



IPSWICH TOWN DEAL / VISION

BOARD AGENDA

10am to 11.30am

22<sup>nd</sup> April 2022

PART 1: Core Funding Partners and MPs only

10am to 10.30 am

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	Terms of Reference and Chair Recruitment	Paper 2	Helen Langton	10
6	General Updates	Paper 3		10
(i)	Town Deal Business Case Progress		David Ellesmere	
(ii)	Draft Terms of Reference for Monitoring and Evaluation Group			
(iii)	Levelling Up Fund			

PART 2: ALL CURRENT BOARD MEMBERS

10.30am to 11.30am

7	Updated: Welcome, Introductions and Apologies for Absence (including 'substitute information')		Helen Langton (Vice Chair)	3
8	Inward Investment Brochure Plans	Paper 4	David Ellesmere	15
9	Informal Board Briefing: Pedestrian / Cycle Bridge (etc.) @ Waterfront (Project 2)		Paul West	30
10	Communications Proposals Following Board	Paper 5	Helen Langton	5
11	Dates of Future Meetings (all 'in person')		Helen Langton	2
	(i) 8 <sup>th</sup> July 2022;			
	(ii) 9 <sup>th</sup> September 2022;			
	(iii) 9 <sup>th</sup> December 2022.			
12	Any Other Business		Helen Langton	5



IPSWICH TOWN DEAL  
DRAFT BOARD MINUTES  
7<sup>th</sup> January 2022

**Attendees (Board members):** Sophie Alexander, Terry Baxter, David Ellesmere, C-J Green, Becca Jackaman, Sarah Holmes, Tom Hunt MP, Catherine Johnson, Professor Helen Langton, 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:** None

Item	Description	Action
1	<p><b>Welcome / Introductions / Apologies</b></p> <p>HL (Vice-Chair) chaired the meeting.</p> <p>No apologies had been received and there were no substitutes attending.</p>	
2	<p><b>Minutes of the Last Meeting (10<sup>th</sup> December 2021)</b></p> <p>Agreed</p>	
3	<p><b>Matters Arising from the Last Meeting</b></p> <p>RW provided an update on progress on the 'Any Other Business' matter raised at the last meeting. A new Board member may well attend the next meeting as a consequence.</p> <p>RW confirmed the Board's views on the Oasis project had been passed onto the chair of the Task Force.</p>	

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>PW, HL and DE ran through the 3 updates as highlighted on the agenda – namely:</p> <ul style="list-style-type: none"> <li>(i) Chair Recruitment;</li> <li>(ii) Business Case Submission; and,</li> <li>(iii) Borough Council Executive Report: 15<sup>th</sup> December 2021.</li> </ul> <p>The Board resolved to note the progress made and agreed that – in principle – it was prepared to deal with a new Chair appointment via email responses to a recommendation from the Panel.</p>	
6	<p><b>2<sup>nd</sup> Draft Business Cases</b></p> <p>Paper 3 was noted – and the 6 2<sup>nd</sup> draft Business Cases circulated as Confidential Appendices 3A to 3e were endorsed with one minor variation sought prior to submission, namely:</p> <ul style="list-style-type: none"> <li>- Focussing the relevant parts of the Digital Town Centre project on AR rather than AR and VR technology.</li> </ul> <p>In addition, it was noted that the intention was to enable there to be investment in physical projects via the Town Regeneration Fund – without the Fund (or the Borough Council acting as accountable body) always having to own the property. Any such instances would need to factor in the security of any such investments.</p> <p>Following discussion, the Board resolved that the contents of the Business Case templates were noted and that the Ipswich Town Deal Board confirm that they are supportive of Ipswich Borough Council submitting the business cases for the following six projects to HM Government (having first taken account of the comment(s) above:</p> <ul style="list-style-type: none"> <li>(i) Academy of Yacht Building (Island Site) (Project 20)</li> <li>(ii) Former Paul’s Building Silo (@ the Waterfront) (Project 6)</li> <li>(iii) Ipswich Oasis (Town Centre Greening) (Project 25)</li> <li>(iv) Creating a digital town centre (Project 21)</li> <li>(v) Town Centre Regeneration Fund (Project 11)</li> <li>(vi) Local shopping parades regeneration fund (Project 24)</li> </ul>	

7	<p><b>Project Reporting Template</b></p> <p>The Board considered Paper 4 and 3 additions to the template were agreed:</p> <ul style="list-style-type: none"> <li>(i) To add in a section on Disability Audits for each project;</li> <li>(ii) To add in how much money had been spent for each project;</li> <li>(iii) To add in how much additional money had been contractually committed on each project.</li> </ul> <p>In addition, it was agreed that Board members could send any additional suggestions for changes (etc) to RW by 31<sup>st</sup> January 2022.</p> <p>It was resolved that the draft Template at Appendix 1 to Paper 4 was noted - and that the three additions referred to above should be added into it - and that any comments on it should be sent to Russell Williams by 31<sup>st</sup> January 2022.</p>	<b>ALL</b>
8	<p><b>Communications Proposals Following Board</b></p> <p>The Board noted Paper 5.</p>	
9	<p><b>Dates of Future Meetings</b></p> <p>They were noted as:</p> <ul style="list-style-type: none"> <li>(i) 11<sup>th</sup> March</li> <li>(ii) 10<sup>th</sup> June</li> <li>(iii) 9<sup>th</sup> September</li> <li>(iv) 9<sup>th</sup> December</li> </ul>	
10	<p><b>Any other business</b></p> <p>None</p>	

## Ipswich Town Deal / Vision Board: 22<sup>nd</sup> April 2022

### Agenda Item 5: Terms of Reference and Chair Recruitment

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.**

The partnership is now in a position where it can seek an appropriately experienced and enthusiastic individual to become the new Chair of our Board.

This individual should play a leading role in taking forward the Connected Town concept and the 11 Town Deal projects that HM Government is supporting with up to £25m of funding.

Further details of these two strands can be found at:

[About the Towns Fund | Ipswich Borough Council](#)  
[Connected Waterfront Town Centre](#)

The Board is also likely to be the lead partnership vehicle that supports the development, submission and delivery of projects associated with the Levelling Up White Paper (e.g. the Second Round of Levelling Up Fund projects and the devolved UK Shared Prosperity Fund Opportunities).

Finally, it is anticipated that the Board will support partners looking to take forward and / or develop a number of other programmes and initiatives – such as the Strategy that the Ipswich Transportation Task Force is producing.

### **What is the Board set up to do?**

Local partners in Ipswich have brought together the two main 'partnership boards' in the Ipswich area (the Ipswich Vision Board and the Ipswich Town Deal Board) in order to ensure that the strategic vision and the funding sources are aligned for our future.

Now is the time to seek an independent Chair to lead the work of the new Board.

Draft Terms of Reference for the new Board have been developed – these are set out at Appendix One to this paper.

The current make-up of the Town Deal Board and the Ipswich Vision Board are set out at Appendix Two to this paper along. A separate paper will be prepared on the possible make-up of the new Board. It is intended that the Board membership will be finalised when the new Chair is in place – i.e. during summer 2022. This may lead to a recommendation for a change to the membership structure (etc) from that of the current Board(s).

Note: It is possible that - following the appointment of a new Chair – and with input from the Chair and partners – that the Board will be given a new name / brand.

## **What are the main characteristics needed for the role?**

The person must be:

1. Experienced – at Board level - in public / private partnership work
2. Experienced in regeneration / place shaping
3. Experienced in working with various ‘Government’ organisations
4. Be able to represent the Board in dealings with the media and enhance the reputation of the local area and the partnership with the media
5. Be independent of the organisations on the Board (see Appendix 2)
6. Be able to quickly gain the trust and confidence of all Board members, and
7. Have the skills and experience to act as ‘convenor’ of the Board.

Note: The individual does not need to have any prior knowledge of – or connection to – Ipswich.

## **Additional information**

A small sub-group of Board members (C-J Green, Tom Hunt, Catherine Johnson, Helen Langton and Paul West) will make a recommendation to the members of the Board whose organisations are providing funding for the role (i.e. probably following an interview of short-listed candidates).

The Board anticipate offering the new Chair:

- Two year term to summer 2024
- Competitive remuneration

It is estimated that the time commitment to the role will be approximately 1 day a week (on average).

The funding partners for the Chair role are: *(list to be finalised – currently):*

- New Anglia Local Enterprise Partnership (the probable ‘employer’ for the Chair);
- Suffolk County Council;
- Ipswich Borough Council;
- Suffolk Chamber of Commerce;
- University of Suffolk.

## **How to apply?**

*Note: it is proposed to involve an appropriate recruitment firm to support the search / process. Their input could well lead to some changes to this document structure and content. A final version will be circulated to the interview panel and the funding partners (see below).*

Applications will need to comprise:

- A CV (of up to two sides of A4); and
- An explanatory letter (up to two sides of A4) setting out the reasons for the application and how the applicant will be able to deliver the above characteristics.

It is anticipated that the Chair will be formally confirmed prior to the end of June 2022.

## **Recommendations to the Board**

Recommendation 1: That the revised Terms of Reference – as set out in Appendix 1 are agreed – noting the two new Task Groups proposed within them.

Recommendation 2: To note the intention to seek consultants to support the process and the 'selection panel' Sub-Group membership (as set out above)

Recommendation 3: To note that the Sub-Group are likely to make a recommendation to funding partners – by email and for approval and confirmation – prior to the next Board Meeting.



**Ipswich Town Deal / Vision Board (April 2022 onwards)**

*(following the merger of the Ipswich Vision and Town Deal Boards)*

**Terms of Reference**

**Purpose:**

To help drive forward long term, inclusive economic and productivity growth in Ipswich.

To take forward the implementation of the Connected Town initiative,

To ensure successful delivery of the Town Investment Plan and the 11 Ipswich Town Deal projects.

To lead on any partnership work required in the lead up to any other major regeneration and transport bids to Government (e.g. 'Levelling Up Fund Bid(s)').

**Responsibilities:**

- To co-ordinate the delivery of the Connected Town initiative and to provide an Annual Report on progress.
- Influence stakeholders to ensure there is sufficient resources and co-investment to deliver the Town Investment Plan and the 11 projects.
- Advise on other strategic economic interventions across Ipswich to ensure coordinated and effective delivery, and to identify gaps and opportunities and to drive forward new initiatives.
- To decide whether to support / endorse any relevant funding bids for the Ipswich Borough area (e.g. bids to the Government's Levelling Up Fund).
- To adhere to The Seven Principles of Public Life (I.e. the 'Nolan Principles').

**Task Forces**

The Board can set up 'sub-groups' (such as Task Forces) to lead on any aspects of its work where it considers that appropriate.

Task Forces are already in place to co-ordinate work on three Town Deal Projects:

- (i) Ipswich Oasis *(lead organisation: Suffolk County Council)*
- (ii) Local Shopping Parades *(lead organisation: Ipswich Borough Council)*
- (iii) Digital Town Centre *(lead organisation: Ipswich Central)*

An additional 'Connected Town' Task Force (to be chaired by Terry Baxter) will be set up with the remit of leading the work to take forward the Connected Town Strategy following widespread consultation on the

draft Strategy in 2021. *It is anticipated that Ipswich Central will be the lead organisation for this Task Force.*

An additional 'Monitoring and Evaluation' Task Force will be set up (to be chaired by Dr Daniel Poulter MP) with the remit of overseeing the relationship between the Board, the Borough Council (as accountable body for the Town Deal) and the individual project leads - and providing input – as required – to HM Government on project reporting. *It is anticipated that New Anglia Local Enterprise Partnership will be the lead organisation for this Task Force.*

**Meeting Frequency**

The meetings will be quarterly unless the Board decide to meet more frequently.

**Decision Making**

The Board is not a legal entity in its own right. However, its views are important and will be documented within published minutes. Ipswich Borough Council is the accountable body for Town Deal arrangements with the Government.

**Chair: Term and responsibilities**

The Chair has the casting vote on any matters voted upon (in addition to their normal vote as a Board Member). The Chair will agree the Agenda of each meeting – and the draft minutes of each meeting – with the Borough Council prior to publication.

The Chair's term of office will expire on 30<sup>th</sup> June 2024. In the event that the Chair is absent – for whatever reason – the Vice Chancellor of the University will Chair the meeting / item (as Vice-Chair of the Board) and if they are also absent then those in attendance will elect a temporary chair from within the private sector attendees present.

**Attendance of non-members at meetings**

The Board will be supported by the Chief Executive of Ipswich Borough Council and the Chief Executive of the Local Enterprise Partnership. Other people can attend where considered helpful to the Board.

**Substitutes**

In the event that a Board member cannot attend the meeting then they can arrange for a (previously named) substitute (with voting rights) to attend in their place. Alternatively – if practicable – Board members could inform the Chair of their views on the published papers in advance of the meeting.

**Accountable Body and Board Administration**

Ipswich Borough Council is 'lead council' and 'accountable body' for the Town Deal process / funding and will organise and administer the meetings. In doing so the Borough Council will be supported by an Operations Group made up of representatives of the Core Members (and chaired by the Chief Executive of the Local Enterprise Partnership)

**Public Access**

Board papers and minutes will be publicly available (unless there is a reason for them to be kept confidential – with the Borough Council determining this in accordance with its normal 'Committee paper' rules).

**Register of Interests**

A publicly available register of interests will be maintained.

Note: the geographic extent of Ipswich for the purposes of the Town Deal proposal matches exactly the boundary of Ipswich Borough Council.

**Existing Members of the Ipswich Town Deal Board**

Chair:

Vacant

Vice Chair:

1. Professor Helen Langton: Vice-Chancellor of the University of Suffolk

Other Board Members:

2. Terry Baxter: Exec Chair of Ipswich Central Ltd (Business Improvement District)
3. James Davey: Personal Business Mentor and committee member of the Ipswich & Suffolk Small Business Association
4. Dr Dean Dorsett: Local GP in central Ipswich and Governing Body member of the Ipswich and East Suffolk Clinical Commissioning Group
5. David Ellesmere: Leader of Ipswich Borough Council
6. C-J Green: Co-Founder and Executive Director of BraveGoose and Chair of New Anglia Local Enterprise Partnership
7. Sarah Holmes: Chief Executive of The New Wolsey
8. Tom Hunt: Member of Parliament for Ipswich
9. Becca Jackaman: Progression Sessions
10. Catherine Johnson: Partner at Birketts LLP and Vice-President of Suffolk Chamber of Commerce.
11. Sophie Alexander: Chief Executive: Ipswich Central and All About Ipswich
12. Dr Daniel Poulter: Member of Parliament for Central Suffolk and North Ipswich
13. Paul West: Suffolk County Council Cabinet Member for Ipswich, Operational Highways and Flooding

**Existing Membership of Ipswich Vision Board**

Chair:

Vacant

Board Members:

Numbers 1, 2, 5, 8, 10 and 13 from above plus:

14. Professor Dave Muller Dave: Chair of All About Ipswich (the Destination Marketing Organisation for Ipswich)
15. Chris Starkie, Chief Executive, New Anglia Local Enterprise Partnership

**Ipswich Town Deal / Vision Board: 22<sup>nd</sup> April 2022**

**Agenda Item 6: 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.**

**Town Deal Business Case Progress**

As planned 10 summary business case documents were submitted to Government by the January deadline date.

HM Government has requested more information on 'Value for Money' and that additional information has been submitted (following input from partners on individual projects and benchmarking work aided by the New Anglia Local Enterprise Partnership (LEP)).

A decision on the ten projects is expected in time for the Government to pay relevant funding to the Borough Council – as accountable body – during June 2022.

With support and involvement of the Borough Council, the LEP and Associated British Ports, the County Council have commissioned external work on the 11<sup>th</sup> project: Pedestrian / Cycle Bridge (etc.) @ Waterfront (Project 2). An update on this work will be given under item 9 and the summary business case will be completed in time for the July Board meeting – and submission shortly thereafter. HM Government have been informed of progress on this project.

Activity continues on a number of Projects – for instance 'The Botanist' is due to open on 25<sup>th</sup> April 2022.

**Draft Terms of Reference for Monitoring and Evaluation Group**

Under Paper 2 (Recommendation 1) advocates the establishment of a new Task Force to focus on the Monitoring and Evaluation of the work on the 11 Town Deal Projects. It is suggested that the draft Terms of Reference and membership is as set out below. It is intended that these will be refined over the coming weeks and the final version reported to the next Board meeting.

**Membership:**

- (i) Dr Daniel Poulter MP (Chair)
- (ii) Another (volunteer) Board Member
- (iii) Another (2<sup>nd</sup>) (volunteer) Board Member
- (iv) An independent person; and
- (v) A (2<sup>nd</sup>) independent person.

Note: The additional 2 Board members will not be Tom Hunt MP or David Ellesmere to ensure that there is a good spread of Board members and that the Group is clearly independent of the Borough Council as accountable body. The 2 independent people should not be related to any of the organisations represented on the Board and a small remuneration (comparable with Borough Council levels for such post) may be applicable to these two roles.

If any Board members are interested in being on this Group could they please advise Dr Poulter.

### Regularity of Meetings

It is anticipated that the Group will meet quarterly as a time that ties in appropriately with Government Monitoring Timetables and Board meetings

### Support for Meetings

The Borough Council will support the Char in organising and preparing for the meetings and will ensure that relevant information is made available in a timely manner. The Borough Council's Chief Finance Officer (Section 151 Officer) will attend (or be represented) if asked to attend a Group meeting by the Chair.

### Accessibility of Information

Papers and minutes will be publicly available (unless there is a reason for them to be kept confidential – with the Borough Council determining this in accordance with its normal 'Committee paper' rules).

Relevant minutes are likely to be attached to any relevant reports to formal Borough Council meetings considering Town Deal matters.

### Draft Terms of Reference

- (i) To report to the Board on a quarterly basis with a summary of the position on all 11 Town Deal projects highlighting key risks, delivery highlights and any areas of concern that the Board should be aware of;
- (ii) To support the accountable body (the Borough Council) in preparing and validating any reports required by HM Government;
- (iii) To advise the accountable body (the Borough Council) of its views on any issues relevant to the delivery of the Projects – e.g. procurement activities - whilst recognising the independence of the Borough Council's decision making;
- (iv) To advise the Board and the accountable body (the Borough Council) on any issues associated with standards of conduct and transparency as they relate to the delivery of Town Deal related activities

## Levelling Up Fund

The second bidding round of Levelling Up Funding has now started – with a closing date for submissions of 6<sup>th</sup> July 2022. Relevant information is available at:

[Levelling Up Fund Round 2 Prospectus](#)

More information is being made available by HM Government on the process.

The Borough and County Council have an opportunity to make bid(s) for the fund and the support of the relevant MP(s) is essential in the process.

The quote below summarises the scope for bids:

*The second round of the Fund will focus on the same three investment themes as the first round: local transport projects that make a genuine difference to local areas; town centre and high street regeneration; and support for maintaining and expanding the UK's world-leading portfolio of cultural and heritage assets. In particular, the Fund will look to support:*

- **Transport investments** including (but not limited to) public transport, active travel, bridge repairs, bus priority, local road improvements and major structural maintenance, and accessibility improvements. We are requesting proposals for high-impact small, medium and, by exception, large local transport schemes to reduce carbon emissions, improve air quality, cut congestion, support economic growth, and improve the safety, security and overall experience of transport users.
- **Regeneration and town centre investment**, building on the Towns Fund framework to upgrade eyesore buildings and dated infrastructure; acquire and regenerate brownfield sites; invest in secure community infrastructure and crime reduction; and bring public services and safe, accessible community spaces into town and city centres.
- **Cultural investment** maintaining, regenerating, or creatively repurposing existing cultural, creative, heritage and sporting assets, or creating new assets that serve those purposes including theatres, museums, galleries, production facilities, libraries, visitor attractions (and associated green spaces), sports and athletics facilities, heritage buildings and sites, and assets that support the visitor economy.”

The next scheduled Board meeting falls after the closing date for bids. If any partners do have any views on possible Bids (of up to £20m) then can they ensure that these are sent to [town.fund@ipswich.gov.uk](mailto:town.fund@ipswich.gov.uk) and they will then be forwarded to the relevant people at the Borough and County Councils.

It is possible that a workshop on this topic might be held for interested Board members by the Borough Council in late May or early June once the full bidding process is understood and following discussions with the MPs and the County Council.

## **Recommendations to the Board**

Recommendation 1: To note the position with the Business Case submission(s) and the Levelling Up Fund opportunity

Recommendation 2: To endorse the initial proposals for the Monitoring and Evaluation Group (and the expectation that final Terms of Reference and membership – along with a progress report - will be submitted to the next Board meeting for endorsement).



**Ipswich Town Deal / Vision Board: 22<sup>nd</sup> April 2022**

**Agenda Item 8: Inward Investment Brochure Plans**

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.**

The Borough Council has been working with a number of local commercial agents to produce an 'Inward Investment Brochure' for Ipswich that contains relevant information (etc) for the Town in a 'post-Covid' economy.

At the Board meeting, a presentation will be given that will explain the current position – prior to a draft being circulated to Board Members for comment in the week of the 9<sup>th</sup> May.

It is intended to publish the Brochure (online) in June 2022 with a launch event being held at the time. It is then intended to keep the Brochure up-to-date thereafter (e.g. for it to be refreshed quarterly).

**Recommendations to the Board**

Recommendation 1: To note the position.

**Ipswich Town Deal / Vision Board: 22<sup>nd</sup> April 2022**

**Agenda Item 8: 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.**

There is not considered to be anything within the Agenda for this meeting that needs wider communication.

The launch of the search for a new Chair will need to be widely communicated – quoting Professor Langton as Vice-Chair. This will be circulated to all Board members at the relevant time.

**Recommendation to the Board**

Recommendation 1: That the Board notes the position.