

Hemel Garden Communities (HGC) Delivery Board

Minutes

17th March 2021, 2.00 – 3.00pm

Microsoft Teams

Delivery Board Members	Cllr Jamie Day (Chair)	St Albans City & District Council
	Cllr Derrick Ashley	Hertfordshire County Council
	Cllr Andrew Williams	Dacorum Borough Council
	Claire Hamilton	Dacorum Borough Council
	Mark Gaynor	Dacorum Borough Council
	Amanda Foley	St Albans City & District Council
	Tracy Harvey	St Albans City & District Council
	Mark Kemp	Hertfordshire County Council
	Tina Barnard	Hertfordshire LEP
Invited Attendees	Tom Dewey	Hemel Garden Communities
	Nathalie Bateman	Dacorum Borough Council
	Laurence King	Dacorum Borough Council
	William Marr-Heenan	St Albans City and District Council
	Patsy Dell	Hertfordshire Growth Board
	Fionnuala Lennon	Homes England
	Neil Iredale	Homes England
	Charles Amies	Homes England
Apologies	Sarah McLaughlin	Hertfordshire County Council
	Adam Wood	Hertfordshire LEP

1. Welcome, introductions and apologies	Actions
Apologies were received from A Wood and S McLaughlin.	N/A
2. Previous minutes, sign off and actions	Actions
Minutes of the meeting held on 9 December 2020 were agreed.	N/A
3. Interim HGC Programme Director introduction and support	Actions
<p>The Interim HGC Programme Director gave an introduction and explained he is currently transitioning from Harlow and Gilston Garden Town. T Dewey added it is an exciting opportunity to be involved in HGC at this stage and an immediate priority is to understand each partner's priorities, how the partnership works, and overlay those in the work programme to drive the project forward.</p> <p>Cllr Day welcomed Tom Dewey to the HGC Delivery Board.</p>	N/A

4. HGC Programme Plan Update	Actions
<p>M Gaynor presented HGC programme highlights and progress from the last quarter. M Gaynor has provided interim support working with the HGC Team and will continue to have an active role in the programme once T Dewey takes over.</p> <p>M Gaynor presented the key risks and mitigation actions from the HGC risk register. The key to achieving some mitigations is the team working at HGC team level, good communications and ensure capacity and effective working.</p> <p>W Marr-Heenan presented the level draft programme plan. The plan identifies five key priority workstreams that are critical to securing early delivery that meet the quality and design expectations of the programme. The programme plan is a draft and requires further input from T Dewey. This will be provided to Board in June. W Marr-Heenan summarised each of the key priority workstreams and invited questions.</p> <p>F Lennon thanked the team for bringing the programme forward and asked if the team is intending to identify any quick wins in terms of community projects that demonstrate what a Garden Community is. F Lennon said the second point is around the Infrastructure Delivery Plan and viability testing. We know from experience elsewhere that ambitions can be high and properly testing the deliverability of those ambitions at an early stage is critical.</p> <p>M Gaynor welcomed F Lennon's comments and said the community projects quick wins, one will be developing the transformation plan and another is around the climate emergency and community projects within this.</p> <p>N Iredale asked if an additional column can be added to the programme timeline to show how this ties in with the two local plan programmes.</p> <p>N Bateman raised that in terms of community quick wins the solar bulk buy and digital projects that was part of the capacity funding bid are strong priorities and is currently within the budget, subject to endorsement.</p> <p>M Gaynor said the paper recommendations will be raised at the end of item 5 as they are interlinked.</p>	<p>1. HGC Team to add an additional column to the high level HGC programme plan to show local plan timescales/alignment.</p>
5. HGC Finance Update	Actions
<p>N Bateman introduced the item. The finance paper provides a year end review of the programme expenditure in 2020/21 and a summary of projected income and expenditure to 2024/25. The paper is accompanied by a draft team structure chart which has been budgeted for to facilitate the delivery of the programme.</p> <p>N Bateman presented a summary of the finance tables from the report. In terms of next steps, further considerations for managing income and expenditure from different sources will be considered in the finance strategy that will be reported to Board in June.</p> <p>M Gaynor presented the draft HGC team structure. Recruitment is in place against vacant posts and the paper seeks approval from Board to move forward with the Programme Manager and Transformation Officer posts. M Gaynor explained the next steps and invited questions.</p> <p>M Kemp said the paper was really helpful and in terms of the finance contributions, although HCC contributions was put as indicative, we need to see what comes up at the spending review. It will be good to have clear visibility</p>	

<p>of what we have got moving forward so we can be as supportive as we can of the programme. M Kemp clarified that Katy Francis post is specifically related to transport and the HCC lead officer post reflects the DBC/SADC lead officer roles.</p> <p>A Foley said that whilst SADC agreed in the budget council the contribution to HGC, we need to caveat that this needs to go through annual council to agree budget commitments. A Foley added it is important that the finance papers are explicit about the landowners contributions.</p> <p>A Foley said in terms of the roles we need to consider the hosting arrangements, how we enable to team to work together and where they are located to get all the benefits of good team working. Agreed with Neil Iredale about having the local plan timescales in the programme plan so we can track the developments and ensure alignment.</p> <p>M Gaynor said the budget position is understood and we recognise that each council will make its budget decisions year on year. The developer contributions are absolutely key to flag. Point noted regarding hosting arrangements and it is something that we will need to look at.</p> <p>F Lennon said the government public announcement on capacity funding has slipped to next week. Those at Ministry level and Homes England remain incredibly supportive of this project. F Lennon asked where other elements of infrastructure scoping and delivery might sit amongst the team structure posts.</p> <p>M Gaynor said this should be shared among the authorities and you would have someone who is leading on this and that is for the team to decide. It needs to link in with local plans teams and all partners.</p> <p>C Hamilton endorsed A Foley comment in relation to how the team functions. This team needs to function as a single solid strategic team planning growth over a long period of time. We have a small window of opportunity before we have major applications coming in. T Dewey experience and ability will be useful in pulling this together.</p> <p>WM-H added that the linkages between the HGC and local plan timescales has been looked at in the more detailed programme work.</p> <p>N Bateman said in response to F Lennon earlier question the intention behind the Senior Programme Delivery officer is that they would be dealing with that area of work and infrastructure and working with the local plans and development officers as well.</p> <p>N Iredale asked whether it is worth exploring at this point if there are additional internal resources that can be deployed on the project in the short term. M Gaynor said that this will be look at if there is any difficulty with recruitment.</p> <p>The combined recommendations for items 4 and 5 were approved and endorsed.</p>	<p>2. HGC team to amend the team structure diagram (HCC Transport Post).</p>
<p>6. HGC Memorandum of Understanding with The Crown Estate</p>	<p>Actions</p>
<p>M Gaynor explained that The Crown Estate (TCE) think it is particularly important that there is an Memorandum of Understanding between TCE and HGC to demonstrate long term commitment and strengthen the position of continuing support.</p>	<p>3. M Gaynor to circulate the draft MoU with Board Members for comment and agreement to share the draft with TCE.</p>

<p>M Gaynor has drafted a provisional MoU which will be circulated to Board after the meeting. Noted the MoU is not a legal commitment and is a strong demonstration of good faith and agreement to work together.</p> <p>M Gaynor said Board should consider if the LEP should be invited to be a formal signatory to the MoU.</p> <p>C Hamilton said we will probably need to do more decision making between Board meetings as time progresses and suggested T Dewey works with the team on a protocol for virtual sign-offs so we are clear how these decisions will be made if they fall outside of the Board meeting cycle.</p> <p>T Barnard said the LEP would be happy to sign the MoU if it was felt appropriate and the LEP have complete commitment in terms of helping this development go through.</p>	<p>4. T Dewey to prepare a virtual sign-off and decision protocol.</p>
<p>7. AOB</p>	<p>Actions</p>
<p>The next meeting will be held on 30 June 2021.</p>	<p>N/A</p>