





## A G E N D A

(Pages)

1. **Minutes**  
To confirm the minutes of the meeting held on 19 February 2015. (1 - 4)
  
2. **Communications Strategy**  
To consider and adopt the attached Communications Strategy. (5 - 16)  
  
(NOTE: The Liaison Group at its last meeting asked for a report on the Section 106 Agreement as this is included in the Strategy)
  
3. **Progress Report**  
To receive an update report from Sir Robert McAlpine.
  
4. **Requests from Iver Parish Council**  
To revisit the following issues raised by Iver Parish Council:
  - Chairmanship
  - Venue of Future Meetings
  
5. **Reports from Representatives**  
To receive reports from representatives on any issues they have pursued on behalf of residents
  
6. **Agenda Items for Next Meeting**
  
7. **Date of Next Meeting**  
28 May 2015 at 6pm

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**PINEWOOD COMMUNITY LIAISON GROUP**

**Meeting - 19 February 2015**

<b>South Bucks District Council</b>
Councillor Busby (Chairman) - Leader
Councillor Reed - Deputy Leader
Councillor Vigor-Hedderly
Councillor Sullivan
A Goodrum – Chief Executive
Rachel Prance – Principal Communications, Policy and Performance Officer
Bob Wearing – Democratic and Electoral Services Officer
<b>Pinewood Studios</b>
David James – Group Development Manager
David Wight – Group Property Director
<b>Sir Robert McAlpine</b>
Steven Higgins – Construction Manager
Kerry Mills – Community Liaison
Peter Munn – Project Manager
Thomas McAlpine
<b>ARUP</b>
Austin Brown
Zoe Webb
<b>Vectos</b>
David Bird
<b>Parish and Organisations Representatives</b>
Sylvie Lowe – Iver Parish Council
Ronnie Lamb – Fulmer Parish Council
Ann Mayling - Iver Heath Residents Association
Carol Gibson – Colne Valley Park

**Apologies – Councillor Bradford**

**5. MINUTES**

The minutes of the meeting held on 29 January 2015 were confirmed.

Arising from minute 2 - Terms of Reference and Membership - and in particular the suggestion made in 6 - Public Attendance and Questions - the meeting noted the pro forma that had been designed for use by residents wishing to make comments/raise issues.

David Wight confirmed that Kerry Mills ([k.mills@sir-robert-mcalpine.com](mailto:k.mills@sir-robert-mcalpine.com)) would act as the point of contact at Pinewood Studios.

**6. SITE DRAWINGS**

The site drawings were considered in conjunction with the progress report from Pinewood below.

**7. PROGRESS FROM PINEWOOD**

David Wight began by explaining that Pinewood had submitted a request to SBDC to be discharged from conditions 22, 23 and 24 relating to construction, waste and traffic.,

Steve Higgins referred to the plans previously circulated and went on to describe the main work that was due to be carried out on site some of which (e.g. site access) was subject to the conditions referred above being discharged.

Zoe Webb provided more information on the ecological works including the care they were taking to safeguard the reptile population and the vegetation in the short and long term.

David Bird provided further details of the construction work and other issues as follows:

- Site set up
- Temporary access for use for the duration of the project as set on the plan circulated, as modified
- Car parking provision on site and proposals to prevent parking in the vicinity
- Working Hours on site
- Traffic Routing for vehicle entering/exiting the site
- Arrangements for the washing of vehicle wheels to minimise mud on the surrounding roads
- Condition Survey of Pinewood Road
- Arrangements to transport staff to and from the site
- Engagement of Stakeholders

In response to a question David Bird explained why a conclusion had been reached that it would not be technically feasible to provide access to the Pinewood site from Sevenhills Road. The issue had been discussed at a meeting with Bucks County Council Highways today and subject to few amendments a discharge from the condition relating to traffic was imminent.

A discussion ensued about the merits of using Sevenhills Road during which the Chairman pointed out that there was no requirement under the planning permission granted by the Secretary of State for Pinewood to use Sevenhills Road for access purposes. The Chairman, whilst recognising the importance of the issue to local residents and not wishing to stifle debate, reiterated the point he had made at the inaugural meeting that it would not be productive for the Liaison Group to spend time on discussing irreconcilable issues of principle of which traffic access was an example. Pinewood had identified their preferred option following a technical feasibility study and once the traffic condition had been discharged it would be their responsibility to justify both their traffic management plan and mitigation plan to local residents.

Sylvie Lowe expressed her dissatisfaction with responses and left the meeting.

In connection with the traffic mitigation plan David Bird explained that deliveries would be controlled at 30 minute intervals and with ample car parking available on site instructions would be given to persons visiting or working on site not to park in the local area. Peter Munn added that a system would be used to identify people who ignore these instructions resulting in them not being allowed on site. Following a suggestion Pinewood/Sir Robert McAlpine agreed to consider issuing stickers to frequent site visitors for display in their cars thus enabling residents to identify people abusing the agreed system.

The Chairman, after thanking everyone for the detailed update, agreed that traffic management/car parking was going to be a very sensitive issue for local residents which the Liaison Group would need to monitor very carefully to ensure that solutions could be found to the benefit and satisfaction of all parties involved.

**8. COMMUNICATIONS STRATEGY**

Kerry Mills referred to the spreadsheet circulated with the agenda and explained that it would form the basis of the Communications Strategy currently being prepared which would include amongst other things a timeline and a media section.

Given the importance of the Communications Strategy, the Chairman, whilst recognising that more work needed to be carried out, urged that its launch should not be delayed until the next meeting.

Kerry Mills also explained the intention to create a website on which information, including contact details, could be shared. It was agreed that a link should be available on the Council's website and following a discussion it was also agreed that no benefit would be gained by using Facebook as the issues were basically local.

**9. ISSUES RAISED BY IVER PARISH COUNCIL**

A discussion took place on the issues raised by Iver Parish Council as follows:

**Traffic Issues**

Discussed as part of the progress update

**Other Issues**

**Location of Meetings** - Following comments made by Roger Reed that the issues raised by the Pinewood development were not confined to Iver it was agreed that meetings continue to be held at the Council Offices, Capswood.

**Community Benefits** - David Wight, after pointing out that a Section 106 agreement had already been entered into, indicated that Pinewood would be willing to consider any relevant and affordable proposals that would be of benefit to the local community. A summary of the Section 106 would be submitted to the next meeting so that representatives can be made aware of the obligations to which Pinewood were already committed. David Wight also said that arrangement would be made to make residents more aware of the employment opportunities available at Pinewood including apprenticeships.

The meeting also noted that Sir Robert McAlpine ran a scheme to fund projects to help communities.

**10. AGENDA ITEMS FOR NEXT MEETING**

Section 106 Agreement and any issues picked up through use of the pro forma.

**11. DATE OF NEXT MEETING**

The following dates were agreed:

- 7 April
- 28 May

Both at 6pm at Capswood

The meeting terminated at 7.15pm

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# **Pinewood Studios Development Framework**

## **Communications Strategy**

Phase 1

February 2015

Contents:

1. Overall Communications Strategy
2. Key Objectives
3. Community Plan & Media
4. Section 106
5. Timeline

## 1. Over all Communications Strategy

Through integral communications we endeavour to:

- Deliver Phase 1 of Pinewood Studios Development Framework
- Continue to build relationships with local resident groups, County, District and Borough and Parish Councils through the PCLG meetings to discuss development questions and messages
- Take the opportunity to build upon existing long term relationships within the community of Buckinghamshire
- Encourage and facilitate involvement with all stakeholders to communicate the process of the PSDF

## 2. Key Objectives:

1. Partner with BTVLEP & BBF, Creative Skillset, and other local training providers such as Amersham and Wycombe College, for employment & education for local people.
2. Partner with construction sub contractors to run a campaign to actively support local businesses and employment through local job centres, and other local employment forums.
3. Support on-going relationships further within the local community, such as:
  - a. Iver Heath Drama Club
  - b. Iver Heath Bowls Club
  - c. South Bucks Riding for the disabled
  - d. Local Schools
  - e. Help the Aged – local groups at Iver and Denham
  - f. BFI Academy scheme for local teenagers
  - g. Delaford Colts Football club
  - h. Scouts
  - i. National Film and Television School
4. Ensure all communities within an 8k alliance are kept informed about PSDF and the processes around it.
5. Assess and Report on our performance to ensure that we are working effectively whilst delivering our commitments.

DATE	ENGAGEMENT	COMMENTS	ACTION	MEDIA
<b>JANUARY</b>	PCLG Meeting	Introduction to Pinewood Community Liaison Group		
<b>FEBRUARY</b>	PCLG Meeting	Contractors delivered presentation on works taking place	To create comms. Strategy. To create windscreen sticker for site recognition of vehicles. Done	
	Construction Information to be implemented onto PSDF webpage	Created	To complete map	Webpage created
<b>MARCH</b>	Create overall Comms. Strategy	Completed	Created and sent to PCLG	
	Building relationships with local Iver residents group	Meeting held with Ann Mayling. Discussed their support in construction messages to local residents- will email all members and hand delivering to those who have no internet access. Will put up Posters in the local area	Agreed and to be implemented with webpage document	
				Website & comms. forums update
<b>APRIL</b>	PCLG Meeting	Deliver comms. Strategy and construction update		
	Introductions to Local Job Centre teams, Job agencies and other forums	Supporting local construction employment engagement	To set up	
	Introductions to Bucks Local Enterprise Partnership & BBF	To discuss construction employment and training in local area	Meeting set up for April 20th	
				Website & comms. forums update
<b>MAY</b>	Considerate Constructors scheme registration	A recognised National Considerate Constructor Scheme	To set up with SRM Works Manager	Information to be covered on PSDF website
	Educational visit to local Iver school	Ecology presentation in local school for pre-construction	To set up with Arup Associates & Pinewood CR	Website & poss. press release
	Create a Pop up Classroom on site	Delivering curriculum lessons to local schools, colleges & universities	To set up	Poss. local press release
				Website & comms. forums update
<b>JUNE</b>	Meet the Contractor Event	Liaise with Sub contractors arrival dates & BTV LEP & BBF	To set date	Poss. local press release
	S278 Works Communications	Liaise with Pinewood and all stakeholders to create leaflet for general public	To do	Letter drop. PSDF website. PCLG stakeholders
	Create a construction Jobs Fair in Buckinghamshire	To contact local Job Centre and other forums	Set up a development board for construction opportunities	Information to be covered on PSDF website
				Website & comms. forums update
<b>JULY</b>	Iver residents association community engagement	Possible summer engagement, building on local long term relationships	To set up with AM	Poss. local press release
	Establish a community engagement initiative for SRM and sub contractors for local charity	Development to partner with contractors for time and materials contributed	To research 8k local area	Poss. local press release
				Website & comms. forums update
<b>AUGUST:</b>	Educational visit/engagement	Delivering curriculum lessons, construction and Media/Film presentations on & off site to Schools, Colleges & Universities within 8k local radius	To set up	Poss. local press release
	Looking at local charity incentives	Building on and creating new relationships in local area	To research 8k local area	
				Website & comms. forums update
<b>SEPTEMBER:</b>	Apple Day - possible engagement with Iver Heath Apple day	Building on local long term relationships	To set up	
				Website & comms. forums update
<b>OCTOBER:</b>	Research further into a local community engagement	Building on local long term relationships	To set up	
				Website & comms. forums update
<b>NOVEMBER:</b>	Educational visit/engagement	Delivering curriculum lessons, construction and Media/Film presentations on & off site to Schools, Colleges & Universities within 8k local radius	To set up	Poss. local press release
	Children in Need - poss. engagement	On site activity. Raising funds for national charities	To set up with works manager	website & poss. press release
				Website & comms. forums update
<b>DECEMBER:</b>	Collection for local charity possible local childrens hospital	local on site charity engagement	To set up	Possible local press coverage
	Possible local charity incentive	Santa fun run etc..	To set up	
				Website & comms. forums update
<b>JANUARY:</b>	Educational visit/engagement	Delivering curriculum lessons, construction and Media/Film presentations on & off site to Schools, Colleges & Universities within 8k local radius	SRM & Pinewood Corporate Responsibility	
				Website & comms. forums update

## **SUMMARY OF PSDF SECTION 106 OBLIGATIONS**

**Important Note:** this is an edited summary, for the benefit of members of the PSDF Community Liaison Group only, of the schedules contained in the Section 106 agreements made between Bucks County Council and South Bucks District Council; the full text of the obligations and how they are to be implemented, approved and monitored are contained in the legal documents held by the respective local authorities.

### **SOUTH BUCKS DISTRICT COUNCIL AGREEMENT**

#### **1 Construction - Local Labour and Skills Training**

Pinewood and Sir Robert McAlpine (SRM) are to use reasonable endeavours to:

- 1) enhance opportunities for local people (people resident within the county of Buckinghamshire and any area which is within eight kilometres of the PSDF site) to be employed in the construction of the development;
- 2) provide apprenticeships in skilled trades (e.g. electrician, plumber, carpenter) utilised in the construction of the development.

SRM shall not be obliged to consider recruiting local people who in their reasonable opinion do not have the necessary skills unless this can be rectified by short-term training within a reasonable period of time.

Up to five apprentices should be appointed including those in section 3 below.

#### **2 Construction - Local Businesses**

SRM is to use reasonable endeavours to enhance opportunities for local businesses (located within the county of Buckinghamshire and any area which is within eight kilometres of the PSDF site) to secure appointments in respect of the sub-contracts that arise in relation to the construction of the development.

SRM shall not be obliged to consider tenders received from local businesses which in their reasonable opinion are not: (i) on commercially competitive terms; and/or (ii) accompanied by evidence that the local business has suitable experience and competence to comply with the requirements of the contract.

#### **3 Operation - Skills Training**

Pinewood is to use reasonable endeavours to work with the Amersham & Wycombe College to develop and deliver training programmes (including apprenticeships) for local people that focus on skills relevant to the opportunities for employment in the development once operational, including but not limited to:

- (a) Visual Effects;

- (b) Video Games;
- (c) high-performance and/or large scale support services and infrastructure such as data warehousing and wrangling;
- (d) studio management;
- (e) sound engineering; and
- (f) production - technical skills/production management.

Pinewood is to provide:

- 1) two apprenticeships (from time to time) in digital content services with the opportunity for full time employment on completion of such apprenticeships;
- 2) apprenticeships in skilled trades utilised in the operation of the Development.

The number of such apprenticeships offered by Pinewood at any one time shall not exceed five when taken together with the apprenticeships provided in section 1 above.

#### 4 **Operation – Internships and Sponsorships**

Pinewood is to procure that no less than twenty percent (20%) of all Interns who are placed with television and film productions in which Pinewood has made a financial investment are local people.

Once every calendar year, Pinewood is to visit each local further education college and each local school (located within the county of Buckinghamshire and any area which is within eight kilometres of the PSDF site) to inform students as to:

- (a) employment opportunities in the film and television industries; and
- (b) all forms of crafts and trades practised in the film and television industries

and to inform students as to sources of training in relation to (a) and (b).

Pinewood is to sponsor:

- (a) in any one Academic Year a maximum of two students to complete any one year diploma course offered yearly by the National Film and Television School (NFTS); or
- (b) over a period of two Academic Years a maximum of two students to complete any of the two year masters courses offered yearly by the NFTS

Such sponsorship shall be subject to review by Pinewood on the expiration of ten Academic Years from commencement of development, or as otherwise agreed with the Council.

## **BUCKINGHAMSHIRE COUNTY COUNCIL AGREEMENT**

### **1 Contributions**

#### **Additional Transport Contribution**

Pinewood is to pay fifty percent of the Additional Transport Contribution of £150,000 to the County Council prior to occupation of the development, and the remaining fifty percent prior to occupation of seventy five percent of new net floorspace.

The Additional Transport Contribution is to pay for measures necessary to: (i) reduce the proportion of single occupancy car journeys to and from Pinewood Studios; and/or (ii) mitigate traffic impacts in the local area arising directly out of the PSDF development.

#### **Sustainable Transport Contribution**

Pinewood is to pay the Sustainable Transport Contribution of £500,000 to the County Council prior to occupation of the development.

The Sustainable Transport Contribution is for purposes of further enhancing the accessibility and sustainability of Pinewood Studios including any or all of the following: (i) provision of, and/or improvement to, a cycle route along Wood Lane; (ii) passenger real time information in relation to bus services operating within the vicinity of the Site; (iii) CCTV cameras at Thornbridge Road Roundabout; (iv) cycleway improvements on Langley Park Road; (v) footpath improvements in Pinewood Green; (vi) provision of a footpath on Sevenhills Road; and/or (vii) such other improvements as the County Council may agree in writing with Pinewood.

#### **Ecology Contribution**

Pinewood is to pay the Ecology Contribution of £68,114 to the County Council prior to commencement of the development.

The Ecology Contribution is to be used within the Langley Park Proposed Enhancement Area for the purposes of: (i) scrub clearance; (ii) tree planting; (iii) provision of steel and wooden tree guards; (iv) coppice work; (v) bracken control; and/or (vi) tree removal, to mitigate the ecological impacts of the development.

#### **Ecology Maintenance Contribution**

Pinewood is to pay the Ecology Maintenance Contribution of £109,888.10 to the County Council in ten equal instalments of £10,988.81 on each of the anniversaries of the payment of the Ecology Contribution.

The Ecology Maintenance Contribution is to be used within the Langley Park Proposed Enhancement Area to manage the ecological impacts of the development and to include: (i) maintenance of 4.55 ha of wood pasture over a ten

year period; (ii) restoration of 27.02 ha of wood pasture; (iii) creation of 3.37 ha of wood pasture; (iv) maintenance of 6.43 ha of woodland over a ten year period; (v) maintenance of 9.89 ha of grassland over a ten year period; (vi) management of 2.49 ha of lake; (vii) bracken control; (vii) invasive plan control; (viii) management of ditches; (ix) maintenance of two ponds with an area in excess of one hundred square metres over a ten year period; and (x) maintenance of grassland.

## 2 **Highway Works**

### **Five Points Roundabout (FPR) Works**

Pinewood is to enter into a Highways Agreement for the FPR Works prior to occupation of the development.

Pinewood is to complete the FPR Works in accordance with the Highways Agreement no later than twelve months following the occupation of more than ten thousand square metres of new net floorspace.

### **Footway/Cycleway Works**

Pinewood is to enter into a Highways Agreement for the Footway/Cycleway Works (a three metre wide shared footway/cycleway on the western side of Pinewood Road) prior to occupation of the development.

Pinewood is to complete the Footway/Cycleway Works in accordance with the Highways Agreement prior to occupation of more than forty five thousand square metres of new net floorspace.

### 3 **Footpaths**

Subject to the paragraphs below, following commencement of the development Pinewood is to permit public access along the footpaths as shown on the relevant plan in the southern fields and The Clump (access is restricted to pedestrians, cyclists and wheelchair users but shall not extend to horses or any motorised vehicle):

- 1) The rights granted above do not communicate an intention on behalf of the Owners to dedicate the Footpaths as public rights of way at common law or pursuant to section 31(6) of the 1980 Act;
- 2) Pinewood reserves the right to take steps to prevent use of the footpaths from creating public rights of way across the site by installing appropriate signage to notify users of the footpaths that such use is not a public right of way at common law or pursuant to section 31(6) of the 1980 Act.
- 3) Unless otherwise agreed in writing by the County Council, the rights granted above shall only cease to have effect in the following circumstances:
  - (a) planning permission (other than the Outline Planning Permission) is granted and implemented for development which is inconsistent with public use of the footpaths; and
  - (b) Pinewood (acting reasonably) deems that the footpaths are being regularly misused and/or damaged, evidence of which shall be submitted to the County Council.

### 4 **Proposed Shuttle Bus Services**

Pinewood is to submit the Illustrative timetable of proposed shuttle bus services to the Transport Review Group (formed of two Pinewood and two County Council representatives) prior to occupation of the development.

Pinewood is to implement and operate the illustrative timetable (including any initial variation as may be determined with the TRG) prior to occupation of more than ten thousand square metres of new net floorspace.

Unless otherwise agreed by the TRG, the proposed shuttle bus services shall be available for use by: (i) any local resident and/or employee who registers with and is issued with a valid pass by Pinewood; and (ii) visitors to the Site with written confirmation of an appointment from Pinewood.

**5 Traffic Monitoring Strategy and Additional Mitigation Contribution (Sevenhills junction improvements)**

Pinewood is to:

- 1) procure that the TRG approve the first 10 working day Monitoring Period prior to occupation;
- 2) complete the first Monitoring Period prior to occupation of more than fifty percent of new net floorspace;
- 3) complete a Subsequent Monitoring Period on each anniversary of the expiry of the first Monitoring Period with the final Monitoring Period completed no later than the expiry of twelve months following the occupation of the final building constructed under the Outline Planning Permission;
- 4) to submit a Traffic Monitoring Return to the County Council following each Monitoring Period.

The figures produced during the Monitoring Period will be deemed acceptable as long as (i) journey times to and from Pinewood Studios along Church Road do not exceed those predicted in the agreed paramic modelling; and (ii) the volume of vehicles to and from Pinewood Studios using Pinewood Green does not exceed those predicted by the Transport Assessment in each case by ten percent (10%) or more on at least seven working days out of the ten working days of the relevant Monitoring Period.

If the figures are not acceptable, and following verification and if necessary determination by a traffic expert, Pinewood is to pay the Additional Mitigation Contribution of £1,750,000 to the County Council to meet the costs of the Sevenhills junction Improvements.

**6 Travel Plan**

Pinewood is to implement the Travel Plan approved by the County Council as an appendix to the Section 106 Agreement, with the requirement for monitoring surveys and monitoring reports to be completed and submitted by an appointed Travel Plan Coordinator to the TRG. Any subsequent amendments to the Travel Plan are to be approved by the TRG.

