



Hemel Garden Communities (HGC) Delivery Board Minutes

30th June 2021

Delivery Board Attendees	Cllr Chris White (Chair)	St Albans City & District Council
	Cllr Jonathan Kaye	Hertfordshire County Council
	Cllr Andrew Williams	Dacorum Borough Council
	Cllr Alan Anderson	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
	Colin Haigh	Hertfordshire County Council
	Tina Barnard	Hertfordshire LEP
	Fionnuala Lennon	Homes England
	Neil Iredale	Homes England
	Tom Dewey	Hemel Garden Communities
	Nathalie Bateman (DBC Lead)	Hemel Garden Communities
	William Marr-Heenan (SADC Lead)	Hemel Garden Communities
	Laurence King	Hemel Garden Communities
Naomi Woodstock	Hemel Garden Communities	
Apologies	Cllr Stephen Boulton	Hertfordshire County Council
	Cllr Jamie Day	St Albans City & District Council
	Adam Wood	Hertfordshire LEP
	Patsy Dell	Hertfordshire Growth Board
	Tracy Harvey	St Albans City & District Council
	Sarah McLaughlin	Hertfordshire County Council

1. Welcome, introductions and apologies

Apologies were received from Cllr Stephen Boulton, Cllr Jamie Day, Adam Wood, Patsy Dell, Tracy Harvey and Sarah McLaughlin.

2. Previous minutes sign off and actions

The Minutes of the meeting held on 17th March 2021 were noted and agreed.

N Iredale asked for a progress update from the HGC team on the solar bulk buy project outside of the Board meeting.

3. HGC Programme Director Update

T Dewey introduced the report and highlighted key progress from the last quarter:

- HGC Framework Plan Steering Group formed in partnership with The Crown Estate (TCE) and landowners.
- HGC Transport Plan stakeholder workshops held and the plan is making good progress towards draft outputs.
- HGC Infrastructure Delivery Plan Working Group formed to progress the IDP and to ensure alignment with DBC and SADC.
- Communications & Engagement Officer and the Senior Programme Delivery Officer recruitment undertaken and concluded. The process is underway for substantive Programme Director, Programme Manager and Design & Planning Officer.
- Transformation is being reviewed in order to define outputs and ensure alignment between projects across the partnership.

- Team building event was held with the core HGC team. A second event will be undertaken with the wider team to reinforce partnership working.
- Consideration is being given to a HGC website and branding and proposals will be shared with HGC Communications & Engagement Sub-Group.
- Land at East Hemel Hempstead Planning Performance Agreement is being negotiated.
- The Memorandum of Understanding (MoU) between TCE and the HGC partners has been circulated and is progressing.

N Bateman explained the key outputs for the HGC Framework Plan and progress, including:

- Framework Plan Steering Group and Working Group formed
- HGC funding has been agreed to support the Framework Plan
- Engagement activities and stakeholder workshops were held in May
- Further workshops and sessions have been scoped including a District & County Lead workshop on 14th July, a joint authority Ward and Parish Councillor workshop, a session with DBC Community Review Panel on 6th July, Neighbourhood Plan sessions and briefings with planning officers.
- Site visits have been programmed with David Lock Associates and ITP.
- Emerging draft spatial plans have been produced.

W Marr-Heenan presented the updated HGC programme plan timeline. Priority workstreams are due to be completed in autumn/winter 2021 at which point the IDP work will move forward into a Programme Delivery Strategy. Detailed transport studies are anticipated to start during winter 2021 and run into 2022/23.

T Dewey emphasised a detailed operational Gantt chart sits beneath the high level timeline. Continual liaison required with the local plan teams is noted in the risk register (Appendix B) around the interrelationship between HGC work and the local plans.

Cllr Kaye asked about the blue and green infrastructure topic. N Bateman explained blue and green infrastructure was one of the themed workshops for the framework plan and refers to the natural environment and any issues or opportunities that may arise.

T Barnard asked where potentially are the logjams and how realistic is the plan and the timeline.

T Dewey said 2022/2023 is a real focal point in terms of having work complete in readiness for applications being received.

The detailed transport studies include strategic feasibility work on the A414 transport corridor and all the other corridors, the Multi Modal Transport Interchange network, HGC green loop and the Nickey Line.

F Lennon thanked the team for their work. The value of the programme plan timeline is particularly useful when you start thinking about community engagement and wider engagement on issues around the garden community and align engagement with different consultations and how that may need to be presented to avoid confusion within the community about what has been consulted and engaged upon.

T Dewey thanked Fionnuala for raising the importance of a coordinated engagement approach. Naomi Woodstock is now in post to take this forward and emphasised the importance of the Comms Sub-Group.

The HGC Programme Director Report recommendation was noted.

4. HGC Finance Update

T Dewey introduced the item and noted further regular updates will be provided to Board.

N Bateman provided an overview of the current finance position, including an overview of the recommendations, noting Homes England Capacity Funding, commitment of HCC resources to the programme and matters highlighted in Section 2 of the report including staffing budget and a contribution to preparation of the Framework Plan. Appendix A provides a full breakdown. A longer term Finance Strategy is being prepared with the working group. The purpose of the strategy is to develop a programme that can be sustained beyond the 2024/25 timeframe and identify funding sources and opportunities.

T Dewey added we will aim to bring a substantive update to the next Board meeting for comment and for that strategy to be finalised by the end of the calendar year. There is the opportunity for partner contributions to be reviewed each financial year as partners have committed on that basis.

The Finance paper recommendations were endorsed:

- 1) Board to note the receipt of £475k in Capacity Funding by Homes England to the project
- 2) Board to note the commitment by HCC of funding and resources in kind to the programme for the current financial year.
- 3) Board to note the indicative budgets for future years set out in Appendix A and the matters highlighted within Section 2 of this report.

5. HGC Urgent & Electronic Decision Making Protocol

T Dewey noted the production of an Urgent & Electronic Decision Making Protocol (Appendix A) with the recommendation to endorse and delegate any final drafting to the HGC Programme Director in consultation with Chief Executives and the Chair of the HGC Delivery Board.

T Barnard asked what is the role of the LEP in the protocol.

T Dewey said the protocol will be circulated to all partners who are part of the MoU. T Dewey suggested the recommendation is adapted to reflect the completeness of the HGC partnership.

T Dewey – the second recommendation gives awareness around the preparation of a protocol on the publication of HGC Board items. Board Agendas and Minutes are published on the authority websites. The protocol will be worked through with partners over the next period.

C White asked that appendix A points 1.2 and 1.6 is amended to reflect that the councillors decide and others are consulted.

C White referred to the second recommendation and highlighted the need for alignment with the protocols of similar bodies such as the South West Herts Joint Strategic Plan and Herts Growth Board.

Recommendation 1 was agreed subject to proposed changes to points 1.1 and 1.5 in Appendix A. Recommendation 2 was noted.

Action:

- 1. T Dewey to prepare the Protocol on the Publication of HGC Board Items and review alignment with similar bodies.**
- 2. T Dewey to amend points 1.2 and 1.6 in the draft Urgent & Electronic Decision Making Protocol (Appendix A) to reflect proposed changes.**

6. AOB

The next meeting date is 13th October 2021. C White suggested getting together on site subject to restrictions.

T Dewey said the default position is that we will continue with virtual meetings but if things change we can look meeting physically.

C Haigh noted a potential meeting clash with the HCC Growth Panel on 13th October.

A Foley added that the Board meetings clash with the Chief Executives Coordinating Group on a Wednesday afternoon.

Cllr White thanked all for attending the meeting.

Action:

- 3. HGC team to review the next HGC Board meeting dates.**