

**MINUTES OF A MEETING OF
THE IGNITE STEERING GROUP
HELD IN THE BOARDROOM, STELLA HOUSE
TUESDAY 2 APRIL 2008 at 9.30am**

Present:

Members

Phil Hughes	Chair
Barry Errington	GONE
Steve Gawthorpe	EP
Colin Haylock	

Officers

Kirsteen Thomson	Sustainable Regeneration Manager
James Arkless	Secretariat

Minutes of the IGNITE Steering Group meeting held on 2 April 2008

ISG/08/12 Apologies for absence

Apologies were received from Barry Clarke, Tony Chapman and Ed Rowley.

ISG/08/13 Declarations of Interest

No new interests were declared.

ISG/08/14 Minutes from meeting on 8 January 2008

The minutes of the meeting held on 8 January 2008 were agreed as a correct record and signed by the Chairman, subject to amending the name of Peter Roberts (not Robertson) of ASC (not EMDA).

ISG/08/15 Matters arising

All Boards event

There was some discussion about the national conference of RCE Board members. It was noted that other RCEs were in a similar position in relation to resolving their position as part of or separate from the RDAs. Members agreed that the Academy and the RDAs needed to demonstrate leadership and work to improve levels of understanding of the sustainable communities agenda, especially through the Homes & Communities Agency.

Stakeholders meeting

The meeting with stakeholders would be arranged after the decision on Ignite moving into the Extended Enterprise was known.

East Midlands Regeneration

Contact had yet to be made with Derek Latham in the East Midlands

Actions:

Arrange stakeholder meeting after Extended Enterprise decision; ***KT***

Contact Derek Latham; and ***KT***
Invite Sir Bob Kerlake to meet PH ***PH***

ISG/08/16 Extended Enterprise update

Kirsteen Thomson presented paper ISG/APR/08/01 (Extended Enterprise Update) which was a progress report on the proposed move of Ignite into the Extended Enterprise.

The process had moved more slowly than anticipated due to the Agency reviewing the whole Extended Enterprise, but meetings in the coming fortnight were expected to clarify the direction of travel and the timeline. The Chairman agreed that he should seek a high level meeting with the Agency to ensure that the benefits of Ignite were clearly spelt out to the Agency.

In the meantime it was essential to proceed with the Design Review in order to meet deadlines and avoid reputational damage. If Ignite moved into the Extended Enterprise quickly it may be possible to recruit and employ staff, but until then the only option was to procure consultants. This process had already begun, with a budget of £120k, and all procurement issues had been fully considered. However it was noted that consultants were a more expensive option than employing staff.

Kirsteen Thomson confirmed that there was a realistic prospective tender list.

Action: PH and SG to meet with ONE directors

PH/SG

Resolved:

- i. That Ignite should proceed with the procurement process for the Design Review;***
- ii. That the Steering Group note the content of this report; and***
- iii. That this report may be published in the public records of the Agency.***

ISG/08/17 Key Activities Progress report

Kirsteen Thomson presented paper ISG/APR/08/02 (Key Activities Progress report) setting out progress on key activities. The Design Review had already been discussed.

Members noted that Our Place 2020 had made a good start and saw that the new look Ignite portal was about to be launched. They agreed resource would be required to keep this up to date.

A joint Memorandum of Understanding was being prepared for key professional bodies to sign up to and a matrix of key tasks was being developed. Members urged that the achievements set out in this document should be highlighted in the business plan as part of the submission to the Shape Board in relation to the move to the Extended Enterprise.

Action: Highlight key achievements in business plan

KT

Resolved:

- i. That the Steering Group note the progress made; and***
- ii. That this report may be published in the public records of the Agency.***

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ISG/08/18 Any other business

Colin Haylock had been asked to chair the Urban Design Alliance, a partnership body originally set up by RIBA, and this could offer useful links into the RDA and the Homes & Communities Agency.

GONE were looking at housing and zero carbon issues and Barry Errington indicated a possible future role for Ignite if resources were available.

Steve Gawthorpe commented that the west end of Newcastle 'expo' might offer opportunities for Ignite in the medium term.

Dates were being arranged for the Quality Places Forum in June which might be of interest to Members.

ISG/08/19 Date of Next Meeting

The next meeting would be on Wednesday 16 June 2008 at 11am.

ISG/08/20 The meeting closed at 10.45am

I confirm that these are a true record of the meeting to which they relate:

Signed: **Dated:**

Phil Hughes

One NorthEast Secretariat
Stella House
Newburn Riverside
Newcastle upon Tyne
NE15 8NY