

**Meeting Note – Garden Town Member Board
7.30pm, 18 June 2018
Harlow Council Chamber**

Attendance

Organisation	Councillors	Officers
East Herts DC	Cllr Linda Haysey (Cllr Haysey) Cllr Bob Brunton (Cllr Brunton)	Claire Sime (CS) Liz Watts (LW) Adam Halford (AH)
Epping Forest DC	Cllr John Philip (Cllr Philip) Cllr Chris Whitbread (Cllr Whitbread) Cllr Nigel Bedford (Cllr Bedford)	Derek Macnab (DM) Alison Blom-Cooper (ABC)
Harlow DC	Cllr Danny Purton (Cllr Purton) - Chair	Jane Greer (JG)
Essex CC	Cllr Lesley Wagland (Cllr Wagland) Cllr Gagan Mohindra (Cllr Mohindra)	David Sprunt (DS) David Hill (DH)
Herts CC	Cllr Derrick Ashley (Cllr Ashley)	Roger Flowerday (RF)
Garden Town	N/A	Claire Hamilton (CH) Sarah Pullin (SP)

1. Welcome and introductions - Chair**2. Apologies - Chair**

Rich Cooke, ECC

David Coleman, EFDC

Brian Keane, Harlow

3. Minutes of last meeting and matters arising - Chair

Minutes agreed.

It was also agreed that Cllr Purton should continue as Chair of the GT Member Board until an independent Chair has been appointed and is in post.

4. Spatial Vision work - Alison Blom-Cooper

ABC explained that Spatial Vision was commissioned to bring forward high quality development for the Garden Town.

ABC asked Members to agree:

- a) The draft Spatial Vision and Design Principles as the basis for undertaking the community engagement set out in paragraph 15 of the report.
- b) Once the final Spatial Vision and Design Charter documents are agreed by the Board, that a joint report is prepared for consideration by each of the planning authorities to endorse the documents as a material planning consideration in considering masterplans and planning proposals for the Harlow and Gilston Garden Town.

Cllr Purton noted that he considered the Draft Spatial Vision to be an excellent document that should be well understood by people not familiar with the project.

Cllr Purton suggested that Churchgate Street would be a good place for the Harlow exhibition. ABC highlighted the point that the document is for the GT as a whole, so perhaps a more central location would be appropriate in this instance.

DECISION: The Member Board agreed both recommendations – to undertake consultation as proposed in the related meeting paper.

5. Key transport infrastructure principles for Gilston - Roger Flowerday

RF introduced the paper circulated as part of the pack of meeting papers ahead of the meeting.

Cllr Haysey advised the Board that the two Gilston land owners have now split, meaning there will now be two planning applications and Places for People will no longer be representing CPP in developer discussions.

Cllr Purton expressed a wish to see access for sustainable modes of travel to the North of the train station. RF, for clarification, explained that the central crossing improvements are to increase capacity for sustainable modes and that people would be able to access the north of the station via sustainable modes, from the structure, rather than having to go south.

AH advised that the Gilston community is very keen to see details of transport proposals asap. CH explained that the Transport Strategy is not far off and that that document is likely to be the most appropriate document to engage the community on in terms of transport matters.

Cllr Purton advised that the LSCC has put him and DM in touch with a transport infrastructure funding opportunity and he will explore this further and report back to the Board.

Cllr Haysey expressed that she is keen for the three recommendations in RF report to be agreed by the Board.

DECISION: The GT Member Board agreed and endorsed the recommendations in the report.

6. Cross boundary approach to planning applications at East Harlow - Alison Blom-Cooper

ABC introduced the report prepared by David Coleman

Decision: The Board agreed to Option 2 within the paper - One over-arching proposal is prepared within two identical applications submitted to each LPA. The LPAs then determine the part of the proposal relating to the land within their respective administrative boundaries.

7. Proposed new governance arrangements for GT Member Board - Claire Hamilton

CH introduced her governance paper. She highlighted that the paper was a discussion paper and that amendments can be made to the paper following the Board's discussion.

CH advised that the GT Board should allow up to £15k to cover the full cost for selection process of an independent chair for the GT Member Board.

Cllr Philip considered that the paper was good and agreed that meetings should be reduced to a frequency of every other month, rather than every month. Cllr Philip also advised that he did not think there was a need to wait until July to agree the person specification for the Chair position and that this could be done electronically, outside of a formal meeting.

Cllr Philip, however, highlighted a problem with the proposed 4pm start time of meetings, advising that it was not feasible for working Members.

Cllr Ashley highlighted that fact that the paper should make it clear that officers do not have voting rights and also asked what happens if no Members are able to attend from one authority – does that mean that the authority loses its vote on any decisions to be made at that meeting?

Cllr Mohindra highlighted the need to amend the paper to make it clear that Member substitutes have a vote.

Cllr Haysey suggested that the meeting start time remains 6.30pm in order to allow those Members who work to attend the meetings, but that the meetings be run tightly in order to ensure an 8.30pm finish.

DECISION: The Board agreed a 6.30pm start time for future GT Member Board meetings, along with all the recommendations in the paper, subject to the above changes emerging from the discussion.

ACTION: CH to make above amendments to governance paper.

Cllr Haysey agreed with Cllr Philip that the person specification for the independent chair should be agreed electronically and noted the importance of putting the new governance arrangements in place asap.

Cllr Mohindra advised that he would like there to be a working party established in order to agree the Chair's salary.

DECISION: The Board agreed to progress the recruitment of chair and to agree the person specification electronically.

DECISION: The Board agreed in-principal to fund the process for the appointment of an independent chair.

ACTION: CH to circulate recommendations on person specification and recommended remuneration for the independent chair.

ACTION: Once at the appropriate stage, CH and Cllr Purton to consider establishing a working party to discuss and agree the Chair's salary.

8. **GT Progress report** – Claire Hamilton

CH presented her report. CH advised that a date is still being sought for a delivery model seminar and the Board will be informed once a suitable date has been identified.

Cllr Haysey raised the Digital Innovation Zone as a matter to consider for the project – CH noted that this is something that may need to be looked at for H&G GT and that officers bring back a draft proposal for a Garden Town Digital Strategy in due course.

9. **Activities coming up in next month**

LSCC conference is taking place in London on Wednesday 27th June.

10. **A.O.B.**

Cllr Purton noted that it is useful having papers in one single document, but requested that the papers are numbered if that is the approach that will be taken going forward.

David Hill advised the Board that there are concerns following receipt of a letter from the Inspector for the North Essex Communities; the letter raises significant concerns which may also have implications for H&G GT, particularly around achieving the necessary modal shift. DH suggested having an analysis session at the next Board meeting.

ACTION: CH & Cllr Purton to consider whether to hold an analysis session of the North Essex Garden Communities Inspector's letter, in terms of any possible implications for H&G GT.

ACTION: SP to share North Essex letter with Board.

11. Dates of next meetings

- a. 18.30, 23 July 2018 – Harlow Rugby Club, Howard Way, Harlow CM20 3FD
- b. 19:30, 10 September – The Learning Centre, Pets Corner, Town Park, Edinburgh Way, Harlow CM20 2QG