

Appendix 6

**New Routes to Good Growth Housing Infrastructure Fund (HIF) Delivery Board:
Terms of Reference
DRAFT May 2020**

1. Background

Following submission of the New Routes to Good Growth Housing Infrastructure Fund bid (HIF bid) in March 2019, the council learnt in November 2019 it is set to receive £170m from the Ministry of Housing, Communities and Local Government. The HIF funding is to deliver the necessary transport and environmental infrastructure required to unlock up to 12,100 homes on the Hoo Peninsula.

Officers are working to complete the signing of a Grant Determination Agreement (GDA) by mid 2020. The GDA is a key document between the Council and Homes England that signals project start. Following on from the GDA the council will be making retrospective monthly financial claims to Homes England. All HIF monies need to be spent by March 31 2024.

The HIF allocation is:

i.	Road	£86m
ii.	Rail	£64m
iii.	SEMS	£14m
iv.	Core team costs	£6m

2. Summary of HIF Interventions:

Highways:

- Improvements to Anthony's Way and Sans Pareil roundabouts (based on previous LGF work)
- Improvements to Four Elms Roundabout and the Four Elms Hill
- A new bypass linking the Peninsula Way to the Wainscott bypass, including a grade separated junction to the A228
- Improvements to Bells Lane and Ropers Lane roundabouts
- A new signalised junction off Ratcliffe Highway for the new station at Sharnal Street.

Rail:

- A new station at Sharnal Street, which will be of modular construction.
- A new curve connecting the line to Higham and Strood, this will enable travellers to change either at Higham or Strood for trains into London.
- Passing loops on the current freight line

Strategic Environmental Management Scheme (SEMS):

- A country park on part of Cockham Farm
- A Green Bridge across the Peninsula Way
- A Cumulative Ecological Impact Assessment
- A network of ecologically functioning green and blue spaces serving new and existing communities

3. Purpose of the HIF Members Advisory Board

The purpose of this group is to:

- Keep under review programmes to deliver the HIF scheme by March 2024.
- Coordinate decision-making, project risks and funding streams related to HIF delivery.
- Pursue and support external funding opportunities linked to s106 and Network Rail.
- Ensure positive and timely communication is maintained with council services, statutory and local stakeholder and key partners (Hoo Consortium).
- Ensure in-house support is maximised and the delivery team has skills and resources required to deliver HIF.
- Ensure a positive message regarding HIF is effectively communicated.

The HIF Member Advisory Board is the top tier of Governance for the HIF programme.

The Board brings together key Portfolio holders to monitor and manage the HIF's delivery, and senior officers to advise members and ensure due diligence on legal, planning and financial matters.

The Board will receive high-level programme and project reports on the progress of:

- Road, Rail and SEMS programmes
- Permission and consents
- Finances
- Risks
- Communication and stakeholder engagement

When required, the Board will review S106 infrastructure priorities as related to the delivery of 12,100 homes as informed by the Hoo Development Framework, and will determine the Board's long-term role in managing the delivery of the S106 funded infrastructure.

The Board will ensure that appropriate stakeholder engagement will take place.

4. Decision-Making Processes

As a Cabinet Advisory Group, the HIF Members Advisory Board will not be a decision making body.

It may make recommendations, which will either be implemented under existing Medway Council officer delegations or referred for decision by the Council, Leader and Cabinet or other Committees as appropriate, and in accordance with legal and constitutional provisions.

Medway Council will make decisions in its role as promotor of economic growth and as a corporate parent, however in some circumstances, recommendations will also need to be considered and agreed by other bodies.

All matters coming before the Board shall be decided by a majority of the Board present and voting thereon at the meeting. In the case of an equality of votes, the chairman or person presiding shall have a second or casting vote.

5. Membership

The HIF Members Advisory Board will consist of the following representatives:

Cllr Alan Jarrett	Leader of Medway Council (Chair)
Cllr Rodney Chambers OBE	Portfolio Holder for Inward Investment, Strategic Regeneration and Partnerships
Cllr Phil Filmer	Portfolio Holder for Front Line Services
Cllr Howard Doe	Deputy Leader and Portfolio Holder for Housing & Community Services
Neil Davies	Chief Executive, Medway Council
Richard Hicks	Director of Place and Deputy Chief Executive
Sunny Ee	Assistant Director, Regeneration
Ruth Dulieu	Assistant Director, Front Line Services
Phil Watts	Chief Finance Officer
Jan Guylar	Assistant Director Legal and Governance (Interim)
Dave Harris	Planning Service Manager
TBC	HIF Delivery and Regeneration Service Manager
Martin Hall	HIF Programme Delivery and Partnership Manager
Janet Elliott	HIF Highways Delivery Programme Manager
Carla Galea	HIF Road Delivery Programme Manager

6. Administration

Reflecting the strategic importance of the HIF Members Advisory Board, and the external interests associated with the interest, the Board will be chaired by the Leader of the Council.

The HIF team will be responsible for preparing and agreeing the agenda and papers, and the Executive Assistant of Assistant Director to HIF and Regeneration Delivery will set meeting dates and take minutes.

Agendas will be circulated at least one week prior to the Board meeting, following a template report format.

The HIF Members Advisory Board will meet quarterly.

7. Declaration of Interests

Declarations of interest will be recorded in the minutes of the meeting.

Medway Councillors and Officers must act in accordance either with the Members' Code of Conduct or other provisions in the Council's Constitution as applicable.

Members of the Board representing external organisations must declare any financial or other significant interests that they may have before discussion of items. Action should be taken to resolve any conflicts of interest which should include not taking part or voting and withdrawing from the meeting in cases where a financial or other significant interest arises in relation to any business under consideration by the Board.