

**Greater Thetford Development Partnership Board
Minutes**

Thursday 14th April 2016 10.00am – 12.00pm
The Bell Hotel, King Street, Thetford, Norfolk, IP24 2AZ

Chair: Anna Graves AG (Breckland Council)

Attendees:

Board Members

Denis Crawford DC (Norfolk County Council), Ivor Andrew (Croxtton Parish Council - Substitute), Mike Brown MB (Thetford Business Forum), Chris Hey CH (Norfolk County Council), Will Van Cutsem WVC (Pigeon), Paul Wheatley PW (Norfolk Police), Rob Cooper RC (Norfolk County Council & South Norfolk CCG), Tony Poulter TP (Brettenham & Kilverstone Parish Council), Terry Jermy TJ (Thetford Town Council), Adam Broadway AB (Flagship), Richard Doleman RD (Norfolk County Council), Julie Kennealy JK (Breckland Council) & Tig Armstrong TA (Norfolk County Council)

Officers

Robert Walker RW (Breckland Council) & Robert Campbell RC (Breckland Council),

Guests

Minutes

Natalie Thatcher NT (Breckland Council)

Apologies:

Robert King RK (Croxtton Parish Council)

	Item
	<p>It was noted that Tig Armstrong has now replaced Fiona McDiarmid on the board, representing Norfolk County Council.</p> <p>There will also be a change to the Breckland councillor representative as a result of cabinet changes. The decision will be ratified on the 12th May, and the new representative will come along to the next meeting.</p> <p>Rob Cooper was introduced as a new member of the board, representing health and although he will not be able to come up with all the answers, he may be able to find the right person to provide them. His interest in the group is to provide good links with healthy living centre practices and surgeries in the town and also look at population planning considerations regarding primary care facilities and medical provisions as it grows, including dentists and pharmacies.</p> <ul style="list-style-type: none"> • Rob would be happy to provide a short presentation at the <p style="text-align: right;">Agenda Item</p>

	next meeting.	
1	<p><u>Approval of Minutes 02/12/15</u></p> <p>The minutes from the last meeting were approved. However, the following points were noted;</p> <ul style="list-style-type: none"> • It was confirmed that the amendments to the independent chair recruitment was the pay increase from £3000 to £5000. • There should be an action point on Page 5, against the Planning & Projects sub-group. • A Cosy Carpets update will be provided after the meeting. • Board member development will be actioned once the new board is in place, including the independent chair. • Re-circulate the main board Terms of Reference once the new board members have been updated. 	NT
2	<p><u>Communications Activities</u></p> <p>Will Van Cutsem spoke at the local Business Forum yesterday on the Thetford residential scheme, as well as an update on the TEP site. Julie Kennealy and Mike Brown were also in attendance. Overall, positive feedback was given on the projects. It was confirmed that a public consultation is to be set up after the funding is received.</p> <p>The new Cabinet at Breckland also heard about the place based focus in Thetford, at a recent meeting.</p> <p>It was also stated that within the devolution deal that is taking place, links to the infrastructure requirements in growth for the Thetford area are represented.</p> <p>The next meeting in June is a public forum. Notification is to go out quickly and ask for some questions and answers ahead of time. A briefing note will be provided for the board ahead of it.</p> <ul style="list-style-type: none"> • AG/JK/NT will work on the plan for this meeting 	AG/JK/NT
3	<p><u>Independent Chair</u></p> <p>Following the re-advertisement of the independent chair role, the field of applications was much stronger. Three have been shortlisted for interviews on the 21st April and the panel are confident that there is a suitable candidate within the three.</p> <p>The board discussed interactions with the potential candidates before an appointment is made and a vote took place.</p> <p>It was agreed that the panel have shortlisted and will proceed with the interviews next week. Those that are appointable will be asked to meet the board, so a final decision can be made by the whole board.</p>	

4	<p><u>Communities Sub-Group</u></p> <p>The Communities sub-group met recently and finalised their terms of reference. They are broadly similar to those previously presented, however some tweaks have been made around how the group takes its direction.</p> <p>The group are still finalising their membership. They have a town council representative, 2 parish council representatives and would like 4 independents from the community.</p> <p>Applicants for the independent reps will be asked to demonstrate how they would represent the community and engage local people. The advert will run until the 12th May.</p> <p>The terms of reference were ratified by the board.</p> <p>The board agreed the advert, however the age restrictions were questioned.</p> <p>Onus through the application form is on how the applicants will engage with all aspects of the community. The board voted on altering the restrictions from 18's and over to 16's and over. It was decided that the advert will be amended to 16's and over to ensure youth engagement. With this change the board were happy to sign off the recruitment.</p> <p>The group were asked if anyone had suggestions for local newsletters to advertise the posts in. The town and parish newsletters, schools, the Breckland Voice magazine and the Flagship newsletter were all suggested. The advert will go live on the website and out to board members imminently.</p> <p>The board are to circulate and promote the advert as much as possible.</p>	All
5	<p><u>Planning & Projects Sub-Group</u></p> <p>Richard Doleman was confirmed as the chair of the Planning & Project sub-group. They had their first meeting last Friday and was well supported.</p> <p>The composition of the group is small, however, useful parties may be invited in as and when needed. The group want to understand what projects are on the table and any blockages that may come up within those.</p> <ul style="list-style-type: none"> • By the next board meeting, the draft Integrated Delivery Plan will be pulled together and available for a first draft review. <p>Something that the group may look at is the use of local growth fund money that is allocated to the area and time limited.</p>	RD

	<p>It's important that the inward investment and projects & planning groups are connected and working alongside each other.</p> <p>The Breckland Bridge project was discussed as it might be useful to speak to a member from the Land Group to capture the details of what's going on.</p> <ul style="list-style-type: none"> • The Police would also like information about the Breckland Bridge project, particularly around nightlife additions. The communities group is to pick this up. <p>Breckland Bridge is 90% owned by Breckland Council, but is still a commercial body. Although this project can be discussed in the board meetings, commercial details will not be put into the public arena, as no commercial company would do this.</p> <ul style="list-style-type: none"> • The projects and planning group will pull together a list of all possible projects from the area. 	<p>Communities sub-group</p> <p>RD</p>
<p>6</p>	<p><u>Inward Investment Sub-Group</u></p> <p>The Inward Investment sub-group held their first meeting on the 31st March. They had good discussions on the Thetford SUE and TEP sites, as well as the A11 corridor and TEP site marketing. The group discovered how they would operate, including looking for funding and using the project list to work out what money is needed for.</p> <p>The first block of work is to start on the TEP next month, in parallel to the first bid to the NALP for some of the site unlocking costs. The deadline is the 5th May and a draft of the bid could be circulated to the board. The bid gets put onto a list and will develop as the masterplan develops. Even if the bid is successful, money will not be released straight away, but will be evaluated over time.</p> <p>Both the Planning & Projects and Inward Investment sub-groups need to clarify their remits and ensure continuity between them. It was confirmed that Planning & Projects should oversee the building and construction of the delivery and Inward Investment would work on anchor tenants and blended finance to support the delivery.</p> <ul style="list-style-type: none"> • JK/RC to review the terms of reference to ensure clarity over the wording around delivery. <p>The sub-group will need to both support existing business to thrive as well as encouraging new businesses to come into the area.</p> <p>It was suggested that some information around the local skills base may be useful for the board and can be brought to future meetings.</p> <ul style="list-style-type: none"> • Further information should be available in the Autumn and this timeline was agreed for an update to come back. 	<p>JK/RC</p> <p>CH</p>

7	<p><u>AOB</u></p> <p>Terry Jermy is a member of Norfolk County Councils Economic Development sub-committee. At one of their previous meetings, it was suggested that a meeting took place in Thetford. This was agreed and they are coming to Thetford in June. The board were asked if they would like to do a presentation at that meeting, outlining the high level work that is being done. Julie Kennealy agreed to do this on behalf of the board.</p> <ul style="list-style-type: none"> • Tig Armstrong and Terry Jermy to pick up adding it to the meeting agenda. <p>Some members of the board asked that a vice chair was voted in, for times when the chair cannot be available. It was suggested that this nomination is someone from the existing board. Mike Brown nominated Terry Jermy as vice-chair and this was seconded by Denis Crawford. The decision was approved by the board.</p>	TA/TJ
8	<p><u>Next Steps</u></p> <p>The following actions were summarised as next steps for the Board to take.</p> <ol style="list-style-type: none"> 1. A health overview will be provided at the next meeting. 2. Main board terms of reference will be updated with the latest board member amendments, including the addition of a vice-chair. 3. Recruitment of the independent chair will be presented to board at an additional meeting to be arranged. 4. The question & answer process for the public forum will be confirmed and the date will be advertised. 5. The new independent chair will pick up the development process for the board. 6. The Communities sub-group advert will be amended and re-circulated for promotion. 7. The Integrated Delivery Plan will come to the next meeting for consideration. 8. The Inward Investment sub-group will circulate the TEP funding bid for info. 9. Skills work feed in to the board in the autumn. 10. The Public forum will be organised 11. There will be an informal meeting to meet the new chairperson 	<p>RC/Agenda Item</p> <p>NT</p> <p>NT</p> <p>NT</p> <p>Independent Chair</p> <p>RW</p> <p>RD</p> <p>JK/RC</p> <p>CH</p> <p>NT</p>

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