

**PART ONE MINUTES [DRAFT FOR AGREEMENT BY THE BOARD]**  
**of the Board meeting of the Ebbsfleet Development Corporation (EDC)**  
**held at 13:30 on Wednesday 16 November 2016 at**  
**the North Kent Community Centre**

**Board Members Present:**

Michael Cassidy CBE (Chairman)  
David Holt (Deputy Chairman)  
Louise Hardy  
Bob Lane OBE  
David Lock CBE  
Cllr Jeremy Kite MBE (Dartford Borough Council)  
Cllr Mark Dance (Kent County Council)  
Paul Spooner

**Apologies:** Cllr John Cubitt (Gravesham Borough Council)

**In Attendance:**

Julia Gregory	EDC Director of Projects
Simon Newsholme	EDC Development Director
Gerard Whiteman	EDC Finance Director
Mark Pullin	EDC Acting Chief Planning Officer
Nick Fenton	EDC Housing Advisor
Mark Templeton	EDC Head of Communications
Jane Cockerill	DCLG Deputy Director, Policy Team
Colin Lovegrove	DCLG Policy Team
Nina Shuttlewood	Board Secretary

**PART ONE**

**Item 1**

01.11.16 The Chair opened Part One of the meeting and welcomed members of the public. In particular he welcomed Jane Cockerill from DCLG to her first Board meeting.

**Apologies**

02.11.16 The Chair noted that Councillor John Cubitt had sent apologies.

**Declarations of interest**

03.11.16 The Chair reminded Board members to raise any potential conflicts in relation to specific issues under discussion, and of their responsibility not to participate in the discussion or determination of any matter in which they had an interest. No declarations were made.

**Part 1 Minutes of the 19 October 2016 Board Meeting**

04.11.16 The Part I minutes were approved.

**Board Actions**

05.11.16 The Chair confirmed that all actions from previous Board meetings were complete or due to be considered as agenda items, as set out in the Board Action Log.

## **Item 2 Interim Chief Executive's Report**

### **2(a) Strategic Report (Paper 016/087)**

06.11.16 Paul presented Paper 016/087 which provided a public update on the interim CEO's assessment of the EDC's strategic priorities.

07.11.16 Paul reported the following highlights this month:

- I. EDC had worked with Gravesham and Dartford Borough Councils since the last meeting to determine the Impact Area previously discussed
- II. Within the Impact Area, only sites and developments immediately outside the Garden City area, where new development had started in the last year, were included in the housing numbers
- III. Remained on target to deliver over 600 starts this year and 300 completions
- IV. Show homes and marketing suites had been opened on three sites; including the re-opening of the Countryside marketing suite at Springhead Park
- V. House builders continued to report no slow-down in the market
- VI. The primary school at Castle Hill remained on track for a September 2017 opening. The Springhead Park primary school now looked to be open in September 2018 in its permanent location
- VII. Over 500 members of the public attended the Implementation Framework open days and over 100 feedback forms were completed. Paul noted his thanks to local authority and development partners who had participated fully in the open days
- VIII. Proposal for funding of the A2 junction had been accepted and the detail was now being worked through.
- IX. The option to extend Crossrail to Gravesend remained a possibility
- X. Paul noted his thanks to Lorna Hughes for all the community engagement work she had done and confirmed that Lorna had moved across to work on the Health New Town programme. The Board endorsed Paul's comment and noted their own thanks to Lorna too.

08.11.16 Cllr Jeremy Kite noted his thanks to the EDC for its support on the issue of the Lower Thames Crossing. Cllr Kite reported that growth in Dartford would suffer if it was suggested that another crossing was built there.

09.11.16 David Lock reported that at one of the Implementation Framework open days he had been asked who decided where medical provisions were placed. Paul Spooner reported that the Garden City fell within the strategic plan for health in the area which was set by the Care Commissioning Group (CCG). The CCG would adopt a hub and spoke model with the location of the hub within the Garden City being agreed mutually with EDC.

10.11.16 The Board **NOTED** the update.

### **2(b) Communications and Engagement Update (Paper 016/088)**

11.11.16 Mark Templeton presented Paper 016/088, updating the Board on the EDC's latest communications activity.

12.11.16 Communications and Marketing Group: Mark reported that he had formed a new group with members from EDC, DCLG and communications professionals from the private developer partners. The group had a good first meeting yesterday. The aim was to have a more joined up approach to communications.

13.11.16 Branding: Work was underway with Visit Kent and private developer partners to identify and agree one coherent identity to be used across the Garden City. Emerging themes included using Ebbsfleet's unique location, that we were 'on the doorstep of London' but with all the natural amenities of a countryside and river setting. The results of the current work would be reported back to Board in due course.

14.11.16 David Holt noted the importance of getting the single document setting out the agreed guidance locked down as quickly as possible so that other work/projects could move forward. Mark reported that he had engaged with developers on this and that proposals would come back to January Board.

15.11.16 Information Centre: Mark reported that he had received the approval from DCLG to proceed with this project. Locate in Kent and EDC believed that the Information Centre would provide an important physical presence in the Garden City at a prime location. Designers had already been instructed and procurement would start shortly on the model and touchscreen. The plan was to open the Centre in January 2017.

16.11.16 Website & Social Media: This continued to be well used. Mark noted that the three EDC vacancies had been published the day before and had received over 150 hits within the first few hours. Almost 3000 individuals visited the website in October with more than 11,000 pages viewed. Social media posts reached more than 100,000 accounts since the last Board meeting. October's Board meeting was viewed by 163 individual people across Facebook and Twitter.

17.11.16 Photography: Photographs taken by the photographer were now on the EDC website. Mark reported he was in discussion with Henley Camland to turn on the static camera on top of The Observatory. Options were being explored for having a dedicated website mapping images from a number of static cameras.

18.11.16 The Board **NOTED** the update.

**Actions:**

<b>11.01</b>	Branding guidance to January Board. <b>Action Mark Templeton</b>
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**Item 3 Acting Chief Planning Officer's Report**

**Planning and Housing Delivery Programme (Paper 016/089)**

19.11.16 Mark Pullin presented paper 016/089 which provided an update on planning and housing delivery across the EDC area. Included with the paper was the EDC's regular planning and housing performance dashboard.

20.11.16 Mark reported that the Planning Committee would meet that evening and would consider the Redrow scheme of Phase 1c at Ebbsfleet Green which consisted of 74

apartments. The outline application for the Northfleet Embankment West would be reported to the December Planning Committee. There were two matters remaining which needed to be resolved. Good progress was being made with the highway access and regular discussions were held with the applicants' agents and KCC. The other matter related to the relationship with the nearby wharf; the applicants carried out further noise surveys recently. There would be a presentation by Keepmoat after the Board meeting regarding Northfleet East.

21.11.16 A significant amount of work was underway on the revisions to the Eastern Quarry masterplan. The applicants had provided officers with a complete draft submission which had been shared with officers at Dartford Borough Council. The information was being reviewed. The applicants, Henley Camland, would hold a public consultation event at the Observatory in the coming weeks. Springhead School - Countryside would be transferring the land to KCC during December with design and build contractors appointed during December and January.

22.11.16 Mark highlighted a new section to his report; section 3 of the paper set out the amount of development granted so far through planning permissions during 16/17, together with anticipated numbers the team expected to determine between now and March 17.

23.11.16 Mark confirmed that reserved matters had been granted for phases 1a and b on the Redrow site. He also confirmed that the application had been received from Marstons for the hotel and pub/restaurant; this was due to be considered by the December Planning Committee.

24.11.16 David Holt queried whether the 182 completions shown on the dashboard (annex b) had been sold. It was agreed that the dashboard should show, of those completed, what number had been reserved/sold.

25.11.16 David Lock asked Mark to explain the reference to Section 73 regarding Eastern Quarry. Section 73 of the Planning Act related to where a variation was sought to a condition already agreed in the original outline; in this specific case Henley Camland sought to amend their parameter plans. Testing would be needed to determine whether this request fell within Section 73 or constituted a new application.

26.11.16 The Board **NOTED** Mark's update.

**Actions:**

<b>11.02</b>	Housing and Planning dashboard: of those houses completed/due to complete imminently (in the New Year) set out the number of sold/reserved houses. <b>Action: Mark Pullin</b>
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**Item 4 Finance Director's Report**

**Finance and Operations Report (Paper 016/090)**

27.11.16 Gerard Whiteman presented Paper 016/090 which provided an update on the EDC budget, workforce, and other operational issues for the month of October 2016. Gerard reported that the operational budget for 16/17 of £3,744,000 would be fully utilised this financial year.

28.11.16 Gerard reported that the EDC had reviewed its five year programme of investment and expenditure and had submitted a revised profile to DCLG and HMT. The impact on the anticipated programme spend for 16/17 was a forecast outturn of £15.1m. Discussions with DCLG / HMT over the revised programme profile were ongoing.

29.11.16 Gerard reported that the EDC was now at its headcount maximum.

30.11.16 The Board **NOTED** Gerard's update.

#### **Item 5 Responses to Written Questions from Members of the Public**

31.11.16 Paul Spooner summarised the responses to questions submitted by the public. A copy of the questions and responses are published at the end of these minutes.

**The Chair declared the public part of the meeting closed, thanking those members of the public present for their attendance. He declared that Part Two of the meeting concerning matters solely of commercial or personal confidentiality and for which the public was excluded would commence.**

## **Public Questions and EDC Response**

**EDC Board 16 November 2016**

The following questions and responses can also be found on the Corporation's website at [www.ebbsfleetdc.org.uk](http://www.ebbsfleetdc.org.uk)

#### Relating to Item 2a) Interim CEO's Strategic Report

**Q1** We are surprised that the Agenda doesn't include feedback on the Draft Implementation Framework (IE) and Local Authority progress on adoption. Is the IE only being discussed in the non-public section?

**Answer:** EDC is very grateful for all of the feedback on the Implementation Framework which we have received on the website, at the Open Days and from direct email submissions. We have captured this feedback in a report which will be shared with Board in Part 2 of this agenda. We will then publish the full details on the EDC website.

Once adopted by EDC the Implementation Framework will be formally shared with local authority officers for recommendation for endorsement by their Councils.

**Q2** The September Board Minutes record that, "KCC, Highways England and Land Securities had agreed to combine resources to undertake a major one off tidy up of the verges and highways ... in late September/ early October". When and where was this done?

**Answer:** Various works took place over a two-week period by both Land Securities and Kent County Council during the period from late September to early October. Land Securities work included the tidying up of the verges and roundabouts as you travel towards Eastern Quarry. Also, KCC covered a wider area of the road network within Ebbsfleet Garden City area during this same time period.

#### Relating to Item 2b) Communications

**Q3** We would like to congratulate KCC Cllr Mark Dance on his contribution to the 5<sup>th</sup> November issue of Property Week. It says, 'Dance is kept awake at night by the infrastructure issues the county faces and he readily admits significant investment is needed in this area'. "We've got a big fight on our hands at the moment at the Ebbsfleet and Bean junctions on the A2," says Dance.

"We're building 15,000 new homes at Ebbsfleet and Bluewater gets 22 million visitors a year and that's not even mentioning the Paramount theme park development which will add another 18 million a year to that junction and we're already at gridlock".

What are EDC doing to help Mark (and Bean Residents) sleep at night?

**Answer:** The development of Ebbsfleet Garden city is being taken forward in a planned way and a key consideration for this is addressing traffic and transport challenges. We are working with Highways England, KCC, Dartford and Gravesham Councils to ensure that the planned improvements to the A2 junction can proceed as planned. In addition, the EDC is investing in creating new pedestrian and cycle routes to encourage people out of their cars and we are working with our local authority partners on a plan to upgrade Fastrack.

#### Relating to Item 3 Acting Chief Planning Officer's Report

**Q4** We note that, in two current planning applications, WSP| Parsons Brinkerhoff have produced a Parking Technical Note to challenge the DBC Parking SPD guidance that was written, and consulted upon, following complaints from residents in new developments. For a 104-bedroom Hotel and Pub/ restaurant it appears to lead to 110 spaces instead of 248. The other case is for 192 dwellings and no provision for vans is proposed. The surveys did not include the nearby Ward of Bean & Darenth where parking problems are widespread and lessons ought to be learned.

Have EDC supported the study and, if a reduced provision or bay size is agreed, will they take responsibility for any future complaints?

**Answer:** The consideration of planning application submissions is a matter for the EDC Planning Committee and not for this Board.

Relating to Item 4 Finance Director's Report

**Q5** For the 19<sup>th</sup> October 2016 Board the £3.719m Operational Budget was broken down under 44 headings whilst the £39.1m Project Budget was only presented under 5 "Pillar" Headings. In the interests of Open Government can the recipients (of £380,000 at that time) be identified?

**Answer:** Given that 16/17 is the first year of EDC's capital programme the reporting of our project expenditure is constantly under review. The EDC started its existence with no physical assets so currently much of the project expenditure is of a commercial nature, particularly as the EDC is in the process of negotiating some land / property / utilities transactions. For future Board meetings we will endeavour to give more project information where this is appropriate. The EDC is fully committed to being open and transparent wherever possible.

**Q6** Has any decision been made on the timing and appointment of a new Permanent Chief Executive? PMG welcomes the engagement and working relationship it has developed with the existing Interim Chief Executive and hopes that he will continue in this role on a permanent basis in the future

**Answer:** The EDC is working with officials in DCLG to agree the timetable for the recruitment of the permanent Chief Executive.