



Hemel Garden Communities (HGC) Delivery Board Meeting

18th December 2019, 2:00-4:00pm

Library Meeting Room (ground floor), The Forum, DBC

Partnership Board Attendees	Cllr Andrew Williams	Dacorum Borough Council
	Cllr Graham Sutton	Dacorum Borough Council
	Cllr Jamie Day	St Albans City & District Council
	Cllr Derrick Ashley	Hertfordshire County Council
	Sally Marshall	Dacorum Borough Council
	Mark Gaynor	Dacorum Borough Council
	James Doe	Dacorum Borough Council
	Chris Taylor	Dacorum Borough Council
	Nathalie Bateman	Dacorum Borough Council
	Jane Briginshaw	HGC Independent advisor
	Adam Wood	Hertfordshire LEP
	Amanda Foley	St Albans City & District Council
	Tracy Harvey	St Albans City & District Council
	Laura Hawker	St Albans City & District Council
	Rachael Donovan	Hertfordshire County Council
Apologies	Sarah McLaughlin	Hertfordshire County Council
	Amy Burbidge	Homes England
	Patsy Dell	Hertfordshire County Council
	Fionnuala Lennon	Homes England
	Chris Briggs	St Albans City & District Council

Reference Documents and Papers

- Agenda
- Previous HGC Board Meeting Minutes 18th September 2019
- Paper A - HGC Memorandum of Understanding, Governance structure and Terms of Reference for the HGC Delivery Board, HGC Stakeholder Steering Group, the HGC Sub Groups (generic) and HGC Programme Team
- Paper B (i) - Priority Workstreams, Plan and Programme discussion paper
- Paper B (ii) – Draft HGC Strategic Project Plan including risk register (excel spreadsheet)
- Paper C – Finance Report

AGENDA

Item	Time		Endorsement Required (Yes)
1.	2.00pm	Welcome, introductions and apologies <ul style="list-style-type: none"> • Declaration of interests • Chair 	
2.	2.10pm	Previous minutes, sign off and actions <ul style="list-style-type: none"> • HGC Board Meeting Minutes 18th September 2019 	Yes
3.	2.20pm	Vision <ul style="list-style-type: none"> • Visioning workshop feedback 	
4.	2.40pm	HGC Memorandum of Understanding, Governance Structure and Terms of Reference (covering the HGC Delivery Board, the HGC Stakeholder Steering Group and the HGC Sub Groups) <ul style="list-style-type: none"> • Paper A • Items for discussion <ul style="list-style-type: none"> ○ Voting rights 	Yes
5.	3.10pm	Draft Strategic Project Plan Programme (presentation) <ul style="list-style-type: none"> • Paper B (i) • Items for discussion <ul style="list-style-type: none"> ○ Progressing priority workstreams • Paper B (ii) • Items for discussion <ul style="list-style-type: none"> ○ Draft HGC Strategic Project Plan including Programme ○ Staffing and Resourcing ○ Engagement Strategy update 	Yes
7.	3.40pm	Finance Update <ul style="list-style-type: none"> • Paper C • Items for discussion <ul style="list-style-type: none"> ○ Priority items to progress ○ Funding Strategy 	Yes
8.	3.50pm	AOB	
9.	3.55pm	Next meetings Quarterly, second Wednesday of each month. 11 th March 2020 10 th June 2020 9 th September 2020 9 th December 2020 10 th March 2021 9 th June 2021 8 th September 2021	

