

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 13 March 2019 at 2.00pm (**Meeting**).

PRESENT:

Cllr John Spence CBE (Chairman & Voting Director)	Essex County Council
Cllr Neil Stock OBE (Voting Director)	Tendring District Council
Cllr Tim Young (Voting Director)	Colchester Borough Council
Cllr Graham Butland (Voting Director)	Braintree District Council

Invited Attendees (non-voting and observers only)

Braintree DC:	Andy Wright, Jon Hayden
Colchester BC:	Adrian Pritchard, Ian Vipond
Tendring DC:	Cllr Carlo Guglielmi, Ian Davidson, Ewan Green
Essex CC:	Mark Carroll, Steve Evison, Alan Lindsay (Agenda Items 7 only)
NEGC:	Richard Bayley, Louise Denyer (Minutes), Jon Phillips, Judith Robinson (Agenda Items 4 & 14 only)
NEA:	Chris Downes (Agenda Item 13 only)
ComRes:	Katy Owens (Agenda Item 9 only)

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 David Finch (ECC), Cllr Lynette Bowers-Flint (BDC), Cllr David King (CBC), Bryn Morris (University of Essex), Anita Thornberry (Haven Gateway) and Paul Kitson (Homes England).

3 DECLARATIONS OF INTEREST

3.1 No declarations of interest were received.

4 MINUTES & ACTIONS LOG FROM MEETING ON 17 JANUARY 2019 AND MATTERS ARISING

4.1 The minutes and actions from the Board meeting held on the 17 January 2019 were agreed as a true record of that meeting.

4.2 Richard Bayley highlighted to the Board that a majority of the actions from the November 2018 and January 2019 meetings had been completed with a small number pending due to inter-related dependencies on other activities.

4.3 In respect of the Matters Arising and the first two in particular, Richard Bayley confirmed that a paper would be produced and circulated to the Board electronically at the end of March 2019 outlining the proposed approach. This action is noted below.

Reference	Action	Action Owner	Due Date
0319-4.3.1	<i>Produce and circulate a paper to the Board outlining the proposed programme and budget approach for the period 1 April to 31 July 2019 for the Board to agree electronically.</i>	Richard Bayley	31/03/19

- 4.4 The Board RESOLVED to nominate Cllr Graham Butland as the appropriate corporate representative to sign the West of Braintree Ltd quorum resolution on behalf of NEGC Limited. The document was duly signed at the end of the meeting and was returned to West of Braintree Ltd.
- 4.5 Matter 4 concerned the removal of Sean Plummer from the bank mandate and appointment of a third signatory to the bank mandate. The Board thanked Sean Plummer for his services and RESOLVED that Judith Robinson be appointed as the third bank signatory, alongside Ian Vipond and Richard Bayley.
- 4.6 The Board further RESOLVED that a new bank mandate with these three signatories be signed by Cllr John Spence and one other Board director.
- 4.7 In addition to the four items listed on the Matters Arising paper, a fifth item was tabled concerning NEGC audit arrangements and Judith Robinson outlined the issue for the Board's attention. It was agreed that NEGC staff would work with the shareholders' officers to formulate appropriate support to satisfy the company's auditors.

5 CHAIRMANSHIP 19/20 VOTE

- 5.1 As per the NEGC Shareholder's Agreement, the Board duly and unanimously re-elected Cllr John Spence as the Chair of the Board. There were no other nominees proposed for this post. Cllr Spence will serve for a further year in this capacity.

6 MD UPDATE

- 6.1 Richard Bayley presented the MD Update paper. A number of key points were highlighted to the Board including proposed arrangements for programme and funding for 1 April to 31 July 2019 and how the Board will agree this process. As per the action detailed in section 2.3 above, a paper will be produced and circulated at the end of March for the Board to agree electronically. In addition, the Board raised the need for a discussion on the AGM agenda and arrangements.

Reference	Action	Action Owner	Due Date
0319-6.1.1	<i>Item on NEGC AGM to be added to the agenda for future Board meetings to assist with planning.</i>	Louise Denyer	11/07/19

- 6.2 Cllr Spence reiterated to the Board the importance of the Local Plan to long-term housing delivery and the work that needs to be undertaken in preparation for the next Examination in Public during Autumn 2019. Additionally, Cllr Spence referred to how all partners need to be aware of the consequences of not progressing the delivery vehicle work in parallel with this activity during the first half of 2019/20 and the requirement for associated investment in order to achieve this objective. It was agreed that an item on Delivery Options be added to the agenda for the next Board meeting. It was acknowledged that informal discussion meetings will be required ahead of that meeting.

Reference	Action	Action Owner	Due Date
0319-6.2.1	<i>Item on Delivery Options be added to the agenda for the Board meeting on 5 June 2019. Ahead of this meeting, informal dialogue regarding the pros and cons of options and the decision making process should take place.</i>	<i>Richard Bayley & All Board Members</i>	<i>29/05/19</i>

- 6.3 In relation to the Economic Work Plan item, Richard Bayley updated the Board on the Essex Construction Skills Conference that he attended earlier this week at which CITB identified a local skills shortage in the construction sector (for example, manual as well as project management roles). It was noted that this analysis did not yet include the associated construction requirements of the North Essex Garden Communities, Bradwell and Sizewell power stations, or work on the Thames Crossing, which will result in further demand and a further shortage in the supply of local resources. It was agreed that this issue should be raised with the newly-established North Essex Economic Board to consider how engagement with the education sector can help to raise the profile of a career in construction.

Reference	Action	Action Owner	Due Date
0319-6.3.1	<i>Issue of construction skills shortage to be raised with North Essex Economic Board to determine the necessary actions that need to be included in the North Essex Economic Strategy and Action Plan.</i>	<i>Mark Carroll</i>	<i>31/03/19</i>

- 6.4 The Board RESOLVED to:

- 6.4.1 Note the MD Update paper.

DISCUSSION ITEMS

7 RAPID TRANSIT SYSTEM UPDATE

- 7.1 Alan Lindsay attended the Board for this item to provide an update on the progress being made on the transport modelling being undertaken to assist with the Rapid Transit System (RTS) work. The presentation included future modelling in a non-RTS world (i.e. reliance on a car-based strategy) and the associated pressure this would apply to the current infrastructure by the end of the Local Plan period (2033), which in turn exemplified the ease of movement and journey time benefits the RTS would bring to both the proposed garden communities and the wider area. It was highlighted that greater segregation between the RTS route and other traffic is key and that consideration needs to be given to other modes of transport that either exist or are in development. The presentation touched upon what the RTS might look like and what emerging technologies will potentially be capable of. Directors recognised that low population numbers in the early years mean that a high-tech, high-investment RTS can only be justified at a later date. They were concerned that proposals must inspire confidence sufficient to achieve a significant shift from cars. It was agreed we must therefore set early proposals within the context of long-term intention.

- 7.2 The following action was requested:

Reference	Action	Action Owner	Due Date
0319-7.2.1	<i>Videos of modern / in-development guided buses to be circulated to the Board.</i>	<i>Alan Lindsay</i>	<i>31/03/19</i>

- 7.3 Additionally, it was highlighted that the RTS proposals are part of a wider Movement Strategy that needs to deploy sustainable technology at the point that it is viable whilst providing interim measures. It is important that the vision for the next 50+ years is articulated clearly to ensure wider understanding of the key stages. The following action was therefore agreed:

Reference	Action	Action Owner	Due Date
0319-7.3.1	<i>Richard Bayley to work with Mark Carroll and colleagues on developing the communications narrative for the RTS proposals and longer-term strategy.</i>	<i>Richard Bayley & Mark Carroll</i>	<i>05/06/19</i>

8 HIF BIDS UPDATE

- 8.1 Following the presentation given by Andrew Cook at the last Board meeting in January, Steve Evison provided a further update on this work ahead of the bids being submitted on 22 March. It was confirmed that Highways England have confirmed costs of A12 realignment and that draft versions of the A12 and A133/A120 bids have been shared with Homes England. Additional engagement with MHCLG and the DfT has also been undertaken. The importance of a timely announcement has been emphasised to all Government departments in respect of the impact on the Local Plan process and delivery of transport schemes. The provisional date of the announcement is in June. The following actions were requested in light of this discussion:

Reference	Action	Action Owner	Due Date
0319-8.1.1	<i>As part of the EiP evidence and to maximise the spirit of cooperation, it was requested that a letter of support be obtained from Chelmsford Council.</i>	<i>Alan Lindsay</i>	<i>22/03/19</i>
0319-8.1.2	<i>Meeting with James Brokenshire to be arranged.</i>	<i>Richard Bayley</i>	<i>05/06/19</i>

9 OPINION POLLING PRESENTATION

- 9.1 As agreed by the Board at a previous meeting, ComRes were commissioned to undertake some local polling in order to inform the NEGC's future communications and engagement approach. Between 26 February and 7 March 1,000 representative adults (in terms of gender, age and location) living in North Essex were telephoned and asked a number of pre-set questions regarding the provision of new homes, employment opportunities and associated infrastructure and community facilities. The purpose of this presentation was to give a summarised update on the initial findings from this work ahead of a more detailed report that will be used to inform the next iteration of the developing communications and engagement approach, which will be shared with the Board at a later date.
- 9.2 Two of the main conclusions from the discussion that followed the presentation concerned the need to increase general awareness of the associated infrastructure that the Garden Communities would provide as well as the importance of widening the reach of the messaging to ensure this covers people under 35 years of age. It was also acknowledged that there is a greater role for the NEGC to educate the public in respect of the Garden Community concept. The following action was requested by the Board:

Reference	Action	Action Owner	Due Date
0319-9.2.1	<i>Develop vision and education engagement strategy.</i>	<i>Richard Bayley & Jon Phillips</i>	<i>11/07/19</i>

DECISION ITEMS

10 COMMUNICATIONS & ENGAGEMENT APPROACH 2019/20

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

11 COMMUNICATIONS & ENGAGEMENT UPDATE

11.1 Following on from the previous paper, this item sought to describe the next level of the NEGC's proposed communications and engagement approach, referred to in the paper as "Sequence 1". It was noted that this activity should be positioned in the context of any Council-led engagement in Local Plan matters that will have been undertaken immediately before it. Jon Phillips also highlighted that particular stakeholder groups have expressed strong interest in taking a proactive role in the NEGC's planned engagement activities, for example faith groups and various business groups including the Chamber of Commerce.

11.2 The following actions were requested:

Reference	Action	Action Owner	Due Date
0319-11.2.1	<i>A detailed Sequence 1 engagement plan is to be presented to Board in June.</i>	<i>Jon Phillips</i>	<i>29/05/19</i>
0319-11.2.2	<i>Identify details of Faith Conference taking place on 2 July to see if NEGC can be involved in this.</i>	<i>Jon Phillips</i>	<i>31/03/19</i>

11.3 The Board RESOLVED to:

11.3.1 Note the communications and engagement update.

11.3.2 Agree the draft approach for NEGC Sequence 1 engagement activity, with a more detailed plan to be presented at the next NEGC Board meeting on 5 June 2019.

12 NEGC POLICIES

12.1 In accordance with the programme of policy and process development agreed by the Board last September, this item detailed the progress that has been made since the last update. Most notably, the original seven policies approved by the Board in March 2017 have been reviewed to ensure these are in line with the ethos and structure of the company and three new policy statements have been developed for the Board's approval – Dignity at Work, Equal Opportunities and Learning & Development.

12.2 The Board RESOLVED to:

12.2.1 Approve the minor amendments to the existing policies.

12.2.2 Approve the proposed NEGC policy statements and guidance submitted for consideration.

INFORMATION ITEMS

13 NEG C LOCAL PLAN WORKSTREAM UPDATE

13.1 For this item the Board received an update on the progress being made in respect of the additional evidence required for the Local Plan Section 1 Examination in Public, with particular focus on the Sustainability Appraisal and NEA plans for communication and engagement activities. The evidence will have been finalised before the next Board meeting in June so a more detailed discussion will take place at that time.

13.2 The Board RESOLVED to:

13.2.1 Formally note the revised Local Plan Section 1 timetable.

13.3 The following action was also requested:

Reference	Action	Action Owner	Due Date
0319-13.3.1	<i>The Communications for the Local Plan Evidence is to be a substantive item at next Board meeting (5 June).</i>	<i>Louise Denyer</i>	<i>29/05/19</i>

14 18/19 PROGRAMME PLAN AND BUDGET UPDATE

14.1 Richard Bayley introduced the paper. It was noted that the position at nearly the end of Quarter 4 saw the programme rated overall as Green (with the Business Plan priority newly rated as Amber) and that overall spend was within Budget (taken as at 31 January).

14.2 The Board RESOLVED to:

14.2.1 Note the progress made against the NEG C Ltd priorities and milestones detailed in the High Level Programme Plan update; and

14.2.2 Note the current Programme is within the overall budget position and that the carry forward position to 2019/20 has improved since the last report in January 2019.

14.3 It was also brought to the Board's attention that the NEG C Budget will be a topic for the CBC Overview & Scrutiny Panel on 19 March following a recent call-in.

14.4 A discussion about forthcoming timings of meetings and political events led the Board to request the following action:

Reference	Action	Action Owner	Due Date
0319-14.4.1	<i>A mechanism needs to be in place regarding the next Board meeting should delays to the local elections occur.</i>	<i>Richard Bayley & Louise Denyer</i>	<i>03/05/19</i>

15 STRATEGIC RISK REGISTER

15.1 Richard Bayley introduced the Strategic Risk Register paper, which has been revised since the last Board meeting on 17 January 2019.

15.2 Richard Bayley has also spoken to MHCLG about the receipt of £1m funding.

15.3 Following discussion, the Board RESOLVED to:

15.3.1 Note the Strategic Risk Register.

16 AOB

16.1 Mark Carroll made the Board aware that the first meeting of the North Essex Economic Board will take place later this month and that the associated Steering Group will meet on a monthly basis.

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

A rectangular box containing a handwritten signature in black ink. The signature appears to be 'Mark Carroll' written in a cursive style.

Chairman