

ACTION LOG

Meeting

NEWCASTLE TOWN DEAL BOARD

Date

Thursday 11 November 2021
(Start Time: 4.30pm – Finish Time: 5.50pm)

Attendees: Trevor McMillan, Cllr Stephen Sweeney, Simon McEneny, Elaine Burgess, Mark Laywood, Richard Corfe, Stefan Brzozowski, Aaron Bell MP, Gail Edwards, Phil Butters, Jane Tunnicliff, Rob Lawley, Lisa Healings, Carl Copestake, Kyle Barrie, Bernard Greep, John Tweed, Cath Ralph, Joseph Orchard, Martin Band

Minutes: Jeanette Ayres

Distribution: Attendees & Apologies

Apologies: Cllr Philip White, Dan Gray, Beverly Sampey, Richard Moore, Fiona Wallace, Alex Taylor, Sandra Parker, Chris Colgan, Jo Reilly, Eddie Leligdowicz, Jack Stevens, Cllr Graham Bibby, Henry Adamczuk, Jack Hobbs, Megan Beattie

REF.	ISSUE	ACTION	RESP.	DATE DUE	COMPL.
1.	Welcome & Introduction <ul style="list-style-type: none"> All were welcomed to the meeting. 				
2.	Declaration of Interest <ul style="list-style-type: none"> It was noted that a number of people had interests in projects to be delivered. 				
3.	Action Log from 15 September 2021 (accuracy and matters arising) <ul style="list-style-type: none"> Agreed. 				

4.	Update on Documents Being Completed (Including Key Milestones) <ul style="list-style-type: none"> A Project Highlight Report has been produced and circulated to the Group and this was discussed at the meeting. It was confirmed that Stantec had been appointed to work with all of the Sub-Groups to complete all Business Cases and Annex C Documents within the relevant timeframe. (DLUC deadline date for the submission of the Annex C document only). 	<ul style="list-style-type: none"> This will be updated on a regular basis to ensure that it is accurate and up to date and re circulated accordingly. Stantec have now been forwarded all of the Sub Group meeting dates along with NTD pre and Board meeting dates. 	Stante c/RC/ ML/SB	21.01.22	
5.	Update on Sub-Groups Development (Business Cases) <ul style="list-style-type: none"> A Gantt chart has been produced and circulated to the Group and this was discussed at the meeting. All Sub-Group Meeting invites have been sent to Stantec. 	<ul style="list-style-type: none"> This will be updated on a regular basis to ensure that it is accurate and up to date and re circulated accordingly Stantec will be carrying out a 'Deep Dive' of all the Projects and will be producing Synopsis Reports for each one which will identify current status and work required from Stakeholders in order to make appropriate progress identifying any key milestones in order to meet DLUC deadline dates for submission. 	KB/BG	21.01.22	

	<ul style="list-style-type: none"> Town Centre Permeability – Stantec will be carrying out a Check and Challenge of this Sub-Group, Annabel Chell is the lead but there will be input from all members of the Sub-Group. 	<ul style="list-style-type: none"> GE confirmed the skills capacity and experience in place to lead on this piece of work. Stantec to contact Annabel Chell to discuss current status and work required to progress documents accordingly. 	Sub-Group	21.01.22	
	<ul style="list-style-type: none"> Digital Society Centre – Stantec will be carrying out a Check and Challenge of this Sub-Group, Paul Hodgkinson is the lead but there will be input from all members of the Sub-Group. 	<ul style="list-style-type: none"> Stantec to contact Paul Hodgkinson to discuss current status and work required to progress documents accordingly. 			
		<ul style="list-style-type: none"> Digital Society Hub – currently looking at engaging with organisations to franchise digital training for the community as well as looking at suitable buildings in Newcastle. 	ML	21.01.22	
	<ul style="list-style-type: none"> Astley Centre for Circus & Performing Arts – the Sub-Group/NBC have entered into negotiations with the Roebuck Centre. 	<ul style="list-style-type: none"> Harinder Matharu, Senior Relationship Manager – Arts Council England. Harinder will now be an active member of the Sub Group meetings and as such there may be an opportunity for the Arts Council to have an input in this Project both from a Capital and Revenue perspective and also experience of working with other related projects were there has been a need to focus on the operating models. They/NBC are currently looking at obtaining an external company to do an independent evaluation of the Roebuck Centre. 	SB KB/BG	21.01.22 21.01.22	

	<ul style="list-style-type: none"> Smart Newcastle Digital Infrastructure – Paul Chatwin (SCC) is the lead knowledge for this DCMS have completed the mapping exercise and gap analysis (open market research) the data from this was due to be out in the middle to end of October however DCMS have now confirmed it will be out middle to end of November. Chesterton – this will be re-energised as Aspire have received a grant from the One Public Estate. Stantec are working with Aspire on Cross Street. Cross St – Phase 1. Keon contract is signed and they plan to start demolition on the 22nd November. Some pre-commencement conditions still to be discharged but hoping to resolve over the next few weeks and the building works will commence in the new-year. Cross St Phase 3 – Pre-app meeting with planning officer, Elaine Moulton went very well, Elaine liked the proposed design, layout and materials. Will now be presented at SPG session on the 30th November with the intention to submit the full planning application before Christmas. Knutton – Stantec have been involved in the Project Sub Group and attended the Aspire partnership meeting earlier today. 	<ul style="list-style-type: none"> Currently awaiting information from DCMS on the open market research however in the interim the Sub Group has focussed to provide an option analysis on how best to focus on cluster buildings based on priority and installation/infrastructure costs along with market providers. An update will be provided at the next Board Meeting. 	KB/BG	21.01.22	
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	<ul style="list-style-type: none"> Gateway Sites – a commercial market analysis report is being commissioned to identify best use of the 7000sq ft commercial space to be built at the Zanzibar site. Aspire have identified architects Fielden Clegg Bradley Studios to take the Zanzibar development to outline planning. Sustainable Transport Solutions – Indicative costs have been received for the new infrastructure, new route and new entrance to Keele University. Stantec had a Contract Inception Meeting earlier today with NBC Officers. Stantec gave a Project Status Update Presentation to the Board. 	<ul style="list-style-type: none"> Prices are currently being sought for the demolition of the Midway car park. This project has now moved from the Future High Street Fund to the Newcastle Town Deal. Stantec will be attending the next Sub-Group Meeting. Stantec will look to see if there are any further funding opportunities that could be applied for. 	RC	21.01.22	
6.	Communications Strategy (Community Consultation Drop-In Event) <ul style="list-style-type: none"> The Event has been arranged for Friday 21 January 2022 from 11.00am to 1.00pm and will be held in Newcastle Library. Stantec will look at putting together a Community Panel for each Project to encourage community engagement. 	<ul style="list-style-type: none"> If anyone has any ideas for the format of the event or social media then they should contact Mark or Richard. It was agreed that it would be beneficial for some targeted community engagement work to be undertaken, for example in Knutton, to help engage those communities and Stantec will look at where generic and where specific community engagement would work best. 	All KB/BG	21.01.22 21.01.22	

	<ul style="list-style-type: none"> Engaging the Community 	<ul style="list-style-type: none"> Cath Ralph to develop engagement strategy. A 24-hour FAQ options could be set up to allow the community to ask questions. <p>A leaflet drop with a telephone contact number would be good for some areas where online communication is not widely used.</p>	ML/RC	21.01.22	
			ML/RC	21.01.22	
7.	Any Other Business <ul style="list-style-type: none"> Nothing raised. 				
8.	Date of Next Meeting Friday 21 January 2022 @ 1.00pm	Astley/Garden Rooms at Castle House	All	21.01.22	