

**Ipswich Vision Board**  
**13th December 2024**  
**9:00-10:30 am**  
**Orwell Room – Grafton House**



**AGENDA**

<b>Item</b>	<b>Item Content</b>	<b>Lead</b>
1. Welcome & Introductions		Chair
2. Apologies		Chair
3. Declarations of Interest		Chair
4. Minutes of the last meeting	To agree the draft minutes as the true record	Chair
5. Vision Project Updates	<ul style="list-style-type: none"> <li>• Waterfront project</li> <li>• Ipswich as a destination to live, work &amp; visit</li> <li>• Brand Ipswich</li> </ul>	<ul style="list-style-type: none"> <li>• Jenny Higham</li> <li>• John Dugmore</li> <li>• Helen Pluck</li> </ul>
6. Towns Fund - Governance	Compliance and Transparency Checks August.24	James Fairclough
7. Towns Fund Update - Highlight report	The board notes the progress on each programme	James Fairclough
8. Towns Fund Projects updates / Key decision	Regeneration Fund – Verbal Update	Helen Pluck
9. Towns Fund - M&E update	Update from the Monitoring and Evaluation Group	James Davey
10. Vision Board Chair	Update on tenure of Chair	Helen Pluck/ Andrew Cook
11. Dates for future meetings	14 <sup>th</sup> March, or 11 <sup>th</sup> April, or 25 <sup>th</sup> April	Chair

## AGENDA ITEM 4

### Minutes of the previous meeting

<b>Meeting</b>	Ipswich Vision Board
<b>Date</b>	Friday 13 <sup>th</sup> September 2024
<b>Time</b>	09:00 hrs
<b>Location</b>	Orwell Room, Grafton House
<b>Present</b>	<p>David Ralph - Chair of Ipswich Vision Board (Chair)</p> <p>Helen Pluck - CEO, Ipswich Borough Council [IBC] (HP)</p> <p>Jack Abbott - MP for Ipswich (JA)</p> <p>Paul West - Councillor, Suffolk County Council [SCC] (PW)</p> <p>Naomi Smith - Deputy Area Lead for Suffolk Cities and Local Growth Unit MHCLG (NS)</p> <p>Mick Lazarus - Deputy Area Lead for Greater Lincolnshire Cities and Local Growth Unit MHCLG (ML)</p> <p>Andrew Cook - Executive Director for Growth, Highways &amp; Infrastructure, SCC (AC)</p> <p>Becca Jackaman (BJ)- Progression Sessions Group Coordinator</p> <p>Cllr Neil McDonald - Leader of IBC (NMCD)</p> <p>Alan Pease - CEO Suffolk New College (AP)</p> <p>Lee Walker - CEO of Ipswich Central (LW)</p> <p>Jenny Higham - Vice Chancellor, University of Suffolk (JH)</p> <p>James Fairclough - Director of Operations and Place, IBC (JF)</p> <p>Marlon Bruce - Head of Towns Fund, IBC (MB)</p> <p>Sharon Earp - Representative for Patrick Spencer (SE)</p> <p>Julia Rusek - IBC (Minutes)</p>
<b>Apologies</b>	<p>Patrick Spencer, MP for Central Suffolk and North Ipswich (PS)</p> <p>James Davey, Director, Ipswich Small Business Association (JDa)</p> <p>John Dugmore, Chamber of Commerce (JD)</p>

**Items:**

		<i>Action</i>
<b>1.0</b>	<b>Previous Minutes &amp; matters arising:</b> Nothing to report.	
<b>2.0</b>	<b>Vision Project Updates:</b>  <u>Waterfront:</u> JH has received unanimous support from the group and organisations have begun being approached to secure funding.  PW informed that following the Ipswich investment fund, the second phase of lighting can be completed.  <u>Connected Towns:</u> LW informed that factors are connecting organically with broad support on housing inside the town centre. The objective is to build a community that will benefit from this day to day, with a focus on honest conversations surrounding progress. This in turn will allow businesses to grow. It was agreed that this workstream will be discontinued in favour of a future Supplementary Planning Document for the town centre.  <u>Wolsey 550:</u> LW informed this has now concluded and received amazing engagement, bringing in thousands of people.  The Stoke Bridge Project to be facilitated by Wolsey 550 has been awarded funding from the SCC PDP.  <u>Ipswich as a Destination:</u> HP explained this is about creating a positive narrative around Ipswich and eventually gaining support from local communities and businesses, facilitating the route to gaining a city status.  A distinctive tone of voice must be utilised which resonates with different types of people who work, live and study in Ipswich, while also attracting investors. This project is on hold depending on the outcome of the Brand Ipswich project  <u>Brand Ipswich:</u> 5 economic sectors are being investigated with a place branding specialist:	

	<p>Advanced manufacture, Arts, culture and heritage, Logistics, Construction, Education. Most investigations will occur between now and Christmas, however a specific date cannot be specified.</p> <p>It was agreed that the comms team will be invited around the table to discuss the findings and whether it resonates with the institutions involved.</p> <p><u>Devolution:</u> AC informed that central government have decided not to proceed with devolution for Suffolk. Further discussions are awaited.</p> <p>AC stated that Suffolk remains keen to explore devolution opportunities and would like to apply once again.</p>	<b>HP</b>
<b>3.0</b>	<p><b>Compliance and Transparency Checks</b></p> <p>MB informed that following an analysis by the Ministry of Housing, Communities &amp; Local Government (MHCLG) this summer, 93% of town vision boards are not compliant.</p> <p>MB has requested that everyone submit their declaration of interest, profile, and nomination of substitutes in line with the Nolan Principles and Code of Conduct by the 27<sup>th</sup> of September.</p> <p>Chair will share examples of Codes of Conduct with MB.</p> <p>ML informed that March 2026 is the deadline for spending. If any issues occur, he advises the Board to reach out to discuss.</p>	<p><b>Everyone</b></p> <p><b>Chair</b></p>
<b>4.0</b>	<p><b>Town Fund Update – Highlight Report (JF Updates)</b></p> <p><u>Shopping Parades:</u> CCTV installation and lighting works are progressing uninterrupted.</p> <p>The first applications of the shop front grants following the release of phase 2 will be evaluated in the coming weeks. Further applications will be considered in November.</p>	

	<p><u>Public Realm and Greening:</u> The project is reported as amber due to funding difficulties; however, a project adjustment request has been submitted and is pending approval.</p> <p><u>Lloyds Avenue:</u> Public consultations close on the 26<sup>th</sup> of September.</p> <p><u>Greener Ipswich:</u> Following the consultation in August, feedback was positive with many supporting the project. The only identifiable issue is funding.</p> <p>Underground services have caused alterations to the plan, resulting in less trees being planted on Princes Street and St Nicholas St.</p> <p>Throughout the project, the area became known as Wolsey Square. JF will investigate renaming the area as such, with support from the Board due to the heritage behind this project.</p> <p><u>Digital Ipswich:</u> Procurement is proceeding with positive feedback following the summer trial where 1,500 people participated.</p> <p><u>Pedestrian Bridge:</u> Proceeding as planned.</p> <p><u>Paul's Silo:</u> The second reference on the agenda should be for the Yacht Academy.</p> <p><u>Regeneration Fund, HP updates:</u> 21 applications were received and assessed by the independent expert panel. With recommendations presented to IBC Executive. A total of 5 projects identified as viable and will move to developing fuller applications of intentions.</p> <p>Successful and unsuccessful applicants will be contacted post September 18<sup>th</sup> .</p> <p>IBC wish to evoke strand 2 of the Regeneration fund where the council act as the developer to bring longstanding empty buildings back in to use</p> <p>HP has discussed this with TVB members of the Board who have expressed their support in writing.</p>	<p><b>JF</b></p>
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	All members unanimously agreed for IBC to proceed strand 2.	
	<p><b>Monitoring and Evaluation</b></p> <p>No issues or queries have been raised; however, an official chair must be selected following the departure of Dr Dan Poulter. The Board is agreed to formally appoint James Davey (JD) to continue as chair.</p> <p>The TVB Chair to progress the appointment of the Chair of the M&amp;E group and there will need to be consideration of appointing an additional member to Monitoring and evaluation group.</p> <p>HP advised that no one from this group or anyone who associates closely with the Board should volunteer in order to maintain the independence of the M&amp;E group</p>	DR
	<p><b>Any Other Business:</b></p> <p>IBC is responsible for the comms of the Board. HP informed that anything that goes out on behalf of the Board is promoted by all shareholders and discussed as part of the agenda when and if it comes up.</p> <p>The Board unanimously agreed to hold future meetings on Friday's at 9am.</p>	
	<p><b>Date of Future Meetings:</b> 9am 13<sup>th</sup> December 2024, Grafton House.</p>	

**AGENDA ITEM 6**

Town Deal Fund – Compliance and Transparency Checks

Dec.24

Document Compliance Requirement	Visible on IBC TF Webpage	Document	Gap	Compliant
For all Town Deal Boards to review the requirements outlined	Not applicable	<a href="#">Towns Fund Prospectus 2019</a>	Not applicable	Yes
		<a href="#">Towns Fund guidance June 2020 (Annex D Town Deal Board governance guidance)</a>		
		<a href="#">Towns Fund guidance Stage 2 December 2020;</a>		
		<a href="#">Towns Fund: supplementary guidance for Town Deal Boards October 2022</a>		
Role and Responsibilities of the Town Deal Board, Chair and Lead Council, including the Decision-Making Process	Yes – Included within the Board Terms of Reference Documents.	Board Terms of Reference – 2023 Board Terms of Reference - 2021	Not applicable	Yes
Terms of Reference	Yes	Board Terms of Reference – 2023 Board Terms of Reference - 2021	Not applicable	Yes
Membership of the Town Deal Board	Yes	Board Member and Substitutes compliance checks	Most Board members and Substitutes have updated/ provided a short profile and Declaration of interest and for inclusion on the Towns Deal Board Member Profiles section of the TVB IBC website.	No
Conflict of Interest	Yes- New and existing board members need to update / provide any registered interests	Register of Interests – Board Members	The majority of Board members have updated/ provided any declarations of interest.	No
Code of Conduct	Yes	Code of conduct	Not applicable	Yes
Latest Agenda, draft minutes, and certified minutes	Yes	Agendas and draft minutes are published after each meeting. Certified minutes are also published after each meeting.	Draft minutes	Yes

## AGENDA ITEM 7

### Towns Fund Update - Highlight Report

Dec .24

RAG	Project	Project Update	Decisior	Risk / Issues	Budget	Spend to date (2.12.24)	Onsite Visible start date	Completion date
G	Local Shopping Parades	<p>Progress Since Last Board meeting</p> <ul style="list-style-type: none"> <li>RIBA stage 3 design produced for Hawthorn Drive, IBC Property have been consulted on the proposed design for complaint level access. Civils teams has been appointed to address issues relating drainage and water pooling.</li> <li>Group 1 streetlighting installations completed</li> <li>Fircroft Road parade works were completed on 21 Nov. 2024</li> <li>SFIG -9 applications approved at Dec Board (subject to conditions)</li> <li>Group 2 CCTV installations have been resolved. Feasibility studies have been commissioned which will inform what works are required.</li> </ul> <p>Activity for the next period</p> <ul style="list-style-type: none"> <li>Group 2 streetlighting installations to be completed.</li> <li>Hawthorn Drive level access design to be presented to the Project Board Jan 25</li> <li>Options report on a project /projects to replace for SFG</li> </ul>	Note progress	<ul style="list-style-type: none"> <li>Insufficient budget to complete all works</li> <li>Contractor cannot be procured to deliver works package</li> <li>CFG –supporting evidence is not forth coming.</li> <li>Bad PR from removing the shop front grants</li> <li>No reallocation of SFG and potential loss of funding from Local Parades.</li> </ul>	£2,810,000	£ 350,947	February 2024 SFIG T2 – Feb 25	Local parades March 27 CFG – March 2025 SFIG T2 – Summer 2025
A	Public Realm & Greening	<p>Progress Since Last Board meeting</p> <ul style="list-style-type: none"> <li>RIBA stage 4 pack issued to SCC/Milestone for review</li> <li>Intrusive survey (coring) required to investigate potential lead contamination at Queen Street intervention site – SCC/Milestone to provide quote estimate</li> <li>MHCLG have approved the PAR for additional funding to TF:GI to meet shortfall, and delivery of phase 2- St Peters Dock public realm</li> <li>Design team approved for St Peters Dock</li> </ul> <p>Public Consultation on Lloyds Ave Public Realm:</p> <p>1.Do you support the proposal to increase the pedestrianised area in Lloyds Avenue? 54 or 68% said yes.</p> <p>2.Do you support the proposal to increase café tables and seating in Lloyds Avenue? 51 or 64% said yes.</p> <p>3.Do you support the proposal to introduce trees and planting in Lloyds Avenue? 59 or 74% said yes.</p> <p>4.Would you be likely to spend more time when visiting the town centre as a result of the proposed improvements? 41 or 51% said yes.</p> <p>5.Do you think the proposals on Lloyds Avenue will positively impact local businesses? 55 or 69% said yes.</p> <p>Activity for the next period</p> <ul style="list-style-type: none"> <li>Intrusive surveys to be undertaken to review the extent of the mercury contamination</li> <li>Cost review being undertaken by client-side QS</li> <li>Project Board to be held date TBC</li> <li>Design works to commence for St Peters Dock</li> <li>Planning permission to be secured for public realm</li> </ul>	Note progress	<ul style="list-style-type: none"> <li>Funding from other sources (SCC PDP) is not confirmed (awaiting contract signing)</li> <li>Preferred design outcomes and deliverables don't match available funding.</li> <li>Coring samples to be undertaken and design to be made regarding remediation and adjustment to proposed design</li> <li>Discussions ongoing with LPA and SCC as the Highways Authority- planning permission for all the Lloyds Ave will add time to the programme</li> </ul>	<p>£1.4m (Lloyds Avenue)</p> <p>£731,283 (Greener Ipswich)</p> <p>£1.7m (St Peters Dock)</p>	<p>£47,233 (Public Realm),</p> <p>£168,876 (Greening)</p> <p>St peters Docks £0</p>	February 2024 – November 2024	February 2024 – March 2027
A		<p>Progress Since Last Board meeting</p> <ul style="list-style-type: none"> <li>Development – feedback on options to be obtained by SCC</li> <li>Development – Funding agreement continues to be reviewed by IBC Legal linked to funding claw back.</li> </ul>	Note progress	<ul style="list-style-type: none"> <li>Funding not secured from Central Govt</li> <li>NEW: Island site redevelopment stalls meaning that timing for delivery of the bridge is beyond that of the Town Deal.</li> </ul>	£1,308,000	£0	June 2025	March 2026



	Pedestrian Bridge	<ul style="list-style-type: none"><li>Development – Planning have been contacted to clarify any permissions required for the refurbishment of the existing bridge.</li></ul> <p>Activity for the next period</p> <ul style="list-style-type: none"><li>Delivery – SCC/IBC to prepare a communications plan for the project. (LJ/FM)</li><li>Development – AtkinsRealis (SCC design team) to conclude this concept stage of work, issue the final report</li><li>Governance – Funding Agreement signed between SCC and IBC.</li></ul>		<ul style="list-style-type: none"><li>Insufficient budget to complete infrastructure due to funding gap.</li><li>Landing points for bridge cannot be agreed.</li><li>Planning permission cannot be obtained.</li><li>Highways approvals cannot be obtained.</li></ul>				
G	Digital Ipswich	<p>Progress Since Last Board meeting</p> <ul style="list-style-type: none"><li>AR Trails #2 v2 extended &amp; #4 live</li><li>AR Trail #3 contract awarded</li><li>Pre-apps submitted for a Portal and AR Binoculars</li><li>4 x Digital Communication Hubs approved for planning</li><li>All About Ipswich website second phase of development</li></ul> <p>Activity for the next period</p> <ul style="list-style-type: none"><li>ITQ / EOI to be released for the Communications Campaign, 3D Ipswich, Voice Survey, Digital Art Installation</li><li>Exploratory research to identify unique placemaking assets to compliment the current Digital Ipswich product launches.</li><li>All About Ipswich website fully completed</li></ul>	Note progress	<ul style="list-style-type: none"><li>Delays internally with processes cause AR Trails to launch late</li><li>Planning consent is rejected for specific projects (Portal/Art Installation)</li><li>Inadequate promotion and marketing of the AR Trails to the public e.g. staff to flyer, engage with businesses etc, influences levels of perceived success (data downloads)</li><li>Delays with projects launching as requires multiple internal stakeholders to contribute to final decisions.</li></ul>	£2,340,000	£325,539	Dec.23	Dec. 25
G	Regeneration fund	<p>Progress Since Last Board meeting</p> <p>Activity for the next period</p> <ul style="list-style-type: none"><li>The PAR has been agreed providing an additional £2,517,582 to the Regeneration Fund.</li><li>5 Eoi's have been invited to complete the second stage of the application process</li><li>3 EOI's were received by the closing date on 30/11/24</li><li>Total Regeneration Fund requested equates to c.£5.56m</li><li>Subject to a successful second stage application, IBC Executive agreed on 24/9/24 to permit up to £5,356,332 to be awarded to the x5 shortlisted projects and the remainder £5,121,250 to be allocated to the Council as developer projects.</li><li>Delegations have been secured to allow Regen funding awards to be made by HP in conjunction with the Town Vision Board approval.</li></ul> <p>Activity for the next period</p> <ul style="list-style-type: none"><li>Decisions on Regen Fund awards.</li><li>Decisions to be communicated to applicants</li><li>Funding agreements prepared for signing.</li></ul>	Note Progress	<ul style="list-style-type: none"><li>Projects not completed by March 2027 resulting in a requirement to hand back funding to MHCLG</li><li>The successful applications do not achieve the expected outcomes leading to a contract breach and possible funding needing to be handed back to MHCLG</li><li>Council as a developer strand not successful or takes longer than spending deadline or has insufficient funding to complete.</li><li>Level of contracted outputs not delivered.</li></ul>	£10,477,582	£7, 850	Summer/ Autumn 2025	March 27

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