

MINUTES OF THE BOARD MEETING

Meeting Date	2 October 2019
Present:	
Board Directors	Andy Dewberry (AD) – Managing Director, Deborah Johnson (DJ), Sanjiv Kohli (SK), Rob Main (RM) and Mark Stevenson (MS) – Non-Executive Director and Chairman.
Company Secretary	Nigel Hill.
Declarations of Interest	There were no declarations of interest.
Apologies	Apologies for absence were received from Cllr. Tim Wendels.
Also in Attendance	Karen White representing Newark & Sherwood District Council and Edward Langtry – Capital Projects Manager at Newark & Sherwood District Council.
Decisions	
<p>Minute No. 84 <u>Minutes of the Board Meeting held on 3 September 2019</u></p> <p>Resolution: AGREED these were a true record of the meeting.</p>	
<p>Minute No. 85 <u>Project Pipeline and Timescales</u></p> <p>AD presented a report in respect of the proposed project pipeline for delivering 500 new homes within 5 years, as identified in the Company’s Business Plan. He advised that there was now a requirement to test the robustness of the pipeline given that the Bowbridge Road development was now progressing.</p> <p>The pipeline opportunities identified within the Business Plan were identified in Appendix 1 to the report. AD advised that collectively the sites identified in Appendix 1 could deliver in excess of the 500 units. However, due to the sales rates and timescales required to get certain sites ready for</p>	

delivery, a gap of approximately 100 units had been identified within the first five years, which would need to be supplemented by additional land acquisition.

Appendix 2 to the report identified the work undertaken by Edward Langtry, the Council's Capital Projects Manager, which was an initial appraisal of any potential development sites which may be of interest to the Company. Edward presented an aerial view and brief explanation of each of the potential sites identified in Appendix 2. For each possible site Edward advised if the land was in general fund or HRA ownership, current usage, approximate size, potential numbers of units and any existing planning allocation.

In respect of the Lowfield Lane site AD reported that he had now agreed an approach to progress this with the Council. The Board considered that 250 units on this site was more appropriate and the site could be split into separate parcels, but acknowledged that the site was likely to take longer to develop than Bowbridge Road. MS stated that this site required a clear action plan to bring forward for development. In addition the business needed to understand its growth profile and target number of units to be delivered each year.

Resolution

AGREED that AD review the additional sites identified in more detail, update the project pipeline accordingly and circulate to the Board.

Minute No. 86

Bowbridge Road Development – Progress Update

AD presented a report which gave an update on the Bowbridge Road development. He advised that activities were on track with the full planning application having been submitted on 27 September 2019 and work was now progressing with the formal land purchase which was anticipated would take 4 to 5 weeks to complete. Next steps to progress were developing the specification and tender documents, prepare a marketing plan and develop the Company website to support this.

AD also provided an update in respect of the viability appraisal given that the value engineering had now been completed. The Board considered three options and considered that the favoured option to be put to the Council was a 14% return which provided a healthy £2.1m profit (overall land plus development profit of just under £4.5m) but also offered the opportunity to build approximately £117k as a contingency.

MS stated that it was now necessary for AD to consider a procurement strategy.

Resolution

AGREED that the progress in respect of the development be noted.

Minute No. 87

Business Plan – Key Actions and Timescales

AD presented a report which provided the Board with an initial appraisal of the key elements of the Business Plan. The report extracted key actions from the current plan which were a mix of short medium and longer term issues for progression. The Board confirmed their support for this approach with the next step being to prepare a suite of more detailed individual action plans for

the completion of elements which require attention within the next six months.

MS considered that understanding the financial position was a further element which needed to be recorded as a key action. This would set out headline income and expenditure inclusive of sales trajectory and cash flow. SK offered to work directly with AD on these financial elements in the Business Plan.

The Board also considered the level of staff resources which would be required to deliver the aims of the Business Plan. The resource requirement could be categorised into marketing; land acquisition; contract; construction; sales and after-sales. A future staff requirement projection was set out in the report. The Board emphasised that it was essential that the builder was fully aware that they would be accountable to Arkwood. The Board also felt that it may not be appropriate to combine the roles of sales and project management and it wasn't an option to compromise on recruiting the requisite calibre of staff.

AD advised that draft initial action plans will be brought to the next meeting of the Board.

Resolution

AGREED that the proposed approach, actions identified and action plan template to monitor the onward delivery of key Business Plan activities be approved.

Minute No. 88

Bowbridge Road Development – Site and Unit Type Naming

AD put forward a discussion paper in relation to naming the site and house types, which would be required ahead of the marketing of the site. Initial discussions in respect of the site name focussed on referring to 'The Avenue' in some form and in respect of house names it was felt that a separate label would be required for the retirement bungalows.

Resolution

AGREED that this be further considered at the next meeting.

Meeting closed at 6.39 pm