

**Meeting Note – Garden Town Member Board
7.30pm, 13 November 2017**

Attendance

Organisation	Councillors	Officers
East Herts DC	Cllr Linda Haysey Cllr Robert Brunton	Liz Watts Claire Sime Kevin Steptoe
Epping Forest DC	Cllr John Philip Cllr Chris Whitbread Cllr Nigel Bedford	Alison Blom-Cooper Derek Macnab Glen Chipp David Coleman
Essex CC	Cllr Wagland	David Sprunt Rich Cook
Harlow DC	Cllr Danny Purton	Graeme Bloomer David Watts Brian Keane
Herts CC	Cllr Derrick Ashley	
Garden Town	N/A	Paul Jarvis (ARUP) Sarah Pullin

1. Apologies

Philip Bylo, Uttlesford
Cllr Kevin Bentley, ECC
Jan Hayes-Griffin, HCC

2. Draft notes of meeting of 9 October 2017 – including review of action points

Minutes agreed.

3. Update on current projects

PJ provided an update on the following work streams:

Spatial Vision: AMUP have been progressing work on their final report – due to be issued in mid-December. AMUP had a meeting with Harlow Youth Council – notes of this meeting will be circulated to the Board. An officer workshop is taking place on 4 December. AMUP will be running the December Garden Town Member Board workshop on 11 December, along with Systra.

ACTION: circulate notes of AMUP meeting with Harlow Youth Council with minutes of this meeting

Sustainable Transport Corridor Study: Systra have issued an Issues and Opportunities report which is a work in progress. There will be a further project meeting on 30 November. Systra are due to report in December. Systra will be running the Garden Town Member Board workshop with AMUP

in December (subsequently to the meeting, the workshop was rescheduled to February 2018 due to bad weather and travel conditions. As a result the timetable for completion of this work will need to be adjusted).

Quality Review Panel: Frame have been appointed to set up and manage the Quality Review Panel for the Garden Town and the inception meeting was held on 13 November 2017. At the meeting there was discussion over a potential Chair, with the intention to approach possible Chairs for interview. Following this, panel members will then be appointed. An induction meeting for the panel is due to be held in January. The Panel will review the Spatial Vision and Sustainable Corridor work and officers will report back to Board on the outcome of these reviews before they are agreed. Frame will also be attending and presenting at the December Garden Town Member Board workshop.

4. **Garden Town policy and approach to strategic masterplanning**

DC advised that in developing the EFDC Submission Local Plan, an overarching Garden Town policy has been drafted. This has been shared with officers from Harlow and East Herts, with the intention that it could be incorporated into both EFDC's and Harlow's (too late for East Herts to incorporate) Local Plans to demonstrate a joint approach to delivering the Garden Town.

DC highlighted the need to address the issue of how to bring forward joint masterplans – there is a need to consider how this process will work in more detail, as well as how PPAs will work across boundaries. DC advised that there is a need to move quickly on this and there is still some way to go to get those processes in place. There is a need for the authorities to maximise alignment in taking forward the Local Plans.

ACTION: Officers from EFDC and Harlow to agree a joint Garden Town policy to go into the Local Plans and to agree details of joint PPAs as a matter of urgency.

5. **Garden Town budget**

ABC notified the Board that the additional £175,000 of funding announced for the Garden Town has not yet been received, despite chasing.

The Board agreed the three recommendations in the Garden Town Budget Paper:

- (1) That the respective Councils look to identify additional sources of funding for the Garden Town project, to cover the deficit for priority spending of £57,000, identified following review of the Garden Town budget by senior officers.

- (2) That the respective Councils look to identify additional sources of funding for the Garden Town project, to cover work streams / professional support identified as lower priority in the short term, and to fund the formation of an expanded Garden Town team.
- (3) That one of the priority tasks for the Project Director, once appointed, will be to review the Garden Town Team structure proposed by ATLAS in February 2017, to establish what posts are required going forward and how those posts will be resourced/funded.

ACTION: Chief Executives of the Garden Town LPAs to identify additional sources of funding to cover the £57,000 deficit.

ACTION: Chief Executives of the LPAs to identify additional sources of funding to cover additional work required and to fund the expansion of the Garden Town Team.

ACTION: Once appointed, the Project Director is to review the Garden Town Team structure proposed by ATLAS and establish what posts are required.

6. Update on Project Director post

LW updated the Board – There was a good response to advert, with around 50 applications; some very good ones. The first interviews took place last Thursday (9 November) and three candidates were shortlisted. Final interviews will take place this Friday (17 November) with a Member and the Chief Executive of each LPA on the interview panel. Candidates are also being asked to give a presentation and to complete psychometric tests.

7. A.O.B.

Cllr Haysey advised that a group from East Herts were going by coach to look at development at Buley, Chelmsford with Countryside and Tarmigan on 11 December (back in time for Board meeting) and invited members of the Board to join them.

RC reported that he had spoken to the Project Director at North Essex Garden Communities, who has confirmed that he is happy to give a presentation to the Board – the Board just need to let him know what they required.

ACTION: Officers to liaise with each other to progress that opportunity.

8. Dates of next meetings

- a) 11 December 2017, **6.30pm** Harlow Council Chamber
- b) 22 January 2018, 7.30pm Harlow Council Chamber