

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

**Board Meeting**

**22.2.22**

**11:30 – 13:30**

**Room 1.02 Civic/MS Teams**

**Board Members Present:**

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

**In Attendance:**

Tracey Aldworth, MKDP, Managing Director (TA)  
Mike Clarke, Independent Committee Member, (MC)  
Kath Corbett, MKDP, Chief Finance Officer, (KC)  
Tim Roxburgh, MKDP, Special Projects Director, (TR)  
Ellenor Scott, Solicitor, MKC, (ES)  
Allison Pettifer, MKDP, Secretary to the Board, (AP)

<b>Item</b>		<b>Action</b>
<b>1</b>	<b>Apologies:</b>	
	Matthew Green, Property Development Director, MKDP	
<b>2</b>	<b>Declarations of Interest:</b>	
	N Sawford and B Conroy have a standing declaration of interest as Directors of the Local Housing Company (Milton Keynes Housing Company Ltd).  R Middleton: Declared a conflict of interest in the MKC Multi Storey Car Park item 6.2 of the agenda.	
<b>3</b>	<b>Previous Minutes:</b>	
3.1	Board Minutes: The minutes of the meeting held on the 25.1.22 were approved with no matters arising. All actions were confirmed as complete or form part of the agenda.  Actions Update: Pineham: The Board suggested that negotiations are concluded prior with the Parks Trust by the end of April 2022. An update on Pineham was requested for Property Projects & Investment SC 4/3/22.	<b>MG</b>
3.2	Risk, Audit & Governance Minutes: Board noted the draft minutes from the meeting held on the 11.2.22. Minutes to be reviewed by the Executive in order to finalise the draft. The paper shared with RAGsc will be circulated to everyone that did not attend.	<b>AP</b>

<b>4</b>	<b>Finance Matters:</b>	
4.1	<p>Finance Update: The Board were provided with an update on key financial issues and plans for the MKDP Finance Team.</p> <p>Staffing update: An interim Finance Manager is expected to start with MKDP on the 06/03/22. This post will provide finance support for the full review of MKDP's commercial assets, car parking analysis as well as preparing for year end. Following approval of the Business Plan, recruitment will commence on 2 posts within the Finance and Governance team together with an interim resource to support the setting up of the LHC.</p> <p>Finance performance: Due to staffing sickness a full set of management accounts has not been prepared for this month. The Board noted the key variances.</p>	
4.2	<p>Business Plan Update: Board were asked to formally note that additional funds had been included in the business plan that was presented to Board on 25 January 2022. The reason for this is that it has become apparent from CS2's work and the property management proposal we have received from the Council that the allowance for the management of the property portfolio is insufficient.</p> <p>Comments received related to the budget for the Asset Management programme, planned preventative management, health &amp; safety, impact on budget. The Chair requested an update note on next steps with expected timeframes.</p> <p>The Chair also requested an updated report. An updated report H&amp;S report will come to the next RAG sc.</p> <p>The Executive advised that a lot of the leased assets are on full repairing leases, and it was the open spaces where the position needs to be verified. One further asset to consider is the Activity Centre at Caldecotte Lake.</p> <p>In summary, the Board noted as requested by the Chair:</p> <ol style="list-style-type: none"> <li>1. The business plan currently shows a loss by the end of the 3 year period.</li> <li>2. Commercial activity review is going to take place in the first year of the plan covering points made about being clear on and understanding the cost of H&amp;S around the assets.</li> <li>3. Requirement to be clearer on the impact on having taken the positive hit in the accounts when the Redbook valuation was done, where we have unrealised profit, so when looking at future sales we note that we are realising an element of unrealised profit. Currently showing the addition on top of the Redbook.</li> </ol> <p>Board approved the Business Plan. Board was advised that the Delegated Decision on the business plan was being taken this evening by Robin Bradburn as RM is conflicted.</p>	<p>KC</p> <p>TR</p>
4.3	<p>LHC Update:</p> <p>The first LHC Board meeting was convened 21/2/22. The LHC Board discussed and agreed, subject to a couple of changes, the articles, initial rent setting and initial allocations policies. The first stage application is scheduled to be submitted in April. The Board are also preparing for the second stage of the application namely preparation on recruitment, management of new homes. Recruitment of</p>	

	<p>Independent Board Members are to be appointed first as the Regulator will expect the Board are involved from the start.</p> <p>Articles: The LHC Board approved the Articles however there are a couple of points that Trowers need to come back on:</p> <ol style="list-style-type: none"> <li>1. Expand the definition of Parent so it includes the Council as a parent.</li> <li>2. Definition of Parent includes MKC.</li> <li>3. Redraft of point 24.3.2</li> <li>4. Typo between point 22.3 &amp; 22.4</li> </ol> <p>The MKDP Board approved the Articles subject to the changes above.</p> <p>The process of how to appoint the Board could be attached to the Articles.</p> <p>The Board acknowledged and complimented the Executive on the quality and speed of work undertaken to get this far.</p>	
<b>5</b>	<b>Governance Matters:</b>	
5.1	<p>Members Agreement: The Member's Agreement is with MKC to review. A meeting of Noms &amp; Rems has been held to discuss comments received. It is proposed that as there is a light agenda for PPIsc on the 4/3/22 a workshop on the Members Agreement is held to receive comments and input from all Board Members. A copy of the Members Agreement will be circulated prior to the 4/3/22.</p>	<b>TA/ES</b>
5.2	<p>Policies &amp; Procedures Check List: To be recirculated. Comments on the plan was requested by email. The Board were advised that RAGsc were supportive of the proposed approach.</p>	
5.3	<p>Approval of Milton Keynes Housing Company Articles: Please refer to item 4.3 above. The Board approved the Articles as set out in the LHC update paper.</p>	
<b>6</b>	<b>Property Matters:</b>	
6.1	<p>B4 - Testing Site Update: The Board approved the Department of Health &amp; Social Care's request to move the mutual break to the end of June. Board also gave approval to keeping the option open to the end of the year in order to provide for the position that the test centre needs to continue until December.</p>	<b>MG</b>
6.2	<p>Theatre District Multi Storey Car Park: The Theatre Multi Storey Car Park is owned by MKC and is adjacent to adopted 'classic infrastructure', the freehold of which is held by MKDP.</p> <p>Board approved the principle of a disposal of MKDP's freehold land adjacent to the TMSCP (Block E3.4S) in conjunction with the MKC sale of the TMSCP itself on the basis that:</p> <ul style="list-style-type: none"> <li>• MKDP will be involved in the evaluation of bids.</li> </ul>	

	<ul style="list-style-type: none"> <li>The preferred bid will be subject to an independent financial appraisal to assess the value of the MKDP land to the scheme and MKDP will receive the assessed return.</li> </ul> <p>Board approval will be sought both to the final scheme and the resultant disposal.</p>	
<b>7</b>	<b>Reports</b>	
7.1	Chair's Report: Working with the Noms & Rems subcommittee on the Members Agreement for which an invitation to a workshop involving all Board Members has been given. Work continues with MKDP's Executive on R:CMK and with MKC on MK:U. Additional board and working groups are now in the diary to progress the LHC.	<b>MB</b>
7.2	MD's report: The Board noted the updates on the Members Agreement, the recruitment process for the Special Projects Director position. A delegated decision is scheduled on Tickford Field Farm next week. The Business Cases for the Innovation Hub and the Revolving Development Fund are being progressed and are scheduled to be submitted to Government before the of March.	
7.3	MKC Chief Executive's Report: Nothing to report from MKC this time.	
<b>8</b>	<b>AOB</b>	
8.1	The Chair expressed thanks to Tim Roxburgh for his commitment to MKDP and wished him every success in his new role.	
8.2	Following the meeting, Board Members went to see the MK Gateway scheme at Saxon Court and then had a short orientation tour of CMK strategic sites.	
	<b>NEXT MEETINGS:</b> 22 <sup>nd</sup> March 2022, 10:30 – 12:30, Civic Office – Room 1.02	

Confirmed as a true extract of the meeting of the Board held on 22<sup>nd</sup> February 2022 and published in accordance with the Freedom of Information Act 2000.

**Nicola Sawford**

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Independent Chair