



Hemel Garden Communities Board Meeting

18th September 2019, 2:30-5:00pm

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

Partnership Board Attendees	Cllr Andrew Williams (AW)	Dacorum Borough Council
	Cllr Graham Sutton (GS)	Dacorum Borough Council
	Cllr Jamie Day (JDa)	St Albans District Council
	Cllr Derrick Ashley (DA)	Hertfordshire County Council
	Sally Marshall (SM)	Dacorum Borough Council
	Mark Gaynor (MG)	Dacorum Borough Council
	James Doe (JD)	Dacorum Borough Council
	Nathalie Bateman (NB)	Dacorum Borough Council
	Ronan Leydon (RL)	Dacorum Borough Council
	Adam Wood (AWo)	Hertfordshire LEP
	Amanda Foley (AF)	St Albans District Council
	Tracy Harvey (TH)	St Albans District Council
	Chris Briggs (CB)	St Albans District Council
	Sarah McLaughlin (SMc)	Hertfordshire County Council
	Patsy Dell (PD)	Hertfordshire County Council
	Fionnuala Lennon (FL)	Homes England
Laurence King (LK)	Dacorum Borough Council	
Apologies	Chris Taylor	Dacorum Borough Council
	Cllr Chris White	St Albans District Council
	Neil Hayes	Hertfordshire LEP
	Cherie Norris	Hertfordshire LEP

Agenda

Item	Time		Decision/ Endorsement
1.	2.30pm	Welcome, introductions and apologies <ul style="list-style-type: none"> Declaration of interests 	
2.	2.35pm	Introduction to the project – <i>Paper A: Background to Project</i> <ul style="list-style-type: none"> Background Progress since Bid made Scope and opportunities 	
3.	3.00pm	Work Programme Update <ul style="list-style-type: none"> Strategic Project Plan – <i>Paper B: Strategic Project Plan</i> 	

		<ul style="list-style-type: none"> • 2nd October HHGT and HGC Spatial Visioning Workshop and Members briefings – <i>update</i> • Studies – <i>Paper C: HHGT and HGC Supporting Studies</i> • Recruitment – <i>update</i> • PPA Phase 1 – <i>update</i> • Memorandum of Understanding, Governance and Terms of Reference – <i>Paper D: Memorandum of Understanding, Governance and Terms of Reference</i> • Finance Report: Staffing and Funding – <i>DBC/SADC update</i> • Risk Register – <i>update</i> 	Yes Yes
4.	4.30pm	Election of Chair	
5.	4.50pm	AOB	
6.	4.55pm	<p>Dates of next meetings</p> <p>Quarterly second Wednesday of each month.</p> <p>11th December 2019 11th March 2020 10th June 2020 9th September 2020 9th December 2020 10th March 2021 9th June 2021 8th September 2021</p>	

Minutes

Welcome and introductions	Actions
TH – After discussion about the possible need for an independent Chair it was suggested that AW chaired this meeting.	<p>All agree that Cllr Andrew Williams will chair this meeting.</p> <p>AW to discuss with Cllr White.</p>
Introduction to the project – <i>Paper A: Background to Project</i>	Actions
<p>JD presents powerpoint presentation speaking about the background, progress and opportunities.</p> <p>PD – Funding expectation, the bid asked for £3.5 million but only £750k was granted. How will this gap be addressed?</p> <p>SADC leader has already raised this with Homes England.</p>	<p>All agree there are no issues with Paper A: Background to Project.</p>

<p>MG –The intention is to resubmit a bid if this is required.</p> <p>TH – Planning Performance Agreement (PPA) only covers the pre-application advice up to the application and resources only available till this point via the PPA.</p> <p>FL – The challenges of managing annual capacity funding awards was recognised by both MHCLG & Homes England and if there are opportunities in future spending reviews to press for longer funding periods, these will be explored.</p> <p>SM – Highlights that additional funding will be needed and recruiting for permanent posts adds risk to the project.</p>	
<p>Strategic Project Plan – Paper B: Strategic Project Plan</p>	<p>Actions</p>
<p>DA – Raised concerns regarding two mission statements and whether we should express one single statement instead.</p> <p>NB – This reflects that there are two planning authorities.</p> <p>TH – The Hemel Garden Communities (HGC) mission statement was what went into the bid for MHCLG funding.</p> <p>JD – The project contains two pieces of work, one for Hemel Hempstead Garden Town (HHGT) and Hemel Garden Communities (HGC).</p> <p>FL – States that having two separate mission statements is concerning and they should be amalgamated. HH is a transformational garden town. This paper is not a strategic project plan which she felt was a concern. The paper needs timelines, priorities and additional work to make it more concrete.</p> <p>MG – We accept that this is the case and understand a more detailed plan is needed.</p>	<p>Rewrite the Project Plan with a report to the next board meeting. Urgent joint work between authorities will be needed to bring this together.</p>
<p>2nd October HHGT and HGC Spatial Visioning Workshop and Members briefings – update</p>	<p>Actions</p>
<p>NB presents the workshop agenda from the powerpoint presentation.</p> <p>Jane Briginshaw and Laura Harrison from Design England will be facilitating the day, along with key officers. Key outputs will be to inform the wider HHGT emerging vision and spatial concepts for HGC. Key outcomes are needed to guide TCE.</p>	<p>No actions.</p>

Recruitment – update	Actions
<p>The job advert has gone out with interviews on 23rd October. Interview board of DBC, SADC, HCC and LEP.</p> <p>PD – This would be a January 2020 start. Raises concerns about the amount of work to keep things moving forward until then.</p>	No actions.
PPA Phase 1 – update	Actions
<p>TH – The application date will likely be in the New Year.</p> <p>It was discussed that this may be March 2020, however the exact date is unclear. There is a risk that it could be called in as a Nationally Significant Infrastructure Project.</p>	No actions.
Memorandum of Understanding, Governance and Terms of Reference – Paper D: Memorandum of Understanding, Governance and Terms of Reference	Actions
<p>TH – Seeks to defer paper D.</p> <p>MG – confirms that DBC also have concerns with the ToR as they stand. Suggests that possible amendments be circulated prior to the next Stakeholder Steering Group.</p> <p>JD – Agrees that further amendments are required.</p> <p>DA – Asks why it is HHGT and not HH Garden City?</p> <p>FL – This could be considered by MHCLG</p> <p>SM – The MoU has been to Cabinet/PPC. We may need more time to take the revised document to future Cabinet/PPC.</p> <p>TH – The MoU has been to PPC but not yet signed off by the Council.</p> <p>NB – This needs to be reviewed and updated alongside governance structure.</p>	<p>Paper D: Memorandum of Understanding, Governance and Terms of Reference will be deferred to the next board meeting.</p> <p>FL agreed to take this away and consider.</p>
Finance Report: Staffing and Funding – DBC/SADC update	Actions
<p>MG – Today's report is a summary only. Future reports will be prepared by the Finance Officers at DBC and SADC.</p>	JD recommends finance needs to be a recurring item.
Risk Register – update	Actions

<p>MG – The risk register needs to be produced.</p> <p>NB – This needs to be bought up and discussed at the SSG.</p>	<p>JD recommends this as a recurring item.</p> <p>CB stated that the risk register needs to be on the next SSG agenda.</p>
<p>Election of Chair</p>	<p>Actions</p>
<p>General discussion on the importance of needing a clear chair.</p> <p>DA – Asks whether to consider an independent chair with reference to Harlow and Gilston.</p> <p>AW – States that it is difficult to consider this when funds are limited.</p> <p>FL – Adds that there should be an extra benefit or particular reason to bring in an independent chair to a project of this nature, and does not see any reason why the chair cannot be selected from within the Board membership.</p>	<p>Agree to discuss this further outside of the board meeting. Election of Chair will be deferred.</p>
<p>AOB</p>	<p>Actions</p>
<p>MG – Highlights the time pressures and states that the agenda and papers need to be circulated earlier.</p> <p>SM – Suggests that the agenda and papers are circulated no later than 7 days before meetings.</p> <p>FL – confirms HE, via Amy Burbidge or herself, prepared to assist the project where requested.</p>	<p>All agree that the agenda and papers will be circulated no later than 7 days before meetings.</p>
<p>Dates of next meetings</p>	<p>Actions</p>
<p>TH – Will review the proposed dates and feedback. Adds that the invites should be sent out for these dates as soon as possible.</p> <p>MG – Suggests moving the SSG meetings to a few weeks before to ensure there is enough time to discuss the agenda.</p>	<p>LK to send out board invites once dates are confirmed.</p>