

**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 19 September 2019 at 2.15pm (**Meeting**).

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**PRESENT:**

Cllr John Spence CBE (Chairman & Voting Director)	Essex County Council
Cllr Graham Butland	Braintree District Council
Cllr Julie Young	Colchester Borough Council
(Voting Director in the absence of Cllr David King)	
Cllr Carlo Guglielmi	Tendring District Council
(Voting Director in the absence of Cllr Neil Stock OBE)	

**Invited Attendees (non-voting and observers only):**

Braintree DC:	Cllr Gabrielle Spray, Andy Wright, John Lamb, Emma Goodings (Agenda Item 10)
Colchester BC:	Ian Vipond
Tendring DC:	Ian Davidson, Ewan Green
Essex CC:	Cllr David Finch, Mark Carroll, Steve Evison, Will Hooper (observer)
Uttlesford DC:	Cllr John Lodge, Roger Harborough
NEGC:	Richard Bayley, Louise Denyer (Minutes), Mark Herbert (Agenda Item 8)
Haven Gateway:	Anita Thornberry
University of Essex:	Bryn Morris
Ebbsfleet Dev Corp:	Kevin McGeough (Agenda Item 9)

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**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. The Chair welcomed Cllr John Lodge and Roger Harborough of Uttlesford District Council, and Kevin McGeough, Director of the Healthy New Towns programme at Ebbsfleet Development Corporation.

**2 APOLOGIES FOR ABSENCE**

- 2.1 The Chairman noted apologies for absence from Cllr Neil Stock (Tendring District Council), Cllr David King & Adrian Pritchard (Colchester Borough Council) and Paul Kitson (Homes England).

**3 DECLARATIONS OF INTEREST**

- 3.1 No new declarations of interest were received.
- 3.2 All Directors and alternates were reminded by the Chairman of the outstanding action from the June Board meeting regarding liaising with Judith Robinson to complete a central Register of Interests. Directors can choose to base their interests on those that they have declared to their respective authorities in their capacity as elected members.

#### 4 MINUTES & ACTIONS LOG FROM MEETING ON 18 JULY 2019

- 4.1 The minutes and actions from the Board meeting held on the 18 July 2019 were agreed as a true and accurate record of that meeting.

#### 5 MD UPDATE

- 5.1 The discussion on the MD Update paper focused on the recent interaction with Government and the meeting with SELEP. Richard Bayley informed the Board that the bid to MHCLG's Garden Towns & Villages programme for grant funding is now with Ministers. Richard informed the Board that Homes England has recently agreed to work together with NEGC to develop proposals for a long-term infrastructure fund involving pension funds and Government support. Richard also reported there has been a suggestion that there might be a 'joint Board to Board' meeting involving the Homes England Board and the NEGC Board, which the Board agreed to in principle, resulting in the following action:

Reference	Action	Action Owner	Due Date
0919-5.1.1	<i>Timings and logistics of the proposed 'joint Board to Board' meeting between the Homes England and NEGC Boards to be considered and progressed.</i>	<i>Richard Bayley/ Steve Evison</i>	<i>31 January 2020</i>

- 5.2 SELEP has calculated that 40% of the participants in the MHCLG's Garden Towns & Villages programme are located in the SELEP region, which presents a unique opportunity. In addition to the NEGC, there are a number of major projects planned for the region so with this in mind Richard has suggested that there could be a joint meeting of these organisations to discuss future construction skills gaps and potential solutions, including how to attract skills funding from Government. The following action was requested:

Reference	Action	Action Owner	Due Date
0919-5.2.1	<i>Members of the SELEP Board to be updated on discussions.</i>	<i>Richard Bayley</i>	<i>27/09/19</i>

- 5.3 Cllr John Lodge from Uttlesford District Council was invited by the Chairman to provide an update on their Local Plan process. They are expecting to receive a letter from their Planning Inspector in the next few weeks. Uttlesford are watching the activities of NEGC closely and with interest, particularly in terms of the work being undertaken in respect of the locally-led development corporation as a potential delivery vehicle option.

- 5.4 The Board RESOLVED to:

- 5.4.1 Note the MD Update paper.

## **DESCISION ITEMS**

### **6 DELIVERY OPTIONS**

6.1 Following the work that has been undertaken over the summer, for which the Board expressed its gratitude, the purpose of this item was for the Board to give its agreement to the next course of action. Whilst it was felt that options 2 and 3 should remain on the table, it was agreed that the NEGC should be instructed to specifically pursue all the other options (1 (as status quo), 4, 5 and 6). Additionally, the Board invited Uttlesford DC to participate in the next phase of discussions. The importance of providing full briefings to all members of the constituent councils was also highlighted and it was settled that cross-organisational meetings would be held to facilitate clear communication of all the implications.

6.2 The Board RESOLVED that:

6.2.1 The NEGC should undertake a detailed delivery options appraisal for options 1, 4, 5 and 6 to enable a formal decision on a specific delivery option to be made.

6.2.2 Specific questions/issues raised by the Councils to be sent to NEGC to enable them to be factored into analysis as part of Outline Business Case appraisal process.

6.3 Related to delivery, Steve Evison updated the Board on the situation following the announcement of the successful HIF bid for the A120-A133 link road and Rapid Transit System proposal. A meeting with Homes England to discuss milestones and when the funding will be released is to take place next week. The Board requested the following action:

<b>Reference</b>	<b>Action</b>	<b>Action Owner</b>	<b>Due Date</b>
0719-6.3.1	<i>An update on the outcome of the meeting with Homes England is to be provided to the Board.</i>	Steve Evison	31/10/19

### **7 2019/20 PROGRAMME & BUDGET MILESTONE REVIEW**

7.1 The Board reviewed the progress of the programme and budget spend against the milestones that had been agreed at the start of the year. The report presented highlighted that, as at the end of July, NEGC costs were under budget and that the programme plan was on track. The following action was agreed:

<b>Reference</b>	<b>Action</b>	<b>Action Owner</b>	<b>Due Date</b>
0719-7.1.1	<i>The review of the programme milestones and budget is to be shared with councils and councillors to demonstrate confidence in the work of the NEGC.</i>	Richard Bayley	27/09/19

7.2 The Board RESOLVED to:

7.2.1 Note and agree the achievement of the programme and budget milestones.

7.2.2 Recommend that the councils provide the first instalments of their contributions for 2019/20.

## **DISCUSSION ITEMS**

### **8 SEQUENCE 1 PUBLIC ENGAGEMENT**

8.1 This paper provided the Board with further details of the proposed Sequence 1 public engagement plan, which is expected to commence in late October and continue throughout November. The Board acknowledged that there is a degree of risk involved in undertaking this activity due to the timing, but this will be mitigated by the design of innovative engagement practices and clear communication from NEGC of the purpose of this approach, namely that it is not about the Local Plan process. The plans include a particular focus on younger audiences and enhancing the use of digital media as part of the communications strategy. It is also anticipated that the key stakeholders identified will be able to continue their involvement as a specific focus or reference group, which is part of an on-going Community Liaison Group approach. Richard Bayley confirmed that the content for the key stakeholder workshops and subsequent public exhibitions will be shared with the Directors of the Board and the Councils' Chief Executives. The Board gave its agreement in principle, instructing the NEGC to present a detailed plan of engagement to them in advance of the publication / marketing of the public activities. The Board recommended that the future communications plan will need to adapt and change in light of any feedback from this Sequence 1.

8.2 The Board RESOLVED to:

8.2.1 Note the report and the following action was recorded:

<b>Reference</b>	<b>Action</b>	<b>Action Owner</b>	<b>Due Date</b>
0719-8.2.1	<i>Content for key stakeholder workshops and thoughts on format of the post-AGM public meetings to be circulated to Board by the end of next week.</i>	<i>Richard Bayley</i>	<i>27/09/19</i>

### **9 EBBSFLEET PRESENTATION**

9.1 Kevin McGeough, Director of the Healthy New Towns programme at Ebbsfleet Development Corporation, attended the Board to share learning from Ebbsfleet's involvement as a demonstrator site in the first phase of the NHS's Healthy New Towns programme, which was launched in March 2016. Kevin also wanted to share a video with the Board to accompany the presentation and this can be viewed [here](#)

9.2 The Board were particularly inspired by how Ebbsfleet are developing an exemplar approach to health, housing and care in a 21<sup>st</sup> Century Garden City and thanked Kevin for providing insight into the challenges Ebbsfleet have faced along their journey. The Board were also informed that the NEGC partnership has been selected to be part of the second cohort of the Healthy New Towns programme. The following actions were noted:

<b>Reference</b>	<b>Action</b>	<b>Action Owner</b>	<b>Due Date</b>
0719-9.2.1	<i>NEGC's involvement in the Healthy New Towns programme is to be added to the agenda of the next Board meeting.</i>	<i>Louise Denyer</i>	<i>14/11/19</i>
0719-9.2.2	<i>Ebbsfleet's Terms of Reference for the HNT programme and partnership working with the NHS is to be shared with NEGC.</i>	<i>Kevin McGeough</i>	<i>14/11/19</i>

## 10 STEWARDSHIP STRATEGY UPDATE

- 10.1 Emma Goodings presented an update to the Board on the progress of the stewardship workstream, which includes officers from all four local authorities covering a range of specialisms, and who have been developing their knowledge base around assets, finance, governance and community development in order to start developing an appropriate stewardship strategy for the preferred delivery option of the garden communities.
- 10.2 The paper set out a framework for the further discussion required by the individual councils and positioned this topic in the context of the work that will need to be undertaken to support a preferred delivery model option. In order to ensure that the emerging strategy reflects the position of the shareholders, the councils have been asked to consider and provide feedback on a number of key questions over the next couple of months. Whilst the Board supported the contents of the report, it was commented that the importance of civic life, community development and integration need to be more prominently reflected in the workstream's deliberations. The following actions were therefore agreed:

Reference	Action	Action Owner	Due Date
0719-10.2.1	<i>Shareholder Councils to provide feedback on the questions by the end of November 2019.</i>	<i>All Board Directors</i>	<i>30/11/19</i>

- 10.3 The Board RESOLVED to:

10.3.1 Note the contents of the report and provide further steer at the next Board meeting.

### **INFORMATION ITEMS**

## 11 LOCAL PLAN UPDATE

- 11.1 The Board received an update on the North Essex Authorities' progress in respect of the Local Plan process. The NEAs are working to a provisional date for the Examination in Public of early December. The technical consultation on the additional evidence is underway and is due to close on 30 September.
- 11.2 Following discussion, the Board RESOLVED to:
- 11.2.1 Note the Local Plan Update report.

## 12 STRATEGIC RISK REGISTER

- 12.1 Following the discussion at the last meeting the Board noted the updated format, which now includes both pre and post-mitigation risk. An additional risk concerning public support has been added at the request of Cllr King.
- 12.2 Richard Bayley brought to the Board's attention a request from Cllr Andrea Luxford-Vaughan of Colchester Borough Council concerning the risk register and the following action was agreed:

Reference	Action	Action Owner	Due Date
0719-12.2.1	<i>A narrative of the key strategic risks with an explanation of the mitigation being enacted is to be produced and agreed by each of the councils.</i>	<i>Louise Denyer</i>	<i>27/09/19</i>

12.3 Following discussion, the Board RESOLVED to:

12.3.1 Note the Strategic Risk Register report.

**13 AOB**

13.1 None.

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



**Chairman**