

**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 14 November 2019 at 2.30pm (**Meeting**).

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**PRESENT:**

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

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

Braintree DC:	Emma Goodings
Colchester BC:	Cllr Julie Young, Adrian Pritchard, Ian Vipond
Tendring DC:	Ewan Green
Essex CC:	Steve Evison
Uttlesford DC:	Cllr John Lodge, Cllr John Evans, Roger Harborough
NEGC:	Richard Bayley, Louise Denyer (Minutes and for Items 6, 7 & 9), Sharon Carter (for item 5), Judith Robinson (for item 6)
Haven Gateway:	Anita Thornberry
Prior & Partners:	Jason Prior (for item 11)
AECOM:	Patrick Clarke (for item 11)

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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. He also specifically welcomed Cllr John Evans from Uttlesford District Council to the meeting.

**2 APOLOGIES FOR ABSENCE**

2.1 The Chairman noted apologies for absence from Cllr Graham Butland, Andy Wright and John Lamb (Braintree District Council), Cllr David Finch and Mark Carroll (Essex County Council), Cllr Neil Stock OBE and Ian Davidson (Tendring District Council), Bryn Morris (University of Essex) and Paul Kitson (Homes England).

**3 DECLARATIONS OF INTEREST**

3.1 No new declarations of interest were received.

**4 MINUTES & ACTIONS LOG FROM MEETING ON 19 SEPTEMBER 2019**

4.1 Following a minor revision circulated earlier in the week, the latest version of the minutes and actions from the Board meeting held on the 19 September 2019 were agreed as a true and accurate record of that meeting.

- 4.2 In terms of the Actions Log, all actions from the previous meeting have either been completed or are in progress. Richard Bayley has spoken with Simon Dudley regarding the proposed “Board to Board” meeting of NEGC Ltd and Homes England, and this has been proposed for April/May 2020. Thus, the following action was requested:

Reference	Action	Action Owner	Due Date
1411-4.2.1	<i>A date for the Board to Board meeting is to be fixed and circulated.</i>	<i>Richard Bayley</i>	<i>31/12/19</i>

## 5 MD UPDATE

- 5.1 Richard Bayley presented his regular update and outlined the progress of a number of key areas to the Board. This included the preparations the NEGC team are making for the North Essex Authorities’ Examination in Public, which will be in January 2020. An update on the outcomes of the recent Public Engagement Sequence 1 activities (publicity, workshops and public exhibitions) was also given and feedback was shared. Stakeholders and the public have been very positive about the proposal to set up Community Liaison Forums in each of the three Garden Community sites early in the New Year, which would include topic-specific focus groups. Cllr Spence requested that the NEGC team consider the governance of the Forums further. There is also ongoing work to improve engagement with younger and more diverse audiences, and there is also a focus on future skills and employment opportunities within the Garden Communities. There was a discussion about the proposed public meeting on 25 November 2019 for which a draft schedule has been circulated to the Board for information, and it was agreed that this session should be managed in a positive and progressive way. Furthermore, the following action was requested by Cllr Guglielmi:

Reference	Action	Action Owner	Due Date
1411-5.1.1	<i>A session for parish councillors in Tendring be organised for either Ardleigh or Elmstead Market.</i>	<i>Sharon Carter</i>	<i>20/12/19</i>

- 5.2 Richard Bayley also highlighted that the masterplanning work for the three sites is becoming an urgent and crucial activity that will form a fundamental part of the NEGC’s programme for 2020/21. It was recognised that a key dependency of the masterplanning work is the approval of Section 1 early in 2020.
- 5.3 Furthermore, it was noted that the 2019/20 funding announcement from MHCLG is pending as the original timescales have been affected by the General Election being called. It is also anticipated that a discussion on medium-term financing will be brought to the next Board meeting.
- 5.4 The MD Update also included the proposed NEGC response to the A12 consultation and the Board agreed that this position statement needed to be clear and emphatic.
- 5.5 The Board RESOLVED to:
- 5.5.1 Approve the A12 consultation response for submission.
- 5.5.2 Support the recommendation that the public meeting scheduled for 25 November 2019 should go ahead following legal advice.
- 5.5.3 Note the MD Update paper.

## 6 2019/20 PROGRAMME & BUDGET UPDATE

- 6.1 The paper for this item indicated that whilst the programme is generally on track, the Delivery and Stewardship priority RAG status has been increased from Green to Amber to reflect the changes to the timescales of the Councils' decision-making process, following discussions with the Councils' legal officers. Whilst this doesn't currently pose an issue to the programme, any subsequent delays to these milestones will have a more detrimental impact on the overall delivery of the programme plan over the next 2-3 years.
- 6.2 Judith Robinson reported that the 2019/20 budget was on track and that the October contributions have been fully received. Richard Bayley confirmed that the company continues to economise where practicable and that recent revisions to the budget categories had been made.
- 6.3 Colchester Borough Council representatives updated the Board on the preparations for the Full Council meeting scheduled for 5 December, where it is anticipated that the NEGC Interim Business Plan 2019/20 will be on the agenda to formally ratify the £350k funding contribution for the current financial year following approvals given by the other three shareholder councils.
- 6.4 The Board RESOLVED to:
- 6.4.1 Note the Programme & Budget Update.
- 6.4.2 Approve the revised forecast for the 2019/20 budget as the basis for the NEGC business to operate for the remainder of the financial year.

## 7 STRATEGIC RISK REGISTER

- 7.1 The Board discussed the current strategic risk position and in light of the status of the MHCLG funding for 2019/20 and the pending approval by Colchester Borough Council, the Board requested that the Register be reviewed accordingly and will provide further feedback after the CBC Full Council vote on 5 December 2019. The following action was also agreed.

Reference	Action	Action Owner	Due Date
1411-7.1.1	<i>Cllrs Neil Stock OBE and Carlo Guglielmi to arrange a meeting with their Colchester Conservative Party counterparts.</i>	<i>Cllr Neil Stock OBE &amp; Cllr Carlo Guglielmi</i>	22/11/19

- 7.2 The Board RESOLVED to:
- 7.2.1 Approve the draft strategic risk narrative prepared in response to an action from the September Board meeting.
- 7.2.2 Note the Strategic Risk Register report.

## 8 NEA LOCAL PLAN UPDATE

- 8.1 Ian Vipond provided the Board with an update on the Local Plan process. The Inspector's Matters, Issues and Questions were published earlier this week, with nine technical matters to be addressed. The Examination will be over 7 days and there will be a day dedicated to a seminar on viability. As is standard practice, the final day will be concerned with modifications, and the sixth day will be focused on the Sustainability Appraisal. The Inspector has also specifically requested that the Local Authorities (members and / or officers) state their

position at the start of the Examination and NEGC has a seat at the table and will be required to contribute to four topics. Council teams are working hard to prepare for the Examination.

8.2 Following discussion, the Board RESOLVED to:

8.2.1 Note the Local Plan Update report.

## 9 HEALTHY NEW TOWNS PROGRAMME

9.1 Louise Denyer introduced the paper, which summarised the participation of NEGC partners in the Healthy New Towns programme and the initial outputs from the range of activities undertaken since commencing in July. She noted that the proposed press release referred to in section 3.4 of the report will now be more of a feature “think piece” that will be aimed at selected publications and potentially supported by digital content.

9.2 Included in the paper was a copy of the “Site Map”, which was produced by the HNT team after structured conversations with key stakeholders from across the partner organisations regarding aspirations for the role of health and wellbeing in the new communities. The Site Map is now being reviewed and enhanced using further outcomes from the workshops in September and October that were attended by a range of organisations and sectors from across North Essex who are keen to contribute to the proposed action plan.

9.3 A report setting out the proposed next steps and the resourcing that will be needed across the partner organisations will be prepared and presented to the strategic health workstream, who will coordinate the action plan and develop the vision and strategy for Health & Wellbeing in the Garden Communities.

9.4 The Board recognised that this was a unique opportunity to shape the health and wellbeing infrastructure in the new communities and were encouraged by the feedback from the HNT team indicating that North Essex is already further along this path than most other places in England. Following discussion, the Board requested that consideration be given to how existing communities and areas of deprivation in particular can benefit from the HNT learning as well as how county and district member engagement on these opportunities can be enhanced.

Reference	Action	Action Owner	Due Date
1411-9.4.1	<i>A proposal on how the HNT principles can benefit existing communities and how member engagement can be enhanced is to be prepared.</i>	Louise Denyer	31/01/20

## 10 AOB

10.1 As the next Board meeting will fall in the first week of the NEA’s Examination in Public, a proposal to change the date of the meeting was made.

10.2 The Board agreed to the following action:

Reference	Action	Action Owner	Due Date
1411-10.2.1	<i>The January 2020 Board meeting shall be rescheduled to the week commencing 6 January.</i>	Louise Denyer	29/11/19

## 11 PLACE MAKING IN THE GARDEN COMMUNITIES

- 11.1 Following the closure of the formal meeting, Jason Prior and Patrick Clarke from Prior & Partners and AECOM respectively attended the Board to give a presentation on place making, both from a general perspective and in the North Essex Garden Communities context, covering the key elements that will be important to the masterplanning process.

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



**Chairman**