

**Thames Gateway Kent Partnership
12th Annual General Meeting (AGM) – 30 November 2012**

APPROVED

ITEM 1

THAMES GATEWAY KENT PARTNERSHIP TGKP

Minutes of the **11th Thames Gateway Kent Partnership Annual General Meeting** held in Darwin Room, Innovation Centre Medway, 2.30pm on **Friday 18 November 2011**.

Present:

Board members and observers:

Rob Bennett, BBP Regeneration (Chair)
Cllr Andrew Bowles, Leader, Swale Borough Council
Cllr. Rodney Chambers, Leader, Medway Council
Cllr. John Burden, Leader, Gravesham Borough Council
Cllr Kevin Lynes, Cabinet Member, Kent County Council
Rehman Chishti MP
Ann Komzolik, North West Kent College
Abby Raymond, Homes and Communities Agency
David Simms, Lafarge Cement
Andrew Pearce, Environment Agency

Also present:

David Liston-Jones, Thames Gateway Kent Partnership
Katharine Harvey, Thames Gateway Kent Partnership
Abdool Kara, Swale Borough Council
Neil Davies, Medway Council
David Hughes, Gravesham Borough Council
Barbara Cooper, Kent County Council
Ross Gill, Kent County Council
Graham Harris, Dartford Council
David Hughes, Gravesham Borough Council

Apologies:

Kamal Aggarwal, Thomson, Snell and Passmore
Professor Tom Barnes, University of Greenwich
Cllr Jeremy Kite, Leader Dartford Borough Council
Naisha Polaine, Homes and Communities Agency

Item 1: Welcome, Apologies and Matters Arising from the Minutes of the 10th Annual General Meeting held on 16 December 2010

1. The Chairman welcomed the Board to the 11th AGM. An ordinary Board meeting would follow on from this AGM.
2. The Chair welcomed Rehman Chishti MP to his first Board meeting. The Chair also welcomed Katharine Harvey, who had recently joined the TGKP executive team as the Senior Policy Officer. The apologies for the meeting were noted.

3. The Minutes of the AGM held on 16 December 2010 had been previously agreed at the Board meeting held in January.

4. Matters arising:

Paragraph 12: David Liston-Jones explained that he had met with Peter Southcombe to discuss a review of VCSE representation. Peter had agreed to identify representatives from the VCSE community in North Kent to take part in the review. Unfortunately, Peter had since moved to a new job outside Kent and so the review had not been taken forward. Following a brief discussion it was agreed that no further action would be taken on a review at present and that no changes would be made in terms of representation on the Board.

Paragraph 14: This action had been completed. The remaining issues had been brought to the January Board meeting.

Paragraph 15: This action had been completed. The Chair had written to all outgoing Board members.

Item 2: Report from Chairman - paper TGKP(11)26

5. The Chairman introduced his Annual Report. He began by thanking all Board members, and their advisers, for their helpful and constructive contributions to the Partnership's work over the year. He commented that this year had again been one of considerable change, indeed if anything the pace of change had quickened during 2011. All partners were having to learn how to operate in this new environment and we needed to make the most of the opportunities moving forward. He drew attention to some of the key points from his report:

- The Thames Gateway Strategic Group (TGSG) had become well established, although its role was continuing to evolve. It was now developing an agenda of doing things that made a real difference, rather than just talking about issues.
- TGKP had played an important role in assisting HCA in establishing the new Stewardship arrangements to oversee the property assets that had been transferred from SEEDA to the Agency. The aim was to ensure that these new arrangements dovetailed smoothly with the existing structures so, for example, Steering Group meetings were being arranged to take place immediately before TGKP Board meetings.
- The South East Local Enterprise Partnership was continuing to evolve and had recognised the Thames Gateway as one of its key priorities. The LEP had agreed to look to TGSG on the Thames Gateway agenda, rather than set up a separate LEP group.
- The merger of the former MAA Leaders' Board and the old TGKP Board, into a new single refocused TGKP Board had progressed smoothly over the last year, but there remained a need to complete the appointment of new private sector Board members.

ACTION

6. The Chairman asked David Liston-Jones to give an update on the current position regarding private sector Board membership. David explained that Andrew Parkinson, General Manager of Bluewater, had agreed earlier in the year to join the TGKP Board. However, since then, Andrew had left Bluewater and moved to a new job. David said he was intending to contact Andrew Parkinson's successor at Bluewater, when he was appointed, to see if he would be willing to take Andrew's place on the Board. It had been proposed at the last Board meeting to invite one of the main banks to join the Board. David said that, following a discussion in the Officers' Group, an approach had been made to NatWest bank and he was proposing to contact one of their Regional Directors to discuss their joining the Board. **It was agreed** that David should continue discussions with Bluewater management to see if Andrew Parkinson's replacement would be willing to take Andrew's place on the Board, and also with NatWest on the possibility of them being represented on the Board.
7. The Chairman thanked the local authorities for their support to the partnership over the year - Medway Council for providing the legal and financial services and Swale BC for the human resources support. He also thanked David Liston-Jones and the TGKP team - Linda Searle, PA, and Shanaaz Carroll, MAA Director (who left the partnership in March) - for their efforts and support throughout the year. He also thanked Ross Gill from KCC for his support to the partnership during the year, especially in developing the North Kent Local Investment Plan and the TGSG Thames Gateway Charter.
8. In conclusion, the Chairman noted that looking forward there were many reasons to be optimistic. One of the key challenges facing the partnership in the year ahead was to engage more effectively with the private sector. We needed to be clearer about the mutual benefits of engaging and about the initiatives we needed to establish to meet the private sector's concerns and aspirations.

David Liston-Jones is to continue discussions on possible TGKP Board membership with NatWest and Bluewater.

Item 3: Election of the Chairman and Vice-Chairman – paper by the Chief Executive TGKP(11)27

9. David Liston-Jones introduced the Elections paper and explained the requirement to elect a Chairman and Vice-Chairman for the Board.
10. Chairman: Rob Bennett was nominated by Cllr Andrew Bowles and seconded by Cllr Kevin Lynes. Rob Bennett was duly re-elected as Chairman of the Board.
11. Vice Chairman: Cllr Andrew Bowles was nominated by Cllr Rodney Chambers and seconded by Cllr John Burden. Cllr Andrew Bowles was duly re-elected as Vice Chairman of the Board.
12. The Chair went on to explain, as laid out in the Constitution, that it was also necessary to confirm the lead bodies for HR services, financial services and legal services and to approve the timetable for Board meetings for the next 12 months.

13. Lead Body for Employment of Staff: Cllr Andrew Bowles confirmed Swale Borough Council was happy to continue to act as Employment Lead Body providing HR services for the Partnership. Swale Borough Council was duly reappointed as Lead Body for Employment of Staff.
14. Lead Body for Financial Services: Cllr Rodney Chambers confirmed Medway Council was happy to continue to provide the financial, accountable body, and ICT services for the Partnership. Medway Council was duly reappointed as Lead Body for Financial Services. He also confirmed Medway Council was happy to continue to provide Legal Services to the Board and Medway Council was duly reappointed as Lead Body for Legal Services.
15. Future meetings of the Board would be held on the dates set out on the meeting agenda, ie Monday, 20 February 2012, Friday, 18 May 2012, Friday, 21 September 2012 and Friday, 30 November 2012. All meetings to be held at TGKP's Offices, the Innovation Centre Medway, Maidstone Road, Chatham.

Item 4: Any Other Business

16. There being no other business, the meeting closed at 3.00pm.