

MILTON KEYNES DEVELOPMENT PARTNERSHIP LLP

**Extract from Minutes of Board Meeting dated 25th September 2017 at 10:00 a.m.
Held in Rowan Room, Saxon Court, 502 Avebury Boulevard, Milton Keynes**

Item	
1	<p>Declarations of Interest: No new declarations of interest were declared.</p>
2	<p>Previous Minutes: The minutes of the meeting held on the 31st July 2017 were approved.</p>
3	<p>Matters Arising</p> <p>Matters arising were acknowledged.</p> <p>New Matters arising: Mazars were requested by the Chair to ensure comments received by email are considered in the process for appointment of new board members.</p>
4	<p>Campbell Park Northside</p> <p>An overview from the Stakeholder Advisory Group (SAG) following presentations week commencing 4th September 2017 was provided.</p> <p>The Board:-</p> <ol style="list-style-type: none"> 1. NOTED the combined views of the Stakeholder Advisory Group. 2. CONFIRMED that further due diligence would be undertaken with the remaining parties. This was subject to producing a framework for the next phase 3. Thanked the SAG for their time and efforts.
5	<p>D4.4N</p> <p>A total of 12 submissions was received and a shortlist of 4 have presented their schemes to an interview panel. This was NOTED.</p> <p>The Board discussed:</p> <ul style="list-style-type: none"> • Their disappointment at the lack of bids from major PRS operators. • That the preferred route of the Council is for an income stream rather than capital receipt. The Board was advised that the methodology of how to evaluate revenue versus capital receipt remained outstanding and that it would be brought forward for discussion at a future Finance meeting. • Precedent on PRS in CMK to deliver 10% reduced rent as “affordable”. <p>The Board members AGREED that they did not require a presentation from the preferred bidder and gave authority to the Executive to proceed as, subject to approving the final scheme plans.</p>
6	<p>MK Bus Shelter</p> <p>It was reported that the Council is committed to assisting the homeless situation in Milton Keynes. MKDP was being asked to assist the Council by allowing an 18 month lease on the land at Colgrain Street, Campbell Park. It was confirmed that 18 months would be the maximum period of the lease.</p> <p>The proposal is for MKC to take a lease and in turn sub lease/licence the land to The Bus Shelter MK charity. The lease is to be for a maximum of 18 months with the land reverting back to MKDP with vacant possession and in</p>

	<p>the same condition as it was leased, but with services such as water and power. It was acknowledged that this would be a temporary solution and, whilst it was believed that this arrangement would assist homelessness in Milton Keynes, it would not be resolved within this timeframe.</p> <p>The proposal would be consistent with MKDP's obligations under the accountability framework to generate social value in line with the existing MKC Core strategy and promote MKDP's reputation.</p> <p>The Board AGREED to support the Council's request subject to ensuring a clear exit at the end of the term and receiving an undertaking from MKC to relocate the Bus Shelter to another site owned by the Council at the end of the term.</p>
7	CMK Market
	The Board APPROVED a recommendation to serve a notice and grant a 2 year lease extension with the current tenants in accordance with the option provisions.
8	Your:MK – Fishermead
	<p>It was NOTED that the Board was being asked to approve a lease of the land to MKC at a notional (or residual) rent for a term of 15 years. MKDP was required to approve the principal, but not the scheme. It was noted that this was in line with the accountability framework.</p> <p>It was confirmed that the structure on the land would be a temporary modular solution that may have some residual value at the end of the term (though probably not much). At the end of the lease term MKC will be obligated to return to MKDP a clear site. The Board requested MKC/Your:MK to notify MKDP of their exit strategy 3-5 years before the term end.</p> <p>The Board AGREED</p> <ol style="list-style-type: none"> 1 In principle to disposing the land to MKC by way of a 15 year lease on the basis outlined above. 2 To delegating authority to Chief Executive and Chair to finalise the terms. 3 To an initial licence for MKC to undertake site preparation works. 4 To a notional (residual) rent of £6k per annum.
9	Linford Wood G
	The Board APPROVED the delegation of the Heads of Terms and delegated authority to the Chief Executive and Chair to negotiate any required amendments.
10	Independent Board Member Recruitment
	<p>It was noted that the appointments were at present the decision of the Council, but that MKDP could make recommendations.</p> <p>The Chair confirmed on behalf of the Independent Members their commitment to assist with the smooth transition of the Board.</p> <p>The recent note from the Chair to the Board with suggestions and considerations was noted.</p> <p>The Board considered the requirements of the roles and attributes of the persons ideally suited to fill them.</p>

	<p>The requirement under the LLP Agreement for MKDP to comply with the Accountability Framework therefore needs to be sufficient and meaningful to give adequate steer and freedom. It was AGREED that MKDP needed sight of the Accountability Framework; however it was noted that it would take time to process.</p> <p>It was noted that, should the recruitment process take longer than anticipated, Board meetings would still be quorate with a minimum of 50% of the then membership, with one remaining Independent Member, and an Elected Member.</p> <p>The Board APPROVED in principle the first practical steps:-</p> <ol style="list-style-type: none"> 1 A timetable for the appointments. 2 An outlined budget. 3 A shortlist of recruitment firms. 4 That outline job descriptions be reviewed and circulated for comments. 5 That an appointment panel be constituted, the membership of which required further consideration. However the Board recommended that MKDP's Chief Executive sits on the recruitment panel in an advisory capacity only.
11	MKDP Review Implementation Plan
	<p>It was REPORTED that the MKDP 3-5 year business plan would be updated annually by way of a response to a letter from the Council. This would usually be in October.</p> <p>It was AGREED that the preparation of an interim Business Plan should not be delayed. The business plan will set out a direction of travel for MKDP prior to receipt of the accountability framework.</p>
12	MKDP Internal Audit Report
	<p>The Auditor made a report to the members of the Board.</p> <p>The Board noted the report and APPROVED the outline time table to the implementation of initial actions.</p>
13	AOB
	<p>Financials Update – a verbal update was provided</p> <p>It was noted that the figures suggested that the actual results should surpass budget and P&L forecasts. Capital realisations were on track and reserves were in a healthy position. It was NOTED that the figures were still being reviewed.</p>

Confirmed as a true extract from the Minutes of the meeting of the Board held on 25th September 2017 and published in accordance with the Freedom of Information Act 2000.


 Chairman