

Company Number: 10319743

North Essex Garden Communities Limited (Company)

Minutes of a meeting of the Board of Directors of the Company held at County Hall, Chelmsford CM1 1QH on 17 December 2019 at 1.30pm (**Meeting**).

PRESENT:

Cllr John Spence CBE (Chairman & Voting Director)	Essex County Council
Cllr Graham Butland	Braintree District Council
Cllr David King (by phone)	Colchester Borough Council
Cllr Neil Stock OBE (by phone)	Tendring District Council

Invited Attendees (non-voting and observers only):

Braintree DC:	Cllr Gabrielle Spray, Andy Wright, Emma Goodings, John Lamb (all by phone)
Colchester BC:	Adrian Pritchard
Tendring DC:	Cllr Carlo Guglielmi, Ian Davidson, Ewan Green (all by phone)
Essex CC:	Cllr David Finch, Mark Carroll, Steve Evison
NEGC:	Richard Bayley, Louise Denyer (Minutes), Judith Robinson (for item 6)

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 (either in person or by telephone), the Chairman declared the Meeting open.

2 APOLOGIES FOR ABSENCE

2.1 There were no apologies for absence given in advance for this meeting of the Board Directors and those attending in an advisory capacity. However, Cllr Julie Young sent her apologies post-meeting.

3 DECLARATIONS OF INTEREST

3.1 No new declarations of interest were received.

4 MINUTES & ACTIONS LOG FROM MEETING ON 14 NOVEMBER 2019

4.1 The minutes and actions from the Board meeting held on the 14 November 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.

5 MD UPDATE

5.1 Richard Bayley informed the Board that he would circulate his full update by email after the meeting and this action was recorded. However, he did in particular note the positive joint meetings that have taken place in recent weeks with Homes England regarding the potential interest of the role of pension funds in a long-term investment fund for the North Essex Garden Communities. These discussions continue to be pursued.

Reference	Action	Action Owner	Due Date
1912-5.1.1	<i>MD Update to be circulated to the Board.</i>	<i>Richard Bayley</i>	<i>18/12/19</i>

6 2019/20 PROGRAMME & BUDGET ASSESSMENT

- 6.1 This item considered a revised programme and budget for Q4 2019/20 following the recent Colchester Full Council decision not to release their £350k contribution ahead of the Inspector's report in early 2020. This entailed revising key priorities in order to identify several budgetary savings for Q4 and the early part of Q1 2020/21. Richard Bayley and Judith Robinson confirmed to the Board that they were satisfied NEGC Ltd continued to trade solvently. Whilst there was general agreement for the recommendations proposed in the report, the following minor action was requested.

Reference	Action	Action Owner	Due Date
1912-6.1.1	<i>Wording of the report at Section 9.1.v to be revised as per the Board discussion (i.e. "...make provision for a loan").</i>	<i>Richard Bayley</i>	<i>20/12/19</i>

- 6.2 The Board RESOLVED to:

- 6.2.1 Unanimously agree the recommendations proposed in the Programme & Budget Assessment report, subject to the receipt of a favourable Inspector's report and each of the North Essex Authorities in turn agreeing to proceed with the Local Plan Section 1.

- 6.3 Additionally, it was noted that a letter from Uttlesford District Council had been received by Braintree District Council and Essex County Council in respect of their participation in the development of the West of Braintree Garden Community and it was agreed that a joint response would be prepared.

Reference	Action	Action Owner	Due Date
1912-6.3.1	<i>Richard Bayley to converse with Cllr John Lodge to clarify the details of the UDC policy commitment.</i>	<i>Richard Bayley</i>	<i>31/12/19</i>
1912-6.3.2	<i>A copy of the UDC letter is to be circulated to the Board.</i>	<i>Richard Bayley</i>	<i>31/12/19</i>
1912-6.3.3	<i>Richard Bayley and Andy Wright to convene a meeting with UDC senior officers along with an ECC representative to develop a proposal for UDC to join both in the short term and through the agreed delivery vehicle for West of Braintree that would then be circulated to the Board for agreement.</i>	<i>Richard Bayley / Andy Wright</i>	<i>21/02/20</i>

- 6.4 Cllr Spence confirmed his intention to write to the NEGC team to thank them all for their resilience, professionalism and positive spirit during what has been a particularly challenging year.

Reference	Action	Action Owner	Due Date
1912-6.4.1	<i>Cllr Spence to write a letter of thanks to the NEGC team.</i>	<i>Cllr John Spence</i>	<i>17/12/19</i>

7 STRATEGIC RISK REGISTER

- 7.1 The Board discussed the current strategic risk position in light of the confirmation status of the MHCLG funding for 2019/20 and the decision by Colchester Borough Council on 5 December. The amendments to the risk 7 scores were discussed and it was agreed that the mitigated score needed to convey caution and should therefore be increased accordingly.

Reference	Action	Action Owner	Due Date
1912-7.1.1	<i>The impact element of the mitigated score for risk 7 is to be updated.</i>	<i>Louise Denyer</i>	<i>20/12/19</i>

- 7.2 The Board RESOLVED to:

- 7.2.1 Note the Strategic Risk Register report.

8 NEXT MEETING

- 8.1 Following the previous proposal to cancel the 16 January 2020 meeting due to the clash with the North Essex Authorities' Examination in Public, the Directors agreed that it was acceptable for the next full meeting of the Board to be on 19 March 2020 as planned.

- 8.2 Cllr Spence also proposed that an informal Board meeting be provisionally scheduled for the third week in February to discuss any pressing matters, and as a precursor to the decisions required at the 19 March meeting. The Directors agreed that it was highly important to meet as soon after the receipt of the Planning Inspector's final report as possible and that if this event occurs earlier than anticipated, a formal Board meeting will also be convened at the earliest opportunity.

- 8.3 The following actions were therefore agreed:

Reference	Action	Action Owner	Due Date
1912-8.3.1	<i>The 16 January 2020 Board meeting be formally cancelled.</i>	<i>Louise Denyer</i>	<i>20/12/19</i>
1912-8.3.2	<i>The availability of Board members for an additional informal meeting in February is to be ascertained.</i>	<i>Louise Denyer</i>	<i>31/12/19</i>

9 AOB

- 9.1 There was no other business to be raised.

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

A handwritten signature in black ink, appearing to read "A. Lee", is written over a light blue horizontal line. The signature is cursive and somewhat stylized.

Chairman

DRAFT