

**Town Deals Board
Board Meeting Minutes
Tuesday 27th July 2020 – 10-11.30am
Zoom conference call**

Chair: Andrew Dernie - Aviva

In attendance: Graham Nelson- Norwich City Council
Ellen Tilney - Norwich City Council
Cllr Alan Waters - Norwich City Council
Nikki Rotsos – Norwich City Council
Chris Starkie – New Anglia LEP
Linn Clabburn – Cambridge Norwich Tech Corridor
Kevin Fenning - Metro Dynamics
Danielle Jackson – Metro Dynamics
Stefan Gurney – Norwich BID
Vincent Muspratt – Norfolk County Council
Callum Murfet – Metro Dynamics
Minnie Moll – Jarrolds
Phil Courtier – South Norfolk District Council/Broadland District Council
Stephanie Beggs - MHCLG
Joanna Smith – office of Clive Lewis MP
Clive Lewis MP
Mary Scales – Jobcentre Plus
Roisin Buckley - On behalf of Chloe Smith MP

Apologies: Chris Sargisson – Norfolk Chamber of Commerce
Chloe Smith MP
Stephen Evans – Norwich City Council

Minute Taker: Alison Dennis – Norwich City Council

	Item	Action
1	<p>Welcome, apologies, minutes and actions</p> <p>Andrew Dernie reviewed and agreed the minutes from the previous meeting.</p> <p>Andrew started the meeting by thanking the group for their hard work and efforts.</p> <p>Actions from previous meeting being carried forward:</p> <p>Prince of Wales Road update – No update as of yet. Still an outstanding action.</p> <p>Kevin will share the digital tech data within the Metro Dynamics documents.</p> <p>Chris Starkie – Look at the possibility of linking up with the other three groups involved with Towns Deal.</p>	<p>Andrew Dernie</p>

<p>2</p>	<p>Town Investment Plan final version: Sign-off final draft</p> <p>Ellen circulated the final draft to the group last week.</p> <p>Kevin shared a document outlining what Metro Dynamics have been working on since the previous meeting.</p> <p>The Halls project has been added and development has started on this.</p> <p>Kevin explained to the group it would be a good idea to discuss letters of support which are being worked on this week, these will be submitted as a separate annexe alongside the Town Investment Plan.</p> <p>Comments:</p> <p>Phil Courtier - expressed his concern that Broadland and South Norfolk Councils and their role within the Greater Norwich partnership were not prominent enough within the document.</p> <p>Graham explained to Phil that they are working on that and will add in further wording.</p> <p>Alan – emphasised how the project is a great element of the Greater Norwich growth partnership.</p> <p>Chris Starkie – There is a positive impact involving the local surrounding areas to the City.</p>	<p>Metro Dynamics</p>
<p>2</p>	<p>Next steps:</p> <ul style="list-style-type: none"> • Timescale for agreeing investment Kevin discussed in further detail the phases of the project by sharing the document. • Town Deals Board – once we have agreed the TIP with Government and as we move into the delivery phase it may be necessary to bring additional members onto the Board. A new schedule of meetings will be created from September onwards along with a paper or schematic on governance. • Project Business Cases These will need to be more fully developed as negotiations on our Town Deal funding develop with government. All business cases will require sign-off by the council’s S151 officer as the accountable body for the funding. Strengthening business cases and developing engagement plans over the next few months is essential. 	<p>Ellen Tilney / Metro Dynamics</p>

	<p>Chris Starkie commented– Chris explained there is £1M that needs to be spent by 2021 what are the plans for this?</p> <p>Graham Nelson replied There are some ideas and suggestions that can be delivered within this timeframe that may be as a smaller scale project. Graham reassured the group that the submission of the plan will be worked on as a matter of urgency and completed by the end of the week – action.</p> <p>Governance – The Town Investment Plan will be submitted on Friday. Ellen explained to the group that there will not be an August Board meeting but meetings will resume in September. Ellen asked the group if the meeting can be moved to MS Teams instead of Zoom.</p> <ul style="list-style-type: none"> • Forward meeting dates September 2020- dates to be confirmed 	<p>Graham</p> <p>Ellen</p>
3	<p>AOB</p> <ul style="list-style-type: none"> • Letters of support Chris Starkie – Working on the letter of support • Board members register of interests No comments from the group 	
4	<p>AOB</p> <p>Roisin – sent apologies on behalf of Chloe Smith. Roisin outlined Chloe’s support of the work done and ongoing projects.</p> <p>Chris Starkie asked about media management re the project being in the public domain.</p> <p>Media - Nikki explained that the majority of the project is being kept below the line before it goes to Cabinet. The press release will encompass the basics of the project once composed.</p>	<p>All</p>
5	<p>Forward meeting dates: September 2020 – date TBC</p>	<p>Chair</p>