

Norwich Town Deals Board Minutes

Monday 25 October 2021

10am Via MS Teams

AGENDA

Attendees:

Andrew Dernie (CHAIR) (AD) – Aviva
Vince Muspratt (VM) – Norfolk County Council
Chris Sargisson (CS) – Norfolk Chamber of
Commerce
Roisin Buckley (RB) – Office of Chloe
Smith MP
Nicci Broughton (NB) – Jobcentre
Plus Jerry White (JW) – City College
Norwich
Ellen Tilney (ET) – on behalf of Graham Nelson, Norwich City
Council
Amy Dunham (ADunham) – Norwich City Council
Sarah Collins (SC) – Norwich City
Council
Chris Starkie (CS) – New
Anglia LEP
Cllr Alan Water (AW) – Norwich City Council

Ref	Item	ACTION
1	<p>Welcome, apologies, minutes</p> <p>Apologies: Helen Lewis UEA Phil Courtier – SN&BC Shan Lloyd – DLUHC Kris Jones – Techvelocity Stefan Gurney – Norwich BID Tim Bishop – The Forum Trust Stephen Evans – Norwich City Council Clive Lewis MP</p> <p>VM gave a brief update on the CRF. Hopeful that there will be some news on the Fund after the spending review along with an extension to the time limit for spending/delivering the CRF projects.</p> <p>AD congratulated JW on completion of the Digitech Factory – the first project in the UK to complete under the Town Deal across all project areas. Intent is to build publicity for Norwich and its Digital infrastructure following on from the social media success</p>	

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2	<p>Carrow House update</p> <p>Overview of recent issues and resolution</p> <p>10th Sept – Mitie awarded contract Following standstill pre-start meeting was held on 23rd Sept. A meeting was called to discuss their concerns and issues, which stem heavily from the current challenges faced by the construction industry.</p> <p>The meeting resulted in a revision to the contract following advice from NPLaw and Eastern Procurement. Mitie agreed the revised scope. Compliant bidders were notified of the scope change and submitted revised prices. The revised prices were reviewed and evaluated by NCC and it was recommended that the contract proceed with Mitie. This was accepted by NCC Corporate Leadership Team and the NCC Cabinet on 13th Oct 2021.</p> <p>The project is still within budget and still within the original programme, and now due to start on the 3rd November. Proposed necessary works to Old Carrow House are currently under review to determine priorities, and next steps to programme them in.</p>	
3	<p>Governance Review of decision making and approvals process</p> <p>For approval of future changes to project scope, budgets or response to issues it was agreed that the decision-making process needs to be in the first instance the Chair of the Board. The chair will make a decision to either, approve the change on behalf of the Board and then communicate to them, or seek approval from Board by email or exceptional meeting.</p> <p>The Programme Manager, council officers and Chair of the Board will agree if the degree of change requires either approval from the CLT and/or Cabinet before proceeding or communication at their next scheduled meeting.</p>	
4	<p>Programme Update</p> <p>SC gave a programme update. Project managers are procuring the relevant consultants. Detailed project briefs are being put together which will be presented to the Board in due course.</p> <p>ACE Project – JW gave an update on the project. There are some challenges to the project around project personnel. Currently working towards getting the procurement complete and a start on site to some facilitation work. Waiting for results of a DfE funding bid to complement the project.</p>	

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	<p>The Halls – ET gave a brief update. A tender spec is being put together for Heritage Impact Assessments, and secondly for a consultant to look at and challenge the assumptions made in the business plan. These will underpin the scope of the works which are due to be delivered. Programme is on track.</p> <p>Digital Hub – ET gave an update. The Board will be updated further on this project in due course following advice from NPLaw.</p> <p>East Norwich – AD gave an overview of the EN project, including the recent public engagement event.</p> <p>ACTION: ADunham to send out East Norwich Consultation email to the Board.</p> <p>Rev Fund – ET gave an update. A brief is being worked on to procure a consultant to advise and support the work of officers identifying sites for potential CPO and development.</p> <p>Public Realm – initial works have started at the top of St Giles. Programme is on track.</p> <p>Branding – SG sent a brief report on the project. The status is green.</p>	ADunham
5	<p>Comms update</p> <p>Comms at NCC & Comms at City College are working with DLUHC regarding a ministerial visit to accompany some very positive comms around the Digitech Projects.</p> <p>AD gave an update from VB on comms.</p>	
6	<p>AOB</p> <p>Forthcoming dates for Board Meetings</p> <p>Levelling up Fund and Communities fund to be added to the TD Agenda.</p> <p>ACTION – ADunham</p>	ADunham

Forward meeting dates:

- 29 Nov 2021, 10am – 11.30am
- 31 Jan 2022, 10am – 11.30am