

HGGT JOINT COMMITTEE DRAFT FORWARD PLAN FOR THE PERIOD 1st JUNE 2024 TO 31st JULY 2024

The Harlow and Gilston Garden Town (HGGT) Partner Authorities have agreed to establish a Joint Committee for the purposes of section 101 of the Local Government Act 1972 to co-ordinate and facilitate the delivery of 16,000 homes in the HGGT by 2033, and 7,000 homes in the years after that along with associated infrastructure.

The Joint Committee comprises of five (5) voting members, being one representative from each of the partner Councils. The Councils represented are Harlow District Council, Epping Forest District Council, East Herts District Council, Essex County Council and Hertfordshire County Council. The Harlow and Gilston Garden Town Inter Authority Agreement, brings together the constitutional and contractual partnership arrangements between the partner authorities to meet the ambitions for democratic accountability and decision-making alongside formal arrangements for risk-sharing and clarity on responsibilities.

The Inter Authority Agreement is the legal document that sets out the services that the Host Authority Epping Forest District Council will provide to administer the Joint Committee and the Accountable Body responsibilities. Agreement was attained by all 5 partners on 19th December 2023 and the deed executed on 4th April 2024.

The Accountable body; Epping Forest District Council publishes a notice for each Decision or decision to be made in private at least 28 days before that decision is made. The Harlow and Gilston Garden Town forward plan will be updated on a monthly rolling programme to coincide with the requirements of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012

The Harlow and Gilston Garden Town aims and key objectives are detailed in the [HGGT Vision](#)

For enquiries relating to the Forward Plan please contact the following officers:
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Adrian Smith – Essex County Council- adrian.smith@essex.gov.uk
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Matthew Cottam – Hertfordshire County Council- matthew.cottam@hertfordshire.gov.uk
Naisha Polaine – Harlow and Gilston Garden Town – naisha.polaine@hggd.co.uk

EXPECTED REPORTS	DATE OF HGGT JOINT COMMITTEE	REPORT AUTHOR	HGGT LEAD DIRECTOR/MANAGER CONTACT	NOTES / COMMENTS
Introduction to the Harlow and Gilston Garden Town Joint Committee	11 June 2024	Naisha Polaine – HGGT Director	Naisha Polaine – HGGT Director	
HGGT 2024/25 Budget and Programme	11 June 2024	Naisha Polaine – HGGT Director	Naisha Polaine – HGGT Director	
HGGT Stewardship Charter	22 July 2024	Kevin Steptoe – East Herts Garden Town Lead Officer	Kevin Steptoe – East Herts Garden Town Lead Officer	
Modal Transition Delivery Framework	22 July 2024	Naisha Polaine – HGGT Director	Naisha Polaine – HGGT Director	
HGGT Annual Review	22 July 2024	Matt Phillips – HGGT Principal Comms and Engagement Officer	Matt Phillips – HGGT Principal Comms and Engagement Officer	
HGGT Quality Review Panel Annual Report	22 July 2024	Kevin Steptoe – East Herts Garden Town Lead Officer	Kevin Steptoe – East Herts Garden Town Lead Officer	
HGGT Programme Management Report	22 July 2024	Naisha Polaine – HGGT Director	Naisha Polaine – HGGT Director	“Exempt Information” Under Schedule 12A of the Local Government Act 1972: Information relating to the financial or business affairs of any particular person (including the authority holding that information)