



IPSWICH TOWN DEAL / VISION

BOARD AGENDA

10am to 11.30am

9<sup>th</sup> December 2022

Location: University of Suffolk – James Hehir Building (Room 504)

*Note: Please go to the main reception in the Waterfront Building and ask for Jo Parsons*

*Note: David Ralph will attend from 9.30am if anyone would like to arrive early and have an informal chat with the new Chair.*

Agenda Item Number	Topic	Paper Reference	Lead	Anticipated Time (minutes)
1	Welcome, Introductions and Apologies for Absence (including 'substitute information')		Helen Langton (Vice Chair)	3
2	Minutes of the Last Meeting	Paper 1	Helen Langton	2
3	Matters Arising from the Last Meeting		Helen Langton	2
4	Declarations of Interest (including from attending Substitutes)		Helen Langton	3
5	Appointment of Chair		Helen Langton	5
6	Introduction by Chair (including informal discussion)		David Ralph (Chair)	20
7	General Updates (Town Deal)			20
	(i) Town Deal Business Case Progress	Paper 2	David Ellesmere	
	(ii) Monitoring and Evaluation Group Update	Paper 2	Dr Daniel Poulter	
	(iii) Town Deal Assurance Review	Paper 2	David Ralph	
	(iv) Local Shopping Parades Project	Paper 3	David Ellesmere	

8	General Updates (Other Matters)			20
	(i) Levelling Up Fund Bids	Paper 4	Paul West	
	(ii) Inward investment Brochure	Paper 4	David Ellesmere	
	(iii) Connected Town Task Force		Terry Baxter	
	(iv) Honorary Degrees (etc)	Paper 4	Helen Langton	
9	Communications Proposals Following Board	Paper 5 <i>(not for publication)</i>	David Ralph	5
10	Dates of Future Meetings (all 'in person')		David Ralph	2
	(i) 17 <sup>th</sup> March 2023;			
	(ii) 9 <sup>th</sup> June 2023;			
	(iii) 15 <sup>th</sup> September 2023; and			
	(iv) 8th December 2023.			
11	Any Other Business		David Ralph	3



## IPSWICH TOWN DEAL / VISION

## DRAFT BOARD MINUTES

8 July 2022

**Attendees (Board members):** Terry Baxter, David Ellesmere, Professor Helen Langton, Dr Dan Poulter, Paul West, Becca Jackaman and James Davey

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

**Attendees (Non-Board members):** Elaine Bryce (Central Suffolk and Norfolk)

**Apologies:** Sophie Alexander, Dr Dean Dorsett, C-J Green, Sarah Holmes, Tom Hunt MP, Catherine Johnson and Russell Williams.

Item	Description	Action
1	<b>Welcome / Introductions / Apologies</b>  HL (Vice-Chair) chaired the meeting.	
2	<b>Minutes of the Last Meeting (22 April 2022)</b>  Agreed	
3	<b>Matters Arising from the Last Meeting</b>  None	
4	<b>Declarations of Interest</b>  LH was the author of the Ipswich Oasis Project.  Nothing further to add to those already publicly available.	
5	<b>General Updates</b> HL provided an update on the interviews for a recruitment consultant to support the process and a firm had been selected.	

	<p><b>(i) Chair Recruitment progress</b> It had been made clear that the Chair needs to come from a 'private sector' background. With August being holiday season, it was suggested the recruitment interviews be extended. Costs for the process were confirmed to be covered through IBC town deal fund.</p> <p><b>(ii) Monitoring and Evaluation Group</b> An advert for independent members of this group was on LinkedIn. DP to consider nominating an independent member from the 'private sector' background who was not part of the main board. The closing date for expressions of interest is 22 July 2022.</p> <p><b>(iii) Town Deal Business Case Progress</b> Discussions continue with HM Government on value for money associated with business cases so it was difficult to determine when this would be approved; it was hoped that this would be finalised by September.</p>	<p><b>RW</b></p> <p><b>DP</b></p>
<b>6</b>	<p><b>Inward Investment Brochure Plans</b></p> <p>A draft of the proposed brochure had been circulated with a number of responses received with positive feedback. There would be an official launch event to coincide with when the new chair would be in post for late September. Any Board members who have final comments or would like to be involved in organising the launch to contact DE.</p>	<b>ALL</b>
<b>7</b>	<p><b>Connected Town Centre Task Force</b></p> <p>The Terms of Reference had been published. There was a request for representatives from the public and additional representatives around the town to join a meeting which would be held at the end of July 2022. HL noted that it would be good to include one or two students from the University and Suffolk New College. Any suggestions to be sent to TB.</p>	<p><b>HL</b></p> <p><b>ALL</b></p>
<b>8</b>	<p><b>Levelling Up Fund Bids (Confirmation of Submission)</b></p> <p>The bid had not been submitted as the online portal was not ready. The deadline had been extended.</p> <p>It had been decided to delay submission of the Pedestrian/Cycle Bridge (Waterfront project), so it follows the levelling up fund submission. This will be raised at the September Board meeting for approval.</p>	
<b>9</b>	<p><b>Communications Proposals Following Board</b></p> <p>HL to request RW resend the job description to the Board.</p>	<b>HL</b>

	<p>Any press releases and publicity to advertise the role would be the Board's responsibility, HL/DE to discuss with RW.</p> <p>The Board noted Paper 4.</p>	<p><b>HL/DE/</b></p>
10	<p><b>Dates of Future Meetings</b></p> <p>They were noted as:</p> <ul style="list-style-type: none"> <li>(i) 9<sup>th</sup> September 2022</li> <li>(ii) 9<sup>th</sup> December 2022</li> </ul> <p>There was a request for all meetings in the future to be hybrid if at all possible. Venue open to offers but the University is happy to host whenever necessary. It was agreed that the next meeting would be held at the University of Suffolk and will be hybrid although all are encouraged wherever possible to attend in person.</p>	
11	<p><b>Any Other Business</b></p> <p><b>Communications Strategy:</b> Agreed for a communications strategy to be produced for the Board including Town Deal to be more visible around projects and how consultation with press and relevant organisations would be raised when the new Chair is in post.</p> <p>Caution should be taken on how we frame what projects have been completed but also highlight the plans for future projects.</p> <p><b>Town Deal Funds:</b> Agreed to focus on one or two projects once submission outcome is known.</p> <p><b>Ipswich Oasis Project:</b> The bench had been installed opposite the boat on the Novotel roundabout.</p> <p><b>Budget Summary:</b> A summary of the budget spent and available would be produced.</p> <p>The meeting was followed by a short tour of the new Health and Wellbeing building.</p>	<p><b>ALL</b></p> <p><b>RW</b></p>

## Ipswich Town Deal / Vision Board: 9<sup>th</sup> December 2022

### Agenda Item 2: General Updates (Town Deal)

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**

#### Town Deal Business Case Progress

HM Government have now given final sign off for two projects:

- Local Shopping Parades Regeneration Fund
- Former Paul's Silo @ the Waterfront – Lead: Mark Hunter

A work programme for the remaining projects is set out in Appendix 1. This has been agreed with HM Government. Final Value for Money information needs to be submitted by 13<sup>th</sup> January to enable funding to be received in this financial year. All information needs to be submitted by 31<sup>st</sup> March.

Appendix 1 also sets out who will lead each project from a Borough Council perspective going forward – i.e. particularly after the departure of Russell Williams in January 2023.

#### Monitoring and Evaluation Group Update

The first meeting of the Group is scheduled to take place on 14<sup>th</sup> December. It will be chaired by Dr Daniel Poulter MP and will also include James Davey and an external member who has applied for the role – and has been deemed suitable.

It is intended that the Group will focus on matters specifically associated with the 11 Town Deal projects and that it will generally meet quarterly and report to each Board meeting. The Group's work will also feed into various Government returns and provide advice (etc) to the Borough Council as accountable body on Town Deal matters.

#### Town Deal Assurance Review

HM Government continues to provide both advice and set out reporting requirements. One such component is a requirement on the Council's Chief Finance Officer to sign off on an Assurance Review.

This year – as there hasn't yet been significant spend of monies it should be a reasonably simple process. The detail (etc) will be reported to Monitoring and Evaluation Group next week as the return is due in on 20<sup>th</sup> December 2022.

## **Recommendations to the Board**

Recommendation 1: To note progress.

## Town Deal Work Programme Summary

Note: The timetable below has been agreed with HM Government.

The 'IBC Lead' set out below has been updated to ensure continuity (etc) following departure (at the end of January 2023) of Russell Williams from the Council.

Project	Activity	Deadline
<p>1. Academy of Yacht Building (Island Site)</p> <p><i>IBC Lead: Mark Hunter</i></p> <p><i>3<sup>rd</sup> Parties: Spirit Yachts and ABP</i></p>	<ul style="list-style-type: none"> <li>- Meeting with Spirit Yachts</li> <li>- Valuation of Building (now and at end of the project)</li> <li>- Work connected to skills / jobs</li> <li>- Submission</li> </ul>	<p>6<sup>th</sup> Dec By 19<sup>th</sup> Dec</p> <p>By Christmas By 9<sup>th</sup> Jan 2023</p>
<p>2. Creating a Digital Town Centre</p> <p><i>IBC Lead: Katie Fenton</i></p> <p><i>3<sup>rd</sup> Party: Ipswich Central</i></p>	<ul style="list-style-type: none"> <li>- Meeting with Ipswich Central</li> <li>- Submission</li> </ul>	<p>7<sup>th</sup> December By 23<sup>rd</sup> Dec</p>
<p>3. Integrated Care Academy (University of Suffolk)</p> <p><i>IBC Lead: Katie Fenton</i></p> <p><i>3<sup>rd</sup> Party: University of Suffolk</i></p>	<ul style="list-style-type: none"> <li>- Meeting with University</li> <li>- Obtain information from University of Suffolk (including building values)</li> <li>- Submission</li> </ul> <p><i>Note: Project effectively already completed</i></p>	<p>9<sup>th</sup> Dec By Christmas</p> <p>By 13<sup>th</sup> Jan 2023</p>
<p>4. Ipswich Oasis (Town Centre Greening)</p> <p><i>IBC Lead: Katie Fenton</i></p> <p><i>3<sup>rd</sup> Party: Greener Ipswich</i></p>	<ul style="list-style-type: none"> <li>- Meet with Oasis</li> <li>- Prepare Information</li> <li>- Submission</li> </ul> <p><i>Note: Project underway – part funded via money received so far (determined at Board meeting on 12<sup>th</sup> November 2021)</i></p>	<p>By 9<sup>th</sup> Dec 22 By 16<sup>th</sup> Dec 22 By 23<sup>rd</sup> Dec</p>
<p>5. Pedestrian-Cycle Bridge etc (@ Waterfront)</p> <p><i>IBC Lead: Mark Hunter</i></p> <p><i>3<sup>rd</sup> Parties: SCC and ABP</i></p>	<ul style="list-style-type: none"> <li>- Meeting with Suffolk County Council</li> <li>- Obtain information from SCC</li> <li>- Submission</li> </ul>	<p>8<sup>th</sup> December By Christmas By 16<sup>th</sup> Jan 2023</p>



<p>6. Public Realm Improvements (Arras Square etc)</p> <p><i>IBC Lead: Mark Hunter</i></p>	<ul style="list-style-type: none"> <li>- Prepare Additional Information</li> <li>- Submission</li> </ul>	<p>By 9<sup>th</sup> Jan 23 By 16<sup>th</sup> Jan 23</p>
<p>7. Town Centre Regeneration Fund</p> <p><i>IBC Lead: Stuart McDonald</i></p>	<ul style="list-style-type: none"> <li>- Produce two examples (*2) with 3<sup>rd</sup> party valuation work</li> <li>- Consolidate paper work (using 3<sup>rd</sup> party example)</li> <li>- Submission</li> </ul>	<p>By Christmas</p> <p>By 13<sup>th</sup> Jan By 20<sup>th</sup> Jan</p>
<p>8. Re-using the Old Post Office (on the Cornhill)</p> <p><i>IBC Lead: Stuart McDonald</i></p>	<ul style="list-style-type: none"> <li>- Consolidate existing information (with input from tenant (NWTC))</li> <li>- Submission</li> </ul> <p><i>Note: Project effectively already completed – and funded via money received so far (determined at Board meeting on 12<sup>th</sup> November 2021)</i></p>	<p>By 12<sup>th</sup> Dec</p> <p>By 23<sup>rd</sup> Dec</p>
<p>9. Tech Campus and Sustainable Construction Centre (Suffolk New College)</p> <p><i>IBC Lead: Katie Fenton</i></p> <p><i>3<sup>rd</sup> Party: Suffolk New College</i></p>	<ul style="list-style-type: none"> <li>- Meeting with Suffolk New College to obtain information</li> <li>- Obtain information</li> <li>- Submission</li> </ul> <p><i>Note: Project underway – and funded via money received so far (determined at Board meeting on 12<sup>th</sup> November 2021)</i></p>	<p>Meeting 9<sup>th</sup> Dec</p> <p>By 6<sup>th</sup> Jan 23 By 13<sup>th</sup> Jan 23</p>

Two Projects Already Fully Signed Off by HM Government:

Former Paul's Silo @ the Waterfront – Lead: Mark Hunter

Local Shopping Parades Regeneration Fund – Lead: Stuart McDonald (see *Paper 3*)

**Ipswich Town Deal / Vision Board: 9<sup>th</sup> December 2022**

**Agenda Item 3: Local Shopping Parades Project Update**

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**

This is a £2.81m Town Deal project where the 'Business Case' has been signed off by Government and the first tranche of money (£475,000) has been received by the Borough Council – with the majority due in 2023/24 - and a final small part due to be received in 2024/25.

This paper provides a brief update on work to-date and plans for engagement early in 2023 and seeks views from the Board on the list of eligible parades and the timetable proposed as the project moves forward.

This work has been led by a Task Force chaired by Azzouz El-Mahraoui (co-owner of Coffee Link) and including – among others – Dr Daniel Poulter MP, Tom Hunt MP, Paul West (Suffolk County Council) and Bryony Rudkin (Ipswich Borough Council).

**Phases of the Project**

It is intended that there will be three phases of the project:

1. The first investment scheme will start in January 2023 for selected Ipswich shopping parades in [Group 1](#). They will have the opportunity to bid for up to £250,000 each - to improve their appearance / facilities and help increase footfall and revenues (total pot approximately £1.5m)
2. A second investment scheme will start in September 2023 for shopping parades identified in [Group 2](#). They will be able to bid for up to £100,000 for smaller improvement interventions (total pot approximately £1m).
3. The third investment scheme will provide investment to community facilities and will be available from June 2023. This will be for community facilities which are linked in some way to a shopping parade location – without needing to be within the parade (total pot approximately £250k).

Input was sought from Councillors (Borough and County) on which parade should be in which of the two Groups and then the list was considered by the Task Force.

The Task Force concluded that The Board should “sign off” the final list(s). In particular, it is worth drawing attention to the fact that there were various views within the Task Force as to whether or not (and within which Group – if it were to be included) the Norwich Road (Southern end) / St Matthews Street area should be included in the list of eligible centres. This was due to the lack of clarity on the matter in previous Board minutes (from 27<sup>th</sup> November 2020) and particularly given the fact that this area has been incorporated into the Ipswich Central Area and has also secured substantial Safer Street Funding from the Home Office.

## **Application Process**

It is intended that applications will be sought from Group 1 parades in January 2023. Applications must be submitted by an independent retailer(s) located within the Parade. The closing date for applications from Group 1 Shopping Parades is likely to be during the 2<sup>nd</sup> half of February 2023.

Each unit on every parade in Group 1 will be visited as part of the process. A short explanatory postcard has been produced ([Appendix 2](#)) which will also be accompanied by a web page, press release and will be used for initial and ongoing publicity.

The applications will undergo an initial assessment by the Task Force where suitability will be assessed and any clarification will be sought from the applicants. An update will be provided at the next Board meeting.

Each of the project proposals that come forward will then be assessed – including obtaining appropriate costs - and draft plans will be created which will then be shared with the general public to ensure the populations local to the parades can provide feedback and ideas.

It is important to note that not all project applications will be successful and some proposals may be reduced in scope or removed - dependent on surveys, consultation responses and budget constraints.

Lessons will be learnt from the ‘Group 1’ process prior to the ‘Group 2’ process starting in autumn 2023.

Applications for the third element will be opened in June 2023. Community facilities will be able to bid for up to £60,000. The community facility will need to be geographically linked to a parade or provide a service which can be evidenced to support the community of an area linked to a shopping parade. The fund will be publicised directly to community organisations and to local residents. It is envisaged that one or two proposals will be supported in each of the five Borough ‘Area Committee’ area.

When applications for this strand have been received, they will be assessed by the Task Group and a short list provided to the Town Fund board for final approval in the Autumn of 2023.

## **Communications**

The Task Force intend to lead on 'communications' and for that process to start in the New Year. This will include 'press releases', web-based information and a visit to all relevant businesses in the 'Group 1' parades.

## **Recommendations to the Board**

Recommendation 1: To note progress.

Recommendation 2: To agree or vary the two Groups of centres (set out in Appendix 1)

Recommendation 3: To note the timelines proposed for each of the three investment streams.

### Eligible Parades

Group 1. Main Investment Opportunity (approx £1.5m in total – max of £250k per area)

1. Cauldwell Hall Road / Woodbridge Road (Sainsbury's Local – Former Barclays Bank)
2. Ellenbrook Green
3. Felixstowe Road (Aldi / Royal Oak)
4. Garrick Way
5. Hawthorn Drive
6. Meredith Road
7. Nacton Road (Tesco Express)
8. Peshurst Road
9. Queensway
10. Selkirk Road
11. Stoke Park Drive (Asda)
12. Ulster Avenue
13. Wherstead Road (including Austin Street)



Group 2. Smaller Intervention Opportunity (approx £1m – max of £100k per area)

1. Bixley Road / Foxhall Road roundabout
2. Bramford Road (town end – 'Records Office')
3. Brunswick Road
4. Cambridge Drive
5. Cauldwell Hall Road (Spring Road / St John's Road junction)
6. Cliff Lane
7. Dales Road
8. Dickens Road
9. Fircroft Road
10. Foxhall Road (town end – top of Back Hamlet)
11. Lavender Hill
12. Maidenhall Green
13. Norwich Road (Tesco Express – Sherrington Road)
14. Ravenswood
15. Reynolds Road
16. St Helen's Street (either side of Grimwade Street)
17. (\*)St Matthew's Street and South End of Norwich Road (up to Bramford Road)
18. Woodbridge Road East (hospital roundabout)

(\*) The Task Force decided to specifically draw this Parade to the attention of the Board. This is for three main reasons: (i) there is ambiguity around whether this Parade should be included at all; (ii) the vast majority of the Parade has been incorporated into the Ipswich Central Area; and (iii) the area (via a bid led by the Borough Council) has also secured substantial Safer Street Funding from the Home Office (see [Safer Streets | Ipswich Borough Council](#)).

Marketing Postcard

**HOW WOULD YOU IMPROVE YOUR PARADE?**  
Apply for up to £250,000 to revamp Ipswich's local shopping parades

**Towns Fund**    
IPSWICH BOROUGH COUNCIL

## IMPROVING LOCAL SHOPPING PARADES IN IPSWICH

The Towns Deal Fund is part of the Government's investment plan to level up regions, providing an opportunity for economic growth across the country.

Selected Ipswich shopping parades could receive up to £250,000 to refurbish the external area to improve the visual appearance and help increase footfall and raise sales revenues.

The fund can be used to renovate and regenerate the external facade of local shops and improve the wider public realm such as safer pedestrian access, pavement upgrades, better parking or tree planting.

If you are an independent retailer in one of Ipswich's local shopping parades and you have lots of ideas of how the area could be improved, then we want to hear from you. Contact the Towns Deal team for more information or visit the website.

### Who can apply?

- Applications must be submitted by an independent retailer from one of the eligible shopping parades.

### What should you do next?

- Visit [www.ipswich.gov.uk/TownsFund/ShoppingParades](http://www.ipswich.gov.uk/TownsFund/ShoppingParades) for a list of the eligible shopping parades and to download an application.
- Speak to the other businesses on your shopping parade (you will need support from at least 50% of the other retailers).
- Complete an application form with your ideas of how to improve your local shopping parade.
- Contact your local elected politicians to discuss your ideas.
- Applications must be returned by 17th February 2023.

### What will happen next?

- Applications will be reviewed by the Town Deal Board.
- A public consultation of the proposed works will be completed.
- Successful applications will be announced and works will begin in 2023.

For more information and to apply, visit: [www.ipswich.gov.uk/TownsFund/ShoppingParades](http://www.ipswich.gov.uk/TownsFund/ShoppingParades)  
Get in touch: [town.deal@ipswich.gov.uk](mailto:town.deal@ipswich.gov.uk) or 07775 339164



**Ipswich Town Deal / Vision Board: 9<sup>th</sup> December 2022**

**Agenda Item 8: General Updates (Other Matters)**

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.**

Levelling Up Fund Bids

Suffolk County Council submitted a transport led bid focussed on Ipswich and Ipswich Borough Council submitted a sport led bid. Both bids – which were submitted by the closing date to HM Government - received widespread support – including from the two local MPs. HM Government decision(s) on the bids are expected shortly.

Inward investment Brochure

The Brochure was launched at a well-attended event hosted by the Suffolk Chamber of Commerce and Ipswich Borough Council at Ipswich Town Football Club. Catherine Johnson (Birketts and Suffolk Chamber), Mark Ashton (Ipswich Town Football Club) and Russell Williams (Ipswich Borough Council) spoke at the event.

The Brochure is available at:

[Ready To Do Business](#)

Honorary Degrees (etc)

The 'nominations form' is attached at Appendix 1. The University of Suffolk has asked for this to be circulated.

**Recommendations to the Board**

Recommendation 1: To note progress.





### **Honorary Award Nomination for 2023**

#### **Do you know someone who would be an appropriate candidate for an Honorary Award?**

Each year the University honours selected individuals in recognition of their outstanding achievement or distinction for the following:

- Their contribution to the educational or cultural well-being of society or to business, industry or enterprise;
- For academic distinction or services to academic disciplines of particular interest to the University;
- For public or community service that exceeds professional or job requirements;
- Achievement in the face of disadvantage;
- For an exceptional contribution to the University.

#### **Additionally, the following guidelines are also applied to any nomination:**

- Honorary awards will not normally be conferred on a serving politician, or a serving or retired member of the University governing body of a Partner College, or an employee of the University or Partner College

The conferment of honorary awards will take place at the ceremonies held during **autumn 2023**.

Those who choose to accept the award will be publicised on the University website and through media coverage at the graduation ceremonies.

**I wish to nominate:**

**Honorary Degree**

An **honorary degree** is an academic degree for which the University has waived all of the usual requirements. It is also known by the Latin phrases *honoris causa* (for the sake of the honour" or *ad honorem* ("to the honour"). The award by the University of Suffolk is typically a doctorate or, in exceptional circumstances, a master's degree.

**Name and Position of Nominator:**

***Please remember that nominations are STRICTLY CONFIDENTIAL and should NOT be discussed with the nominee or other people.***

**Please give below supporting details of your nomination. Please provide as much detail as possible as this will assist the Honorary Awards Committee in its selection.**

**Please note that the candidate will not be shortlisted if sufficient supporting evidence is not provided.**

**Extracts from sources such as Wikipedia will not be accepted.**

**Examples of things to include in your nomination (where applicable):**

- **Career history**
- **Background**
- **Academic work**
- **Impact on the local community**
- **Charitable work**
- **Links to the University**
- **Examples of public speaking**

Please complete the form and return to Jo Parsons, Executive Assistant to the Vice-Chancellor, University of Suffolk, Waterfront Building, Neptune Quay, Ipswich IP4 1QJ or via email [jo.parsons@uos.ac.uk](mailto:jo.parsons@uos.ac.uk) by 31 January 2023 for your nomination to be considered at the next meeting.