

<div>ACTION LOG</div>		Meeting	NEWCASTLE TOWN DEAL BOARD			
		Date	Thursday 21 December 2023 (Start Time: 12.00 noon – 1.00pm)			
<p><b>Attendees:</b> Trevor McMillan, Cllr Stephen Sweeney, Aaron Bell MP, Simon McEneny, Elaine Burgess, Brian Meredith, Hal Higgins, Sarah Wilkes, Anthony Harold, Councillor Philip White, Gail Edwards, Jane Tunnicliff, Fiona Wallace, Lisa Healings, Charlotte Pearce, Graham Nolan, Henry Adamczuk, Sara Smith, Michael Snaith</p> <p><b>Minutes:</b> Jeanette Ayres</p>		<p><b>Distribution:</b> Attendees &amp; Apologies</p> <p><b>Apologies:</b> , Stefan Brzozowski, Phil Butters, Dan Gray, Gemma Whalley, Carl Copestake, Beverly Sampey, Jo Reilly, Eddie Leligdowicz, Graham Bibby, Jon Gray</p>				
REF.	ISSUE	ACTION	RESP.	DATE DUE	COMPL.	
1.	<p><b>Welcome &amp; Introduction</b></p> <ul style="list-style-type: none"><li>All were welcomed to the meeting.</li></ul>					
2.	<p><b>Declaration of Interest</b></p> <ul style="list-style-type: none"><li>It is noted that a number of people have interests in projects to be delivered.</li></ul>					
3.	<p><b>Minutes of Previous Meeting</b></p> <ul style="list-style-type: none"><li>Agreed.</li></ul>					

<p><b>4.</b></p>	<p><b>Digital Infrastructure Project</b></p> <ul style="list-style-type: none"> <li>• Michael Snaith, from Regional Network Solutions was introduced to the meeting and gave a Presentation on the Digital Infrastructure Project.</li> <li>• Business Case Document</li> <li>• Questions from the Presentation: <ul style="list-style-type: none"> <li>➤ Community Libraries could be included in this project.</li> <li>➤ Deliverability of Project – this needs to be delivered by 2026.</li> <li>➤ What if the Costs were higher</li> <li>➤ Could Schools be included</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A copy of the Presentation will be circulated to the Group once it has been received.</li> <li>• Michael has drafted a Business Case for DLUHC which requires some additional information from the Borough Council.</li> <li>• Gail to share the presentation with her IT Team at Staffs CC and then feedback any comments to Elaine and Michael.</li> <li>• Michael informed the meeting that if the Project was agreed then it would be deliverable in the timeframe as it would take 6 – 12 months to complete.</li> <li>• If costs were to increase then the coverage would be reduced resulting in no additional cost on the project.</li> <li>• A number of schools already have their own connectivity but Gail will check with the relevant people and feedback to Elaine and Michael.</li> </ul>	<p>MS/ JSA</p> <p>MS/EB</p> <p>GE</p> <p>GE</p>	<p>14.02.24</p> <p>14.02.24</p> <p>14.02.24</p> <p>14.02.24</p>	
------------------	--	--	---	---	--

	➤ What is the long term sustainability of the Project, would additional investment be required from the Council to kit out Community Centres.	<ul style="list-style-type: none"> <li>• There is the possibility some funds could be diverted to end use up front and this could be discussed in more detail.</li> </ul>	EB	14.02.24	
		<ul style="list-style-type: none"> <li>• Support people would be needed for the project and this will be built into the Business Case to see what extent this will be.</li> </ul>	MS/EB	14.02.24	
		<ul style="list-style-type: none"> <li>• There are charitable groups that repurpose laptops and IT equipment. Lisa has some information she will pass to Michael and Elaine on a local scheme that receives donated IT equipment to see if they can help.</li> </ul>	LH	14.02.24	
	➤ Budgets	<ul style="list-style-type: none"> <li>• The cost of the Project is well within the budget allocated for the Project.</li> </ul>			
	➤ Area the project would cover	<ul style="list-style-type: none"> <li>• The Scheme needs to be contained within the Red Line area of the original plans drawn up.</li> </ul>	MS/EB	14.02.24	
	➤ What other options were considered	<ul style="list-style-type: none"> <li>• Three other options were looked at before the final project was drawn up: <ul style="list-style-type: none"> <li>i) Public Realm CCTV – currently wireless could move to fibre</li> <li>ii) Smart Town Option – invest in IOT Network for town centre</li> <li>iii) Do Nothing</li> </ul> </li> </ul> <p>Michael can share his other ideas and findings with the Group if required.</p>	MS	14.02.24	

	<ul style="list-style-type: none"> <li>The Project outlined by Michael was approved by this Group to take forward.</li> </ul>	<ul style="list-style-type: none"> <li>The Business Case will be finalised and brought to the next meeting of this Group for approval.</li> </ul>	MS/EB	14.02.24	
5.	<b>General Programme Update</b> <ul style="list-style-type: none"> <li>The December Board Update Report was circulated to the Group. The focus was on delivery before the March 2026 deadline.</li> <li>Astley Circus Centre – there was a hand-over of the keys this morning. Elaine showed a Presentation of before and after photographs of the building to show the work that had been completed.</li> <li>Knutton Build Masterplan – new Village Hall</li> </ul>	<ul style="list-style-type: none"> <li>A copy of the Presentation is circulated with the Action Log.</li> <li>The Planning Application has been drafted ready for submission and the Council will seek interest from local groups and individuals to run the Committee.</li> </ul>	JSA  EB/BM	22.12.23  14.02.24	
6.	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>It was agreed that the next meeting would be early to Mid-February 2024 and would need to be 1½ hours to allow time to review all the Projects.</li> <li>Future Schedule of Board Meetings</li> </ul>	<ul style="list-style-type: none"> <li>Jeanette to arrange a suitable date.</li> <li>These will be discussed at the next meeting.</li> </ul>	JSA  All	21.12.23  14.02.24	

7.	<b>Date of Next Meetings</b>  Wednesday 14 February 2024 @ 3.30pm	Microsoft Teams	All	14.02.24	
----	---	-----------------	-----	----------	--

JSA/EB/22.12.23