in NOAN figures is 350 +40% cap which is applied for anyone with an adopted plan in last 5 years; actual need in NOAN is 722, based on an affordability multiplier of 9.2.
- The 490 cap provides a degree of protection for the Council in terms of the 5 year supply in the early years. The capped figure will apply for the whole plan period, but the expectation is that another 40% increment will be applied on review of the plan (within 5 years) – so by at least 2024 SDC would be expected to step up 490 by another 40%.
- SDC initial view is that it is prudent to plan for the whole 722 of need with a reduced amount in the early years.
- The implications of the new approach are that any previous undersupply is effectively wiped out and SDC will be able to start the plan period from when it wishes.
- SDC will be looking to ensure in policy that housing mix within the development does not increase the affordability multiplier – this can be tackled by ensuring that there is a mix of housing that is affordable (market housing) to those who live in the district (based on average wages) – if the affordability multiplier stretches further it will disproportionately increase SDC housing need.
- SDC highlighted that, like all government consultations, the proposals may not be enacted.
- SDC highlighted the viability proposals in the consultation and the need for plan-making to adequately address deliverability and viability, which could also increase the emphasis on this topic at examination stage.

#### **Review of housing capacity (promoter)**

- Fee proposal received for 3<sup>rd</sup> party assessment of housing capacity; this will look at viability and land beyond the draft red line.
- Timescales to be worked through but Initial feedback expected by time of next PPA meeting.

#### **Framework masterplan/EIA scoping report (timescales)**

- Draft received by SDC. Under review and comments will be forwarded to the promoter team in due course.
- Draft Scoping Report is ready but remains in draft until the outcome of the housing capacity review is known.
- The promoter requested data showing cumulative/permissions (2016) from the policy team. SDC to follow-up.

#### **Cost recovery - EIA Review**

- The group discussed the cost recovery elements for the Place Panel and EIA review.

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- The promoter questioned the cost elements. SDC explained the justification, set out in the note sent to the promoter team, following a competitive procurement process to appoint Temple Group. It is necessary to frontload the assessment, meet the performance standards and meet the accelerated timetable outlined in the PPA without relying on statutory consultees.
- SDC explained that it does not have access all the technical experts and would not be attempting to comment on highly technical matters. If an alternative process is followed a review of the standards and timetable in the PPA will be necessary.
- SDC explained that no further information would be released from the procurement exercise, which is confidential.

### Water Issues

- SDC summarised the key issues from a recent meeting with Southern Water. SDC to share the draft notes of the meeting.
- Headline issues around the preferred option of new pipework to Hythe. Additional works required to Range Rd and the pumping station. Development will trigger EIA development with potential lead-in time of 3-4 years.
- In this scenario substantial proposals for an interim approach are required to demonstrate there is a viable and sustainable solution in the short to medium term. SDC view is this should include SuDS based or closed loop options as the most sustainable option, rather than tanked provision.
- In addition, SDC highlighted the need for further engagement with Affinity Water. Reference was made to a recent email from Affinity referring to the need for significant new infrastructure.
- Arcadis to follow up with Affinity and investigate the above issues. SDC is also liaising with South East Water and Affinity regarding local plan-making matters. Where possible, the group agreed joint meetings with the water companies are preferable to avoid mixed messages.

### Place Panel

- SDC explained that it had invited Frame Projects along to the meeting but they were unable to attend due to the late notice. SDC to invite them along to a future meeting if necessary.
- SDC stated that 3 strong candidates were being interviewed to Chair the panel. Interviews taking place on Friday *[post meeting note – one interview has been delayed to bereavement and will take place as soon as possible]*. The promoter team will be notified as soon as an appointment is made.
- The model being pursued is a more flexible one to the standard design review panel approach and would involve mentoring/joint workshops. An Induction Day will take place (at no cost to the promoter team) and there is an opportunity to review the masterplan framework at this meeting so the panel can familiarise itself with the emerging proposals and wider context.
- The promoter team questioned the cost of Full Place Reviews and the number of panel members needed. SDC explained that the costs are benchmarked against other Review Panels in the marketplace and considered to be competitive. The appointment was made following an extensive and competitive procurement process.
- The panel will consist of up to 15 professionals depending on the response and the blend of skills. The Place Panel will only include sufficient people to reflect the sustainability wheel. The promoter team will be kept abreast of composition of the panel.
- In addition, the Council will be using the panel for policy formulation and mentoring sessions.
- SDC proposed using the panel to run a number of smaller sessions to cover issues such as sustainability/innovation and transport/streets. SDC would like these to be joint sessions to help improve both policy formulation and emerging proposals.

### PPA meetings schedule and topics for next meeting

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- SDC highlighted the key issues arising from previous 6 months of engagement and the particular need to return to heritage and transport issues. Promoter team to explore how far transport work has progressed and confirm if can be brought to next PPA meeting.

### AOB

- No AOB.

### Actions:

- SDC to follow-up permissions data.
- Arcadis to follow up water issues. SDC to try and set up meetings with Affinity and South East Water and invite promoter team along.
- SDC to inform the promoter team of appointment of chair and details of Induction Day.
- Promoter team to investigate where transport issues have got to and bring to next PPA meeting if appropriate.

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

Arcadis House, 34 York Way, London N1 8AB  
10.30 – 12.00 20 November 2017

#### Attendees:

Chris Lewis, Shepway District Council (LPA)  
James Farrar, Shepway District Council (LPA)  
Ben Geering, Shepway District Council (LPA)

Tom Marchant, Kent County Council (KCC)

[REDACTED] (promoter)  
[REDACTED] (promoter)  
Julia Wallace, Shepway District Council (promoter)

### PPA Meeting (10.30 – 12.00)

#### Updates

##### Review of previous meeting notes

- The promoter requested data showing cumulative/permissions (2016) from the policy team
- Landscape – AONB request for colour palette work (LA contribution?); could also be incorporated into DAS supporting application

##### Review of housing capacity (promoter)

- Initial findings should be emerging by the end of November
- Savills engaging with the consultant team to better understand the technical issues
- Cabinet report – January (Regulation 18) and special meeting for Savills Report findings

##### Framework masterplan/EIA scoping report (timescales)

- Draft framework received by SDC. Likely to be formally submitted in February following Cabinet.
- Draft Scoping Report is ready but remains in draft until the outcome of the housing capacity review is known.

##### Planning policy update

- First draft of Reg 18 plan prepared; based on need to deliver 633 homes per year
- Building rates and trajectory requested from promoter
- Current timetable is consultation on Reg 18 to commence in January 2018
- The group discussed the current evidence gaps
  - Low carbon/sustainability study
  - Viability and delivery study
  - Demographic study

##### Lorry Park

- The potential implications of the government's decision to withdraw current lorry park plans were discussed
- One implication is the need for the Government to restart the consultation process and go back to a range of options (Kent-wide)
- The current plans could no longer be assumed to be committed development for the purposes of assessing cumulative impacts (EIA assessment)

##### Delivery Strategy

- A discussion paper was tabled by the LPA
- Delivery strategy and how this should influence the approach to the outline application and s.106 discussed
- Promoter team considering options for delivery – cabinet report planned for early to mid-2018
- Promoter team to take these issues into account in assessing options

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### **Water Issues**

- Meetings planned with PyTerra and Albion for next PPA meeting
- Meeting with Affinity planned for December (report back at next meeting)
- District-wide WCS update underway; update on site-specific study requested

### **Place Panel**

- Discussion re: timing of induction before Christmas given potential design freeze (promoter team to discuss at collaboration board to see if there is more flexibility in timings)
- Transport, planning policy and masterplan framework workshop sessions planned for 2018
- Full panel members identified

### **AOB**

- Review of PPA milestones needed once the outcome of the housing capacity review is known (New Year)
- Archaeology – KCC to circulate comments on methodology to SDC
- Meeting with Kent Wildlife Trust was constructive and they have expressed an interest in staying involved throughout

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

Arcadis House, 34 York Way, London N1 8AB  
10.30 – 12.00 13 December 2017

#### Attendees:

Ben Geering, Shepway District Council (LPA)  
Chris Lewis, Shepway District Council (LPA)  
James Hammond (LPA)  
James Farrar, Shepway District Council (LPA)

Alan Turner, Kent County Council (KCC)

Andy Jarrett (promoter)

(promoter)

Julla Wallace, Shepway District Council (promoter)

(promoter)

### PPA Meeting Part 1 (10.00 – 12.30)

#### PyTerra

- [REDACTED] (PyTerra) and [REDACTED] (WSP).
- DA introduced the PyTerra concept and approach; PyTerra is a joint collaboration with WSP
- Early stages of proposition but includes an approach to trading water services including flood protection; machine learning; smart technology with potential to be widened out in scope
- Collaboration network – different entities work together to include upstream solutions
- Trading mechanisms using smart technology.
- Identifying end-users who benefit and how to sell to them; question-mark about how far from the site you go.
- Additional/surplus supplies could be sold back to the market or community
- SUDS+ services that could be of value.
- Partnership – role of intermediary; inset operator could look at wider opportunities; central of money managed through intermediary.
- Examples of additional services could include insurance products; ability to roll out at scale; attracting multiple funding streams; engage communities through intermediary.
- What is the role of PyTerra? How does it make money? Initially, it is a consultancy service with ability to turn into a trading charge (in future).
- What is the central intermediary? Flexibility to be constituted in different forms – could be a Community Interest Company.
- Any surplus arrangements would need to be agreed and could be financially modelled. Requirement for additional land for SUDS?
- Does this method encourage surplus water use when we should be incentivising the opposite?
- Potential for wider water catchment view bring about critical mass and benefits.
- OFWAT not yet established clear ground rules for this approach and consequential impact on water bills.
- Various funding streams available and could go into central pot; research funding available through LEPs, INNOVATE and Research Councils.
- Next steps – contact details shared with ARCADIS; communication to go through RK.

#### Albion Water

- [REDACTED] (Operations Director) and [REDACTED] (Chairman).
- First licensed in 1999; it is owned by Wessex Water (single shareholder); operates on behalf of Linden Homes, Bovis, Berkeley Homes, Countryside.
- Community-based water management services including SUDS, green space and management.
- Same obligations as water companies and adhere to higher targets
- AW tends to look at non-conventional options; particularly relevant in situations where external pressures mean conventional solutions are not appropriate.
- Operate community-based solutions – cannot exceed existing prices or charge more than incumbents.
- Sometimes operate at a discount to incumbents.

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- Bulk supply (potable) would be required from Affinity; Thames operate at 125/150 per litre per day – peak demand 4 x average (same for wastewater).
- Dual supply system – possible to reduce to 80 – 100 litres per day with unmodified appliances; balance made up with recovered water (education/smart meters/ongoing monitoring).
- Could explore options to incorporate some sort of water storage solution or water tower with small office facility.
- Bulk supply could occur at 2-3am – storage would be required.
- Recovering wastewater – 30% not potable e.g. using washing machines could be about 7% (garden irrigation, toilet flushing, washing machines) e.g. Rissington (Chigwell).
- Opportunity to adopt blue environment infrastructure; advance SUDS systems, but can be more expensive.
- Open to exploring pre-cept basis or community charges.
- Next steps – AW require a letter from the promoter team requesting support and AW can begin exploratory discussions with incumbent water companies.
- AW request Top 5 challenges on GI/BI from promoter.
- AW to liaise with SDC and promoter team regarding possible study tour to existing AW site(s).

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**Shepway District Council/Otterpool Park Promoter  
Pre-application Meeting Notes & Actions**

**Arcadis House, 34 York Way, London N1 8AB  
13.00 – 14.00 13 December 2017**

**Attendees:**

Ben Geering, Shepway District Council (LPA)  
Chris Lewis, Shepway District Council (LPA)  
James Hammond (LPA)  
James Farrar, Shepway District Council (LPA)

Andy Jarrett (promoter)  
[REDACTED] (promoter)  
Julia Wallace, Shepway District Council (promoter)  
[REDACTED] (promoter)

**PPA Meeting Part 2 (13.00 – 14.00)**

**Updates**

- **Housing capacity** – review is continuing, draft report yet to be received. The report likely to consider options such as space within redline as mitigation; and other areas outside the red line.
- **LPA view** is that land west of woodland is not appropriate from landscape point of view
- **Land already allocated** within Sellindge should also be considered as part of linked-settlement approach.
- **Sports assessment** underway – request for this to be topic for discussion at next meeting.
- **Transport update** – Arcadis to circulate update on transport; agreement that this topic should be subject to early review in the new year together with a review of programme.
- **Place Panel** – scheduled for mid-January.
- **Delivery rates** – SDC to circulate current trajectories for Core Strategy Review; SDC has also developed scenarios for OP using cautious and more optimistic assumptions (with and without HIF funding). SDC to circulate.

**END**



## DRAFT AND CONFIDENTIAL

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

Civic Centre, Folkestone  
25 January 2018, 13.00 – 16.30

#### Attendees:

Chris Lewis, Shepway District Council (LPA)  
James Hammond (LPA)  
James Farrar, Shepway District Council (LPA)

Andy Jarrett (promoter)  
[REDACTED] (promoter)  
[REDACTED] (promoter)  
Julla Wallace, Shepway District Council (promoter)  
[REDACTED] (promoter)

Tom Marchant, KCC  
Matt Hogben, KCC  
Steve Benjamin, KCC  
Dan Bruce, KCC

### PPA Meeting Part 1 (13.00 – 14.30)

#### Updates

- Notes from previous meeting – promoter is writing to Albion Water to initiate discussions
- Local Plan update – update on Regulation 18 plan; agreed for 6 week consultation which will follow the Places and Policies Plan consultation
- Scoping report – this will include a plan showing upper parameters and cumulative impacts (with wider growth planned in Sellindge); scoping request likely 1-2 weeks after Consultation of Regulation 18 plan
- Revised milestones (indicative) include – consultation Place and Policies Plan (February for 6 weeks) – Draft Partial Review CS (6 weeks – from late March with community engagement) – EIA scoping (5 weeks) – legal check (June/July) – draft planning application documents for comment (August) – submission of planning application (August/September)
- Debrief of Place Panel – panel comments circulated to all

**ACTION:** LPA to signpost Cabinet report (Regulation 18 draft plan) on Newsfeed

**ACTION:** LPA to review and update Appendix A PPA Timetable

**ACTION:** Promoter to review promoter programme and milestones & planning documents section in PPA – LPA/Quod to share thinking on planning submission documentation (further meeting if required)

**ACTION:** LPA to liaise with Frame regarding next Place Panel session on 12<sup>th</sup> February – to be used to review draft movement options

**ACTION:** next PPA meeting – topics may include sustainability strategy, viability/deliverability

**ACTION:** LPA to invoice Promoter for reimbursement of first Place Panel discussion (not induction session)

### Transport and movement (14.30-16.30)

- Presentation by promoter team on latest optioneering for movement/transport and location of town centre
- Interim measures for Newingreen being explored – would involve s.106 contributions, LGIF and potentially HIF funding providing 4/5 years capacity improvement
- AECOM work February 10A Junction
- KCC welcome use of Kent Design Guide
- Support for changing the character of A20. Active frontages can reduce the design speeds to 30mph. Tenterden good example of traffic bringing activity to a high St.
- Active frontages can reduce the design speeds to 30mph.

## DRAFT AND CONFIDENTIAL

- PROW routes – Cycle Route 2
- Electric buses – trial ongoing in Fastrack
- DfT walking/cycling – KCC unspent budget to forward fund this strategy – exploring commissioning WSP to complete this work
- KCC stated that any proposals for bus-only routes that the group were keen to encourage will need careful thought and management; options for District taking on management responsibilities could be explored
- Streets should design in parking bays and bus stops, and SuDS so they are not an afterthought.
- KCC cited Shorncliffe Barracks as good example of phased s.106 payments for bus services
- Funding for PreGRIP rail study has been agreed by promoter – work will be undertaken by NR
- Rail franchise announcement from Network Rail likely in August

**ACTION:** LPA to share bid material for walking/cycling strategy

**ACTION:** promoter to compile transport data for each layout option, in preparation for Place Panel review

**ACTION:** promoter and KCC to continue to liaise and cooperate in lobbying for improved rail capacity for East Kent

**ACTION:** it was agreed that all liaison with Stagecoach would go via KCC

### AOB

LPA draft Water Cycle Study has been completed and will be shared with promoter team.

END

## CONFIDENTIAL

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

**Arcadis House, 34 York Way, London N1 8AB**  
**10.30 – 13.00 15 March 2018**

#### Attendees:

Chris Lewis, Shepway District Council (LPA)  
Ben Geering, Shepway District Council (LPA)  
James Hammond, Shepway District Council (LPA)

Tom Marchant, Kent County Council (KCC)

[REDACTED], Quod (promoter)  
Julla Wallace, Shepway District Council (promoter)  
Andy Jarrett, Shepway District Council (promoter)  
[REDACTED], Farrells (promoter)  
[REDACTED], Arcadis (water) (promoter)  
[REDACTED], Arcadis (transport) (promoter)

#### PPA Meeting (10.30 – 13.00)

[REDACTED], Mott MacDonald  
[REDACTED], Mott MacDonald  
[REDACTED], Mott MacDonald

#### Updates

- P&P LP consultation ends 19 March. Core Strategy Review consultation to commence for 7-week in late March.
- Draft EIA scoping report likely to be issued w/c 4 April however this is dependent on receiving the cumulative information from LPAs.
- Need to update other statutory consultees on latest masterplanning work (e.g. NE/AONB unit). Arcadis to arrange meetings with them and circulate list of upcoming meetings to all.
- EIA cumulative impact – Quod requested planning application Information beyond 2016; SDC to circulate spreadsheets with information [post meeting note: provided].
- Masterplan framework – still on target to be published as part of 28 March Cabinet report.
- Sports and Recreation Study not yet finalised by PLRC consultants. Stage D of report not yet completed. SDC to share stage C if signed off after meeting with Sport England. Developer study still at draft stage.

#### Water Cycle Studies (WCS)

- RG raised concerns that the detailed WCS may not be able to be complete until the end of this year. RG to prepare scope of detailed WCS for agreement with SDC, KCC and the EA as soon as possible.
- RG is engaging with Affinity regarding the figures they are assuming in their Water Resources Management Plan.
- Letter sent by promoters to OFFWAT not Albion. JW to follow up with Arcadis on the OFFWAT / Albion correspondence. Need to contact Albion.

#### Walking and Cycling

- Mott MacDonald attended the meeting and GY presented the latest masterplan to them.
- Mott MacDonald will be advising SDC on the provision and quality of walking/cycle/bridle routes in the district, reviewing the draft masterplan to recommend improvements and to suggest where Innovation could be incorporated in the proposals. Masterplan will be available for their review on 28 March.
- SDC would like promoter (and Mott MacDonald) to consider how design can prevent quad bikes from using cycle paths.
- SDC noted that multi functionality is important i.e. design of routes suiting both horses and cycles.

#### Planning Programme

- Final draft application documents still likely to be shared with SDC in August. Targeting application submission in September.
- Community engagement strategy – Arcadis to confirm what further workshops and events are planned and when. Arcadis also to provide a summary of the consultation that has already taken place to date.
- Meetings programme - A draft programme of meetings and topics to be circulated by Arcadis.

## CONFIDENTIAL

### Minerals

- GB/TM advised that the KCC are unlikely to object to SDC's proposed allocation for the Otterpool Park site in the Core Strategy Review consultation if we have discussed the deposits and how we are intending to address them with KCC now.
- TM to send contact details of [REDACTED] at KCC to Quod so this can be discussed.
- CL to forward internal note on minerals to QUOD [post meeting note: complete].

### Upcoming meetings

- Arcadis to update outlook diaries with upcoming PPA meeting dates (now every two weeks as agreed at last PPA meeting).
- Place panel workshop – 23 April – Water/open space will be discussed in the morning session and energy, waste and circular economy will be discussed in the afternoon session. Arcadis (RG/RK) to ensure that papers are issued to the place panel a week in advance of this meeting (16 April) to ensure that the workshops are as productive as possible)
- Full place panel review of masterplan – 14 May. TM to advise who should attend the 14th May session from KCC.

### ACTIONS

- SDC to ensure signpost to the cabinet report is provided on the Otterpool section of the SDC website. To be actioned once masterplan is published.
- SDC to send Quod spreadsheets containing information on relevant planning applications since 2016 to assist with EIA cumulative work [post meeting note: provided].
- SDC- to forward internal note on minerals to QUOD [post meeting note: complete]
- SDC to share complete Sports and Recreation Study with meeting attendees when available.
- SDC [REDACTED] to confirm dates of possible future learning session with SMART MK.
- KCC [REDACTED] – to send contact details of Sharron and Brian at KCC (minerals) to Quod.
- KCC [REDACTED] - to advise who should attend the 14th May session from KCC.
- Julla W –JW to follow up with Arcadis on the OFFWAT / Albion correspondence. Need to contact Albion.
- Quod to conduct monitoring of local planning applications coming through. However SDC are to share with Quod information regarding applications which they consider it is important we know about.
- Quod to circulate note to SDC for agreement on retail impact approach to be taken in application submission.
- Quod to circulate list of proposed application documents to SDC and SDC to feedback any comments.
- CL raised the issue of reimbursement of Place Panel fees where the work of the Panel is assessing proposals brought forward by the promoters. TV to respond asap.
- Arcadis [REDACTED] to circulate draft programme of meetings and topics (to include revised structure of place panel meetings i.e. smaller workshop style meetings for specific topic areas).
- Arcadis [REDACTED] to arrange meetings to update other statutory consultees on latest masterplanning work (e.g. NE/AONB unit).
- Arcadis [REDACTED] to confirm what further public consultation workshops and events are planned and when. Arcadis are also to provide a summary of the consultation that has already taken place to date.



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- **Arcadis** (██████████) - to get in touch with LLDC regarding smart city principles (learning session) and circulate dates to meeting attendees.
- **Arcadis** (██████████) – to update outlook diaries with dates for upcoming PPA meetings.
- **Arcadis** (██████████) and (██████████) – consider how design can prevent quad bikes from using cycle paths and how multi-functionality can be encouraged.
- **Arcadis** (██████████) to provide scope of detailed Water Cycle Study to SDC, KCC and EA for agreement.
- **Arcadis** (██████████████████████) to circulate information to place panel a week in advance of the water place panel workshop taking place on 23 April.



## **Pre-application Meeting - Otterpool Park**

**Thursday 15<sup>th</sup> March 2018**

### **OUTSTANDING POINTS arising from last meeting on 15<sup>th</sup> February 2018**

- SDC to send QUOD information on relevant planning applications since 2016 to assist with EIA cumulative work.
- SMART MK- JF to report back on potential for future learning session.
- Sports and Recreation Study not yet finalised by PLRC consultants. Stage D of report not yet completed. SDC to share stage C if signed off after meeting with Sport England. Developer study still at draft stage.
- Quod still to circulate to LPA retail impact approach. Document being reviewed internally.
- Reimbursement to LPA of Place Panel fees with QUOD. Progress needed as nearing end of financial year.
- Arcadis to arrange meetings with statutory consultees on latest masterplanning work.
- JW to provide LPA with update on community engagement programme (done).
- Arcadis to get in touch with LLDC regarding smart city principles.

### **ACTIONS ARISING from meeting on 15<sup>th</sup> March.**

- All parties to respond to Affinity Water's Water Management Action Plan.
- Letter sent by promoters to OFFWAT not Albion. JW to follow up with Arcadis on the OFFWAT / Albion correspondence. Need to contact Albion.
- RG to circulate data discussed with Affinity Water to check if correct usage assumptions have been provided. Otterpool should be planning for lower levels of water consumption than appear to be included in the Water Management Plan.
- Arcadis needs to agree scope of its detailed WCS with SDC/KCC/EA etc.
- EIA (draft) scoping to be submitted by week commencing 4<sup>th</sup> April – LPA needs to put Temple Group on standby.
- Framework masterplan to be considered by SDC Cabinet 28<sup>th</sup> March.
- Future Place Panel "workshops" scheduled on 23<sup>rd</sup> April on water / open space and also energy waste and the circular economy. The Place panel itself to meet on the 14<sup>th</sup> May on the Spatial Framework. TM to advise who should attend the 14<sup>th</sup> May session from KCC.
- Arcadis / QUOD to provide update of draft programme at next meeting with suggested minor revisions to PPA timetable going forward.
- QUOD to recirculate the latest list of planning application documents for application and status of them.

- **KCC Waste and Minerals Plan policies will need addressing by promoter side.**
  - **TM to provide QUOD with details of relevant staff dealing with waste and minerals.**
  - **CL to forward internal note on minerals to QUOD (done)**
  - **RK to send invites for future PPA meetings.**
-

## CONFIDENTIAL

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

Arcadis House, 34 York Way, London N1 8AB  
10.30 – 13.00 12 April 2018

#### Attendees:

Chris Lewis, Folkestone & Hythe District Council (LPA)  
James Farrar, Folkestone & Hythe District Council (LPA)

[REDACTED], Quod (promoter)  
[REDACTED], Quod (promoter)  
Julla Wallace, Folkestone & Hythe District Council  
(promoter)  
Andy Jarrett, Folkestone & Hythe District Council  
(promoter)  
[REDACTED], Farrels (promoter)  
[REDACTED], Arcadis (promoter)

### PPA Meeting (10.30 – 13.00)

#### Updates

- P&P LP consultation ends 19 March. Core Strategy Review consultation underway for 7-week in late March.
- Draft EIA scoping report likely to be issued in the coming week.
- Need to update other statutory consultees on latest masterplanning work (e.g. NE/AONB unit).
- Sports and Recreation Study not yet finalised by PLRC consultants. Stage D of report not yet completed.
- Anticipate draft planning application documents circulated to LPA in August.
- PPA meetings currently programmed fortnightly – keep under review and revert to telephone conferences where necessary. Thematic sessions may be required.
- Archaeology fieldwork progressing – KCC has approved updated programme with regular liaison with KCC.
- Discussion about Local Plan draft policies at future session (Policy team may attend future meeting).
- Masterplan framework – endorsed by Cabinet and now published on promoter website. Planned community engagement during pre-application process in June.
- AONB Unit to be invited to 10<sup>th</sup> May meeting for an update on masterplanning. Other topics to cover include infrastructure and biodiversity.
- The draft list of application submission documents was discussed – QUOD to add Statement of Community Involvement.
- Albion Water site visits discussed – JW to follow up with Alan Turner (KCC).
- Housing/town centre/culture & heritage topics for future PPA meetings.

#### ACTIONS

- CL raised the issue of reimbursement of Place Panel fees where the work of the Panel is assessing proposals brought forward by the promoters. LPA has written to promoter team. QUOD to respond to close down this issue ASAP.
- SDC to share Sports and Recreation Study with meeting attendees when available.
- JW to contact Alan Turner (KCC) to follow up on invitation to visit Albion Water sites.
- QUOD to look at scope of town centre assessment to be submitted with application and circulate to LPA.
- Arcadis/QUOD to circulate draft programme of meetings and topics for PPA meetings.
- Arcadis to send final Masterplan Framework document to statutory consultees prior to Place Panel workshop (i.e. NE/AONB unit).
- Arcadis to send a copy of the scope of detailed Water Cycle Study to SDC & KCC.

## CONFIDENTIAL

- **CL to feedback to Frame regarding agenda, attendees & format for workshop sessions.**
- **JF to invite AONB Unit to future PPA meeting.**

## CONFIDENTIAL

### Shepway District Council/ Otterpool Park Promoter Pre-application Meeting Actions

**Arcadis House, 34 York Way, London N1 8AB**  
**10.30 – 13.00 10 May 2018**

#### Attendees:

Ben Geering, Folkestone and Hythe District Council (LPA)  
Chris Lewis, Folkestone & Hythe District Council (LPA)  
James Farrar, Folkestone & Hythe District Council (LPA)  
Adrian Tofts, Folkestone & Hythe District Council (LPA)

[REDACTED], Quod (promoter)  
[REDACTED], Quod (promoter)  
Julia Wallace, Folkestone & Hythe District Council  
(promoter)  
Andy Jarrett, Folkestone & Hythe District Council  
(promoter)  
[REDACTED], Arcadis (Promoter)  
[REDACTED] Farrells (Promoter)

### PPA Meeting (10.30 – 13.00)

#### ACTIONS

- Quod to circulate list of consultation events
- Masterplan framework to be updated over time as the project evolves (Farrells)
- Town centre uses assessment draft scope to be circulated (Quod)
- Water Cycle Study Scope circulated – F&HDC to provide feedback
- Energy & Waste – meeting between AECOM and Arcadis scheduled for 5<sup>th</sup> June; follow-up meeting with KCC and F&HDC needed to evaluate options (Arcadis)
- Place Panel comments to be sent to AECOM (promoter)
- Place Panel review of planning policies targeted for end of June (F&HDC)





## CONFIDENTIAL

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

### PPA Meeting (10.30 – 13.00)

#### Updates

- 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.
- Geophysical interpretations
- Geo-archaeological desk studies being undertaken to provide more details on fissures and deposits.
- Historic England explained Scheduled Monument criteria.
- Question raised as to whether there are any areas of the Masterplan where there isn't any flexibility.
- Resistivity analysis needed of Roman Villa and Lympne site.
- Discussion around Historic Farmsteads. Temporary use for creative occupations suggested. Reference made to guidance that is available on historic farmsteads.
- Westenhanger Castle discussion- discussion on main access, location of car park, and need to analyse views. Information on potential use for castle needed. Agreement that it needs to be brought into the project. Vehicular access needs to be agreed at this stage, and further details provided on relationship of development to castle and causeway. Knowle, Sevenoaks a good example.
- Town Park. How it works with the castle and its setting.
- Open corridor to The Causeway. Boundary where causeway ends, and houses start. Suggestion as to whether gardens join up with the causeway, whilst still being part of the house.
- Barrows-how to preserve. East side not evaluated yet. We need to understand how they have been set out in landscape. Full analysis/draft scope required by someone who understands Barrows, and what aspects of their setting needs preserving
- Military remains. Pickett Hamilton Fort and Base HQ can have things built around. Echo line of Pill Box. Try and preserve line of runway within Master Plan.
- Heritage Walk – bring heritage features to the fore. Various approaches to convey each asset individually. Public right of way link into the heritage areas.
- Planned community engagement 19<sup>th</sup> and 20<sup>th</sup> June.
- Archaeological archives –no receiving museum in Folkestone. Need to consider deposition of archives, and displaying of artefacts.
- Recommendation that if there are gaps in trial trenching work the masterplan should have greater flexibility to accommodate future finds.

#### ACTIONS

## CONFIDENTIAL

- **Arcadis** to arrange date for session to review and grade historical finds, involving Oxford Archaeology.
- **Arcadis** to arrange site visit and conduct view analysis, including transect across causeway
- **Arcadis** to send copies of presentation to all todays attendees
- **Arcadis** to look into an archive for finds, as well as the displaying of artefacts
- **JW Speak** to Cozumel re: access to Price land.
- **Historic England** - look into whether they can provide details of a Barrow specialist
- **Quod** to send latest a plan to KCC and Historic England setting out locations for key infrastructure and priority areas for development
- **promoter** to consider whether to seek view from Historic England on scheduling of roman villa.