



IPSWICH TOWN DEAL

BOARD AGENDA

8.30 to 10.00am

12th March 2021

Agenda Item Number	Topic	Paper Reference	Lead	Anticipated Time (minutes)
1	Welcome, Introductions and Apologies for Absence (including 'substitute information' Apologies: C-J Green Substitute: Chris Starkie		Terry Hunt (Chair)	5
2	Minutes of the Last Meeting	Paper 1	Terry Hunt	2.5
3	Matters Arising from the Last Meeting		Terry Hunt	2.5
4	Declarations of Interest (including from attending Substitutes)		Terry Hunt	5
5	Feedback from Government on Bid		Terry Hunt	10
6	Prioritisation of Projects : (a) Operations Group Recommendations; (b) Summary of Board Feedback (c) Assessment of Scope to Reduce Funding for each Project	Paper 2 (<i>Paper 2A to be circulated before the meeting</i>)	Terry Hunt	30
7.	What Next For the Projects? Proposals for: (a) Developing business cases – as required by HM Government - prior to projects starting; (b) Ensuring on-going community engagement on projects; (c) Procuring services (etc) to develop and deliver the projects; and (d) Ensuring quality engagement with – and input from – the Town Deal Board.	Paper 3	David Ellesmere	15

8.	Relationships with other 'partnership groups': (a) Ipswich Vision (b) Ipswich Transportation Task Group (c) Ipswich Strategic Planning Area	Paper 4	Terry Hunt	5
9	Review of Board Membership		Helen Langton	5
10	Communications Proposals Following Board		Terry Hunt	5
11	Dates of Future Meetings (i) 23 rd April (ii) 16 th July (iii) 1 st October (iv) 10 th December		Terry Hunt	2.5
12	Any Other Business		Terry Hunt	2.5



IPSWICH TOWN DEAL
BOARD MINUTES
DRAFT

22nd January 2021

Attendees (Board members): Terry Hunt (Chair), Terry Baxter, James Davey, David Ellesmere, C-J Green, Becca Jackaman, Sarah Holmes, Tom Hunt MP, Catherine Johnson, Professor Dave Muller, Angela Stroud, Paul West.

Attendees (Substitutes): Tim Greenacre (for Professor Helen Langton), Stephen Britt (for Dr Daniel Poulter MP)

Attendees (Non-Board members): Paul Clement (Ipswich Central – for item 6), Chris Starkie (Chair of Operations Group), Russell Williams (minute taker)

Apologies: Professor Helen Langton and Dr Daniel Poulter MP.

Item	Description	Action
1	<p>Welcome / Introductions / Apologies</p> <p>Apologies from HL and DP were noted. TG and SB were welcomed to their first Board meeting.</p> <p>Paper 1 (i.e. profiles and declarations of interests from substitutes) was noted (and will be made publicly available alongside the minutes).</p>	
2	<p>Minutes of the Last Meeting (27th November 2020)</p> <p>Agreed</p>	
3	<p>Matters Arising from the Last Meeting</p> <p>None</p>	

4	<p>Declarations of Interest</p> <p>None to add to those already publicly available and within Paper 1.</p>	
5	<p>Feedback from Government on Submitted Document and the Way Forward</p> <p>RW confirmed that the Town Investment Plan had been submitted to Government, as planned, on 11th December 2020 and that the Government had acknowledged receipt of it.</p> <p>Early indications are that we may hear back from Government with some form of announcement in the second half of February (at the earliest).</p>	
6	<p>Presentation and Q&A session on: Creating a Digital Town Centre (Project 21)</p> <p>PC gave a presentation on the plans for this project. This covered covered a range of options including:</p> <ul style="list-style-type: none"> ▪ Free accessible wifi ▪ Itinerary building ▪ Retailing ▪ Digital screens ▪ Virtual reality booths ▪ Bringing history to life ▪ Safer places ▪ Local shopping parade hubs ▪ Comparisons with other places ▪ The benefits of the project <p>The Board discussed the project and asked a series of questions covering issues including:</p> <ul style="list-style-type: none"> ▪ The catchment that would benefit from the project; ▪ The importance of information etc being accessible to all parts of the local and visiting community ▪ The IT Platform used ▪ Links to the Local Shopping Parades project (project 24) ▪ Links with The Hold ▪ What the funding would be spent on ▪ Capital and revenue funding matters ▪ Challenges of sustainability and keeping up-to-date with digital technology and use ▪ The significance of the project in being a point of difference to Government 	

The Chair summarised the discussion as:

- A very helpful session in terms of a Board update;
- Clear enthusiasm from the Board for the project ambitions;
- Clear evidence that this is a project that the Board is going to take a keen interest in seeing being developed;
- A positive response to the suggestion by PC that a ‘Digital Task Force’ would be a good way of involving local people and building on the strengths in this sector within the local business community.

7 Governance and Board Planning Update

The Board considered Paper 3 and resolved to:

1. Provide strategic advice to Ipswich Borough Council in its role as accountable body (for at least the period from 2020/21 to the end of the Town Deal programme in 2025/26);
2. Note that, Ipswich Borough Council will provide quarterly reports to the Board on progress on every project (starting at the April Board meeting) – this will include an outline business plan for each project at the inception stage;
3. Set a normal meeting frequency rate to be quarterly basis – although noting that the Chair may call meetings in between the quarterly meetings where necessary.
4. Take a leading role in steering the development – and thereafter the main decisions - on the following projects:

Project Description	Project No.	£M (from Town Fund)
Public Realm Improvements (Arras Square etc.)	9	1.50
Town Centre Regeneration Fund	11	8.50
Town Centre: Events, Lighting and Sound	14	1.00
Creating a digital town centre	21	2.50
Local shopping parades regeneration fund	24	3.00
Ipswich Oasis (Town Centre Greening)	25	0.60

	<p>5. Consider engaging with other stakeholders (as well as the local community) prior to commenting and / or taking a view and note that the Board may utilise ‘sub-committees’ of the Board to develop work and lead the production of the Board’s views.</p> <p>6. Agree, at each future Board meeting, a ‘communications plan’ associated with the outcomes of each future Board meeting (i.e. beyond the publication of the meeting minutes).</p> <p>In addition, at the next (February) meeting, and to support its work moving forward thereafter, the Board set out its expectation that:</p> <ol style="list-style-type: none"> 1. Ipswich Borough Council will set out how it intends to: <ol style="list-style-type: none"> (a) Develop business cases – as required by HM Government - prior to projects starting; (b) Ensure on-going community engagement on projects; (c) Procure services (etc) to develop and deliver the projects; and (d) Ensure quality engagement with – and input from – the Town Deal Board – as it is doing (a) and (b) above. 2. The Board should consider its relationship with other partnership groups that have over-lapping interests e.g. <ol style="list-style-type: none"> (a) Ipswich Vision (b) Ipswich Transportation Task Group (c) Ipswich Strategic Planning Area 3. The Town Deal Board should consider a review of its membership – particularly having regard to the fact that a previously proposed / agreed member was not able to join the Board (who would have increased young people representation on the Board. <p><i>[Note: This work will be led by David Ellesmere, Helen Langton and Paul West – and that they will have regard to the Board Diversity Audit in doing so]</i></p>	RW
8	<p>Dates of Future Meetings</p> <p>They were noted as:</p> <ol style="list-style-type: none"> (i) 26th February (ii) 23rd April (iii) 16th July (iv) 1st October (v) 10th December 	

9	Any other business It was suggested by TB (and agreed) that – if the relevant individuals are available – a presentation on Project 20 (Academy of Yacht Building (Island Site)) would be a good topic for the next meeting to focus on.	RW
----------	--	-----------

Ipswich Town Deal Board: 12th March 2021

Agenda Item 6: Prioritisation of Projects

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. On 3rd March 2021 the Government confirmed an offer of up to £25m for the Ipswich Town Deal proposal.
2. This was the joint 4th highest of the 45 deals announced as part of the Budget – see Appendix 1.
3. The Government has confirmed that this funding can be spent on 11 different projects:

Project 2: Pedestrian / Cycle Bridge (etc.) @ Waterfront
Project 6: Former Paul's Building Silo (@ the Waterfront)
Project 7: Re-using the Old Post Office (on the Cornhill)
Project 9: Public Realm Improvements (Arras Square etc.)
Project 11: Town Centre Regeneration Fund
Project 18: Integrated Care Academy (University of Suffolk)
Project 19: Tech Campus and Sustainable Construction Centre
Project 20: Academy of Yacht Building (Island Site)
Project 21: Creating a Digital Town Centre
Project 24: Local Shopping Parades Regeneration Fund
Project 25: Ipswich Oasis (Town Centre Greening)
4. The Government have confirmed that they are not prepared to fund one project within the Bid. That is Project 14: Town Centre: Events, Lighting and Sound.
5. This means that the Board needs to decide how it wishes to allocate the £25m across the 11 projects at paragraph 3. The Government are leaving this to local discretion and the only condition appears to be that none of the project amounts can be increased from the amounts set out within the bid.
6. Due to the deletion of Project 14 from the list this means that the Board will need to remove a total of £2.7m from the remaining 11 projects. This calculation flows from:
 - Total Bid Amount = £28.7 million
 - Amount bid for Project 14 = £1 million
 - Total amount bid for other 11 projects = £27.7 million
 - Government award = £25 million
 - Reduction needed by Board from the 11 projects = £2.7 million.

7. A proposal (Paper 2A) as to how to do this will be circulated in advance of the Board meeting – following a discussion that will take place at the next Town Deal Operations Group.

Appendix 1

List of Town Deal Announcements from Government on 3rd March 2021

1	Southport	£37.5m
2	Stevenage	£37.5m
3	Staveley (Derbyshire)	£25.2m
4=	Ipswich	£25m
4=	Leyland	£25m
4=	Newark	£25m
4=	Northampton	£25m
4=	West Bromwich	£25m
4=	Wolverhampton	£25m
10=	Lowestoft	£24.9m
10=	Wakefield	£24.9m
12	Skegness	£24.5m
13	Morley	£24.3m
14=	Clay Cross	£24.1m
14=	Stocksbridge	£24.1m
16=	Castleford	£23.9m
16=	Mablethorpe	£23.9m
16=	Thornaby-on-Tees	£23.9m
19	Rochdale	£23.6m
20	Smethwick	£23.5m
21	Nuneaton	£23.2m
22=	Goldthorpe	£23.1m
22=	Workington	£23.1m
24	Bolton	£22.9m
25	Burton-upon-Trent	£22.8m
26	Milton Keynes	£22.7m
27	Margate	£22.2m
28=	Boston	£21.9m
28=	Middlesbrough	£21.9m
30	Bournemouth	£21.7m
31	Crawley	£21.1m
32=	Grimsby	£20.9m
32=	Scunthorpe	£20.9m
34	Scarborough	£20.2m
35	Great Yarmouth	£20.1m
36=	Lincoln	£19m
36=	Rowley Regis	£19m
38	Preston	£19.9m
39	Carlisle	£19.7m
40	Swindon	£19.5m
41	Colchester	£18.2m
42	Whitby	£17.1m
43	Kidsgrove	£16.9m
44	Cheadle	£13.9m
45	Mansfield	£12.3m

Ipswich Town Deal Board: 12th March 2021

Agenda Item 7: What Next For the Projects?

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. Minute 7 of the last meeting (see Paper 2) stated that this meeting would have a paper that sets out proposals for:
 - (a) Developing business cases – as required by HM Government - prior to projects starting;
 - (b) Ensuring on-going community engagement on projects;
 - (c) Procuring services (etc) to develop and deliver the projects; and
 - (d) Ensuring quality engagement with – and input from – the Town Deal Board
2. Each of these strands are addressed briefly below:

Developing Business Cases

3. It is anticipated that a three phase process will need to be followed for each Town Deal project once 'Heads of Terms' have been agreed with Government (i.e. following the announcement about Town Deal funding on 3rd March 2021). These are:

Phase 1: This needs to be completed within two months of Heads of Terms being completed. It appears that – in practical terms – this means completing an updated version of the spreadsheet template that was submitted for each project with the Town Investment Plan in December 2021;

Phase 2: This is a fractionally more detailed spreadsheet providing some more information for each project;

Phase 3: This needs to be completed within 12 months of the completion of the Heads of Terms and is a 'full business case' – which will need to be completed in accordance with the Government's 'Green Book' system. The business case template has not yet been issued.

4. The templates will be circulated to partners when they are available.
5. It also appears that it may be possible to 'fast-track' some schemes.
6. Further information on all of this will be provided at the next (April) Board meeting.

On-going community engagement on projects

7. It is clear that there is an expectation from Government that projects should be able to demonstrate further stakeholder and community engagement prior to final business case sign-off.
8. Our 11 remaining projects are at different stages and they all noticeably different with different needs and potential for further engagement. It is estimated that they fall into the following categories:

A. Consultation via Existing Statutory Processes (e.g. planning applications):

Project 2: Pedestrian / Cycle Bridge (etc.) @ Waterfront

Project 7: Re-using the Old Post Office (on the Cornhill)

Project 18: Integrated Care Academy (University of Suffolk)

Project 19: Tech Campus and Sustainable Construction Centre

Project 20: Academy of Yacht Building (Island Site)

B. Additional Engagement Required (in addition to Category A activities):

It is suggested that a stakeholder engagement plans for the 3 projects below are produced for the next Board meeting:

Project 6: Former Paul's Building Silo (@ the Waterfront) (*specifically around the possible future uses of the silo*)

Project 9: Public Realm Improvements (Arras Square etc.) (*specifically around any designs for Arras Square and priorities for future projects*)

Project 11: Town Centre Regeneration Fund

It is suggested that 'Task Forces' be created (potentially led by different Town Deal Board partners) for the following three projects. Terms of references for these Task Forces will be produced for the next Board meeting:

Project 21: Creating a Digital Town Centre

Project 24: Local Shopping Parades Regeneration Fund

Project 25: Ipswich Oasis (Town Centre Greening)

Procuring services (etc) to develop and deliver the projects

9. It is understood that public sector procurement rules will need to be followed for all projects and also that the Borough Council – as accountable body – will have responsibility for ensuring that this is the case. More information on the procurement governance is expected to be provided in due course by Government.
10. It is not yet clear how much scope there will be for the Council to ‘delegate’ any of the decision making and procurement processes to other partners – i.e. who might be leading on the delivery of projects or parts of projects.
11. It is hoped that further information on this will be available by the time of the next (April) Board meeting. Information on the national monitoring and evaluation framework for Town Deals is expected shortly.

Ensuring quality engagement with – and input from – the Town Deal Board

12. Expectations for on-going Board engagement are set out within this Paper (see above). However, for the avoidance of doubt it is intended that:

Phase 1 (of paragraph 3 above) can be completed without reference back to the Board – subject to the submissions being in accordance with Board decisions on funding;

Phase 2 (of paragraph 3 above) engagement plans will be set out in a paper for the next Board meeting;

Phase 3 (of paragraph 3 above) (i.e. the full business case) will require sign off from the Board in each case.

Recommendations to the Board

13. The contents of this report are noted (specifically the commitments within paragraphs 8, 9 and 12)

Ipswich Town Deal Board: 12th March 2021

Agenda Item 8: Relationships with other 'partnership groups'

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. Minute 7 of the last meeting (see Paper 2) suggested that this meeting would have a paper that sets out proposals for its relationship with other partnership groups that have over-lapping interests e.g.
 - (a) Ipswich Vision
 - (b) Ipswich Transportation Task Group
 - (c) Ipswich Strategic Planning Area
2. Proposals in relation to this are set out in paragraph 3.

Recommendations to the Board

3. That the Town Deal Board seek quarterly updates from the following three other 'boards' in relation to matters associated with the work of those boards that might be of relevance to the work of the Town Deal Board:
 - (a) Ipswich Vision
 - (b) Ipswich Transportation Task Group
 - (c) Ipswich Strategic Planning Area Board
4. In making recommendation 1 it is noted that:
 - (a) all 9 members of the Vision Board are members of the Town Deal Board;
 - (b) 5 members of the Ipswich Transportation Task Group are on the Town Deal Board;
 - (c) both councils are represented on the Ipswich Strategic Planning Area Board.
5. That – via the Chair of the Town Deal Board – the three groups identified within the recommendation at paragraph 3 are offered a quarterly update from the Town Deal Board – and that it thereafter be provided if they indicate that they would like such an update.