

TGT Project Board Meeting Agenda

Wednesday 18<sup>th</sup> October

4pm-5pm

1. Apologies
2. Agree last minutes
3. Matters arising
4. ToR
5. J9/A46 project progress update
6. Critical path
7. Risk register
8. Communications update
9. Finance/Budget update
10. Governance update
11. Change requests
12. Matters for Escalation to Programme Board/Assurance Board

## TGT Project Board Meeting Minutes

Wednesday 18 October

3:30 – 4:30pm

Hybrid meeting

### Attendees

Chris Ashman (CA)	Executive Director of Place
Jonathan Dibble (JD)	Associate Director, Garden Town
Peter Edgar (PE)	Communications Lead
Emma Harley (EH)	Finance Lead
Andy Saunders (AS)	Community Lead
Brendon Walsh (BW)	Consultant
Alice McAlpine (AMc)	Legal Lead
Robert Murphy (RM)	Atkins
Amanda Lawson-Smith (A L-S)	GCC Highways

### Summary of outstanding Actions and Actions arising from meeting

Date of Meeting	Action	Responsibility	Completed/Update
4 October 2023	CA to be added to teams file share.	MM	complete
4 October 2023	AS to be invited to Project Board	MM	complete
4 October 2023	Naming of Board to be discussed at next meeting	All	complete
4 October 2023	Involvement of GCC highways in Project/Programme Board	JD	complete
4 October 2023	Nick Bryant to be added to Board ToR	MM	complete
4 October 2023	Discussion re meeting minutes/attached documents	MM/AMc	complete
4 October 2023	Clarity on review of TOR every 6 months	AMc	complete
4 October 2023	CA to be added to Monday.com	AA	complete
4 October 2023	Risk Review meeting to be arranged	JD	complete
4 October 2023	Monday.com to be added to Board agenda	MM	complete

Agenda Item	Notes	Action
1. Apologies	Claire Evans (CE) and Martha Mundy (MM)	
2. Minutes	Agreed/Amended	
3. Matters Arising	<ul style="list-style-type: none"> <li>• Agenda changed</li> <li>• J9/A46 update was considered first</li> </ul>	
4. ToR	<p>ToR - discussion highlighted that the ToR will keep track of who is responsible for what and is a commitment to members that the governance structure will be adhered to and kept under regular review. Now have all members on the project board that are needed to be represented.</p> <p>ILP (health) involvement to be reviewed.</p>	<p><b>Action - ToR to be circulated to all attendees.</b></p> <p><b>All to provide Comments on the ToR to be sent by email by 27 October 2023.</b></p> <p><b>AS to review</b></p>
5. J9/A46 Project Progress update	<p><b>J9/A46 transport update from County</b></p> <ul style="list-style-type: none"> <li>• J9/A46 transport update from County It was highlighted that this is currently a County Council promoted scheme on National Highway's Strategic Road Network (SRN) and Tewkesbury Borough Council is represented at the weekly/fortnightly meetings and on J9 programme board.</li> <li>• It was confirmed that DLUHC and Homes England have provided £3m for the scheme to date and Gloucestershire County Council (GCC) is to spend up to a further £5m on the scheme in 23/24. A Strategic Outline Business Case was submitted to Department for Transport (DfT) in September 2022. It was also raised that work started on the M5 J9/A46 scheme before Tewkesbury Garden</li> </ul>	<p><b>Action - CA and JD to make sure DLUHC are up to date with garden town.</b></p>

	<p>Town status was received however, the garden town status has highlighted the need to make changes on the network even more.</p> <ul style="list-style-type: none"> <li>• The business case evidences the need for change. The business case is still being considered by the DfT and a request for further information has been received. One key area of the letter received details lower cost options including what can be done on the A46.</li> <li>• Another key area of the letter was a minimum of 15% contribution to scheme costs. Due to the scale of the scheme, if approved, government will take the scheme back in house and deliver it. If this were to happen there would still be a need for a 15% contribution.</li> <li>• The third part of the letter highlighted that the Department for Transport (DfT) will be talking to DLUHC on the importance of the garden town, the scale and the networks required to meet these needs. Action: CA and JD to make sure DLUHC are onboard with garden town. Timeline – At the earliest it appears that Government funding for the scheme will not be available until Road Investment Strategy 4 (RIS4) for 2030-2035, which means the scheme won't be open to traffic until 2034.</li> <li>• GCC will undertake a non-statutory consultation once agreement has been made with key stakeholders This will be widely publicised once a date is agreed.</li> <li>• Notes from last meeting – risk action meeting to be put in the diary.</li> </ul>	
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6. Critical Path	<ul style="list-style-type: none"> <li>• Consortium pushing forward with their proposals and a PPA will give a level of development certainty.</li> <li>• The CEO of Homes England is likely to visit.</li> <li>• SLP remains on schedule.</li> <li>• Cratus output will be brought to the Project Board. Will require own communication plan that sits alongside the critical path.</li> </ul>	
7. Risk Register	Not discussed	<b>Action -JD to arrange Risk Action Meeting</b>
8. Communications Update	<ul style="list-style-type: none"> <li>• Cratus and LDA are liaising to make sure there is no cross over with the town centre master planning taking place.</li> <li>• SLP team are drafting the reg 18 document. Action – This is to be shared with the Garden Town Team.</li> <li>• Social media posts will be done this week on the success of the engagement sessions.</li> </ul>	<b>Action Reg 18 Document to be shared with Garden Town Team SLP team</b>
9. Finance/Budget Update	<ul style="list-style-type: none"> <li>• Conversation with Homes England now entering a different phase and there is a need to prioritise the roles required.</li> <li>• Funding is available through the DLUHC PropTech fund. Likely we will be able to bid for funding to help with citizen engagement work. Bid to be drafted and submitted by Friday 1 December.</li> </ul>	<b>Action - Draft review and submit bid to PropTech Fund - AA</b>

10. Governance Update	<ul style="list-style-type: none"> <li>• Executive Report being drafted requesting the necessary delegations</li> <li>• First meetings for each of the boards in the governance structure will be start to be scheduled. The ToR for each of the groups will be taken as the first agenda item.</li> <li>• Charter document – the internal resource for this has been reviewed and a decision made for LDA to write the charter given their knowledge from writing the framework document.</li> <li>• The Community Liaison Group needs to be set up.</li> <li>• The first Member Engagement Forum will take place on 8 November.</li> </ul>	<b>Action - Community Liaison Group - request list of attendees from community workshop from Cratus. Invitees to be reviewed by AS.</b>
11. Change Requests	None	
12. Matters for Escalation to Programme Board/Assurance Board	None	
13. AOB	None	