

Aylesbury Garden Town – Project Board Meeting

11am 17 January 2018

PRESENT: C. Aimes (HCA), T. Aldworth (AVDC), P. Brockway (HYAS), B. Chapple (BCC), C. Faine (SEMLEP), R. Harrington (BTVLEP) for N. Naylor C. Harriss (BCC) M. Kemp (BCC), C. Manders (AGT), C. Paternoster (AVDC), C. Perkins (AGT)

APOLOGIES: N. Blake (AVDC), N. Naylor (BTVLEP)

1. Welcome, Introductions & Overview

	Action By
As part of the attendee introductions, C. Paternoster explained that the Chairman Cllr N. Blake had asked her to chair the meeting as he was attending a Cam-MK-Ox corridor meeting. Cllr Chapple raised concerns that one of the Partners of the Board should have been asked to chair the meeting rather than a substitute. Whilst the concern was noted, it was agreed that the meeting would continue with C. Paternoster as chair.	

2. Minutes and Actions from Last Meeting

	Action By
Updated terms of reference and updated communications and engagement strategy had been circulated since the last meeting for discussion and approval on the next item. The logo had been amended as agreed at the last meeting and was already in use in AGT communications and promotion. C. Aimes updated the Board on the HIF Bids. Decisions on the Marginal Viability funding bid were expected from mid-February whilst the larger funding, the Forward Funding schemes would be announced in March. Comments were raised over the timing of the larger funding decisions coming after the marginal viability schemes due to the level of second stage work these bids required and also in relation to the timetable of the related AGT projects delivery.	

3. Terms of Reference for the AGT Board to Approve

	Action By
When the terms of reference were discussed, the following	

considerations and amendments were made:

- Paragraph 1: for the avoidance of doubt, include one or two additional paragraphs on what the vision is based on the vision set out in the AGT bid and local plan policy.
- Paragraph 1: inclusion of funds responsibility.
- Paragraph 2: Replace ‘report to respective corporate management...’ with ‘consult and engage with respective corporate management...’
- Paragraph 8: the question over the necessity of a ‘showstoppers’ definition was raised but it was decided that this term was suitable and flexible enough to cover most eventualities.
- Paragraph 11:
 - first and second bullet at end of line changed to (1 nominated from each authority)
 - amend to ‘Board member or nominated representative from BTVLEP and SEMLEP.’
- Paragraph 12: Removing reference to private sector/developer/landowner representation in future Board membership as recent Government guidance was to avoid members who had a land stake. The Chairmanship would be reviewed in April 2019 and then annually.
- Paragraph 14: it was agreed that the Chairman’s casting vote would be removed so that a tied vote would remain in deadlock. It was agreed that N. Blake would continue chairing the Board meetings until the review of Chairmanship in April 2019. The merits of the Board’s Chairman being independent were also raised with the belief that an Independent Chair would bring additional local focus to the Board which may otherwise be missed. The Board agreed to review the consideration of an Independent Chair over the next year and would be one of the topics for discussion at the Away Day.

RESOLVED –

That the terms of reference be agreed with the amendments made. The updates terms of reference would be circulated and Independent Chairmanship would be added to the Away Day agenda for discussion.

CM

4. Project Overview & Programme Update

	Action By
<p>Key Milestones and Work Programme</p> <p>The Board was reminded of the work that had been undertaken in 2017.</p>	

<p>The Garden Town Programme Delivery Team had been formed and started building a dedicated Garden Town Project Team with dedicated project resource. This had included the posts of Project Manager, Communications and Marketing Lead and Support Officer. Consultant support had also been brought in to work alongside the Garden Town Project Team and wider Delivery Team. The consultancy support contract with Hyas had initially ended in September 2017 with an extension then agreed until December 2017. The independent advice received to this point had been highly valued so the decision was to tender for a new consultancy contract. Consultant tender submissions were being reviewed by AGT PDT members on 8 February with the intention to instruct a consultant to start on 23 February.</p>	<p>CM</p>
<p>A dedicated AGT website was soon to be launched by a supplier that would allow and encourage public engagement and consultation.</p>	<p>CP</p>
<p>Consultancy Support – update</p>	
<p>The Board was updated on the situation regarding the commissioning of the consultancy contract and documents relating to this had been distributed to the Board ahead of the meeting. In December 2017, the tender documents had been finalised, expressions of interest had been received and invitations to tender (ITT) had been issued. The deadline for responses to ITTs was 19 January 2018 and these would be evaluated from 19 January – 8 February. Any necessary clarification from the responses would be sought in this period. The decision on the consultancy support contract would be made at a consensus meeting on 8 February with a contract start date of 23 February.</p>	
<p>It was clarified to the Board that the consultancy support contractor would support the PDT but not directly manage the master planning process.</p>	
<p>The conversation overlapped into discussing the Master Plan (MP) and the Board felt that clarification was needed on how it would be ensured that this led to a cohesive strategy across the AGT project. It was decided that this would be added to the Away Day agenda.</p>	<p>CM</p>
<p><i>Note: P. Brockway left the room during this discussion.</i></p>	
<p>Commissioning of Master Planning (MP) – update</p>	
<p>The MP brief was seeking a framework for the co-ordinated delivery of the garden town ambitions through quality design principles and detailed development plan in the AGT and Town Centre. The MP Brief documents had been produced and reviewed through the PDT and set out a series of products (MP Framework, Delivery Plan and SPDs) to be</p>	

<p>produced through the commission. Comments from the Board on the draft Brief (Specification and Method Statements Texts) would be sought before the Brief is issued to the market.</p> <p>The Board sought clarification that the master planning process and outputs would remain subservient to the local plan making and development management processes as it was felt that these statutory processes were important for democracy amongst residents. It was agreed that it would be made clear that the MP was an aspirational and informative document.</p> <p>Discussion was also had on how far the MP and SPD was expected to permeate with developers. This would be clarified in the MP specification.</p> <p>Budget</p> <p>The AGT budget and spend update to December 2017 had been circulated to the Board ahead of the meeting. The document took into account new funding, spend to date and forecast spend for 2017/18 and 2018/19. The remaining budget was earmarked for master planning work, communications & marketing and potential additional staffing.</p> <p>RESOLVED –</p> <p>That the budget be agreed.</p>	<p>All Board</p>
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5. Update on Communications Strategy and Action Plan

	Action By
<p>The Board received a brief presentation which updated on the AGT communication to accompany the communications programme that was distributed prior to the meeting. The front page of the Bucks Herald on 27 December 2017 highlighted the innovation sessions and directed the public to register their interest in Garden Town on the AVDC website, an AVDC e-newsletter had also been sent to over 40,000 homes. Axis Twelve had put together a brief on a dedicated AGT website. The Board gave consideration on how the consultation element of the website would work with a number of ideas raised including a live, interactive map with granted applications, housing numbers and an area for public comments being well received. Caution was advised that public consultation was balanced and did not appear predetermined. Social media pages had been adopted for AGT including Facebook, Twitter, Instagram and LinkedIn to promote and respond to comments and/or questions. The Board was encouraged to share these pages amongst</p>	<p>CP</p> <p>All Board</p>

<p>colleagues and contacts.</p> <p>A local member engagement session was scheduled for 8 February which included Parishes local to AGT. Member involvement throughout AGT was discussed and Member feedback would be noted. Further sessions with other stakeholders would follow with activities planned with the community at the Aylesbury library and youth engagement with the Scouts group.</p> <p>The possibility of having a Lead Member Champion for AGT was discussed and Steve Bowles was nominated due to being a County & District Councillor and also an architect. The Board agreed with this appointment. Local Champions for AGT would be sought as they would be able to engage in constructive relationships with key partners and stakeholders. A 'live' stakeholder mapping document was available with comments from the Board welcomed; it was suggested that this document was refined further.</p> <p>The Board was updated that a press protocol would be drafted and agreed by all Partners which would establish the guidelines when engaging with the media with the intention that all correspondence would be consistent.</p>	<p>All Board</p> <p>CP</p>
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6. Other Area of Business

	Action By
<p>The Board considered a proposal for the recruitment of a fulltime additional Transport Lead position over an 18 month period at a cost of £75,800 due to the need of AGT Infrastructure. The post would initially focus on releasing AGT housing areas and then on the town centre transport plan. The recruitment of the candidate to the post would be agreed by Partners on the Board, as with the other posts that have been recruited. The current budget would run to April 2019 so this role would be funded until then.</p> <p>RESOLVED –</p> <p>That a candidate for the Transport Lead be sought and recruited and taken forward by the PDT.</p> <p>Prior to the Away Day, it was suggested that a draft agenda be distributed to the Board to allow for additional items. There was also discussion about booking the meetings for 2018 into all Board Partner diaries as quickly as possible with Fridays proposed as the most suitable day. Both these actions were agreed by the Board. A Box folder would</p>	<p>CM/CP</p>

<p>also be set-up to allow Partners to access all 'live' documents and comment on them as necessary. Training and guidance would be provided where required.</p>	<p>CP</p>
<p>C. Aimes raised the issue of delivery rates and requested an update on realistic delivery in regard to housing numbers and following this was discussion of any issues that needed to be overcome. It was suggested that this also be discussed at the Away Day.</p>	
<p>The Board also heard that there was the potential for free support on the feasibility of heat networks due to unallocated Government budget for financial year 2017/18. The PDT would investigate this further.</p>	<p>CM</p>