

Norwich Town Deal Board

Monday 26 April 2021, 10am

Via MS Teams

Chair:

Andrew Dernie Aviva (AD)

Attendees:

Chris Sargisson Norfolk Chamber of Commerce (CSar)
Chris Starkie New Angia LEP (CS)
Kris Jones Tech Velocity (KJ)
Linn Clabburn Cambridge Norwich Tech Corridor
Stefan Gurney Norwich BID (SG)
Graham Nelson Norwich City Council (GN)
Stephanie Beggs MHCLG (SB)
Heidi King DWP (HK)
Roisin Buckley Office of Chloe Smith MP
Vince Muspratt Norfolk County Council
Jerry White City College Norwich
Cllr Alan Waters Norwich City Council
Stephen Evans Norwich City Council
Sarah Steed NUA
Phil Courtier SNC/BDC
Clive Lewis MP
Julie Schofield UEA
Tara Harris Office of Clive Lewis MP

In attendance:

Ellen Tilney Norwich City Council
Amy Dunham Norwich City Council

Apologies:

Juliana Meyer Supapass

Minutes

Ref	Item	Action
1	Welcome, apologies, minutes The previous minutes were AGREED subject to amending the minutes to clarity that there are two pots of funding available – the Levelling up Fund and Community Renewal Fund.	AD

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	<p>Update on Actions</p> <p>CStarkie gave an update on the responses from the Digital Hub survey which has had over 100 respondents. CStarkie will feedback at the next meeting.</p> <p>SG has spoken with Claire and is looking at who could represent from the cultural compact.</p> <p>Community Renewal Fund:</p> <p>ET gave an update on the timetable for the bids – there will be an additional meeting for the board on the 7th June. ACTION: ET will send out invites. VM stated that sessions have been well attended.</p> <p>JW raised a point on conflict of interest – could some thought be given on how the process can be transparent for members of organisations submitting bids. VM the cut of date for bids is 14 May.</p>	<p>ET</p>
<p>2</p>	<p>Programme update</p> <p>ET proposed the following course of action for reviewing the business cases:</p> <p>There are 3 business cases (The Halls, The Public Realm and the Digital Hub Project) which are about to be to be finalised. ET will be sending out a timescale to the Board with the upcoming milestones and workload in the next few weeks – these will include some interim meetings, so we can sign off as soon as possible</p> <p>For the further 3 business cases it is suggested each project will have a review meeting with the project lead, to enable final amendments before board sign off. These are the Revolving Fund, The Branding Project and the ACE centre - final sign off will be at the end of May with an interim date for review and comment.</p> <p>Following a question from SE, ET stated that we are aiming to sign off projects by the 31st of May so they can go live and funding can be drawn down. ET outlined the sign off process for the business cases, which includes delegated authority to sign off to GN.</p> <p>ET updated that it has not been possible to appoint a Project Manager. ET is exploring option with HR around a potential</p>	

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	secondment, and will query an approach made through the Boards networks.	
3	<p>Terms of Reference</p> <p>Terms of Reference were adopted by the Board Cllr W nominated Andrew Dernie for Chair until Oct 21, and for Vice Chair Chris Sargisson. The Board AGREED to these nominations.</p>	
4	<p>Comms/Web</p> <p>ADunham presented the beta version of the website. Comments were noted. ADunham will be in touch for images for each project. It was agreed that ADunham would review minutes before publishing.</p>	ADunham
5	AOB	All

Forward meeting dates:

- 12 May, 10am – noon (business case review/feedback x3)
- 19 May 11am – 1pm (business case review/feedback x3)
- 24 May 10am – 11.30 (substantive agenda item will be formal sign-off of 6 x business case)
- 8 June 11am – 12.30pm (CRF bids review)
- 28 June 2021, 10am-11.30am