

## Norwich Town Deal Board Minutes

20 May 2024

BOARD ATTENDEES	
<p>Andrew Dernie (Chair) - AD; Amber Clarke – AC; Sarah Collins – SC; Nova Fairbank – NF; Graham Nelson – GN; Michael Pedder – MP; Chris Sargisson – CS; Ellen Tilney – ET; Stephen Crocker – SCr; Julie Schofield - JS</p>	<p><b>Apologies:</b> Chloe Smith, Jerry White, Mike Stonard, Chris Starkie</p>

ITEM NO.	MINUTES	OWNER
1.	<p><b>Welcome, actions, apologies, minutes.</b></p> <p>Minutes of the last meeting agreed.</p> <p>Outstanding actions to be covered at this meeting, except Jerry’s update on the Digitech Factory, which will come at another meeting.</p> <p>Stephen Crocker has joined the Board to represent cultural sector of the city.</p>	
2.	<p><b>LUF Funding Update</b></p> <p>ET – have had confirmation of the validation signed off. Oliver from DHLUC will be meeting ET early this week to go through documents, including the MOU to be signed by GN, and arrange an inception meeting. We will be able to do comms soon – this or early next week.</p> <p>ET – we will receive the amount we were expecting - £7.583m plus match funding.</p> <p>SC – tenders received and evaluated for architect, quantity surveyor and project manager. Successful candidates informed, but waiting for official confirmation to proceed.</p> <p>GN – positive news is still confidential. Wait for DHLUC to announce officially.</p> <p>GN – Mile X project is more community-focussed than anything this Board has done before. May wish to invite additional people onto this Board from the community so they feel part of process.</p> <p>AD – yes, we can do that. Chloe Smith’s successor will be invited to this Board.</p>	

	<p>GN – suggest a cabinet member and also a community representative.</p>	
<p>3.</p>	<p><b>Project Updates</b></p> <p><u>The Halls</u></p> <p>SC – N D Willan are working well. Scaffolding is up to the highest level of The Halls. Approving design of temporary roof now. Will be installed in June.</p> <p>SC – no nasty surprises. Conservation specialists on site. Archaeological ground workers are there to follow HE’s processes.</p> <p>SC – Clare Hubery is finalising documentation with Arts Council. Part of additional funding will improve Blackfriars’ access, and this should be completed this year. Will include external lighting improvements. External works will need more than Arts Council money. Will know more once roof removed.</p> <p>SCr – could I see bid documentation to understand commitments to Arts Council?</p> <p><b>ACTION: Ask Clare Hubery to share that information, as well as business case for Hay Hill with SCr.</b></p> <p><u>Public Realm – Hay Hill</u></p> <p>SC – onsite project progressing well. Planting is going in; finishing paving; working on the two buildings. Programme completion date is mid-July. We are pushing back to get an earlier completion date – it is perfectly possible for them to open the site and then come back later to do, for example, the bike racks.</p> <p>AD – this has been a tricky project to get over the line. The site has come on a lot over the last month, and it is realistic to be heading to the end of June, allowing it to be available for the Lord Mayor’s events and the BID summer festival.</p> <p>Julie – the site has come a long way over the last few weeks. Has caused some access problems, so will be good to expedite opening the site. Will be an amazing space which is usable.</p> <p><b>ACTION: Clare to progress preparation of opening event.</b></p> <p>SCr - see what other cultural partners doing? Could we get artists involved who are performing in Norwich at the time?</p>	<p><b>ET</b></p>

**ACTION: SCr to ask about this at the Cultural Compact.**

SC – Homage to Thomas Browne installation in Eaton Park is on time and an event will be planned with the Friends of Eaton Park.

Digital Hub

SC – going well. The proposed operators have completed final design and retendered. Introduced their contractor. Our consultant is confident they understand the critical M&E aspect of the design

SC – we are in regular communication. ET and Amy Dunham met their COO at his request for a kick-off meeting.

ET – a very positive meeting with COO. Went through history of project and discussed local stakeholders who can add value to the project and how the centre will work with Towns Fund Board. He is very open to that. He is to send through dates for calls with partners who have expressed interest in being involved. Chris Sargisson will ensure that they engage with the right people.

CS – they have a good approach. Will start conversations when they are ready. Agendas are well-aligned.

ET – they are excited re basement space to be converted to event/meetings space. Want to engage with CS to understand how they need to get the space ready.

**SC/CH**

SC – if they want to understand that we need a meeting quickly on that point.

**SCr**

**ACTION: organise a meeting re. works in the basement**

SCr – is Tech East a partner?

ET – we have kept them informed and we will re-engage them.

CS – I sit on the Board of Tech East and they are plugged in to the project. Possibly an interesting home for them to operate from.

SCr – would be good to get greater awareness from other sectors re what this project is. Tech East well connected and would be a good ambassador.

	<p>CS – time taken has been an issue. Soon as have timescales will work to get everyone excited re. what is coming.</p> <p>JS – we are providing hotdesking for Innovate UK artificial intelligence lead from June, and will be hosting event later in year as part of national programme. Opportunity to spotlight Norwich.</p> <p><b>ACTION – ET to discuss with JS.</b></p> <p>AD – NIF put money into recent fintech report. It positions city well in a vibrant report re business in the city.</p> <p><u>Revolving Fund</u></p> <p>SC – looking at sites we feel may be suitable. Moving forward at the same time with phase 1 and phase 2 sites. Moved some developers due to the option for NCC to CPO sites. NCC have purchased one site. In negotiations with landowners to see if we can move larger sites on.</p> <p><u>ENMP</u></p> <p>GN – NCC refused planning application submitted for Carrow Works. ENMP team are discussing the implications of this in relation to landowners and prospective developers.</p> <p>GN – PRD (strategic consultants) to prepare a business case to get public sector involvement and close viability gap. Also talking to some prospective development partners who we feel would be better placed to take it forward. B/U keen to exit the site.</p>	<p><b>SC/ET</b></p>
4.	<p><b>AOB</b></p> <p><u>DLHUC Performance Monitoring Submission</u></p> <p>SC – previously issued the submission to board members for comments. Our S151 and AD will sign off. Any questions?</p> <p>AD – will wait for any comments and get back to you on Wednesday.</p> <p><b>ACTION: all board members read email from SC and let her know if any comments.</b></p>	<p><b>ALL</b></p>

<p><b>ACTION: AD will email on Weds am to remind you all.</b></p> <p>ET – if AD could sign DLUHC document and send back to NCC, I will get that copy signed by S151 officer on Thursday.</p> <p><u>Future Projects.</u></p> <p>AD – want a pipeline so we can act as funding drops.</p> <p><b>ACTION AD/GN to agree how best to do this.</b></p> <p><b>ACTION: All to think about projects which we might take up.</b></p> <p>AD – want people to see how and why we are moving the city forward. Over next 6 months we should shape this up and so we are well placed for a new administration.</p> <p>GN – will need to meet offline to discuss re County’s decisions re devo and NIF, as well as adoption of our new corporate plan and how that will feed onto new City Vision.</p> <p>ET – re feasibility studies – it is now more important than ever to get all elements in place. There will be funding to carry out feasibility studies for projects. Would be sensible to be thinking about what evidence you need to support capital projects. Think what might be missing from evidence packs to support things you might bid for next year.</p> <p><b>ACTION: ET to pick up offline conversation with Chris Gribble and SCr.</b></p> <p><b>ACTION: SC to send ET invite.</b></p> <p>SC – I will be sending invites for this meeting.</p> <p><b>ACTION: please accept new invites and delete old ones.</b></p> <p><u>AOB - other</u></p> <p>GN – Local election since last meeting. Now no overall control 19 Labour; 15 Greens;3 LD; Independents 2. Anticipating Labour to carry on running a minority administration.</p> <p>AD – let us know if need updates to Cabinet.</p> <p>GN – will take annual update to July Cabinet.</p>	<p><b>AD</b></p> <p><b>AD/GN</b></p> <p><b>ALL</b></p> <p><b>ET/SCr</b></p> <p><b>SCr</b></p> <p><b>All</b></p>
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	AD – happy to come to July Cabinet.	
5.	<b>Next Meeting</b>  24 June - 10am	