

Town Deal Board

Thursday 23rd July 2020
11.30am



Online- Microsoft Teams

PRESENT: Alby Pattison, AP Services (North East) Limited (Chair) (AB)
Alison Powell, Arcadis (AP)
Adam Suleiman, BEIS (AS)
Adrian Coates, BEIS (AC)
Brandon Fey, Arcadis (BF)
Cllr Christopher Akers-Belcher, Hartlepool Borough Council (CAB)
Cllr Shane Moore, Hartlepool Borough Council (SM)
Cllr Leisa Smith, Hartlepool Borough Council (LS)
Catherine Conroy, One Public Estate (CC)
Craig Dohring, EDF Energy (CD)
Denise McGuckin, Hartlepool Borough Council (DMc)
Darren Hankey, Hartlepool College of Further Education (DH)
David Tuck, Genecon (DT)
Gill Danby, North East Chamber of Commerce (GD)
James Flint, Genecon (JF)
Ken Coupar, Genecon (KC)
Martin Raby, Northern School of Art (MR)
Marc Watterson, Towns Fund Delivery Partner Coordinator (MW)
Mark Hughes, Hartlepool Six Form College (MH)
Martin Jesper, Hartlepool United Football Club (MG)
Maxine Craig, Love Hartlepool (MC)
Mike Hill, MP (MH)
Nigel Albon, Arcadis (NA)
Rob Smith, Hartlepool Borough Council (RS)
Roslyn Adamson, National Museum of the Royal Navy (RA)
Ross Burns, Middleton Grange Shopping Centre (RB)
Sarah Walker, Tees Valley Combined Authority (SW)
Sara Wilkinson, Hartlepool Borough Council (SWi)

Copy of paperwork to Marie Kiddle, Homes England for information

NO	DETAIL	ACTION
1.	<p><u>WELCOME</u></p> <p>The Chair opened the meeting and welcomed attendees.</p> <p>Marc Watterson- Towns Fund Delivery Partner Coordinator was introduced.</p>	
2.	<p><u>APOLOGIES FOR ABSENCE</u></p> <ul style="list-style-type: none">• Gill Alexander, Hartlepool Borough Council• Alison Fellows, Tees Valley Combined Authority• Julie Gillon, North Tees and Hartlepool NHS Foundation Trust• Colin Griffiths, Federation of Small Businesses	

NO	DETAIL	ACTION
	<ul style="list-style-type: none"> • Ed Cardwell, Arcadis 	
3.	<p><u>DECLARATIONS OF INTEREST</u></p> <p>There were no declarations of interest.</p>	
4.	<p><u>MINUTES OF THE PREVIOUS MEETING</u></p> <p>The minutes of the previous meeting- 18th June 2020 were accepted by the Board as a true and accurate record.</p> <p><u>Actions</u></p> <p>Sub groups – It was deemed too early to establish sub groups. This will be revisited at a future meeting.</p>	
5.	<p><u>ELECTION OF DEPUTY CHAIR</u></p> <p>Three nominations were received for the role of Deputy Chair- Martin Raby, Darren Hankey and Gill Danby.</p> <p>Following a vote, where each member of the Town Deal Board had one vote, Gill Danby was elected as Deputy Chair.</p> <p>Gill accepted the role and thanked the Board for their support.</p>	
6.	<p><u>REVISED TERMS OF REFERENCE</u></p> <p>The Terms of Reference had been updated to ensure compliance with the Further Guidance issued by the Government in June 2020.</p> <p>Amendments had been made to the following sections:</p> <ul style="list-style-type: none"> • Purpose and Functions of the Town Deal Board • Chair and Deputy Chair Term and Responsibilities • Meeting Procedures • Declaration of Interest • Accountable Body Arrangements • The Stakeholder Engagement Strategy will be inserted in <i>Appendix 2</i> once finalised. <p>The Terms of Reference were adopted by the board.</p>	

NO	DETAIL	ACTION
7.	<p><u>CODE OF CONDUCT AND REGISTER OF INTEREST</u></p> <p>In order to comply with the Transparency arrangements set out by the Government, each board member was requested to sign the Code of Conduct and complete the Register of Interest forms that were circulated prior to the meeting.</p> <p>The Register of Interest will be published on the Hartlepool Towns Fund website.</p> <p>Any changes to the Register of Interest are to be declared to RS prior to subsequent meetings.</p> <p>Code of Conduct and Register of Interest to be completed and returned to RS. Deadline of 31st July 2020.</p> <p>RS to clarify if Councillors can use their existing Register of Interest already on file.</p>	<p>ALL</p> <p>ALL</p> <p>RS</p>
8.	<p><u>TOWN INVESTMENT PLAN TEMPLATE, £1M TOWNS FUND AWARD AND FREQUENTLY ASKED QUESTIONS GUIDANCE</u></p> <p>Town Investment Plan Template</p> <p>The Town Investment Plan template was recently published by the Government.</p> <p>The guidance issued with the template states that Town Investment Plans should be clear, concise and accessible documents. The content is split into two sections. Section 1 outlines the context, strategy and process, and Section 2 provides details of the prioritised project proposals that we are proposing to receive Towns Fund Funding for. Section 1 is limited to a total of 10,000 words.</p> <p>Evidence of buy-in from local businesses and communities is required, together with a description of how they have been engaged and how this engagement will continue.</p> <p>£1m Towns Fund Award</p> <p>The Government is bringing forward £5billion of capital investment projects, supporting jobs and the economic recovery.</p> <p>Hartlepool has been awarded a grant of £1m to fund capital projects that can be delivered in the current financial year. This award is in addition to the £25m that can potentially be awarded through the Towns Fund.</p>	

NO	DETAIL	ACTION
	<p>The Government is encouraging projects that will support towns in responding to immediate challenges including:</p> <ul style="list-style-type: none"> • Improvement to or new parks and green spaces and sustainable transport links. • Improvements to town centres including repurposing empty commercial properties • Demolition or site remediation where this will have an immediate benefit. <p>The Government has set a deadline of 14th August 2020 when we have to confirm what Hartlepool will do with the grant. We will also need to provide details of how we are building on this investment when the Town Investment Plan is submitted.</p> <p>The projects currently being considered for this funding include works to the derelict Shades building and the neighbouring 15 Church Street, which is also in a poor condition.</p> <p>It is proposed to undertake a programme of targeted works to the former Shades Hotel that would help to safeguard the Grade II Listed building and improve the viability of its eventual refurbishment. Works would also be undertaken to improve the image of the building in the short term, thereby helping to improve private sector confidence within the area.</p> <p>It is also proposed to fully refurbish and bring back into use 15 Church Street, which is also derelict. Work is currently being undertaken to look at what could practically be spent on both of these buildings within the tight timescales.</p> <p>The Board discussed whether a project for the Magistrates Court could be considered, however it was concluded that this would not be possible within the timescales and would need to form part of a larger project proposal. Additional guidance around the £1m can be found within the Towns Fund Frequently Asked Questions guidance.</p> <p>The Board agreed with the proposal to focus the £1m on Shades and 15 Church Street in order to build on the recent investment within the Church Street area.</p> <p>Frequently Asked Questions Guidance</p> <p>The Towns Fund Further Guidance Frequently Asked Questions was released on the 3rd July 2020.</p> <p>The Frequently Asked Questions covers issues such as:</p> <ul style="list-style-type: none"> • The impact of Covid-19 on stakeholder engagement. 	

NO	DETAIL	ACTION
	<ul style="list-style-type: none"> • In exceptional circumstances, an allocation of more than £25m may be considered. • Towns will be required to demonstrate how their interventions will lead to the agreed outcomes using a well-evidenced Theory of Change. <p>RS to circulate the Frequently Asked Questions with the action note following the meeting.</p>	RS
<p>9.</p>	<p><u>TOWNS FUND DELIVERY PARTNER</u></p> <p>Marc Watterson, Hartlepool’s Towns Fund Delivery Partner Coordinator provided an introduction to his role and the support available through the service.</p> <p>MHCLG has appointed a consortium of specialist experts and advisers to help develop the Town Investment Plan proposals and business cases for the Towns Fund. This consortium is called the Towns Fund Delivery Partner. This service has been designed to help develop robust, evidence-based Town Investment Plans and strong business cases.</p> <p>Marc will be working with MHCLG and Hartlepool’s local CLGU representatives to help navigate the process and provide access to the necessary support.</p> <p>There will also be an opportunity to create networks and share experience and best practice between towns in recognition that there will be some shared issues and opportunities.</p> <p>The Board will also have access to townsfund.org.uk, where there will be data at a town level, access to webinars and other forms of support.</p> <p>Marc has already met the Chair and Lead Officers at the Council to explain the role, understand where Hartlepool is as a town and begin discussions about a package of tailored support.</p>	
<p>10.</p>	<p><u>UPDATE ON THE MASTERPLAN AND EMERGING PROJECTS</u></p> <p>Arcadis provided a presentation to update the Board on the Town Centre Masterplan.</p> <p>The masterplanning process has identified the key areas of the town likely to undergo major change over the next few years reflecting planning policy and emerging development proposals.</p>	

NO	DETAIL	ACTION
	<p>The vision is to create a new “Heart” for Hartlepool. The challenge is bringing together the existing quarters including the Innovation and Skills Quarter and Civic Quarter and making them work as one. Hartlepool Central area is too small to be divided into distinct quarters with different purposes. The whole area should become a centre of activity.</p> <p>There are three priority areas at Middleton Grange Shopping Centre, the Waterfront and the Railway Station. Transformational projects within these areas could have a ripple effect to support wider regeneration. Connectivity within the Masterplan area is still an issue.</p> <p>The Board raised the importance of messaging when sharing plans with the public as we can’t deliver all of the proposals within the current funding. We need to bring the public on a journey.</p> <p>The importance of building on the recent investment in Church Street and Church Square was raised as additional investment within this area is still required. DM confirmed that Church Street is still a priority for the Council.</p> <p>The impact of Covid-19 on public sector finances was raised so the priority should be to encourage private sector investment.</p> <p>We need to be transformational and ambitious although change is risky. We need to break down barriers and divert investment to more focussed zones within the town. We need to find the best way to overlap functions to create something distinctive.</p> <p>The TIP starts the journey and will provide an underlying road map. The language within the Masterplan is key.</p>	
11.	<p><u>UPDATE ON THE VISION AND OBJECTIVES, REFLECTING COMMENTS FROM THE BOARD</u></p> <p>A discussion paper was presented by Genecon which provided a summary of the feedback from the discussions at the June Board meeting and the written responses received following meeting.</p> <p>The town investment plan, vision and outcomes have been updated to reflect the comments that were received.</p> <p>The vision and outcomes will form part of the basis by which potential capital projects can be discussed and prioritised.</p> <p>Further comments were invited from the Board.</p>	
12.	<p><u>OVERVIEW OF PROJECT LONGLIST IDENTIFICATION – GROWTH PLAN, CAPITAL PROGRAMME, MASTERPLAN, CONSULTATIONS</u></p>	

NO	DETAIL	ACTION
	<p>The long list of projects to be considered for the Town Investment Plan need to be identified as soon as possible given the October submission deadline.</p> <p>Projects will be identified from a variety of sources including the Town Centre Masterplan, undelivered projects within the Hartlepool Economic Growth Strategy, supplementing and adding value to projects within the Council’s Capital Programme and through the consultation process.</p> <p>Projects need to be clearly defined and costed in order to be considered for inclusion within the Town Investment Plan.</p> <p>The first phase is to identify a long list of projects that can be filtered to a short list. The list needs to be focused and targeted. The projects need to be economic in outcome, have the correct spatial fit for example Town, Centre, employment sites and gateways, and can contribute towards economic growth.</p> <p>The Board needs to decide how many projects should be included within the Investment Plan balancing the requirement for transformational projects and the need to develop individual business cases.</p> <p>A long list of projects will be discussed at the next board meeting.</p>	
<p>13.</p>	<p><u>EXPLANATION OF PROPOSED APPROACH TO PROJECT PRIORITISATION</u></p> <p>A proposed project filtering mechanism was presented and discussed.</p> <p>It’s important that a transparent decision making process is agreed based on a rationale set of criteria to identify a short list of projects.</p> <p>A filtering process with three filters was proposed:</p> <p>Filter 1: Pass and fail: Alignment with town deal prospectus. Understanding if project can contribute to economic recovery.</p> <p>Filter 2: Check Box weighting: Local transformation, contribution to the local objective/outcomes, complementary to other investments.</p> <p>Filter 3: Weighting based on Deliverability: can the project be delivered, availability of co-funding and value for money prospects.</p> <p>A discussion around the most effective way for the board to prioritise the projects was held. Sub groups were discussed and if smaller groups should prioritise projects rather than the full board. It was agreed that a workshop will be held with the full Board at the Borough Hall to allow social distancing.</p> <p>It is important that the identification of projects and filtering is done quickly.</p>	

NO	DETAIL	ACTION
	<p>Annex A in the additional guidance gives a feel for what projects need to be aligned with in terms of themes, outputs, outcomes etc.</p> <p>Strength for Hartlepool to include in the bid for funding is that we haven't deviated from the long term plan for the town and are willing to invest in projects.</p> <p>Board is to meet to discuss projects and filter them for the bid. Workshop to be set up in the Borough Hall, socially distanced for those who can attend. DM and RS to pick up</p>	<p>RS/ DM</p>
<p>14.</p>	<p><u>STAKEHOLDER ENGAGEMENT PLAN</u></p> <p>An update was provided on the development of the stakeholder engagement plan. Engagement has already started through discussions with a variety of individuals, businesses and land owners.</p> <p>The consultation will be based around a seamless conversation about the future of Hartlepool. The messages being conveyed to the public are key.</p> <p>It is important to get the message out via media, press releases, social media, and the economic recovery letter to all residents. Underrepresented groups will also be engaged. The networks of Board members are also important.</p> <p>A business survey and resident's survey will be developed.</p> <p>AP and GD to meet separately regarding engagement with the North East Chamber of Commerce and female entrepreneurs networks.</p> <p>Volunteers were requested to sit on a Town Deal Board Consultation and Engagement Sub Group. Deadline 27th July 2020.</p> <p>An Engagement strategy will be developed and included within the Terms of Reference for the Board.</p>	<p>AP / GD</p> <p>ALL</p>
<p>15.</p>	<p><u>ANY OTHER BUSINESS</u></p> <p>Profiles of Board members need to be published on the Hartlepool Town Deal Board website to comply with the Government's transparency guidance.</p> <p>RS to send an email detailing the information required. Deadline 31st July 2020.</p>	<p>RS</p>
<p>16.</p>	<p><u>DATE AND TIME OF NEXT MEETING</u></p>	

NO	DETAIL	ACTION
	Date and time of next meeting to be confirmed – needs to be before September.	

RS