Meeting: EWR/Bedford Borough Council – PPA Discussion

Held on: Monday 16 February (16:00-17:00)

Location: Microsoft Teams

Attendees:

- Sarah Combes (SC)
- John Kell (JK)
- Gavin Chinniah (GC)
- Joanne Branson-Budd (JBB)
- Verity Quinn (VQ)

Representatives also from EWR Co

Meeting objectives: To discuss and refine the PPA arrangements, including the proposed £15k technical review cost and the provision of a full-time Programme Manager post.

Meeting summary:

1. **Capacity and Resourcing Approach:** The group discussed broad principles for ensuring appropriate resourcing to support ongoing collaboration.
   Both parties emphasised the need for a structure that enables effective coordination as the programme develops.
2. **Cost Agreement Process (Schedule 4):** EWR Co and BBC reviewed the high-level process for agreeing future technical inputs. The discussion focused on maintaining clear and timely procedures.
3. **ON Cost Considerations (Schedule 3):** BBC noted that cost forecasts will evolve over time. Both organisations agreed to continue sharing updates as part of their regular programme coordination.
4. **Core Team Information (Schedule 2):** The teams discussed how roles and contacts will be updated to reflect evolving engagement needs. This will be aligned with broader programme planning.
5. **Data and Information Sharing:** The meeting reaffirmed the commitment to transparent and timely information sharing. This will support smooth working across both organisations.
6. **Public Engagement Activities (Section 4.1K):** BBC and EWR Co discussed how public engagement activity will be coordinated and signposted. Consistent communication and alignment with key programme milestones were highlighted as priorities. NB: Paragraph 4.1k in the PPA refers specifically to meetings between EWR Co and BBC.

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7. **Sharing Public Correspondence:** BBC raised the principle of visibility of public-facing material. Both parties agreed to clarify expectations as engagement activities progress.
8. **Any Other Business:** The meeting closed with brief updates on planned technical inputs and ongoing partnership working. Both organisations reiterated their commitment to collaborative and constructive engagement.

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