

## **Things to look out for when preparing and submitting your Town Investment Plan**

In reviewing and assessing the first set of Town Investment Plans, we have identified a number of areas where Towns have not always fully followed the guidance. That has made it more difficult to review their TIP. We think there are a few things worth highlighting that towns may wish to pay particular attention to:

### **1. Strategic vision**

- The Strategic vision is key and needs to run through the TIP to interlink all the sections and projects.
- The narrative of the town's story and how the Town Board has worked together and with other stakeholders to develop the vision and strategy is also important.
- The TIP should evidence the Town's needs, using regional and national data, as well as identifying opportunities; Towns should show how the TIP will address these needs and capitalise on opportunities.
- Towns should set out how they have considered the impacts of Covid and where their plans might have adapted as a result.

### **2. Aligning with intervention framework**

- Projects should be clearly aligned with the intervention framework as highlighted in Annex A of the further guidance.
- Make sure that you are confident around the deliverability of the projects within the timeframe as set out in the further guidance.
- We may not consider standalone masterplans and/or feasibility studies to align with the intervention framework. Where these are proposed, towns should demonstrate a direct link to capital projects that fit within the intervention framework.

### **3. Engagement**

- We recognise that the restrictions imposed in relation to Covid-19 have made this more challenging, but we have also seen some very innovative approaches from towns who have used digital and other methods to reach out beyond just those stakeholders who might typically respond to a formal consultation.
- Towns should set out both how they have engaged, but also the impact this engagement has had on their proposals – both the overall vision and strategy and the mix of projects proposed.
- Towns should include an ongoing engagement plan, showing how they will build on the initial work and galvanise interest in and collective responsibility for their plans.

- Specifically in relation to **community engagement**, towns should demonstrate how they have made efforts to reach all community groups, including those unable/less likely to use the internet.
- Specifically in relation to **business engagement**, towns should: show how a cross section of businesses have been engaged – both directly and through representative organisations.

#### **4. Project and programme delivery costs**

- We cannot consider programme delivery costs as a separate project; these should be costed into the capital projects, recognising that the Towns Fund is a predominantly capital fund.
- Fully revenue costed projects may not align with the intervention framework and will be the exception.
- Revenue costs can be included in the wider proposal for a capital project.
- In completing the project template, you should outline outputs/outcomes and make it easy to identify appropriate costs, bearing in mind one of our assessment criteria is cost.

#### **5. Exceptional proposals: applying for over £25m**

- Any town applying for above £25m+ needs to produce the highest standard of TIP in order for us to consider allocating above £25m.
- That means that they have to score the highest marks across all seven of the criteria we have set for Town Investment Plans.
- We will apply additional scrutiny to these TIPs, including potentially inviting towns to a Challenge session with senior civil servants in MHCLG.

#### **6. Presentation of the Town Investment Plan**

The Town Investment Plan should be:

- No longer than 10,000 words
- a file size of no more than 20MB, exclusive of any annexes.
- provided as both a pdf and a word document.
- We do not have any preference how you organise your projects within your TIP. This can be organised as appropriate by theme or programme.
- Annexes may be included if required if essential, as a separate document (all in one).

