

**PART I MINUTES**  
**of the Board meeting of the Ebbsfleet Development Corporation (EDC)**  
**held at 13:00 on Wednesday 17 June by video conference**

**Board Members Present:**

Michael Cassidy CBE (Chairman)  
Cllr John Burden (*attending as the Gravesham Borough Council nominated representative, awaiting Secretary of State confirmation*)  
Sandra Fryer  
Louise Hardy  
David Holt  
Bob Lane OBE  
Ian Piper (EDC CEO)

**Apologies:**

Cllr Jeremy Kite MBE  
Cllr Mike Whiting (*attending as the Kent County Council nominated representative, awaiting Secretary of State confirmation*)

**In Attendance:**

Julia Gregory	EDC Projects Director
Mark Pullin	EDC Chief Planning Officer
Gerard Whiteman	EDC Finance Director
Kevin McGeough	EDC Head of Strategy and Placemaking
Mark Templeton	EDC Head of Communications
Jen Hunt	EDC Head of Ebbsfleet Central
Denise Johnson	Board Secretariat
James Richardson	Board Secretariat

**PART ONE**

**Item 1**

1.1 Board members were welcomed to the meeting, which was taking place by video conference as a result of the ongoing Covid-19 pandemic. Board members noted that Part I of the meeting was being recorded and that the video would be published on the EDC's website after the meeting. The Board also noted that Part I papers had been made available on the Corporation's website.

1.2 Board members heard the sad news from the Chair that Graham Harris, Managing Director of Dartford Borough Council had passed away. Board members expressed their condolences.

**Apologies**

1.3 There were apologies from Cllr Kite and Cllr Whiting.

## **Declarations of Interest**

1.4 No declarations of interests were raised. It was noted that whilst Cllr Mike Whiting and Cllr John Burden's appointments were progressing through the required Government approvals process, both were still awaiting final approval.

## **Part I Minutes of the 20 May 2020 Board Meeting**

1.5 The Part I minutes were approved.

## **Board Actions**

1.6 There were no matters to raise in respect of Part I actions open from previous Board meetings. Actions were complete, in progress, or due to be considered as agenda items, as set out in the Board Action Log.

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

### **2(a) CEO's Strategic Report Updates (Paper 020/054)**

2.1 The CEO's report was Paper 020/054. Ian Piper introduced this paper, which provided an update on how the EDC was continuing to respond to the Covid-19 pandemic, and also progress updates on strategic priorities. Ian mentioned the draft plan that was being prepared by the Kent Resilience Forum to assist with the economic response to the pandemic, the confirmation of the Ebbsfleet Central consultant team following a series of procurement exercise, and the appointment of BNP Paribas as the EDC's asset manager. Ian added that in the past month KCC had approved the application for the Fastrack tunnels from Whitecliffe through to Bluewater, and the Secretary of State had approved the A2 junction scheme.

2.2 The Chair invited comments and questions from Board members. Bob Lane referred to the LRCH press notice at Annex A, and the Board noted that LRCH were due to present to the Board on the morning of the July Board meeting.

2.3 Louise Hardy asked whether the EDC had any new intelligence from developers about delivery forecasts for the coming year, and how these had been impacted by the social distancing measures now required. Ian said that he had been engaging with all developers, and that during the past fortnight he had written to all developers in the area to request estimates. He said that he had received some responses, and he intended to bring the full set of information to Board next month.

2.4 David Holt asked about the EDC's plans to return to the office once it was safe to do so, and specifically on how Ian and the Directors were engaging with staff on this. David said that all employers needed to be mindful of issues that might prevent staff from returning, including the challenges of childcare when schools were not fully open and other forms of childcare were not available. Ian briefly outlined the EDC's thinking on preparing for a return to the Observatory. He said that some initial plans had been developed, but that whilst the Government advice was that staff should work from home the office would not be opened. He said that the EDC would be cautious and flexible in its approach, and would engage with staff throughout.

2.5 The Board **NOTED** Ian's update.

## 2(b) Ebbsfleet Living (Paper 020/055)

2.6 The Ebbsfleet Living update was Paper 020/055. This month the report focussed on an approach to developing action plans to address community building issues related to the Covid-10 pandemic recovery. The report drew upon the recent findings of a 'learning from lockdown' survey that had been conducted by the EDC, a survey that had resulted in over 100 responses from local residents. Included at Annex A to the paper was a draft plan setting out possible actions to assist community building in response to the pandemic.

2.7 The Chair invited comments or questions. David Holt said that the results of the survey were very useful. He said he thought the contents of Annex A – the approach and plan – was very clear, and he endorsed the recommendation in the paper. Bob Lane supported this, saying that the slidepack was very useful and that the EDC should now move to the delivery of the plan.

2.8 The Board agreed to **ENDORSE** the proposed approach to developing action plans to address the issues of residents raised in response to the Coronavirus pandemic, subject to affordability and deliverability tests.

<b>01-06</b>	EDC to develop and implement new community building action plans <b>Action: Kevin McGeough</b>
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## 2(c) Communications Update (Paper 020/056)

2.9 The Communications Update was Paper 020/056. The paper provided an update to Board on media coverage in the past month, and on website and social media activity.

2.10 The Board **NOTED** the update.

## Item 3 Chief Planning Officer's Report

### **Planning and Housing Delivery Report (Paper 020/057)**

3.1 The Planning Report was Paper 020/057. The paper covered the Planning Committee's informal meeting in May 2020, expected future planning applications, an update on strategic sites and an update on housing delivery. The Report also included proposed new Terms of Reference and procedures for the Planning Committee at Annex G.

3.2 The Chair asked for comments or questions. Following a request by David Holt, Mark Pullin provided a short summary of the key changes to the Terms of Reference, which included changes to enable the Committee to meet virtually where required, updating/clarifying some delegations, additional information on roles and responsibilities of Committee members, and a new protocol covering Committee site visits. The Board agreed to adopt the new Terms of Reference and procedures.

3.3 Bob Lane asked Mark for an update on site activity. Mark said that developers had initially started to resume site operations by finishing units already nearing completion, but that most developers were now moving on to more substantial construction. He said that the EDC would be bringing a new housing target for the year to Board next month. Ian added that so far there were positive soundings from developers about the local market. He said that developers had informed him that at first there had been a number of cancellations, but these now seemed to be outweighed by new reservations.

3.4 Cllr Burden asked about the appointment of the GBC representative to the EDC Planning Committee. Mark Pullin said that he understood the final stage was a letter to Cllr Sullivan from MHCLG, and that he hoped this would be issued very soon. He assured Cllr Burden that the EDC was continuing to raise this matter with MHCLG.

3.5 The Board **NOTED** the update and **AGREED** the revised Planning Committee Terms of Reference and procedures for immediate adoption.

<b>02-06</b>	Updated Planning Committee Terms of Reference and procedures to be adopted immediately <b>Action: Mark Pullin</b>
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#### **Item 4**      **Finance Director's Report**

##### **Finance and Operations Report (Paper 020/058)**

4.1 The monthly Finance and Operations Report was Paper 020/058. This covered an update on the EDC budget, workforce and other operational issues for the months of April and May. The report stated that total admin and programme revenue spend for April and May had been £811.k, and programme capital spend for the same period had been £346.k. The report also confirmed a Board resolution on use of the corporate seal, and sought Board approval for the Scheme of Delegations as part of an annual review of the document.

4.2 On the Scheme of Delegations, the version presented as an Annex to the paper had not changed from the current version; no changes had been identified as being required during the annual review. Board approved the Scheme of Delegations.

4.3 On the corporate seal, Board formally noted the reinstatement of the process for the EDC in signing documents as set out in the Board Terms of Reference. The process had been temporarily changed by Board during the initial period of the coronavirus lockdown, but now that the lockdown had been eased the original process could be reinstated.

4.4 The report also highlighted that the 19/20 annual report and accounts document was likely to be published later this year (than previous years) due to delays with obtaining some external information. These delays were due to the impact of the Covid 19 pandemic.

4.5 The Board **NOTED** the report, **APPROVED** the Scheme of Delegations at Annex B, and **NOTED** the temporary resolution made during the COVID-19 lockdown period, and its subsequent reversal, with regards to the EDC Board's Terms of Reference (Seal of the Corporation).

#### **Item 5**

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

5.1 The Chair confirmed that a number of public questions had been received, and that these questions and the responses were now published on the EDC's website.

5.2 It was noted that a video of Part I of the meeting would be made available on the EDC's website following the meeting, and that the Part I minutes of the meeting would be made available once agreed by Board at the July meeting.

## **Summary of Part II Agenda Items and Decisions**

### **Item 6**

The Board approved the Part II minutes of the previous month's Board meeting.

### **Item 7 CEO'S Commercial/Confidential Update (Paper 020/0xx)**

The Board received an update on commercially confidential matters from the CEO, including on the progress of the work to develop the 2020/21 Business Plan, work to assist the recovery from the Covid-19 pandemic, the progress of the Grove Road project, engagement with LRCH and also the EDC's current staffing structure and a summary of forthcoming recruitment exercises. The Board NOTED the update.

### **Item 8 Environmental Sustainability (Paper 020/060)**

The Board received a report setting out a proposed approach to environmental sustainability in the Garden City. The Board APPROVED the vision, focus, strategic priorities, and approach to developing an Action Plan for Environmental Sustainability in Ebbsfleet Garden City.

### **Item 9 Investment Programme Report (Paper 020/061)**

The Board received an update on the EDC investment programme, including a summary of project progress and also a report on health and safety matters. The Board NOTED the update.

### **Item 10 Investment Programme: Ebbsfleet Central Quarterly Update (Paper 020/063)**

The Board received a quarterly update report on the Ebbsfleet Central project. The Board NOTED the report.

### **Item 11 Investment Programme: Ebbsfleet River Park Full Business Case (Paper 020/063)**

The Board received the Full Business Case for the Ebbsfleet River Park project. The Board APPROVED the Business Case for the Ebbsfleet River Park and the requested £9.53m of funding.

### **Item 12 Investment Programme: Northfleet East Employment Land Full Business Case (Paper 020/064)**

The Board received the Full Business Case for the proposed acquisition of land from Homes England at the Northfleet East site. This was the first phase of the work. Cllr Burden declared an interest given his role as Leader of GBC and did not participate in the discussion. The Board AGREED the Business Case in relation to the acquisition of land from Homes England (HE) and pre-construction activities prior to a further Board Approval for the development of the site; and APPROVED £0.6443m of capital funding, bringing the total approval (revenue and capital) to £0.7093m for this phase of the project.

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Chairman's signature:

Date: