

## Meeting Note – Garden Town Member Board 6.30pm, 19 February 2018

### Attendance

Organisation	Councillors	Officers
East Herts DC	Cllr Linda Haysey (Cllr Haysey)	Claire Sime (CS) Adam Halford (AH)
Epping Forest DC	Cllr John Philip (Cllr Philip) Cllr Nigel Bedford (Cllr Bedford)	Derek Macnab (DM) Alison Blom-Cooper (ABC) David Coleman (DC)
Essex CC	Cllr Lesley Wagland (Cllr Wagland)	David Sprunt (DS) David Hill (DH) Rich Cooke (RC)
Harlow DC	Cllr Danny Purton (Cllr Purton) - Chair	Graeme Bloomer (GB) Julie Houston (JH) Brian Keane (BK)
Herts CC	Cllr Derrick Ashley (Cllr Ashley)	
Garden Town	N/A	Claire Hamilton (CH) Sarah Pullin (SP)

#### 1. Welcome and Introductions

#### 2. Apologies

Cllr Bob Brunton, East Herts

Cllr Kevin Bentley, Essex County Council

Cllr Whitbread, EFDC

Liz Watts, East Herts

Kevin Steptoe, East Herts

Jan Hayes-Griffin, HCC

#### 3. Draft notes of meeting of 22 January 2018 – including review of action points

Minutes agreed

#### 4. Update on emerging workstreams and development of a master programme

CH tabled a paper explaining the Garden Town workstreams that have been identified and will be identified and taken forward. (Paper appended to these minutes)

## **5. Feedback from 8 February Member Workshop**

Cllr Purton noted that he considered that the QRP presentation given at the Member workshop was excellent. Board Members agreed.

There was also agreement that the Spatial Vision presentation was good.

In terms of the Sustainable Transport Corridor work – Cllr Purton considered that this was weak – with the consultants repeating back information that they were given in the work brief.

There was general agreement with this view and Cllr Philip agreed and made the point that the presentation did not show much innovative thinking and lacked inspiration.

DS explained that it is quite difficult to cover the extensive amount of work in the presentation

DM explained that officers had worked with consultants heavily ahead of the presentation and noted that despite this, the presentation (and workshop) still fell short of the mark.

Cllr Wagland expressed the view that the Board's disappointment should be recorded and that Systra should compare their presentation to the other presentations given at the workshop.

## **6. Review of operation of the Garden Town Board**

A break-out session took place, with groups working together to complete a form, providing feedback on the operation of the Garden Town Board meetings. (copy of question sheet attached)

## **7. Developing Terms of Reference**

CH advised that this will be picked up under the governance workstream.

## **8. Forward Plan development**

SP advised that a forward plan would be developed so that the Board knew what was happening and when decisions would be required. The first items that will be coming to the Board are expected to be:

- Sustainable Transport Corridor Work update
- Spatial Vision Work update
- Draft Terms of Reference
- Draft Forward Plan

Cllr Purton advised that the Harlow Town Centre Area Action Plan is going to Cabinet for approval for consultation in mid-March and stressed the need for a strong steer from GT Board.

CH noted that the Garden Town team will have a think about how the Area Action Plan fits into the workstreams.

## **9. Activities coming up in the next month**

CH asked if there were any areas of education that Member Board might benefit from – e.g. what does stewardship and governance really mean. There are also lots of other areas that form part of GT project – the Board may benefit from some education/training on some of these.

It was agreed that arrangements should be made for the Director of North Essex Garden Communities to come and speak to the Board.

**ACTION: DH/CH to arrange for the Director of North Essex Garden Communities to come and speak to the Board.**

## **10. A.O.B.**

Clr Purton advised that he had identified an alternative venue for future meetings of the Member Board.

## **11. Dates of next meetings**

- a. 26 March 2018, 7.30pm - Harlow Council Offices, Committee Room 2B
- b. 30 April 2018, 7.30pm - Harlow Council Offices, Committee Room 2B

## Harlow and Gilston Garden Town Project Plan

February 2018

Workstream	Activity	Key milestones and dates	Officers involved from each Authority ( <i>Lead in bold</i> )	Additional Resources required	RAG rating
<b>1) Infrastructure</b>	Garden Town Infrastructure Plan (this links to the S106/CIL workstream below) inc phasing  Sustainable Transport Plan  Utilities requirements  Education requirements  Open spaces requirements (recreation and play)  Community/voluntary sector requirements  Digital connectivity  Second Stort crossing and works to existing crossing				

	Infrastructure costs				
	Maximising opportunities to seek external funding sources to fund / forward fund infrastructure delivery				
<b>3) Health Delivery Plan</b>	Development of a health delivery plan with CCG and Princess Alexandra Hospital				
<b>4) Quality Design</b>	Spatial vision and Design Charter				
	Quality Review Panel				
<b>5) Delivery</b>	Spatial Masterplanning inc phasing				
	Site viability (linked to Garden Town Infrastructure Plan above)				
	Harlow TC AAP				
	Establishing joint PPAs between applicant / EFDC / Harlow / ECC / (HCC?)				
	Establishing Development Management approach – strategic as well as practical DM arrangements				

	<p>Establishing future approach to SUDS / Open space management and maintenance – inc Community Trust</p> <p>Developer Forum</p> <p>Considering approach to joint governance / member engagement in emerging development proposals</p> <p>Resourcing the delivery of the Garden Town sites, and considering skills / expertise required – taking into account existing resources and linkages with ‘implementation’ teams</p> <p>Epping Forest – Special Area of Conservation requirements</p>				
<b>6) Delivery Vehicle</b>	<p>Potential for external support established.</p> <p>Identification of requirements</p> <p>Exploration of potential delivery vehicles</p> <p>Appraisal of vehicles against requirements</p>				

<b>7) Community Engagement</b>	Identification of preferred option				
	Member engagement				
	Community and stakeholder mapping				
<b>8) Communications and Branding</b>	Current Engagement mapping Programme for engagement with stakeholders and the local community including production of strategic masterplans, planning applications etc				
	Commission a piece of work to establish the H&G GT Place Brand Website development Communications Strategy development				
	Explore potential for a knowledge hub				
<b>9) Employment and Economic Development</b>	MoU for employment				
	Garden Town Economic Development Strategy				

<b>10) Strategic Housing</b>	Retail strategy				
	Links to schools, colleges and training providers				
	Inward Investment				
	Garden Town housing requirements established on relation to tenure, property size and type				
	Specialist housing requirements established – eg extra care, sheltered, special needs accommodation, hostels, HMOs				
Affordable housing approach and delivery					
Community-led housing					
<b>8) Finance</b>	Strategic funding plan (inc s106/CIL/government grants) needs to link to infrastructure workstream				
	Approach to match funding				



<b>9) Governance</b>	Project Budget setting and monitoring				
	Clarification of project purpose and oversight of programme				
	Project management arrangements				
	GT Team support				
	Servicing project meetings, developer forum and Member Board and review of terms of reference of Member Board				
	Securing relevant approvals from partner organisations				

## 19<sup>th</sup> February 2018 - Member workshop question sheet

<b>What do you think has worked well so far?</b>	<b>What hasn't worked so well?</b>
<b>What would you like to change?</b>	<b>Have you any comments on the length/frequency of the meetings?</b>
<b>Have you any other comments?</b>	