

Thurrock Strategic Infrastructure Board (TSIB)

Meeting Minutes

Date: November 19, 2024

Time: 3:00 pm

Location: Room 5, 3rd Floor/ Microsoft Teams

Attendees

Board Members Present:

- Claire Demmel – Place (Chair)
- Sarah Williams – Education
- Natalie Smith – Communities
- Christopher Smith – Adults and Health
- Keith Andrews – Housing Development
- Rocchina Raymond – Recreation and Leisure
- Anthony Fletcher – Performance and Intelligence
- Laura Last – Finance
- Ashley Baldwin – Planning
- Priscilla Omede – Performance and Support
- Helen Nicol – Legal
- Helen Horrocks – Public Health
- George McCullough – Regeneration
- Mikaela Burns – Business Support

Apologies:

- Louise Neilan – Communications
 - Gloria Ighodaro – Housing, Economic Development and Regeneration
 - Peter Wright – Highways and Transport
 - Julie Nelder – Highways and Transport
 - Kate Kozlova-Boran – Economic Development and Skills
 - Sharon Stoltz – Public Health
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Agenda Points

Actions from the previous meeting (AB)

- **Action 1** – Agree the TOR. No comments have been received. Board Members agreed the TOR on that basis.
- **Action 2** – PO to send public access link to Board members. This action has been completed and closed.

- **Action 3** - PO to send out spreadsheet list and guidance on how to find legal agreements. This action has been completed and closed.
- **Action 4** – Complete updates to the allocation spreadsheet. This action will be ongoing.
- **Action 5** - Conduct a RAG status review on the allocation spreadsheet. This action will be picked up later in the meeting.
- **Action 6** - Finalise processes for community forum engagement and fund utilisation transparency. It was agreed that the TAF would be the point of contact. They have been contacted to attend their next meeting. The aim is to attend that forum meeting on a quarterly basis to look at any emerging issues and reporting into them regarding allocations and progress. The minutes of Thurrock Strategic Infrastructure Board will also be published on the Council website for transparency.

(NS) queried whether the Strategic Forum for the Voluntary Sector would also be engaged to share the same information with them. (CD) advised that they would not be engaged specifically at this current time. Due to capacity, the initial agreement is to engage via the community forums. This will be reviewed in 6 months' time and other sectors and groups will be consulted as a stakeholder.

(HH) emphasised the need for inclusive representation in the process and questioned whether the forums' views reflect the broader community rather than just the most vocal voices. There is importance of considering the diverse needs of the entire borough strategically.

(CD) clarified that forums are the initial point of engagement, as they have historically felt excluded from discussions. This approach, agreed upon with the Cabinet Member, starts with the forums before expanding to wider stakeholder engagement later down the line. (CD) also noted that the board provides strategic oversight and reminded that S106 allocations are specific mitigations for developments, not a solution for all issues, nor are they solely for the forums to allocate.

Service Updates: Section 106 (S106) Agreements

(CD) explained that, given the large amount of data on the spreadsheet, this meeting would focus on high-level decisions and allocations. Detailed reviews of the spreadsheet would take place in separate workstreams outside the meeting.

(AB) shared that there had been positive progress on Highways and Transport obligations after meeting Peter Wright earlier that day. He asked if the Board would agree to let individual services allocate projects to funding allocations.

(CD) clarified that projects could move forward if they:

1. Fit within the specified timelines.
2. Meet the agreed obligations.
3. Are confirmed in the spreadsheet by the service.
4. Include monthly progress updates to the Board.

For projects outside these criteria, legal advice would be needed before proceeding.

(HN) clarified if general legal advice is required or if each agreement would need individual input. (CD) requested legal advice on:

1. The process and risks if an agreement has expired.
2. The process of repurposing funds.

(SW) asked whether there is a time limit for developers to reclaim expired funds.

Action: (HN) to provide advice on both points above and clarify if there is a time limit for developers to request refunds.

- **Healthcare Contributions**

(CS) stated that the service are actively encouraging the NHS to utilise the contributions. The general proposals are for primary care estates, but do not have the information as of yet and await the proposals from the NHS.

- **Environment Contributions**

(RR) provided an update on the following agreements:

- 14/00958/FUL – The allocation has partly been used for toilet repairs and Westley Heights. This is in progress as £5k has been spent with £21k remaining.
- 13/00165/ETL – This scheme is in progress with repairs to the Sports Pavilion.
- 14/00305/FUL – This scheme is in progress with play equipment being installed at Orsett Heath/Chadwell Recreation Ground
- 14/00950/REM – The refurbishment to Ockendon Rec has been completed with £12.8k spent, the proposal is for the remaining funds to be used to upkeep tennis courts in Aveley.

- **Community Contributions**

(NS) provided an update on the following agreements:

- 14/00600/FUL – The allocation has not been spent due to the digital infrastructure element of the agreement. A proposal is to repurpose to use on a community space within Cowdray Hall investing in equipment that would benefit all users e.g. projector, screen, chairs. The same offer could be made to the community space at St Clements.
- 16/01726/REM – A proposal to redirect funding to the capital requirements for spend at Flowers Estate to progress Trust Links development.
- **Action: The proposals above require Legal advice on whether the expired agreement can be utilised and whether the proposals can be redirected for other purposes. (HN)**

- **Early Education Funding**

(SW) provided an update on the following agreements:

- 14/00600/FUL - Approval required to allocate £27k funding for new 3- and 4-year-old nursery provision at Little Chestnuts Pre School based a High House Production Park in Purfleet. **Action: The agreement has expired so it requires legal advice to proceed. (HN)**
- 14/01321/OUT – Proposal for allocation of £19,500 funding to additional new nursery provision for Giffards Primary School. This has been approved by the board to proceed on the basis that it meets all requirements.
- 17/00403/FUL - Approval required to allocate funding to East Thurrock Kids Club based at Stanford-Le-Hope. There are a significant number of maintenance concerns, heating, electrics, boiler replacement, access to outdoor from all classrooms required. If these works were carried out the nursery would consider expanding and provide much needed additional provision. The board queried whether the service could quantify the provision the provider can provide to justify the allocation. **Action: This proposal (00403) requires legal advice on whether the allocation/ agreement can be used for this purpose. (HN)**
- **Action: (SW) to provide further information in the officer updates on the spreadsheet to provide quantifiable figures on placement provision.**

Next Steps

(AB) stated that clear updates should be recorded in the officer tab, capturing key information for each agreement. The lines will be categorised going forward as follows:

1. **Green:** Scheme aligns with the S106 agreement, is on schedule, and progressing.
2. **Amber:** Uncertainty about the S106 agreement details or funds have expired but may be repurposed.
3. **Red:** The scheme cannot be delivered based on the S106 agreement or is no longer viable, requiring a significant change rather than a refund.
4. **Purple:** New allocations added.

Actions:

- **(AF) to determine how the uniform system can integrate with the programme spreadsheet.**
- **(PO) to add a "Department" column to the spreadsheet.**
- **(LL) suggested including a "Service Spend" or "Service Update on Spend" column for officers to record progress. Spend will appear in the existing column only when fully completed. (PO) to action this.**
- **(AB) to verify if the Planning Obligation Strategy and requirements list are up to date and still being used.**

Any Other Business (AOB)

There was no other business raised.