

**Cambridge East Delivery Board**

**12.30 – 14.30, 9<sup>th</sup> December 2008**

**Cambridge Housing Society**

**A G E N D A**

		<u>Introduced by:</u>
1.	Welcome and Apologies	AP
2.	Minutes of last meeting and matters arising	AP
3.	Relocation: - Outcome of recent discussions with Government - Next steps	JW All
4.	Masterplan consultation	SS
5.	Date of next meeting: tbc	All

**Board Members:**

Alex Plant	Cambridgeshire Horizons
Graham Hughes	Cambridgeshire County Council
Peter Studdert	Director for Joint Planning
Gareth Jones	South Cambridgeshire District Council
John Williamson	GO-East
Steve Sillery	Marshall Aerospace
Paul Mumford	Cambridgeshire Horizons
Michelle Hawker	Cambridgeshire Horizons
Lincoln Sargeant	NHS Cambridgeshire
Jo Mills	South Cambridgeshire District Council

**Also in attendance**

Laura Halstead	Cambridgeshire Horizons
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**Substitutes:**

Caroline Hunt	South Cambridgeshire District Council
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**Apologies:**

Steve Hampson	South Cambridgeshire County Council
Liz Bisset	Cambridge City Council
Simon Payne	Cambridge City Council
Jonathan Barker	Marshall Aerospace

## Cambridge East Delivery Board Meeting

13.00 – 15.00 Tuesday 9<sup>th</sup> December 2008

Cambridge Housing Society, Endurance House, Vision Park, Histon

### Minutes

<b>Board Member Attendees:</b>	
Alex Plant	Cambridgeshire Horizons
Paul Mumford	Cambridgeshire Horizons
Graham Hughes	Cambridgeshire County Council
Dr Lincoln Sargeant	NHS Cambridgeshire
John Williamson	Government Office for the East of England
Steve Sillery	Marshall Aerospace
Paul Sutton	Cheffins (White family representative)
<b>Board Member Apologies:</b>	
Peter Studdert	Director of Joint Planning
Liz Bisset	Cambridge City Council
Simon Payne	Cambridge City Council
Jo Mills	South Cambridgeshire District Council
Steve Hampson	South Cambridgeshire District Council
Jonathan Barker	Marshall Aerospace
<b>Other Attendees:</b>	
Caroline Hunt	South Cambridgeshire District Council
David Roberts	Cambridge City Council
Janine Richardson	Cambridge City Council

Item	Discussion	Action
1.	<b>Welcome and Apologies</b>	
2.	<b>Minutes from previous meeting and matters arising</b>	
	Terms of reference to be corrected to show reporting structure through Senior Officer Board to Joint Strategic Growth Implementation Committee.	<b>PM</b>
	Agreed that actions identified in Action Plan following 4 <sup>th</sup> March 2008 workshop will be progressed as clarity emerges on programme for site; specifically:  Communications Strategy – to held over to allow incorporation of masterplan consultation.	
	Major Conference/Arts facility draft report to be circulated.	<b>PM</b>
3.	<b>Relocation</b>	
	Meetings underway between Marshall Aerospace, Defence Estates and GO-East to discuss relocation of airfield operations; further meeting scheduled for January 2009 to take stock.	

	<p>AP commented on the pressures for Local Authorities and how it is becoming increasingly important to have certainty over the programme for development of Cambridge East.</p> <p>GH commented that transport challenges and solutions may differ depending on how sites come forward.</p>	
<b>4.</b>	<b>Masterplan Consultation</b>	
	<p>SS reported that Marshall Aerospace plan to delay public consultation on the strategic masterplan until after the transport commission had reported to the county council. Anticipate that the masterplan consultation would run alongside the first planning application. City Council have made clear their desire for some form of early public consultation around the spatial masterplan.</p> <p>GH commented that the Transport Commission would report in July 2009, with the County Council to decide how to proceed in September/October. Any bid would go to Government at the end of 2009.</p> <p>AP commented that it should be possible to use the Delivery Board to manage key messages.</p> <p>Discussion around how early phases of Cambridge East should be brought forward in the context of the whole site and that AAP allows for first phases of development north of Newmarket Road and north of Cherry Hinton in advance of airport relocation. SS expressed Marshall Aerospace view that to bring the whole site forward is preferable. If attention were to be on bringing forward first phases it may be necessary to focus Delivery Board on this specifically.</p> <p>SS reported on discussions with County Council on secondary education – have looked at possibility of developing Abbey primary school site as an academy. Have accepted that this may not work but are keen to continue exploring academy idea.</p>	
<b>5.</b>	<b>Date of next meeting</b>	
	<p>Agreed to hold off from setting date for next meeting until need arises.</p>	

## **CAMBRIDGE EAST DELIVERY BOARD**

### **DRAFT TERMS OF REFERENCE**

#### **Aims of the Delivery Board**

By 2021, good progress made towards delivering high quality homes in Cambridge East according to the housing trajectory, within a development of international excellence for sustainability, promoting low carbon lifestyles and inspiring people to want to live and work there.

#### **Objectives**

- To manage key risks and issues on delivery (these are likely to be risks requiring member involvement, policy changes or organisational barriers)
- To approve the development of, and any revisions to, the Cambridge East Delivery Plan, and to monitor progress against the Plan
- To liaise with Government on progress of Cambridge East
- To set clear aspirations for Cambridge East (either through targets and/or PIs)
- To oversee the Strategic Communications and Community Engagement Framework for Cambridge East
- To manage organisational barriers as they arise and as appropriate
- To challenge poor performance and low aspirations
- To identify future funding opportunities to support the long term delivery of Cambridge East

#### **Accountability**

Reporting to the Joint Strategic Growth Implementation Committee and the Cambridgeshire Horizons Board.

#### **Membership**

- Cambridgeshire Horizons, Alex Plant (Chair) and Paul Mumford
- Director for Joint Planning, Peter Studdert
- Cambridgeshire County Council, Graham Hughes
- Cambridge City Council, Simon Payne and Liz Bisset
- South Cambridgeshire District Council, Steve Hampson and Jo Mills
- Government Office for the East of England, John Williamson
- Marshall Aerospace, Jonathan Barker and Steve Sillery
- White family, represented by Cheffins, Paul Sutton
- NHS Cambridgeshire, Lincoln Sargeant

Note: John Onslow, Director for Development, Cambridgeshire Horizons to substitute for Alex Plant as Chair when necessary. Cambridgeshire Horizons will administer and prepare minutes of meetings. Additional attendees may be invited for specific meetings or items as appropriate and agreed by Chair.

### Roles of individual Board members

- To own the aspiration of high quality homes, good supporting infrastructure, low carbon lifestyles and community cohesion
- Preparedness to work to remove organisational blockages
- To take personal ownership of major risks
- To act as enthusiastic advocates for Cambridge East
- To feed back to relevant organisation
- To attend meetings, or in extremis send a deputy
- To be open and honest with other Board members so as to create an environment that facilitates productive challenge of poor aspirations and performance.

### Responsibilities of members

- To attend meetings or in extremis to nominate a deputy to attend
- To ensure strong communications between Board members
- To create an environment that facilitates productive challenging of poor aspirations and performance and contributes to the success of the project
- Openness, honesty, commitment to the shared endeavour and a supportive attitude towards colleagues

### Frequency of meetings

- Quarterly, and additionally to suit planning needs.

### Distribution of papers and minutes

In addition to Board members and support staff, the following officers will receive copies of papers, minutes and general correspondence relating to the Delivery Board.

<b>Officer</b>	<b>Organisation</b>
Kathy Baldwin	Cambridgeshire County Council New Communities
Joseph Whelan	Cambridgeshire County Council New Communities
David Carford	Cambridgeshire County Council New Communities
Caroline Hunt	South Cambridgeshire District Council Planning Policy
Keith Miles	South Cambridgeshire District Council Planning Policy
Jane Green	South Cambridgeshire District Council Major Developments
Tom Barrance	South Cambridgeshire District Council
Glen Richardson	Joint Urban Design Team
David Roberts	Cambridge City Council
Janine Richardson	Cambridge City Council Major Developments
Sharon Brown	Cambridge City Council Major Developments
Ken Hay	Cambridge City Council Community Services
Sara Cass	Cambridge City Council Planning Policy
Tim Wetherfield	Cambridge City Council