

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

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 twice per year.