

**Innovation Park Medway (IPM) Delivery Board: Terms of Reference  
November 2017**

**Background**

The Rochester Airport Masterplan was adopted by Medway Council in January 2014. It sets the vision for the site as follows:

*Rochester Airport and adjoining land will be developed as a strategic gateway and economic hub. The existing general aviation airport will be retained and improved and high value economic activities provided on surplus land to create skilled employment opportunities. This will capitalise on the presence of the existing BAE facility. An opportunity to enhance working aviation heritage facilities as a public visitor attraction will also be achieved. The open outlook provided by the airport will be retained and improved. Over the longer term reinvestment will be encouraged on the Laker Road and Airport industrial estates and other adjoining sites. This will establish Rochester Airport as an economic location of real significance and a model for the area.*

The aspirations for the site include:

- High quality development and innovative adaptable environment
- A strategic gateway and economic hub
- High GVA
- Skilled local employment opportunities and graduate retention
- Place, space and innovation
- A collaborative 'city of business' environment

Medway Council has been awarded over £8m of Local Growth Fund (LGF) investment to deliver the Innovation Park Medway over two phases.

Phase 1 (£4.4m) will see the creation of new and improved hangar space and the building of a new control tower and airport hub.

Phase 2 (£3.7m) will see the installation of site infrastructure, including access roads and water and electricity supply.

It is anticipated that further funding will also be identified to take forward IPM, which will not necessarily be SELEP or LGF funded.

Innovation Park Medway is part of a wider group of Enterprise Zones (EZ) for Kent, called the North Kent Enterprise Zone. This includes Kent Medical Campus in Maidstone, and sites at Ebbsfleet Garden City covering Gravesham and Dartford boroughs. Each EZ area is accountable for its development against a set of ambitions and Key Performance Indicators. The co-ordination of the EZ areas is being conducted by Thames Gateway Kent Partnership (TGKP) with input from Local Authority officers in each area.

**Purpose of Group**

The IPM Delivery Board has been established as a Cabinet Advisory Group to coordinate and oversee progress of the regeneration of Rochester Airport and delivery of Innovation Park Medway. The Delivery Board will drive implementation of

the EZ in line with funding streams and appropriate mechanisms. It will be supported by the IPM Officer Group.

The remit of this group is to:

- keep under review strategies to regenerate the Rochester Airport site.
- coordinate regeneration initiatives, projects and funding streams related to IPM and the Rochester Airport site.
- make recommendations on external funding opportunities.
- ensure all appropriate development opportunities are appraised and pursued as appropriate.
- progress development of Innovation Park Medway as appropriate.
- ensure a positive message regarding IPM is effectively communicated.

It will also receive updates on key issues relating to the development of the IPM site / NKEZ, namely:

- Planning
- Finance
- Procurement
- Contract Management
- Stakeholder Engagement
- Local Development Order and Masterplan
- Branding and Marketing

At all times the group should ensure that appropriate stakeholder engagement has taken place.

### **Decision-Making Processes**

As a Cabinet Advisory Group, the IPM Delivery Board will not be a decision making body. It may make recommendations which will either be implemented under existing Medway Council officer delegations or referred for decision by the Council, Leader and Cabinet or other Committees as appropriate and in accordance with legal and constitutional provisions. Medway Council will make decisions in its role as landowner, however in some circumstances, recommendations will also need to be considered and agreed by other bodies such as SELEP and Tonbridge and Malling Borough Council and this will be mapped for each issue. This could include approval of the masterplan as this applies to both local authority areas, for example.

Decision-making processes relating to external funding or the EZ should also be considered, as outlined in appendix A. Future funding sources will also need to be reflected should these have alternative reporting structures.

If SELEP approval is required, LGF Project Protocol 3 – Change Management Arrangements will apply. In such instance, the IPM Delivery Board will report its recommendation back to the IPM Officer Group, which then triggers the formal LGF change process by referring the decision to the LGF Project Steering Group (and onwards in accordance with the Change Management protocol).

The relationship between these groups is shown in Appendix A.

All matters coming before the Board shall be decided by a majority of the Board present and voting thereon at the meeting. In the case of an equality of votes, the chairman or person presiding shall have a second or casting vote.

## **Membership**

The IPM Delivery Board will consist of representatives with strategic interest in the IPM, as follows:

- Local Authorities
- Landowners
- Development Partners
- Industry
- Higher Education

Cllr Alan Jarrett	Leader of Medway Council (Chair)
Cllr Rodney Chambers, OBE	Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships
Cllr Jane Chitty	Portfolio Holder for Planning, Economic Growth and Regulation
Neil Davies	Chief Executive, Medway Council
Richard Hicks	Director of Place and Deputy Chief Executive
Phil Watts	Chief Finance Officer
Cllr Brian Luker	Tonbridge and Malling Borough Council
Carole Barron	Higher Education, University of Kent
Martin Snowden	Higher Education, University of Greenwich
Gavin Cleary	Locate in Kent
Chris O'Hare	Mid Kent College

and one or more of the Chair or Vice Chairs from the IPM Officer Group. Officers and other stakeholders will also be in attendance as required, reflecting the specific meeting agenda.

## **Administration**

Reflecting the strategic importance of the IPM and the external funding awarded to this project, the IPM Delivery Board will be chaired by the Leader of Medway Council.

The Regeneration Delivery Team will be responsible for preparing and agreeing the agenda, setting meeting dates, and taking minutes.

Agendas will be circulated at least one week prior to the IPM Delivery Board meeting, following a template report format.

The IPM Delivery Board will meet quarterly.

## **Declaration of Interests**

Declarations of interest will be recorded in the minutes of the meeting.

Medway Councillors and officers must act in accordance either with the Members' Code of Conduct or other provisions in the Council's Constitution as applicable.

Members of the Board representing external organisations must declare any financial or other significant interests that they may have before discussion of items. Action should be taken to resolve any conflicts of interest which should include not taking part or voting and withdrawing from the meeting in cases where a financial or other significant interest arises in relation to any business under consideration by the Board.

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**Appendix A: Reporting Structure**

