



# Programme Board and Town Deal Board Meetings

## Forward Plan: 2024 – 2025

Date of Meeting	Programme Board / TDB / Project Lead mtgs	Papers to be issued	Proposed Meeting Content / Plan	Key decision to be made?
Thursday 7 December 2023	PL	01/12/2023	<ul style="list-style-type: none"> <li>Ben (NCC) – Youth engagement to join</li> </ul>	
Wednesday 13 December 2023	PB	06.12.2023	<ul style="list-style-type: none"> <li>Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs update (14/12)</li> <li>Resources</li> <li>Comms Workshop feedback (SC/MG to attend)</li> </ul>	
Friday 22 <sup>nd</sup> December 2023 <i>PHYSICAL MEETING NOT TAKING PLACE – SEND REPORTS OUT VIA EMAIL</i>	TDB		<ul style="list-style-type: none"> <li>Action log</li> <li>Comms &amp; Engagement monthly update</li> <li>November Project Highlight reports</li> <li>Financial Programme update (Project Acct to attend)</li> <li>Updated Local Assurance Framework</li> <li>Updated Organigram</li> <li>Diagram covering all TIP projects</li> </ul> <p>Papers to be issued but Board not meeting.</p>	
Thursday, 4 January 2024	PL	28.12.2023	<ul style="list-style-type: none"> <li>Procurement Register – bi-monthly check that it's up to date</li> <li>Footfall forecasting</li> </ul>	
Wednesday 17 January 2024	PB	10.01.2024	<ul style="list-style-type: none"> <li>Update on CEx meeting with NCC regarding MUCH (HE to update)</li> <li>Draft Comms Plan &amp; Protocol (Michelle Gant to attend)</li> <li>Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update (18/01)</li> </ul>	



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Friday, 26 January 2024  <i>Meeting to be held at CWA site. Hybrid facilities available. (Limited car parking)</i>	TDB	19.01.2024	<ul style="list-style-type: none"> <li>• Discussion on CWA student session</li> <li>• Draft Comms &amp; Engagement Strategy (v3) and Protocol (v2)</li> <li>• Action log</li> <li>• Monthly Comms &amp; Engagement update</li> <li>• Risk Register qtlly update</li> <li>• December Project Highlight Reports</li> <li>• Financial Programme Update</li> </ul>	
Thursday, 1 February 2024	PL	25.01.2024	<ul style="list-style-type: none"> <li>• Update from CWA student session</li> <li>• Comms Strategy, Protocol and 6-month plan</li> <li>• New project staff</li> <li>• Footfall</li> <li>• Local supplier chain engagement for contracts</li> </ul>	
Wednesday 14 February 2024	PB	07.02.2024	<ul style="list-style-type: none"> <li>• Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs update (15/02)</li> <li>• Options for appointment of new TDB Chair</li> </ul>	
Friday 23 February 2024	TDB	16.02.2024	<ul style="list-style-type: none"> <li>• Update on the West Norfolk Economic Strategy (Fiona Tuck – Metro Dynamics to attend)</li> <li>• Options for appointment of new TDB Chair</li> <li>• KL High Street public realm update</li> <li>• Action log</li> <li>• Comms &amp; Engagement update monthly update</li> <li>• January Project Highlight Reports</li> <li>• Financial Programme Update</li> </ul>	
Thursday, 7 March 2024	PL	29.02.2024	<ul style="list-style-type: none"> <li>• Procurement Register – bi-monthly check that it's up to date</li> </ul>	
Wednesday 13 March 2024	PB	06.03.2024	<ul style="list-style-type: none"> <li>• Riverfront RIBA stage 3 update (HN to attend)</li> <li>• MUCH Detailed design (End of RIBA Stage 3) – gateway approval</li> </ul>	



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			<ul style="list-style-type: none"> <li>Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update (14/3)</li> </ul>	
Friday 22 March 2024	TDB	15.03.2024	<ul style="list-style-type: none"> <li>Riverfront RIBA stage 3 update (HN to attend)</li> <li>Action log</li> <li>MUCH Detailed design (End of RIBA Stage 3) – gateway approval</li> <li>Comms &amp; Engagement monthly update</li> <li>February Project Highlight reports</li> <li>Programme Financial update</li> </ul>	
Thursday, 4 April 2024	PL	28.01.2024	<ul style="list-style-type: none"> <li></li> </ul>	
Wednesday 17 April 2024	PB	10.04.2024	<ul style="list-style-type: none"> <li>ACC end of stage gateway review (to include LCWIP/ATH costs) (Jason R/David O to attend)</li> <li>Boost end of project update (Lisa T)</li> <li>Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update (18/4)</li> </ul>	
Friday 26 April 2024	TDB	19.04.2024	<ul style="list-style-type: none"> <li>Update on the West Norfolk Economic Strategy (Fiona Tuck – Metro Dynamics to attend)</li> <li>ACC end of stage gateway review (to include LCWIP/ATH costs) (Jason R/David O to attend)</li> <li>Boost end of project update (Lisa T)</li> <li>Review of the Skills Working Group Terms of Reference (Lisa T)</li> <li>Action log</li> <li>Comms &amp; Engagement monthly update</li> <li>Risk Register qtlly update</li> <li>March Project Highlight reports</li> <li>Programme Financial update</li> </ul>	
Thursday 2 May 2024	PL	25.04.2024	<ul style="list-style-type: none"> <li>Procurement Register – bi-monthly check that it's up to date</li> </ul>	



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Wednesday 15 May 2023	PB	08.05.2024	<ul style="list-style-type: none"> <li>Comms &amp; Engagement monthly update</li> <li>Guildhall – Detailed design (End of RIBA Stage 3) - gateway approval</li> <li>Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update (16/05)</li> </ul>	
Friday 24 May 2024	TDB	17.05.2024	<ul style="list-style-type: none"> <li>Guildhall – Detailed design (End of RIBA Stage 3) - gateway approval</li> <li>Action log</li> <li>Comms &amp; Engagement monthly update</li> <li>April Project Highlight reports</li> <li>Programme Financial update</li> </ul>	
Thursday 6 June 2024	PL	30.05.2024	<ul style="list-style-type: none"> <li></li> </ul>	
Wednesday 19 June 2023	PB	12.06.2024	<ul style="list-style-type: none"> <li>Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update (20/6)</li> </ul>	
Friday 28 June 2024	TDB	21.06.2024	<ul style="list-style-type: none"> <li>Action log</li> <li>Guildhall – Final TF Project Scope &amp; Project Adjustment Request</li> <li>Comms &amp; Engagement monthly update</li> <li>May Project Highlight reports</li> <li>Financial update on the Programme</li> </ul>	
Thursday 4 July 2024	PL	27.06.2024	<ul style="list-style-type: none"> <li>Procurement Register – bi-monthly check that it's up to date</li> </ul>	
Wednesday 17 July 2024	PB	10.07.2024	<ul style="list-style-type: none"> <li>Boost – post-project evaluation (Lisa T)</li> <li>MUCH End of RIBA Stage 4</li> <li>Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update (18/7)</li> </ul>	
Friday 26 July 2024	TDB	19.07.2024	<ul style="list-style-type: none"> <li>Boost – post-project evaluation (Lisa T)</li> <li>MUCH End of RIBA Stage 4</li> <li>Action log</li> <li>Comms &amp; Engagement monthly update</li> </ul>	



Date of Meeting	Programme Board / TDB / Project Lead mtgs	Papers to be issued	Proposed Meeting Content / Plan	Key decision to be made?
			<ul style="list-style-type: none"> <li>Risk Register qtlly update</li> <li>June Project Highlight reports</li> <li>Programme Financial update</li> </ul>	
Thursday 1 August 2024	PL	25.07.2024	<ul style="list-style-type: none"> <li></li> </ul>	
Wednesday 14 August 2024	PB	07.08.2024	<ul style="list-style-type: none"> <li>Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update (15/8)</li> </ul>	
Friday 23 August 2024	TDB	16.08.2024	<ul style="list-style-type: none"> <li>Action log</li> <li>Comms &amp; Engagement monthly update</li> <li>July Project Highlight reports</li> <li>Programme Financial update</li> </ul>	
Thursday 5 September 2025	PL	29.08.2024	<ul style="list-style-type: none"> <li>Procurement Register – bi-monthly check that it's up to date</li> </ul>	
Wednesday 18 September 2024	PB	11.09.2024	<ul style="list-style-type: none"> <li>Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update (19/9)</li> </ul>	
Friday 27 September 2024	TDB	20.09.2024	<ul style="list-style-type: none"> <li>Action log</li> <li>Comms &amp; Engagement monthly update</li> <li>August highlight reports</li> <li>Programme Financial update</li> </ul>	
Thursday 3 October 2024	PL	26.09.2024	<ul style="list-style-type: none"> <li></li> </ul>	
Wednesday 16 October 2024	PB	09.10.2024	<ul style="list-style-type: none"> <li>Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update (17/10)</li> </ul>	
Friday 25 October 2024	TDB	18.10.2024	<ul style="list-style-type: none"> <li>Action log</li> <li>Comms &amp; Engagement monthly update</li> <li>Risk Register qtlly update</li> <li>September Project Highlight reports</li> <li>Programme Financial update</li> </ul>	



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Thursday 7 November 2024	PL	31.10.2024	<ul style="list-style-type: none"> <li>Procurement Register – bi-monthly check that it's up to date</li> </ul>	
Wednesday 13 November 2024	PB	08.11.2023	<ul style="list-style-type: none"> <li>Riverfront RIBA stage 4 update</li> <li>Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update (14/11)</li> </ul>	
Friday 22 November 2024	TDB	15.11.2024	<ul style="list-style-type: none"> <li>Riverfront RIBA stage 4 update</li> <li>Action log</li> <li>Comms &amp; Engagement monthly update</li> <li>October Project Highlight reports</li> <li>Programme Financial update</li> </ul>	
Thursday 5 December 2024	PL	28.11.2024	<ul style="list-style-type: none"> <li></li> </ul>	
Wednesday 18 December 2024	PB	11.12.2024	<ul style="list-style-type: none"> <li>Guildhall – End of RIBA Stage 4</li> <li>Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update (19/12)</li> </ul>	
Friday 27 December 2024 [CANCEL??]	TDB	20.12.2024	<ul style="list-style-type: none"> <li>Guildhall – End of RIBA Stage 4</li> <li>Action log</li> <li>Comms &amp; Engagement monthly update</li> <li>November Project Highlight reports</li> <li>Programme Financial update</li> </ul>	
Thursday 2 January 2025	PL	19.12.2024	<ul style="list-style-type: none"> <li>Procurement Register – bi-monthly check that it's up to date</li> </ul>	
Wednesday 15 January 2025	PB	08.01.2025	<ul style="list-style-type: none"> <li>Standing items: Action log, Highlight reports, Risk register, Financial update, Chairs Update (16/01 – last meeting in calendars)</li> </ul>	
Friday 24 January 2025 (Last meeting in calendars)	TDB	17.01.2025	<ul style="list-style-type: none"> <li>Action log</li> <li>Comms &amp; Engagement monthly update</li> <li>Risk Register qtlly update</li> <li>December Project Highlight reports</li> </ul>	



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			<ul style="list-style-type: none"> <li>Programme Financial update</li> </ul>	

**2025**

**March** ACC – LCWIP workstream – End of design of scheme designs

**May** Vice-Chair term finishes in July 2025

**June** MUCH End of RIBA Stage 5/6

**Dec** Riverfront End of RIBA Stage 5/6

**2026**

**March** Guildhall End of RIBA Stage 5/6

ACC – LCWIP workstream – End of construction/implementation