

SENT: Fri 02/12/2016 14:03

FROM: [REDACTED]@networkrail.co.uk

TO: [REDACTED]@shepway.gov.uk

Cc: [REDACTED]@networkrail.co.uk>; [REDACTED]

[REDACTED]@networkrail.co.uk

Subject: Otterpool Park & Westenhanger Station - SOBC information

Dear [REDACTED]

Thank you for your time earlier today in discussing Otterpool Park and Westenhanger Station, and how Network Rail can assist in the masterplan development.

As discussed, please find listed below and attached, a number of templated documents / guidance notes that I suggest we review/work through as a starter for ten:

- 1) DfT, The Transport Business Cases Guidance - [https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/85930/dft-transport-business-case.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/85930/dft-transport-business-case.pdf). This outlines the business case appraisal process for developing / funding schemes. I envisage that the scheme will require an SOBC based on this guidance, produced with input as required from Network Rail.
- 2) Client Remit and Client Requirement Documents – These are developed at the start of any potential scheme to understand the reasoning for development of a scheme, scope of works, desired benefits / outputs and requirements etc. This ensures we have a single source of outputs and requirements that should be followed / delivered as part of the development works.
- 3) Network Rail's Third Party Basic Service Agreement and Development Service Agreement Templates – These are standard agreement types that are used when Network Rail engages with outside parties to develop schemes. The extent of the workscope determines which agreement is used, and as such we can discuss this at a later date, once fully understood. I thought it was worth sharing these with you now so you have view of the terms etc. so as to help speed up the process later down the line if there was to be a formal engagement between us. Note that there are a number of areas with “[ ]” that are bespoke for every scheme, and staff rates are adjusted in April every year.

Could you please review and let me know any thoughts / comments on the above, and also the extent to which you might like Network Rail to assist in the initial stages of development?

If you have any queries in the first instance, please let either [REDACTED] or myself know and we would be more than happy to assist.

Kind Regards

[REDACTED]

[REDACTED]

Network Strategy & Capacity Planning

Network Rail Infrastructure Ltd