



# WNDC Public Board Minutes

## Present

John Markham (JM) (Chair)  
John Weir (JW) (Vice Chair)  
Cllr. Sandra Barnes (SB)  
Cllr. Joy Capstick (JC)  
David Dickinson (DD)  
John Farrow (JF)  
Cllr. Jim Harker (JH)  
Cllr. Chris Millar (CM)  
Ann Tate (AT)  
Nick Thompson (NT)  
Cllr. Tony Woods (TW)

## In attendance:

Peter Mawson (PM) Chief Executive

Roger Mendonca (RM) Chief Operating Officer & Deputy Chief Executive

Ann Battom (AB) - Head of Finance & Resources

Adrian Arnold (AA) - Director of Planning Services

Chris Garden (CG) – Director of Regeneration and Development

Bill Allen (BA) – Director of Implementation & Delivery

Charles Amies – (HCA)

Hilary Chipping - (MKSM)

Gail Mathers – Board Secretary

Paper Reference: 2010-08-03-01

Minutes from Board Meeting held at the

Heroes Lounge  
Franklins Gardens  
Northampton  
NN5 5WU

2.00 pm

2 November 2010

Paper reference	Minutes	Action
1. n/a	<p><b>Apologies</b></p> <p>Apologies were received from Mary Burrows, Tim Coburn, Sajeeda Rose and Paul Southworth</p>	
2. n/a	<p><b>Declaration of Interests</b></p> <ul style="list-style-type: none"> <li>• JM and DD declared a personal non-prejudicial interest as members of the NEL Board.</li> <li>• JH declared a personal non-prejudicial interest as Leader of Northamptonshire County Council, a NEL Board member and Vice-Chair on NNDC Board.</li> </ul>	
3. Paper Ref. 2010-07-03-01	<p><b>Minutes</b></p> <p><b>IT WAS RESOLVED THAT:</b></p> <p>The minutes be <b>approved</b> as a true and accurate record of the meeting held on 21 September 2010.</p>	
4. n/a	<p><b>Matters arising – None.</b></p>	
5. Paper Ref. 2010-07-05-01	<p><b>Chief Executive's Report</b></p> <p>PM introduced the 2010/11 Half Year Review outlining the activities of the Board and Corporation for the first six months of the financial year.</p> <p><b>Half Year Review</b></p> <p>5.1 The purpose of the paper is to effectively set a base position and recognise the scale of activities of the Corporation and its role as it moves forward.</p> <p>5.2 The comments from around the table were positive and the paper was well received.</p> <p>5.3 The Board felt the paper should be released into the public domain in parallel with CLG's announcement of WNDC's Capital Programme and Revenue budget allocation.</p> <p>5.4 Alongside this the Andrew Stunell MP letter should be re-released into the public domain. It emphasises the</p>	

	<p>important role that WNDC has to play in delivering the 5 key projects which will be essential for the successful long term growth of Northampton, and the redevelopment of Daventry and Towcester.</p> <p><b>IT WAS RESOLVED THAT THE BOARD :</b></p> <ol style="list-style-type: none"> <li><b>1. Approve</b> the Half Year Review for publication alongside CLG's announcement of WNDC's Capital Programme and Revenue budget allocation.</li> </ol>	
<p>6. Paper Ref. 2010-07-06-01</p>	<p><b>Regeneration &amp; Development and Implementation &amp; Delivery</b></p> <p>CG reported that WNDC continues to make progress across all regeneration projects. In discussion the following points were made:</p> <p><b>Castle Station</b></p> <ol style="list-style-type: none"> <li><b>6.1</b> Development of the design for the station and multi storey car park continues with a completion date expected in February 2011.</li> <li><b>6.2</b> Network Rail has confirmed that there is no capital funding allocated and it would not be able to commit to a financial contribution at this point in time.</li> <li><b>6.3</b> WNDC is considering updating the outline business and investment plan, with the view of encouraging potential funding sources.</li> </ol> <p><b>Avon Nunn Mills</b></p> <ol style="list-style-type: none"> <li><b>6.4</b> The issues surrounding the Collaboration Agreement between WNDC and Homes and Communities Agency (HCA) together with the private sector interests are nearing completion.</li> <li><b>6.5</b> HCA's Regional Board met on the 1 November to consider the Agreement and confirmation has been received that this has been approved in principle and will be put forward to their National Board at the beginning of December 2010.</li> </ol>	

	<p><b>Waterside</b></p> <p>6.6 A proposal for the new Northampton Innovation Centre has been submitted to the East Midlands Urban Development Fund (EMUDF) for consideration.</p> <p>6.7 The University of Northampton has committed in principle in taking on the management and governance of the Innovation Centre focusing mainly on the skills and strengths of the University.</p> <p>6.8 The preferred location for this investment has been identified opposite Castle Station, on the former site of the Social Club. This is now being progressed and an update will be provided at a later date when more information becomes available.</p> <p><b>Construction Futures</b></p> <p>6.9 The Construction Futures project continues to grow from strength to strength. A working relationship has now been established with Tresham College which is taking the project across the whole of Northamptonshire and discussions to take the initiative further on a wider basis are underway.</p> <p><b>IT WAS RESOLVED THAT THE BOARD:</b></p> <ol style="list-style-type: none"> <li>1. <b>Note</b> the progress being made on key regeneration and development projects.</li> </ol>	
<p>7. Paper Ref. 2010-07-07-01</p>	<p><b>Planning</b></p> <p>AA introduced the report. In discussion the following points were made:</p> <p><b>Highlights</b></p> <p>7.1 Business Plan projects within the control of WNDC have been achieved.</p> <p>7.2 Overall performance has remained acceptable.</p> <p>7.3 A number of notable major planning applications have been received.</p>	

	<p>These include:</p> <ul style="list-style-type: none"> <li>• A retail application for the Barrack Road site.</li> <li>• A 350,000m<sup>2</sup> warehouse in Zone F in Grange Park, creating a possible 200/300 jobs.</li> <li>• An application from BMW for its UK parts distribution centre.</li> <li>• An application for the second phase of the St Andrews Healthcare development on Cliftonville Road, Northampton.</li> </ul> <p><b>Towcester Urban Extension</b></p> <p>7.4 WNDC continue to work closely with the HA, NCC and Developers to review the outcome of the Access Management Strategy modelling work.</p> <p><b>IT WAS RESOLVED THAT THE BOARD:</b></p> <ol style="list-style-type: none"> <li>1. <b>Note</b> the current position regarding Business Plan projects.</li> <li>2. <b>Note</b> planning performance.</li> </ol>	
<p>8. Paper Ref. 2010-07-08-01 &amp; Paper Ref. 2010-07-08-02</p>	<p><b>Finance</b></p> <p>AB introduced the report. In discussion the following points were made:</p> <p><b>Growth Fund Summary</b></p> <p>8.1 GAF claims to CLG totalling £5,009,700 have been made to 30 September 2010. At this half year stage it is likely that some project commitments may vary. This will be managed to ensure full investment of resources by March 2011.</p> <p><b>Management Report and Accounts</b></p> <p>8.2 The Management Report and Accounts as at 30 September 2010 reflects an excess of income over expenditure. Total income for the period under review equals £2.901k.</p>	

	<p><b>S106</b></p> <p><b>8.3</b> As at 31 October 2010 WNDC has received £3.661m of S106 monies and has invested a total of £2.564m.</p> <p><b>8.4</b> WNDC are in the process of finalising a Protocol with NBC which will enable the further investment of S106 monies held.</p> <p><b>8.2</b> Note the use of the Corporate seal.</p> <p><b>IT WAS RESOLVED THAT THE BOARD:</b></p> <ol style="list-style-type: none"> <li>1. <b>Note</b> the report.</li> <li>2. <b>Approve</b> the use of the Corporate Seal.</li> </ol>	
<p><b>9. Paper Ref.</b> <b>2010-07-09-01</b></p>	<p><b>Operations</b></p> <p>RM introduced the report and the following points were made in discussion:</p> <p><b>Health &amp; Safety</b></p> <p><b>9.1</b> There were no accidents or near misses to report.</p> <p><b>Audit &amp; Risk Committee</b></p> <p><b>9.2</b> The Audit &amp; Risk Committee met last week. The Chairman, of the Committee, Cllr. C Millar brought the Board up to date on its findings:</p> <p><b>Management Report &amp; Accounts</b></p> <p><b>9.2.1</b> The Committee was satisfied with the position.</p> <p><b>Anti-Fraud Policy</b></p> <p><b>9.2.2</b> The recent IAS Governance Audit suggested WNDC introduce a specific Anti-Fraud Policy to replace the current note contained within the Employee Handbook.</p> <p><b>9.2.3</b> The draft policy presented was approved by the Committee subject to minor amendments and will be circulated to all employees and held on the WNDC intranet. This will be monitored at the Audit &amp; Risk Committee meetings.</p>	

	<p>9.2.4 A suggestion was made that Employees are asked to sign an annual Code of Conduct Statement.</p> <p><b>NAO Audit Strategy</b></p> <p>9.2.5 Helen Booth, a highly experienced NAO Audit Director has been assigned to work with WNDC, replacing Neil Sayers, who will shortly be relinquishing responsibility for the external audit of WNDC. Helen Booth appreciates the current issues and potential risks and viewed the NAO role in respect of risk as ensuring that WNDC management are satisfied with the service the NAO provide.</p> <p>9.2.6 NAO interim audit is due to commence the w/c 29 November 2010, with focus mainly on restructure, budgetary pressures and property acquisition. Once these issues have been investigated, a final audit strategy will be drafted.</p> <p><b>Internal Audit Service</b></p> <p>9.2.7 Governance Audit Report received Amber/Green status and noted the reduction in Board members.</p> <p>9.2.8 Risk Management Audit Report received Amber/Red status. The Committee acknowledged that WNDC activities are more complex and not comparable to the previous audit. The score relates to embedding risk management within WNDC.</p> <p>9.2.9 Finally the Committee expressed their thanks to David Dickinson as it would be the last Audit and Risk meeting he would be attending.</p> <p><b>9.3 NEL/NNDC/WNDC Steering Group</b></p> <p>WNDC are exploring opportunities of working together with NNDC and NEL to deliver cost savings and better outcomes. At a Joint Steering Group meeting held on the 7 October an interim report was considered, suggesting that through closer working partnerships the scope to deliver</p>	
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	<p>savings was beneficial to all parties concerned. A further report to be provided at December meeting.</p> <p><b>9.4 Planning Powers</b></p> <p>The NBC/WNDC Project Board met on the 26 October to manage the first phase transition of planning powers. Subject to Parliamentary approval, the transfer is scheduled to go ahead on 6 April 2011.</p> <p>The Board <b>noted</b> the report.</p>	
10.	Next meeting - 7 December 2010	
11.	<p>There being no further business the meeting closed at 15:15</p> <p><b>Gail Mathers</b></p> <p><b>Board Secretary</b></p> <p><b>2 November 2010</b></p> <p>Signed by the Chairman: .....</p> <p>Dated: .....</p>	