

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 (Croxtton 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.	Apologies As above.	
2.	Minutes and matters arising (from 16 June 2017) <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. The minutes were then agreed.	 MB RD

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. 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</p> <p>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. 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. 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. 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.	Organisational updates No additional updates.	
10.	Future Agenda Items <ul style="list-style-type: none"> • Public Health • Objectives updates • SUE/TEP regular meeting • Chair update/future of board • Comms 	
11.	Any Other Business 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.	
12.	Key Points <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]