



IPSWICH TOWN DEAL

BOARD AGENDA

8.30 to 10am

12th November 2021

Agenda Item Number	Topic	Paper Reference	Lead	Anticipated Time (minutes)
1	Welcome, Introductions and Apologies for Absence (including 'substitute information')		Helen Langton (Vice Chair)	5
2	Minutes of the Last Meeting	Paper 1	Helen Langton	2
3	Matters Arising from the Last Meeting		Helen Langton	3
4	Declarations of Interest (including from attending Substitutes)		Helen Langton	3
5	General Updates:	Paper 2	Helen Langton	10
	(i) Chair Recruitment			
	(ii) Project Briefings	Paper 2A		
	(iii) Procurement	Paper 2B		
	(iv) 5% Capital Funding Pre-Payment			
	(v) Financial Position			
	(vi) Resignation of a Board Member			
6	Draft Business Case	Paper 3	Helen Langton	45
	(i) Tech Campus and Sustainable Construction Centre (Suffolk New College) (Project 19)	and Confidential		
	(ii) Integrated Care Academy (University of Suffolk) (Project 18)	Papers 3A to 3D		
	(iii) Re-using the Old Post Office (on the Cornhill) (Project 7)			
	(iv) Public Realm Improvements (Arras Square etc.) (Project 9)			
8	Communications Proposals Following Board		Helen Langton	5

9	Dates of Future Meetings	Helen Langton	2
	(i) 10 th December		
	(ii) 11 th March		
	(iii) 10 th June (new)		
	(iv) 9 th September (new)		
	(v) 9 th December (new)		
10	Any Other Business	Helen Langton	5



IPSWICH TOWN DEAL
DRAFT BOARD MINUTES

1st October 2021

Attendees (Board members): Terry Baxter, James Davey, Dr Dean Dorsett, David Ellesmere, C-J Green, Becca Jackaman, Professor Helen Langton, Dr Dan Poulter and Paul West.

Attendees (Substitutes): Liz Harsant (for Tom Hunt MP), Ivan Cutting (for Sarah Holmes), John Dugmore (for Catherine Johnson)

Attendees (Non-Board members): Russell Williams (minute taker) and Chris Starkie (Chair – Operations Group)

Apologies: Catherine Johnson, Tom Hunt MP, Sarah Holmes, Angela Stroud

Note: Prof Dave Muller tried to join the meeting but IT related matters prevented him from doing so.

Item	Description	Action
1	Welcome / Introductions / Apologies HL (Vice-Chair) chaired the meeting. The three substitutes were welcomed to their first Board meeting. All had completed the relevant declarations (etc) in advance of the meeting – the updated declarations paper had been circulated to all Board members.	
2	Minutes of the Last Meeting (16th July 2021) Agreed	
3	Matters Arising from the Last Meeting A paper on procurement will be tabled for 12 th November Board meeting.	

4	Declarations of Interest None to add to those already publicly available and / or circulated to the Board for the three substitutes (which will go online shortly).	
5	General Updates The updated were noted. An update on progress should be provided to Chair applicants.	RW
6	Business Case Development DE introduced Paper 3. The Board noted the revised Business Case Summary template and the plans for Board involvement moving forward.	
7	Communications Proposals Following Board No public communications are planned following the Board.	
8	Dates of Future Meetings They were noted as: (i) 12 th November (ii) 10 th December (iii) 11 th March	
9	Any other business TB asked that a summary of the Town Deal Revenue Funding Position spend and allocations be provided to Board members.	RW

Ipswich Town Deal Board: 12th November 2021

Agenda Item 5: General Updates

Author of Paper: Russell Williams, Chief Executive, Ipswich Borough Council

Note: This paper will be published on the Borough Council's website alongside the meeting agenda.

1. Chair Recruitment

This has now restarted and applications are being considered by the 'sub-group' (DE, RW, TH, C-JB, CJ) of the Board. It is hoped that a proposed Chair can be put to the next Board Meeting.

2. Project Briefings

At the time of writing this report 7 of the briefings have now been done – leaving 4 to go.

There has been between 10 and 15 attendees at each session so far.

In addition, two site visits have been arranged.

Paper 2A provides further detail.

3. Procurement

Paper 2B sets out a simple guide to procurement thresholds and rules that are operated by Ipswich Borough Council. It is likely that all projects will need to follow these rules unless otherwise agreed by the Borough Council (as accountable body).

4. 5% Capital Funding Pre-Payment

The Council has recently received – from HM Government - an advance payment of 5% of the granted funding (i.e. £1.25m). This can potentially be spent on project delivery – within certain rules – in advance of the Government approving business cases and then providing the funding.

It is also expected that it will be spent 'first' i.e. prior to any other funding from Government being made available.

In that regard and having considered the timings and amounts (£m) of the 11 projects it is likely that the Borough Council will look to allocate the funding to the following projects:

Project Name	Project Number	Town Fund [£m]	Proportion of Project Funding from this Source
Tech Campus and Sustainable Construction Centre (Suffolk New College)	19	£0.94	100%
Re-using the Old Post Office (on the Cornhill)	7	£0.23	100%
Ipswich Oasis (Town Centre Greening)	25	£0.08	14.3%

The rationale for this is that the top two projects can realistically be delivered shortly and the Oasis project could then have some funding to spend early in 2022 on 'easy wins' and within the early 2022 planting season.

5. Financial Position

The Council has received some revenue funding in its role as accountable body to aid Town Deal work. A summary paper on the use and allocation of that funding will be circulated to Board members prior to the meeting.

6. Resignation of a Board Member

Angela Stroud has resigned as a Board member – as she is no longer employed by the same organisation. The make up of the Board will be reviewed with the new Chair – and in time for more of a 'project delivery' phase of the Board's work.

Recommendations to the Board

Recommendation 1: That the Updates above are noted – especially the proposal in the table above.

Project Briefings for Board (Version 2)

Briefings that have taken place have been struck-through (i.e. ~~struck-through~~) in the table below.

Project Name	Project Number	Town Fund [£m]	Briefing Date / Time
Tech Campus and Sustainable Construction Centre (Suffolk New College)	49	£0.04	4th October: 9am
Integrated Care Academy (University of Suffolk)	48	£2.58	15th October: 12pm
Academy of Yacht Building (Island Site)	20	£1.12	15th October: 1pm
Re-using the Old Post Office (on the Cornhill)	7	£0.23	22nd October: 1pm
Public Realm Improvements (Arras Square etc.)	9	£1.4	22nd October: 12pm
Former Paul's Building Silo (@ the Waterfront)	6	£3.75	5th November: 12pm
Ipswich Oasis (Town Centre Greening)	25	£0.56	5th November: 1pm
Creating a digital town centre	21	£2.34	12 th November: 12pm
Town Centre Regeneration Fund	11	£7.96	12 th November: 1pm
Local shopping parades regeneration fund	24	£2.81	26 th November: 12pm
Pedestrian / Cycle Bridge (etc.) @ Waterfront	2	£1.31	26 th November: 1pm]

Notes:

The final two rows (shaded) are changes from the previous version of this document.

Invites are sent out for the briefings as 'pairs' – i.e. covering the full two-hour slot.

It is intended to hold all briefings virtually to maximise the likelihood of attendance.

Board members do not have to attend in person – and could nominate someone else to attend on their behalf (and that individual(s) does not need to be their formal Board substitute).

Each briefing is likely to include a 20 minute (ish) presentation by the project lead and then a 'Q&A' / 'Comment' session.

Feedback can be provided after each event via: town.fund@ipswich.gov.uk.

Procurement

1. The table on the next page sets out a simplified version of the Borough Council's procurement rules for capital works.
2. Unless specifically agreed for any of the individual Town Deal projects, the Council's processes will need to be followed for each and every procurement.
3. If an alternative approach is to be advocated for any Town Deal projects then the Board will be informed first and the matter will be notified formally to the Borough Council's Executive.
4. In that regard, it should be noted that the intention is that the Borough Council's Executive will consider a report next month (December 15th) that seeks to grant (i.e. a direct payment from the Borough Council) to the University of Suffolk and Suffolk New College the Town Deal funding for the two projects they are leading upon a number of conditions such as:
 - (a) The monies will first be received by the Council from the Government;
 - (b) Agreement is reached with the two parties that the monies will only be spent on the Town Deal project and that appropriate reporting and branding etc guidance is followed in both cases; and
 - (c) That procurement is – or has been – undertaken that is compliant with the two organisations rules and the Public Contract Regulations – in the case of the University led project.

The two projects are:

Project Name	Project Number
Tech Campus and Sustainable Construction Centre (Suffolk New College)	19
Integrated Care Academy (University of Suffolk)	18

5. Any companies interested in bidding for any Town Deal work in Ipswich are strongly advised to get registered on the Suffolk Sourcing web-site (see link at footnote 1 after the table). Any contracts at a value exceeding £25,000 are also advertised via [Find a Tender \(find-tender.service.gov.uk\)](https://find-tender.service.gov.uk).

Level	Capital Works Values	E-Tendering Required ⁽¹⁾	Response Levels	Decision Maker
1	Under £5,000	No	Minimum of 1 written quotation	Ipswich Borough Council Officer
2	£5,000 to £24,999	Yes	Minimum of 3 written quotations	Ipswich Borough Council Officer
3	£25,000 to £99,999	Yes	Minimum of 3 written quotations	Ipswich Borough Council Officer
4	£100,000 to £250,000	Yes	Open Tender	Ipswich Borough Council Officer
5	£250,000 to £4,733,252 ⁽²⁾	Yes	Open Tender	Executive of Ipswich Borough Council
6	Above £4,733,252 ⁽²⁾	Yes	Public Contract Regulations Compliant tender ⁽³⁾	Executive of Ipswich Borough Council

(1) [Suffolk Sourcing](#)

(2) [Microsoft Word - PPN for New Thresholds 2020 final.docx \(publishing.service.gov.uk\)](#)

(3) The value given in row 6 is for projects defined as 'Works' within the Regulations. Lower values do apply for some activities that are capital but are also covered by the Regulations (down to values as low as £189,330). Ipswich Borough Council will determine appropriate levels on a case by case basis having regard to the Regulations).

Ipswich Town Deal Board: 12th November 2021

Agenda Item 6: Draft Business Cases

Author of Paper: Russell Williams, Chief Executive, Ipswich Borough Council

Note: This paper will be published on the Borough Council's website alongside the meeting agenda.

Background

The Board has expressed a clear wish to consider templates that contain the information that would thereafter be submitted to HM Government for each of the 11 projects.

The business cases will thereafter – if endorsed (in principle) - by the Board – be amended by the Borough Council (as accountable body) in the light of any Board comments and to fit with the format required by Government and then formally submitted to the Government.

This Board meeting was set up to consider the first 4 projects.

All four projects have been the subject of informal briefings to the Board in October 2021.

The First 4 Business Cases

The first 4 projects to get to this stage are:

- (i) Tech Campus and Sustainable Construction Centre (Suffolk New College) (Project 19)
- (ii) Integrated Care Academy (University of Suffolk) (Project 18)
- (iv) Re-using the Old Post Office (on the Cornhill) (Project 7)
- (v) Public Realm Improvements (Arras Square etc.) (Project 9).

The business case templates will be circulated separately as 'Confidential Papers' but it is anticipated that the final versions of the business cases that are submitted to HM Government will be put in the public domain (with any confidential / sensitive information - e.g. possible procurement values – redacted in an appropriate manner).

Links to the Town Investment Plan and the Grant Offer Letter

All four projects are consistent with Ipswich's Town Investment Plan submission from December 2020 and the Grant Offer from July 2021.

Recommendations to the Board

Recommendation 1: That the contents of the Business Case templates are noted and the Ipswich Town Deal Board confirm that they are supportive of Ipswich Borough Council submitting the business cases for the following four projects to HM Government (having first taken account of any comments the Board makes on Appendix 3A to 3D):

- (1) Integrated Care Academy (University of Suffolk) (Project 18)
- (2) Public Realm Improvements (Arras Square etc.) (Project 9)
- (3) Re-using the Old Post Office (on the Cornhill) (Project 7)
- (4) Tech Campus and Sustainable Construction Centre (Suffolk New College) (Project 19)

Note: The intention would be to submit these four projects to HM Government prior to the end of the calendar year.

Recommendation 2: That the Board endorse the principle of a new Task Force being created for the Public Realm Improvement Project – and requests a paper at its next meeting setting out the proposals for, remit of and membership of such a Task Force.