

MINUTES OF MEETING



Project Name	Town Deal		
Meeting Title	Town Deal Board	Date	21 October 2020
Meeting Location	Zoom		
Minute Taker	Tracey Read	Meeting Chairperson	Henry Cator
Project Manager	Tracey Read	ELT Lead	Sheila Oxtoby

Attendees		
Name	Organisation	Business Title
Sheila Oxtoby	Great Yarmouth Borough Council	Chief Executive
Paula Boyce	Great Yarmouth Borough Council	Strategic Director
Tracey Read	Great Yarmouth Borough Council	Senior Project Manager
Kate Watts	Great Yarmouth Borough Council	Strategic Director
David Glason	Great Yarmouth Borough Council	Development Director
Simon Best	Great Yarmouth Borough Council	Funding & Regeneration Manager
David Wiles	Great Yarmouth Borough Council	Communications Manager
Clare Dyble	Great Yarmouth Borough Council	Head of Marketing and Communications
Jodene Barron-Alcock	Great Yarmouth Borough Council	PA to the Chief Executive
Carl Smith	Great Yarmouth Borough Council	Leader of the Council
Trevor Wainwright	Great Yarmouth Borough Council	Councillor
Darren Barker	Great Yarmouth Borough Council	Culture, Heritage & Design Manager
Henry Cator	Cator & Co	Deputy Lieutenant for Norfolk & High Steward of Gt Yarmouth
Hugh Sturzaker	Great Yarmouth Civic Society	Chair
Lyndon Bevan	GYBTIA Ltd	Chair
Stuart Rimmer	East Coast College	Chief Executive Officer & Principal
Rob Bush	EEEGR	Operations Manager
Catherine Richards	East Norfolk Sixth Form	Principal
Julian Munson	New Anglia LEP	Head of Enterprise Zones and Innovation
Joe Mackintosh	Seachange Arts	Chief Executive
Chris Sargisson	Norfolk Chamber	Chief Executive
Julie Pears	Ellandi	Director of Development
Chris Wells	Bradwell Parish Council	Chair
Laura Bowater	UEA	Associate Dean, Enterprise & Engagement
Sean Coghlan	Homes England	Head of Rural Markets
Barry Stone	Norfolk County Council	Councillor
Keith Moore	Environment Agency	
John Mather	Homes England	Sub for Sean Coghlan
Apologies		
Robert Carrier	Bradwell Parish Council	Vice-Chair
Richard Goffin	Peel Ports UK	Port Director
Lucy Hogg	Voluntary Norfolk	Head of Communities
Ceri Sumner	NCC	Director, Community, Information and Learning

Lindsay Barker	Great Yarmouth Borough Council	Strategic Director
Janet Holden	NCC Libraries	

Agenda Item No	Minute Note	Action owner
1	<p>Minutes from 23 September 2020</p> <p>Agreed as accurate.</p> <p>No matters arising.</p> <p>Minutes of meetings will be published on the GYBC website as per the Town Deal Guidance.</p> <p>Declarations of Interest</p> <p>None.</p>	
2	<p>Feedback from Check & Challenge</p> <p>SB gave a short presentation on the feedback received from the Check & Challenge session with FutureGov held last Friday 16th October.</p> <p>Overall, the feedback was very positive. Recommendations to include more information from the stakeholder engagement and further work to develop what success looks like in terms of numbers and how the prioritised projects tie into them.</p> <p>Chair congratulated SB on all the work that he has put into the TIP.</p> <p>CS also congratulated SB on his hard work.</p> <p>SO echoed what SB said, it was a very positive meeting but need to put a bit more meat on the bones around impacts, outputs and outcomes and making the document more visual.</p> <p>JM (from chat) TIP reads well, good work!</p>	
3	<p>Final Town Investment Plan</p> <ul style="list-style-type: none"> Feedback/comments <p>Feedback has been received by HS prior to the meeting.</p> <p>From chat: CS: I guess 'what success looks like' should also relate specifically to the stakeholder point.</p> <p>From chat: SB: Definitely, Chris. I think there's also a task there to characterise - quantitatively - what each 'what success looks like' and then tying this back to individual interventions.</p> <p>JM to send comments through after the meeting.</p>	

SO updated that there has been a second submission date within cohort 2, 11th December 2020. SO recommends that we work to submit at the end of November.

CS agrees with SO recommendation to submit during cohort 2a. There is no rush to submit so let's take our time.

Chair said that there is no disadvantage to submitting in December.

4 Project prioritisation

SB updated that at the last Board meeting the prioritisation method was agreed. There are five points of prioritisation and each project has been scored against it.

The method reflects the guidance in giving the ability to prioritise those projects that are an immediate priority with a Town Deal ask and those that are included as a wrapper within the TIP.

- **Skills**

University Campus in town centre, work is being undertaken to ensure the library relocation and university campus funding is identified, the ask for the learning campus is £7.8m). An organisation called Fusion has been commissioned to look at funding streams. Palmers building has not been secured as yet and conversations with Ellandi continue, the primary building option is the Palmers building.

- **Arts, Culture & Tourism**

This delivery group has seen quite a raft of projects, a lot of work has been done to narrow down the projects and the ask attached. Three prioritised projects are Winter Gardens (£4m ask), Ice House development for circus and performance art space (£900k ask) and repurposing three heritage buildings (£600k ask).

TW asked about Catching the Tide document that was sent through to the Board members which has an idea about moving the Winter Gardens to the North Quay. PB said that this is not linked to this Town Deal. SO explained DB has made contact with the company to explain our status on the Winter Gardens. HS explained more about the company. An email was previously circulated to the Board members with further information.

From chat: SR: there is an interesting challenge here in that this is the first proposal that works out of sync with the wider Town Investment Plan and ambitions of Place Board here. how does this all connect?

- **Connectivity**

DG updated that the identified projects are upgrades to the Great Yarmouth Station building, cycling and greening in the public realm and work on digital connectivity. These are key elements of connectivity within the town. DG also updated that GYBC was successful in getting funding from the Norfolk Strategic Fund for a Local Cycling and Walking Infrastructure Plan (LCWIP).

CR asked if this will connect into Gorleston. DG: Yes, this whole element will connect into Gorleston.

SO for information, we have put in a bid to the Department of Transport to become an approved area for an e-scooter trial.

- **Regeneration & Business Development**

Significant projects within this group: new business incubator space and an Operations & Maintenance base which already has £6m funding confirmed. The two projects have been placed together in the TIP to utilise the existing funding. The second project is around the redevelopment of North Quay. Recently, the Government has released a port initiatives fund, so we now have an opportunity to bid into this with regards to further development around the port.

CS asked that the stakeholder engagement ties into the project prioritisation. SO commented that we have done substantial engagement and this has influenced how we prioritised, people need to see that we have done this. CD added that it needs to be a multi-channel approach and ensure we communicate with all stakeholders that have been engaged along the way. A communications plan will be developed for this. CS concerned over incubator units as this is aspirational and would not like to see it get lost. SO reassured that this project will not get lost. It's an ambitious programme with a good mix of projects that can be delivered quickly and some over longer term.

Chair suggested a clip of people/quotes would be beneficial within the video.

5 Recommendation to approve the Town Investment Plan and prioritised projects

Proposed by Cllr Barry Stone, seconded by Chris Sargisson.

All in favour.

6 Next Steps

Working towards end of November for submission.

The next meeting will be used to present and seek approval by Board on communications to the public domain.

A second check & challenge has also been requested ahead of submission.

Chair wanted it noted how impressed and thankful he is for the amount of work that has gone into this piece of work.

Date of next meeting: TBC

Meeting closed at 14:50pm