



Hemel Garden Communities (HGC) Delivery Board Minutes

18 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
	Laurence King	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
Sarah McLaughlin	Hertfordshire County 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

1. Welcome, introductions and apologies	Actions
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<p>Brief introductions were given and the meeting was chaired by Cllr Williams.</p> <p>Apologies received from Patsy Dell, Chris Briggs, Amy Burbidge and Fionnuala Lennon.</p>	<p>No actions.</p>
<p>2. Previous minutes, sign off and actions</p>	<p>Actions</p>
<p>The previous minutes were agreed by the Board as correct record.</p> <p>It was agreed that Cllr Williams will Chair the HGC Board. This will be reviewed after the local elections in May 2020.</p>	<p>No outstanding actions.</p>
<p>3. Vision</p>	<p>Actions</p>
<p>J Briginshaw invited each principle partner to share their authorities/organisations' issues and priorities for Hemel Garden Communities.</p> <p>DBC - M Gaynor</p> <ul style="list-style-type: none"> • Opportunity to deliver a sustainable new community, with knock on transformative effects for the wider town. • Opportunity to drive a modal shift. • The vision should ensure the development interlinks and incorporates the country park and community hub. • The development is a good opportunity to reach the climate target with priority given to cycling and walking. • Highlighted the importance of doing this together as a partnership. <p>Hertfordshire LEP - A Wood</p> <ul style="list-style-type: none"> • The Garden Community model is the right model for new towns to reinvent themselves for the 21st century, and an important model to roll out to other new towns. • Collaboration is critical and the HGC Board is significantly greater than the sum of its parts. • Opportunity to reinvent Hemel Hempstead; HGC will provide an important economic catalyst for change, with upcoming infrastructure proposals such as the A414 Mass Rapid Transit being important for Hemel; providing a western anchor to Harlow/Gilston's eastern anchor. <p>HCC - S McLaughlin</p> <ul style="list-style-type: none"> • HGC provides an opportunity for HCC to create a step change in the way infrastructure services are provided. • Move to the delivery of localised, rather than centralised services/projects. • For transport, a town wide/holistic Sustainable Transport Strategy is needed for the Garden Town, taking into account both new and existing communities with new sustainable transport solutions coming forward. 	

- Success of the MRT along the whole A414 is critical; need to be bold and ambitious now, otherwise difficulties in retrofitting solutions in the future.
- Support collaborative working.
- Sustainability Strategy being developed by the County Council aligns with the Garden City principles

SADC - T Harvey

- This is a major step change in approach to deliver a high quality, urban extension.
- Highlighted the enviro-tech business park, enhanced transport, new and existing employment areas with over 4,500 homes and 55 hectares of employment land, nursing homes, gypsy and traveller's provision, M1 improvements, multi modal change, public open space.
- Added that this is an exceptional environmental opportunity, incorporating renewable energy as well as including social infrastructure to serve the new communities.

J Briginshaw added the importance of the Board to drive the vision and the agenda.

J Briginshaw summarised the key vision workshop outcomes which were fantastic emotions to help build a vision that the Board can enhance and develop further, owning and driving this.

Cllr Williams stated the need to work hard on showing the wider benefits for the Hemel community as well as the new homes. Agreed with Cllr Ashley that this can be an exemplar of what a development can be.

Cllr Ashley suggested issuing a letter to gain government support, being mindful that there will likely be new upcoming projects elsewhere.

Cllr Williams stated the importance for the Board to have unity and an agreed vision for the area.

J Doe added the East Hemel Hempstead Phase 1 application is due in 2020, the authorities have raised concerns on The Crown Estate (TCE) approach and are currently waiting to receive the Design Review Panel (DRP) feedback.

It was recognised that the DRP report and the new chief executive of TCE creates a good opportunity to refresh the vision.

M Gaynor explained that these ideas can be delivered but it will affect land value, stating that infrastructure should not suffer.

Cllr Ashley asked about viability studies.

<p>A Foley said the links with Hertfordshire Growth Board and drafting letters to MPs is a route which can be explored further.</p> <p>Cllr Williams added that discussions had taken place with Mike Penning (Hemel Hempstead MP).</p> <p>It was agreed that a paper on how to provide Board support (visioning and placemaking) would be presented at the next Board.</p>	<p>1. Programme Team to produce a support paper for the next Board meeting. <u>Update from the special board meeting will be provided to HGC Board</u></p>
<p>4. HGC Memorandum of Understanding, Governance Structure and Terms of Reference</p>	<p>Actions</p>
<p>R Donovan introduced item 4 and explained paper A has sought to address the concerns raised at the inaugural Board meeting over the MOU, terms of reference and the governance structure. The paper also covers voting rights, deferred at the last HGC Board, with agreement needed.</p> <p>R Donovan highlighted the key changes made by the HGC Programme Team to simplify and refocus the MOU, terms of reference and governance structure.</p> <p>There is now one mission statement in the MOU, which clarifies that HGC is a programme that describes both growth around Hemel Hempstead and the accompanying transformation of Hemel Hempstead as a whole.</p> <p>With regard to the HGC Governance Arrangements diagram, there are now clearer reporting lines in the diagram and the HGC Programme Team has also been added. In addition a diagram showing the responsibilities and governance structure for each principle partner has been included for clarity.</p> <p>There are separate Terms of Reference (ToR) for the HGC Delivery Board, HGC Stakeholder Steering Group (SSG) and HGC Programme Team. With one generic ToR for HGC Sub Groups.</p> <p>R Donovan highlighted HGC Delivery Board ToR point J which states objectives, progress and governance arrangements will be reviewed on an annual basis or as needed and make required changes as necessary.</p> <p>Cllr Ashley asked a question regarding page 3 paper A – question on applications and whether it should say approved applications.</p> <p>J Doe stated that the terms could be used interchangeably.</p> <p>M Gaynor noted that you cannot prejudge whether an application will lead to an approval therefore recommend keep term application.</p> <p>Cllr Ashley asked about the role of other landowners at HGC SSG and whether other landowners should be part of that group.</p>	

<p>L Hawker explained that the SSG will be moving to a timed agenda approach from January with TCE invited to attend the second half with a clear distinction between the two. This has been agreed at the last Stakeholder Steering Group on 6th November.</p> <p>N Bateman added that there is an intention to set up a Landowner Sub Group that will come forward in 2020.</p> <p>S Marshall asked whether the Local Enterprise Partnership (LEP) need to endorse the MoU as a full member. Suggested it would be useful for LEP to provide a letter endorsing the MoU.</p> <p>A Wood added that the LEP does not have legal interests or set responsibilities, however the LEP has no objections to signing the MoU.</p> <p>There was a discussion on preferred voting rights.</p> <p>All agreed that the HGC Delivery Board will proceed with unanimous voting. All agreed officers can proceed with the necessary Cabinet process for sign off.</p>	<ol style="list-style-type: none"> 2. L Hawker to amend SSG Terms of Reference (Meetings p. 14) to include timed agenda approach and include reference to other landowners. Actioned. 3. A Wood to take away the Board resolution and consider how the LEP can endorse the MoU. Actioned. 4. L Hawker to amend point 6 in MoU – Term and Termination, to reflect that approvals within each of the Authorities once the MoU is endorsed by the Board. Actioned. 5. HGC Programme Team to proceed with Cabinet process. MoU, Governance Structure and ToR has been sent to SADC and DBC Cabinet for sign-off. HCC sign-off is being finalised.
<p>5. Draft Strategic Project Plan Programme</p>	<p>Actions</p>
<p>L Hawker introduced paper B. The HGC Strategic Programme Plan has been reviewed and restructured by the HGC Programme Team.</p> <p>East Hemel Hempstead is currently in the PPA process and TCE are looking to submit the application next year.</p> <p>L Hawker explained the priority workstreams have been identified to seek to influence early HGC development. Namely the HGC High Level Spatial Concept Masterplan and HGC High Level Infrastructure Delivery Plan, which will be procured in the new year.</p> <p>There were no questions on the approach.</p> <p>Staffing and resourcing A HGC Programme Lead and HGC DBC Lead Planner will be recruited in 2020.</p> <p>Engagement Strategy A draft strategy has been prepared with input from the Authorities and LEP. The draft is currently being revised with monthly communications sub-group meetings. The strategy will</p>	<ol style="list-style-type: none"> 6. Programme Team to produce an Engagement Strategy for the next Board meeting. Engagement

<p>be prepared for the HGC SSG and presented at the next HGC Delivery Board in March 2020.</p> <p>The HGC Delivery Board approved recommendations to endorse progress with key priority workstreams.</p>	<p><u>Strategy update will be provided to Board.</u></p>
<p>6. Finance Update</p>	<p>Actions</p>
<p>J Briginshaw introduced paper C. The paper provides an overview of the current financial position of the HGC programme and immediate financial priorities.</p> <p>The paper recommended endorsement for the expenditure in place and a finance strategy will be brought to the next Board meeting.</p> <p>M Gaynor asked whether the finance strategy will include discussions with Homes England and MHCLG.</p> <p>J Doe added the Authorities have been working with Pearl Roberts (Hertfordshire Growth Board) on potential ways to seek additional funding.</p> <p>S Marshall stated that clarity is needed on whether we will be submitting bids through Hertfordshire Growth Board or directly. This needs to be raised at the next Hertfordshire Growth Board in January.</p> <p>The HGC Delivery Board approved recommendations to endorse immediate spending priorities.</p>	<p>7. Programme Team to produce a Finance Strategy for the next Board Meeting. <u>Finance issues paper will be provided to Board.</u></p> <p>8. Action to raise this at the next Hertfordshire Growth Board. PMN – It has been confirmed that bids will be made via Hertfordshire Growth Board only. <u>Actioned.</u></p>
<p>7. AOB</p>	<p>Actions</p>
<p>N Bateman asked the Board to include a research and learning programme as a regular item for the agenda and also to add East Hemel Hempstead (EHH) Planning Performance Agreement update as a regular agenda item. The DRP feedback will be incorporated into the EHH update at the next meeting.</p> <p>J Briginshaw added that it would be useful to meet with other garden communities to see what others have done and how they're successful.</p>	<p>9. L King to include these as regular items on the Board agenda. <u>Actioned.</u></p>
<p>8. Next meetings</p>	<p>Actions</p>
<p>All calendar invites have been sent for the next Board meetings. The next meeting will be held on 11th March 2020 at The Forum.</p>	<p>No actions.</p>