

MILTON KEYNES DEVELOPMENT PARTNERSHIP (“MKDP”)
Extract from Minutes of Board Meeting dated 3rd February 2020 at 10:00 am
Held in MK College, Bouverie House, 200 Silbury Blvd, CMK, MK9 1LT

Item	
1	Point of Order:
	Board Members were advised that the delegated decision to formally appoint the Interim Independent Chair is scheduled to be taken on the 11.02.20.
2	Presentation:
	<p>A presentation on the Strategy for 2050 was given by Council Officers.</p> <p>This full report can be found at https://www.mkfutures2050.com/ Consultation closes on the 17th April 2020.</p> <p>The MKDP Board were asked to become more involved with the Growth Strategy and bring their expertise to looking at an option analysis, on behalf of MKC, on what could be achieved on MKDP sites in CMK, if development in neighbouring green areas is rejected; what impact it would have on surface car parking; land value capture; what it would look like in terms of complexion and what metrics could be brought forward to drive this forwards and suggested more discussions/workshops.</p> <p>The Board confirmed their support and requested the MKDP Executive to compile and share a formalised response to the Strategy at the March Board.</p>
3	Apologies:
	Apologies were noted by the Board.
4	Declarations of Interest
	<p>None disclosed.</p> <p>With regard to the annual declarations of interest it was proposed and AGREED that they are brought in line with audit best practice at the financial year. The DoI received may be circulated at the end of the financial year for ratification.</p>
5	Previous Minutes
	The minutes of the meeting held on the 03.12.19 were taken as an accurate record of the meeting.
6	Reports
6.1	<p>Chair’s Report (as MKC nominee):</p> <p>The Chair updated the Board on the following matters: -</p> <ul style="list-style-type: none"> • Independent Chair Recruitment is ongoing. • MKDP with MKC Officers attended the Bletchley Town Deal meeting on the 30.01.20. • MKDP Review: Board were advised that MKCs Chief Executive may attend the March Board to provide a progress update.
6.2	CEO’s Report: The purpose of the report is to update the Board on transactional matters and reflect on items that are happening.

	<p>Feedback on items covered in the future would be welcome.</p> <p>The Board NOTED the position in the main areas of activity of the report and commented as follows:</p> <ul style="list-style-type: none"> • MKC Review: The Chair summarised the current position as being an informal way to start getting MKDP involved sooner with the Councils LHC initiative. • Accountability Framework: The final draft is to be submitted on the 04.02.20 for delegated approval on the 18.02.20. The AF will be circulated and comments were requested before 12:00 noon 04.02.20. • Business Plan: A two stage approach comprising a refresh of the existing plan for the period of up to March 2021 which will be to Board for approval in March. The detailed 3 year rolling business plan update for the period 2021-2025 is to commence in September 2020. • Community Fund: A total of £40,102 inclusive of VAT is to be awarded. Due diligence is being undertaken on the successful bidders. • PR & Comms Strategy: An update on the strategy is to be presented to the March Board. It was acknowledged that the strategy is on hold whilst the Council completes its review. • Other items to be included within future reporting are Health & Safety, Risk and Resources.
6.3	<p>Council's Report: The Council's review of MKDP is close to being finalised. It was proposed that the outcome of the review is first shared with the Chair and Chief Executive prior to engagement with the Board in March. The 2 key considerations of the review were exploring and widening the remit of the Board in terms of the LHC and consider further integration and connection to MKC. Support has been received for both aspects and had been accepted.</p>
7	Subcommittee Minutes
7.1	<p>Property & Projects – 17.01.20 The minutes of the meeting were NOTED.</p> <p>Matters Arising: Westbury Farm: Board were advised that the transfer to MKC was being reviewed by the Council's Property & FM Board at their meeting next week. There is support from the Head of FM for the transfer. The increase in statutory repairs to meet Health & Safety requirements were also NOTED and APPROVED.</p> <p>Emmerson Valley: It was noted that the site would be marketed in line with current MKC Planning Policy.</p>
7.2	<p>Investment & Development – 17.01.20 The minutes of the meeting were NOTED.</p>
7.3	<p>Finance Audit & Governance – 17.01.20 The minutes of the meeting were NOTED</p> <p>Matters arising: Appointment of Auditors: It was confirmed that Ernst & Young had been appointed for the financial year accounts 2019/20.</p>

	Business Plan: The Board NOTED the preparation timetable.
7.4	<p>Nominations & Remuneration – 03.12.19 The minutes of the meeting were NOTED</p> <p>Matters arising: The Board APPROVED the extension of tenure for one of the Independent Members. The Board NOTED that the skills assessment for the Board had been delayed until the outcome of the review is known.</p>
8	Governance Matters
8.1	<p>Annual Health & Safety Report: The report indicates that there are no significant issues. However, concern was expressed that the evidence is anecdotal. The Board supported a detailed review but suggested that the budget proposed may not be sufficient to appoint an external consultant to conduct a full review of the portfolio and its compliance.</p> <p>The Board were advised that the category C sites were not being included and that a pragmatic approach of the portfolio was required. The Executive were advised to contact MKC's Health & Safety Executive on the matter of external consultancy.</p> <p>In respect of the managing agent contract, a view from MKC on its ability to act as MKDP's managing agent is expected later this week. It was recommended that the procurement position for this contract be checked if MKC's proposal is positive.</p> <p>Performance measures on H&S compliance on the current managing agents has been enforced.</p> <p>In summary, the Board stated that an external Health & Safety compliance review be sought and as a matter of urgency the appointment of a new Managing Agent be concluded.</p>
8.2	<p>Sub Committees – proposed changes: The Board supported the proposed merger of Property & Projects and Investment & Development subcommittees into a single subcommittee of the Board. To address issues of commercial sensitivity and commercial confidentiality the subcommittee agenda will comprise of 2 parts – part A non-restricted items and part B restricted items.</p> <p>FAGsc were requested to review the draft terms of reference and make recommendations to the Board for approval. The process of disclosure and non-disclosure of information to be covered by FAGsc.</p>
9	Finance:
	The Board discussed the key assumptions behind the draft budget for the financial year 01.04.20 – 31.03.21. The Board acknowledged that further refinement and scrutiny by FAGsc will be necessary before presenting it to the Board.

10	Property Matters:
10.1	<p>Old Bus Station – Winter Night Lease Renewal The Board APPROVED the renewal of the lease to WNS on the recommendation of PPsc.</p> <p>The Board commented as follows:</p> <ol style="list-style-type: none"> 1. Confirmation requested on the level of subsidy provided by MKDP. 2. PR opportunity to be organised. ‘Supporting valuable opportunity in CMK’.
10.2	<p>Station Square – next steps: Board APPROVED the proposed work stream approach and next steps. Board NOTED the progress being made to introduce ‘meanwhile’ uses in Station Square. Board were advised that the closing date for expressions of interest for the ‘pop up uses’ is 10.02.20.</p> <p>It was confirmed that the requirement for expressions of interest in meanwhile uses had been shared on social media and there had been engagement with MKC. The Board were advised that a report was planned for PPsc on the 28.02.20.</p>
10.3	<p>Renaissance:CMK: The first draft of the CMK Vision & Objectives summary document was discussed. Board members were asked to send comments back to the Executive before the 10.02.20.</p> <p>The Board suggested that a further workshop is arranged to move forward the CMK Vision. Post meeting note: <i>The proposed date for the workshop is the 16.03.20 following the Board meeting.</i></p>
11	Governance Matters:
11.1	Annual Declarations of Interest: To be re-presented in April 2020
11.2	Ratification of extension of tenure for the Independent Board Member: APPROVED
11.3	Record of the use of Urgency Procedure for 152 Silbury Blvd mediation: There was a unanimous decision by the Board as of 07.01.20 of the 152 Silbury Blvd mediation.
12	Property Matters:
12.1	202 & 152 Silbury Boulevard Resolution: The resolution was NOTED by Board.
12.2	Station Square Prospectus: The prospectus was APPROVED by the Board.
13	AOB
13.1	Meeting Feedback: The Board supported the new format of reporting and agenda. Any further feedback to be passed to the Chair.

13.2	Walton update: Board were advised that a substantial new roundabout in the grid road was necessary and discussions were ongoing with MKC regards delivery. MKC Highways are indicating they will be in contract this year which will allow marketing towards the end of 2020/early 2021.
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Confirmed as a true extract from the Minutes of the meeting of the Board held on 3rd February 2020 and published in accordance with the Freedom of Information Act 2000.

Bernadette Conroy

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Interim Chair