

**PART I MINUTES**  
**of the Board meeting of the Ebbsfleet Development Corporation (EDC)**  
**held at 13.30 on Wednesday 15 July 2015 at**  
**the Best Western Manor Hotel, Gravesend**

**Present:**

Michael Cassidy CBE (Chairman) – dialling in to the meeting  
David Holt (Deputy Chairman) - acting as Chair  
Robin Cooper  
Cllr John Cubitt (Gravesham Borough Council)  
Louise Hardy  
Cllr Jeremy Kite MBE (Dartford Borough Council)  
Bob Lane OBE  
David Lock CBE  
Katie Perrior

**Apologies:**

Cllr Paul Carter CBE (Kent County Council)

**In Attendance:**

Nick Dawe	EDC Interim Finance Director
Nicky Linihan	EDC Interim Chief Planning Officer
Steve Pritchard	EDC Director, Land & Regeneration
Louise Wyman	EDC Director of Strategy
Ruth Collins	DCLG
Leah Sparks	DCLG
Phillip Williams	Infrastructure UK
James Richardson /	EDC Board Secretariat
Jane Sweeney	

The Deputy Chair welcomed members of the public to Part I of the meeting, alongside Robin Cooper, the EDC's Chief Executive (CEO) and ex officio Board Member who had taken up his post on 22 June, and Steve Pritchard, the EDC's new Director of Land & Regeneration.

**Item 1**

**Apologies**

01.04.15 Apologies were received from Cllr Paul Carter.

**Declarations of interest**

02.04.15 The Deputy Chair reminded 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.

**Minutes of the 17 June 2015 Board**

03.04.15 The Board approved the Part I items from the draft minutes.

## Actions

04.04.15 James Richardson referred Board members to the Action Log and reported that all actions excluding 01-11 and 03-02 were either complete, on track or would be discussed as agenda items. Nick Dawe reported that action 01-11 concerning a July Board update on the EDC's options for longer term premises and action 03-02 concerning a July Board update on the EDC's staffing structure had been deferred to the September meeting so that EDC's incoming permanent Directors could be involved in the discussions.

05.04.15 Michael Cassidy asked whether action 02-06 - the weekly circulation of planning notices to all Board members - was too frequent. Nicky Linihan reported that this was standard practice in local authorities. Given the timings involved for dealing with applications, and as all Board members would have the ability to call in planning applications received by the EDC, it was important that notification of applications was received promptly. The Board agreed to trial weekly circulation and review the process at a future meeting.

06.04.15 Michael Cassidy proposed that action 03-03 concerning activation of the Investment Committee and recruitment of its external members should be deferred until the Committee's role was clearer. The Board agreed to retain the action with a new due date of December.

### Action:

<b>04-01</b>	Nick Dawe to ensure that the Action Log is amended in line with the Board's decisions on actions 01-11, 03-02, 02-06 and 03-03.
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## Item 2 Finance and Operations Report (Paper 15 / 029)

07.04.15 Nick Dawe updated the Board on the EDC's budget, workforce, premises and other operational issues as at 30 June 2015. He reported that the EDC was showing a marginal underspend, mainly arising from reduced IT and telephony charges, and that other actions relating to premises and corporate systems were proceeding as planned.

08.04.15 On staffing, Nick Dawe confirmed that of the 32 posts set out in the original structure, after appointments already made a further six were now being recruited. This left eight vacancies that would be placed on hold until the Board discussion on staffing in September. Members asked whether the delay to filling these roles would affect the Corporation's ability to deliver its commitments. Nick Dawe advised that leaving some posts unfilled gave the EDC the ability to respond quickly to any changes in staffing needs once the EDC's future strategy and business needs were clearer in the Autumn. He added that where roles had been identified as being critical e.g. strategy, masterplanning and planning, active recruitment was already underway. The Board supported this approach but felt that any further slippage beyond September should be avoided. The Board agreed a detailed discussion on staffing should take place in September with the permanent Director team.

09.04.15 Board members asked whether they would be given Government Secure Internet (GSI) email accounts to enable them to be sent confidential Board papers electronically. Nick Dawe advised that creating GSI accounts was a fairly lengthy process involving security checks, and as the EDC's future ICT was subject to a review in the Autumn his recommendation was that any decisions on GSI accounts should be deferred. He confirmed

that the EDC was looking at other options for providing confidential material to the Board electronically and that an update would be provided soon.

10.04.15 Cllr Kite asked whether security at the EDC's temporary offices at the Police Station allowed members of the public access to planning applications and other public material. Robin Cooper reported that members of the public could not access the building without a member of EDC staff accompanying them at all times, and that applications would be available at Dartford and Gravesham Borough Council offices. The EDC was also looking at other options, including a kiosk in the International Station. It was noted that the Board would consider options for EDC medium and longer term premises in September.

11.04.15 The Board **APPROVED** the report and **NOTED** the specific points on budget underspend, staffing and recruitment progress, the EDC's temporary base at North Kent Police Station and the employee pension scheme.

**Actions:**

<b>04-02</b>	Board discussion on EDC staffing and future recruitment plans in September once the majority of the permanent Director team is in place (Nick Dawe).
<b>04-03</b>	Board discussion on EDC medium and longer term premises in September once the majority of the permanent Director team is in place (Nick Dawe).

**Item 3 Final Draft Corporate Plan 2015-18 (Paper 15 / 030)**

12.04.15 Nick Dawe presented the updated draft of the EDC's first three-year Corporate Plan, including the current year's business plan. The Plan had been updated following the Board's discussion on the initial draft at the June meeting.

13.04.15 The Board agreed that, as a very new organisation, a key focus of the EDC during its first year would be formulating future strategy and plans, including bidding into the spending review. This meant that the first Corporate Plan could not provide detailed long term plans or performance measures, although the next Plan covering 2016-19 would provide much greater detail.

14.04.15 Nick Dawe reported that the updates to the Plan since June had been relatively minor and included additional performance targets and extra information on how the EDC was operating. The Board noted that still to be added were baseline housing data figures, the updated biographies of Board members and a summary of the EDC's top risks. Louise Wyman confirmed that the housing trajectory data was now being finalised as part of the EDC's spending review bid, and that this data would be provided to the Board later in July.

15.04.15 The Board **AGREED** the updated draft subject to final additions including biographies and the inclusion of baseline housing data, and **AGREED** that the final version could be submitted to the Department for Communities and Local Government (DCLG) and Her Majesty's Treasury (HMT) for comment and approval subject to sign-off of the final version from the Chairman and CEO.

<b>04-04</b>	Baseline housing trajectory data to be provided to the Board by the end of July (Louise Wyman)
<b>04-05</b>	Final Corporate Plan to be submitted to DCLG and HMT once final additions have been agreed with the Chair and CEO (Nick Dawe)

#### Item 4 Planning Committee Membership (Paper 15 / 031)

16.04.15 Nicky Linihan updated the Board on the composition of the EDC Planning Committee and the recruitment of the two 'other member' positions on the Committee.

17.04.15 On composition of the Committee, Nicky Linihan reported that Kent County Council had requested that its representation should be extended to cover all Committee items and decisions. The request had been considered and the recommendation to the Board was that as the remit of the County Council covered matters of importance for future development in the EDC area, including in respect of education and transport, the request was reasonable and supported the overarching objectives set out in the approach considered by the Board at the May meeting. The Board approved the amendment to the composition of the Committee.

18.04.15 Nicky Linihan confirmed the nominations from Gravesham, Dartford and Kent for the local authority members of the Committee, including substitutes, and proposed that these should now be submitted to the Secretary of State for approval. The Board confirmed the nominations and agreed these should now be submitted.

19.04.15 Nicky Linihan reported that the deadline for submission of applications for the two 'other members' of the Committee had closed on 30 June and that interviews for those applicants shortlisted for the roles had commenced on 13 July.

20.04.15 Nicky Linihan reported that in addition to the items covered in Paper 15 / 031 a further decision for the Board was to agree the Vice-Chair for the Planning Committee. The Vice-Chair would need to be one of the Board members who had been appointed to the Committee. The Board agreed to delegate the decision on the Vice-Chair to the EDC Chairman and the Chair of the Planning Committee.

21.04.15 The Board **APPROVED** the amendment to the composition of the EDC Planning Committee, **CONFIRMED** that the nominations from the local authorities be submitted the Secretary of State for approval, **CONSIDERED** the PART I update on the recruitment of the two 'other member' positions on the EDC Planning Committee, and **AGREED** to delegate to the Chairman and Chair of the Planning Committee the decision on the Vice-Chair on the Committee.

<b>04-06</b>	Local Authority nominations to the Planning Committee to be submitted to the Secretary of State (Nicky Linihan)
<b>04-07</b>	EDC Chairman and Chair of the Planning Committee to agree the Vice-Chair for the Planning Committee (Nicky Linihan)

#### Item 5 Engagement and Communications (Paper 15 / 032)

22.04.15 Louise Wyman updated the Board on communications and engagement activities. She explained that both had ramped up significantly over the past month; Robin Cooper had been meeting with as many stakeholders as possible since taking up the role of CEO, including landowners, developers, local authorities, central Government and parish councils/residents associations. Robin Cooper had also provided an interview for BBC South-East on the garden city. Three Working Groups had been established to meet for the first time later in July covering Landowners and Developers, Local Stakeholders and Cross-Government, and two press releases had been issued.

23.04.15 Over the coming weeks digital communications would commence through a new EDC Twitter account and newsletter, and the EDC website would be refreshed, including photographs of Board members. The proposed EDC kiosk in the International Station would be progressed to provide an alternative meet and greet/contact point.

24.04.15 Katie Perrior said that significant progress had been made and there had been lots of good engagement – the challenge now was to maintain and build on this. Her view was that a priority over the Summer would be to refresh and improve the website. Cllr Kite asked whether new signage could be introduced to make the proposed station kiosk the main meet and greet point for the station, boosting interest from station users in the work of the EDC.

25.04.15 David Lock raised the issue of signage across the Ebbsfleet area, and how the EDC should address this given that the garden city would not stop at the EDC boundary and as there are existing communities with their own identity in the area. The Board noted that it would be important to continue to engage with and take account of the views of existing communities in this matter and that this was a sensitive issue locally.

26.04.15 Robin Cooper reported that Brandon Lewis, the Minister for Housing and Planning was visiting Ebbsfleet on 20 July, and that soon after this the DCLG Housing Director and then the DCLG Permanent Secretary would be visiting. He added that the EDC now also needed to ensure that engagement and information exchange increases with local MPs.

27.04.15 The Board **NOTED** the progress and future plans.

**Actions:**

<b>04-08</b>	Continue to build on communications and engagement activities, including refreshing the website, commencing EDC tweets, the newsletter, station kiosk and signage (Louise Wyman).
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28.04.15 **Before declaring PART ONE of the meeting closed the Deputy Chair asked members of the public present to raise any points and observations.** A number of remarks were made, including thanking the CEO for taking time to engage early with local communities, concerns about the impact of the proposed Paramount development on local roads, the need for the EDC to work closely with local and national agencies and their experts on Ebbsfleet matters, and opportunities to improve the room layout for future Board meetings so that members of the public present can hear the discussions more clearly. All of the points raised were noted.

**PART ONE of the meeting closed with the remainder of the meeting to operate as PART TWO due to matters of commercial sensitivity.**

**Date and Time of Next Meeting**

53.04.15 The next meeting of the Board will be 19 August.

Chairman's signature:

**Michael Cassidy**

Date: **19 August 2015**