

**Greater Thetford Development Partnership Board  
Minutes**

Wednesday 2 December 2015 2.30pm – 4.30pm  
Carnegie Room, Cage Lane, Thetford, Norfolk, IP24 2DS

**Chair:** Anna Graves AG (Breckland Council)

**Attendees:**

**Board Members**

Denis Crawford DC (Norfolk County Council), Robert King RK (Croxtan Parish Council), Mike Brown MB (Thetford Business Forum), Chris Hey CH (Norfolk County Council), Julie Kennealy JK (Breckland District Council), Ellen Jolly EJ (Breckland District Council), Terry Jermy TJ (Thetford Town Council), Will Van Cutsem WVC (Pigeon) & Adam Broadway AB (Flagship)

**Officers**

Sarah Barsby SB (Breckland Council), Robert Walker RW (Breckland Council) & Richard Doleman RD (Norfolk County Council – Substitute for Fiona McDiarmid)

**Guests**

Nigel Robson NR (The Land Group), Maurice Howard MH (Thetford Town Council) & Ray Herries RH (Substitute for Tony Poulter)

**Minutes**

Louisa Clare LC (Breckland District Council)

**Apologies:**

Fiona McDiarmid FM (Norfolk County Council)  
Tony Poulter TP (Brettenham and Kilverstone Parish Council)

	<b>Item</b>	
	AG welcomed everyone to the meeting, the first to be held in public session. It was noted that there were no confidential items for the meeting. AG apologies for the mixed communication on start time of the meeting.	
<b>1</b>	<b><u>Approval of Minutes 02/10/15</u></b>	
	The minutes from the last meeting were approved. The following points were noted;	
	- DC on the attendance section was not spelt correctly.	
	- A list of acronyms has been created and is ongoing.	
	- Item 6, Iain Dunnett, is from the New Anglia Local Enterprise Partnership.	

	<ul style="list-style-type: none"> <li>- Item 8, it was noted the bid for the NHS Health Towns was unsuccessful.</li> <li>- Item 10, it was agreed that Primary Care Facilities would be discussed at the next board meeting in February.</li> </ul>	
<p><b>2</b></p>	<p><b><u>Breckland Bridge</u></b></p> <p>NR from The Land Group introduced himself to the board. NR explained that he is attending the meeting on behalf of Breckland Bridge as a representative. Breckland Bridge is a joint venture company between The Land Group and Breckland Council.</p> <p>The Land Group are working with Breckland Council to help manage and assist with its property assets. Breckland Bridge is currently working to deliver the Riverside Scheme, to complete by next September. The scheme encompasses a cinema, a hotel and five other leisure facilities or restaurants. The scheme will also provide about 60 car parking spaces.</p> <p>The strategic relationship with Breckland Council has been established and The Land Group are now starting to build on various work streams.</p> <p>NR outlined a project to review the Breckland owned land within the town centre. He highlighted that many of these sites included car parking. Breckland Bridge are keen to understand how the car park elements of these sites operate and will be undertaking a detailed study of this in the new year.</p> <p>AG outlined agreement had been reached with Norfolk County Council to review traffic management within and around Thetford and asked for interested partners to join her and Tom McCabe from NCC in new year to visit and discuss the study on site. TJ was supportive of this study and was more than happy to be involved. DC also showed interest in being involved in this study.</p> <p>EJ noted that Breckland and the Town Council have done some previous research on the traffic management of Thetford and suggested that this information is taken into account as well as the new data.</p> <p><b>Action Arising:</b></p> <ol style="list-style-type: none"> <li><b>1) MH was asked to try and find research that the Town Council created and to provide a copy to NR.</b></li> <li><b>2) A site visit to kick start the traffic study to be arranged by LC.</b></li> </ol>	<p>MH</p> <p>LC</p>

	<p>It was agreed that the board were supportive of the idea of a study.</p> <p><i>NR left the meeting.</i></p>	
<p><b>3</b></p>	<p><b><u>MTF Bids</u></b></p> <p>RW &amp; MH provided the board with an update on the current outstanding Moving Thetford Forward Bids</p> <p><u>Charles Burrell Museum</u></p> <p>RW has met with trustees and agreed to support help and guide them with funding applications and development of long terms sustainable plans for the museum.</p> <p><u>Play Areas and Open Spaces</u></p> <p>It was noted that the transfer of the play areas from Breckland Council to the Town Council is nearly complete. MH noted that the Town Council feel open space, should remain under Breckland's remit.</p> <p>RW explained that there are funds of £13,000 available for play areas and £18,000 for outdoors.</p> <p>There is also £15,000 in S106 funding that could be used on open spaces. An application could be made to draw down this funding.</p> <p><u>Cosy Carpets Building</u></p> <p>MH explained that two expressions of interest have been received for this building. However, looking at both the cases the Town Council felt that neither of the applications provided an ideal solution.</p> <p>From the Town Councils perspective they do want to take this forward as it will definitely provide a community focus.</p> <p>JK stated that there are solutions for each of the bids and that we need to work collectively to supporting them. MB considers that progress on these bids needs tracking. It was agreed this would be done through the community sub group.</p> <p>It was also noted that there is a fourth bid, the Carnegie Room. The board agreed to focus on the other three bids first.</p>	
<p><b>4</b></p>	<p><b><u>Communications</u></b></p> <p>SB, shared a draft proposal for the board's own webpage content on Breckland Council website.</p>	

	<p>SB explained that the GTDP webpage can be linked to other partner webpages, and we can use the shared logo, etc to ensure that they are consistent with design.</p> <p>The board supported the design and connectivity.</p> <p>MB suggested that pupils for the Thetford Academy help with the design, the board agreed this was a good idea but that it might delay the process.</p> <p>It was agreed that the webpage should be hosted through a ghost domain web link to help with identity of the board.</p> <p>It was also suggested and agreed that the webpage should have a section for board members.</p> <p><b>Action Arising:</b></p> <ol style="list-style-type: none"> <li><b>1) Board Members to provide SB with further feedback on the web design outside of the meeting, if required.</b></li> <li><b>2) SB to construct and implement the webpages for the GTDP as soon as possible</b></li> </ol>	<p><b>All</b></p> <p><b>SB</b></p>
<p><b>5</b></p>	<p><b><u>Independent Chair</u></b></p> <p>It was noted at the beginning of the meeting that AG is not chairing in her capacity as Chief Executive at Breckland Council but that she is chairing to support the board with its delivery until a permanent independent chair has been recruited.</p> <p>The recruitment panel for the independent chair consists of EJ, MB and TP. It was note that Natalie King, a HR consultant is assisting the panel with this process.</p> <p>All members confirmed in the meeting that they are satisfied with the recruitment pack that Natalie had pulled together and that the post can now go out to advert.</p> <p>JK suggested that the applicants that applied for the Breckland Bridge Director vacancy should also be made aware of this vacancy so that they are able to apply if they so like.</p> <p>EJ stated that the board need to be careful in the selection process and ensure that they recruit a suitable candidate for the role. This was agreed</p> <p><b>Action Arising:</b></p> <ol style="list-style-type: none"> <li><b>1) LC to inform Natalie to continue with the recruitment process.</b></li> <li><b>2) JK to inform members when and where the vacancy is being</b></li> </ol>	<p><b>LC</b></p> <p><b>JK</b></p>

	<p>advertised.</p> <p><b>3) JK to inform previous applicants (Breckland Bridge Director Post) of the new Independent Chair vacancy.</b></p>	JK
6	<p><b><u>Community Sub Group</u></b></p> <p>RW had circulated the draft TOR for the Community Sub Group.</p> <p>DC asked why there seems to be an emphasis on the geographical spread of the sub group, he stated that he thought it should be based on skills set.</p> <p>RW explained that it will be based on both skills set and the geographical area but the Community Sub Group should be focusing on the people of Greater Thetford whereas the other groups are able to build on the skills set required.</p> <p>RW informed the group that there will be 4 independent members of the sub group and that remaining membership for the group will be advertised by various different methods.</p> <p>AB noted that for the sub groups we need to have a record on any declaration of interests, the board agreed to this.</p> <p>The TOR need to include how the sub group reports back to the board. It was noted that the Chair of the sub group would sit on the GTDP board.</p> <p>It was also noted that the sub groups are not a decision making group, they are a consultative group.</p> <p>, RW was asked to make the necessary changes to the TOR and bring them back to the board in February to be ratified.</p> <p><b>Action Arising:</b></p> <p><b>1) RW to amend the TOR for the Community Sub Group so they can be ratified at the meeting in February.</b></p> <p><i>Maurice Howard left the meeting.</i></p>	RW
7	<p><b><u>Planning and Projects Sub Group</u></b></p> <p>RD outlined the TOR for the Planning and Projects Sub Group.</p> <p>RD explained that the objective of the group is to achieve a plan for growth and delivery rates. RD stated that the group aim to work with other key delivery agents such as Highways England.</p> <p>TJ suggested that a Town Council officer should probably form part of this</p>	

	<p>sub group and this was agreed</p> <p>RD was asked to feedback the amendments to Fiona McDiamid. The amendments relate to the membership and how the sub group reports back to the board.</p> <p>The board signed off the Planning and Projects Sub Group TOR, RD was asked to make the necessary changes and bring them back to the board in February to be ratified.</p> <p><b>Action Arising:</b></p> <p><b>1) Norfolk County Council to amend the TOR for the Planning and Projects Sub Group so they can be ratified at the meeting in February.</b></p>	<p><b>NCC</b></p>
<p><b>8</b></p>	<p><b><u>Inward Investment Sub Group</u></b></p> <p>JK had circulated the draft TOR for the Inward Investment Sub Group, the TOR were noted.</p> <p>JK made it clear that there is a necessity in these TOR to have a confidential clause that members should abide by.</p> <p>The Inward Investment Sub Group will involve dealing with businesses and submitting bids. It is important to note that confidentiality is key to ensure that bid information is not within the public domain owing to commercial confidentiality leaked to other competitors.</p> <p>It was also noted that the proposed membership would be changing.</p> <p>JK was asked to put the TOR of the same template that RW and RD had used.</p> <p>JK was asked to make the necessary changes and bring them back to the board in February to be ratified.</p> <p><b>Action Arising:</b></p> <p><b>1) JK to amend the formatting of the TOR for the Inward Investment Sub Group so they can be ratified at the meeting in February.</b></p>	<p><b>JK</b></p>
<p><b>9</b></p>	<p><b><u>Next Steps</u></b></p> <p>The following actions were summarised as next steps for the Board to take.</p> <p><b>1) JK to update the TOR for the GTDP Board and to bring them back to the next meeting.</b></p>	<p><b>JK</b></p>

	<p>2) AG and Tom McCabe will hold an on-site discussion in New Year with board members regarding traffic study for Thetford. <b>AG</b></p> <p>3) RW to work with the Community Sub Group and the Town Council on the three MTF Bids. RW to report progress back to the board in February. <b>RW</b></p> <p>4) SB to create and implement the GTDP webpage. This is to include a ghost domain and comments on the web page content should be feedback to SB as soon as possible. <b>SB</b></p> <p>5) JK to ensure the advert for the Independent Chair is issued. JK to also circulate the link for the vacancy to board members. <b>JK</b></p> <p>6) The TOR were agreed for all three of the sub groups, each have a few amendments. NCC, JK and RW to bring the TOR back to the next board meeting to be ratified. <b>NCC / JK / RW</b></p>	
<b>12</b>	<p><b><u>AOB</u></b></p> <p>AG noted that consultation period for Breckland Local Plan starts on 11 January 2016 till 22 February 2016.</p>	
<b>13</b>	<p><b><u>Date of Next Meeting</u></b></p> <p>The next GTDP Board Meeting will be on 15 February 2016, 10am till 12pm. Venue to be confirmed by Louisa Clare.</p> <p>GTDP Board Meetings will be bi-monthly and the open forum will take place every 6 months either before or after a scheduled meeting.</p> <p><b><u>Actions arising:</u></b></p> <p>1) <b>LC to find a venue for the next board meeting in February.</b> <b>LC</b></p> <p>2) <b>LC to bring to the next board meeting a schedule of meeting dates for the year ahead.</b> <b>LC</b></p>	