

**PART I MINUTES**  
**of the Board meeting of the Ebbsfleet Development Corporation (EDC)**  
**held at 14.00 on Wednesday 18 May at**  
**the North Kent Community Centre**

**Board Members Present:**

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

**Apologies:**

None received

**In Attendance:**

Tracey Coleman	EDC Chief Planning Officer
Steve Pritchard	EDC Director of Land and Regeneration
Gerard Whiteman	EDC Finance Director and Interim Accounting Officer
Ben Stoneman	DCLG Sponsor Team
Sarah Williamson	DCLG Sponsor Team
James Richardson	Board Secretary

**Note:** EDC Officers attended to observe and present Part II items

**PART ONE**

**Item 1**

01.05.16 The Chair opened Part One of the meeting, welcoming members of the public.

**Apologies**

02.05.16 The Chair confirmed that all Board members were present and no apologies had been received.

**Declarations of interest**

03.05.16 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 20 April 2016 Board Meeting**

04.05.16 The Part I minutes were approved.

### **Board Actions**

05.05.16 James Richardson 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 016/035)**

06.05.16 Paul Spooner presented Paper 016/035 providing a public update on the interim CEO's assessment of the EDC's strategic priorities. He said that his intention was to provide a strategic update every month as a Part I item, and that from the June Board this would also include a new publically available monthly performance dashboard.

07.05.16 Paul reported first on the national commentary regarding the slowdown in the housing market. He said that from the EDC's discussions with developers locally, they were less concerned and continued to believe there was very strong demand for their products in the area. Paul said that he was confident that the EDC would deliver on its targets of a build out rate of 1,000 new homes in 2017/18 and 1,200 new homes the following year. With positive local developers starting work on site and the Corporation giving certainty to crucial local infrastructure including schools and community facilities, buyers would continue to be attracted to the area. Paul added that to further encourage developers to increase the pace of delivery the EDC was making plans to deliver a Housing Summit in the Summer, as discussed with the Minister for Planning and Housing during his recent visit.

08.05.16 Paul reported that the EDC had submitted an expression of interest bid in respect of the HCA's new Starter Homes funding programme, and alongside this was continuing to progress agreements with utility companies and land owners to co-finance and deliver the integrated core utility corridors and provide additional capacity in the area.

09.05.16 On the business case for investment in utilities, Paul informed the Board that due to the next Board meeting falling early in the month of June, he was now proposing to bring this to the Board one month later, in July. A full HMT Green Book compliant business case would be required and targeting the July Board would ensure that Paul and his team could produce a high-quality complete business case for Board discussion, noting that this would be a Part II item due to commerciality issues. Paul reported that Ruth Collins from the DCLG sponsor team would be working with the EDC to ensure this could be delivered.

10.05.16 On development of the central area, Paul informed the Board that productive discussions were continuing with the joint venture organisation EIGP and with HS1. Agreement had been reached to form a small project team with these organisations to start work on planning, design and implementation of future car parking arrangements in order to release land for early phases of new commercial and mixed use development near the station. EDC officers Janet Davies and Simon Harrison would be closely involved in this work.

11.05.16 Paul confirmed that Mark Francois MP, Minister of State for Communities and Local Government and a member of Lord Heseltine's Thames Estuary Commission would be visiting the area on 20 May. Paul and the EDC Chairman would be meeting the Minister to show him the major development sites, with a report back to Board on this in June.

12.05.16 Paul provided an update on EDC staffing. Noting that Steve Pritchard would be leaving the EDC in late May, a new Director of Projects post had been advertised. In the interim, an experienced senior manager would be joining to lead the projects team and the work on the core utilities infrastructure. Two new permanent staff members had joined the EDC in May; Janet Davies, an experienced Project Manager, and Michael Jessop, Principal Planning Delivery Officer. Paul also introduced Nina Shuttlewood who would be joining the EDC on secondment from DCLG in July.

13.05.16 Paul provided two final updates. He confirmed that a team from the Government's Infrastructure and Projects Authority had recently completed an assurance review of the Garden City programme and the Board would consider the outcome as a Part II matter. Paul also confirmed that following Board consideration of the Ebbsfleet Masterplan / Implementation Framework at the next meeting the EDC intended to run a public information programme through the Summer and early Autumn.

14.05.16 Board members considered the matters raised by Paul. On utilities, David Holt asked whether the delay of the full business case until July would impact on the EDC's ability to spend in 2016/17. He also asked whether the delay was a stress indicator of the EDC's resources and the Corporation's ability to stick to its ambitious plans. Paul Spooner confirmed that it would not impact on spend, as, despite the delay to the timing of the business case, the programme of work around utilities would be actually be bought forward. He confirmed that the delay was not a stress indicator and he was confident that his team could deliver the capital programme. The EDC's Infrastructure and Investment Panel would be presented with an update report on the utilities programme at its June meeting, and would receive the final draft business case in early July so that it could comment ahead of Board considering the final business case in July.

15.05.16 The Board **NOTED** the update.

**Actions:**

<b>05-01</b>	EDC monthly performance dashboard to be presented to the Board each month from June as a Part I item as part of the Interim CEO's strategic report (Paul Spooner)
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**2(b) Communications and Engagement Update (Paper 016/036)**

16.05.16 Paul Spooner presented Paper 016/036, updating the Board on the EDC's latest communications activity. He confirmed that the new website had been launched, and that this was a significant improvement on the previous version. There had been 750 visits to the website in the past week. Paul thanked Mark Templeton for the work he had led to deliver this and for the advice of Board members in designing the new website.

17.05.16 On marketing of the Garden City, Paul confirmed that four developers had now signed up to the EDC's plans for a joint marketing approach, including contributing funds, and talks were continuing with two other developers. Work was also progressing on plans for a new Garden City 'welcome pack' and app. On social media, the EDC's posts on Facebook and Twitter had reached almost 80,000 people.

18.05.16 Paul reported that following the Board's agreement in March, the Corporation was ready to trial live streaming of Part I of EDC Board meetings from the June meeting. This would open up the meetings to those who are unable to attend in person. David Holt suggested that the Board agree a date to review the trial so that a decision could be taken on whether to adopt it permanently. The Board agreed to review it after three months, and asked the EDC to develop a set of indicators through which impact could be measured.

19.05.16 Finally, Paul informed that Board that he had recently met with the new Chair and CEO of the South-East LEP, both of whom had been very supportive of the EDC's plans. He said it was his intention to keep them informed of developments, as it was important for the Garden City development to remain a priority in the SELEP region.

20.05.16 The Board **NOTED** the update.

**Actions:**

<b>05-02</b>	EDC Interim CEO and Chairman to meet with Mark Francois, Minister of State for Communities and Local Government in Ebbsfleet on 27 May and report back to Board in June (Paul Spooner)
<b>05-03</b>	Live streaming of Board meetings (Part I matters) to be trialled for three months from June 2016; EDC officers to develop a set of indicators to measure impact and Board to review how well it is working after the August meeting (Mark Templeton)

**Item 3 Chief Planning Officer's Report**

**Planning and Housing Delivery Programme (Paper 016/037)**

21.05.16 Tracey Coleman presented Paper 016/037, providing 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.

22.05.16 Tracey confirmed that constructive discussions had been continuing with local developers, and that in late April the latest phase of residential development at Eastern Quarry – for 154 dwellings – had been approved. Countryside Properties had started work on Phase 2A at Springhead Park for 123 units, and on 3 May an inception meeting had been held with the preferred developer and stakeholders for the HCA site at Nothfleet East, with a view to an application being submitted in December 2016.

23.05.16 Tracey reported on the impact on the Garden City as a result of Dartford Borough Council's adoption of the Community Infrastructure Levy (CIL). This meant that any planning applications within the EDC area that were also within Dartford borough would need to be determined with this regard, with Section 106 only being used for contributions such as affordable housing. Tracey said that this meant that the delivery of infrastructure would be directed through Dartford's '123 List', with the Council determining the priority for delivery and

the EDC having no direct influence on this. Tracey and her team intended to work closely with the Dartford team to understand the Borough's priorities and the impact on the Garden City. Councillor Kite noted the points raised by Tracey, and agreed that his officers would work with the EDC, but reminded the Board that Dartford Bough Council had responsibilities borough-wide, and stretching far beyond the EDC area.

24.05.16 Tracey informed the Board that the Housing and Planning Bill had received Royal Assent on 12 May, and outlined the eight key sections of the Bill. David Holt asked about the impact on the development of the Garden City, and suggested that a paper on this should be prepared for the Board at the next meeting. Ben Stoneman reported that in the Queen's Speech a new Neighbourhood Planning and Infrastructure Bill had been announced, and suggested that the paper in June might also outline the potential impact of this. Paul Spooner agreed that officers would prepare a report to the Board for the June meeting.

25.04.16 The Board **NOTED** the update.

**Actions:**

<b>05-04</b>	EDC officers to work closely with DBC officers to understand more fully how CIL will be used for infrastructure projects in the EDC area, including what EDC infrastructure is in the Dartford '123' list and the overall impact on the EDC capital programme (Tracey Coleman)
<b>05-05</b>	EDC to prepare a paper for the June Board setting out clearly the impact of the measures in the Planning and Housing Bill on the Garden City development, and the opportunities and threats. Paper to also cover potential future impact of the Neighbourhood Planning and Infrastructure Bill (Tracey Coleman)

**Item 4 Finance Director's Report**

**Finance and Operations Report (Paper 016/038)**

26.05.16 Gerard Whiteman presented Paper 016/038 that provided an update on the EDC budget, workforce, premises and other operational issues for the month of April 2016. He reported that a draft version of the EDC Annual Report and Accounts had been presented to the EDC Audit and Risk Committee (ARAC) in April, and that the National Audit Office was continuing its audit of the Corporation. The final Annual Report and Accounts would be presented to the ARAC at its meeting on 9 June, and presented to the EDC Board at its meeting the following week.

27.05.16 On EDC operations, Gerard informed the Board that the EDC now had working telephones and a new DCLG-provided Broadband connection at the North Kent Police Station, improving communications and resilience. He would confirm the new public telephone number for the Corporation as soon as possible. Gerard added that a new financial report was being developed that would set out for the Board spend on capital projects.

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

**Actions:**

<b>05-06</b>	EDC public telephone number to be confirmed, all relevant information sources updated and the Board notified (Gerard Whiteman)
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**Item 5 Responses to Written Questions from Members of the Public**

29.05.16 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.**

**PART TWO**

**Items 6 – 10 (30.05.16 – 62.05.16) were dealt with as Part II items**

**Date and Time of Next Meeting**

63.05.16 The next meeting will be held on 15 June at the North Kent Community Centre.

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Chairman's signature:

Date:

**Michael Cassidy**

**15 June 2016**

## Public Questions and EDC Response

### EDC Board 18 May 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 Chief Executive's Strategic Report

1. Can you report progress on:

1a) The Master Plan and Supplementary Planning Document(s)?

##### Response

We are completing work on the draft Master Plan and Implementation Framework (the Ebbsfleet Masterplan). The EDC Board will consider this at the June Board meeting. We then propose to run a public engagement programme through the Summer and early Autumn.

1b) Commercial development in EGC for employment and reduced travel?

##### Response

The Garden City is seeking to deliver up to 32,000 new jobs with a strong focus on attracting new investors and businesses as well as supporting the growth of local companies.

The major commercial development will be Ebbsfleet Central around the International station with its good public transport connections. Our aim is to encourage easy access to all areas where existing and new jobs are located by improving public transport, cycle routes and walkways.

1c) Implementation of Dartford Borough Council 2016 Development Policies Plan?

##### Response

The EDC takes full account of the Dartford Development Policies Plan Document and gives the policies within this the necessary weight when determining planning applications. Although these policies have been ratified by Dartford Borough Council's Cabinet, it is recognised that they are yet to go through the formal adoption process.

1d) Timing of A2 Bean & Ebbsfleet A2 SRN (Strategic Road network) improvements?

Response

Highways England are responsible for delivering improvements to the A2 Bean & Ebbsfleet junctions to enable major development in the vicinity of Ebbsfleet. The works are currently programmed for construction to start in Spring 2020, to be fully open in 2022/23.

We are working with Highways England to try to secure the earliest possible start date for improvements to be implemented to improve on this timetable.

1e) Connections to the EQ Private Waste Treatment Works?

Response

The Waste Treatment Works proposed for the Eastern Quarry is a private facility that is being procured by the developers of the site. Any questions should therefore be directed to the Eastern Quarry developers.

1f) Arrangements for Water Supply (e.g. New Bean Reservoir/ Boreholes)?

Response

The EDC is not aware of any such proposals.

**Relating to Item 2c: Interim Chief Executive's Communications Report**

2. There hasn't been a Local Stakeholder engagement event since 8 December 2015. How is the commitment to a Locally Led Garden City met?

Response

We are fully committed to local people and other stakeholders being involved in the design and development of the Garden City and throughout this year we have continued to engage with groups and organisations across the area. We have also increased our digital engagement activities to engage with a wider audience; our social media platforms are reaching thousands more people in addition to our targeted local work.

Following EDC Board discussion of the draft Implementation Framework (the Ebbsfleet Masterplan) in June we are planning to run a public engagement programme on this through the Summer and early Autumn.

3. The New Website is welcome. Will publicly available Reports and Press Notices be added to it?

Response

The new EDC website provides an enhanced platform through which we can communicate the work being carried out by the EDC and across the Garden City.

EDC press notices and publicly available reports will be added to the website as they are published. We welcome feedback on our new website and any of the reports we feature.

### **Relating to Item 3: Chief Planning Officer's Report**

4. Board Paper 15/015 (May 2015) said, regarding the Planning Committee, "The timing and frequency of Committee meetings to achieve a balance with respect to efficiency, flexibility and accessibility for the general public". The Planning Committee meetings on 20<sup>th</sup> April and 18<sup>th</sup> May 2016 have both been cancelled. What is the justification for only publishing a monthly list of Decisions under Delegated Powers if there is a meeting?

#### Response

The EDC holds Planning Committee meetings when it is necessary to do so. As with Local Authorities not all planning applications need to go through this process and can be determined under delegation.

Delegated decisions are reported to the Planning Committee for information rather than for a decision, and the EDC will not hold a Planning Committee solely to cover this item. When Planning Committees are held a delegated decisions report is always produced covering the period since the last report.

The public access website enables the viewing of planning applications submitted to the EDC, and allows the public to search on decisions made during a particular period. This includes both Planning Committee and delegated decisions.

### **Relating to Item 4: Finance Director's Report**

5. For 2016/17, will separate monthly Finance Summary Reports be produced for the £3.744m EDC operational budget and the £39.1m capital budget? Will both be publicly available at Board meetings?

#### Response

Yes - the reporting format for the capital spend is being developed and these financial reports will be available publicly at future Board meetings.