

**MILTON KEYNES DEVELOPMENT PARTNERSHIP (“MKDP”)
Extract from Minutes of the Board Meeting dated 4th May 2020
starting at 10:00 am**

This meeting was held via MS Teams (video conferencing platform)

Item	
1	Apologies:
	Apologies were noted by the Board.
2	Declarations of Interest
	Item 7.2 - MK Gateway – The Portfolio Holder raised a possible conflict as he took the decision to appoint the preferred bidder for MKC.
3	Previous Minutes
	<p>The minutes of the meeting held on the 16.03.20 were Approved</p> <p>Outstanding actions: PR & Comms Strategy: Delayed due to Covid-19. Winter Night Shelter & Old Bus Station: Level of subsidy provided by MKDP to be circulated. Consultancy Spend: To be circulated to the Board. Nominations & Remuneration 28.2.20: Minutes regarding the resignations and appointment to be circulated. Placemaking resource on hold Budget: Scenario forecasts to be shared.</p> <p>The minutes for the Extraordinary Board meeting held 7.4.20 were Approved With no matters arising.</p> <p>Outstanding Actions: Contact with the Leader of the Conservative Group remains outstanding. Consensus required as a Board as progress is made with the LHC.</p> <p>The minutes of the Extraordinary Board meeting held 24.4.20 were Approved with no matters arising. All Actions completed.</p>
4	Reports – Verbal updates
4.1	<p>Chair’s Report: The Chair brought to the attention of the Board the following matters:</p> <ol style="list-style-type: none"> 1. LHC: Creation of the working group which is making good progress. Details to be shared with Council Officers shortly. 2. Covid-19 Testing: It has proven difficult working with the Department of Health however lines of communication are improving and that an exit strategy would be important. 3. Community Fund: The Chair proposed that the amount of money left in last year’s budget c£15k be donated to Milton Keynes Council Community Fund. The fund for 2020/2021 to be discussed at a future Board meeting. <p>The Board AGREED to donate the unallocated budget balance to MKC’s Community Fund and AGREED to review the fund for the current financial year.</p>
4.2	<p>CEO’s report:</p> <ol style="list-style-type: none"> 1. Working Practices: Remote working continues to be effective.

	<p>2. LHC: Significant progress has been made on refining the LHC model and structure. It is anticipated that a meeting with MKC Officers will be arranged for next week with a meeting of the wider Members following on a weekly later.</p> <p>3. Site Transactions: The development market and interest in progressing sites is improving.</p> <p>4. COVID B4.1 Testing Site: The Highways issues have been created by the Department of Health and Deloittes. Communications both internally and externally has been considerable. Prior to progressing the B4.1 site Deloittes on behalf of the DoH were pursuing a site at the football stadium however the scheme was placed on hold by Deloitte due to third party interests over the car parking which meant they could not proceed at the pace required. The practical issues experienced over the first weekend have improved. An increased marshalling area to improve traffic flow has been introduced. The contract remains unsigned and includes amendments to address issues received from Milton Keynes Council. Board Members express the following concerns:</p> <ul style="list-style-type: none"> • Health & Safety issues/liability without having a signed contract. • Separate one off policy to be considered to provide liability cover. • Material risk to be firmly communicated to the DOH via Deloittes • Disappointment that the press had not invited MKDP to comment in that MKDP have used best endeavours to make this happen. • What the approach will be going forward for when MK gets back to work especially if there is a request for an extension to use the site which will displace commuters from using the car park. The initial contract was for 3 months commencing 17.4.20 with the option to service a break at month 4. A request to consider relocation was made and the response was not positive. Board requested regular updates.
4.3	<p>Council's Report: The Councils focus has been around the following:</p> <ol style="list-style-type: none"> 1. Running its business in a new climate 2. Flexible models for delivery of services going forward and adjusting to government guidelines. 3. Distribution of the business grant. 4. Additional funding has been secured to deal with issues around those who are not direct payers of business rates. More guidance on the process of how this is to be distributed is awaited. 5. Longer term overall impact structurally on Council Finances. <p>The Chair requested sharing of information around the flexible and recovery phases.</p>
5	Subcommittee Minutes
5.1	<p>Property & Projects & Investment – 17.04.20 The minutes of the meeting were NOTED. The Board acknowledged a moratorium on new significant investments is in place.</p> <p>Matters arising: Bletchley Park Block H: Confirmation was given by MKDP's Chief Executive that when a conflict arises, he formally declares a conflict of interest with the Bletchley Park Trust Board and in regard to Block H this has already been done. The terms of his appointment to Bletchley Park Trust by the MKDP</p>

	Board was conditional upon situations where if potential conflicts arise, he would absent himself and serve the purpose of the MKDP Board. Currently this is not an active transaction.
5.2	<p>Finance Audit & Governance – 17.04.20 The minutes of the meeting were NOTED.</p> <p>Update to the minutes: Auditors: Board noted the appointment of Hillier Hopkins LLP as MKDP’s Auditors. The MKDP business plan for 2019/2020 is on the Council’s Forward Plan for early June. To be confirmed.</p>
MATTERS FOR DISCUSSION & APPROVAL	
6	Finance:
6.1	<p>Financial Report: Board considered and noted the financial results for the period April 2019 – January 2020.</p> <ul style="list-style-type: none"> • Board were advised that the draft outturn is subject to change due to year end. • Variances within the realised gains section of the report is due to timing issues. <p>The matter of bringing forward surveyor recruitment to assist in bringing forward disposal of sites will be reviewed as they come around.</p>
7	Property Matters:
7.1	<p>Shenley Church End: Board were updated on the requested change in terms by the Developer. They have requested a reduced deposit and increased timeframes for panning and build-out.</p> <p>Timeframes: Board requested best endeavours to bring forward delivery to increase housing supply. Board were advised that MKDP contracts obligate the developers to build out within the timeframe or the site can be taken back.</p> <p>Heads of Terms: Board recommended the lawyers are tight on the amended definitions for allowable extensions used within the contract to ensure minimum flexibility for the developer.</p> <p>Board APPROVED the updated terms with minor amendments delegated to the Chief Executive and Chair.</p>
7.2	<p>Saxon Court – MK Gateway – Approval of Heads of Terms: Conflicts of interest noted by the Board at the start of the meeting.</p> <p>The proposal from the preferred bidder was considered by the Council as excellent. The opportunity to retain Saxon Court to deliver high quality co-working, lab and incubator space not currently offered in CMK considered attractive in terms of place making.</p> <p>Board Members APPROVED the Heads of Terms with minor amendments to document the transaction delegated to the Chief Executive and Chair.</p>

	The Chair agreed that an offline meeting would be arranged regarding process and would consider who should be involved.
7.3	<p>Bouverie House: An indicative proposal has been received from MKC on the relocation of Rivers Adult Learning into Bouverie House prior to MK College's surrender in September. MKC have confirmed that they would accept dilapidations with the exception of pre-existing structural/external major M&E repairs. MKDP to prioritise dilapidation negotiations with MK College.</p> <p>The Board APPROVED the request to enter into surrender negotiations and delegated authority to the CEO and Chair to agree the</p> <ol style="list-style-type: none"> i. Dilapidations settlement with MK College ii. Terms of a new letting to MKC.
8	Other: Renaissance CMK
	<p>The paper was NOTED by the Board. Board considered the paper and commented as follows:</p> <ul style="list-style-type: none"> • MKDP should have high level representation at the Project Board/Steering Group. • The portfolio holder confirmed he would be attending a meeting on Plan:MK2 and would be able to give the Executive a steer if a revised view was necessary following COVID. • Support was given for a smaller working group to consider sub-projects (for example Station Square) within R:CMK. • Information on the landowner interest within CMK would help to understand some of the complexities
MATTERS FOR APPROVAL AND NOTING ONLY	
9	Property Matters:
	<p>Kents Hill – Planning Application Board NOTED the imminent submission of an outline planning application.</p> <p>It was confirmed that, although the application is for 31% affordable, MKDP contractual obligations will require 36% affordable.</p>
10	AOB
	<p>The Chair requested 2 further meetings of the Board to discuss in more detail The Red Book Valuations and Covid matters. Both meetings to be held prior to the 29.5.20. Post meeting note: <i>The meetings were merged and arranged for the 18.5.20.</i></p>
	<p>NEXT MEETINGS: 15th June 2020, 10:00 – 12:00, Video Conference – MS Teams TBC 3rd August 2020, 10:00 – 12:00, Bouverie House - TBC</p>

Confirmed as a true extract from the Minutes of the meeting of the Board held on 4th May 2020 and published in accordance with the Freedom of Information Act 2000.

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Independent Chair