

**Norwich Town Deals Board**  
**Monday 21 December 2020, 10am**  
**Via MS Teams**

Chair:

Andrew Dernie - Aviva

Attendees:

Cllr Alan Waters – Norwich City Council  
Stefan Gurney – Norwich BID  
Kris Jones – TechVelocity Norwich  
Ellen Tilney – Norwich City Council  
Sarah Steed – NUA  
Chris Sargisson – Norfolk Chamber of Commerce  
Stephanie Beggs - MHCLG  
Graham Nelson – Norwich City Council  
Roisin Buckley – Office of Chloe Smith MP  
Mary Scales – DWP  
Jerry White – Norwich City College  
Phil Courtier – South Norfolk DC / Broadland DC  
Linn Clabburn – Cambridge Norwich Tech Corridor  
Vincent Muspratt – Norfolk County Council

**Notes**

<b>Ref</b>	<b>Item</b>	<b>Action</b>
<b>1</b>	<b>Welcome, apologies, minutes</b>  Apologies: Stephen Evans - Norwich City Council Julia Nix – DWP Chris Starkie – New Anglia LEP Julie Schofield – UEA Clive Lewis MP  Previous Minutes – Agreed.	
<b>2</b>	<b>New Board members</b>  Kris Jones has joined the board and will provide excellent insight to the tech and digital sector in Norwich.  Juliana Meyer has also agreed to join the board. She is a tech innovator in the region, and also will provide a valuable contribution to the board.  ET reports that Jerry White, Deputy Principal of City College has also joined the board.	

	<p>CD is working to bring on board a new retail orientated board member.</p> <p>AD expressed his thanks to all the new board members.</p>	
<p><b>3</b></p>	<p><b>Highlight Report &amp; Draft project details for MHCLG</b></p> <p>Further to ET's email of 18/12/20 containing:</p> <p>Norwich Town Deal Project Confirmation Document  Norwich Town Deal Financial Profile  Draft Norwich Town Deal Confirmation &amp; Engagement  Draft Norwich Town Deal Monitoring &amp; Evaluation plan</p> <p>ET would like to highlight that these are a work in progress and is the first draft of what the board will be asked to sign off in early January, before going forward to cabinet.</p> <p>Key anomalies:</p> <p>Under the engagement table, public realm projects assist the delivery and engagement of public projects in the city.</p> <p>The board members list need to be updated.</p> <p>This is to demonstate to MHCLG how we attempt to enage different groups I the city.</p> <p>Spreadsheets: correction for individual project summaries and the overall scheme project.</p> <p>ET will send out corrected versions asap</p> <p>There is a programme management overhead of the whole programme.  Overheads will be top sliced across the City Hall projects.  This is based on advice from Metro Dynamics who have treasury experience.</p> <p>Key to these are that the levels of match funding are correct, and that project outcomes and milestones are also correct, which have been confirmed.</p> <p>These will all be 'below the line' items for cabinet due to the confidential nature of the match funding, which are not in the public domain.</p> <p><b>Comments:</b>  SG: project should be 100% revenue rather than capital. <b>ACTION ET:</b> is aware and will revise</p> <p>AD: the engagement document works well and is coherent with other key documents we've drawn from</p>	<p>ET</p> <p>ET</p>

	<p>KJ: Sink, Hot Sauce &amp; NorDev should be actively engaged with</p> <p>Strong engagement with the user groups is required, bearing in mind that there may be an element of the feedback being skewed by the current situation caused by C19.</p> <p>It's likely that tech will underpin business growth in the next 10 years, so it's important that we understand the sector as much as possible.</p> <p>CS: Need to look at the overall strategy around the digital hub – what is it, where is it, what does it mean strategically for that place and investment. What can we do to support it's development and make it appealing to the wider geographical area in terms of travel into the region. All requiring consultation very quickly.</p> <p>ET: Ramidus work very much highlighted that the office market will be going through major upheaval and change, but looking beyond into the medium term, Norwich is still short of accommodation and will very much require a digital centre.</p> <p>CD: anything we do must be flexible, agile and creative to cope with the challenges of future economic conditions.</p> <p><b>ACTION ET:</b>to include specific information on engagement in the paper, i.e. why would we engage, what the benefits of this will be</p> <p>With the boards agreement, ET would propose including a separate section in the document around historic engagement and how things will be moving forward.</p> <p><b>AGREED</b></p> <p><b>ACTION ET:</b> Financial summary and profile sheets on return in January</p> <p>The engagement document – if there are comments and suggestions for inclusions, please email ET who will distribute before the next meeting on the 11/1/21.</p> <p>Two further docs to approve before the end of January. The accelerated projects, the work on these is already well underway:</p> <p>East Nowich Digitech Factory</p> <p>These will go to Cabinet in February.</p> <p>This will allow us to action the financial drawdown in this financial year.</p>	<p>ET</p> <p>ET</p> <p>ET</p>
<p><b>3</b></p>	<p><b>AOB</b></p> <p>KJ will share links to information on start ups to ADunham who will disseminate.</p>	

	<p>GN comments that different groups will need to be consulted on different projects around engagement.</p> <p>Mary DWP is it possible to weave in some Kick-Start places in to some of projects</p> <p><b>ACTION ET:</b> to pick up as part of the Engagement work, and consult with DWP to develop</p>	ET
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**Forward meeting dates:**

11 January 2021, 10am-11.30am

18 January 2021, 10am-11.30am

25 January 2021, 10am-11.30am

22 February 2021, 10am-11.30am

29 March 2021, 10am-11.30am