



# **Moving Thetford Forward**

***The Local Delivery Vehicle for Thetford  
Growth Point***

## **MINUTES OF A MEETING OF THE BOARD**

**Held on Wednesday, 28 January, 2009 at 10.00 a.m. at Level 8, Breckland House, St. Nicholas Street, Thetford**

### **Present (Voting Members)**

Cllr William Nunn (WN) (Chairman)  
Martin Aust (MA)  
Cllr Jennifer Chamberlin (JC)  
Cllr Sam Chapman-Allen (SCA)  
Cllr Paul Claussen (PDC)  
Cllr Daniel Cox (DC)  
Cllr Bob King (BK)  
Cllr Robert Kybird (RGK)  
Jo Pearson (JP)  
David Potter (DP)  
Cllr Tony Poulter (TP)  
Cllr Ann Steward (AS)  
Neil Stott (NS)  
Alec Witton (AW)  
David Napier (DN) (Observer Role)

### **Representing**

Breckland Council  
Flagship Housing Group  
Norfolk County Council  
Breckland Council  
Breckland Council  
Norfolk County Council  
Croxton Parish Council  
Thetford Town Council  
Local Business  
Inspire East  
Brettenham & Kilverstone Parish Council  
Breckland Council  
Keystone Development Trust  
Land Representative (non-conflicting)  
Chairman, MTF Officer Group

### **Present (Non-Voting Members)**

Owen Burnett-Jenkins (OBJ)  
Ed Chambers (ECh)  
Paul Crick (PCr)  
Susan Glossop (SG)  
Trevor Holden (TH)  
Ray Johnson (RJ)  
Richard Kay (RKay)  
Andrea Long (AL)  
Martin Peckitt (MP)  
Mark Stanton (MS)  
Natalie Beal (NB)  
Chris Nelson (CN)

Norfolk County Council  
Thetford Town Council  
Norfolk County Council  
Thetford Town Council  
Breckland Council  
Breckland Council  
Breckland Council – Growth Point Team  
Breckland Council  
Breckland Council  
Breckland Council  
Breckland Council – Growth Point Team  
Interim Programme Manager, Thetford Healthy Town

### **In attendance**

Jodie Canham (JCa)  
Rob Leigh (RL)  
Elaine Wilkes

Breckland Council – Growth Point Team  
Breckland Council (Marketing & Communications)  
Breckland Council (Committee Services)

### **Apologies for Absence Received**

Cllr Steve Dorrington  
Andrew Egerton-Smith  
Mary Marston

Norfolk County Council  
NHS Norfolk  
GO East

### **Action by**

#### **1/09 INTRODUCTIONS AND DECLARATIONS OF INTEREST (AGENDA ITEM 1)**

The Chairman welcomed members to the meeting and Introductions were given round the table.

No declarations of interest were made.

		<u>Action by</u>
<b>2/09</b>	<b><u>MINUTES AND ACTIONS (AGENDA ITEM 2)</u></b>	
	<b>(a) <u>Board Meeting – 27 November 2008</u></b>	
	(i) <u>Existing Estates Project (Minute No. 5)</u> – It was noted that the schemes under this Project were in progress of being commissioned.  In answer to a question, it was confirmed that the provider for this project was Flagship Housing in conjunction with Breckland Council.  TH felt it would be useful to the Board’s understanding and monitoring of progress of this, or any project, to have a report back with details confirming the agreed SLA/project plan and timelines.  <b><u>AGREED</u></b> that a report back with details as suggested be made to the next meeting.	MA
	(ii) <u>Local Transport Project (Minute No. 6)</u> – As with the item above, the Chairman felt that routine reporting of project plans and timelines would enable the Board to demonstrate to the people of the town how schemes were being delivered.  <b><u>AGREED</u></b> that a report back with details of the project plan and timelines be made to the next meeting.	PCr
	(iii) <u>Thetford Museum (Minute No. 8)</u> – Members were informed that the Exhibition “Our Thetford: Yesterday and Tomorrow” was now open.	
	<b>(b) <u>Officer Meeting – 4 December 2008</u></b>	
	(i) <u>Assisting MTF Board Champions</u> – DN felt there would be considerable benefits if there was more cohesion between the Officer Group and the MTF Champions. As MTF Officer Group Chairman, he was working on putting this in place.	
	<b>(c) <u>Officer Meeting – 15 January 2009</u></b>	
	(i) <u>Correction</u> – It was noted that David Henry was in attendance at this meeting as a representative of Savills on behalf of The Kilverstone Estate	
	(ii) <u>Green Grants Scheme (Minute No. 6)</u> – TH reported that the SLA for this scheme had not yet been signed and that the delivery timetable needed to be confirmed.	RKay
<b>3/09</b>	<b><u>GROWTH POINT TEAM UPDATE (AGENDA ITEM 3)</u></b>	
	RKay presented the report. The following items were highlighted:	
	(a) <u>Breckland Core Strategy</u> – This was now out for public consultation until 16 February 2009.	
	(b) <u>Thetford Area Action Plan Preferred Options</u> – This had been approved by Breckland Council for public consultation, which would	

follow on from the consultation on the Core Strategy.

- (c) Communications – It was confirmed that while individual schemes and projects would be led by different partners and organisations, promotion and publicity of the schemes should include the MTF branding.
- (d) Growth Point Funding – CLG funding of £6.2m had been confirmed, the majority of which was capital funding, with around £460,000 revenue funding. A Business Plan to cover the two years 2009-11 would be presented to the next meeting.
- (e) Meetings Timetable 2009-10 – A draft timetable of meetings for 2009-10 was noted and agreed. Members were asked to note the dates in their diaries.

**Action by**

RKay / MP

ALL

**4/09 THETFORD HEALTHY TOWN (AGENDA ITEM 4)**

RKay introduced Chris Nelson, who had been appointed as Interim Programme Manager for the Thetford Healthy Town project, and whose two key tasks in the short term were the submission of the Project Initiation Document (PID) by 21 January 2009 and a detailed Project Programme by mid-March.

CN then presented the PID for the Board's information and comments, which would be used to inform the preparation of the detailed Programme Plan.

So far as the delivery projects were concerned, several ideas were put forward for things to be included (e.g. pedestrian access to allotments, "plots for tots"), as well as inaugural publicity and opening events, and involving other organisations (e.g. GP Surgeries, who had already expressed the desire to be involved in Growth Point activities, and County Health colleagues).

Regarding involvement of GPs, CN confirmed that he was due to meet with Practice Managers the following week and would pursue options with the PCTs.

So far as other issues mentioned, CN advised that these would be picked up through the Programme Planning process.

A concern was raised that the stated aims seemed to be quite narrowly specified, whereas the stated outcomes appeared to be set much wider, so that they appeared not to fit. It was explained that the aims of the Programme were intended to enhance the aspects of healthy living that were not otherwise covered under the various Partner core activities.

TH drew attention to the membership of the Project Group and highlighted the importance of NHS Norfolk's commitment to the successful delivery of the project, as the accountable body, through its representatives on the Project Group. It was noted that the overall Programme Manager was still to be appointed.

TH also felt that there should be a Norfolk County Council representative on the Project Group because of the various County links to activity areas (e.g. physical activities (bridleways, walkways) and

education).

So far as the question of costs was concerned, CN advised that project costs would be covered under the next stage of the Programme Planning process. TH thought it was important to recognise that some of the benefits from the programme would not show as immediately tangible results but rather would as 'next generation' benefits.

**AGREED** that

- (1) the PID be noted and agreed for development into a Full Programme Plan;
- (2) the following appointments to the Project Group be made:

MTF Health Champion - Andrew Egerton-Smith, NHS Norfolk

Norfolk County Council – nominee to be confirmed

- (3) the Board Champion be given delegated authority to sign-off the Full Programme Plan on behalf of the MTF and to recommend it to NHS Norfolk for submission to the Department of Health prior to the 6 March 2009 deadline.

**Action by**

CN

JC/PCr

**5/09 GREEN GRANTS SCHEME, NEW 'GREEN GRANTS +' SCHEME AND GREEN INFRASTRUCTURE CO-ORDINATOR (AGENDA ITEM 5)**

While there was support in principle for the scheme to be continued if possible, it was felt there was scope to reduce the administration processes and costs and to take advantage of other funding opportunities. ECh said the Town Council would be prepared to consider offering to manage the scheme and he would ask his Council's Finance Officer to discuss this possibility with the MTF Officers.

There were some reservations about the need for a dedicated officer post, particularly if the scheme could be simplified and costs and resources were reviewed.

It was agreed the production of the Growth Point Business Plan would assist the Board to look at what funding was available and enable it to determine the future of this scheme in the light of the overall project programme.

**AGREED** that consideration of this matter be deferred to enable a more detailed review of costs and resources to be carried out and the results reported back to the next meeting for further consideration.

RKay

**6/09 BUS INTERCHANGE (AGENDA ITEM 6)**

RJ updated the Board on the current status of this project. Consultants had been appointed and the key landowners had indicated their willingness to negotiate. Tender documents for the appointment of scheme architects were being prepared but were awaiting further advice from the County Council in relation to Listed Building and Conservation

	<u>Action by</u>
<p>Area issues surrounding the proposed location. Norfolk County Council had indicated its willingness to manage the project.</p> <p>The Board noted the position and felt the project had now reached the transition stage between scoping and delivery and that it was now the time to produce a firm project plan, detailing costs and timelines, for agreement by the Board and project Partners.</p> <p>The production of the project plan would assist in enabling the Board and Partners to monitor and keep the public informed of progress and ultimately ensuring effective delivery of the scheme.</p> <p><b><u>AGREED</u></b> that the report be noted and the officers be authorised to continue with the purchase of land and instruct Architects, Engineers and Surveyors to produce preliminary design and costing for the new Bus Station, and to produce a firm project plan, with costs and delivery timelines.</p>	<p>MP</p> <p>RJ / MP</p>
<p><b>7/09</b>     <b><u>THETFORD LEARNING GROUP – UPDATE (AGENDA ITEM 7)</u></b></p> <p>JCh gave a verbal progress report on the Learning Group’s activities.</p> <p>The proposed SPA buffer zone in the Core Strategy had impacted on preliminary thinking for future education facilities in Thetford and, therefore, proposed sites were under review.</p> <p>It was also noted that changes were being made to LSC funding, which would now come through the Local Education Authority (the County Council) and would cover the 14-19 age agenda.</p> <p>The vision was taking shape for the flagship learning centre and the three partners (Easton College, West Suffolk College and Norfolk County Council) were working closely together.</p> <p>As mentioned earlier, the Exhibition “Our Thetford: Yesterday and Tomorrow” had opened on time.</p>	
<p><b>8/09</b>     <b><u>A11 DUALLING – MTF RESPONSE (AGENDA ITEM 8)</u></b></p> <p><b><u>AGREED</u></b> that</p> <ol style="list-style-type: none"><li>(1) the words “in principle” be deleted from the first line of the fourth paragraph (Overarching MTF Representation);</li><li>(2) the letter make mention of Thetford Town Council as a member of the Board and to the Thetford Healthy Town status;</li><li>(3) subject to the above amendments, the letter be agreed and sent as the formal response of the MTF to the A11 Dualling of the Fiveways Roundabout to Thetford.</li></ol>	<p>NB</p>
<p><b>9/09</b>     <b><u>THETFORD AREA ACTION PLAN – CONSULTATION ARRANGEMENTS (AGENDA ITEM 9)</u></b></p> <p>During discussion a number of suggestions were made regarding the approach to translation requirements as part of the consultation</p>	<p>NB / NS</p>

arrangements, in the light of which it was proposed that NB and NS should be asked to look at and agree the best method to be adopted.

**AGREED** that

- (1) the report be noted and the proposed consultation arrangements be endorsed, subject to NB and NS being authorised to review and agree the best approach to be adopted to meet translation requirements;
- (2) a budget of £4,000 be approved for necessary expenditure up to that amount to cover printing and distribution costs.

**Action by**

NB / NS

NB

**10/09 ANY OTHER BUSINESS (AGENDA ITEM 10)**

- (a) Thetford Learning Group – JCh informed members that a Communications Strategy for the Learning Group was being formed and a presentation on the subject was to be made to the Business Forum on 1<sup>st</sup> April. JCh confirmed that the Communications Strategy would carry the MTF branding.
- (b) Core Strategy: Stone Curlews Buffer Zone – DN expressed his concerns about the impact of the buffer zone on the plans for the schools in the town under the regeneration scheme. To overcome the constraints on disclosure of information, he suggested the relevant parties might meet in private to try to resolve the issues raised.  
  
AL replied that the matter would be determined by the Inspector at the Examination in Public, which was the proper forum for the various parties to challenge the evidence. It was for the Inspector to weigh the various experts' evidence and come to a conclusion on the matter.
- (c) CABE & Shape East Workshop – After the next Board meeting on 11 March, RJ invited members to visit this workshop, which was taking place that day on Level 8, Breckland House. The workshop related to design and site planning training, and was to use the Anchor site as a case study for the day.

**11/09 ANDREA LONG**

As this was her last meeting before leaving Breckland Council, on behalf of everyone present, the Chairman expressed his thanks and appreciation to Andrea for all her work for the Board and best wishes for the future.

The meeting closed at 12 noon.