

Hemel Garden Communities (HGC) Delivery Board

Minutes

9 December 2020, 2.00 – 4.30pm

Microsoft Teams

Delivery Board Members	Cllr Jamie Day (Chair)	St Albans City & District Council
	Cllr Adam Mitchell	Hertfordshire County Council
	Cllr Andrew Williams	Dacorum Borough Council
	Cllr Graham Sutton	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
	Adam Wood	Hertfordshire LEP
Invited Attendees	Ian Charie	HGC
	Nathalie Bateman	Dacorum Borough Council
	Laurence King	Dacorum Borough Council
	William Marr-Heenan	St Albans City and District Council
	Rachael Donovan	Hertfordshire County Council
	Patsy Dell	Hertfordshire Growth Board
	Fionnuala Lennon	Homes England
Apologies	Cllr Derrick Ashley	Hertfordshire County Council
	Sarah McLaughlin	Hertfordshire County Council
	Neil Iredale	Homes England

1. Welcome, introductions and apologies	Actions
Cllr Day chaired the meeting and introductions were given.	N/A
2. Previous minutes, sign off and actions	Actions
Board agreed previous meeting minutes of 9 September 2020.	N/A
3. Finance Update	Actions
<p>I Charie presented the finance paper and provided an update on the Programme budget.</p> <p>M Kemp was supportive of the split of direct responsibility and complementary work. Further understanding is needed for the complementary work. The spending review needs to take place and we need to be mindful of this given Covid challenges.</p>	

<p>F Lennon said the capacity funding announcement should be made shortly. Noted other projects have been successful in aligning funding with public funding to bring forward large scale projects. Homes England would encourage this given the uncertainty over public budgets.</p> <p>The HGC team have reviewed the core programme costs, workstreams and studies that need to be undertaken to enable delivery. As budgets are clarified we can be clear on workstreams and how we spend that money to maximum effect.</p> <p>C Hamilton said there are pieces of work and studies that need to be commissioned in 2021 in order to support applications and local plan processes. There is role for the officer group to support Ian in determining the priorities within the funding envelope to ensure programme alignment with wider planning processes.</p> <p>All agreed finance paper recommendation.</p>	<p>1. I Charie to report priority funding proposals at March Board.</p>
<p>4. Programme Director Report</p>	<p>Actions</p>
<p>I Charie presented the Programme Director Report.</p> <p><u>Programme plan and risk register</u> F Lennon said it would be helpful to show the critical path and the statutory planning process to understand how the programme ties into key milestones. I Charie explained this will be provided to Board in March.</p> <p>Cllr Mitchell asked if there are any communication or engagement risks given that we are in a pandemic. I Charie explained the risk register is monitored and updated regularly and noted communications is a key area to monitor and the team can make mitigations as needed.</p> <p>T Barnard asked if Board can have some exception reporting going forward. I Charie agreed an exception reporting approach can be taken.</p> <p>F Lennon suggested that the risks and mitigation approach in the risk register is reviewed with HGC team to see if a more activist response can be taken.</p> <p><u>Resourcing</u> I Charie summarised resourcing in the HGC Team. The recent capacity funding bid includes budget for an Engagement and Communications officer, a Senior Planner and a Senior Transport Planner.</p> <p>I Charie said the methods of recruiting will be looked at and there is flexibility such as job sharing and we will seek to make these posts permanent where we can to make these posts attractive to a wider pool of applicants.</p> <p>C Hamilton added that working on large and exciting growth and transformation projects such as Hemel Garden Communities is an attractive opportunity for people working in planning and related fields.</p> <p><u>Communications</u> I Charie explained communications is a central key part of the programme. The comms sub-group will likely become more focused as we move forward and an Engagement Strategy is being developed. HGC branding and a website will be developed in due course.</p>	<p>2. Homes England and HGC Team to review mitigation actions in the HGC risk register.</p>

<p>C Hamilton stressed the importance of getting the communications in place as soon as possible to support community relations and the narrative.</p> <p>F Lennon endorsed Claire and Ian's comments. HGC should identify some early, quick and easy wins that will make an impact with the community and create those opportunities to say what this Garden Community is about.</p> <p>Cllr Sutton endorsed points made about communications and said there are concerns regarding the movement of traffic and we must assure communities that we will see transport improvements.</p> <p>I Charie said TCE have recently undertaken polling work in the local area and the results will be shared in due course.</p> <p>A Forward Plan for HGC Board is being prepared to be advised at next March Board.</p>	
<p>5. Spatial Vision Update</p>	<p>Actions</p>
<p>N Bateman presented the Spatial Vision and explained the four pillars, cross-over themes, key interventions and next steps.</p> <p>The final draft will be submitted to DBC Cabinet for endorsement in January 2021 and reported to SADC Planning Policy Committee and HCC Growth, Infrastructure, Planning and the Economy Cabinet Panel in February. There will be final minor changes ahead of DBC Cabinet, with allowance for further changes as necessary following engagement with SADC and HCC Members.</p> <p>Cllr Mitchell suggested some of the diagrams are re-centred or enlarged to ensure it is accessible.</p> <p>M Gaynor said we will seek to do what we can to amend the style of the report. Highlighted the importance getting the infrastructure in place as well as the alignment of landowners in order to deliver this Spatial Vision.</p> <p>C Hamilton added we can work behind the scenes to ensure the document is visually accessible.</p> <p>A Wood acknowledged points made about the diagrams and said Hertfordshire LEP are happy in terms of the content.</p>	<p>N/A</p>
<p>6. HGC Programme update paper</p>	<p>Actions</p>
<p>I Charie summarised the key workstream updates.</p>	<p>N/A</p>
<p>7. AOB and next meeting</p>	<p>Actions</p>
<p>The Board noted Rachael Donovan is leaving the HGC Team and wished her well with her next endeavours.</p> <p>C Hamilton raised TCE are reviewing their corporate strategy approach to their assets and their involvement in projects. C Hamilton suggested HGC Board writes to TCE Board to offer any support or information for this decision making.</p>	<p>3. I Charie to draft a letter from HGC Board to The Crown Estate Board.</p>

M Gaynor added TCE have pledged that they want their operations to be zero carbon by 2030. HGC would be a good showcase for this and to tackle the climate emergency.

Cllr Day thanked the HGC Team and Board and wished all the best for the festive season.

The next meeting will be held on 17th March 2021.