

**Greater Thetford Development Partnership Board  
Minutes**

Monday 3 August 2015 10.00am – 12.30pm  
Room 2 Level 5, Breckland House, St Nicholas Street, Thetford, IP24 1BT

<b>Chair:</b>	Anna Graves
<b>Attendees:</b>	Fiona McDiarmid (Norfolk County Council), Dennis Crawford (Norfolk County Council), Robert King (Croxton Parish Council), Tony Poulter (Brettenham and Kilverstone Parish Council), Mike Brown (Thetford Business Forum), Chris Hey (Norfolk County Council), Julie Kennealy (Breckland District Council) and Ellen Jolly (Breckland District Council)
<b>Apologies:</b>	

	<p>Each of the members introduced themselves to the rest of the board.</p> <p><b>Action arising:</b></p> <p style="padding-left: 40px;">1) <b>It was agreed that papers for the next meeting need to be distributed 5 working days in advance for the next board meeting.</b></p> <p style="padding-left: 40px;">2) <b>It was noted that Terry Jermy was absent from the meeting. Anna would try and make contact with Terry</b></p>	<p><b>LC</b></p> <p><b>AG</b></p>
<b>2</b>	<p><b><u>Membership of the Board</u></b></p> <p>The group discussed the fundamental key elements of the board, it was agreed that these were;</p> <ul style="list-style-type: none"> <li>- Influence and advocacy</li> <li>- Interface and views</li> <li>- Community (Sub Groups)</li> <li>- Business Relationships</li> <li>- Strategic role</li> </ul> <p>Anna invited views around the level of representation and expertise currently on the board and if any further representation would be required. The board discussed each at length and later considered and agreed three areas for inclusion within the boards make-up:</p> <ul style="list-style-type: none"> <li>- Social Housing Provider</li> <li>- Health Representative</li> <li>- Landowner/Developer representative</li> </ul> <p>It was noted the need for the Board to consider the growing demand for</p>	

	<p>primary care facilities in the area, in view of the 2 Thetford Practices being full, with no room to expand, and the forthcoming SUE development.</p> <p><b>Action arising:</b></p> <ol style="list-style-type: none"> <li><b>1) It was noted there were several RSL's active in the areas and agreed that the board would invite them to the next board meeting and then agree the most appropriate to hold membership of the board.</b></li> <li><b>2) Fiona McDiarmid to send to Julie the name of the new Director of Public Health starting at Norfolk County Council.</b></li> <li><b>3) Tony Poulter would provide a contact in NHS England for Julie to follow up to ensure the best representation for health held membership on the board. Julie Kennealy to report back the outcome of contact made to all members via email prior to the next meeting. The board would consider the demand on primary care facilities at the next meeting.</b></li> <li><b>4) Anna Graves would write to William Van Cutsem on behalf of the board and invite him to join for future meetings.</b></li> </ol>	<p><b>JK</b></p> <p><b>FM</b></p> <p><b>TP / JK</b></p> <p><b>AG</b></p>
<p><b>3</b></p>	<p><b><u>Independent Chair</u></b></p> <p>It was suggested that the board recruits an independent chair.</p> <p>There were reservations from Tony about this proposal. Tony asked why the chair could not be someone already employed by Breckland Council. Anna explained that an independent chair is needed to drive the mechanics of project and that the passion comes from the board members. If the chair is someone from Breckland then it doesn't undo past concerns of preconception. It would also need to be the Chief Executive, Deputy Leader or Leader of the Council and there were concerns around capacity.</p> <p>Robert King raised concerns that an independent chair would lack knowledge.</p> <p>Anna explained that the Chair would be funded by Breckland Council.</p> <p>Dennis stated that he supported the proposal of an independent chair but that the appointments panel should consist of three members.</p> <p>In conclusion, it was agreed that the board would advertise for an independent chair and that the board would review the post in a years' time.</p> <p>It was noted that Tony had concerns and thought the appointment would be a mistake.</p>	

	<p>It was agreed that Anna would continue to chair the meeting until they had successfully recruited an independent chair.</p> <p>It was agreed that the interview panel would consist of Ellen Jolly, Tony Poulter and Mike Brown, all of which have experience in recruitment. Julie Kennealy would assist the panel.</p> <p>It was agreed that the job description should include reference to time requirements to ensure capacity.</p> <p><b>Action arising:</b></p> <p><b>1) Julie to coordinate the interviews with the assistance of Democratic Services.</b></p>	<p><b>JK</b></p>
<p><b>4</b></p>	<p><b><u>Governance</u></b></p> <p>Fiona provided advice on the advantages and disadvantages regarding public and private meetings. The partnership is not a democratic committee, it is not formally constituted, and it's a partnership of an organisation.</p> <p>The board agreed that the meeting would be a closed private meeting but that the minutes would be public. It was suggested that the minutes are published on Breckland's website and that other organisation put them on to their website.</p> <p><b>Action arising:</b></p> <p><b>1) Julie to include confidentiality in the terms of reference.</b></p> <p><b>2) Julie to ensure that the sign off of minutes is in the job description of the independent chair.</b></p> <p>Anna asked the board what the successful partnership would look like and suggested that the board bring this back to the next meeting.</p> <p>Tony raised concerns about Norfolk County Council and Breckland Council. Tony questioned if they would take any notice of the board and their decisions. Anna responded stating that it would not be in their interest to ignore the board.</p> <p>Ellen explained that if the board has aspirations then she would help to communicate them to Breckland.</p> <p>Anna suggested that the board look into how to manage professional communication. Clear concise communication is essential to the success of the Board in order that its aims and remit are fully understood and communicated by all members in a way agreed by members. Board</p>	<p><b>JK</b></p> <p><b>JK</b></p>

	members acknowledged the need for support on achieving this and Anna suggested that Breckland would be able to assist.	
<b>5</b>	<p><b><u>Moving Thetford Forward Residual Funding</u></b></p> <p>Julie referred to the recent report to Breckland Council's Cabinet and explained that there is some residual funding in Moving Thetford Forward and that the money belongs to Breckland Council. Breckland have committed to consulting the board on spending proposals for that residual funding and that any proposals should focus on securing highest impact for economic growth.</p> <p>The board noted there were some applications submitted for funding that had not secured approval and that whilst funding these schemes may not form part of the Boards remit going forward, they were important to the community and consideration should be given as to what level of support the Board may give to alternative funding sources for these projects.</p> <p><b>Action arising:</b></p> <ol style="list-style-type: none"> <li><b>1) Julie to bring a proposal for allocating the residual funding to the next board meeting.</b></li> <li><b>2) Fiona was asked to talk to Terry Jermy about the building near the bus interchange.</b></li> <li><b>3) Julie to bring to the next meeting a position statement on all three outstanding applications.</b></li> <li><b>4) Fiona to work with Julie to consider wider multi agency funding opportunities as part of the proposal for allocating the residual growth point funding.</b></li> <li><b>5) It was agreed that a statement would be provided to Thetford Business Forum.</b></li> </ol> <p>Mike Brown requested Julie come to talk to the Thetford Business Forum about Moving Thetford Forward. Anna explained that she was not comfortable with this proposal. Julie explained that they could provide a statement and a schedule of expenditure but she was not in a position to comment further on the programme as it pre-dated her own appointment. Anna explained that Julie did not sit on the Moving Thetford Forward Board and was therefore not in a position to comment.</p>	<p><b>JK</b></p> <p><b>FM</b></p> <p><b>JK</b></p> <p><b>FM</b></p> <p><b>JK / AG</b></p>
<b>6</b>	<p><b><u>Sub Group Membership</u></b></p> <p>Three sub groups were agreed at the meeting all of which would feed into the board via the chair of each of the sub groups.</p> <p>The sub groups agreed were:</p>	

	<ul style="list-style-type: none"> <li>- Community Sub Group, Rob Walker to establish. It was also suggested to secure the widest possible community representation that the opportunity to be part of this sub group is advertised.</li> <li>- Inward Investment Sub Group, Julie to Lead.</li> <li>- Planning and Projects Sub Group, Fiona to lead. Fiona was also happy to pick up transport in terms of feedback to Norfolk County Council.</li> </ul> <p><b>Action arising:</b></p> <ol style="list-style-type: none"> <li><b>1) Julie, Fiona and Rob to come back to the next board meeting with a proposal for each of the sub groups.</b></li> <li><b>2) Julie was asked to draft the terms of reference which should include the relationship to the board, stakeholders, accountability and the scope demographically.</b></li> <li><b>3) Rob Walker to liaise with Tony Poulter and Bob King on Community Sub Group as GTDP 'lead'.</b></li> </ol>	<p><b>JK / FM / RW</b></p> <p><b>JK</b></p> <p><b>RW</b></p>
7	<p><b><u>Next Steps</u></b></p> <p>The following actions were summarised as next steps for the board to take.</p> <ol style="list-style-type: none"> <li>1) The board would recruit an independent chair.</li> <li>2) The sub group leads would provide an update as to progress at the next board meeting.</li> <li>3) Julie would draft the terms of reference and circulate via email ready for approval at the next meeting.</li> <li>4) Papers for the next board meeting would be circulated five working days in advance.</li> <li>5) Breckland Council would supply a chair and secretarial support until a permanent replacement is sourced.</li> <li>6) Julie, Rob and Fiona would look to fill the gaps on the board around, Housing, Planning and Health.</li> <li>7) Julie and Fiona to consider TEP multi agency funding opportunity for the allocation of residual MTF funding.</li> <li>8) The board would consider the three outstanding applications from</li> </ol>	

	Moving Thetford Forward at the next meeting.	
<b>8</b>	<b><u>AOB</u></b> It was noted that Terry Jermy, the representative for Thetford Town Council was not at the meeting.	
<b>9</b>	<b><u>Date of next meeting</u></b> It was agreed that the next meeting would be on Friday 2nd October 2015 at 10am in Thetford.	