

Norwich Town Deal Board
Monday 30 November 2020, 10am
Via MS Teams

Chair: Andrew Dernie - Aviva

In attendance: Graham Nelson- Norwich City Council
 Ellen Tilney - Norwich City Council
 Cllr Alan Waters - Norwich City Council
 Chris Starkie – New Anglia LEP
 Linn Clabburn – Cambridge Norwich Tech Corridor
 Stefan Gurney – Norwich BID
 Vincent Muspratt – Norfolk County Council
 Phil Courtier – South Norfolk D C/Broadland D C
 Stephanie Beggs - MHCLG
 Roisin Buckley - On behalf of Chloe Smith MP
 Chris Sargisson – Norfolk Chamber of Commerce
 Julie Schofield – UEA

Apologies: Chloe Smith MP
 Stephen Evans – Norwich City Council
 Cllr Mike Stonard – Norwich City Council
 Clive Lewis MP
 Julia Nix – Jobcentre Plus
 Sarah Steed - NUA

Minute Taker: Amy Dunham – Norwich City Council

AGENDA

Ref	Notes	Action/ Lead
1	<p>Welcome, apologies, minutes</p> <p>Apologies: Chloe Smith Chris Starkie</p> <p><i>Minutes of previous meeting : Approved</i></p> <p>Update on actions : Cabinet accepted on 11/11 to accept £25m offer from government – Acceptance letter signed and sent</p> <p>Further actions covered in the following agenda.</p>	Andrew Dernie
2	<p>Town Deals Board – additional member suggestions</p> <p>A further business member – AD is still progressing this and will discuss with AW</p>	

	<p>ET proposes to invite Jerry White Deputy Principal of City College Approved to approach</p> <p>CS proposes to approach the following with a view to inviting on to the Board: Kris Jones – Techvelocity John Fagan – Urban Things & Founder of Sync the City Sean Clarke – Clarke St James James Duez – Rainbird Technologies Louise Birriteri – Piki Juliana Meyer – SupaPass Approved to approach two of the above to join the board</p> <p>Comments: GN suggests that some thought is given to any potential conflict of interest issues within the tech/digital potential board members.</p> <p>To note governance considerations: Within terms of reference there are up to 20 members permitted for the board. There is the option to co-opt temporary board members to give specific advice. Therefore it is important to recognise that this is for the Business Case development phase and to stress when approaching people. As per Terms of Reference for the Board, there is the ability to approach people for informal advice to the Board as and when required.</p>	<p>Ellen Tilney</p> <p>Chris Sargisson</p>
<p>3</p>	<p>Actions as per 27/10 offer letter for completion:</p> <p>Within 2 months of accepting the offer (16/11/20 acceptance date) the following pieces of work need to be completed and submitted to government:</p> <ul style="list-style-type: none"> • Overall profile and capital/revenue split • Individual profiles including financial • Accelerated projects • Vision Board and statement of Community Engagement • There are elements of work underway on each project and therefore there will need to be a drawdown of funds this year. • The City College project is live and is a priority • Following on from this we have 12 months to complete the following work. However these pieces of work require completion by the end of April 2021. This will enable the work on each project to progress. • Each project will require a full business case modelling on Treasury’s Green Book method. Sign off is required by Cabinet and this Board. Until these are completed we cannot fully progress with drawing down funding. • A narrative around the branding project is required to 	

demonstrate how it wraps around the projects as a whole.

- We must prove we have planning where we are doing capital build, equalities assessments for each project and the overarching project.

It is therefore proposed that Metro Dynamics are appointed to assist with this work, particularly to develop the five case business models. Metro Dynamics have developed a proposal to do deliver this for us from now until 31/3/21.

They have quoted us £50k

This would require us to spend the remaining £32k from the capacity funding budget and to make up the difference with funding from the Council's Economic Development budget.

Comments:

The alternative option would be to endeavour to deliver ourselves or engage another consultant – both these options present significant challenges in terms of staffing resource and time constraints.

ET confirmed to the board that there is a procurement exemption in place to enable us to directly appoint Metro Dynamics.

Cllr Waters confirmed that there is significant lack of capacity currently within the council to deliver this piece of work. Metro Dynamics have an excellent understanding of the city and would recommend their appointment.

It is important to recognise that this will also provide support to our delivery partners in terms of capacity to deliver the green book cases.

Approved:

The Board agreed that Metro Dynamics should be contracted to provide this service in line with the procurement exemption.

Projects:

January cabinet will be asked to approve the information we are sending through to government. Governance will be covered and Council will be asked to sign off on the financial profiles of the project and projects.

Outline drafts will be provided for the board meeting on the 21/12/20 but board members will be asked to sign off via email prior to 16/1/21.

3 external:

City College Digitech – project is underway

ACE Centre – not underway, the Business Case will require a large amount of work

Branding – the extra work around how this benefits the whole programme. Once monies are able to draw down this can commence

Ellen
Tilney

	<p>Internal: East Norwich – master planning is proceeding with partners. The purchase of Carrow House from County is moving forward with an agreed offer. County are not in a position to move out of the building in May 2021. Building and commissioning surveys are well underway. A business case for the meanwhile use of the building will be developed. A purchase price has been agreed, the specific clauses are being agreed, with a view to April completion.</p> <p>Digital Hub – work underway to improve the EPC rating of the building. Building surveys are also underway and work over the next few months to appoint architects will take place. There will need to be refurbishment and works to make it suitable for a digital space.</p> <p>Revolving fund – financial modelling is taking place on this, specifically the revenue cushion for failing CPO. Valuation work is also underway on stalled sites to inform a robust business case.</p> <p>The Halls – work is also underway in a small capacity around planning Capital build will start when monies available.</p> <p>Public Realm – ready to go when funding is available to draw down. Designs for public consultation will be done before procuring as capital build projects.</p> <p>ET would like to make the board aware that decisions may need to be made via email, preceding the 21 December board to enable the deadline of 16th January 2021</p> <p>ET and AD would like to formally extend thanks on behalf of the board to Chris Sargesson for his work around the Digital Hub.</p> <p>Agreed: regular Monday meeting to be programmed through January to provide support to ET and to finalise the submission</p>	Amy Dunham
4	<p>AOB</p> <p>GN - Local Government Chronicle have approached Norwich City Council on how we achieved the success of securing the funding – GN will update as and when appropriate.</p> <p>SB – there is likely to be some follow up press in December</p>	

Forward meeting dates:

21 December 2020, 10am-11.30am

25 January 2021, 10am-11.30am

22 February 2021, 10am-11.30am

29 March 2021, 10am-11.30am

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