

<div>ACTION LOG</div>		Meeting	NEWCASTLE TOWN DEAL BOARD			
		Date	Thursday 15 September 2021 (Start Time: 9.00am – Finish Time: 10.00am)			
Attendees: Trevor McMillan, Cllr Stephen Sweeney, Simon McEneny, Elaine Burgess, Mark Laywood, Richard Corfe, Stefan Brzozowski, Aaron Bell MP (part), Gail Edwards, Phil Butters, Richard Moore, Fiona Wallace, Jane Tunnicliff, Rob Lawley, Cllr Graham Bibby, Lisa Healings. Minutes: Elaine Burgess		Distribution: Attendees & Apologies Apologies: Cllr Philip White, Dan Gray				
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 12 August 2021 (accuracy and matters arising) <ul style="list-style-type: none">Agreed					
4.	Update on TIP Submission					

<ul style="list-style-type: none"> • The Project Highlight report was introduced and reported on. All were encouraged to read and review these as they are updated on a regular basis (with version control) and ask any questions arising • All TIP Submission documents had been submitted on time on the MHCLG DD 20/08/21 (Annex A/financial profile/M&E). • Invitation to tender (ITT) for additional specialist BC project support had been developed. Waited release of relevant procurement framework contract through ESPO before sending out. An Expression of Interest had been released to Lot 10 of this framework (30 suppliers) with a closing date of 13/09/21. The ITT will be issued to those that have expressed an interest along with all latest versions of related documents (Ann A /TIP/TIP 2). Timetable for the whole process current key milestones are planned 21/22 October for interview (review panel to be discussed and agreed) of those that return with an award of contract early November. The contract duration will mirror the 10 month allocated window for completion of all BC along with all Ann C and submissions to MHCLG (end of June 22 but with a 1 month extension added if needed so contract end July 22) • It was agreed that capacity to deal with the complexities of developing the range of business cases is key. To that end all shortlisted companies will be interviewed and will required to provide the level of confidence needed on capacity and ability to deliver • It was agreed that we as the client need to drive the project content with the specialist expertise supporting. • TMC is keen to have more detailed descriptors of each project available as soon as possible and ideally before 	Monitoring of project highlight report	ALL	Ongoing	
	Management of procurement process	ML/Project Managers	End Oct 2021	
	Further development of project business cases to be developed	ML/Project Managers	Mid Oct 2021	

	the shortlisted companies are asked to give detailed views for their timelines.				
5.	Update on Sub Groups (SG) <ul style="list-style-type: none"> An overview of the programme Gantt chart was given looking forward over the next 10 months of project specific to business case development and completion and submission of Annex C documents and then on to project delivery phase – this later phase is based on information contained in the latest version of the TIP that was submitted to MHCLG. Assumptions around this programme are noted on the chart and as all the projects move through the various phases all information will be updated accordingly to ensure it is accurate and reflective. TMc raised a question around Governance re Cabinet and Town Deal Board roles. SMc confirmed this was in the Council's role as accountable body in support of the Board. Communications need consideration for the programme and individual projects. Discussion around carrying out a community consultation drop in session (similar to the most recent KTDB session) before either of the next NTDBM or the following NTDBM Individual project progress was reviewed through the latest version of the Annex A documents that were submitted to MHCLG. It was confirmed that two projects (Town Centre Permeability and The Digital Society Centre) would be developed directly by local partners through the SG and have a check and challenge by the appointed specialists only. Town Permeability is being led by SCC, with Annabel Chell as lead next SG to discuss timelines to ensure 	<p>GE to send SCC Cabinet dates for inclusion on the Gantt Chart.</p> <p>Any questions to be sent to ML</p> <p>All to inform ML of their preference on meeting in person for either of the next 2 NTDBM and subject to the returns to discuss and agree the proposed consultation event (venue/time/individuals/content from each of the projects/how it will be communicated and to who)</p>	<p>GE</p> <p>ALL</p> <p>ALL</p>	<p>ASAP</p> <p>Ongoing</p> <p>Next Board</p>	

	<p>both focus and energy can be applied (a generic point across all NTD projects and SG activity).</p> <ul style="list-style-type: none"> • Circus Centre it was noted that this business case needed to go beyond purely purchase of a physical building that can/will meet the operating requirements but also to ensure that a sustainable and robust business operating model would need to be developed to ensure that it will become commercially self-sufficient. • SMART Newcastle. It was clarified that a number of things had changed since the TIP was submitted and a mapping exercise to produce a gap analysis would need to be carried out (alongside the same process being conducted at a point nationally) to ensure TD funding would be directed to where it was most needed based on a priority basis. • Chesterton is well advanced and has now cleared some funding hurdles with Homes England to enable Phase 1 to start. • Knutton Village it was confirmed that the sub group would temporarily stand down to enable appointment of technical expertise for the individual sites and to enable one-to-one consultation with specific stakeholders • Gateway sites awaiting appointment of architect for design, consultation with individual stakeholders is ongoing. • Sustainable Transport is a package of projects. Procurement has advised that a bus operator could not formally be on the sub group in case of potential conflict of interest later in the process but will however need to be contacted informally at various points to provide information to develop the BC. • Digital Society Hub could be co-located with the IoT but at this stage the site of that is not clear, being dependent on a Levelling Up funding bid. The time 				
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	<p>lines for all the decisions may not align but it is important for the IoT that a decision is made in the next two to three weeks, at which point more detailed planning can resume for the DSC.</p> <p>ML re-confirmed that where those formal SG that had been temporarily suspended this was to allow sufficient work to be carried out for the groups to then informally review and activity with individual stakeholders would be maintained as a part of this. These SG would reconvene at an appropriate point in there project lifecycle</p>				
6.	<p>Any Other Business</p> <p>Format of future meetings. All to contact ML with appetite to meet face to face or on line.</p>		ALL	ASAP	
7.	<p>Date and format of Next Meeting</p> <p>Thursday 11th November 4-5.30 format TBC</p>		All		