



Gilston Steering group

Wednesday 14 June 2017 @ 6.30 pm
Wallfields – Room 1.11

MINUTES

Present:	Liz Watts	-	EHC
	Chris Butcher	-	EHC
	Mary Parsons	-	Places for People (via Skype)
	David Sprunt	-	Essex County Council
	Jamie Cardwell	-	Essex County Council
	Jan Hayes-Griffin	-	Herts County Council
	Mark Orson	-	Neighbourhood Group
	Anthony Bickmore	-	Neighbourhood Group (via Skype)
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Apologies : Jill Buck – Widford Parish Council, Bob Toll – Neighbourhood Group, Rich Cooke – ECC David Sprunt and Jamie Cardwell attending in place. Sam Clark – High Wych Parish Council

1. **Introductions**

LW summarised the idea behind the establishment of the steering group and welcomed everyone to the first meeting.

2. **Draft Terms of Reference**

- 2.1 LW asked the group to consider about the tracked changes version of the TOR that had been circulated by AB.
- 2.2 MO feels that the development of seven villages should not be considered as an urban extension.
- 2.3 Group agreed to change the suggested wording under Section 1 of the TOR from 'not an urban extension' to 'not simply an urban extension'
- 2.4 Section 2 – bullet point 5 – MP feels that this is outside the remit of what the steering group should do. The group agreed that point 5 should be deleted, but that point 4 be amended to say 'broad development programme, delivery and funding of the infrastructure required by the development'.
- 2.5 Section 3 – last bullet – it was agreed that 'and taken into account' should be removed.
- 2.6 Section 5 – 5.1 – it was agreed that a sentence should be added to state that independent advisors or substitutes could be invited to attend the steering group as necessary but they will not be a formal part of the group.
- 2.7 5.2.1 – discussed whether this was a decision making group and



agreed that it will make decisions of process not decisions of delivery. Document to be amended to reflect this in section 3.

2.8 5.2.4 – LW explained that the council are bound by FOI Act but that the Act doesn't require information to be made public if it is commercially sensitive. MP raised concerns about the confidentiality aspects of what is being discussed in the Steering Group and transferred to the minutes. LW advised that the intention of the paragraph was to note that there may be occasions when the group is asked to respect the confidentiality of an issue (for example due to the timing of information being shared) but that this would be discussed on a case by case basis. Everyone agreed that the point did not need to be amended or reworded.

ACTION: EHC to recirculate final version of ToR

3. Update on the Garden Town – briefs for consultants

- 3.1 CB provided an update on the Garden Town Project, including the procurement of consultants to undertake programme management and visioning work.
- 3.2 AB stated that the commissioning briefs presented as part of the agenda had already been agreed and consultants appointed. It would be better in future if the Steering Group could be presented with emerging work. CB noted AB concern and committed to try to do this in future, where possible..

4. Places for People Concept Framework engagement plans

- 4.1 MO feels that there is a good opportunity for Allies and Morrison to start engaging locally and LW suggested they could look at including them in Saturday workshops.
- 4.2 CB stated that he thinks it would be helpful to get views from the service users and HCC, in addition to widening existing consultation with the local community.
- 4.3 JHG raised concerns about the information and structure provided at a public seminar and suggested certain information should be aimed at certain audiences and there should be more formal discussions held with local bodies.
- 4.4 It was agreed that the forthcoming weekend workshops be adapted for the wider community. Attendees would then be able to submit their comments to the Council, following which the Concept Framework document would be updated as required.
- 4.5 It was agreed that MP would arrange for a 'critical path' timeline to be created that clearly identifies the necessary steps over the coming months, including community engagement events and meetings with service providers. Also key milestones in terms of the planning process etc.

5. Appointment to Community Advisor Post – update



- 5.1 MP gave an overview of the subject and responded to tracked changes to the brief proposed by AB.
- 5.2 LW opened up the discussion to the group and asked if they had any views on who should be a representative for the community. LW suggested that they contact Dinah Roake who used to work for ATLAS.
- 5.3 JHG suggested Jed Griffiths as a possibility.
- 5.4 MP gave a timeline of the end of w/b 12th June 2017 for the brief to be sent out.

ACTION: MP/AB TO FINALISE BRIEF AND MP TO ISSUE

6. **A.O.B**

- 6.1 AB had asked about the programme moving forward. It was agreed that this would be addressed by the timeline being prepared by MP.
- 6.2 JHG suggested that a timeline would be very useful so that the group attendees know exactly what is happening and when.
- 6.3 LW advised that an item should be added on the next agenda – critical paths for process and for delivery which would be based on the work produced by MP.
- 6.5 LW asked the group if they had any other business. Meeting closed at 20.10

ACTION: MP/EHC TO PREPARE PROCESS AND OVERALL DELIVERY CRITICAL PATHS FOR NEXT MEETING

Date of next meeting: 11 July @ 7pm Wallfields