

**Cambridgeshire Horizons Board  
Minutes from the Meeting held on  
Wednesday 10<sup>th</sup> December, 2008  
Kreis Viersen Room, Shire Hall, Castle Hill, Cambridge**

**COMMITTEE/ BOARD MEMBERS PRESENT:**

Sir David Trippier (Chair) (SDT)	Cambridgeshire Horizons
Cllr Dr David Bard (DB)	South Cambridgeshire District Council
Simon Bishop (SB)	HCA (formerly of English Partnerships)
John Bridge (JB)	Cambridgeshire Chamber of Commerce
Steve Cox (SC)	EEDA
Dr Gareth Goodier (GG)	Addenbrooke's Hospital
Nigel Howlett (NH)	Housing Association Representative
Professor Ian Leslie (IL)	University of Cambridge
Cllr Alan Melton (AM)	Fenland District Council
Cllr Peter Moakes (PM)	East Cambridgeshire District Council
Cllr Ian Nimmo-Smith (INS)	Cambridge City Council
Alex Plant (AP)	Cambridgeshire Horizons
Robert Sansom (RS)	Greater Cambridge Partnership
Steve Sillery (SS)	Developers' Representative
Cllr Jill Tuck (JT)	Cambridgeshire County Council

**ALSO IN ATTENDANCE:**

Sue Beecroft (SBee)	Cambridgeshire Horizons
Cllr Peter Bucknell (PB)	Huntingdonshire District Council
Gwyn Drake (GD)	Highways Agency
Quentin Golder (QG)	Taylor Vinters
Laura Halstead (LH)	Cambridgeshire Horizons
Tim Hughes (TH)	Highways Agency
Mark Lloyd (ML)	Company Secretary
John O'Mahoney (JOM)	HCA (formerly of Housing Corporation)
John Onslow (JO)	Cambridgeshire Horizons
Gill Barker (Minutes) (GDB)	Cambridgeshire Horizons

**APOLOGIES:**

Chris Banks	Cambridgeshire PCT
Cllr Ian Bates	Huntingdonshire District Council
Mike Parsons	Company Secretary (Outgoing)
John Williamson	Go-East

## **Actions**

- 1. Welcome and Introductions**  
SDT welcomed all to the meeting.  
Apologies were noted as above. NH would be arriving later and some attendees would need to leave early.  
SDT congratulated JB on his appointment as Chair of Opportunity Peterborough.
- 2. Declarations of Interest**  
SS declared under Items 9, 14 and 15.  
There were no others.
- 3. Appointment of Company Secretary**  
SDT explained that Mike Parsons was stepping down.  
SDT proposed that Mark Lloyd, CEO of CCC, be appointed as Company Secretary. This proposal was seconded by AM.

### **Agreed**

The meeting agreed the appointment of Mark Lloyd as Company Secretary.

- 4. Minutes of 17<sup>th</sup> September, 2008 and Matters Arising**  
The Minutes were noted. DB noted difficulty in accessing documents for today's meeting. This was discussed briefly with GDB to action alternative plan. **GDB**  
Under Matters Arising, SDT reported that the Faith Facilities Study had been launched very successfully.
- 5. a) Minutes of the Audit & Risk Management Committee of 25<sup>th</sup> November, 2008**  
The Minutes were noted.  
**b) Report from the Chair**  
JB drew attention to the following:
  - recommendation from the Audit & Risk Committee to approve the statutory accounts;
  - Ivan Matthews had now taken up the permanent role of Finance Manager for Horizons;
  - new budget framework now in place;
  - issue of HGF funding within an interest bearing account was being dealt with.

The report was considered and noted by the meeting.

- 6. Minutes from the Joint Strategic Growth Implementation Committee of 12<sup>th</sup> November, 2008**  
The Minutes were noted.
- 7. Company Secretary's Report**

- a) ML drew attention to the following:
- recommendation that members who receive hospitality as a direct result of their Horizons association should declare it accordingly;
  - register of interests to be up dated;
  - form attached for members use.
- b) a proposal to change signatories on the bank mandate due to change of staff. Sally Hutchinson to be replaced by Laura Halstead. This proposal was seconded by PM.

**Agreed**

Points under a) noted and agreed;  
Point b) agreed by the meeting.

**8. Annual Report and Statutory Accounts to year end 31.03.08**

AP reported the external auditors had no further queries. Despite this, finalisation had not occurred at this time. Discussion followed during which the time delays encountered involving the external auditors were noted and members expressed their concern. PM proposed that the Annual Report and Statutory Accounts as before this meeting be approved and that a sub committee involving the Chair of Audit and Risk, the CEO and one other member of the Audit & Risk be empowered to sign off, assuming no amendments. This was seconded by AM.

**Agreed**

The proposal was agreed by the meeting.

**9 Progress on Major Developments and Infrastructure**

JO noted that Item 15 on the Agenda – Strategic Review of Major Development Sites/Delivery Options in light of the Economic Downturn – would cover aspects of this report in light of that situation.

**Main points of report:**

- Horizons were actively trying to bring items forward and were continuing to look ‘longer term’;
- Smaller sites were still progressing;
- HGF funding was a rolling programme over 3 years, year 1 of which was £14.5m with a current projected underspend of 11%;
- The Quality Charter had been shortlisted for an RTPI award;
- Water Cycle Strategy work has progressed to Phase 2.

**Discussion points:**

- Under 2.2.3, it was noted that the Inspector’s Report on

the North West Area Action Plan may be delayed due to additional work on transport issues and possible revision to site boundaries which may result in further public consultation;

- AM reported significant land availability in March/Chatteris area;
- Requirement to draw up an Integrated Development Programme (IDPO) to include business clusters/industrial growth alongside housing growth;
- Current plan for up to 2021 – Horizons working with GCP on this to achieve an IDP for the whole of Cambridgeshire to give a holistic view;
- Concern regarding the current 11% underspend in HGF funding was noted. JO noted that spend was usually back loaded and that funding was a 3-year rollover and was, therefore, more flexible but every effort was made to ensure funds were targeted. It was also noted that the economic downturn played its part in delaying some budgeted spend;
- Formal funding agreements were in place and were closely monitored monthly;
- Possibility of using 'deferred charge' method of S106 agreements to ensure completion;
- Requirement to secure early patronage of Guided Busway agreed by all.

#### 10. **Core Communications Messages**

LH noted the circulated proposal for core messages was as a result of previous consultation. Comments invited.

Discussion followed during which it was debated whether the core messages should be altered to encompass the economic downturn.

##### **Agreed**

Proposed core message 2.3 to be altered from '....compete to attract the best talent...' to read '....compete to attract, retain and develop the best talent...'. LH

Subject to the above amendment, all three core messages were agreed.

#### 11. **HGF Award Update**

AP reported on telephone confirmation from CLG, received just this morning, that the POD award for years 2 and 3 was as follows:

##### **Main Points:**

- Just under £29m - £13.75 in year 2 and £13.775 in year 3;
- No response with regard the application for additional rolling funds;

- Additional funds may be available through the newly formed HCA;
- Announcement of potential additional funding for Eco Quarters from a £12m pot which would require further bids, full details in the New Year;
- Reasonable result, although significantly less than bid submitted.

Discussion points:

- Comparison with other areas nationally;
- Full details available on 15<sup>th</sup> December.

**12. Cambridgeshire Together/LAA/Role of Horizons**

AP drew attention to the three recommendations to the meeting in his report.

- Recommendation 1 – regarding letter from AP to CCC Deputy CE (C&YP). The contents were noted.
- Recommendation 2 – SDT proposed that Cllr David Bard be nominated to represent the Horizons Board regarding the Managing Growth theme on the Cambridgeshire Together Board. This was seconded by JT.
- Recommendation 3 – Endorse the approach set out in Section 4 of the report to set up a Growth Partnership Board which would cover whole geographical area. Proposed by AP, seconded by PM.

Discussion followed during which it was noted that with the geographical expansion of Horizons area of responsibility passed the responsibility for monitoring all housing development rather than just strategic housing. There was a Board requirement to be aware of all issues.

**Agreed**

Recommendation 1 – duly noted;

Recommendation 2 – agreed by the meeting;

Recommendation 3 – agreed by the meeting.

JO noted that an inaugural meeting of the Growth Partnership Board would be set up for early January to facilitate rapid feedback to Main Board.

**13. Housing Completions Update**

SBee's paper had been previously circulated. She explained various aspects of the report and graphs.

Main Points:

- Larger sites showed 674 completions during last quarter and 1060 year to date;
- Smaller sites showed 2605 completions year to date;
- On site activity had yet to show signs of economic

downturn.

Discussion points:

- Orchard Park and Cambourne sites were showing that activity had significantly slowed down. This was not yet visible in chart;
- Query what constituted 'under construction'. SBee agreed to check whether this monitored where dwellings had been started but were now on hold;
- RSS currently under review, with targets being tested, and looking forward to 2031;
- EERA timeframe for this review very ambitious;
- Cambridgeshire Structure Plan utilised to assist with the review;
- CCC Cabinet to respond by 7<sup>th</sup> January 2009 as a 'Progress Report';
- It was noted that under Section 8 - Links to LAA targets - discussions with Go-East were current to revise these targets.

SBee

Members thanked SBee for her report.

**14. Variable Rate Tariff (VRT)**

AP reported on a Steering Group meeting held last week. PWC had completed some very good work on analysing current Section 106 funding achieved. This was showing that 35-40% of new development currently contributed nothing. If a standard VRT was adopted this would be addressed. PWC will be invited to present their up-to-date findings to the Board in March 2009.

**Agenda  
Mar 09**

Discussion Points:

- Interest in what schemes were used in other areas;
- Cambridgeshire could act as 'pilot scheme';
- Any levy could impact on smaller sites;
- Comparison between S106, VRT and Community Infrastructure Levy (CIL)?;
- Consultation imperative;
- Ensure maintenance of quality standards through Planning system;
- Any tariff system would not provide for strategic infrastructure, so requirement remained to ensure that sufficient funding coming from e.g. DFT had appropriate funds;
- CIL funds would be additional to strategic infrastructure funding through DFT;
- Invitation to Margaret Beckett to meet with Chairman and Chief Executive of Horizons to discuss central funding issues.

**Additional Paper from GD – (tabled)**

SDT drew attention to this tabled paper – **A14 Huntingdon-Cambridge**

GD explained the juxtaposition on timing regarding the A14 and the delay regarding the Northstowe development.

JO was requested to diary a meeting to discuss this further as soon as possible. The meeting to include SB.

**JO**

**15. Strategic Review of Major Development Sites/Delivery Options in the light of the Economic Downturn**

AP drew attention to the recommendations in his report:

- i) to agree the proposed high-level objective, as at 2.5;
- ii) to agree that Horizons should continue to work up a variety of options including loans, grants;
- iii) to agree a basic approach regarding any investment;
- iv) to agree the process set out for
  - a) agreeing HGF allocation; and
  - b) taking forward the wider options.

Discussion Points:

- The drafting of a prospectus, setting out all the options was generally agreed to be a good way forward;
- Possibility of being able to secure different/additional funding as innovators of system;
- Requirement to promote a good image for each development;
- Decisions to be more forward thinking, even in light of economic downturn;
- Flexibility of tenure to be further explored including rent-to-buy, equity share, co-operative housing, and accommodating all income levels,
- HCA representative noted a welcome for the proposed prospectus approach, and intention to work closely with Horizons to progress this approach;
- Different approaches to bringing about affordable housing as a way of stimulating the market;
- Currently, Trumpington Meadows site being held up due to timing issues with regard to S106;
- Query whether there should be emphasis on completion of sites already started;
- Investment from public sector should result in some reward;
- ML noted Government has outlined the possibility of Economic Prosperity Boards, following on from the sub-national review which could provide additional options for funding and flexibility - Horizons may wish to investigate further.
- Following the discussion, PM seconded the proposals.

**AP**

**Agreed**

Subject to amendment as follows: i) to include reference to viability of investment, all four proposals agreed.

Members thanked AP for his efforts regarding this report.

**16. Forward Agenda Plan**

Suggestions for future meetings included Climate Change – Carbon Offset issues; Variable Rate Tariff and the Homes and Communities Agency.

Forward Agenda Plan to be circulated regularly for suggestions.

Dates agreed as set.

**GDB**

**17. Any other Business**

SDT advised that Robert Sansom was standing down as representative of the Greater Cambridge Partnership. The Board thanked him for his contribution. SDT noted that GCP would be nominating a replacement.

SDT then thanked Mike Parsons, outgoing Company Secretary for his contribution.

The meeting closed at 12.42.