

**MILTON KEYNES DEVELOPMENT PARTNERSHIP (“MKDP”)**

**Board Meeting**

**25<sup>th</sup> January 2021**

**10:30 – 12:30**

**Video Conference via MS Teams**

**Board Members Present:**

Michael Bracey, Chief Executive MKC, (MB)  
Nicola Sawford, Independent Chair, (NS)  
Bernadette Conroy, Independent Board Member, (BC)  
Huw Lewis, Independent Board Member, (HL)  
Steve Mallen, Independent Board Member, (SM)  
Roger Bell, Independent Board Member, (RB)  
Cllr Jenni Ferrans, (JF)  
Cllr David Hopkins, (DH)

**In Attendance:**

Tracey Aldworth, Managing Director MKDP, (TA)  
Mike Clarke, Independent Committee Member, (MC)  
Matthew Green, MKDP, Property Development Director, (MG)  
Tim Roxburgh, MKDP, Special Projects Director, (TR)  
Gavin Gager, MKDP, Chief Financial Officer, (GG)  
Ellenor Scott, Trainee Solicitor, MKC, (ES)  
Allison Pettifer, MKDP, Secretary to the Board, (AP)

<b>Item</b>		<b>Action</b>
<b>1</b>	<b>Apologies:</b>	
	Cllr Rob Middleton	
<b>2</b>	<b>Declarations of Interest:</b>	
	Michael Bracey declared an interest in the item on Bouverie House in that he is a Director of MK:U.	
<b>3</b>	<b>Previous Minutes:</b>	
	The minutes of the meeting held 18.12.20 were approved subject to the amendment of the minute for item 10. The minutes to reflect that all political parties on the Board are to have the opportunity to provide support/input to the drafting.	
	<b>Actions/Matters Arising:</b> The Board were provided with the following updates to the actions. All other actions are covered within the agenda.  Walnut Tree PR: Grand Union have completed some light PR to say that they will be starting on site. It was agreed that MKDP would not be involved. MK Bowl PR: PR/Comms will take place when the scheme moves forward. A watching brief is being kept. Internal Audit: To be discussed by Finance Audit & Governance subcommittee on the 12.2.21. Business Plan: Longer term plan to be discussed at Finance Audit & Governance subcommittee on the 12.2.21.	

<b>4</b>	<b>Reports</b>	
4.1	<p>Chair's Report: Verbal Update</p> <p>External meeting activity: Meetings that are due to take place shortly are with Hillary Chipping of SEMLEP and Liam Ronan-Chlond of First Base.</p> <p>Board Member Reviews: The reviews with the Board Members have now completed. During the reviews learning and development requirements were highlighted for both Board Members and MKDP Executive. Objectives have been agreed with the Remunerations &amp; Nominations subcommittee for the Managing Director role.</p> <p>Post-Christmas: Work has continued with, the Executive in preparation for the political briefings on the LHC proposal; MKDP Strategy; R:CMK; liaising with the Remunerations &amp; Nominations committee around the skills assessment.</p>	
4.2	<p>Managing Director and Executive Summary:</p> <p>The Board considered the key activities outlined in the report that had taken place since the last board meeting.</p> <p>Strategy/Business Plan Development: It was proposed and agreed that the next Board strategy session takes place on the 1.3.21 and that the date of 22.2.21 becomes a Board meeting where the main item will be to approve the LHC report.</p> <p>LHC Decision timeline: A concern was raised regarding Elections and the impact a delay would have on the LHC decision process. The Board were advised that the official line is that the elections are going ahead as planned.</p> <p>Project Progress Dashboard: A working draft was circulated to Board Members for comment prior to the meeting. The dashboard is to be presented to the Board formally in February.</p> <p>Development Update: Grand Union have started the development at Bradwell Common: A planning application is to be submitted shortly for the hospital site at Kents Hill: Tenders have been received for the Bletchley Fire Station demolition for which MKDP has been given £200k grant funding from the Towns Deal grant funding allocation.</p> <p>PR &amp; Comms: The overall strategy is being progressed by the Executive team working closely with MKC colleagues to scope the approach required.</p>	<b>TA</b>
4.3	<p>Council's Report: Verbal Update:</p> <p>Michael Bracey provided an update on Council matters:</p> <p>Council Budget: The budget has been balanced for next year and is currently out for consultation.</p> <p>News: The Child Poverty Commission recommendation has been adopted by the Council. The refreshed CMK 2050 strategy was agreed at full Council on the 20.1.21. A lateral flow test centre has opened in CMK Library for key workers and Saxon Court is in line to be used as a mass vaccination centre from mid-February.</p>	

	<p>Organisation News: Paul Thomas has joined MKC as Interim Director for Planning and Strategic Transport. Geoff Snelson, Director of Strategy and Futures is due to retire in March. The future of both roles, Futures and Operational Planning are to be reviewed. The Director of Housing, Michael Kelleher is also leaving MKC. In line with budget reduction targets and improvement plans the Council are looking at consolidating the work into other roles. An organisation chart to be circulated separately.</p> <p>Comments made following the update were:</p> <ol style="list-style-type: none"> <li>1. Structure changes: Confirmation of whom MKDP liaise with in terms of what type of housing, balance of housing etc as an outcome of the organisational changes is to be picked up offline.</li> <li>2. A presentation about the Oxford to Cambridge arc and the work the Government are planning to take forward on the spatial framework is to be circulated to the Board.</li> </ol>	<p><b>MB</b></p> <p><b>TA</b></p> <p><b>TA</b></p>
<b>5</b>	<b>Subcommittee Minutes:</b>	
5.1	<p>Renumeration and Nominations: 2 meetings of the committee were held, November and December. The minutes are held by MKC Legal, Ellenor Scott.</p> <p>Board Skills Assessment: All Board Members are requested to complete a Board Skills Assessment document that will be circulated. The document is in 2 sections section A - own skills; section B - view of the board. NS &amp; ES will review the responses.</p> <p>Following the departure of MKDP's Chief Executive, Tracey Aldworth's role as Managing Director evolved from a cover position to a permanent position. The position will be reviewed at the end of March 2021. The temporary delegations that were put in place are to be reviewed at the next FAGsc meeting.</p>	<p><b>ES</b></p> <p><b>NS/HL</b></p>
<b>MATTERS FOR DISCUSSION &amp; APPROVAL</b>		
<b>6</b>	<b>Standing Items</b>	
6.1	<p>Renaissance:CMK Steering Group Formalisation: The R:CMK project was identified as one of the 'Big Projects' emanating from MKC's 2050 Futures commission and 4 broad workstreams were approved by Board in May 2020 when the need for the establishment of formalised governance arrangements was also identified. The Board was asked to support the transformation of the Steering Group into a Board subcommittee initially with senior MKC (officer and political) representation and MKDP Board Members.</p> <ul style="list-style-type: none"> <li>• The approach was discussed and agreed in principle subject to further consideration of the membership of the committee.</li> </ul> <p>Board requested the Executive to bring back a paper taking into consideration the comments received.</p>	<p><b>TR</b></p>
6.2	<p>Local Housing Company (LHC) – Latest Update and Implementation Plan: The level of work required has delayed the full business case. A number of areas highlighted by Savills are still to be refined eg: funding mechanisms; governance arrangements; legal structure.</p>	

	<p>Timeline: The Board received and noted the timeline which identifies critical decisions and the impact on the work streams. The Executive were tasked with bringing forward the detailed business case for the February Board.</p> <p>Work stream categories:</p> <ol style="list-style-type: none"> <li>1. Submission of the LHC Business Plan</li> <li>2. Establishment of the LHC</li> <li>3. Operational management of the LHC</li> <li>4. Delivery of sites</li> </ol> <p>Comments received from the Board covered: Resources: Organisational structure that demonstrates resources for MKDP and the LHC. Workstream to identify when to approach the market as it may have a major timing impact. Resources to be included in the next revision of the report to Board.</p> <p>Other matters: NS/BC to provide support to the Exec team on new housing regulations Timing of the Accountability Framework &amp; Business Plans to be considered. NS/TA to review with MKC Legal.</p>	<b>NS/TA</b>
<b>7</b>	<b>Finance</b>	
7.1	<p>Finance Report: The financial performance shows MKDP ahead of the medium impact budget. A positive variance generated in part by a one-month lockdown as opposed to the modelled 2-month lockdown. The Board were advised that MKDP would be unable to retain the positive operating variance with the introduction of the third lockdown.</p> <p>The Board noted the financial performance for October – November vs the medium impact of Covid19.</p>	
7.2	<p>Ritagate (CMK Market Operators) Rent Relief: On the 5.1.21 MKDP received a request from the market operators for MKDP to forego all rent beyond that which is collected from essential stall operators, which would be the same as the agreement reached during lockdown 1. Beyond acknowledging the request by Ritagate’s Agent, there has been no formal or informal discussion.</p> <p>With reference to the previous Board minutes it was confirmed that Ritagate did not qualify for relief as their rateable value was too high. However, some of the individual stall holders have made some claims.</p> <p>The Board reviewed 4 options and concurred it would be sensible to move to a turnover lease opposed to a fixed term lease. The Board requested the Executive to open dialogue with Ritagate around option 4 and gather as much information as possible.</p>	<b>GG</b>
<b>8</b>	<b>Governance: Independent Board Member Extension of Term</b>	
	<p>The Remunerations and Nominations committee recommended that whilst the LHC and future structure of MKDP were under consideration, any renewal of tenure should be for a holding period of 6 months.</p>	

	The Board were advised that the term for Huw Lewis was due for renewal at the end of January. The Board approved the extension of term for 6 months.	
<b>9</b>	<b>Property Matters:</b>	
9.1	<p>Bouverie House: Board were advised that there had been a change to the original Heads of Terms. A new agreement has been reached with MK:U who will pay an annual service charge to MKDP. MKDP will utilise the service charge to manage the external fabric, ventilation and lifts as landlord. A detailed listing of responsibilities is currently being drawn up.</p> <p>The Chair of PPIsc requested sight of the final document. On this basis the Board approved completing the lease with authority to enter delegated to the Managing Director.</p>	<b>GG</b>
<b>10</b>	<b>AOB:</b>	
10.1	<p>Walton: Play Area matter raised by JF The S106 agreement deadline is approaching. JF has asked the question of what the options are but has not received a response from the S106 Officer. TA to chase.</p>	<b>TA</b>
	<p><b>NEXT MEETINGS:</b> 22<sup>nd</sup> February 2021, 10:30 – 12:30, MS Teams 12<sup>th</sup> April 2021, 10:30 – 12:30, MS Teams</p>	

Confirmed as a true extract from the Minutes of the meeting of the Board held on 25<sup>th</sup> January 2021 and published in accordance with the Freedom of Information Act 2000.

*Nicola Sawford*

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Independent Chair