

**NORWICH TOWNS DEAL BOARD**  
**MONDAY 28 November 2022, 10.00AM**

**Via MS Teams**

**Attendees:**

Andrew Dernie (CHAIR) (AD) – Aviva	Ellie Hardy (EH) – Norwich City Council
Chris Sargisson (CSa) – Norfolk Chamber of Commerce	George Denton (GD) – South Norfolk & Broadland Council
Graham Nelson (GN) – Norwich City Council	Alec Hunter (AH) – Ingleton Wood
Sarah Collins (SC) – Norwich City Council	Sam Maynard (SM) – Oxbury
Ellen Tilney (ET) – Norwich City Council	Julie Schofield (JS) – UEA
Jerry White (JW) – CCN	Chloe Smith MP (CS)
Chris Starkie (CSt) – New Anglia LEP	Stefan Gurney (SG) – Norwich BID
Cllr Alan Waters (AW) – Norwich City Council	Andrea Johnson (AJ) – Office of Chloe Smith
Tim Bishop (TB) – The Forum	

**Apologies:**

Clive Lewis MP	Julia Nix – Jobcentre Plus
Stephen Evans – Norwich City Council	Juliana Meyer – Supapass
Phil Courtier – South Norfolk and Broadland District Councils	Cllr Mike Stonard – Norwich City Council
Helen Lewis – UEA	Vince Muspratt – Norfolk County Council
Roisin Buckley – Office of Chloe Smith MP	Vicky Boorman – Norwich City Council
Gill Mason – DWP	Kris Jones
Tim Boucher – Oxbury	
Shan Lloyd – BEIS	

Ref	Item	ACTION
<b>1</b>	<p><b>Welcome, Actions, Apologies, Minutes</b></p> <p>The 31 October Board minutes were approved, and actions covered.</p> <p>Two people left to return updated Register of Interest forms to EH.</p>	
<b>2</b>	<p><b>Digital Hub Project Update Presentation</b></p> <p>SC, SM and AH gave a presentation on the Digital Hub.</p> <p>Dates for the programme are not set in stone.</p>	

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	<p>JS stated that the kitchens and the open spaces are important to build a social space and to build a community. This supports a community building.</p> <p>CSt enquired regarding number of desks. There are 177 desks in offices and 160 in communal workspaces.</p> <p>There is flexibility to change size of offices to allow more small offices or fewer medium sized offices.</p> <p>CSa discussed renovating the area so the hub is a central point to encourage grow on space, and approaching the operator regarding what comes next in the strategy. Creating a tech quarter all the way to Carrow House.</p> <p><b>ACTION:</b> We need to consider how to energise the broader business development and how to develop it. Digital Hub to be kept on the agenda.</p> <p>JS discussed virtual tenants using Townshend House. These are small organisations looking for a business address who do not yet need a physical space. JS wanted to know if this had been considered. ET stated that some potential operators have visited the site and had discussed the possibility of virtual tenants.</p> <p>SC to send format of the SLA's to CSa to review and share with sub-committee to ensure information needed is included.</p>	SC/CSa
3	<p><b>Branding Project (WiN) Update</b></p> <p>SG gave a presentation on the Branding project.</p> <p>Organisations in the city can access the material by contacting Norwich BID and there are contact details on the WiN website. BID will then be able to signpost to the right place. Capital funding is now in place.</p> <p>GN queried what scope is there to generate income without spoiling user experience. SG – BID have looked at other models aside from advertising such as imbedding local large employers on to the site. There also may be the opportunity for companies to buy into campaigns to promote Norwich.</p>	
4	<p><b>ACE Project Update</b></p> <p>JW provided an update on the ACE Project and shared images of the project.</p> <p>Structural work complete. Still waiting on some equipment and materials. It is expected that the project will be fully complete by mid to late January 2023.</p>	

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5	<p><b>Town Deal Projects, predicted completion dates</b></p> <p>SC gave an overview of Norwich's Towns' Fund projects and their predicted completion dates. These dates are same as before.</p> <p><b>ACE</b> – complete but still awaiting equipment due November 2022.</p> <p><b>Branding</b> – completed October 2022</p> <p><b>ENMP</b> – completed June 2022</p> <p><b>The Halls</b> – due for completion June 2024.</p> <p><b>Carrow House</b> – due for completion January 2023.</p> <p><b>Public Realm</b> – Hay Hill on schedule for December 2023.</p> <p><b>Revolving Fund</b> – on schedule for March 2024.</p> <p><b>DigiTech Factory</b> – completed September 2021.</p> <p><b>The Digital Hub</b> – on schedule for March 2024. What contractor or operator on top of what is included in the tender may extend the end date.</p>	
6	<p><b>Project Updates</b></p> <p><u>The Halls</u></p> <p>Moving well. Design Team have concept designs. The surveyors are in this week.</p> <p>We have asked for a conceptual design plan.</p> <p>We are tendering for the M&amp;E consultant. These are being evaluated and questions asked.</p> <p>Condition survey work is being progressed internally for funding.</p> <p><u>Carrow House</u></p> <p>Old Carrow House is going well and on programme. An additional piece of work is needed. Units are arriving from abroad and these have been delayed. Programme has been extended to 23 December. This excludes the secondary double glazing.</p>	

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	<p><u>Revolving Fund</u></p> <p>A report is going to cabinet on 14 December to request permission to CPO two plots of land, if it becomes necessary. This does not mean we will go ahead with a CPO. It only means we have authority to proceed.</p> <p><u>Public Realm</u></p> <p>We are approaching cabinet for delegated authority.</p> <p>We are still waiting on a decision from DLUHC. There is a meeting for a decision on 2 December. Once this is approved, we will start communicating with the public.</p> <p>Design was passed to CLT and there is approval for the design to go to cabinet on 14 December. This will be for delegated authority for GN to award to Tarmac.</p> <p>There has been a meeting with Morrisons regarding funding of maintenance for Hay Hill. There was a positive response, although they will not cover all costs.</p> <p>ACTION: Members of the Bboard to consider who may be able to help with the funding of the maintenance of Hay Hill.</p>	
7	<p><b>Update on LUF</b></p> <p>We have not had a decision from DLUHC. We have been told it will be made before Christmas.</p>	
8	<p><b>AOB</b></p> <p>AD would like to thank and recognise the contribution from AW and Chloe Smith who will not be running for re-election.</p> <p>GN has drafted a lobbying letter for Dehenna Davidson MP ready to send once approved by AW and AD.</p> <p>SC reminded the Board of the 19 December. SC to confirm by 12 December if the meeting is needed. ET stated that if the DLUHC decision is positive she would like for it to go ahead.</p>	GN/AW/AD

### Next Meetings

Monday 19 December – 10am (*if required*)