

**PART I MINUTES**  
**of the Board meeting of the Ebbsfleet Development Corporation (EDC)**  
**held at 1pm on Wednesday 13 September 2023**  
**taking place at the Observatory, Castle Hill, Ebbsfleet**

**Board Members Present:**

Simon Dudley (Chair)  
Simon Blanchflower CBE  
Cllr John Burden  
Neil Cameron KC (excluding part of item 6)  
Cllr Jeremy Kite MBE  
Fred Maroudas (excluding part of item 6)  
Valerie Owen OBE (from Item 6; then all items excluding the second part of item 6)  
Nick Shattock  
Ian Piper (EDC CEO)  
Izzy Grigg                      Board Apprentice Programme

**Apologies:**

Cllr Derek Murphy

**In Attendance:**

Paul Abrahams	EDC Director of Infrastructure & Enabling Works
Jen Hunt	EDC Director of Development (Part I only)
Mark Pullin	EDC Director of Planning and Place (excluding part of item 6)
Gerard Whiteman	EDC Director of Corporate Services
Chris Beckett	EDC Head of Infrastructure - Utilities and Transport (item 7 only)
Caroline Doidge	EDC Head of Marketing and Communications
Simon Harrison	EDC Head of Design (item 8 only)
Kelly Haynes	EDC Environment & Sustainability Manager (item 8 only)
Denise Johnson	EDC Board Secretariat
Kevin McGeough	EDC Head of Strategy and Placemaking (Part I only)
James Richardson	EDC Head of HR and Corporate Affairs

**PART ONE**

**Item 1**

1.1 Board members were welcomed to the meeting, which was taking place at the EDC's offices in Ebbsfleet.

1.2 Board members noted that Part I of the meeting was being recorded and that the video and transcript would be published on the EDC's website after the meeting had concluded. The Board also noted that Part I papers had been made available on the Corporation's website.

**Apologies**

1.3 Apologies were received from Cllr Murphy. It was noted that Valerie Owen would be joining the meeting later in Part I.

## **Declarations of Interest**

1.4 The Chair asked for declarations of interests, and drew attention to the standing declarations of EDC Planning Committee members. No additional declarations were made. It was noted that the full register of Board interests was accessible at the EDC website.

1.5 The Chair said that on 31 August Lord Moylan's term as a Board member of the EDC had ended. He said that on behalf of the Board he wanted to thank Lord Moylan for his hard work during his term as a Board member, including his role as Chair of the Planning Committee earlier in his term and more recently his role as Chair of the Ebbsfleet Garden City Trust.

## **Part I Minutes of the 26 July 2023 Board Meeting**

1.6 The Board approved the Part I minutes of the July 2023 Board meeting.

## **Board Actions**

1.7 The Board noted the Action Log and the Board Forward Look. Fred Maroudas said that whilst the November Board meeting remained the target for the final Annual Report and Accounts coming to Board, the NAO's timetable had slipped and this date was now at risk.

## **Item 2      Chief Executive's Reports**

### **2(a) CEO's Strategic Report (Paper 023/081)**

2.1 Ian Piper's Part I CEO report was Paper 023/081. The paper reported on health, safety and wellbeing, the recent Board Effectiveness Review (BER), the structure of Board meetings until the end of 2023 – before the EDC moved to six reporting meetings of the Board in 2024 – and finally appointments to Board sub-committees and other bodies following the end of Lord Moylan's term as a Board member.

2.2 The Chair said that there were two decisions to be taken; approval of the BER Action Plan and approval of appointments to Board sub-committees and other bodies.

2.3 Ian outlined the proposed appointments to the various sub-committees. The main change was Valerie Owen joining the Remuneration Committee in place of Lord Moylan. It was also noted that Valerie would remain the sole EDC representative on the EGCT Board, and that since the last Board meeting Cllr Burden had agreed to join the new Investment Panel. The Board approved the members and representation as set out in the table in Ian's report.

2.4 The Board moved on to discuss the BER Action Plan. Ian said that this had been prepared for the Board's consideration and approval, and that regular updates on progress would be brought back to Board in the coming months.

2.5 Nick Shattock asked about NED training, and highlighted some recent compliance training he had been asked to undertake with other organisations he was a Board member of. Ian said that all EDC staff were required to complete a number of Civil Service Learning training modules, and that opportunities for Board members to access this training could be investigated. It was noted that longer-term training requirements should be identified after Board member appraisals in the Spring.

2.6 The Board **NOTED** the report, **APPROVED** the draft Action Plan for implementing the recommendations of the recent Board Effectiveness review, and **APPROVED** the proposed membership/Representation set out in Paragraph 4.6 of the report for sub-committees and EGCT with immediate effect.

## **2(b) Communications and Marketing Report (Paper 023/082)**

2.7 Caroline Doidge's Communications report was Paper 023/082, providing an update on communications and marketing activity since the July Board.

2.8 Caroline said that work on the new website was continuing and was on track to launch this month. She said that there was a delay at present whilst DLUHC cyber security compliance checking was underway, and approval was required from the Department before the new website could be launched. Caroline said she was confident that the approval would be received soon and the website could then launch, and she would then send Board members the link to the new website.

2.9 Simon Blanchflower asked about the take-up for electronic newsletters. Caroline said that it had been positive, and that the EDC's initial target had been met, although the audience was currently disproportionately skewed towards the commercial / social value community rather than residents. Caroline said that growing the resident audience was now the focus, and this would be enabled by the functionality of the new website. Simon asked whether any feedback had been received; Caroline confirmed that positive feedback had been received on social value related content, and said that the newsletter had also supported the recent promotion of the Community Board. Further works will continue to be undertaken to grow audience database.

2.10 The Board **NOTED** the report.

<b>01-07</b>	Caroline to circulate the link to the new website to Board members as soon as it is launched <b>Action: Caroline Doidge</b>
--------------	--

## **3(a) Planning, Design and Delivery Report (Paper 023/083)**

3.1 Mark Pullin presented Paper 023/083 which provided an update on planning, design and delivery across Ebbsfleet, included the latest monitoring dashboard and also included the annual Infrastructure Funding Statement. Mark reported some of the key matters highlighted in his paper, including an update on Planning Committee activity, the proposed EDC response to the main modifications proposed to the Dartford Local Plan and the request for Board approval for funding for the EDC's Planning IT system.

3.2 Neil Cameron asked about the Planning IT system, and specifically the public question that had been received that suggested there was limited space to provide comments in the system and also that documents could not be uploaded. Mark said that this was the case, but that he was looking at whether changes could be made to the comments field. He added that iDox was only one way interested parties could provide comments on planning applications, and outlined the other routes available.

2.11 Neil then asked about the Community Infrastructure Levy (CIL) which was in operation in the DBC area but not in the GBC area. Neil specifically asked how much of the Levy collected in the Ebbsfleet area benefitted homes in the area. Mark said that due to the historic nature of most planning permissions in the Ebbsfleet area – which pre-dated the adoption of CIL by DBC – the amount of CIL collected in Ebbsfleet was relatively low. Mark

said that he attended DBC meetings when the distribution of CIL was considered, and said that some elements benefitted Ebbsfleet including cycling routes and also health infrastructure.

2.12 Discussion of CIL moved on to how the process worked for parished areas and also non-parished areas such as Ebbsfleet. Cllr Kite provided a summary of how this operated, and said the DBC took a transparent view. The Board noted that 15% of locally collected CIL was potentially available for local groups to access, and considered whether the EGCT might be able to benefit from this. The potential for a Neighbourhood Planning Area to be established was also raised, with the Board noting this could attract 25% of locally collected CIL. It was agreed that Ian Piper would make Mark Patchett from the EGCT aware of this opportunity. Fred Maroudas remarked that a significantly larger amount of CIL was likely to be collected in the area once the Ebbsfleet Central development commenced. Cllr Burden reminded the Board that CIL was not in operation in GBC, and this included part of the Ebbsfleet Central area. In this area S106 Agreements would be agreed.

2.13 Simon Blanchflower asked about the Planning IT system and how the EDC could demonstrate value for money as this was a single tender action. Mark said that there were benefits as the same system was used by GBC and DBC, and that whilst he had looked at other systems, any transition was likely to require a significant project and would take around 18 months, as well as requiring officer training.

2.14 The Board briefly discussed housing delivery. Mark said that it did feel as though there was a general slowing down, and said that the Board might discuss this further once the mid-year review data was available in October.

2.15 The Board **NOTED** the update and **APPROVED** £199,118.40 of RDEL towards the Planning IT system.

### **3(b) Ebbsfleet Living Report (Paper 023/084)**

3.1 Kevin McGeough's Ebbsfleet Living report was Paper 023/084, reporting on community building activities since the July Board meeting. Kevin provided a summary of the contents of his paper, including an update on the Community Board, engagement activities across the area and also opportunities for the Board to engage with the growing local community.

3.2 Kevin said that the 12 new resident members of the Community Board had attended their first meeting on 5 September. Cllr Kite said that he was very pleased with the development of the Community Board which was showing real momentum, and said that he had set in motion the process for the Chairing of the Board to be handed over to one of the Community Board members for the last meeting. He said that it now felt to be the time for himself and Cllr Burden to step back further, and formally hand the Chair role over to one of the resident members. Cllr Kite said that it was important for the EDC Board and also the EGCT to use the Community Board, consulting it and listening to its ideas.

3.3 The Chair thanked Kevin for his paper and for the ideas on how the Board might begin to engage more with the local community, Board members raised a number of suggestions, including an annual Board/Community Q&A session, the holding of one of the Board strategy days in the local area, and combining this with meeting local groups/people, and also engaging with schools. Board members highlighted their own experience of boards engaging with local communities, including the example of the London Legacy Development Corporation. Cllr Kite expressed his view that experience of hosting events in the Ebbsfleet community in the past had proven that combining engagement with a proposed festival or

planned community event was more successful than running independent events, expecting residents to join. The Chair asked Kevin to explore these options further, and it was agreed that at future meetings the Board will be provided with details of events that Board members might attend.

3.4 Fred Maroudas reminded the Board that the BER recommendation on community engagement also referred to infrastructure. Kevin said that one barrier the community had identified was that of community spaces, including inside spaces. Fred said that the Board might want to look at any options that might exist to accelerate the delivery of community infrastructure. Cllr Kite said that it was a good sign that the community was asking more questions about the delivery of infrastructure, and that this demonstrated that the community was beginning to respond.

3.5 The Board **NOTED** the update.

#### **Item 4 Responses to Written Questions from Members of the Public**

4.1 The Chair referred to the EDC Board responses to public questions that had been received, and confirmed that responses would now be published on the EDC's website.

4.2 It was noted that a video of Part I of the meeting would be made available on the EDC's website following the meeting, and that the Part I minutes of the meeting would be made available online once agreed by Board at the next meeting.

4.3 Jen Hunt left the meeting at this time.

#### **Any Other Business**

**The Chair declared the public part of the meeting closed. Part Two of the meeting concerning matters solely of commercial or personal confidentiality and for which the public was excluded would now commence.**

## **Summary of September Board Meeting Part II Agenda Items and Decisions**

### **Item 5 Part II Minutes of the 26 July Board Meeting and Part II Matters Arising**

The Board approved the Part II minutes of the July 2023 Board meeting.

### **Item 6 CEO's Commercial/Confidential Update (Paper 023/085)**

The Board received an update on commercial and confidential matters from the CEO. The Board NOTED the update.

### **Item 7 Strategic Electrical Infrastructure Project – Approval of Increased Revenue (Paper 023/086)**

The Board received the updated Full Business Case for the strategic electrical infrastructure project. The Board APPROVED an increase in the project approval, based on the updated Full Business Case (FBC), of £12,762,553 taking the total investment approval to £43,000,000, comprising CDEL of £42,507,000 and RDEL of £493,000, and noted that the approval of DLUHC and HMT was now required.

### **Item 8 Decarbonisation Action Plan and Sustainable Performance Standards Development General Update (Paper 023/087)**

The Board received the draft Ebbsfleet Decarbonisation Action Plan and Sustainable Performance Standards and APPROVED both documents for publication.

---

Chair's signature:

Date: