

Maze Long Kesh Development Corporation

Board Meeting No. 1 – 28 September 2012 11:00am

Maze Long Kesh Boardroom

Minutes

Attendees:

Chairman: Terence Brannigan (TB)

Board: Tony Gallagher (TG); Ciaran Mackel (CM); Maurice Kinkead (MK); Joe O'Donnell (JO); Conor Patterson (CP); Ken Clelland (KC); Paul Stewart (PS); Jack Gallagher (JG); Duncan McCausland (DM); Terri Scott (TS)

Staff: Kyle Alexander (KA); Alison Stafford (AS); Mary McKee (MM); Neil McIvor (NM); Fiona Kane (FK); Ian Spence (IS) Secretary

1.01 Welcome & Introduction

TB welcomed everyone and advised there would be a brief site visit later in the day. Everyone introduced themselves.

1.02 Apologies

None

1.03 Declarations / Conflicts of Interest

Members will be required to complete declaration of interest forms which will be updated on a regular basis.

PS declared his memberships of RUAS and Lisburn City Council as potential conflicts of interest. No other conflicts were declared.

AP1 – AS to send out declaration of interest forms to Chairman and Members along with expenses claims forms.

1.04 Chairman's Business

TB outlined the size of the task facing the Board especially in the current economic climate. TB outlined the positive meetings that he has had to date with Ministers and

will meet with them regularly to report progress. Meetings also arranged / planned with Mayor, local MP, RUAS, Lisburn City Centre Management and Chamber of Commerce.

TB pointed out the need for confidentiality and transparency. Communications must be consistent and professional and it was agreed that the Chairman represents the Board to all stakeholders including the media.

In the absence of KA, MM, NM, IS and FK, the Chairman discussed with the Board the appointment of an Interim Chief Executive and agreement was reached pending clarification.

1.05 Adoption of the Standing Orders

AS introduced the Standing Orders paper drawing attention to the caveat regarding the indemnity and paragraphs 13, and 16 and 18 in appendix A. It was agreed that in addition to the Board papers being sent electronically, paper copies would also be sent. TB asked the Board members to advise him / Board secretary as early as possible if they want to raise an item at a future Board meeting.

The Board approved the adoption of the Standing Orders. (Proposed by KC Seconded by CM)

AP2 – AS to provide guidance on the protective classification of Board papers.

1.06 Board Committees

The Board approved the setting up and membership of the following committees:

Audit – Independent Chair and member; TG; DM

Appointments & Remuneration – TB (Chair); JG; MK; TS

PbCRC – TB (Chair); KC; JO; TG; CM; DM

Physical & Economic Development – TB (Chair); KC; CP; CM; TS; PS

Social Regeneration – MK (Chair); CP; JG; JO; PS

(Proposed by JO Seconded by JG)

1.07 Future Board Meetings

The Board approved the dates and arrangements for future meetings. No meetings to be scheduled in July or January. (Proposed by KC Seconded by CM)

1.08 Adoption of the Management Statement & Financial Memorandum

AS introduced the Management Statement & Financial Memorandum (MSFM) which was approved by DFP on 28/06/12. TB stressed the need to operate within the scope of the MSFM. The Board approved the MSFM. (Proposed by TG Seconded by DM)

AP3 – TB to discuss levels of delegation with OFMDFM.

1.09 Chief Executive's Report

KA took the Board through a presentation outlining the history of the site, the progress to date and the next steps. The Spatial Framework will be presented at the next Board meeting. The Board noted this report.

1.10 Director of Finance & Corporate Services' Report

AS took the Board through her paper and financial report and explained the budgeting and monitoring process. OFMDFM have asked if £4m capital could be moved from 2013/14 to the following year. The Board noted this report.

AP4 - AS to report to the Board on Capital Budget for 2013/14 & 2014/15 at the next Board meeting.

1.11 Health & Safety Report

NM took the Board through the H&S report emphasising the importance that is placed on H&S. TB fully endorsed the priority to be given to H&S. The Board were content with the proposed approach.

1.12 Site Entrance Project

NM outlined the rationale for the need and location of a new site entrance at an estimated cost of £286k. In view of the criticality of this entrance to the Balmoral Show the entrance needed to be operational before May 2013.

The Board approved the new entrance project subject to a review of the timeline. (Proposed by KC Seconded by TS)

AP5 – NM to review timeline.

1.13 Peace building & Conflict Resolution Centre Briefing

MM outlined the work to date emphasising the involvement of the reference groups. McAdam Design had been appointed as architects and they had engaged Studio Daniel Libeskind (Ground Zero master planner) as part of their design team. TB had met with Daniel Libeskind and was impressed by his passion and commitment. TB

stated that this project should be world class and said that Ministers stressed that this should not in any way be deemed a shrine. Members commended the work done to date.

1.14 The MLK Vision

KA took the Board on a brief tour of the site and offered to arrange more detailed viewing for any member of the Board at a later date.

FK showed the Board a short promotional / marketing film and also presented a draft MLK branding strategy, explaining the iterative process that had taken place to arrive at the current version. This would be given further consideration.

TB then set out his vision for the site under a 'from peace to prosperity' theme. All the Board members agreed in principle with everyone stressing the need for the Northern Ireland Executive to fully commit to the vision and strategy through proper resourcing.

AP6 – TB to circulate his paper on the vision and strategy to Members with comments back to KA by 09/10/12.

AP7 – TB/KA to bring forward a paper for the next Board meeting summarising Members comments and outlining next steps.

TB, on behalf of the Board, acknowledged and thanked KA and his team for the work that had been undertaken to date.

1.15 Date of Next Meeting 19 October 2012

Maze Long Kesh Development Corporation
Board Meeting No. 2 – 19 October 2012 11:00am

Maze Long Kesh Boardroom

Minutes

Attendees:

Chairman: Terence Brannigan (TB)

Board: Ciaran Mackel (CM); Joe O'Donnell (JO); Conor Patterson (CP);
Ken Clelland (KC); Paul Stewart (PS); Jack Gallagher (JG);
Duncan McCausland (DM); Terri Scott (TS)

Staff: Kyle Alexander (KA); Alison Stafford (AS); Mary McKee (MM); Neil
McIvor (NM)

In Attendance: Daniel Libeskind (DL) Nina Libeskind (NL) Chris Cheater (CC) Brian
Melcher (BM) – Agenda Item 2.12

2.01 Welcome & Introduction

TB welcomed everyone and advised there would be a presentation by Studio Daniel Libeskind / McAdam Design at 11.45am.

2.02 Apologies

Maurice Kinhead, Tony Gallagher and Ian Spence (Board Secretary)

2.03 Declarations / Conflicts of Interest

No conflicts were declared in respect of the agenda of the day.

2.04 Minutes of the Last Meeting

Minutes of the last meeting were approved with the amendment of the reference of DM's initials to read consistently throughout the minutes.

2.05 Matters Arising

Action on Matters Arising were approved by the Board and progress was noted. It was also noted that progress was being made that will lead to the appointment of independent members of the Audit Committee. (Proposed by KC Seconded by JO)

2.06 Chairman's Business

TB outlined that significant progress was being made on increasing the delegated limit that the Development Corporation operates within. The Board accepted that Business Cases which were particularly sensitive would be communicated to OFMDFM at the earliest possible opportunity.

TB outlined the very positive meetings that he has had since the last Board meeting of 28th September with the following groups / individuals:

- First Minister
- deputy First Minister
- The Mayor, Chief Executive and Chair of Planning Committee of Lisburn City Council.
- Jeffrey Donaldson MP
- The President of RUAS and the Chair of their Finance Committee.
- OFMDFM Special Advisers and Officials

It was agreed that representatives of RUAS would be invited to present their vision at the November Board meeting.

In the absence of KA, MM and NM a decision was made in respect of the appointment of Kyle Alexander as interim Chief Executive.

AP1 – NM to invite representatives from RUAS to present to the November Board.

2.07 Chief Executive's Report

The Board noted the Chief Executive's report and approved the proposed review of the work done to date of the MLK PDU / DC by OECD. (Proposed by DM, seconded by JG)

The Board were supportive of membership of the European Peace Liaison Organisation (EPLO) as proposed in the Director of Social Regeneration report. (Proposed by JG, seconded by DM)

The Board also agreed to the change of date of the December meeting to 18 December 2012.

2.08 Director of Finance and Corporate Services Report

The Board noted the content of this report and approved the surrender of £2.5m in 2013/14 to facilitate a request from OFMDFM on the assurance that it will be made available in 2014/15. (Proposed by PS, seconded by CM)

2.09 Internal Delegations

The Board approved the Internal Delegations paper with an amendment to the DAC process. All DAC's are to be approved by the Audit Committee and then approved by the Board of the Development Corporation. (Proposed by DM, seconded by KC)

2.10 Health and Safety Report

The Board approved the establishment of formal quarterly MLK site health and safety forum.

2.11 Health and Safety Works project

The Board approved the site levelling works project at an estimated cost of £522k including VAT.

2.12 Peace building and Conflict Resolution Centre Presentation (PbCRC) by Studio Daniel Libeskind (SDL) and McAdam Design

TB welcomed and introduced the SDL team led by Daniel Libeskind (DL). DL outlined his design for the PbCRC and emphasised that his design was very much the product of listening to the reference group participants and an act of optimism creating a seed for the future development of the site.

Following the presentation the Board had the opportunity to discuss the design with DL and his colleagues. The Board congratulated DL on the design and requested clarification on the number of attendees the centre could accommodate in respect of conferences.

Following SDL's departure the Board discussed the critical path for the PbCRC and the time constraints in respect of the planning application which should be made by 19 November 2012. Whilst the Board acknowledged that they would have preferred more time to consider the design more fully they unanimously approved the design in principal. However they reserved the right to consider in a more measured timeframe. The Board also requested a copy of the original Business Case for the PbCRC.

AP2 – SDL to confirm the number of delegates that could be accommodated for conferences in the new building.

AP3 - AS to forward a copy of the original PbCRC business case to the Chairman and Members.

2.13 Spatial Framework Presentation

NM took the Board through the Spatial Framework presentation outlining the preferred spatial and infrastructure options for the phased development of the site, based on the work that had been undertaken by PDU staff with consultant support over the last 18 months. The flexible nature of the framework was recognised. The Board endorsed the general approach with agreement to take forward at this stage further consideration of the two road access proposals. The Board requested a copy of the Spatial Framework presentation and at this point discussed the benefits of having a secure data room.

AP4 – NM to provide a copy of the Spatial Framework presentation.

AP5 – AS to take forward the possibility of a Data Room for the Development Corporation.

2.14 Peace to Prosperity Paper

The Chairman thanked all Members for their input to the Peace to Prosperity paper and said he would summarise their comments and send to Members. It was agreed that the Chairman and Chief Executive should meet with Ministers to present the Peace to Prosperity Vision along with the design for the PbCRC and the spatial framework – as referred to at points 2.12 and 2.13 above.

AP 6 – TB to summarise Members comments on the Peace to Prosperity paper and send to Members.

AP7 – TB and KA to meet with Ministers to present the Peace to Prosperity Vision along with the design for the PbCRC and the spatial framework.

2.15 Date of Next Meeting 16 November 2012

The date for the next meeting was agreed and it was decided that it would commence at 10.00am.

Maze Long Kesh Development Corporation
Board Meeting No. 3 – 16 November 2012 10:00am

Maze Long Kesh Boardroom

Minutes

Attendees:

Chairman: Terence Brannigan (TB)

Board: Ciaran Mackel (CM); Joe O'Donnell (JO); Conor Patterson (CP); Ken Clelland (KC); Paul Stewart (PS); Jack Gallagher (JG); Duncan McCausland (DM); Terri Scott (TS)

Staff: Kyle Alexander (KA); Alison Stafford (AS); Mary McKee (MM); Neil McIvor (NM); Ian Spence (IS - Secretary)

In Attendance: Royal Ulster Agricultural Society - Colin McDonald (CMcD); Rhonda Geary (RG) & Ross Ellerby (RE), Studio Egret West Architects – David West (DW) & Daniel Rea (DR) – Agenda Item 3.09

3.01 Welcome

TB welcomed everyone and advised there was a presentation by the Royal Ulster Agricultural Society (RUAS) architects later in the meeting.

3.02 Apologies

Maurice Kinhead

3.03 Declarations / Conflicts of Interest

No conflicts were declared in respect of the agenda of the day other than PS advising, as previously recorded, that he was a member of the RUAS.

AP1 – Reminder to be sent to those Board members who had not sent back their Declaration of Interest forms.

3.04 Minutes of the Last Meeting

Minutes of the last meeting were approved subject to the amendment of paragraphs 2.12 regarding the McAdam Design / SDL involvement in respect of the new build

element of the PbCRC project and 2.13 to reflect the flexible nature of the Spatial Framework. (Proposed by CM, seconded by PS)

AP2 – Amend paragraphs 2.12 and 2.13 of the October 2012 draft minutes.

3.05 Matters Arising

Action on Matters Arising were noted and approved by the Board.

AP2 - MM confirmed that 300 delegates could be accommodated in PbCRC conference space.

AP3 - Copy of PbCRC business case given to each Board member. KC said his preference was for all documents relating to Board business to be issued to members prior to Board meetings.

AP6 & AP7 – TB said that members’ feedback on the Peace to Prosperity paper would be included in his presentation to Ministers on 20 November. (**Post Meeting Note – Meeting on 20 November was re-scheduled for 29 November at Ministers request.**) TB said that Ministers had approved the submission of a planning application for the PbCRC in order to meet funding timelines.

3.06 Chairman’s Business

TB referred to site visits by the American Consul and the Australian Deputy High Commissioner and meetings he had attended since the last Board meeting with the following groups / individuals:

- Tim Losty (OFMDFM);
- OFMDFM Special Advisors;
- David Sterling, Permanent Secretary at the Dept. of Trade and Industry regarding the marketing of the MLK site.
- Paul Givan (MLA) who had links with the Prison Officers Association.
- Jeffrey Donaldson (MP) and representatives from an aerospace company who were looking at the potential to establish a research and development operation in Northern Ireland.

The chairman also reported on his visit along with the Chief Executive, to the Motor Industry Research Association (MIRA) based in England and a business park similar in size to the MLK site, attracting ‘blue chip’ research and development companies in the automotive industry. TB was impressed with this approach of designing and building in collaboration with client.

AP3 – Obtain MIRA presentation and send out to Board members.

3.07 Chief Executive's Report

The Chief Executive presented his report and set out his thoughts on the possibility of an advisory / advocacy role for Daniel Libeskind separate from his current involvement in the McAdam Design commission.

AP4 – Draft a discussion paper for the Board outlining a prospective future role for Daniel Libeskind and the associated costs. (Proposed by KC, seconded by JO)

The Board acknowledged the risk that the site had not been formally transferred to the MLKDC and the Chairman will raise this in his upcoming meeting with Ministers.

AP5 – Board to be advised of the names of the members on the OFMDFM Committee.

KA asked the Board to approve the procurement by Direct Award Contract of the borehole data held by Saul Consulting. Following discussion it was agreed that initially MLKDC approach Coca-Cola (Terence Robinson / Tim Robinson) for this information. (Proposed by DM, seconded by TG)

AP6 – Ask Coca-Cola for sight of their consultant's report on the underground aquifer.

CM asked that future Chief Executive reports include a list of upcoming meetings.

The Board noted the Chief Executive's report.

3.08 Royal Ulster Agricultural Society (RUAS) Briefing

This agenda item was brought forward as the RUAS team had arrived to make their presentation.

3.09 Royal Ulster Agricultural Society Presentation

The Chairman welcomed CMcD, RG and RE from the RUAS and DW and DR from Studio Egret West, RUAS architects.

DW and DR made their presentation setting out the short to medium and longer term plans for the MLK site emphasising their desire to fully integrate the 'Balmoral Park' into the larger MLK site. The presentation included sustainability proposals and the potential for a hotel.

The Board commended RUAS for the quality of the proposals and raised a number of issues / concerns. These included transport links, sunken car parking, wind turbines and the proximity of the RUAS service area to the listed buildings. The RUAS and SEW team re-assured Board members on the various issues / concerns raised. CMcD and RG outlined the planning and progress to date for the 2013 Spring Show. They were confident that it was on target as there was no option to hold it at the King's Hall site at Balmoral. A traffic management plan was in draft and the RUAS was working with the appropriate departments and agencies. Critical to the access issue was the need for the proposed additional entrance on the Halftown Road to be operational before Spring 2013. RG said that the top three issues for the 2013 Spring Show were;

1. Access to site including remote monitoring road cameras;
2. Provision of utilities and
3. Site H&S

The Board asked for regular reports on progress with these matters at future meetings.

AP7 – Update Board on the progress towards delivery of the RUAS 2013 Spring Show regarding 1) Access; 2) Utilities and 3) Site H&S.

Before the RUAS team left the Chairman thanked them for their informative presentation.

Following the presentation the Board agreed that the approval of the new entrance business case was of paramount importance.

AP8 – Draft a paper for the Chairman highlighting the business case approval and timeline on the new entrance business case.

3.10 Director of Finance and Corporate Services Report

The Board noted the content of this report with TB emphasising the need to meet the prompt payment dates, given the effect this can have on the cash flow of small businesses.

AP9 – Advise Board on the appointment of an internal auditor.

The Board approved the proposed amendment to Appendix A paragraph 26 of the Board's Standing Orders.

AP10 – Amend Appendix A paragraph 26 of the Standing Orders.

The Board noted the proposal for the secure transfer of data by either laptop or data sticks but asked that Board papers are sent by special delivery whilst continuing to explore options for the secure transfer of electronic data. (Proposed by PS, seconded by JG)

AP11 - Explore options for the secure transfer of electronic data.

3.11 Health and Safety Report

The Board noted this paper.

3.12 Peace to Prosperity

The Chairman said that this paper would be discussed with Ministers at the meeting on 20 November.

KA outlined a potential action plan and timeline to deliver this vision along with the resource requirement. KA also highlighted the need for engagement with key stakeholders prior to launching the Development Plan in March 2013. It was agreed that the MLKDC have a presence at the 2013 annual international property event hosted in Cannes (MIPIM).

TB said that he had met with a developer who had expressed interest in the site's development potential and had asked them to formally write to him outlining their interest. The Board welcomed such interest. It was agreed that engagement with such interests to brief them on the site's potential was in order and did not confer any advantage or status given that any development opportunity on the site would be subject to public procurement processes. (Proposed by PS seconded by JG)

AP12 – Chairman and Chief Executive to continue to engage with potential developers and investors and take appropriate action to encourage such interest.

A discussion followed on the need for good telecommunication links to the site and it was decided to explore this further.

AP13 – Explore the possibility of establishing telecoms connectivity on site, through a spur from Project Kelvin.

3.13 Date of Next Meeting 18 December 2012

The date for the next meeting was agreed commencing at 10:00am.

Maze Long Kesh Development Corporation

Board Meeting No. 4 – 18 December 2012 10:00am

Maze Long Kesh Boardroom

Minutes

Attendees:

Chairman: Terence Brannigan (TB)

Board: Ciaran Mackel (CM); Joe O'Donnell (JO); Conor Patterson (CP) Ken Clelland (KC); Paul Stewart (PS); Jack Gallagher (JG); Duncan McCausland (DM); Terri Scott (TS); Maurice Kinkead (MK)

Staff: Kyle Alexander (KA); Alison Stafford (AS); Neil Mclvor (NM); Ian Spence (IS - Secretary)

In Attendance: Kevin McShane (KM) – Agenda Item 4.13 (4.08 in minutes)

4.01 Welcome

TB welcomed everyone and advised that Mr Kevin McShane (Specialist Transport Planner) would join the meeting for agenda item 4.13.

4.02 Apologies

Mary McKee

4.03 Declarations / Conflicts of Interest

No conflicts were declared in respect of the agenda of the day.

4.04 Amendment to Minutes of Board Meeting on 19 October 2012

Minutes of the Board meeting held on 19 October 2012 were approved. (Proposed by PS, seconded by DM)

4.05 Minutes of the Last Meeting

Minutes of the last meeting held on 16 November 2012 were approved. (Proposed by DM, seconded by PS)

4.06 Matters Arising

Action on Matters Arising was approved by the Board. (Proposed KC seconded by DM)
AP4 – KA confirmed that he would not be bringing forward a paper at this time outlining a prospective future role for Daniel Libeskind.

AP6 – MLK can proceed to the first stage of the water system without reference to the deep borehole information from Saul Consulting. The Board was of the view that the borehole information should still be sought from Coca-Cola provided there was no charge for it. **AP1 – Approach Coca-Cola for sight of consultant's report on underground aquifer.**

AP9 – It was agreed that an Audit Committee meeting would be held in January 2013.
AP2 – Arrange meeting of Audit Committee for January 2013 and confirm with Chairman that he is content to ask OFMDFM to invite interest from Grade 3s to act as chair.

AP11 – The Board was content for the current arrangements for sending out Board papers to continue whilst continuing to explore the options for the secure transfer of electronic data.

AP13 – Option being considered was one where all service providers can be accommodated in a central exchange. Central Procurement Directorate (CPD) was currently assessing costs and potential income.

CM requested that the covering note submitted with the PbCRC planning application be copied to the Board. **AP3 – Provide covering note that was submitted along with planning application for PBCRC.**

4.07 Chairman's Business

The Chairman provided details of meetings he had attended over the previous month. These included:

21/11/12 – Deloitte/RUAS/Agrifood Strategy Board/Ulster Farmers Union/Agri-Food & Bioscience Institute (AFBI)/Representatives of the NI Food & Drink Industry. Further discussions were planned on the potential of the MLK site, with AFBI and other potential end users.

29/11/12 – Formal presentation of the MLK vision to First Minister and deputy First Minister which was positively received. They were keen to facilitate with any planning issues.

It was noted that no formal planning approval had yet been received in respect of the new site entrance. PS thanked KA and NM for addressing local residents concerns around this new entrance. PS also stated that the Director of Planning had asked to be notified of all MLK planning applications and that priority be given to these applications.

The Chairman asked that a progress paper be drafted on the new site entrance.

AP4 – Prepare a paper for early submission to the Board on the new entrance outlining activities completed and still outstanding along with timelines and risks to delivery / mitigating actions.

TB asked that as much detail as possible be included in the Board papers especially on critical issues.

05/12/12 – On site meeting with David Sterling (Dept of Trade & Investment) / Invest NI / NI Tourist Board (NITB). **AP5 - Follow up outcome of meeting with David Sterling and the relationship between MLKDC, Invest NI and NITB.**

13/12/12 – On site meeting with private sector interest where TB and KA set out the vision for the site. KA confirmed that it was in order to have such meetings with potential private sector interest before any future Operating Journal of the European Union (OJEU) procurement process commenced. Probable timeline could involve going out to the market in Spring 2013 with a preferred partner identified by Autumn 2013. The Board suggested that all parties who had been involved with the earlier MLK procurement in relation to the Sports Stadium should be advised at an appropriate time of the intention to invite interest. It was agreed that any potential development plans must be a fit with the MLK vision.

The Chairman flagged up the immediate need to secure legal support to assist with the procurement process. Discussions had already taken place with OFMDFM on this. The Board agreed that the Chairman and CEO proceed as outlined. (Proposed by DM seconded by JG) **AP6 – Procure legal support in relation to the development partner procurement process.**

17/12/12 – On site meeting with Simon Hamilton (MLA) and Joanne Stewart (Institute of Directors).

4.08 Roads Infrastructure

This agenda item was brought forward as Mr Kevin McShane (KM) had arrived. TB welcomed KM to the meeting and asked NM to present his paper which outlined the strategy for delivery of a roads infrastructure for the MLK site.

The plan included a potential link road from MLK to the Sprucefield Park & Ride junction and roads on and off the motorway costing in the region of £11.5million in total with a target completion date of May 2016. KM confirmed that Roads Service would not fund any road that was not included within their Strategic Road Network and neither of these roads were included. Both NM and KM stressed the need for early and ongoing engagement with all stakeholders including the statutory agencies and the public. TB said that the need for engagement with the public highlighted the requirement for marketing / communications support.

The Knockmore Link Road was identified as being a significant element of the wider road network. It was agreed that MLK work with Lisburn City Council to lobby for the Knockmore Link Road being included in the Strategic Road Network.

The Board approved that the Director of Development proceeded to implement the Roads Infrastructure proposals. (Proposed by CP, seconded by TS)

AP7 – The Director of Development implements the Roads Infrastructure proposals and also drafts a paper outlining the critical path for the delivery of the preferred scheme.

4.09 Chief Executive's Report

The Chief Executive presented his report which highlighted potential forthcoming meetings. It was agreed that some of these meetings / briefings could wait until later in the year. **AP8 – Advise OFMDFM of forthcoming meetings.**

TB said that he had been invited to accompany Ministers to Brussels at the end of January 2013 in relation to the PbCRC.

KA confirmed that the design and build proposals for the PbCRC were proceeding with CPD reviewing the scope of the current contract. The Board asked for confirmation of how construction work would be measured before payment was made. **AP9 – Confirm how construction work on PbCRC would be measured before payment was authorised.**

A charitable trust was proposed as the vehicle by which the PbCRC would be managed, with the PbCRC Board committee members as trustees for the first few years.

The Board noted the Chief Executive's report.

4.10 Director of Finance and Corporate Services Report

The Director of Finance and Corporate Services presented her report. The Board suggested that real time traffic monitoring cameras should be purchased in line with agenda item 4.08 which would also account for potential underspend.

Meeting with ASM Accountants was held on 17 December 2012 and they were now drawing up an audit plan.

The Board wanted assurance that there was sufficient resource within the executive team to undertake the current volume of work. KA said that this was being reviewed within the current Corporate Plan process. The team would also avail of expertise within CPD and the Strategic Investment Board. The Chairman said that he expected the Chief Executive to make the Board aware at an early stage if additional resources were needed.

KC raised the issue of the level of both the Chairman's and Board members' remuneration. It was agreed that it was appropriate to review this at the six monthly performance appraisals. (Proposed by KC, seconded by JG) **AP10 – Chairman to consider six monthly review of Board members performance.**

Board noted the content of this report.

4.11 Health and Safety Report

The Board noted this report.

4.12 World War II Aircraft Hangars

NM presented this paper. The Board approved that the Director of Development proceeded to submit a business case to OFMDFM in relation to the proposed envelope refurbishment of the World War II aircraft hangars. (Proposed by PS seconded by KC) **AP11 – Submit World War II aircraft hangars business case.**

4.13 Conservation of Listed and Retained Buildings

KA presented this paper. CM pointed out a typographical error in the breakdown of costs. The Board approved the submission of Listed Building Consent application. (Proposed by CM, seconded by JO) **AP12 – Submit the Listed Building Consent application.**

4.14 Corporate Plan

KA presented his paper and suggested that the Board set aside a day to consider matters relating to the preparation of the Corporate Plan. The Board agreed to meet on 4 February 2013 to discuss the Corporate Plan which would include consideration of a communications strategy. The various Board committees agreed to meet before the planning day. **AP13 – Arrange Board corporate planning day.**

4.15 Date of Next Meeting 15 February 2013

The date for the next meeting was agreed commencing at 10:00am.