



IPSWICH TOWN DEAL

BOARD AGENDA

8.30 to 10am

10<sup>th</sup> December 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			
	(iii) Resignation of a Board Member			
6	2 <sup>nd</sup> Draft Business Cases	Paper 3	Helen Langton	30
	(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)			
7	1 <sup>st</sup> Draft Business Cases	Paper 4	Helen Langton	5
	(i) Academy of Yacht Building (Island Site) (Project 20)	Confidential Papers 4A to 4F		
	(ii) Former Paul's Building Silo (@ the Waterfront) (Project 6)			
	(iii) Ipswich Oasis (Town Centre Greening) (Project 25)			
	(iv) Creating a digital town centre (Project 21)			
	(v) Town Centre Regeneration Fund (Project 11)			

(vi) Local shopping parades regeneration fund (Project 24)

8	Additional Project Task Forces	Paper 5	David Ellesmere	15
9	Communications Proposals Following Board	Paper 6	Helen Langton	10
10	Dates of Future Meetings		Helen Langton	2
	(i) 7 <sup>th</sup> January			
	(ii) 11 <sup>th</sup> March			
	(iii) 10 <sup>th</sup> June			
	(iv) 9 <sup>th</sup> September			
	(v) 9 <sup>th</sup> December			
11	Any Other Business		Helen Langton	5



IPSWICH TOWN DEAL  
DRAFT BOARD MINUTES

**12<sup>th</sup> November 2021**

**Attendees (Board members):** Terry Baxter, C-J Green, Becca Jackaman, Sarah Holmes, Tom Hunt MP, Catherine Johnson, Professor Helen Langton, Professor Dave Muller, Dr Dan Poulter and Paul West.

**Attendees (Substitutes):** Bryony Rudkin (for David Ellesmere)

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

**Apologies:** James Davey and David Ellesmere

Item	Description	Action
1	<b>Welcome / Introductions / Apologies</b>  HL (Vice-Chair) chaired the meeting.  BR was welcomed to her first meeting. Her relevant declarations (etc) had previously been tabled.	
2	<b>Minutes of the Last Meeting (1<sup>st</sup> October 2021)</b>  Agreed	
3	<b>Matters Arising from the Last Meeting</b>  These were all included within the meeting agenda.	

4	<p><b>Declarations of Interest</b></p> <p>None to add to those already publicly available.</p>	
5	<p><b>General Updates</b></p> <p>RW ran through the 6 updates as highlighted on the agenda – namely:</p> <ul style="list-style-type: none"> <li>(i) Chair Recruitment: <i>Candidate list with ‘interview panel’ for consideration;</i></li> <li>(ii) Project Briefings: <i>7 out of 11 done – positive feedback received (see note 1 below);</i></li> <li>(iii) Procurement: Paper 2B was discussed: <i>Agreed that RW would liaise with CS to ensure any learning from NALEP procurement and grant making provisions are incorporated within any agreements with third parties (see note 2 below).</i></li> <li>(iv) 5% Capital Funding Pre-Payment: <i>The proposed allocation of funds within Paper 2 was endorsed.</i></li> <li>(v) Financial Position: <i>This would be circulated to the Board shortly.</i></li> <li>(vi) Resignation of a Board Member: <i>Issues around new Board members would be discussed with the new Chair when they are appointed.</i></li> </ul> <p>Note 1: The Board expressed a wish that the Ipswich Oasis project seek to ensure that their funding is used to improve a small number of areas very well rather than lots of areas getting small improvements.</p> <p>Note 2: The Board asked that a ‘monitoring dashboard’ be established for the delivery phase so that standard reporting would take place for each project at every meeting.</p> <p>The Board resolved to note the Updates in the Paper – and especially the proposal in the table for the use of the 5% funding.</p>	<p><b>RW &amp;CS</b></p> <p><b>RW</b></p>
6	<p><b>Draft Business Cases</b></p> <p>Paper 3 was noted – as were the draft Business Cases circulated as Confidential Appendices 3A to 3D.</p> <p>It was noted that these 4 business cases were ‘works in progress’.</p> <p>The Board requested that the next versions of the Business Case be tabled at the December Board meeting and that an additional Board meeting be held in January (RW to confirm the date) to consider ‘2<sup>nd</sup> drafts’ of the business cases that are due to be circulated for the first time to the Board in December. Experts on each project should be available to contribute to the Board discussions.</p>	<p><b>RW</b></p>

	<p>Any detailed comments Board members might wish to make at this stage on the first 4 business cases should be sent to RW to arrive no later than 22<sup>nd</sup> November.</p> <p>The Board resolved that:</p> <p>(i) It wished to see the next draft of the business cases for the following four projects at the next Board meeting:</p> <ul style="list-style-type: none"> <li>▪ Integrated Care Academy (University of Suffolk) (Project 18)</li> <li>▪ Public Realm Improvements (Arras Square etc.) (Project 9)</li> <li>▪ Re-using the Old Post Office (on the Cornhill) (Project 7)</li> <li>▪ Tech Campus and Sustainable Construction Centre (Suffolk New College) (Project 19)</li> </ul> <p>(ii) It endorsed 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.</p>	<b>ALL</b>
<b>7</b>	<p><b>Communications Proposals Following Board</b></p> <p>No public communications are planned following the Board.</p> <p>However – a draft ‘press release’ for the 5% funding provision would be prepared for consideration at the next Board meeting.</p>	<b>RW</b>
<b>8</b>	<p><b>Dates of Future Meetings</b></p> <p>They were noted as:</p> <p>(i) 10<sup>th</sup> December</p> <p>(ii) 11<sup>th</sup> March</p> <p>(iii) 10<sup>th</sup> June</p> <p>(iv) 9<sup>th</sup> September</p> <p>(v) 9<sup>th</sup> December</p>	
<b>9</b>	<p><b>Any other business</b></p> <p>None</p>	

**Ipswich Town Deal Board: 10<sup>th</sup> December 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**

A short-list has been agreed and interview dates are being organised for later this month. A proposal should be available at the next meeting.

**2. Project Briefings**

At the time of writing this report 9 of the briefings have now been done – leaving 2 to go.

The penultimate session on Local Shopping Parades will be held on 17<sup>th</sup> December – with the final session in the New Year.

**3. Resignation of a Board Member**

Professor Dave Muller has decided to stand down from the Board (after this Board meeting) and has suggested that Sophie Alexander replaces him as the All About Ipswich representative on the Town Deal Board. Sophie has been a nominated Board substitute for some time – and her declarations of interest are already publicly available.

**Recommendations to the Board**

Recommendation 1: That the Updates above are noted – and that Sophie Alexander joins the Board to represent All About Ipswich.

## **Ipswich Town Deal Board: 10<sup>th</sup> December 2021**

### **Agenda Item 6: 2<sup>nd</sup> 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.

First drafts of the Business Cases for the four projects below were tabled for the last Board meeting. Comments received since then have informed the second drafts.

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)
- (vi) Re-using the Old Post Office (on the Cornhill) (Project 7)
- (vii) Public Realm Improvements (Arras Square etc.) (Project 9).

The 2<sup>nd</sup> draft 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.*



## **Ipswich Town Deal Board: 10<sup>th</sup> December 2021**

### **Agenda Item 7: 1<sup>st</sup> 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.

First drafts of the Business Cases for the four projects below will be tabled for this meeting. Comments on them will then be considered prior to 2<sup>nd</sup> Drafts being tabled for consideration at the meeting on 7<sup>th</sup> January 2022.

All six projects have (or will be) the subject of informal briefings to the Board in November / December 2021.

#### **The Second Group of 6 Business Cases**

The second group of 6 projects to get to this stage are:

- (i) Academy of Yacht Building (Island Site) (Project 20)
- (ii) Former Paul's Building Silo (@ the Waterfront) (Project 6)
- (iii) Ipswich Oasis (Town Centre Greening) (Project 25)
- (iv) Creating a digital town centre (Project 21)
- (v) Town Centre Regeneration Fund (Project 11)
- (vi) Local shopping parades regeneration fund (Project 24)

The draft 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 Board members send any comments they have on the draft Business Cases to Russell Williams by 19<sup>th</sup> December 2021.

**Ipswich Town Deal Board: 10<sup>th</sup> December 2021****Agenda Item 8: 2<sup>nd</sup> Additional Project Task Forces**

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.**

At the Board meeting on 21<sup>st</sup> May 2021 the Board agreed to the establishment of three Task Forces to help develop the business case and deliver the project.

Board involvement in those Task Forces is set out in the table below.

Ipswich Oasis	Digital Town Centre	Local Shopping Parades
Tom Hunt MP Ipswich Borough Council Suffolk County Council (Lead) University of Suffolk Ipswich Central	Tom Hunt MP Ipswich Borough Council Suffolk County Council University of Suffolk Ipswich Central (Lead)	Tom Hunt MP Ipswich Borough Council (Lead) Suffolk County Council Dan Poulter MP Progression Sessions

During the development of the business cases it has been recommended that two additional Task Forces are set up for the delivery phase of:

- Public Realm Improvements (Arras Square etc.) (Project 9)
- Town Centre Regeneration Fund (Project 11).

It is suggested that for each of these two new Task Forces, the key members are (i.e. a representative from each of the 5 below):

Public Realm Improvements (Arras Square etc.)	Town Centre Regeneration Fund
Tom Hunt MP Ipswich Borough Council (Lead) Suffolk County Council Ipswich Central We Are Ipswich	Tom Hunt MP Ipswich Borough Council (Lead) Suffolk County Council Suffolk Chamber of Commerce Ipswich Central

Each Task Force core group would be able to invite additional people to join them.

It is suggested that an independent chair is proposed – for each Task Force – at the next Board meeting.

**Recommendation to the Board**

Recommendation 1: That the Board confirms:

- (1) the 5 Board organisations to be represented on each Task Force; and,
- (2) the lead Board organisation for each Task Force will be the Borough Council.

**Ipswich Town Deal Board: 10<sup>th</sup> December 2021****Agenda Item 9: Communications Proposals Following Board**

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.**

At the last Board meeting on 12<sup>th</sup> November 2021 the Board agreed to allocate the £1.25 million received from HM Government as a 'first instalment' of the total £25 million to three of the projects. These are listed in the table below:

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 Board agreed that this should be publicised. A draft press release will be circulated separately to the Board.

It should also be noted that Ipswich Borough Council will be considering an Executive report on this matter at its meeting on 15<sup>th</sup> December 2021 – among other things – on this matter – in its role as Accountable Body. The report is in keeping with discussions at the last Board meeting. It is accessible via: [Ipswich Borough Council Executive Report](#).

It is intended that the press release would be published after the Borough's meeting – in the event that the recommendations in the report are agreed.

**Recommendation to the Board**

Recommendation 1: That the Board endorses the draft press release.