	ACTION LOG	g: Newcastle Town Deal Board							
	DRAFT	Date:	28 January 2020 (Start Time: 4.30pm – Finish Time:6.00pm)						
Eddie I (SCC N	Attendees: Sharon Warren (Atmore) Jane Tunnicliff (NSGC) Fiona Wallace (New Vic) Dan Gray (Aspire) Rob Lawley (Chamber of Commerce) Eddie Leligdowicz (BID) Cllr Val Newman (Keele PC) Pete Herbert (PH Productions/King St Studios) Lisa Healings (VAST) Cllr Mark Winnington (SCC Member) Thea Fearn (DWP) Phil Butters (Keele University) Cllr Simon Sweeney (NBC Member) Officer Support: Gail Edwards (SCC) Martin Hamilton (NBC) Simon McEneny (NBC) Elaine Burgess (NBC)								
	Issue		Action	Resp.	Due Date	Compl			
1 & 2	All were welcomed to the meeting. NTB Board members agreed that Cllr Simon Sweeney would act as interim chair until members were more familiar with the Town Deal requirements.	Review at a la	ter meeting	All	March Board mtg				
3.	Town Deal overview SM gave an overview of the Town Deal. The following issues were raised: Confirmed that Town Deal is different to Future High Street Fund (FHSF) FHSF is focused within the town centre ring road area. Town Deal is outside of this and within the map boundaries as circulated. Town Deal and FHSF can connect but not overlap for outcome counting. If FHSF submission is unsuccessful there would be a short window to consider FHSF projects for inclusion in the Town Deal Investment Plan.		verview papers to be circulate to Board members	EB	ASAP	Feb board mtg			
	 The following existing projects were proposed as potential priorities: Sustainable transport hub linking Keele University and the Town centre. 	An overview o at the next Bo	f these projects to be given ard meeting	SM	Feb board mtg				

	 University Growth Corridor Delivery of Knutton Masterplan Extension of Brampton Museum Additional priorities suggested: Air quality including buses & taxis Support for smaller High Streets outside of the town centre by creating local hubs. 5G connectivity Sustainability in a wider definition (including housing and health) Innovative housing infrastructure Considerations whilst developing the action plan: Recognising the value of work already being undertaken in the area. Requirement for co-financing Opportunity to create opportunities to reinvest in the future Prioritising for impact Distinctiveness using our key assets. Value for money Creation of an exemplar that can be transferred to other areas. 	Next Board meeting to be for an extended period and workshop based to include information on: • University Growth Corridor • Knutton Masterplan • Future High Street Fund bid. • Sustainable transport hub	SM	Feb Board mtg	
4.	 Draft Terms of Reference An overview of the draft terms of reference was given. Amendments proposed: Composition of the Board by sector Ability to set up working groups and delegate actions Declaration of interest / conflict Ability to connect to Kidsgrove TD Board for mutual benefit. 	Terms of reference to be updated and circulated before the next Board meeting	SM	By Feb board mtg	
5.	Board Members where are the gaps?				

	Suggested additions were: Schools – St John Fisher Collegiate Larger businesses or representatives from the industrial estates	Board members to consider what businesses they could approach to encourage participation	All	By Feb board mtg	
6.	 Lessons from Future High Street Fund Key lessons include: The need to be transformational and have a USP or something to differentiate the bid. The need for good consultancy support to keep things moving. 				
7.	Schedule of Meetings etc It was agreed to meet monthly The Board were happy to change venue for meetings JT offered Newcastle College as the next venue.	Newcastle College to host the next meeting	SM/JT	Feb Board mtg	
8.	Council Responsibility It was confirmed that Newcastle Borough Council was the accountable body for the Town Deal				
9.	Additional Project Support The Council had appointed an additional support officer for the Town Deal – Mark Laywood Further support would be needed to help develop the Town Investment Plan. A project consultancy brief was under development.	Mark Laywood to introduce himself to Board Members. Agreed that the consultancy brief should be issued before the next Board meeting.	ML	Feb Board mtg ASAP	
10.	AOB Board members were asked to share any information they had that would help with the baseline information		ALL	By Feb Board mtg	