

North Essex Garden Communities Steering Group

S33(1)

14 June 2018 – 14.30 to 16.30

Attendance:

NEGC Programme Team:

S40(2) (Chair), S40(2), S40(2)
(Minutes), S40(2), S40(2), S40(2)

Colchester BC:

S40(2)

Braintree DC:

S40(2)

Tendring DC:

S40(2)

Essex CC:

S40(2), S40(2) (shadowing)

Hyas:

S40(2)

Homes England:

S40(2)

GCD:

S40(2)

Apologies:

S40(2) (University of Essex)

A G E N D A

No	Item Description	Lead/s	Time
1	Outstanding Actions – <i>attached</i>	S40(2)	14.30
2	NEGC Ltd: - Notes & Actions from 21 May – <i>attached</i> - Board Agenda for 16 July – <i>attached</i>	S40(2) / S40(2)	14.40
3	Local Plan: • EiP Inspector's Letter and next steps • Implications for NEGC • DPD Surveys / Planning Strategy progress – <i>attached</i>	S40(2) S40(2) S40(2)	14.50
4	Dev Corp update & Oversight Arrangements progress	S40(2) / S40(2)	15.20
5	Cabinet Reports	All	15.30
6	A120 / A12 / Rapid Transit	S40(2)	15.40
7	Innovation Workstream	S40(2) / S40(2)	15.50
8	18/19 Programme & Budget – <i>attached</i>	S40(2) / S40(2)	16.00
9	NEGC Communications	S40(2)	16.10

10	Government Engagement - S40(2) & S40(2) visits	S40(2)	16.15
11	Uttlesford	S40(2)	16.20
12	AOB	All	16.25

Future Meetings

12 July 2018 – 13.30-16.00, S38(1)	03 January 2019 – 13.30-16.00, S38(1)
09 August 2018 – 13.30-16.00, S38(1)	31 January 2019 – 13.30-16.00, S38(1)
06 September 2018 – 13.30-16.00, S38(1)	28 February 2019 – 13.30-16.00, S38(1)
04 October 2018 – 13.30-16.00, S38(1)	28 March 2019 – 13.30-16.00, S38(1)
01 November 2018 – 13.30-16.00, S38(1)	25 April 2019 – 13.30-16.00, S38(1)
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Attendance:

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Tendring DC: S40(2)

Essex CC: S40(2)

Hyas: S40(2)

HCA: S40(2)

GCD: S40(2)

Apologies: S40(2) (NEGC), S40(2) (University of Essex)

A G E N D A

No	Item Description	Action Owner
1	Actions from last meeting (17 May 2018) [1.1] HIF Programme Plan to be added to NEGC High Level Programme Plan. [1.2] S40(2) to schedule extra meetings between S40(2) and Council directors.	S40(2) S40(2)
2	NEGC Ltd Board Agenda for 16 July – Board agenda and papers being drafted in accordance with draft agenda.	All to note
3	Local Plan Item not discussed, pending release of the Inspectors letter on 15 th June 2018.	
4	Dev Corp Update Regulations were laid on the 4 th June. No actions.	
5	Cabinet Reports Cabinet reports are currently being coordinated and agreed by the local authorities.	
6	A120 / A12 / Rapid Transit A120 – ECC preferred route has been announced.	

7	<p>Innovation Workstream</p> <p>It was agreed not to present a dedicated paper to the Board in July. S4 (2) to cover in S40 (2) update instead. [7.1] S4 (2) to draft paragraph.</p> <p>[7.2] Proposal for Innovation Workstream to be circulated before next SG meeting.</p> <p>[7.3] S4 (2) and S4 (2) to discuss membership of the group.</p>	<p>S40(2)</p> <p>S4 (2)</p> <p>S40(2)</p>
8	<p>18/19 Programme and Budget</p> <p>Programme: No actions. [8.1] Programme and budget to be reviewed for next meeting.</p> <p>Budget – [8.2] Further information on costs to be included in future reviews as part of a background sheet.</p> <p>AGM –arrangements are in place, with the AGM to be held after the Board meeting on the 16th July. S4 (2) to issue briefing note to all NEGC Directors.</p>	<p>S40(2)</p> <p>S4 (2)</p> <p>S4 (2)</p>
9	<p>Communications</p> <p>[9.1] Comms & Engagement Strategy to be presented to the Board on 16th July.</p>	<p>S4 (2)</p>
10	<p>Government Engagement</p> <p>[10.1] S40 (2) to arrange a follow up workshop with S40(2) to take forward the design quality agenda for the GC's.</p>	<p>S40 (2)</p>
11	<p>Uttlesford</p> <p>[11.1] S4 (2) and S4 (2) to work up a proposal to take to the Board about UDC membership of NEGC as an associate and subsequently a full member.</p>	<p>S40(2)</p>
12	<p>AOB</p> <p>None</p>	

Future Meetings

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Essex CC: S40(2)

Hyas: S40(2)

Homes England: S40(2), S40(2)

GCD: S40(2)

Apologies:

S40(2) (ECC), S40(2) (BDC), S40(2)
(NEGC), S40(2) (University of Essex), S40(2)
(NEA)

A G E N D A

No	Item Description	Action Owner
1	Outstanding Actions [1.1] S40 and directors to liaise regarding setting additional dates for catch ups in between Steering Group meetings.	S40(2)
2	NEGC Ltd Comments on the revised IBP and budget were received. S43(2) Comms Strategy – S4 suggested that this needs to reflect the aspirations for community engagement more (e.g. enablers, campaign groups, local and potential residents etc). Press release that is to go out following NEGC Board on Monday is being prepared. S4 proposed that engagement with MPs that do not cover the site areas would also be useful. S43(2) Need to maximise the opportunity to use Trade publications to talk about the NEGC proposals. GCD may be able to generally assist with the lobbying required for the implementation of the activities Grayling will be coordinating. S requested that it would be helpful to get more articles into local press such as the Gazette and to monitor social media more closely, correcting/alerting Members of any misconceptions that are being circulated by the campaign groups, where appropriate. [2.1] Issue to be raised at Board on Monday.	S40(2)

	<p>AGM – S4 provided an update on the preparation for the AGM and the processes required. Need to consider how questions will be responded to – these have been sent to S4 to coordinate. Those not pertaining to the AGM will also need to be answered in writing and these could be handed out at the start of the AGM, but not referred to in the meeting. These could also be published on the website afterwards. [2.2] Questions and answers to be prepared for the AGM.</p>	S40(2)
3	<p>Local Plan</p> <p>Critical actions are to address the points the Inspector has raised (i.e. infrastructure, viability and sustainability appraisal) by October. Leads for these actions have been identified and this work is being progressed to support the Councils’ decision making process regarding the preferred option, which will be in August. S43(2)</p> <p>The relationship of the sustainability appraisal outcomes and final version of the Local Plan were discussed. The Group were content with the proposals for action owners and timescales for completion. [3.1] Report on progress to be brought back to Steering Group.</p> <p>GCD are able to lobby / speak to relevant stakeholders and think tanks, as appropriate. Event being organised by GCD for the Autumn focusing on emerging issues that have come out of attempts to get large-scale developments off the ground. NEGC will be invited to this.</p>	S40
4	<p>Dev Corp Update & Oversight Arrangements progress</p> <p>Dev Corp presentation given to Monitoring Officers and Section 151s this morning ahead of this going to the Board workshop on Monday. These structural proposals will be formally presented to the Board in November with draft proposals being submitted to Government early in the New Year.</p>	
5	<p>Innovation Workstream</p> <p>S4 gave an update on how this work has progressed. A number of programme priorities that the innovations workstream needs to focus on have been provided to the UEA to feed into their final report. [5.1] Telephone conference to be set up to discuss membership next week.</p> <p>S has spoken to University of Essex about their involvement in the workstream going forward. Need to access specialists for these themed projects and explore funding opportunities that are connected with this. The workstream will pursue these lines of enquiry.</p>	S40(2)
6	<p>18/19 Programme and Budget</p> <p>The progress report is a slightly revised version to the one presented to Steering Group last month and all exceptions are noted. This assumes an “as is” position and will be revised accordingly following the Board meeting and decisions regarding the revised IBP next week.</p> <p>S43(2) Cashflow is on track.</p> <p>[6.1] PINS to be chased for EiP costs so a PO can be raised.</p>	S4
7	<p>MHCLG Funding Bid 18/19</p> <p>This first draft is going to the Board on Monday. Submission date is 20 July. S4 recommended some revised wording concerning what the</p>	

	<p>funding will be used for in respect of planning. Bid needs to be ambitious in its ask, credible and substantiated with a focus on accelerated delivery. Programme Plan needs to be attached as an appendix to give confidence. [7.1] Latest version of Plan to be sent to S4. A decision about which authority receives the funding, should the bid be successful, needs to be reached by the Board. [7.2] Check if it is possible for the funding to be received by any of the 4 authorities with MHCLG.</p>	<p>S4 S4</p>
8	<p>NEGC Communications & Engagement</p> <p>This was covered under item 2.</p>	
9	<p>Government Engagement</p> <p>S4 provided an update on the meeting with Sir Oliver Letwin MP. He is undertaking a review into build-out rates and has asked if the NEGC could be a case study in this as we have been told that the programme demonstrates the type of intervention he will be recommending in his report.</p> <p>A meeting to progress the design workshop with S40(2)'s team has been scheduled for next Tuesday. Attendance in future should include: S40(2), S40(2), S40(2), S40(2), S40(2), S40(2) and S40(2). [9.1] Details of other invitees to be sent to S4, who will liaise with S40.</p>	<p>All</p>
10	<p>Uttlesford</p> <p>The proposition paper discussed at previous meetings will be presented to Board in September.</p>	
11	<p>AOB</p> <ul style="list-style-type: none"> Transport (6 bids received) and masterplanning (14 bids received) procurement processes are now closed. Preparations for the moderation and interviews are underway. Poundbury Visit – most people contacted can attend on the 10 October but representation from Colchester would be needed as this clashes with CBC Cabinet meeting. [11.1] S4 to speak to Poundbury to see if other dates that week could be available. S4 suggested that they may also want to consider other examples en route that could be visited to break up the day. [11.2] S4 to send S4 agenda for Otterpool who recently visited the site to give an idea of potential timings etc. 	<p>S4 S4</p>

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NEGC Programme Team: S40(2) (Chair), S40(2) (Minutes), S40(2)
S40(2), S40(2), S40(2)

Colchester BC: S40(2)

Tendring DC: S40(2)

Essex CC: S40(2)

NEAs: S40(2)

Hyas: S40(2)

Homes England: S40(2), S40(2)

GCD: S40(2)

Apologies:

S40(2) (ECC), S40(2) (BDC), S40(2)
(NEGC), S40(2) (University of Essex)

A G E N D A

No	Item Description	Lead/s	Time
1	Outstanding Actions – <i>attached</i>	S40(2)	13.30
2	NEGC Ltd: - Board Agenda for 16 July – <i>attached</i> - AGM – <i>attached</i>	S40(2) / S40(2)	13.35
3	Local Plan: • Update on proposed revisions to programme • Action Plan update – <i>to follow</i> • Assistance from GCD – <i>attached</i>	S40(2) S40(2) S40(2)	13.45
4	Dev Corp update & Oversight Arrangements progress	S40(2) / S40(2)	14.30
5	Innovation Workstream	S40(2) / S40(2)	14.40
6	18/19 Programme & Budget – <i>attached</i>	S40(2) / S40(2)	14.55
7	MHCLG Funding Bid 18/19 – <i>attached</i>	S40(2)	15.15
8	NEGC Communications & Engagement	S40(2)	15.30

9	Government Engagement <ul style="list-style-type: none"> Meeting with Sir Oliver Letwin MP – <i>attached</i> Design Workshop Update 	S40(2) [REDACTED] S40(2) [REDACTED]	15.40
10	Uttlesford	S40(2) [REDACTED]	15.50
11	AOB	All	15.55

Future Meetings

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06 September 2018 – 13.30-16.00, S38(1) [REDACTED]	28 February 2019 – 13.30-16.00, S38(1) [REDACTED]
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01 November 2018 – 13.30-16.00, S38(1) [REDACTED]	25 April 2019 – 13.30-16.00, S38(1) [REDACTED]
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S40(2) (Chair), S40(2) (Minutes), S40(2)
S40(2), S40(2), S40(2), S40(2)

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S40(2)

Tendring DC:

S40(2)

Essex CC:

S40(2)

NEAs:

S40(2)

Apologies:

S40(2) (CBC), S40(2) & S40(2) (ECC), S40(2)
S40(2) (GCD), S40(2) (Homes England), S40(2)
S40(2) (University of Essex), S40(2) (Hyas)

A G E N D A

No	Item Description	Action Owner
1	<p>Outstanding Actions</p> <p>All actions are completed or on the agenda.</p> <p>Poundbury visit confirmed for the 11 October.</p> <p>[1.1] S40(2) to circulate information provided by S40(2).</p>	S40(2)
2	<p>NEGC Ltd Board: 20 September</p> <p>Workshop scheduled for 1-3pm followed by meeting at 3-5pm.</p> <p>Additional item to be added to the agenda – S151s and MOs recommended paper on short term finance assumptions, potential structure and headline numbers for Business Plan. S40(2) to action.</p> <p>Workshop will focus on providing a further explanation of Dev Corp structure and issues & opportunities stemming from this. This is a precursor to the Board paper in November.</p>	
3	<p>Local Plan Action Plan Update</p> <ul style="list-style-type: none"> • A12/A120 – positive meeting with Highways England earlier this week regarding joint consultation/engagement in the Autumn. Alternative option to A12 HIF funding also being looked at. HIF announcement should be received before next EiP. • RTS – modal shift targets, additional light evidence required around this and NEGC Transport consultants will undertake this work with 	

	<p>Jacobs. S4(2) has provided milestones for the Jacobs work and has requested that these are to be presented to the Statutory Transport meeting on 23 August as part of a work plan. There may need to be a review of the previous SQW economic benefits work that can be fed into this – the recent CEBR work has identified further information that would be useful. More recent examples of rapid bus systems can be referenced (e.g. Sheffield). [3.1] S40(2) S40(2) from ECC to be invited to Statutory Transport meetings going forward.</p> <ul style="list-style-type: none"> • Marks Tey Rail Station – Network Rail are undertaking some feasibility work on the relocation of this. Due to be completed by September. • Build-out rates – work commissioned to determine whether more than 250 dwellings per site per annum could be delivered. S40(2) S40(2) is producing this report. • Viability – RS is updating Council models; NEGC looking to be delivery representative at the next EiP with expert witness from GVA. • State Aid – Dentons are picking this up with Grant Thornton. • Employment provision – S4(2) and S40(2) are liaising with SQW. • Infrastructure Delivery Strategy – phasing work requested to address Inspector concerns. AECOM are progressing this. • Sustainability Appraisal – timings of delivery of final report have been queried. TDC MO has raised an issue that if the SA comes back as substantially different in terms of its recommendation, this will need to go back to their Full Council. Due end of November. • HRA – changes are in hand as part of SA work. • Dentons have recommended some additional work on delivery mechanisms; e.g. updates to Dev Corp regulations and CPO. 	S4(2)
4	<p>RTS Brief & Costs</p> <p>S43(2)</p> <p>S4(2) to seek Board approval for this, on the proviso that the identified milestones are added to the work plan, as requested.</p>	
5	<p>North Essex Economic Strategy</p> <p>Following on from the CEBR work, S4(2) and S40(2) are presenting a paper to the Board proposing a succinct strategy and high level action plan in September.</p> <p>After agreement is granted, this will need to be taken through the respective authorities decision making processes.</p>	
6	<p>MIPIM Proposal</p> <p>Bosch and the University of Essex are keen to join this North Essex proposition. Further conversations with Stansted and Uttlesford required and S40(2) to action. [6.1]</p> <p>S4(2) requested that the budget contain defined outputs/outcomes and benefits of the event.</p>	S4(2)

	Delegate passes for the council directors have been requested.	
7	<p>Joint Working agreement proposal for L&Q</p> <p>S4 provided an update on this position. S4 mentioned that L&Q are ahead of the game in terms of innovation. [7.1] S4 to brief S.</p>	S4
8	<p>Uttlesford Proposal</p> <p>Discussions around associate and full membership of NEGC Ltd and financial contributions into the programme. Board paper will consider this proposal on 20 September. Draft paper will be looked at by SG at the next meeting on 6 September.</p>	
9	<p>Stewardship & Innovation update</p> <p>Stewardship meetings have now been set up between August 18 and March 19 with cross-professional representation from the councils (planning, legal, finance). S4 and S40 will initially cover the asset management aspects.</p> <p>S4 suggested that some of the innovation event company attendees could assist us with developing the stewardship strategy. [9.1] Names to be provided to S40</p> <p>Innovation – [9.1] final report to be circulated to SG for the next meeting; discussions have taken place regarding getting this workstream up and running ASAP; the workstream will need to decide upon and then progress these priorities with appropriate external assistance from business etc.</p> <p>S4 and S4 visited S43(2) last week, who are keen to be involved in this area of the programme. Visit to site at Worcester currently being arranged.</p>	S4 S4
10	<p>Programme & Budget update</p> <p>Progress report – the overall programme position has now been updated following the Board decision to accept the changes to the IBP. There are three areas flagged as S40(2) and S4 explained the rationale for this. The NEES has been reduced to Green following recent positive progress and establishing a way forward.</p> <p>Budget update – S4 presented the latest budget position and the Directors gave feedback on how this report could be expanded in future with summary and commentary etc. [10.1] S4 to action for the next meeting and budget info from today to be circulated.</p>	S4 / S4
11	<p>PR & Comms update</p> <p>Discussed yesterday's CBC Members event led by S40(2) and S40 S40(2). This invited people who had been involved in the EiP. Press coverage will be monitored.</p> <p>Grayling have completed stakeholder mapping work, which S4 is reviewing. [11.1] This will be circulated to SG and E&E (30 August). ComRes are lined up to undertake polling on wider opinions. Need to be refined by E&E group to make best use of the opportunity.</p> <p>Supporting Highways England and associated engagement activities – timings need to be coordinated. Recognised that further work with schools/younger people is required as a priority.</p>	S4

	<p>Story So Far document has been prepared – waiting for CBC LPC meeting and associated decision before publishing.</p> <p>Internal comms approach – accepted that there is a need to engage more widely with council and University staff in September/October as part of the warm up. Council project groups can assist with these plans, with input from LA comms managers.</p> <p>Also looking at how to maximise the MIPIM opportunities.</p>	
12	<p>AOB</p> <p>The next Steering Group meeting will be in S38(1) . [12.1] Revised calendar invites to be sent out.</p> <p>[12.2] Timescales for Local Plan Options to be circulated.</p>	<p>S4 p/2</p> <p>S4 S4 p/2 p/2</p>

Future Meetings

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03 January 2019 – 13.30-16.00, S38(1)	02 May 2019 – 13.30-16.00, S38(1)

* This meeting will be held in S38(1) .

North Essex Garden Communities Steering Group

S38(1)

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NEGC Programme Team: S40(2) (Chair), S40(2) (Minutes), S40(2)
S40(2), S40(2), S40(2), S40(2)

Colchester BC: TBC

Braintree DC: S40(2)

Tendring DC: S40(2)

Essex CC: S40(2)

Hyas: S40(2)

Apologies: S40(2) (CBC), S40(2) & S40(2) (ECC), S40(2)
S40(2) (GCD), S40(2) (Homes England), S40(2)
S40(2) (University of Essex)

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No	Item Description	Lead/s	Time
1	Outstanding Actions – <i>attached</i>	S40(2)	14.00
2	NEGC Board: 20 September – <i>attached</i>	S40(2)	14.10
3	Local Plan Action Plan & Update – <i>to follow</i>	S40(2)	14.30
4	RTS Brief & Costs	S40(2)	14.45
5	Economic Strategy	S40(2)	15.00
6	MIPIM Proposal	S40(2)	15.10
7	Joint Working agreement proposal for L&Q	S40(2)	15.20
8	Uttlesford Proposal	S40(2)	15.30
9	Stewardship & Innovation update	S40(2)	15.40
10	Programme & Budget update – <i>to follow</i>	S40(2) / S40(2)	15.50
11	PR & Comms update	S40(2)	16.10
12	AOB	All	16.25

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03 January 2019 – 13.30-16.00, S38(1)	02 May 2019 – 13.30-16.00, S38(1)

North Essex Garden Communities Steering Group

S38(1)

6 September 2018 – 14.00 to 16.30

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2) (Minutes), S40(2)
 S40(2), S40(2), S40(2)

Colchester BC: S40(2)

Braintree DC: S40(2)

Tendring DC: S40(2), S40(2)

Essex CC: S40(2), S40(2) (for item 1)

NEAs: S40(2)

Hyas: S40(2)

University of Essex: S40(2)

Homes England: S40(2)

Apologies: S40(2) (BDC), S40(2) (NEGC), S40(2) (GCD)

A G E N D A

No	Item Description	Action Owner
1	<p>North Essex Economic Strategy</p> <p>Draft strategy being presented to Board on 20 September. Discussion with all partners required regarding ownership, investment and delivery vehicle. Focus is initially on building capabilities within the local economy, particularly new technologies. This also needs to link in with innovations workstrand.</p> <p>[1.1] The CEBR report needs to be circulated to the Steering Group and SQW.</p> <p>Engagement with other partners (e.g. education) will be required.</p> <p>Link in with Shared Prosperity Fund and other relevant funding opportunities.</p> <p>The Strategy needs to sell the place (heritage, countryside, rate of growth and future potential) as much as the Garden Communities. Need to be clear what our ambition for the place is and highlight what the key messages are. Link with NEGC mission statement/objectives.</p>	S4 n(2) S4 n(2)
2	<p>Outstanding Actions (9 August)</p> <p>All actions have been completed, are on the agenda or are being undertaken.</p>	

3	<p>NEGC Ltd Board: 20 September</p> <p>Due to technical difficulties, a number of the documents could not be opened by the group members. [3.1] Documents to be re-sent.</p> <p>[3.2] S4 needs to be invited to Board for NEES item.</p> <p>Corporation Tax registration for LDVs has been completed.</p> <p>S4 suggested that the LDV issue be included in S4's MD update rather than as a separate paper. [3.3] S4 to action.</p> <p>S4 reassured the Steering Group that the NEGC would manage the budget wisely.</p> <p>The impact of the CBC LPC meeting on 13 September on the scheduled Board meeting (20 September) was discussed.</p> <p>ITP have been selected as the preferred Transport consultant.</p> <p>Programme Update and Risk Register to be kept as separate items.</p>	<p>S4 S4 S4</p>
4	<p>Local Plan Action Plan Update</p> <p>S4 is confident that the work NEGC and NEAs are managing is on track. The main concerns are the delivery timescales for the RTS and SA work. Regarding the latter, the methodology needs to be approved by the Inspector, followed by public consultation (length to be agreed) and this can only happen after the CBC LPC meeting on 13 September. At a future date a discussion amongst the LPAs regarding timetables for 2019 LPC dates needs to be had. Approvals would be scheduled for the meetings in January 2019.</p> <p>[4.1] S40/S4/S4 need to have a conversation with UDC about their Local Plan. Meeting already scheduled for Monday.</p>	<p>S40/S4/S4</p>
5	<p>MIPIM Update</p> <p>Raised at the Economic & Engagement meeting last week – this is a North Essex proposition and the group confirmed that they were happy for the NEGC to progress on this basis. Meeting in London yesterday to discuss the further work required in terms of logistics, presentation of information/branding, attendance at seminars, giving talks etc. In addition to the councils, the University of Essex, Haven Gateway, Invest Essex, BT, Bosch and Stansted (TBC) are due to attend.</p>	
6	<p>Programme & Budget update</p> <p>Progress report circulated – no significant change from last month.</p> <p>Budget – monies taken from contingency for additional Dentons and PINS expenses. Further contingency may be required for the re-forecast being produced for S151s next week.</p>	
7	<p>PR, Engagement & Comms update</p> <p>S4 talked through the Board paper presentation he had circulated, which outlines the proposed approach. New branding and strapline proposed – “Growing The Future”. Outputs to be fed into sequence 2 engagement, which relates to the masterplanning; sequence 3 in 18 months’ time will focus on the preferred option. S40 suggested that measures of success be included for the Board. [7.1] S4 and S4 to update paper based on comments received.</p>	<p>S4/S4</p>

8	Landowner Discussions Update Discussions over the last couple of months have taken place, particularly in the context of the Inspector's letter and attendance at the next EiP.	
9	Uttlesford Update S4 met with UDC a couple of weeks' ago; follow up meeting next Monday regarding proposition for Dev Corp involvement and member engagement.	
10	Stewardship & Innovation update First meeting held in August and chaired by S4; workstream to meet monthly. Remit will initially be to take the previous work undertaken forward and develop strategy for Dev Corp proposition. S4 invited other colleagues to attend, if interested. Innovation work to be progressed for November Board meeting – [10.1] S4 S4 S4 S4 S4 to speak to S4.	
11	AOB Design Panel Workshop next Tuesday morning looking at other examples and who can help the NEGC to set up its own Panel.	

Future Meetings

04 October 2018 – 13.30-16.00, S38(1)		28 February 2019 – 13.30-16.00, S38(1)	
01 November 2018 – 13.30-16.00, S38(1)		28 March 2019 – 13.30-16.00, S38(1)	
29 November 2018 – 13.30-16.00, S38(1)		25 April 2019 – 13.30-16.00, S38(1)	
03 January 2019 – 13.30-16.00, S38(1)		02 May 2019 – 13.30-16.00, S38(1)	
31 January 2019 – 13.30-16.00, S38(1)			

North Essex Garden Communities Steering Group

S38(1)

6 September 2018 – 14.00 to 16.30

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2) (Minutes), S40(2)
 S40(2), S40(2), S40(2)

Colchester BC: S40(2)

Braintree DC: S40(2)

Tendring DC: S40(2)

Essex CC: S40(2), S40(2) (for item 1)

NEAs: S40(2)

Hyas: S40(2)

University of Essex: S40(2)

Homes England: S40(2)

GCD: S40(2)

Apologies: S40(2) (BDC), S40(2) (NEGC)

A G E N D A

No	Item Description	Lead/s	Time
1	North Essex Economic Strategy	S40(2) / S40(2)	14.00
2	Outstanding Actions (9 August) – <i>attached</i>	S40(2)	14.15
3	NEGC Board – 20 September – <i>to follow</i> <ul style="list-style-type: none"> • Agenda • Draft Papers • Board Briefing 	S40(2)	14.25
4	Local Plan Action Plan update – <i>attached</i>	S40(2)	14.55
5	MIPIIM	S40(2)	15.10
6	Programme & Budget update – <i>to follow</i>	S40(2) / S40(2)	15.15
7	Communications and Engagement	S40(2)	15.35
8	Landowner Discussions Update	S40(2)	15.45
9	Uttlesford Update	S40(2)	16.00
10	Stewardship & Innovation update	S40(2) / S40(2)	16.10
11	AOB	All	16.20

Future Meetings

04 October 2018 – 13.30-16.00, S38(1)	28 February 2019 – 13.30-16.00, S38(1)
01 November 2018 – 13.30-16.00, S38(1)	28 March 2019 – 13.30-16.00, S38(1)
29 November 2018 – 13.30-16.00, S38(1)	25 April 2019 – 13.30-16.00, S38(1)
03 January 2019 – 13.30-16.00, S38(1)	02 May 2019 – 13.30-16.00, S38(1)
31 January 2019 – 13.30-16.00, S38(1)	

North Essex Garden Communities Steering Group

S38(1)

4 October 2018 – 13.30 to 16.00

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2)
 S40(2), S40(2), S40(2), S40(2)
 (Minutes)

Colchester BC: S40(2)
 Braintree DC: S40(2)
 Tendring DC: S40(2)
 Essex CC: S40(2)
 NEAs: S40(2)
 Hyas: S40(2)
 University of Essex: S40(2)
 Homes England: S40(2)

Apologies: S40(2), S40(2), S40(2)

A G E N D A

No	Item Description	Action Owner
1	<p>Outstanding Actions (6 September)</p> <p>Action [1.1] The CEBR report needs to be circulated to the Steering Group and SQW. S40(2) to advise if the report has been circulated as not present in the meeting.</p> <p>NEGC Board – S40(2) has reviewed the minutes of 20th September. S40(2) to follow up actions</p> <p>November Board -Agenda Business plan – 1 year in detail – the document for year 2 and 3 are being worked on. Almost there with the draft, the business plan will be ready in November. The Steering group will be asked to agree any detailed changes after the Board meeting,</p> <p>Economic Strategy – there was a discussion about whether the Economic Strategy would go back to Board in November and it was agreed that S40(2) would review and provide a view from ECC prospective.</p> <p>Complaints policy – one will be drafted for review at the November Board meeting. There is no ombudsman issue.</p>	<p>S40(2)</p> <p>S40(2)</p> <p>S40(2)</p> <p>S40(2)</p>

	<p>DevCorp structure – draft to be prepared for discussions. On the basis that it would enable the Board to have some degree of agreement for NEGC to continue its work.</p>	
2	<p>Local Plan Action Plan update</p> <p>A12 – HIF bid being prepared by ECC who will submit final bid in March 2019.</p> <p>A120 – S40 advised S43(2) [redacted] Also willing to do a letter for the A12.</p> <p>RTS – Jacobs have discussed the initial skeleton report and were asked to provide a draft report asap. NEGC will be assisting Jacobs with their work on RTS in particular around modal split targets and future bus strategies.</p> <p>Railway station move – draft letter from Network Rail has been received. S4 has asked for clarification on their position with moving the existing railway station as opposed to providing a second new railway station.</p> <p>Viability evidence – between Hyas and NEGC.</p> <p>State Aid – S40(2) [redacted] to respond on the issue picked up by the inspector.</p> <p>Employment forecasting – SQW are doing the work and S4 / S4 to ask for them to contact NEGC.</p> <p>Infrastructure planning and phasing – draft report has been completed by Aecom and is currently being reviewed by the NEAs. S4 is carrying out a cross check with what Aecom have and what NEGC have in their cash flows. The Aecom report is to be published in the new year.</p> <p>Habitat – work not carried out yet.</p> <p>Delivery mechanisms – inspectors asked for more evidence.</p>	<p>S40(2) [redacted]</p> <p>S4 / S4 [redacted]</p>
3	<p>MIPIMT</p> <p>The event is taking place week after next and materials are in the process of being produced on the basis that this is being presented as a NE opportunity.</p> <p>Bosch and Haven Gateway are attending S40(2) [redacted] from HE is keen to attend the NEGC stand. It is likely a Chinese delegation to attend and Ministers are expected to attend as well.</p>	
4	<p>Innovations Proposal</p> <p>Innovation is nearly ready, it will be in 2 parts.</p> <p>1st part – innovation group to establish the existing information that is available and to establish groups.</p> <p>2nd part – S40 to chair quarterly breakfast networking group. First meeting to be around 25 October.</p> <p>It is anticipated the Innovations Group will meet every other month.</p> <p>Environmental sustainability - Need to manage the overlap with the Stewardship Group.</p> <p>S40 is keen to have representatives for Essex University.</p> <p>S4 asked for a thank you to be put in the notes to thank S4.</p>	<p>S4 [redacted]</p>

	<p>S4 asked if the correct expertise is involved. Need to draw in different technology experts. Map out who and where NEGC are looking for the expertise.</p>	
5	<p>Communications and Engagement</p> <p>The NEGC Board advised more Communications need to be actioned. This is to be fronted by the Council Leaders.</p> <p>Communication strategy – the proposal is to leave the workshops until the Stem Appraisal is signed off and the public engagement workshops will now be delayed until the spring. A conversation needs to take place with all 3 authorities.</p> <p>S4 to work with the Communication Teams and agree the brief with Grayling.</p> <p>Content – S4 to involve the Steering Group members.</p>	S4
6	<p>Programme & Budget update</p> <p>Majority of the work is green. No reds present to date.</p> <p>Budget update was sent out in September to the relevant people. The figures for September were based on what is in the Colchester system. Accrued system shows items which are unbudgeted. T S43(2)</p> <p>S4 to send budget figures to the members.</p> <p>S43(2)</p>	S4
7	<p>Landowner Discussions update</p> <p>S43(2)</p> <p>East Colchester – need to present a phasing plan to the owners as we do not need to obtain the land all at once.</p>	
8	<p>Uttlesford update</p> <p>Local Plan – this could be ahead of the NEAs Local Plan. Uttlesford are committed to Garden principles and committed to WoB scheme. Rapid transport – discussion about where the Uttlesford project is in relation to NE Project with a desire to make sure that the 2 projects are interconnected.</p>	
9	<p>AOB</p> <p>LDV's – the corporate tax is due for these and Scruton Bland are dealing with these at present. S4 to send out to the members.</p> <p>Cabinet paper – S4 has not been able to complete the draft. The meetings for November and December have been arranged. S4 to prepare the draft paper.</p> <p>Meeting with Minister Kit Malthouse - the Leaders and Chief Executive are invited to a 20 minute meeting at Parliament.</p> <p>Poundbury visit is taking place on Thursday 11th October.</p>	S4 S4

Future Meetings

04 October 2018 – 13.30-16.00, S38(1)	28 February 2019 – 13.30-16.00, S38(1)
01 November 2018 – 13.30-16.00, S38(1)	28 March 2019 – 13.30-16.00, S38(1)
29 November 2018 – 13.30-16.00, S38(1)	25 April 2019 – 13.30-16.00, S38(1)

03 January 2019 – 13.30-16.00, S38(1)		02 May 2019 – 13.30-16.00, S38(1)	
31 January 2019 – 13.30-16.00, S38(1)			

North Essex Garden Communities Steering Group

S38(1)

4 October 2018 – 13.30 to 16.00

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2), S40(2), S40(2), S40(2), S40(2), S40(2)

(Minutes)

Colchester BC: S40(2)

Braintree DC: S40(2)

Tendring DC: S40(2)

Essex CC: S40(2)

NEAs: S40(2)

Hyas: S40(2)

University of Essex: S40(2)

Homes England: S40(2)

GCD: S40(2)

Apologies: S40(2)

A G E N D A

No	Item Description	Lead/s	Time
1	Outstanding Actions (6 September) – <i>attached</i>	S40(2)	13.30
	NEGC Board	S40(2) / S40(2)	13.40
	<ul style="list-style-type: none"> • 20 September – draft minutes & actions – <i>attached</i> • Draft November agenda – <i>attached</i> 		
2	Local Plan Action Plan update – <i>attached</i>	S40(2)	14.30
3	MIPIM	S40(2)	14.45
4	Innovations Proposal – <i>attached</i>	S40(2) / S40(2)	15.00
5	Communications and Engagement	S40(2)	15.15
6	Programme & Budget update – <i>attached</i>	S40(2) / S40(2)	15.30
7	Landowner Discussions update	S40(2)	15.40
8	Uttlesford update	S40(2)	15.50
9	AOB	All	15.55

Future Meetings

01 November 2018 – 13.30-16.00, S38(1)	28 February 2019 – 13.30-16.00, S38(1)
29 November 2018 – 13.30-16.00, S38(1)	28 March 2019 – 13.30-16.00, S38(1)
03 January 2019 – 13.30-16.00, S38(1)	25 April 2019 – 13.30-16.00, S38(1)
31 January 2019 – 13.30-16.00, S38(1)	02 May 2019 – 13.30-16.00, S38(1)

North Essex Garden Communities Steering Group

S38(1)

1 November 2018 – 13.30 to 16.00

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2), S40(2), S40(2)
 S40(2), S40(2), S40(2) (Minutes)

Colchester BC: S40(2)
 Braintree DC: S40(2)
 Tendring DC: S40(2)
 Essex CC: S40(2), S40(2)
 NEAs: S40(2)
 University of Essex: S40(2)
 Homes England: S40(2)

Apologies: S40(2) (Hyas), S40(2) (GCD), S40(2) (NEGC)

A G E N D A

No	Item Description	Lead/s	Time
1	Outstanding Actions (4 October) – <i>attached</i>	S40(2)	13.30
	NEGC Board – 12 th November	S40(2) / S40(2)	13.40
	<ul style="list-style-type: none"> • Draft Agenda – <i>attached</i> • Draft Papers – <i>attached</i> 		
2	HIF update	S40(2) / S40(2)	14.15
3	Masterplanning Procurement	S40(2)	14.25
4	Local Plan Action Plan update – <i>attached</i>	S40(2)	14.30
5	Economic Strategy & MIPIM Review	S40(2) / S40(2)	14.45
6	Communications and Engagement update	S40(2)	15.15
7	Programme & Budget update	S40(2) / S40(2)	15.30
8	Landowner Discussions update	S40(2)	15.40
9	Uttlesford update	S40(2) / S40(2)	15.50
10	AOB	All	15.55

Future Meetings

		28 February 2019 – 13.30-16.00, S38(1)	
29 November 2018 – 13.30-16.00, S38(1)		28 March 2019 – 13.30-16.00, S38(1)	
03 January 2019 – 13.30-16.00, S38(1)		25 April 2019 – 13.30-16.00, S38(1)	
31 January 2019 – 13.30-16.00, S38(1)		02 May 2019 – 13.30-16.00, S38(1)	

North Essex Garden Communities Steering Group

S38(1)

22 November 2018 – 13.00 to 15.30

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2), S40(2) (Minutes)

Colchester BC: S40(2)

Braintree DC: S40(2)

Tendring DC: S40(2)

Essex CC: S40(2)

NEAs: S40(2)

Hyas: S40(2)

NACSBA (Task Force): S40(2), S40(2)

Apologies: S40(2) (University of Essex), S40(2) (GCD), S40(2) (NEGC), S40(2) (Homes England)

A G E N D A

No	Item Description	Action Owner
1	<p>Custom Build / Self Build presentation</p> <p>S40(2) and S40(2) were invited to give a presentation to Steering Group due to their experience in the custom / self-build fields.</p> <p>Taskforce is an organisation that supports community-led scalable development, and explores how to bring forward potential opportunities with partners.</p> <p>Definitions:</p> <p>Custom build has less risk and is faster. Specialist developer that can offer ready to go services plots – market is moving towards this. The legal definition of custom build is where the individual is involved in the design of the property from the outset.</p> <p>Self-Build – individual organises the building of their home.</p> <p>Policy drivers – fixing a broken housing market. The UK is way behind other countries in respect of this type of house building. Self and Custom Housebuilding Act 2015 & revised NPPF. Homes England have a new 5-year Strategic Plan.</p>	

	<p>4 main models – serviced plots (council / working with others) and group projects (council / working with others).</p> <p>The presentation referenced various projects, including those at Wynyard Park (County Durham), Dominion, Carr Lodge, Doncaster and Beechwood (Basildon).</p> <p>Also, Graven Hill (large site) as exemplar model – a visit to Bicester through the development company can be facilitated. The first ten pioneer plots are well progressed, some are completed.</p> <p>Addressing a diverse need for individuality to accelerate housing delivery. For example, Tresham Garden Village (Northants) have an ambition to provide up to 20% custom and self-build plots across all phases (total 300 plots).</p> <p>Engagement with local economy / SMEs – to be explored further.</p> <p>It is important to understand the level of <i>real</i> local demand for this type of housing and consider delivery challenges. Early marketing and phased release of plots is key. Locational considerations are also important.</p> <p>Build mortgages already exist but are slightly more expensive than standard mortgages – however, you can convert to a standard mortgage at the end of the build.</p> <p>[1.1] Presentation to be forwarded to the group.</p> <p>S4(2) summarised that there are three key areas the SG need to consider further:</p> <ol style="list-style-type: none"> 1. Exploration of MMC opportunities. 2. Development of a partnering framework. 3. Marketing further / bringing the product to market (access to housing intermediate market) – [1.2] LAs to pull together info they already have on this and a wider workshop involving S40(2) and S40(2) will be arranged to unpack the opportunities available. <p>Stress testing of products in local area and potential suppliers required. Ask people what they want and what their aspirations are.</p>	<p>S40(2)</p> <p>All</p>
2	<p>Outstanding Actions (1 November 2018)</p> <p>Action 4.1 carried over – S4(2) to talk to S4(2) regarding Innovation Breakfast workshops.</p>	<p>S4(2)</p>
3	<p>NEGC Board:</p> <ul style="list-style-type: none"> • Draft Notes & Actions (12/11/18) – these were accepted. [3.1] Notes to be sent to Cllr Spence for comment. • Draft Agenda (17/01/19) – policies to be dealt with outside of the formal Board meeting; audit update will be deferred to March; [3.2] Check 27 February is in attendees’ diaries for 	<p>S4(2)</p> <p>S40(2)</p>

	<p>training in Board governance. Economic Strategy may come off agenda when date for Economic Board is set. NEGC contributions to Local Plan – S4 to lead this item with S4. Infrastructure & Utilities to go to 31 January Steering Group instead of board. [3.3] Board agenda to be redrafted.</p>	S4
4	<p>Update on Councils' Cabinet approvals process</p> <ul style="list-style-type: none"> CBC – draft minutes circulated, S to check final issue. Any Cabinet decision can be called in for scrutiny – have 5 working days from point of decision to do this. All recommendations were agreed subject to Government funding; S43(2) which will be published on the BDC website tomorrow at 12 noon. TDC going to Scrutiny before their Cabinet as part of members' engagement. 	
5	<p>Rapid Transit update</p> <p>S4 circulated note to directors on Monday following meeting with Jacobs, ITP and Go Ahead last Friday.</p> <p>S mentioned the earlier discussions in the Planning & Transport meeting. RTS has to deliver modal shift and needs to be a more innovative solution than what is currently being proposed. Jacobs have been instructed to undertake the research needed before they complete the report. RAG status on Local Plan Action Plan needs to be Red.</p>	
6	<p>HIF update</p> <p>S4 is hosting a meeting of NEA directors, NEGC and S40(2) next week to set out progress on HIF. Homes England's latest guidance indicates that "do less" options are not intended to be fundable options, but rather to show how the case for the preferred option has been developed. The meeting would also focus on ensuring consistency between the assumptions underpinning local plan viability evidence and the HIF bids.</p> <p>It was noted that for the purposes of the HIF bids, ECC would be working to the housing delivery rates already set out in the local plan evidence base (300 dpa for Tendring-Colchester Borders and 500 dpa for Colchester-Braintree Borders).</p> <p>[6.1] S4 to join the telephone call with S40 next week as S4 is on leave. Dial in details to be given to S4.</p>	S4 / S4
7	<p>Planning viability update</p> <p>Meeting with Cirrus and L&Q before Christmas to review what their evidence is likely to be. [7.1] 3 January Steering Group meeting needs at least 1 hour on this topic to go through evidence.</p>	S40

8	<p>Landowner Discussions update</p> <p>These meetings variously continue. Most recently there was a meeting with East Colchester last week and due to speak with S43(2) [redacted] in the new year.</p> <p>S43(2) [redacted] follow up meeting will need to be officially minuted.</p>	
9	<p>Local Plan Action Plan update</p> <p>As this was discussed at length in the Planning & Transport meeting this morning, due to time constraints the item was not covered in detail by the Steering Group.</p> <p>Employment figures – S4 [redacted] proposed the commissioning of a joint piece of work between CEBR and SQW. The SG endorsed this action. [9.1] Email to be sent before S4 [redacted] goes on leave next week.</p> <p>Narrative around the SA needs to be converted into external comms. [9.2] S4 [redacted] to look at this.</p> <p>S4 [redacted] will also be looking at a stakeholder plan for CBB.</p>	<p>S4 [redacted]</p> <p>S4 [redacted]</p>
10	<p>Uttlesford update</p> <p>An update was given by S40(2) [redacted] in the Planning & Transport meeting this morning and the SG noted the position in relation to UDC's SA and NEGC's intention to respond to the consultation.</p>	
11	<p>Communications & Engagement update</p> <p>The Wivenhoe repositioning meeting was generally positive. People were reassured further engagement opportunities will take place in the future.</p>	
12	<p>Programme & Budget update</p> <p>Programme and budget status is as what was reported to the Board on 12 November.</p> <p>It was advised that if the NEGC needed to be wound up, the £400K LA contributions would not be needed.</p>	
12	<p>AOB</p> <p>Oversight Authority arrangements meeting scheduled for 29 November – S4 [redacted] was the nominated director for these discussions so a new volunteer from the SG is required. S40(2) [redacted] is chairing the group.</p> <p>S4 [redacted] advised that the LDV accounts have now been signed.</p> <p>S4 [redacted] officially thanked S40 [redacted] for his work on the programme.</p>	

Future Meetings

03 January 2019 – 13.30-16.00, S38(1)	28 March 2019 – 13.30-16.00, S38(1)
31 January 2019 – 13.30-16.00, S38(1)	25 April 2019 – 13.30-16.00, S38(1)
28 February 2019 – 13.30-16.00, S38(1)	02 May 2019 – 13.30-16.00, S38(1)

North Essex Garden Communities Steering Group

S38(1)

22 November 2018 – 13.00 to 15.30

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2), S40(2), S40(2),
S40(2), S40(2), S40(2) (Minutes)

Colchester BC: S40(2)

Braintree DC: S40(2)

Tendring DC: S40(2)

Essex CC: S40(2)

NEAs: S40(2)

Hyas: S40(2)

Homes England: S40(2)

NACSBA (Task Force): S40(2), S40(2)

Apologies: S40(2) (University of Essex), S40(2) (GCD)

A G E N D A

No	Item Description	Lead/s	Time
1	Custom Build / Self Build presentation	S40(2) / S40(2) S40(2)	13.00
2	Outstanding Actions (1 November 2018) – <i>attached</i>	S40(2)	14.00
3	NEGC Board: <ul style="list-style-type: none"> Draft Notes & Actions (12/11/18) – <i>attached</i> Draft Agenda (17/01/19) – <i>attached</i> 	S40(2)	14.05
4	Update on Councils' Cabinet approvals process	S40(2) / S40(2) S40(2)	14.15
5	Rapid Transit update	S40(2) / S40(2)	14.20
6	HIF update	S40(2)	14.30
7	Planning viability update	S40(2)	14.40
8	Landowner Discussions update	S40(2)	14.50
9	Local Plan Action Plan update – <i>attached</i>	S40(2)	14.55
10	Uttlesford update	S40(2) S40(2)	15.10
11	Communications & Engagement update <ul style="list-style-type: none"> Wivenhoe meeting 	S40(2)	15.15
12	Programme & Budget update	S40(2) / S40(2)	15.20

No	Item Description	Lead/s	Time
13	AOB <ul style="list-style-type: none"> Oversight Body meeting (29 November) 	All	15.25

Future Meetings

03 January 2019 – 13.30-16.00, S38(1)		28 March 2019 – 13.30-16.00, S38(1)	
31 January 2019 – 13.30-16.00, S38(1)		25 April 2019 – 13.30-16.00, S38(1)	
28 February 2019 – 13.30-16.00, S38(1)		02 May 2019 – 13.30-16.00, S38(1)	

North Essex Garden Communities Steering Group

S38(1)

3 January 2019 – 13.30 to 16.00

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2), S40(2), S40(2), S40(2), S40(2), S40(2) (Minutes)

Colchester BC: S40(2)

Braintree DC: S40(2)

Tendring DC: S40(2)

ECC: S40(2), S40(2)

NEAs: S40(2)

Hyas: S40(2)

Apologies: S40(2) (University of Essex), S40(2) (ECC), S40(2) (Homes England)

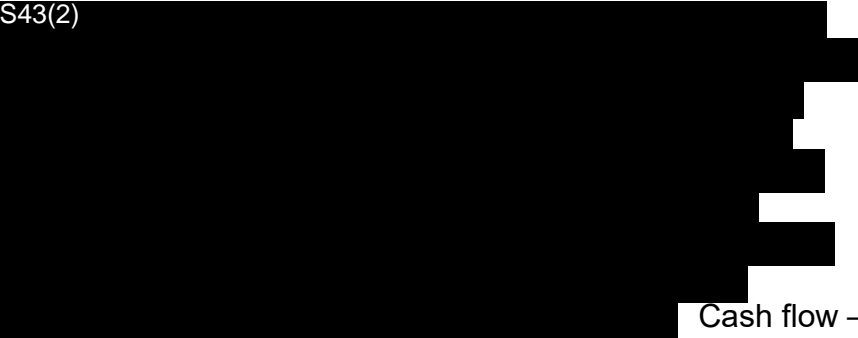
A G E N D A

No	Item Description	Action Owner
1	<p>Outstanding Actions from last meeting (22 November 2018)</p> <p>Action 1.1 - S40(2) to chase S40(2) re the presentation S40(2) will chase if I do not hear back from him. S40(2) has now received the presentation and will forward this to the group.</p> <p>Action 1.3- S40(2) to contact S40(2) next week about the press announcement on Government award of £1 million.</p> <p>Action 4.1 – S40(2) to talk to S40(2) regarding innovation Breakfast workshops. To be picked up in the next meeting.</p> <p>Additional action – S40(2) to circulate the Stewardship Board paper for comment by the council directors.</p>	<p>S40(2)</p> <p>S40(2)</p> <p>S40(2)</p> <p>S40(2)</p>
2	<p>Oversight Body arrangements – paper from S40(2)</p> <p>Due to see Government in Feb 2019 –Action [2.1] - S40(2) looking at questions to put forward to the Ministry.</p> <p>Action [2.2] - Workshop to be booked in before Easter to progress thinking in the light of the technical work which NEGC have undertaken.</p>	<p>S40(2)</p> <p>S40(2)</p>

	<p>S40 will go through papers with S4. This matter to be added to agenda so that it can be discussed at next week's Legal & Finance meeting. Action [2.3] – to be added into next week's Legal & Finance meeting agenda.</p> <p>May need to obtain more legal advice on the options that may be viable to NEGC. S43(2)</p> <p>S4 has prepared an initial organisational structure for Dev Corp and LDV's.</p> <p>The role of the Oversight Body is that they set the strategic agenda for the Dev Corp.</p> <p>Contents of the mandate which S4/S4 are working on will need to be sent to circulated to the Legal & Finance working group for discussion. Action [2.4] – S4 to circulate to the Legal and Finance Group for next week.</p>	<p>S40</p> <p>S4</p>
3	<p>NEGC Board Agenda (17 January)</p> <p>agenda</p> <p>HIF bid - S40(2) will present on this - will be put in as item 9 on the Board agenda.</p> <p>Construction Strategy Business update does not need to be a paper and will be covered in the MD update paper.</p> <p>For the agenda, it will be useful to provide Board Members details of how the £1 million is going to be spent. Action [3.1] - S4 will give details of this in his MD update.</p> <p>Action [3.2] – S4 to rejig the covering Local Plan update report and add in appendices.</p> <p>Additional papers: - Stewardship strategy –Action [3.3] - S4 to add in the information from the meeting she had with S4 yesterday. Circulate the document with the track changes to the group.</p> <p>Comms update</p> <p>Board Comms and Engagement paper, There is a desire to start to get out and have conversations with the local public to give them the opportunity to understand the GC thinking. This will be after the approval of the Sustainability Appraisal by the Local Planning Authorities but before the Local Plan process recommences; the second sequence of engagement can then be created for 2020; the third sequence would focus on the preferred masterplan for the DPD process. Undertaking the first sequence can be used for evidence for the Inspector.</p> <p>Action [3.4] – S4 and Grayling to produce detailed engagement plan for the first sequence in early March.</p>	<p>S4</p> <p>S4</p> <p>S4</p> <p>S4/Grayling</p>

	<p>Low level engagement work has been done - by the end of March all of the priority stakeholders will have been spoken to.</p> <p>Discussed the proposed questions in the polling survey in the paper which is to be used to find out the baseline of what people think. The aim is to see what people like, look at different age groups, need to know the reality.</p> <p>Now in the position where Comres (polling company) will be able to carry out the survey. Looking at asking at least 1000 people across different demographics/geographical area to take part in the survey.</p> <p>Action [3.5] – S4 to expand the paragraph on what the purpose is for the survey in the Board paper.</p> <p>CAUSE seminar – S4 advised it would be useful to know which members are being invited to the seminar.</p> <p>Troy Planning company - will be doing a presentation. Importance of Land Value capture, CIL and the mechanisms. North Essex is one of Troy's client. Action [3.6] – S4 to contact S40(2) to find out what he will be presenting at the seminar.</p> <p>The other 2 speakers are S40(2) and S40(2). Action [3.7] - S4 to talk to S40(2).</p> <p>Action [3.8] – Councils to let S4 know of any members going to the presentation.</p>	<p>S4</p> <p>S4</p> <p>S4</p> <p>S4</p> <p>S4 S40</p>
4	<p>Local Plan Action Plan & timescales update – incl. RTS</p> <p>No red reg items at present. RB is seeing CEBR next week.</p> <p>SA - consultation has started - workshop to be booked in. Meet face to face with some participant for stage 1. LUC to meet with people by appointment. The consultation period is due complete towards the end of January for Stage 1. Stage 2 will be strategic assessments</p> <p>SA work - need presentation to see how this is proceeding. In line with the process that needs to be undertaken given that the EIP process has been paused, evidence is assumed / been created on the back of there being 3 Garden Communities.</p> <p>Briefing sessions to be carried out in June to take forward for a decision in June/July.</p>	
5	<p>HIF update</p> <p>Meeting took place on 20 December with ECC & Jacobs. Tendring /Colchester borders link road - seems to be straight forward. Know the landowners understand the need for it.</p> <p>S43(2)</p>	

	<p>S40(2) has asked for 2 routes to be considered from the east and the west side of town. There might need to be a bridge on the east side. Need to see more evidence on highways for Master Planning work.</p> <p>A12 scheme - work to do from Highways England and Jacobs on real costs to move highway further east and costs associated with a 4 lane on the Kelvedon by pass. There needs to be a real justification on the 4 lane part.</p> <p>S43(2)</p>	
6	<p>Landowner discussions update</p> <p>The East of Colchester landowners are fine with HIF proposal. Due to meet up with east of Colchester next week. Phased approach with landowners and they have been advised of this.</p> <p>Colchester/ Braintree borders - S4(2) has met with landowners. Met Wests and Sherwood once, due to meet again in the New Year.</p> <p>West of Braintree - had one meeting with Galliard and due to meet Andrewsfield at the end of February/March time. Andrewsfield know that 2 accesses are required.</p> <p>Planning authorities are to also meet with landowners. This is to be discussed when they meet next week.</p>	
7	<p>Uttlesford update</p> <p>S40(2) is speaking to S40(2) a lot more now. Uttlesford local plan is now ahead of the other Garden Communities local plans.</p> <p>S4 S43(2)</p>	
8	<p>Communications update</p> <p>See Section 3 above</p>	
9	<p>Programme & Budget update</p> <p>Progress report to be written for Board - milestones to be updated. In terms of programme milestones, the area of concern is the Economic Strategy.</p> <p>A phone call is booked in for next week for S4(2) / S40(2) – this it to take place before the Board meeting.</p>	

	<p>S4^{n/2} has spoken to S40(2) to discuss what short term actions can be progressed. S4^{n/2} will outline in the MD update to keep progress on skills and inward investment. It was commented that there has to be an employment land strategy across the corridor for the next 50/60 years.</p> <p>S4^{n/2} is assuming in Stewardship that the local authorities in Essex will have first choice of investing in some of the income earning assets.</p> <p>NEGC is starting to think about how the commercial estate is managed; this could be a good investment opportunity for the local authorities. Budget – update.</p> <p>Figures on CBC system in November 2018.</p> <p>S43(2)</p>  <p>Cash flow – is still well behind in terms of costs on cash flow.</p> <p>At present awaiting advice to establish whether from April 2019 NEGC should trade as NEGC Ltd. For 2018/19 only S4^{n/2} costs would be put into NEGC Ltd. The advice given is that there is no issue with keeping costs sitting in CBC for this financial year apart from S4^{n/2} salary. The budget for April 2020 was circulated to the Finance officers in October 2018.</p> <p>Action [9.1] - If any of the group think there are items which should be identified, to let NEGC know now.</p> <p>Action [9.2] - S4^{n/2} to put forward a paper for 7 February.</p> <p>Action - [9.3] - S4^{n/2} to write a Board Resolution paper to enact the shareholder resolutions.</p> <p>NEGC will need to know by the end of January 2019 if there will be some cash coming in for the NEGC budget.</p>	<p>All</p> <p>S4^{n/2} S4^{n/2}</p>
10	<p>AOB</p> <p>None discussed.</p>	

Future Meetings:

31 January 2019 – 13.30-16.00, S38 [REDACTED]	28 March 2019 – 13.30-16.00, S38 [REDACTED]
28 February 2019 – 13.30-16.00, S38 [REDACTED]	25 April 2019 – 13.30-16.00, S38(1) [REDACTED]

**North Essex Garden Communities
Steering Group**

S38(1)

31 January 2019 – 13.30 to 16.00

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2) S40(2)
 S40(2) S40(2) S40(2) (Minutes)
 Colchester BC: S40(2)
 Braintree DC: S40(2)
 ECC: S40(2)
 Essex University: S40(2)
 Apologies: S40(2) (NEA), S40(2) (Hyas), S40(2)
 S40(2) (Homes England), S40(2) (NEGC),
 S40(2) (TDC), S40(2) (CDG)

A G E N D A

No	Item Description	Action Owner
1	<p>Outstanding Actions from last meeting (3 January 2018)</p> <p>Action - S4 to share draft mandate with the group.</p> <p>Action – S4 to send the draft Board minutes to Board today.</p>	<p>S40(</p> <p>S40</p>
2	<p>Local Plan Action Plan & timescales update – incl. RTS</p> <p>Sustainability Appraisal – LUC are consultants running this. LUC held a day with the examination participants to ask questions about their methodology - deadline is today for recommendations on the methodology.</p> <p>Options to be considered and evaluated by LUC in February and need to produce a draft report by end the February.</p> <p>Mechanism for 2nd stage – there was reference to a workshop for the Local Plan participants.</p> <p>When have final report – all evidence heading towards Local Plan cycle of committees for June slot for consideration. Will be a series of briefing for the members in the 3 districts. To be put into a committee report to enable decision about consult on the new evidence.</p>	



	<p>May be other engagement work around the Local Plan undertaken by the local authorities.</p> <p>Delivery & Viability evidence is progressing well. NEGC developer type liability evidence is also progressing well. S43(2)</p> <p>S43(2)</p> <p>RTS – hoping to have 1st full draft of RTS on 14 Feb. The Go Ahead Group have been helpful particularly with demand and route alignment. Service specification and costs to be put in place to make a model shift difference. ITP have done work on modal split targets.</p>	
3	<p>HIF update</p> <p>Bid date is now 21 March as the deadline has been extended.</p> <p>Tending Colchester Borders bid – S43(2)</p> <p>S43(2)</p> <p>Will need letters for support from the University– wording to be advised. S40 to be involved in this.</p> <p>Colchester Braintree Borders A12 bid - still waiting for Homes England to give additional alignment costs – this is due back in the next 2 weeks. This is critical to enable the timetable adhered to.</p> <p>There is likely to be a public announcement on the HIF bids potentially in June/July.</p>	
4	<p>Landowner discussions update</p> <p>S4 has spoken to Landowners about appearing in a developer capacity.</p>	
5	<p>MHCLG meeting 19 February agenda</p> <p>S4 advised the reason for the meeting. The thoughts on the agenda which had been discussed with MHCLG was to provide an update on NEGC and for MHCLG to provide an update on policy aspects. Action [5.1] – S4 to send words about Development Corporations consultation to S4 for the bullet point to be added on.</p> <p>Action [5.2] – S40 to forward the initial draft of Government Asks to the Steering Group. Group to give comments back within a week.</p> <p>Action [5.3] – S4 to add into the Government Asks the recent leaseholds consultation. S4 has sent this to S4</p>	<p>S40</p> <p>S40(2)</p> <p>S40(</p>
6	<p>Uttlesford update</p> <p>Interested in joining NEGC at appropriate time subject to member approval.</p>	

	<p>Seeing willingness to become part of the 'club' at the appropriate time. Uttlesford has submitted a response to the recent MHCLG Prospectus to become a member of the Garden City/Town programme.</p>	
7	<p>Economic update</p> <p>From the Board meeting there are various things going on:</p> <p>Economic Board – establishment of this is going on at present.</p> <p>Production of the wider Economic Strategy – July timescale for this.</p> <p>Here and now – what needs to be done, work together on skills & education and inward investment.</p> <p>An Innovation centre just been completed at the university. There is room for up to 50 start-up businesses.</p>	
8	<p>Communications update</p> <p>Starting to do topic related comms.</p> <p>Polling – to go out in the next couple of weeks.</p> <p>1st sequence of public engagement focus groups is to be undertaken later in the summer after the SA has been agreed by the LPAs.</p> <p>Delivery models to be looked at for Stewardship.</p> <p>Action [8.1] – S4 to arrange for S4 to talk to S4 about comms. S4 will then talk to S4</p> <p>Action [8.3] – S40 to send S40(2) copy of the minutes for the last 2 years for the Steering Group.</p>	<p>S40(2)</p> <p>S40</p>
9	<p>Innovation</p> <p>The Innovation group have met 3 times so far.</p> <p>Looking at infrastructure, Living space, Economic and Employment aspects, Healthy living – identify the local health challenges as to what is healthy living.</p> <p>At the last meeting there was a project presentation – a few members from industry attended and there was lots of networking.</p> <p>The first of the breakfast meetings will focus on part of innovation activity. Hope to have a demonstration of a driverless car. S4 is to chair the breakfast meetings.</p> <p>NEO – Action [9.1] – S4 to talk to S40(about this.</p> <p>North Alliance lead – Action [9.2] – S4 to find out the contact for this contact hub.</p> <p>S4 advised that the Health Group have a conference on 29th March at S38(1) CCG are doing a seminar on innovations in health. S4 is working with S40 to arrange the agenda and invite list. Can ask service providers to attend this.</p>	<p>S40</p> <p>S40</p>

	<p>S4 has made contact with S40(2) at Birmingham University. Looking at a key age range of 8 – 15, how they act in the communities.</p> <p>S4 will organise a Siemens visit for the wider group to attend.</p> <p>Hammarby development – S4 looking to arrange for a representative to do a presentation to the Innovation Group.</p> <p>Action [9.3] - Group to let S4 know if they would like any details on the forthcoming Innovation group meetings.</p> <p>'Live Well' project being done in Essex schools. Could learn from this.</p> <p>Business plan – Action [9.4] - S4 is redrafting section 9 which will be discussed next week. Will provide a briefing pack. There may be a cabinet discussion by ECC for the business plan. Action [9.5] – S to talk to the leader next week.</p>	<p>All</p> <p>S4</p> <p>S4</p>
10	<p>Programme & Budget update</p> <p>S4 doing progress report for January. Action [10.1] – S4 to send to group when this is finalised.</p> <p>Commercial delivery – Action [10.2] - S4 to talk to S4 about this.</p> <p>Stewardship work steam took the paper to Board in January. A list of assets is being compiled. Setting up meeting with Ebbsfleet next Friday with S40(2) and S40(2)</p> <p>Action [10.3] – label to be put on the map of the 3 Garden Communities plan as submitted at the EIP.</p> <p>Budget – January numbers are to be sent out at the end of next week.</p> <p>Action [10.4] - S4 to send email to S4 to check with his team that payments have been put though.</p>	<p>S4</p> <p>S40(2)</p> <p>S4</p> <p>S40(</p>
11	<p>AOB</p> <p>Dentons agreed to sort out WoB Directors LDV quorum paperwork with no charge. S4 advised S4 needs the paperwork to be able to sign this.</p>	

Future Meetings:

28 February 2019 – 13.30-16.00, S38(1)	25 April 2019 – 13.30-16.00, S38(1)
28 March 2019 – 13.30-16.00, S38(1)	

**North Essex Garden Communities
Steering Group**

S38(1)

31 January 2019 – 13.30 to 16.00

Attendance:

NEGC Programme Team: S40(2) Chair, S40(2) S40(2) S40(2)
 S40(2) S40(2) S40(2) (Minutes)
 Colchester BC: S40(2)
 Braintree DC: S40(2)
 Tendring DC: S40(2)
 ECC: S40(2)
 NEAs: S40(2)
 Homes England: S40(2)
 Essex University: S40(2)

Apologies: S40(2) (Hyas)

A G E N D A

No	Item Description	Lead/s	Time
1	Outstanding Actions from last meeting (3 January 2018) and NEGC Board minutes - <i>attached</i>	S40(2)	13.30
2	Local Plan Action Plan & timescales update – incl. RTS	S40(2)	13.40
3	HIF update	S40(2)	14.00
4	Landowner discussions update	S40(2)	14.10
5	MHCLG meeting 19 February agenda – <i>attached</i>	S40(2)	14.20
6	Uttlesford update	S40(2) / S40(2)	14.35
7	Economic update	S40(2)	14.40
8	Communications update	S40(2)	14.55
9	Innovation update	S40(2) S40(2) S40(2) S40(2)	15.10
10	Programme & Budget update	S40(2) / S40(2)	15.45
11	AOB	All	15.55

Future Meetings

28 February 2019 – 13.30-16.00, S38(1)	25 April 2019 – 13.30-16.00, S38(1)
28 March 2019 – 13.30-16.00, S38(1)	02 May 2019 – 13.30-16.00, S38(1)

North Essex Garden Communities Steering Group

S38(1)

28 February 2019 – 13.30 to 16.00

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2), S40(2)
 S40(2), S40(2), S40(2) (Minutes)

Colchester BC: S40(2)

Braintree DC: S40(2)

ECC: S40(2)

NEAs: S40(2)

Apologies: S40(2) (Essex University), S40(2)
 (NEGC), S40(2) (Hyas), S40(2) (TDC),
 S40(2) (Homes England)

A G E N D A

No	Item Description	Action Owner
1	<p>Outstanding Actions from last meeting (31 January 2019)</p> <p>All actions complete. S40 had spoken to S40(2) prior to this meeting and agreed that he would update her at their meeting the following week.</p>	
2	<p>NEGC Board papers</p> <p>Due to local elections, the Interim Business Plan for 2019/20 onwards will not formally go to the Board on 14 March 2019. Instead a Funding and Programme paper to cover the initial period until the end of July 2019 will be circulated to the Board for approval before the end of March 2019, together with a copy of the agreement from the authorities.</p> <p>The revised Interim Business Plan will go to Board on 5 June.</p> <p>Action [2.1] - S4 to allow for presentation on polling at the 14 March Board meeting – need slot it in around comms item.</p> <p>Councils could add in a paragraph about confidentiality at the top of the documents. Action [2.2] – S4 to look at this and show to S4 and S40(2).</p>	<p>S4</p> <p>S4</p>

	<p>Action [2.3] - Group to look at comms document and let S4 & S4 know of any queries.</p> <p>A national retainer is necessary especially post local plan. Action [2.4] – S4 to send comments to S40(2)</p> <p>Action [2.5] – S4 to advise S4 of any queries he has with the Board papers.</p>	<p>All</p> <p>S4</p> <p>S</p>
3	<p>Local Plan Action Plan & timescales update – incl. RTS</p> <p>S4 circulated the updated plan last week.</p> <p>RTS – need updated work plan from Jacobs. Due a draft report in a couple of weeks' time. Have a planning meeting next week.</p> <p>SA timescales is an area of concern. There was a meeting with LUC on Tuesday. LUC have reviewed the comments and will revise a method statement. A date needs to be added to this.</p> <p>LUC have advised it will take them about 15 weeks to complete the work. Awaiting updated method statement to send to the Inspector. The proposed Check and Challenge Workshop which is likely to be scheduled at the end of March and will involve talking to a broad range of stakeholders.</p> <p>HRA work – LUC are doing this which should take no longer than 3 weeks to complete.</p> <p>Employment Forecasting – to be discussed with CEBR next week. S40(2) to then talk to CEBR.</p> <p>RTS is the only critical outstanding item at present due to HIF work.</p> <p>Demand profile information has been received. Action [3.1] - S40 to go through the information and pass to S40(2) for analysis on delivery rates. S4 to give S4 his view on the absorption rate. S40(2) to help S4 with his work, remembering Ebbsfleet.</p> <p>Action [3.2] – Group to let S4 know if they have any comments on his report.</p>	<p>S4</p> <p>S4</p> <p>All</p>
4	<p>HIF update</p> <p>The template for a letter of support has not been provided for HIF. Action [4.1] – S4 to look to see if there is a template for HIF and find out about the leaflet that has been produced for the HIF bid.</p> <p>All landowners will be asked to provide redacted versions of Options Agreements.</p> <p>Recycling of funds – the paragraph has been written by S4 and will remain in on both bids.</p> <p>Marks Tey bidding strategy – it was questioned which of the 2 bids would be preferred. S40(2) S43(2)</p>	<p>S4</p>

5	<p>Landowner discussions update</p> <p>S4 has been meeting with land owners to get their support to the HIF bids.</p>	
6	<p>Update to MHCLG meeting 19 February</p> <p>The meeting went well, the £10 million pot of money was mentioned.</p> <p>S40(2) S43(2)</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	
7	<p>Uttlesford update</p> <p>S40(2) attended the Uttlesford meeting this week. The 5 April commercial meeting is booked in with Galliard.</p> <p>Land owner S40(2) who was the remaining brother has now passed away. S4 suggested it would be good to have a conversation with Countryside.</p> <p>Planning enquiry – CAUSE sent email to S40(2) querying about the UDC EIP examination session. NEGC awaiting matters/ issues from the inspectors before submitting.</p>	
8	<p>Economic update</p> <p>S4 advised that ECC were in the process of setting up the North Essex Economic Board and the first meeting is now likely to be after the local elections.</p>	
9	<p>Communications update</p> <p>S4 attended a conference last week, in the last session Lightwood used their presentation to criticise the A12 HIF bid. Action [9.1] - S4 will email the group with a copy of the slides shown by Lightwood.</p>	S4 S4
10	<p>Innovation update</p> <p>Action [10.1] - S40(2) to meet with S40(2) next week and will update the group at the next meeting.</p> <p>S4 has details of the ECC staff working on care and support project.</p> <p>Action [10.2] – S4 to forward details to the group.</p>	S40(2) S4 S4
11	<p>Programme & Budget update</p> <p>S4 is going to increase rating for the Business Plan from green to amber in the Strategic Risk map. Everything else is on track. Action [11.1] - S4 to forward papers later today.</p> <p>Budget update – a verbal update on the end of February position will be provided at the Board meeting.</p> <p>Action [11.2] - S40 is to finish 18/19 work before he leaves tomorrow.</p>	S4 S4

	<p>Costs are held by CBC and Councils to determine how these costs are shown.</p> <p>Action [11.3] - S4 will write a paper before he goes on leave.</p> <p>S4 is asking the Government next week for £1 million.</p>	S4
12	<p>AOB</p> <p>None</p>	

Future Meetings:

28 March 2019 – 13.30-16.00, S38(1)	23 May- 13.30 -16.00, S38(1)
25 April 2019 – 13.30-16.00, S38(1)	20 June- 13.30 – 16.00, S38(1)

**North Essex Garden Communities
Steering Group**

S38(1)

28 February 2019 – 13.30 to 16.00

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2) S40(2) S40(2)
 S40(2) S40(2) S40(2) (Minutes)
 Colchester BC: S40(2)
 Braintree DC: S40(2)
 Tendring DC: S40(2)
 ECC: S40(2)
 NEAs: S40(2)
 Hyas: S40(2)
 Homes England: S40(2)

Apologies: S40(2) (Essex University)

A G E N D A

No	Item Description	Lead/s	Time
1	Outstanding Actions from last meeting (31 January 2019)	S40(2)	13.30
2	NEGC Board papers	S40(2)	13.40
3	Local Plan Action Plan & timescales update – incl. RTS	S40(2)	13.55
4	HIF update	S40(2) S40(2) S40(2)	14.15
5	Landowner discussions update	S40(2)	14.25
6	Update to MHCLG meeting 19 February	S40(2)	14.35
7	Uttlesford update	S40(2) S40(2)	14.45
8	Economic update	S40(2)	14.55
9	Communications update	S40(2)	15.10
10	Innovation update	S40(2) S40(2) S40(2) S40(2)	15.20
11	Programme & Budget update	S40(2) S40(2)	15.35
12	AOB	All	15.55

Future Meetings

28 March 2019 – 13.30-16.00, S38(1)	23 May 2019 – 13.30-16.00, S38(1)
25 April 2019 – 13.30-16.00, S38(1)	20 June 2019 – 13.30-16.00, S38(1)

North Essex Garden Communities Steering Group

S38(1)

28 March 2019 – 12.00 to 14.30

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2) (Minutes),
S40(2) S40(2), S40(2)

Colchester BC: S40(2)

Braintree DC: S40(2)

Tendring DC: S40(2)

ECC: S40(2)

NEAs: S40(2)

Hyas: S40(2)

Apologies: S40(2) (Essex University), S40(2)
(Homes England), S40(2) (GCD), S40(2)
S40(2) (NEGC)

NOTES & ACTIONS

No	Item Description	Action Owner
1	<p>Outstanding Actions from last meeting (28 February 2019)</p> <p>All actions have either been completed or are on the agenda.</p> <p>Homes England have confirmed that £1m will be received by Colchester Borough Council either today or tomorrow.</p> <p>HIF bids have been submitted and Homes England visit to clarify technical questions are being planned for 4 April. Details of Bids will be released once the announcements have been made.</p> <p>[1.1] S4 to speak to L&Q, Crest and S40(2) with assistance from S4.</p>	S40(2)
2	<p>NEGC Board Minutes</p> <p>Draft minutes have been circulated. Minor amendment has since been made to 4.4.</p> <p>[2.1] S4 schools action to be updated to end of May.</p>	S4

3	<p>Local Plan Action Plan & timescales update</p> <p>Suggestion that a transportation topic paper will be prepared to provide greater context for the road schemes.</p> <p>There was a discussion about what the total figure for CBB needs to be for the viability work. Recognition that figures for evidence around WoB will need to be amended to include UDC land.</p> <p>[3.1] S4 to circulate copies of HIF bids to S4 and S4.</p> <p>Jacobs work on Marks Tey rail station has been very useful. Discussions with Network Rail and ECC need to take place.</p> <p>[3.2] S4 to speak to S4 about meeting with Network Rail.</p> <p>Issue around delivery date for Sustainability Report, currently scheduled for end of May. NEAs need to see these findings earlier.</p> <p>May/June will be the critical time for reviewing evidence and briefing Members ahead of Local Plan Committee meetings in June/July. Risk around date of publication.</p>	<p>S4</p> <p>S4</p>
4	<p>Interim Business Plan – 2019/20 and beyond</p> <p>S4 spoke to Chief Executives and Council Directors this morning. Minor revisions to be made to draft Board paper for this to be circulated by the end of March.</p>	
5	<p>Utilities Summary Report</p> <p>S4 has prepared a Board paper outlining the work that has been undertaken and this also highlights the further work required. It was mentioned that the Government are undertaking consultation into the 0-500m airspace for the commercialisation of drones. It was recognised that desktop studies / on the ground surveys only provide a partial picture. Future strategy includes the commercialisation of utilities for the benefit of the community (asset management).</p> <p>This work is not time critical per se but it is important that the Board are sighted on it. However, a need has been identified for a waste water treatment plant, which current technology would enable a phased approach, and the lead in time for setting this up due to 4/5 year set up timescale.</p> <p>S4 provided details on some initial Infrastructure Costs Analysis work that has been undertaken for WoB, and this also feeds into the stewardship work. Similar work will be carried out for CBB and TCB.</p> <p>[5.1] S4 to speak to S4 and S40(2) regarding costs for leisure facilities.</p> <p>S4 queried if there will be a need to extend existing reservoirs or build a new one. This has not been flagged as an issue. Also, electric charging points in homes. S4 commented that all homes will have batteries that produce surface energy.</p> <p>[5.2] CBB work to be brought back to the next Steering Group meeting.</p>	<p>S4</p> <p>S4</p>

	<p>S4 referenced the meeting with University of Birmingham scheduled for 10 April to discuss engagement with the under 35s.</p> <p>[9.3] S4 to speak to S40(2) about the work that is taking place between ECC and Suffolk on younger people engagement.</p> <p>S4 has received the ComRes report and will be reviewing this before circulating.</p> <p>CBC are talking to Fluid regarding Local Plan engagement.</p>	S4
10	<p>Innovation update</p> <p>EG has a call scheduled with S4 to discuss next steps. Innovation meetings have been scheduled. Topics for Breakfast Mixer meetings have been set and dates are pending. Reference to Innovation in Health and Wellbeing event tomorrow.</p>	
11	<p>Programme & Budget update</p> <p>Economic Strategy priority has been reduced to Green as Economic Board meeting has taken place, although milestone will need to change from June to September.</p> <p>CBC Scrutiny meeting discussion about NEGC budget was postponed to new municipal year. S to meet with Cllr Andrea Luxford Vaughan to answer questions she has posed. S4 has offered to assist with this.</p> <p>Letters to contractors have been drafted regarding novation to NEGC on 1 April and tightening of finances. "Lump sum" wording to be changed to "fixed fee". Consideration needs to be given to retainers.</p> <p>[11.1] Sentence about retainers to be added to letter.</p> <p>[11.2] It was agreed that the letter will be joint signatories.</p> <p>S4 has received an email from Grant Thornton regarding contract extension. S40(2) is speaking to them later today.</p>	S4 All
12	<p>AOB</p> <p>Location of future meetings was discussed.</p> <p>[12.1] S4 and S40(2) to speak to S40(2) regarding negotiating a better rate for room bookings, utilising buying power of ECC, CBC and NEGC.</p>	S4

Future Meetings:

25 April 2019, 13.30-16.00, S38(1)	10 October 2019, 13.30-16.00, S38(1)
23 May 2019, 13.30-16.00, S38(1)	7 November 2019, 13.30-16.00, S38(1)
20 June 2019, 13.30-16.00, S38(1)	5 December 2019, 13.30-16.00, S38(1)
18 July 2019, 11.30-13.30, S38(1)	9 January 2020, 11.30-13.30, S38(1)
15 August 2019, 13.30-16.00, S38(1)	13 February 2020, 13.30-16.00, S38(1)
12 September 2019, 13.30-16.00, S38(1)	12 March 2020, 13.30-16.00, S38(1)

**North Essex Garden Communities
Steering Group**

S38(1)

28 March 2019 – 12.00 to 14.30

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2), S40(2), S40(2)
 S40(2), S40(2)
 Colchester BC: S40(2)
 Braintree DC: S40(2)
 Tendring DC: S40(2)
 ECC: S40(2)
 NEAs: S40(2)
 Hyas: S40(2)
 Homes England: S40(2)

Apologies: S40(2) (University of Essex), S40(2) (NEGC)

A G E N D A

No	Item Description	Lead/s	Time
1	Outstanding Actions from last meeting (28 February 2019) – <i>attached</i>	S40(2)	12.00
2	NEGC Board minutes – <i>attached</i>	S40(2)	12.10
3	Local Plan Action Plan & timescales update – <i>attached</i>	S40(2)	12.25
4	Interim Business Plan – 2019/20 and beyond	S40(2) / S40(2)	12.45
5	Utilities summary report – <i>attached</i>	S40(2)	13.15
6	Landowner discussions update	S40(2)	13.25
7	Uttlesford update	S40(2) / S40(2)	13.35
8	Economic update	S40(2) / S40(2)	13.45
9	Communications update	S40(2)	13.55
10	Innovation update	S40(2) S40(2)	14.10
11	Programme & Budget update – <i>attached</i>	S40(2) S40(2)	14.15
12	AOB	All	14.25

North Essex Garden Communities Steering Group

S38(1)

25 April 2019 – 12.30 to 15.00

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2), S40(2)
 S40(2), S40(2), S40(2)

Colchester BC: S40(2)

Braintree DC: S40(2)

Tendring DC: S40(2)

Essex CC: S40(2)

Apologies: S40(2) (TDC), S40(2) (NEAs), S40(2)
 S40(2) (Hyas), S40(2) (University of Essex),
 S40(2) (Homes England)

NOTES & ACTIONS

No	Item Description	Action Owner
1	<p>Outstanding Actions from last meeting (28 March 2019)</p> <p>S40(2) and S4 meeting with University to discuss strategy going forward confirmed.</p> <p>Actions 9.1, 9.3 and 12.1 actions to be carried forward.</p>	S40(2)
2	<p>NEGC Business Plan 2019/20 onwards</p> <p>Agreed with Chief Executives earlier today that a new draft would be circulated next week to give Councils time to consider content ahead of June Board meeting.</p>	
3	<p>Communications & Engagement Strategy</p> <p>S4 gave a presentation based on the paper that had been circulated summarising the different comms and PR requirements and where the potential gaps are. Strategy is looking to focus engagement more on the 18-34 age group. The lack of visuals to aid informal engagement has also been an issue. A number of recommendations have been proposed and it is anticipated that focus groups will be used through contacts that have been made (e.g. University, council staff, Faith groups, Youth groups etc) to test approaches. Important to consider who is delivering the message, e.g. Shelter. S4 reported that North</p>	

	<p>Essex has one of the highest proportions of young families (i.e. people having children at a younger age). Need to look at the opportunities out of social partnerships – brands that people trust and already have established relationships. S4 and S4 have been speaking to niche companies that can help us to achieve these objectives.</p> <p>[3.1] S4 to circulate report from Savills on the priorities of homebuyers. S4</p> <p>CBC engagement plans with Fluid will take place between May and September/October. Consideration needs to be given to the coordination of this.</p> <p>[3.2] Directors to provide NEGC with feedback on what their comms needs are (e.g. locations to target, type of activity etc).</p> <p>S4 to produce strategy paper for Board meeting in June. Narrative around RTS also needs to be developed as per the previous Board meeting action.</p>	<p>S4</p> <p>All</p>
4	<p>Kit Malthouse letter</p> <p>Letter to Cllr Spence indicating that Kit is keen to visit North Essex as soon after the Election as possible. S4 to speak to Cllr Spence regarding response and confirming a date.</p>	
5	<p>Local Plan Action Plan & timescales update</p> <p>The NEAs are looking at their cycle of Local Plan Committee meetings to see what can be accommodated in August due to delays to the Sustainability Appraisal – meeting with LUC next Tuesday to confirm position about anticipated timescales for completion of the report.</p> <p>Statutory Planning & Transport group needs to consider the timings and mode of publication of the evidence prior to the committee meetings. Meeting on 2 May to go ahead.</p> <p>S4 is meeting with S40(2) next Thursday to finalise the RTS.</p> <p>Marks Tey Railway Station – S4 confirmed that there has been a meeting with Network Rail. Letter from NR still outstanding. Report from NR regarding the improvements required to existing station has been received.</p>	
6	<p>Utilities update – Colchester Braintree Borders</p> <p>Action from last meeting outstanding – S4 to confirm status.</p>	
7	<p>Landowner discussions update</p> <p>Meetings are continuing from West to East. S4 and S4 provided update on discussions regarding WoB, Countryside and Galliard. S40(S40(2)) has requested a Board update on landowner discussions – suggested that this go to the July meeting and may be a presentation.</p>	
8	<p>Uttlesford update</p> <p>Discussions with Uttlesford are ongoing, taking Elections and their forthcoming EiP into account.</p>	

9	<p>Economic update</p> <p>CEBR evidence for the EiP is currently being finessed. Looking to progress draft briefs for construction skills and inward investment over the next month.</p>	
10	<p>Innovation update</p> <p>S4, S4 and S4 are having a conversation next week about the way forward following a review of 18/19. Business Breakfast suggestion of a presentation by Sky Ports in either June or September. S4 has recommended that there could be more council input into these discussions as at present they are private sector led. Need to reconcile this issue. Directors to consider who at the councils need to be involved in these discussions. Additionally, it was felt that the Innovation in Health & Wellbeing event at BT was well received.</p>	
11	<p>Programme & Budget 18/19 Performance Review</p> <p>S4 highlighted that more detail around “Work to produce the Outline Business Case and Dev Corp Mandate is underway” is required to demonstrate what the ROI has been.</p> <p>[11.1] S4 and S4 to review language of report.</p> <p>S4 also outlined that in addition to this information a PR and statutory version need to be produced for the Board in June/July.</p> <p>In terms of the budget, S4 reported that the £1m from Government has been received. Carry forward to 19/20 is £914k and the accruals are up to date following conversations with suppliers.</p>	S40(2)
12	<p>AOB</p> <p>S4 asked if the Directors were aware of any Community Land Trust bids etc that we need to be sighted on. Site for sale on Old Ipswich Road in Tendring District with former Highways depot (ECC owned). To be investigated further.</p> <p>[12.1] Move 23 May Steering Group meeting to 10.00am – 12.30pm.</p>	S4

Future Meetings:

23 May 2019, 13.30-16.00, S38(1)	7 November 2019, 13.30-16.00, S38(1)
20 June 2019, 13.30-16.00, S38(1)	5 December 2019, 13.30-16.00, S38(1)
18 July 2019, 11.30-13.30, S38(1)	9 January 2020, 11.30-13.30, S38(1)
15 August 2019, 13.30-16.00, S38(1)	13 February 2020, 13.30-16.00, S38(1)
12 September 2019, 13.30-16.00, S38(1)	12 March 2020, 13.30-16.00, S38(1)
10 October 2019, 13.30-16.00, S38(1)	

**North Essex Garden Communities
Steering Group**

S38(1)

25 April 2019 – 12.30 to 15.00

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2), S40(2), S40(2)
S40(2), S40(2)

Colchester BC: S40(2)

Braintree DC: S40(2)

Tendring DC: S40(2)

Essex CC: S40(2)

Hyas: S40(2)

Homes England: S40(2)

University of Essex: S40(2)

Apologies: S40(2) (TDC), S40(2) (NEAs)

A G E N D A

No	Item Description	Lead/s	Time
1	Outstanding Actions from last meeting (28 March 2019) – <i>attached</i>	S40(2)	12.30
2	NEGC Business Plan 2019/20 onwards – <i>discussion</i>	S40(2)	12.40
3	Communications & Engagement Strategy – <i>attached</i>	S40(2)	13.20
4	Kit Malthouse letter – <i>attached</i>	S40(2)	13.50
5	Local Plan Action Plan & timescales update – <i>attached</i>	S40(2)	14.00
6	Utilities update – Colchester Braintree Borders	S40(2)	14.15
7	Landowner discussions update	S40(2)	14.25
8	Uttlesford update	S40(2) / S40(2)	14.30
9	Economic update	S40(2)	14.35
10	Innovation update	S40(2)	14.40
11	Programme & Budget 18/19 Performance Review – <i>attached</i>	S40(2) / S40(2)	14.45
12	AOB	All	14.55

North Essex Garden Communities Steering Group

S33(1)

23 May 2019 – 10.00 to 12.00

Attendance:

NEGC: S40(2) (Chair), S40(2), S40(2),
S40(2), S40(2),

Colchester BC: S40(2)

Braintree DC: S40(2)

Tendring DC: S40(2)

Essex CC: S40(2)

NEAs: S40(2)

Hyas: S40(2)

Homes England: S40(2)

Apologies: S40(2) (NEGC), S40(2) (University of Essex)

NOTES & ACTIONS

No	Item Description	Action Owner
1	<p>Actions from last meeting (25 April 2019)</p> <p>Actions carried forward at the last meeting to be picked up with the individuals concerned. All other actions have been completed.</p>	
2	<p>Board Papers (5 June)</p> <p>S4 queried the current status of the Sustainability Appraisal. S4 outlined the response that has recently been received from the Inspector regarding a request for an 8-10 weeks period between the submission of the evidence and the date of the EiP. For the benefit of MHCLG, S4 noted that the NEAs are endeavouring to get the Local Plan through as quickly as possible, but this process can only go as fast as the Inspector will allow.</p> <p>Matters Arising – statutory Directors remain so until they resign, and the necessary processes have been completed with Companies House. Resigning Directors are encouraged to attend on the 5 June or send their apologies. New Directors need to be ratified by their respective Councils. 3 Directors need to attend in order for the quorum requirement to be met. Attendees need to be confirmed to S4 and S4 as soon after the 28 May as possible.</p>	

NEGC Ltd has applied for VAT registration and the Directors need to disclose any interests they have in other business activities. Submission of VAT form will be made at the end of this week.

IBP – S4 to complete covering paper. Looking for the Board to ratify this ahead of it going to Councils by the end of July for approval. External funding for 2020/21 & 2021/22, subject to delivery of milestones in 2019/20, to be explored. S4 has received intel on an additional government funding stream that we could apply for.

Specific comments on the IBP included:

- Page 27 – timescales: need to set out when NEGC will be needing Council decisions.
- Need for a background paper to assist Councils regarding funding of 2020/21 & 2021/22. [2.1] S4 to draft for meeting with CEX next Thursday. This should include contingency planning, which has an impact on how the NEGC needs to be funded in the future.
- [2.2] All Councils asked to provide feedback regarding any significant changes that are required by **COB tomorrow** ahead of CEX meeting and sending document to Board on 30 May.
- The funding for 19/20 needs to be formally approved by the Councils in addition to the written resolution that was approved by the NEGC Board in respect of the first 4 months of 19/20. There will be a going concern issue if this does not happen. Need for an “in principle” agreement as part of the Councils approving the Interim Business Plan. A common shareholder report would need to be written along the lines of the Business Plan identifies a contribution of £350k for 19/20 from each Council subject to the delivery of specific milestones throughout the year (as set out in the IBP) and the report seeks approval for the funding to transact and achieve these milestones. [2.3] S4 to ask S4 to provide wording to S4.

Local Plan update – this item will now be before the Comms paper. Recommendation to remove appendix 1 (letter to the Inspector), [2.4] which S4 will action.

Comms & Engagement Strategy – reflects previous Board discussion around polling results and the need for a more bespoke approach in the future to expand messaging amongst varied audiences. Greater focus on younger people (need to know how this is being defined) is in addition to what we are already doing and this needs to be made clearer. Additional recommendation that the report is shortened, where possible. S4 reiterated the need to focus on other hard to reach groups. There needs to be a work plan alongside this in connection with resourcing section and cost of this. Useful to explain the comms landscape and how this being deployed. S4 will also provide narrative/imagery around the RTS.

[2.5] S to circulate video of Chinese RTS.

[2.6] S4 to make amendments to paper based on above comments.

S4

All

S4

S4

S

S4

	<p>Delivery Vehicle Options – conclusion of the work needs to set out the criteria and the options and leave it for the Councils to decide what route is preferred. It was felt that a presentation was more appropriate at this stage. This will be tested with the CEXs next week.</p>	
3	<p>Meeting with CAUSE</p> <p>Item not discussed due to time constraints.</p>	
4	<p>Kit Malthouse visit update</p> <p>NEGC Board Directors have confirmed to Cllr Spence that they would like to host a visit from Kit Malthouse. We are in the process of contacting his office to confirm a date, which will hopefully be some time before the Summer recess.</p>	
5	<p>Landowners update</p> <p>Item not discussed due to time constraints.</p>	
6	<p>Uttlesford update</p> <p>S4 confirmed that UDC will be continuing with their Local Plan process.</p>	
7	<p>Economic update</p> <p>Item not discussed due to time constraints.</p>	
8	<p>Innovation update</p> <p>Item not discussed due to time constraints.</p>	
9	<p>Programme & Budget 19/20 progress report</p> <p>Item not discussed due to time constraints.</p>	
10	<p>AOB</p> <p>S4 updated that S40(2) will be replacing S40(2) as the Deputy Director for the garden communities programme and the NEGC confirmed that it would like to extend an invitation to him to visit North Essex. S4 commented that he used to work with S40, who has a background in accelerated construction.</p> <p>Additionally, it should be noted that there will not be as much funding available for applicants from MHCLG this year. UDC are now part of MHCLG's GC programme and a meeting is to be arranged. S4 & S4 are meeting with them on 10 June and SE is to be invited to this.</p> <p>S4 commented that a follow up conversation with S40(2) is required, particularly to progress the Oversight Authority discussions and the two funding streams that we could apply for this year. S4 noted that the £10m fund consultation has been delayed until the Summer and although this doesn't affect the principle of the funding, this will impact on timescales for receiving the funding should we be successful.</p> <p>S4 confirmed that he will be leaving BDC at the end of June. It is likely that S40(2) will come to the Steering Group meetings in the future as the BDC representative.</p>	

	<p>S40(2) wants to set up a strategic working group around the A120 and A12. She is attending a meeting at ECC next week. [10.1] S4 to liaise with S40(2) and circulate list of attendees to Council Directors.</p>	<p>S4 S4</p>
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Future Meetings:

20 June 2019, 13.30-16.00, S38(1)		7 November 2019, 13.30-16.00, S38(1)	
18 July 2019, 11.30-13.30, S38(1)		5 December 2019, 13.30-16.00, S38(1)	
15 August 2019, 13.30-16.00, S38(1)		9 January 2020, 11.30-13.30, S38(1)	
12 September 2019, 13.30-16.00, S38(1)		13 February 2020, 13.30-16.00, S38(1)	
10 October 2019, 13.30-16.00, S38(1)		12 March 2020, 13.30-16.00, S38(1)	

**North Essex Garden Communities
Steering Group**

S38(1)

23 May 2019 – 10.00 to 12.00

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2) (Minutes), S40(2)
S40(2), S40(2)

Colchester BC: S40(2)

Tendring DC: S40(2)

Braintree DC: S40(2)

Tendring DC: S40(2)

Essex CC: S40(2)

NEAs: S40(2)

Hyas: S40(2)

Homes England: S40(2)

Apologies: S40(2) (University of Essex)

A G E N D A

No	Item Description	Lead/s	Time
1	Actions from last meeting (25 April 2019) – <i>attached</i>	S40(2)	10.00
2	Board Papers (5 June) – <i>attached</i>	S40(2) S40(2)	10.10
3	Meeting with CAUSE – <i>attached</i>	S40(2)	11.00
4	Kit Malthouse visit update	S40(2)	11.20
5	Landowners update	S40(2)	11.25
6	Uttlesford update	S40(2) S40(2)	11.30
7	Economic update	S40(2)	11.35
8	Innovation update	S40(2)	11.40
9	Programme & Budget 19/20 progress report	S40(2) S40(2)	11.45
10	AOB	All	11.55

North Essex Garden Communities Steering Group

S33(1)

11 July 2019 – 11.30 to 13.30

Attendance:

NEGC: S40(2) (Chair), S40(2) (Minutes), S40(2),
S40(2), S40(2),

Colchester BC: S40(2)

Tendring DC: S40(2)

Essex CC: S40(2)

NEAs: S40(2)

Hyas: S40(2)

Homes England: S40(2)

Apologies: S40(2) (BDC), S40(2) (TDC), S40(2)
(University of Essex)

NOTES & ACTIONS

No	Item Description	Action Owner
1	<p>Actions from last meeting (23 May 2019)</p> <p>RTS action for Board has been completed. YouTube video previously circulated will be used for this purpose.</p> <p>The Network Rail letter was discussed at the Statutory Planning & Transport meeting earlier today and an approach has been agreed on how to deal with this.</p>	
2	<p>Board Papers & Actions (18 July)</p> <p>Sustainability Appraisal – purpose of the item is for this document to be reviewed and noted. NEGC need to think about the nature of their consultation response on the collective evidence. It was agreed that the SA report conclusion would be added as an appendix to the Local Plan report and remove the separate SA item to be able to minute that the recommendation is for the NEGC to respond to the consultation.</p> <p>[2.1] S4 and S4 to action update to SA/LP items.</p> <p>Decision Programme – report will highlight key decisions required by NEGC and Councils, based on Decision Planner the MOs</p>	S4 / S4 S4 / S4

have prepared.

Decision items – Comments on Annual Report invited by lunchtime on Monday 15 July. Financial Statements don't include email of support from CBC, although historically this has been referenced on a number of occasions.

S40(2)'s email and S40(2)'s follow up email to Finance officers – comments are outstanding.

Companies House process of new directors has been completed.

AGM – a number of options have been set out for the Board to consider and agree their preferred approach. [2.2] S4 and S4 to consider comms around AGM process. [2.3] Additional options to be added to the paper based on Group discussion, which needs to be sent to S4 tomorrow (Friday 12th).

S4 / S4
07 / 07
S4
07

Comms – paper sets out update on support NEGC has been providing to NEAs on Local Plan activity plus timeline of activity until November 2019. Gearing up for more comms via social media – part-time person appointed to do this, plus plans for Sequence 1 public engagement. Recommendation that all LPAs should adopt the same comms approach to ensure consistency over the next couple of months. As a priority, comms should be directed at councillors. CBC are planning to do a leaflet like BDC. TDC will need to consider their approach but are unlikely to opt for a leaflet format. Timing of the distribution of the leaflet was recommended to be before the consultation commences. Also, recommended one-pager internal report to all members on the councils' position regarding the evidence based on S4 summary presentation. This needs to be presented in the context of what the Inspector has asked for. [2.4] To be circulated early next week.

NEGC letter drafted welcoming the publication of the NEA evidence and announcing appointment of new Board directors.

[2.5] S4 to tweak letter and send to Cllr Spence for comments/approval. S4 to copy S4 into this.

S4
07

Programme & Budget – Q1 update rated as green. Small budget savings made during this period. [2.6] Appendix C to be updated so information is more succinct and this needs to be sent to S4 by tomorrow morning.

S4
07

Strategic Risks – option of reducing risk 1 to 20 from 25 as probability has come down. It was agreed that this could happen for the Board. [2.7] S4 to action for 18 July meeting.

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S4
07

3	<p>Councils' Cabinet Report for 2019/20 Interim Business Plan</p> <p>[3.1] All comments on this need to be received by Monday 15th ahead of the next CEX meeting on the 18th. Send to S4 in first instance.</p> <p>[3.2] S4 to circulate version S40(2) has commented on.</p>	All S4
4	<p>Delivery Options Evaluation progress</p> <p>S4 is revising this paper for the CEX meeting on 18 July. There is also an hour's pre-meet before the Board for the politicians to discuss this.</p>	
5	<p>MHCLG Funding Bid submission</p> <p>S4 confirmed that bid needs to explain how 18/19 capacity funding has been spent plus reference to match funding. Explanation around underspend in previous years also needs to be provided. Decision is to put in a bid for full amount as business-backed fund (Delivery Fund) yet not confirmed but sentence to be included in MHCLG bid referencing likely ask of Delivery Fund should this be published before the summer recess. Early drafts of Delivery Fund prospectus suggest this will be quite broad. Bid to be shared with Steering Group and Finance Group. Board have already approved 19/20 IBP so funding bid does not need to be separately approved by Board.</p>	
6	<p>Economic Briefs feedback</p> <p>The Economic & Engagement meeting later today will be discussing these briefs. S4 has spoken to S40(2) who has gained a "foot in the door" at SELEP regarding accessing the growth fund – LA officers have lobbied SELEP regarding distributing monies currently held and recommended opening this up to new bids, which the NEGC is interested in. S4 highlighted that this will be a competitive process. It was suggested that a presentation on Garden Communities needs to be made to the Essex and North Essex Economic Boards. [6.1] S4 to progress.</p>	S4
7	<p>Stewardship – key questions for councils and governance process</p> <p>S4 set out the proposed approach regarding the stewardship Board paper in September and preparations for the draft Mandate content, which will be shared with the Board in November. However, an opportunity needs to be created for the councils to start discussing and clarifying their position on stewardship, providing a clearer steer for the Mandate wording. It was agreed that the way to frame this is to emphasise the content needed for the Mandate and the options appraisal that the councils will need</p>	

	to undertake. S4 will be providing the wording for the IBP Cabinet report and S4 suggested how to structure this.	
8	<p>Uttlesford discussions & EiP update</p> <p>EiP commenced last week. As NEGC submitted some minor objections, it will have a seat at the table. Need to clarify how to orchestrate the NEGC appearance. WoB will be discussed on 17 July.</p>	
9	<p>Landowner discussions update</p> <p>Recent meetings have focused on HIF and forthcoming consultation.</p>	
10	<p>Innovation review update</p> <p>This currently includes Healthy New Towns, MMC and self/custom build opportunity with Homes England linked with funding available. Also looking at living space and private sector contributions to infrastructure. September event on sky ports (passenger and cargo) and November seminar on empowering residents and business through emerging smart technology are being planned. Council input on working groups will be required so how this is positioned will need to be considered.</p> <p>Proposal to arrange a conference in May next year. This milestone is currently scheduled for February 2020 in the 19/20 IBP so this would involve slippage to the programme.</p>	
11	<p>AOB</p> <ul style="list-style-type: none"> • Healthy New Towns Learning & Implementation Events Programme – An update on the bid was provided. [11.1] S4 to send details of webinar to S40(2) and S40 S4 thanked S4 and CCG officers for the work that was put into the bid. • S4 mentioned that there is an opportunity for the Ministry to raise awareness with PINS around issues and experiences of the NEA Local Plan process. NEAs to consider if they wish to accept this invitation. • [11.2] S4 to check who from Homes England is attending the Board on 18 July. • NEGC Ltd is now VAT registered. 	S4

Future Meetings:

15 August 2019, 13.30-16.00, S38(1)	5 December 2019, 13.30-16.00, S38(1)
12 September 2019, 13.30-16.00, S38(1)	9 January 2020, 11.30-13.30, S38(1)
10 October 2019, 13.30-16.00, S38(1)	13 February 2020, 13.30-16.00, S38(1)
7 November 2019, 13.30-16.00, S38(1)	12 March 2020, 13.30-16.00, S38(1)

North Essex Garden Communities Steering Group

S38(1)

11 July 2019 – 11.30 to 13.30

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2) (Minutes), S40(2), S40(2)

Colchester BC: S40(2)

Tendring DC: S40(2)

Essex CC: S40(2)

NEAs: S40(2)

Hyas: S40(2)

Homes England: S40(2)

Apologies: S40(2) (BDC), S40(2) (TDC), S40(2) (University of Essex)

A G E N D A

No	Item Description	Lead/s	Time
1	Actions from last meeting (23 May 2019) – <i>attached</i>	S40(2)	11.30
2	Board Papers & Actions (18 July) – <i>attached</i>	S40(2) / S40(2)	11.40
3	Councils' Cabinet Report for 2019/20 Interim Business Plan – <i>attached</i>	S40(2) / S40(2)	11.50
4	Delivery Options Evaluation progress	S40(2)	12.00
5	MHCLG Funding Bid submission	S40(2) / S40(2)	12.20
6	Economic Briefs feedback – <i>attached</i>	S40(2)	12.30
7	Stewardship – key questions for councils and governance process	S40(2) / S40(2)	12.50
8	Uttlesford discussions & EiP update	S40(2)	13.05
9	Landowner discussions update	S40(2)	13.15
10	Innovation review update	S40(2)	13.20
11	AOB <ul style="list-style-type: none"> • Healthy New Towns Learning & Implementation Events Programme 	All S40(2)	13.25

Future Meetings

15 August 2019, 12.00-14.30, S38(1)	5 December 2019, 12.00-14.30, S38(1)
12 September 2019, 12.00-14.30, S38(1)	9 January 2020, 11.30-13.30, S38(1)
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12 March 2020, 13.30-16.00, S38(1)

North Essex Garden Communities Steering Group

S38(1)

12 September 2019 – 11.00 to 13.00

Attendance:

NEGC Programme Team: S40(2) (Chair), S40(2) (Minutes), S40(2)
S40(2), S40(2)

Colchester BC: S40(2)

Braintree DC: S40(2)

Essex CC: S40(2)

NEAs: S40(2)

Homes England: S40(2)

University of Essex: S40(2)

Apologies: S40(2) (BDC), S40(2) & S40(2) (NEGC),
S40(2) (Hyas), S40(2) (TDC)

A G E N D A

No	Item Description	Lead/s	Time
1	Actions from last meeting (11 July 2019) – <i>attached</i>	S40(2)	11.00
2	Board Agenda (19 September): a) Communications & Engagement – <i>attached</i> b) Stewardship Strategy – <i>attached</i>	S40(2) S40(2)	11.05
3	MHCLG Funding Bid Update	S40(2)	11.55
4	Local Plan Update	S40(2) / S40(2) S40(2)	12.00
5	HIF Bids Update	S40(2)	12.30
6	Programme & Budget Update – <i>attached</i>	S40(2) & S40(2)	12.35
7	Landowner Discussions Update	S40(2)	12.40
8	Uttlesford Discussions Update	S40(2)	12.45
9	Innovation Update	S40(2)	12.50
10	AOB	All	12.55

Future Meetings

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7 November 2019, 12.00-14.30, S38(1)	13 February 2020, 13.30-16.00, S38(1)

5 December 2019, 12.00-14.30, S38(1)

12 March 2020, 13.30-16.00, S38(1)