

East Norwich Partnership

2nd February 2021, 11am - 12pm via Teams

Attendees:

- Cllr Mike Stonard (MS) Norwich City Council (NCC)
- Graham Nelson (GN) (NCC)
- Judith Davison (JD)(NCC)
- Tracy Armitage (TA) (NCC)
- John West (JW) (ZMLC/Fuel)
- Adam Gaymer (Fuel Properties).
- Akis Chrisovelides (AC) Serruys Property Company (SPC)
- Richard Cubitt (RC) (SPC)
- Ken Dytor (KD) (Urban Catalyst)
- Charles Whitworth (CW)(Cushman and Wakefield)
- Matthew Trigg (MT) (RWE)
- Adrian Cross (AC) (National Grid)
- Charles Amies (CA) (Homes England)(HE)
- Carlton Roberts-James (CRJ) (HE)
- Helen Corina (HC) (Norfolk CC)
- Richard Doleman (RD) (Norfolk CC)
- Laura Waters (LW)(NCC)
- Cheryl Peel (CP) (BA)
- Andy Teague (AT) (Cushman and Wakefield)
- Paige Chappell (PC) (Network Rail)
- James Waterhouse (JW)
- Jeremy Fooks (JF) (ZMLC/Fuel)
- Steve Crutchley (SC) (Fuel)

Apologies:

- Helen Mellors – Broadland District Council
- Paul Harris – Broadland District Council
- Phil Courtier – South Norfolk
- Paul Kitson – Homes England
- Matt Tracey – Norfolk County Council
- Rebecca Cunningham – Network Rail

MINUTES

Item	Topic	Action
1	Welcome/Apologies Cllr S started the meeting and welcomed new participants	
2	Minutes of the last meeting The minutes were AGREED .	

Item	Topic	Action
3	<p>Progress update including procurement of masterplan consultants</p> <p>JD – procurement process is completed. 4 tenders were submitted. Arup, WSP, T&T and Avison Young. Avison Young are the successful bidder. Strong track record of working on similar scale projects. Notice of award has been issued. 10 day standstill will end on the 9th February. Report to cabinet 10th February – if approved the council will issue confirmation of award to the winning supplier once the scrutiny period has expired (likely to be week commencing 15 February). Masterplanning will start at the beginning March Stage 1 complete August Stage 2 start Sept/Oct and completed March 2022. NOTED – slight error in Norfolk Strategic Fund funding £95k rather than £90K – ACTION: JD will amend and distribute. A recruitment process for the Project Manager is underway and interviews are taking place over the next two weeks. The regulation Great Norwich Development draft plan is now subject to public consultation, following this it will be submitted to the SoS in the summer. It is hoped the plan is adopted in Sept 2022 AC – Further to the AY appointment, is it possible to incorporate an economist’s view as to the review of the benefits of scheme to the surrounding area, eg a socio Economic Development Assessment. AGREED to discuss with AY at or before contract Inception Meeting. ACTION: AC will form some wording and forward to AD & JD</p> <p>GN – Suggests inviting AY to the next meeting of this group to start a conversation around engagement with the group and how it is envisaged to take place AGREED</p> <p>JW – stressed the importance of early engagement with all parties with an interest, and site visits. Supported by CW. KD - Client led engagement with stakeholders is fundamental to the masterplanning process.</p>	<p>JD</p> <p>JD AC</p>
4	<p>Carrow House acquisition update</p> <p>GN presented a paper on Carrow House acquisition The price remains confidential The bid to government is for £4.3m allowed for capital investment for refurb and purchase Exchange is due in April, due to take occupation in July</p>	

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	<p>The business case is being worked on and is stretching resources currently within City Council – additional resources will be required. Costs can be charged to the Towns Fund bid.</p> <p>The intention is to low key refurb, to make it lettable and usable for a number of years. The Master Plan will determine how long and end uses for the building.</p> <p>There is considerable heritage on the Carrow House site. The site is key to the connectivity of the larger Carrow Works site.</p> <p>Cllr S – this is a high level of risk for the Council, demonstrating the absolute commitment of the City Council to delivery of regeneration in East Norwich.</p> <p>GN – there is a buy back clause being sought by County around highways issues at King Street, this is still a point of negotiation. The county council are clear they want an opportunity to buy back the frontage 10 metres to improve transport if necessary.</p>	
5	<p>Norfolk County Council: update on access options study</p> <p>RD – presented an update on the Access Option Study and the context for this work.</p> <p>The work is an engineering constraints mapping piece of work looking at potential linkages and crossings within the site. The work is designed to inform, underpin and support the Master Plan. It provides information on opportunities and challenges. RD clarified that the assessment of the link between the Deal and Utilities sites will look at both vehicular and non-motorised access via a bridge over the Wensum.</p> <p>County has engaged WSP to undertake this work and they have begun.</p> <p>Currently involved in gathering background evidence</p> <p>Two teams – Highways and bridges</p> <p>The team will be shortly requesting access from landowners – it is important to engage with WSP over this.</p> <p>CW – in terms of access to utilities site, it is important to integrate vehicular access, emergency, refuse etc. RD noted that the potential for all travel movements will be examined.</p> <p>JW – would it be possible to have a copy of the instruction to WSP to understand the scope of the project? AGREED. ACTION: RD to share instruction</p> <p>GN – to unlock the Utilities site, in terms of redevelopment there will need to be vehicular access from the south, this is a pre-requisite to development. There are legal agreements in place to allow Norwich CC to step in and deliver this.</p> <p>GN – it would be helpful for landowners to provide updated contacts for arranging access</p>	

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	<p>AC – need for an iterative process in relation to the access study and development of masterplan. RD – agreed it needs to be an iterative process. The access study is intended to be the first step in identifying achievability of the options being developed by the masterplanning process, and to provide an evidence base.</p>	
6	<p>Terms of reference : minor update</p> <p>JD – Norwich CC were approached by Crown Point Holdings who have land very close to the sites. They have asked to be included in the wider reference group.</p> <p>JD – Network Rail are now also confirmed as partners</p> <p>JD – please advise if there are any others who feel should be invited</p> <p>PC – strongly suggest Greater Anglia should be included as a long lease holding</p> <p>RC - Anglian Water should also be included.</p> <p>ACTION JD to update TOR accordingly</p>	<p>JD</p>
7	<p>Partner updates</p> <p>Network Rail is running a concurrent programme to the Master Plan, developing a Land Strategy with first output being in August 2021.</p> <p>AC – is there a contact to discuss the location of the LaFarge site/mineral rail head</p> <p>AC: has the moving of the [LaFarge Tarmac site / Mineral Railhead] to an alternative location been considered under NR's Land Strategy.</p> <p>ACTION: AC to contact PC to discuss</p> <p>JW – moving their project forward first meeting on the 15/2. PC confirmed Network Rail would be happy to meet on site.</p>	<p>AC/PC</p>
8	<p>AOB</p> <p>Date of next meeting: Mid March tbc.</p>	