

Company Number: 10319743

**North Essex Garden Communities Limited
(Company)**

Minutes of a meeting of the Board of Directors of the Company held at the Community Stadium, Colchester CO4 5UP on 05 June 2019 at 2.00pm (**Meeting**).

PRESENT:

Cllr John Spence CBE (Chairman & Voting Director)	Essex County Council
Cllr Graham Butland (Voting Director)	Braintree District Council
Cllr David King (Voting Director in the absence of Cllr Tim Young)	Colchester Borough Council

Invited Attendees (non-voting and observers only):

Braintree DC:	Cllr Gabrielle Spray, Andy Wright, Jon Hayden
Colchester BC:	Adrian Pritchard, Ian Vipond
Tendring DC:	Ian Davidson, Ewan Green
Essex CC:	Cllr David Finch, Mark Carroll, Steve Evison
NEGC:	Richard Bayley, Louise Denyer (Minutes), Jon Phillips (Agenda Item 8 only)
University of Essex:	Bryn Morris
Haven Gateway:	Anita Thornberry
Homes England:	Paul Kitson

1 NOTICE AND MEETING OF QUORUM / WELCOME & INTRODUCTIONS

- 1.1 The Chairman announced that all those persons entitled to receive notice of and attend Board meetings of the Company had been given notice of the Meeting and, a quorum being present, the Chairman declared the Meeting open.

2 APOLOGIES FOR ABSENCE

- 2.1 The Chairman noted apologies for absence from Cllr Neil Stock OBE and Cllr Carlo Guglielmi (Tendring District Council), Cllr Tim Young (Colchester Borough Council), and Cllr Lynette Bowers-Flint (Braintree District Council).
- 2.2 The Chairman noted that this is Jon Hayden's last Board meeting ahead of his leaving Braintree District Council at the end of June and offered his personal thanks for Jon's contribution to the programme.

3 DECLARATIONS OF INTEREST

- 3.1 No declarations of interest were received.
- 3.2 The following action was requested:

Reference	Action	Action Owner	Due Date
0619-3.2.1	<i>Once the Board members for 2019/20 are confirmed, the Register of Interests should be recirculated to all Directors and Alternate Directors and updated accordingly for the next Board meeting.</i>	Judith Robinson	18/07/19

4 MINUTES & ACTIONS LOG FROM MEETING ON 13 MARCH 2019 AND MATTERS ARISING

4.1 The minutes and actions from the Board meeting held on the 13 March 2019 were agreed as a true record of that meeting.

4.2 Under Matters Arising, in addition to noting that a number of documents discussed at the last Board meeting have been signed and the VAT registration is being processed, it was confirmed that Cllr Gabrielle Spray would be replacing Cllr Lynette Bowers-Flint as the Alternate Director for Braintree District Council and that Cllr David King would become the new Colchester Borough Council (CBC) Board Director with Cllr Julie Young appointed as the Alternate Director. Cllr King also confirmed that CBC's Leader, Cllr Mark Cory, will attend depending on agenda and availability. To conclude the discussion, the following actions were noted:

Reference	Action	Action Owner	Due Date
0619-4.2.1	<i>Judith Robinson to liaise with the relevant Directors and Alternate Directors regarding the NEGC Board member resignation and registration process.</i>	Judith Robinson	18/07/19
0619-4.2.2	<i>Cllr Spence to write to Cllr Tim Young and Cllr Lynette Bowers-Flint to offer the Board's thanks for their service and contributions to the NEGC Board.</i>	Cllr John Spence	18/07/19

4.3 Richard Bayley updated the Board on the progress made against the actions from previous meetings. In particular, letters including invitations for visits to North Essex have been sent to both Rt Hon James Brokenshire MP and Kit Malthouse MP. A response from Kit Malthouse MP has been received accepting the invitation and it was requested that this be arranged in line with the next Board meeting date, if achievable. Paul Kitson has offered to assist with the arrangements for this visit, if required. The Board noted that consideration should be given to which civil servants would benefit most from accompanying the MP on the visit and Paul Kitson confirmed that MHCLG are aware of the North Essex Authorities' current situation with the Planning Inspectorate.

In terms of the action relating to the educational links being made, all information underpinning the viability analysis is currently being cross-checked with Essex County Council.

4.4 In relation to this discussion, the following action was recorded:

Reference	Action	Action Owner	Due Date
0619-4.4.1	<i>The opportunity to have a conversation with James Cleverley MP regarding the Ministerial visit will be taken at the Essex MPs meeting next week.</i>	John Spence & David Finch	18/07/19

4.5 The following action has been carried over from the previous meeting:

Reference	Action	Action Owner	Due Date
0619-4.5.1	<i>Consider engagement with the Essex Health and Wellbeing Board</i>	<i>John Spence</i>	<i>18/07/19</i>

5 MD UPDATE

5.1 Under this item, officers provided an update on a meeting with Homes England and MHCLG, which took place on Tuesday 4 June. The purpose of this meeting was to discuss the work that NEGC have been undertaking on delivery mechanisms including a potential locally led development corporation together with short, medium and long-term funding options.

5.2 Regarding NEGC's liaison with the four Councils since the last Board meeting, the primary focus has continued to be on the preparations for the Examination in Public as well as developing plans for skills and inward investment as part of the economic workstream.

5.3 Following the local elections in May, each of the shareholders clarified their respective Council's position on the Garden Communities proposition. There was unanimous recognition that political appetite is important, and all Councils registered their desire to continue with the plans for the Garden Communities, confirming that their support remains strong and the understanding that the proposals need to transcend local party politics.

5.4 There was further discussion about the Local Plan committee process and the significance of the outcome of the Housing Infrastructure Fund (HIF) bids, the announcement for which is anticipated in July.

5.5 Linked to the above point, Homes England has made a formal request to the developers at Colchester Braintree Borders and Tendring Colchester Borders to provide their unredacted option agreements under a Non-Disclosure Agreement (NDA), in order to underpin any access and/or funding issues. It was clarified by Homes England that potential HIF announcements need not be delayed by late receipt of those unredacted option agreements.

5.6 Cllr Butland expressed particular thanks to the NEGC team and partners for their work on the HIF bids, which was duly noted.

5.7 To conclude this item, the following action was recorded:

Reference	Action	Action Owner	Due Date
0619-5.7.1	<i>A note is to be circulated to the Board at the appropriate time to provide an update on the status of the HIF bids process.</i>	<i>Richard Bayley</i>	<i>18/07/19</i>

5.8 The Board RESOLVED to:

5.8.1 Note the MD Update paper.

6 NEGC LOCAL PLAN WORKSTREAM UPDATE

- 6.1 It was reported that a number of Member briefings are being planned throughout June and early July at district/borough level to outline the additional evidence that has been collated for the Planning Inspector. Some sessions will also involve presentations by consultants on evidence such as the Sustainability Appraisal.
- 6.2 The North Essex Authorities are working to the timescales of Local Plan Committees in July/August, which will then be followed by a statutory consultation on the evidence in August/September. It was also noted that the Highways England consultation on the A12 route options is likely to be in late Summer. It is anticipated that the Examination in Public would be in late November/early December, although this decision is dependent on the HIF announcement timescales. Homes England confirmed that the HIF timescales were currently on track. However, due to the potential risk of a delayed HIF announcement, the following actions were proposed:

Reference	Action	Action Owner	Due Date
0619-6.2.1	<i>A letter is to be sent to the relevant Ministers at the appropriate time to highlight, and educate the recipients in respect of, the significant consequences to the NEGC timescales that a delay to the HIF announcement would cause.</i>	<i>John Spence</i>	<i>28/06/19</i>
0619-6.2.2	<i>The above messaging needs to be consistent with the current communications regarding the A120.</i>	<i>Mark Carroll</i>	<i>28/06/19</i>

- 6.3 Alongside the Member sessions, a proactive briefing for local MPs was recommended. As part of the communications and engagement plan, Jon Phillips has produced a draft briefing along these lines.

Reference	Action	Action Owner	Due Date
0619-6.3.1	<i>Proposed briefing for MPs to be circulated.</i>	<i>Jon Phillips</i>	<i>07/06/19</i>

- 6.4 The Board RESOLVED to:

- 6.4.1 Note the NEGC Local Plan Workstream Update paper.

DECISION ITEMS

7 2019/20 INTERIM BUSINESS PLAN

NOT FOR PUBLICATION by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

8 COMMUNICATIONS & ENGAGEMENT STRATEGY 2019/20

NOT FOR PUBLICATION by virtue of paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 as amended.

DISCUSSION ITEMS

9 DELIVERY OPTIONS

9.1 This paper set out the possible delivery options for general discussion and refinement ahead of more formal Council discussions. The Board recognised that there was a need to identify the timescales by which the shareholders would ultimately agree on a preferred delivery option. Therefore, the following phasing of this work was proposed: an initial exploratory workshop with Richard Bayley to take place on 20 June will be followed by the relevant Council officers undertaking a more detailed analysis during the following weeks in order to provide sufficient support to the Councils in their decision making. It was also agreed that Board Directors need a similar conversation to consider the risk profile and ascertain where clarity is required in order to fully consider the pros and cons of each option and to be able to make a decision when the high-level Options Appraisal is presented to the Board in September and thereafter the Outline Business Case is presented in November 2019. Richard Bayley will continue to assist the Board Directors in their discussions with the Councils' respective Cabinets during the Summer.

9.2 The following actions were identified:

Reference	Action	Action Owner	Due Date
0619-9.2.1	<i>The description of the first option detailed in Appendix B is to be made clearer.</i>	<i>Richard Bayley</i>	<i>20/06/19</i>

9.3 The Board RESOLVED to:

9.3.1 Agree the phasing of the work required outlined in paragraph 9.1.

INFORMATION ITEMS

10 2018/19 PROGRAMME AND BUDGET REVIEW

10.1 As this is the first Board meeting of the new financial year, an initial paper highlighting the extent of what was achieved in 2018/19 and what the NEGC had planned to have accomplished was presented to the Board. This report reviewed the eight programme priorities and detailed the work undertaken against each of these to achieve the 26 milestones that were identified in the 2018/19 Interim Business Plan. A draft Annual Report including a high-level review of the programme and budget performance will be presented to the Board in July, and this will form the basis of the papers that will be prepared for the AGM in September.

10.2 Following discussion, the Board RESOLVED to:

10.2.1 Note the 2018/19 Programme and Budget Review.

11 STRATEGIC RISK REGISTER

11.1 Richard Bayley introduced the Strategic Risk Register paper and the position has remained the same since the last Board meeting on 13 March 2019. Additionally, the following action was requested:

Reference	Action	Action Owner	Due Date
0619-11.1.1	<i>An annual review of the risks facing NEG C is to be carried out by the Board and this item will be added to the July 2019 Board agenda.</i>	<i>NEG C Ltd Directors & Louise Denyer</i>	18/07/19


11.2 Following discussion, the Board RESOLVED to:

11.2.1 Note the Strategic Risk Register.

12 AOB

12.1 None.

There being no further business, the Meeting was declared closed.



Chairman