

CAMBRIDGESHIRE HORIZONS LTD

Minutes from the Board Meeting of Monday, 17 September 2007 South Fens Business Centre, Chatteris

Board Members in Attendance:

Sir David Trippier	Chairman
Chris Banks	Cambridgeshire PCT
Cllr Dr David Bard	South Cambridgeshire District Council
Steve Cox	EEDA
Stephen Catchpole	Chief Executive
Dr Gareth Goodier	Addenbrooke's Hospital
Cllr Shona Johnstone	Cambridgeshire County Council
Cllr Alan Melton	Fenland District Council
Cllr Peter Moakes	East Cambridgeshire District Council
Cllr Ian Nimmo-Smith	Cambridge City Council
Robert Sansom	Greater Cambridge Partnership
Steve Sillery	Developers Representative

Company Secretary:

Mike Parsons	Company Secretary
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Also in Attendance:

Simon Bishop	English Partnerships
Cllr Peter Bucknell	Huntingdonshire District Council
Gwyn Drake	Highways Agency
Sally Hutchinson	Executive Assistant (Minutes)
John Onslow	Director for Development
Alex Plant	GO-East
Peter Studdert	Director for Sustainable Communities

Apologies:

Margaret Allen	Housing Corporation
Cllr Ian Bates	Huntingdonshire District Council
John Bridge	Cambridgeshire Chambers of Commerce
Professor Ian Leslie	University of Cambridge
John Lewis	English Partnerships

Item	Action(s)
1 Welcome and Introduction	
1.1 The Chairman welcomed everyone to the meeting and extended a particular warm welcome to Chris Banks, Chief Executive of Cambridgeshire PCT and Robert Sansom, representing the Greater Cambridge Partnership. The Chairman thanked the outgoing Board members, Janice Steed and Alistair Wayne, for their support whilst on the Board of Cambridgeshire Horizons.	
	Chris Banks and Robert Sansom then left the meeting until their appointments were formerly endorsed and approved under Agenda Item No. 5.
1.2 The Chairman welcomed Cllr Peter Bucknell from Huntingdonshire District Council representing Cllr Ian Bates and Simon Bishop from English Partnerships representing John Lewis.	
2 Declaration of Interests	
2.1 The Chairman asked for Declaration of Interests from those present. These were:-	
	<ul style="list-style-type: none"> - Cllr Shona Johnstone, Agenda Item No. 11 – Progress on Major Developments and Infrastructure in relation to the Addenbrooke’s site. - Steve Sillery, Agenda Item No. 11 - Progress on Major Developments and Infrastructure in relation to Cambridge East.
3 Minutes	
3.1 The minutes were agreed as an accurate record of the meeting of Friday, 22 June 2007.	
4 Matters Arising from Previous Minutes	
4.1 Steve Sillery requested an update from 11.5/6 of the minutes relating to the Long Term Delivery Plan (LTDP). Agreed to discuss this under Agenda Item No. 13.	
4 Company Secretary’s Report	
4.1 The Chairman presented the paper and asked that the Board endorse and approve the recommendations.	
4.2 The Board endorsed the change to the Articles. The changes were approved at a meeting of the Member Organisations on 10 September 2007.	

Item		Action(s)
5.3	Steve Cox confirmed that his Director's Undertakings will be signed and returned to the Company Secretary with immediate effect.	
5.4	The Board approved the appointment of Chris Banks, Cambridgeshire PCT Chief Executive as a Director representing Health with immediate effect.	
5.5	The Board endorsed the appointment of Robert Sansom, representing the Greater Cambridge Partnership as a Director. The appointment was approved at a meeting of the Member Organisations on 10 September 2007.	
6	Minutes of Audit and Risk Management Committee	
6.1	The Chairman presented the paper.	
6.2	Board Members asked questions and made the following comments:	
a)	Alex Plant noticed that under 3.1 of the minutes the figure of £2,472 <u>4</u> k was incorrect and should read £2,472k.	
	The Chairman thanked Alex Plant for noticing this and confirmed the minutes would be changed.	
b)	Cllr Shona Johnstone asked for an explanation of the fourth bullet point in 3.1 of the minutes.	
	The Chief Executive confirmed that Cambridgeshire Horizons safeguarded South Cambridgeshire District Council's (SCDC) position by reserving an amount of money to spend in the current financial year.	
6.3	The Board noted the minutes.	
7	Minutes from the Joint Strategic Growth Implementation Committee	
7.1	The Chairman presented the paper.	
7.2	The Board noted the minutes.	
8	Company results to April – July 2007	
8.1	The Chief Executive presented the paper and asked the Board to endorse the contents of the paper.	

Item		Action(s)
8.2	<p>Board Members asked questions and made the following comments:-</p> <ul style="list-style-type: none"> a) Cllr Dr David Bard – has the £1.4 M of funding been received, is it secure? Does the Section 29 (S29) Committee hinge on next years settlement? b) Alex Plant confirmed that the £1.4M had been confirmed by the Minister. However, to ensure an additional £700k of funding for future years, the successful establishment of a S29 Committee needs to be agreed to enable the Rolling Fund to proceed. c) Cllr Shona Johnstone – Is there a deadline that the Minister needs to receive confirmation that the S29 Committee is in place? d) Alex Plant responded by saying that the Minister is awaiting confirmation of the establishment of the S29 Committee, he went on to say that as every month that passes it will be more difficult for the Minister to agree to future funding as the Comprehensive Spending Review (CSR) draws closer. He suggested to Board members that the establishment of the S29 Committee should be agreed as soon as is possible. e) The Chairman confirmed that this message had been given to the Joint Strategic Growth Implementation Committee meeting (JSGIC) Committee last week. f) Cllr Ian Nimmo-Smith – funding for the Rolling Fund will not be allocated if the S29 Committee is not established. g) Chief Executive - if the funding for the Rolling Fund is not allocated it would get lost in the CSR. h) Cllr Shona Johnstone – Self evident and essential that confirmation of the establishment of the S29 Committee needs to be with the Minister within the next 4-6 weeks. i) Cllr Peter Bucknell – agreed with Cllr Johnstone’s comments. 	
8.3	<p>The Chairman brought to the attention of Board members a letter (tabled) from KPMG LLP relating to the Statutory accounts for the financial year ending 31 March 2007. The Chairman asked Board members to raise any concerns with the letter by Wednesday, 26 September 2007 otherwise the letter would be signed by the Chairman and Chief Executive and returned to KPMG.</p>	<p>All Board Members</p>

Item		Action(s)
9	Business Plan	
9.1	The Chairman presented the paper.	
9.2	The Chairman acknowledged that Cambridgeshire County Council had supported and helped significantly with the production of the Business Plan.	
9.3	Comment/feedback on the Plan had only been received from East Cambridgeshire District Council. The Chairman asked Board members to give some feedback/comments on the Plan within the next couple of weeks.	All Board Members
10	Housing Growth Fund 2008/9 to 2010/11 and Eco Towns prospectus	
10.1	The Director for Development presented the paper and asked the Board to approve the outline bid as set out in Appendix 1.	
10.2	<p>The Chief Executive informed the Board that it was requested at the Northstowe Delivery Board which was held on Friday, 14 September 2007 to add 2 additional schemes to the Proposed Programme as outlined in Appendix one. The additional schemes are:-</p> <p>a) Ordnance clearance at the Northstowe site at a cost of approximately £2.5M.</p> <p>b) Advance foul drainage works at Northstowe which will also assist Cambourne at a cost of £1.5M.</p> <p>This would mean an increase in the Capital bid of £4M.</p>	
10.3	<p>Board Members asked questions and made the following comments:-</p> <p>a) Cllr Ian Nimmo-Smith – The figures outlined in the bid for Cambridge Fringes have changed from £12,000,000 to £14,800,000.</p> <p>The Director confirmed this.</p> <p>b) Cllr Alan Melton – acknowledged the funding for Fenland in the Programme and requested that these items are not taken out of the equation if the full allocation of funding is not given.</p> <p>The Chairman confirmed that there has to be a balance and that the funding should be spread across the County. A method of prioritisation of the bids needs to be decided.</p>	

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- c) Cllr Shona Johnstone – Supported the 2 additional schemes and agreed for them to be added to the Programme. Concerned that no clarity has been given from Government as to whether Northstowe is an Eco-Town or a Proto-type Eco-Town.
- d) Alex Plant – awaiting a response from Government to the joint letter recently sent by the Chairman, Cllr Johnstone and Cllr Manning regarding Northstowe. Confirmed that evidence will be required behind each of the bids proposed. Prioritisation of the bids will need to be decided by the Cambridgeshire Horizons Board.
- e) Cllr Shona Johnstone – can we be given an indicative timed response from Government as to the Eco-Town status of Northstowe?
- Alex Plant confirmed that he would do all that he could to receive clarity of the situation.
- f) Cllr David Bard – clarity of the status of Northstowe would help with the prioritisation process for the funding and for South Cambridgeshire District Council generally.
- g) Cllr Peter Bucknell – Need to try and obtain full bid. Agreed with Cllr Melton's comments that every bid outlined in the programme is important, will be repercussions if any bid missed out.
- h) Steve Cox – Right to be ambitious in the Programme, vital to have evidence to underpin the proposals and to identify match funding.
- i) Steve Sillery – referred to 1.3 of the agenda item and how the projects identified will enable the delivery of housing. The Cambridgeshire Horizons Board needs to decide in principle how/who is going to prioritise the bids and suggested that it is dealt with at this stage rather than waiting for the announcement of the agreed funding.
- The additional items referred to in 10.2 of these minutes, are they loans or grants?
- The Chief Executive responded by saying that at this stage it is part of the Rolling Fund.
- j) Steve Cox – Prepare and share a criteria for prioritisation.

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	<p>k) Cllr Ian Nimmo-Smith – Agree to the 2 additional schemes. Housing numbers are a critical criteria in the process, trajectory and timeline.</p> <p>l) Cllr Shona Johnstone – Need to obtain principles to underline the priorities. Key deliverability of the projects.</p> <p>m) Alex Plant – no indication as to when funding will be allocated but will endeavour to find out.</p> <p>n) Cllr Dr David Bard – some of the suggested programmes do not necessarily help to build houses but do help to build communities. Will there be any guidance issued from Government if we have to prioritise?</p> <p>The Director for Development said the guidance focused on housing delivery, but that it was recognised that this needs to be in the context of sustainable development.</p>	
10.4	Board members agreed that a meeting of the Founder Members (including EEDA but excluding English Partnerships) and Cambridgeshire Horizons be arranged prior to the Board meeting on 12 December to agree to the prioritisation of the bids for final Sign Off by the whole Board on 12 December.	Company Secretary
10.5	The package of funding bids was approved by the Board with the addition of the 2 bids outlined in 10.2 and 10.3 a of these minutes.	
11	Progress on Major Developments and Infrastructure	
11.1	The Director for Development presented the paper and in particular asked the Board to note (Appendix 3) the Project Risk and Opportunities Register. The Director asked the Board to note progress in delivering the major developments and strategic infrastructure projects within the Cambridge Sub-region	
11.2	A paper was tabled by The Highways Agency, an update relating to the A14 Huntingdon – Cambridge.	
11.3	Board Members asked questions and made the following comments:- a) Gwyn Drake – Need to ensure the Risk Register continues to be robust.	

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- b) Cllr Alan Melton – targets could be ambitious due to skills shortage, capacity to deliver, downturn in the financial markets. Cambridgeshire Horizons Board need to have a fallback position in case evasive action is required.
- c) Steve Sillery – referred to 2.2.2 of the agenda item in relation to the Southern Fringe S106 process. Speaking on behalf of the Developers he went on to say that the landowners are particularly frustrated as to what is required to move this forward and were aware that changes are taking place.

The Chief Executive responded by saying Peter Studdert In his new role as Joint Planning Director (Growth Areas) will now be leading on the S.106 negotiations for Southern Fringe and Officers from the County/City/South Cambridgeshire District Council will be supporting the Director with this.

- d) Cllr Shona Johnstone acknowledged that the County Council now have a clear robust figure.
- e) Peter Studdert - there was now a clear negotiating position. A series of meetings have been arranged with Leaders and Portfolio Holders. Due to the challenges ahead to agree the S.106 he said that two main criteria have always to be taken into consideration - viability and reasonableness.

12 Quality of Life Programme Update

- 12.1 The Director for Sustainable Communities presented the paper and asked the Board to note the progress that has been made.
- 12.2 A seminar was held on Thursday, 6 September 2007 to launch the Quality Charter for Growth in Cambridgeshire, the event was an enormous success. A copy of the Quality Charter was tabled.
- 12.3 No comments were made and the Board noted the progress that had been made.

13 Long Term Delivery Plan

- 13.1 The Director for Development informed the Board that a draft report had been received from Deloittes and was with the Steering Group for comment prior to circulation to the Board. The Director went on to say that a Sustainability Appraisal was also being commissioned for the Long Term Delivery Plan.

Item		Action(s)
13.2	The Director confirmed that he would be able to circulate a progress report at the Board meeting in December.	Agenda Plan
14	Response to the Housing Green paper	
14.1	The Director of Development presented the paper and asked the Board to endorse the draft response to the Housing Green paper.	
14.2	Board Members asked questions and made the following comments on the paper:-	
	a) Cllr Ian Nimmo-Smith – If Northstowe is not classed as an eco-town but as a prototype, has eco-town been defined, and would Cambridge East be defined as an eco-town?	
	b) Steve Sillery pointed out that there was an opportunity in the Housing Green Paper to comment on the roles and responsibilities of Local Delivery Vehicles.	
	c) Alex Plant suggested the need to re-consider the response to Chapter 5. Chapter 5 gives an ideal opportunity to discuss different options of infrastructure funding and the Cambridge Sub-region's reaction to the proposed Planning Gain Supplement (PGS).	
	d) Steve Sillery - paper gives an invitation to introduce PGS to Greenfield sites.	
	e) Chairman to send a letter to Treasury regarding Cambridgeshire Horizons continuing strong opposition to PGS.	Chairman
	f) Gwyn Drake - since the first letter there has been case law regarding Tarriff and alike.	
15	Senior Management Changes	
15.1	The Chairman confirmed that the Director for Development would be taking up his new role as Joint Planning Director (Growth Areas) imminently. The Chairman thanked the Director for all the work he has done whilst he has been with Cambridgeshire Horizons and in particular his work on Quality of Life.	
15.2	The Chairman informed Board members that the Chief Executive would be leaving Cambridgeshire Horizons on 31 October 2007. The Chairman thanked the Chief Executive for his superb contribution to Cambridgeshire Horizons and said that it had been a privilege to work with him. The Chairman wished him well in his new post at the	

Item	Action(s)
Wolverhampton Development Company.	
15.3 The Chairman confirmed that the process to replace the Chief Executive had commenced and that the interview panel would include representatives from the Founding Members.	
15.4 The Chairman confirmed that he would be working closely with the Deputy Chief Executive, John Onslow who would be Acting Chief Executive until a new Chief Executive is appointed.	
16 Agenda Plan and Any Other Business	
16.1 Suggested dates for Cambridgeshire Horizons Board meetings in 2008 were tabled. The Chairman asked Board members to confirm if any of the dates were not suitable before the next Board meeting in December 2007.	

Date of next meeting:-

Wednesday, 12 December 2007 at 10.30 am
 Council Chamber, Huntingdonshire District Council, Huntingdon