

Greater Thetford Development Partnership Board

13th October 2017 10.00am - 12.00pm

Charles Burrell Centre,
Staniforth Road,
Thetford,
Norfolk,
IP24 3LH

AGENDA

	Item	Lead
1	Apologies	
2	Minutes and matters arising from 16th June 2017	
3	Greater Thetford Development Partnership – Future Development	
4	Greater Thetford Development Partnership Board Objectives <ul style="list-style-type: none"> • Objective 1: Breckland Council lead • Objective 2: Norfolk County Council lead • Objective 3: Thetford Alliance (GP practices) • Objective 4: Thetford Town Council lead • Objective 5: Flagship Housing lead • Objective 6: Norfolk County Council lead 	update from Board members
5	Communications	
6	Thetford SUE/ TEP update	
7	Greater Thetford Development Partnership Sub Groups <ul style="list-style-type: none"> • Communities • Inward Investment • Planning and Projects 	Robert Whittaker Robert Campbell Richard Doleman
8	Organisational updates Representatives to report on any matters of interest in their area.	
9	Future Agenda Items Board Members will be invited to raise any agenda items prior to future meetings so that responses can be available at the meeting. This will reduce Any Other Business to emergency items only.	All
10	Any Other Business	All
11	Date of Next Meeting 15 th December 2017 at 10.00am	

**Greater Thetford Development Partnership Board
Minutes**

15 September 2017 10.00am – 11.30am

The Charles Burrell Centre, Staniforth Road, Thetford, Norfolk

Attendees:

Chair: Graham Jermyn GJ

Board Members

Mike Brown MB (Thetford Business Forum), Caroline Money CM (Norfolk County Council), Robert King RK (Croxtan Parish Council), Robert Campbell RC (Breckland Council – sub-group chair), Will Van Cutsem WVC (Pigeon), Robert Whittaker RWh (Communities sub-group chair), Paul Wheatley PW (Norfolk Police), Tony Poulter TP (Brettenham & Kilverstone Parish Council), Sam Chapman-Allen SCA (Breckland Council), Robert Hayes-Ward RHW (Norfolk PCC), Roy Brame RB (Norfolk County Council)

Minutes

Natalie Thatcher (Breckland Council)

Apologies:

Chris Hey CH (Norfolk County Council); Adam Broadway AB (Flagship), Terry Jermy TJ (Thetford Town Council), Richard Doleman RD (Norfolk County Council), Rob Walker RW (Breckland Council),

	Item	Action
1.	<p>Apologies</p> <p>As above.</p>	
2.	<p>Minutes and matters arising (from 16 June 2017)</p> <ul style="list-style-type: none"> • The lead allocation of objective 4 was questioned, however this was confirmed that the Town Council are to report in and lead. • The lead allocation of objective 6 is not yet clarified as the Business Forum need to confirm that they will allow working with elected councillors, rather than just officers. MB will speak to the forum before he can confirm support for this. • Robert Hayes-Ward is to lead on objective 3 with regards to health care provision, however leisure is beyond his remit and he will need assistance in this. It was confirmed that the 3 sub-groups are there to help on each of the objectives as a resource if needed. Tony Poulter agreed to support objective 3 too. • A query regarding the inclusion of wording confirming that public feedback on the vision is welcome was agreed to be included. • An action regarding a signage update is still outstanding. <p>The minutes were then agreed.</p>	<p>MB</p> <p>RD</p>

3.	<p>Board Governance</p> <p>Graham Jermyn completed his initial 12 month contract with Breckland Council, to chair the board, in August 2017 and has decided not to renew. He has enjoyed his time as chairman and hopes that the board continue to work towards its objectives. The board passed on their gratitude for his continued hard work.</p>	
4.	<p>Board Objectives</p> <p>No 1: To seek and lobby for investment and improvement in strategic infrastructure</p> <p>RD and RC have started their initial work and put together a methodology. It is less likely that the GTDP will uncover a completely new infrastructure topic which has had no consideration by Government, LEP or Local Authorities. It is more likely that the Partnership will wish to influence the scope, direction and speed of particular types of infrastructure development, based on its emerging vision for Greater Thetford. The final product will be a list of projects with clear ownership, funding position and details of the projects. The focus is on infrastructure, which are usually larger projects that have a wide impact on the area. It was requested that the method is agreed and a document will then be built containing these details. The document will then be circulated electronically and be accessible to the public. The projects should also confirm whether they are information only or whether the board want to help move forward. The list will be drawn together and brought back and will be a live document that is always changing. It was asked timescales and accountability be added.</p> <p>No 2: To promote the Greater Thetford area as a ‘destination of choice’</p> <p>Breckland’s market town initiative ties in well with this objective as it will try to make Thetford a destination of choice. Work is already in the pipeline, including a large piece of work that will happen in November, which will then give more of an idea of what to do next. It is understood that the promotion angle for Thetford will be its heritage. Several heritage destinations have been noted and should be promoted to ensure that Thetford becomes a place of choice. Roy Brame is the new County Council rep and will continue to support this point, however as a Town and Breckland Council rep, rather than a Norfolk rep. The Business Forum appreciate the Breckland initiative and would like to see everyone working together, especially the Town Council and Leaping Hare tourist information to collaborate to help improve the local visitor numbers. Roy Brame is to pick up and find out if leaping hare have been or can be approached. It was noted that there is an ongoing heritage project around High Lodge. RWh is to send RB the contact details for inclusion.</p>	<p>RC/RD</p> <p>RB</p> <p>RWh</p>

	<p>No 3: To improve access to health services and the ability of people to adopt healthier lifestyles with improved leisure and recreation opportunities</p> <p>This will be reported under item 7.</p> <p>No 4: To revitalise Thetford town centre and improve connectivity with public and other forms of transport</p> <p>Thetford should be revitalised following the Market Town Initiative work. The Town Council are waiting to appoint their representative to work on this and once this has been done, updates can be provided to the board more fully either by that individual or through Terry Jermy. Some of the Breckland initiatives coming forward to help the towns were noted, including the County Council signage, Market Towns Initiatives and the rates relief pilot which should be rolled out across the five market towns.</p> <p>RWh reported that neither the Town Council (who were supposed to be leading) nor Breckland DC (the other contributor) had been in contact with him about this objective. The Community Sub-Group had done its part and considered priorities at its recent meeting. Its recommendations were improvement to Riverside Walk and dealing with the clock in King Street Square as priorities for the Town Centre, along with an integrated transport plan and whatever comes out of our Cycling and Walking Study as priorities for transport links.</p> <p>The rates relief aims to help small business and should help to overcome the empty units problem. The relief does differentiate between individual shops and chains.</p> <p>It was also confirmed that Breckland Pride funding was applied for to get the town clock working and has been drawn down by the Town Council for the improvement work. SCA will clarify the amount of funding given.</p> <p>The business rates relief scheme has poor take up so far but it could be flagged up by members of the board. SCA is to make a note of when this comes to Thetford and add to the business forum board. To be classed as a small business, it is based upon rateable value of the property and if you only have one property. This stresses the complications of applying for rate relief.</p> <p>It was also noted that the public have mentioned that they now come to Thetford for the cinema and this needs to be leveraged.</p> <p>No 5: To ensure a good supply and mix of quality housing with choice and opportunity for all</p> <p>Bob King stated that he had not heard back from Adam Broadway to arrange getting together, so no progress has yet been made.</p> <p>No 6: To encourage economic vitality in Greater Thetford and enhance education and learning opportunities to ensure residents can access jobs and skills near where they live</p> <p>This objective is now being led by a councillor, rather than an officer. One of the aims is to look at raising attainment levels in primary and</p>	<p>TJ to follow up</p> <p>SCA</p> <p>SCA</p> <p>Agenda Item</p>
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	<p>secondary education and apprenticeship schemes. This will also include a review of educational posts for school leavers. Some introductory information can be sent out and a further update will be ready for the next meeting.</p> <p>MB presented on the business forum, which is made up of 75 businesses who are committed to the town. A training collaboration between the members is led by them and some free places at training events are left open for those that cannot afford it or are from charities. The training works out cheaper by running it in collaboration. Training and career opportunities also encourage younger people to stay in the area. They have also engaged with schools to encourage work placements. The Business Forum would like to continue the training programme and working in conjunction with Breckland Council and the Economic development team.</p>	
<p>5.</p>	<p>Communications</p> <p>Matt Barnard introduced himself to the board, as the Communications Manager at Breckland Council. Breckland host the central communications point for the GTDP, including the website. Documents and information are uploaded as and when it is received and the upcoming meetings are publicised as and when they come up.</p> <p>Both Breckland and the other partners on the board all need to work on improving their communications.</p> <p>Work has gone in to publicising the meetings more and improving the data stored. It was agreed that it is a central point for all partners to use, for both passing out information and receiving it in.</p> <p>The board want to ensure that:</p> <ul style="list-style-type: none"> • Agendas are uploaded 7 days prior to the meeting • Papers being discussed are sent out in advance and not tabled at the meeting • Highlights of the meeting published immediately afterwards • Inclusion of consultations on the 'have your say' page <p>It was noted that the aims and objectives haven't yet been publicised and the public haven't had a chance to comment on them.</p> <p>The Vision and Objectives are the current product of the board and this should be publicised as much as the meetings.</p> <p>The board discussed using the press to help publicise, rather than all online, so that it's accessible to everyone.</p> <p>The purpose of the group should be articulated to the public and at the end of each meeting, an appointed person needs to action the 2-3 key points of the meeting and contact the Thetford and Brandon and EDP paper to pass on the information. This needs to be actively made to happen by the board members.</p> <p>Communication within the board was highlighted as an issue which can only be resolved by the board members.</p>	

	<p>Actions:</p> <ul style="list-style-type: none"> • Matt Barnard will come back with a few suggestions for improvement and will support with protocols of how and who. • Suggested an admin point of contact is found to take on these responsibilities. 	<p>MattB All</p>
6.	<p>Thetford SUE Update and TEP update</p> <p>Contracts have been exchanged with Hopkins Homes for the first 343 houses to be built on the SUE. We expect Hopkins Homes to submit a reserved matters application in the near future, with the hope that work will start on site in April/May time next year.</p> <p>Grant funding efforts are ongoing to assist in the acceleration of the SUE house building by supporting the financing of essential site infrastructure including water and electricity. A bid is going to the Housing and Communities Agency (a Government Agency) this month to request grant assistance with infrastructure which will support both the SUE and the TEP.</p> <p>If the bid is successful then it will support the unlocking of the TEP, alongside with the access roundabout project which is already underway.</p>	
7.	<p>NHS Feasibility</p> <p>Robert Hayes-Ward has been working with several health bodies to do a Thetford options appraisal, which builds on some strategic needs work that was previously done. As the housing builds should start next year it is the right time to bring this forward.</p> <p>They are looking at the expansion of several doctors' surgeries as well as plans to cover the future 5000 houses being built. A meeting is taking place at the beginning of October to discuss this further.</p> <p>Funding has been agreed for the appraisal and a further update can be provided at the next meeting. The appraisal document is then likely to be released at the end of the year.</p> <p>It was stated that until Public Health note the need for additional provisions, it is doubtful that improvement work will be done. Robert H-W will find out the best way for TP to engage with the relevant bodies.</p> <p>Dentistry information would also flow from the need work.</p> <p>It was suggested that information about the health infrastructure needs to be communicated to the public prior to the building work starting.</p> <p>It was confirmed that Thetford surgeries now run the Watton surgeries due to the issues they had.</p> <p>Overall, the NHS is mobilising to look at the impact of health and social care in Thetford as they are at capacity already.</p>	<p>RH-W</p>
8.	<p>Sub Group Updates</p> <p><u>Communities</u></p>	

	<p>32 responses to the cycle route consultation were received and the information is on the website. There is a slight issue with clerk services at the next meeting.</p> <p>The sub-group are also awaiting responses from board members with photos to put on the website.</p> <p><u>Inward investment</u> There has been no inward investment meeting recently, as they are waiting for projects to come forward that they can get to work on and add value to.</p> <p>It was confirmed that the inward investment group did do some work about 9 months ago looking at the money needed for the major TEP infrastructure projects. This contributed to the current bid which Breckland Council is now putting in to the HCA for TEP/SUE infrastructure. The inward investment group is an advisory group and not a bid writing resource.</p> <p>Action: IIG action from last minutes will be picked up by RC.</p> <p><u>Planning and projects</u> Richard Doleman had to send his apologies for the meeting, therefore no update was available.</p>	RC
9.	<p>Organisational updates</p> <p>No additional updates.</p>	
10.	<p>Future Agenda Items</p> <ul style="list-style-type: none"> • Public Health • Objectives updates • SUE/TEP regular meeting • Chair update/future of board • Comms 	
11.	<p>Any Other Business</p> <p>The rural parish council future composition was questioned, given the new 'urban' extension which will be within the parishes. The boundaries of the SUE within the parishes/town were queried. It was confirmed that the website about the neighbourhood plans should be able to confirm these details.</p>	
12.	<p>Key Points</p> <ul style="list-style-type: none"> • The SUE development is starting with 343 houses and the board are supporting it • NHS Mobilisation in Thetford • Thetford initiative under Market Towns is looking at heritage and the lottery bid 	
	Date of Next Meeting	

	13 October 2017 at 10.00am in the Charles Burrell Centre	
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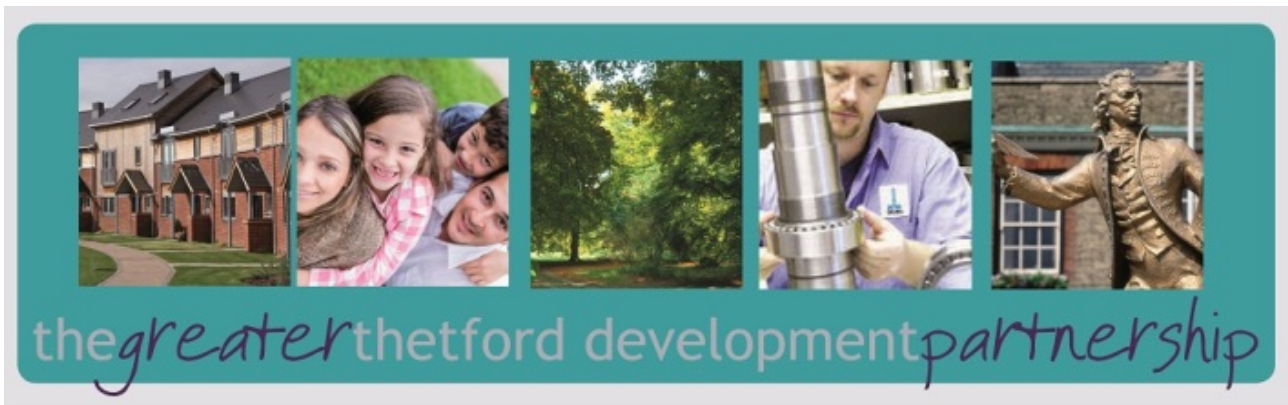
[End of Notes]

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GTDP Board Vision and Objectives

Vision	Greater Thetford: an outstanding place with opportunities for all
Strapline	Greater Thetford: a destination of choice
Aim	Develop Greater Thetford into a thriving, prosperous and attractive place to be
Location	The Greater Thetford area spans the town of Thetford and the parishes of Croxton, Kilverstone and Brettenham
Objective 1	To seek and lobby for investment and improvement in strategic infrastructure
Objective 2	To promote the Greater Thetford area as a 'destination of choice'
Objective 3	To improve access to health services and the ability of people to adopt healthier lifestyles with improved leisure and recreation opportunities
Objective 4	To revitalise Thetford town centre and improve connectivity with public and other forms of transport
Objective 5	To ensure a good supply and mix of quality housing with choice and opportunity for all
Objective 6	To encourage economic vitality in Greater Thetford and enhance education and learning opportunities to ensure residents can access jobs and skills near where they live

<p>To seek and lobby for investment and improvement in strategic infrastructure</p>	<p>To promote the Greater Thetford area as a 'destination of choice'</p>	<p>To improve access to health services and the ability of people to adopt healthier lifestyles with improved leisure and recreation opportunities</p>	<p>To revitalise Thetford town centre and improve connectivity with public and other forms of transport</p>	<p>To ensure a good supply and mix of quality housing with choice and opportunity for all</p>	<p>To encourage economic vitality in Greater Thetford and enhance education and learning opportunities to ensure residents can access jobs and skills near where they live</p>
<ul style="list-style-type: none"> • To lobby for Infrastructure improvements at Ely Junction • To lobby and seek funds for improvements to A11/A14 junction and connectivity • To support and make the case for Rail and bus service improvements (inc. station) and bus/rail interchange • To seek S106 related investment linked to Thetford SUE • To lobby for Power and Utilities investment and improvements across Greater Thetford 	<ul style="list-style-type: none"> • To brand and market Greater Thetford's offer as part of <i>Norwich – Cambridge Tech Corridor</i> • To promote tourism with a strong and cohesive heritage and cultural offer • To clearly understand and promote 'offer' to new businesses and residents • To attract inward investment in key housing and employment sites (e.g. TEP) • To promote strong community engagement and civic pride 	<ul style="list-style-type: none"> • To commission an analysis of health and social care needs • To commission an analysis of primary and secondary health and social care provision • To develop a detailed health and wellbeing action plan [based on evidence provided by health and social care needs and provision analysis] • Provision of walking and cycling infrastructure and connectivity • To promote recreation and leisure opportunities and facilities 	<ul style="list-style-type: none"> • To enhance provision of walking and cycling infrastructure and connectivity to all modes of transport • To revitalise the retail offer • To improve the general attractiveness of the town centre • To undertake a review of the public sector estate and ensure it is efficient and effective (one public estate) • To review car parking and route management to ensure town centre is easily accessible • To address ASB issues 	<ul style="list-style-type: none"> • To support delivery of Thetford SUE • To regenerate existing estates / neighbourhoods and revitalise housing stock • To ensure a mix of quality accommodation and tenure types is available across existing town and SUE to meet demand • To ensure there is a coordinated approach to community asset provision 	<ul style="list-style-type: none"> • To raise attainment levels in Primary School education • To sustain improvement in Secondary School education • To promote and increase number of apprenticeships available locally • To review post-16 education [to include destination of school leavers] • To review Employers' skills and recruitment requirements • To match local skills/education provision with employer demand • To support business development and growth in Greater Thetford



Community Sub-Group Report

GTDP Board Meeting Friday 13th October 2017

Since the previous Board Meeting on 15th September, the Sub-Group has met once on 20th September. Highlights from this Sub-Group meeting were circulated to Board members previously, and draft minutes from the meeting should be available from the GTDP website. Particular items of interest for the Board are listed below.

Clerking Support

Unfortunately, Breckland Council were unable to provide a Clerk for our recent meeting. The Sub-Group understands that sometimes situations arise which mean that it is not possible to provide the promised support. However, this does seem to be a recurring problem: we have not had a minute-taker for three out of ten meetings to date. Of equal concern though, is that when we were told a Clerk could not be provided for this latest meeting, we asked Breckland to investigate alternatives — for example asking the Town Council to record the meeting so the minutes could be typed up by a Clerk afterwards (as had happened previously). Apparently this was not done, but we were informed of this lack of action on the afternoon of the meeting, by which time it was too late for us to try to make alternative arrangements ourselves.

We do not think it is fair to ask one of the unpaid volunteer members of the Sub-Group to take minutes at the meeting or to have to spend time typing them up afterwards. It is also not fair to expect one of us to be chasing round in the days before the meeting trying to make alternative arrangements. We would therefore suggest that the Board asks Breckland make better arrangements for providing Clerking support for the Sub-Group, and that it has more effective contingency plans in place for if a Clerk is unavailable.

Bus Service Issues

At the meeting, members of the public raised several issues about the provision of bus services from and within Thetford. There were complaints that there were no local bus routes near Nunnery Drive, there were no services from Thetford to Norwich, and changes had been made to routes around Kimms Belt. These issues will be raised with the team from the Board that are looking at Objective 4, which covers public transport links.

Cycling & Walking Investigation

The full set of responses received from the Sub-Group's call for public feedback as part of its Cycling and Walking investigation can now be found online at <http://www.gtdp.org.uk/cycling-walking>. There is some additional background information to collect on the status of existing routes and future plans. The Sub-Group will then compile a report with recommendations for the Board to consider.

Fly-Tipping, Littering and Waste Disposal

We were grateful to Joel Hull and Kate Murrell from Norfolk County Council's waste team. Joel provided answers to various questions in advance of our meeting, and Kate attended for a discussion at the meeting. She provided an overview of waste management in the area, answered various questions from the public, and noted suggestions.

Concern was expressed by a member of the public about what he saw as Breckland Council's apparent unwillingness to prosecute alleged Fly-Tippers, even when compelling evidence was available. We will follow this up directly with Breckland and the member of the public.

Sub-Group Membership

It was noted at its recent meeting that the Sub-Group's Terms of Reference state that its membership should be reviewed annually. The current members are as follows:

- Robert Whittaker (Chair) [Independent member, Thetford resident]
- Corinne Fulford (Vice-Chair) [Independent member, Thetford resident]
- Andy Cruse (P&P Sub-Group Rep) [Independent member, Rushford resident]
- Diana Goucher [Independent member, Croxton resident]
- Brenda Canham [Thetford Town Council Representative]
- Doug Stephen [Croxton Parish Council Representative]
- Rae Herries [Brettenham & Kilverstone Council Representative]

I believe that all members are willing to continue serving for the time being, though we might like to give some thought on how replacements might be recruited or selected if/when the need arises. Once the Thetford Youth Council (that the Town Council is currently setting up) is up and running, we may like to consider inviting them to nominate a representative to join the Sub-Group as an additional member.

Robert Whittaker
GTDP Community Sub-Group Chair
04-Oct-2017