

# THE SHAPLEY HEATH GARDEN COMMUNITY OPPORTUNITY BOARD

## MINUTES



**DATE OF MEETING: 17 FEBRUARY 2020**

### **I. ATTENDEES AND ABSENCES**

In attendance:	
Cabinet Member for Place (Chairman):	Cllr Cockarill
Cabinet Member for Housing:	Cllr Bailey
Group Leaders:	Cllr Radley (Community Campaign Hart) Cllr Crampton (Conservative)
A Ward Councillor representing:	
Hartley Wintney	Cllr Farmer
Hook	Cllr Smith
Strategic Lead for Hampshire County Council:	Stuart Jarvis
Enterprise M3 Local Partnership representative:	Kathy Slack
Officers:	Patricia Hughes Christine Tetlow
Apologies:	
Group Leader:	Cllr Neighbour (Liberal Democrats)
Homes England representative:	Ian Collinson

### **2. SHORT PRESENTATION ON THE GARDEN VILLAGE OPPORTUNITY**

The Officers provided an overview of MHCLG Garden Community program and the opportunity to investigate a new garden community in Shapley Heath.

### **3. ADOPT BOARD GOVERNANCE**

The Board discussed:

- That the meeting is one held in public but is not a public meeting.
- That the Board is accountable to Cabinet at Hart District Council who will make all decisions, unless delegated to the Shapley Heath Opportunity Board.
- External representatives have their own governance requirements, so cannot make decisions on behalf of their representative organisations but can advocate on behalf of the Board within their organisations and advise accordingly.
- The strategic/steering nature of the Board, rather than day to day management.

Actions:

- The Terms of Reference to state at the beginning that the Opportunity Board is accountable to the Council's Cabinet (and not just within the body of the Terms of Reference).

- Correct reference to 'Enterprise M3 Local Enterprise Partnership'

## **Decision**

Subject to the above actions, the Board adopted the governance (including Terms of Reference)

### **4. HOMES ENGLAND INTRODUCTION#**

This item was deferred until the next meeting. The Board requested that any presentation from Homes England be emailed to them in advance of the next meeting.

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### **5. ENDORSE THE TERMS OF REFERENCE, MEMBERSHIP AND TIMETABLING FOR THE LAND OWNERS FORUM AND THE STAKEHOLDER FORUM**

The Board discussed:

- That the Terms of Reference for the Landowners Forum was appropriate and the purpose of the forum was clear.
- That the Stakeholder Forum should be the place to ensure engagement methodology is appropriate and feeds back to the Board on any findings, rather than a single source of engagement.
- That the purpose of the Stakeholders Forum was not as clear and the membership list was long. Would this extensive membership be practical?
- Recognising the extensive membership list, that that the Stakeholders Forum would discuss need to discuss how it would be managed and how core membership would work.
- That the agenda's set by the Shapley Heath Opportunity Board could be used to create a framework for themes to be considered by the forums. In other words, the forums would take their lead from the Opportunity Board.
- That the Terms of Reference for both forums could be considered by each of the forums and then changed by the Opportunity Board if the forums requested such changes.

Actions:

- The Terms of Reference state that the Stakeholder Forum is the place to ensure engagement methodology is appropriate and feeds back to the Board on any findings.

## **Decision**

Subject to the above actions, the Board adopted the Terms of Reference and Membership for the Shapley Heath Garden Community Landowners and Stakeholders Forum.

### **6. ENDORSE THE SHAPLEY HEATH PROSPECTUS**

The Board discussed:

- Whether 'prospectus' is the right name for the document(s).
- What the prospectus would look like.

- How the baseline survey and strategy reports would inform the prospectus.
- Whether climate change, model shift and biodiversity are explicitly referenced in the description of the documents.
- HCC and LEP have information that could contribute to the evidence base.

Actions:

- The description of the documents in the prospectus should include explicit reference to climate change, model shift and biodiversity.

### **Decision**

Subject to the above actions, the Board endorsed the Shapley Heath Garden Community Prospectus.

## **7. ENDORSE THE FUNDING/PROCUREMENT OF THE EVIDENCE BASE**

The Board discussed:

- The potential funding streams.
- Whether members of the Board can assist in identifying other funding streams.
- How the baseline surveys procured and funded by the promoters will meet the Council's standards and will stand up to external scrutiny.
- How much the baseline surveys and strategy reports will cost.

### **Decision**

The Board endorsed the method to procure and fund an evidence base required in order to explore the opportunity for a new garden community as part of the MHCLG Garden Community Programme.

## **8. ENDORSE THE STRATEGIC PROJECT PLAN AND ASSOCIATED COSTS**

The Board discussed:

- Whether a more detailed cost plan could be presented to the next Opportunity Board.

Actions:

- A more detailed cost plan will be presented to the next Opportunity Board.

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### **Decision**

The Board endorsed the high level project plan and the associated cost plan.

## **9. ENDORSE PROCEDURES INCLUDING USE OF THE RAG SYSTEM FOR INFORMATION (UNRESTRICTED TO CONFIDENTIAL)**

The Board discussed:

- Whether the colour green to identify a low level of confidentiality was misleading.

- That this Board must be open and transparent therefore the use of the RAG system must be rigorously scrutinised and applied.

Actions:

- The colour system to be changed to remove green.

### **Decision**

Subject to the above actions, the Board endorsed the use of the RAG system to identify confidential/commercially sensitive information.

### **10. AOB**

None.

### **11. DATES OF NEXT MEETINGS#**

Potential dates to be agreed between the members of the Board.

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