## **C:\Users\EDPLRS\Desktop\HBC-Logo-CMYK_1_.jpgTown Deal Board**

**Thursday 11th June 2021**

## **9am**

**Online- Microsoft Teams**

**PRESENT:** Alby Pattison, AP Services (North East) Limited (Chair) (AB)

Cllr Shane Moore, Hartlepool Borough Council (SM)

Cllr Mike Young, Hartlepool Borough Council (MY)

Craig Dohring, Hartlepool Power Station (CD)

Darren Hankey, Hartlepool College of Further Education (DH)

Denise McGuckin, Hartlepool Borough Council (DMc)

Gary Wright, North Tees and Hartlepool NHS Foundation Trust (GW)

Jill Mortimer, Hartlepool MP (JM)

Julie McCartney, Tees Valley Combined Authority (JMc)

Marc Watterson, Town Deal Partner (MW)  
Martin Raby, Northern School of Art (MR)

Maxine Craig, Love Hartlepool (MC)

Rachel Anderson, North East Chamber of Commerce (RA)

Reshma Begum, Federation of Small Businesses (RB)

Rob Smith, Hartlepool Borough Council (RS)

Roslyn Adamson, National Museum of the Royal Navy (RA)  
Tom Farmer, BEIS (TF)

Copy of paperwork to Marie Kiddell, Homes England for information

| **NO** | **DETAIL** | **ACTION** |
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| **1.** | **WELCOME**  The Chair opened the meeting and welcomed new attendee Jill Mortimer. |  |
| **2.** | **APOLOGIES FOR ABSENCE**  Alison Fellows, Tees Valley Combined Authority (AF)  Julie Gillon, North Tees and Hartlepool NHS Foundation Trust (JG)  Beverley Bearne, Hartlepool Borough Council (BB) |  |
| **3.** | **DECLARATIONS OF INTEREST**  No Declarations of Interest were received. |  |
| **4.** | **MINUTES OF THE PREVIOUS MEETING – 21st January 2021**  The minutes of the previous meeting were agreed as a true and accurate record.  The actions from the previous meeting were reviewed.  A discussion was held around the changes to the Town Investment Plan that were made following the January Board meeting, prior to submission. MR questioned whether a fundamental change had been made to the Town Centre project with the inclusion of “residential” development in the project description. MR was concerned that this would be a fundamental change to the project and would make the deliverability of the commercial outputs difficult. MR was concerned that the Board had not discussed this change or its implications.  It was confirmed that the outputs have not changed and commercial development remains the priority for the Town Deal project. Residential development is a wider aspiration for the Town Centre.  SM stated that the inclusion of residential development in the project description reflected the aspiration for a more diverse mix of uses in the Town Centre. The aim is to re-energise the town centre with an increased focus on leisure, building town centre communities and providing a safe place to live.  MR questioned whether any other significant changes had been made in response to comments from Board Members. It was confirmed that no significant changes had been made to the projects within the Town Investment Plan prior to submission.  The Terms of Reference for the Board will be reviewed.  **ACTION- Suggested amendments to the Terms of Reference to be sent to RS in advance of the next Board meeting.**  RA outlined that the National Museum of the Royal Navy have undertaken improvements to the Trincomalee Wharf site in response to the previous public consultation exercise. | **ALL** |
| **5.** | **HEADS OF TERMS**  RS outlined the Heads of Terms  The Government have offered Hartlepool a Town Deal of up to £25 million.  The Government will work with the Council and the Town Deal Board to  support the delivery of the Deal.  The Heads of Terms is not a contractually binding document and the offer is  subject to various conditions being met. The Heads of Terms will act as a  Memorandum of Understanding for the future development and delivery of  the Town Investment Plan and project proposals. It sets out joint  expectations for the business case development phase.  The projects included within the Heads of Terms include:   * Reimagining ‘Middleton Grange’ Shopping Centre * Delivering Wesley Chapel- developing a key heritage asset * Developing Waterfront connections- enhancing the public realm and connections between the waterfront, town centre and train station * Implementing the Health and Care Academy * Creating the Civil Engineering Institute   Funding for individual projects will be subject to successfully completing  Phase 2 of the Towns Fund process. This includes detailed project  development and business case assurance at local level. It is also  dependent on final spend profiles, and the further project-specific  conditions being met.  Hartlepool must then complete business cases for the projects being taken  forward and submit the Summary Document within 12 months of the deal  being agreed. MHCLG will then provide the agreed funding up to the  maximum amount of £25mfor those projects, provided that all conditions are met.  met.  If the priority projects identified for funding do not progress, MHCLG cannot  guarantee that funding can be assigned to alternative projects or that if it is  those will be to the same value. This may result in an overall reduction in the  amount of funding received.  JM raised a concern about public investment being placed into the Wesley Chapel without getting anything in return for this.  DMc stated that discussions need to be held with Jomast to ensure that there is additional public value from the project, including local training and employment opportunities. Jomast will be providing the majority of the funding for the project. The Towns Fund will only fund the viability gap and this calculation will be rigorously assessed and challenged. The funding from Jomast will contribute much needed match funding for the Towns Fund programme. The project will also help address the gap in hotel provision within the town and will help to deliver the regeneration aspirations for the town centre. It will also help safeguard the towns heritage. JM offered to be involved if required.  MC stated that the Board have worked hard to ensure transparency and accountability throughout the development of the Town Investment Plan and in all decisions made. The discussions and decisions about the Wesley can be seen in the previous minutes, which are published on the website.  AP requested feedback on the quality of the Town Investment Plan submission.  **ACTION-** **TF to provide written feedback on the assessment of the Hartlepool Town Investment Plan.**  The Heads of Terms offered by the Government were unanimously approved by the Board. | **TF** |
| **6.** | **TIMESCALES AND NEXT STEPS**  RS provided a presentation on the above item.  The Heads of Terms will be reported to the Council’s Finance and Policy Committee on the 21st June 2021.  Heads of Terms must be agreed, signed and returned by 29 June 2021.  Within two months of accepting the offer, the following information needs to be provided:  • Details of the projects being taken forward (including for each project the capital/revenue split and the financial profile)  • Overall capital/revenue split and financial profile for the Town Deal  • A plan for addressing key conditions relating to those projects and the overall Town Investment Plan.  Business cases for the projects being taken forward and the Town Deal Summary Document must be submitted within 12 months of accepting the offer. Business cases will follow the Council’s usual assurance processes and will be undertaken in partnership with the Town Deal Board.  An early task, will be to work through each project to define the programme of work necessary to build the evidence to support each of the ‘Five Cases’ for the business cases. This assessment will need to identify any gaps in the evidence base and review capacity to meet the specified timescales.  The Council will be appointing Jacobs to support the development of project Business Cases using the additional £70k Capacity Funding awarded to Hartlepool.  The following workstreams that will be developed include:   * *Delivery status-* including planning, land control, collaboration arrangements, stage of procurement; design details, to a level sufficient to develop robust cost plans; * *Viability assessment-* where appropriate, including more detailed evidence on demand for commercial property projects, user projections for skills and visitor projects, etc; * *Financial profiling*- including funding plan, co-funding arrangements / commitments; * *Project management / governance arrangements*- and more refined risk assessments; proposals / approach for community and stakeholder engagement in project development; * *Specification and agreement of the Assurance Framework*   Project development responsibilities need to be established as these will vary across projects depending on the project sponsor / owner and their capacity (financial and management) to provide the necessary evidence to support Business Case preparation.  MW highlighted that Business Cases can be brought forward one at a time as they are ready. There is the ability fast track projects.  TF informed the Board that MHCLG and BEIS are currently reviewing the process for the early release of funding to fund design and project development work.  SM highlighted that the Slake Terrace and Navigation Point could be quick wins for the Marina Connectivity project if money can be drawn down early. These links will have an immediate benefit.  Updating the Communications and Stakeholder Strategy is a key action. This needs to include a stakeholder mapping exercise to identify groups and individuals who may have an interest in the projects and should be involved. The Council’s new consultation platform will help to improve future public engagement exercises. A key action will be to improve the Hartlepool Town Deal website.  Engagement needs to consider how the public and stakeholders can influence design and the details of projects.  MC- There is an opportunity to implement best practice and develop deep democracy and show how the public can be actively involved in projects. For example, People’s Panels could be established for each of the projects.  The importance of deepening the public’s understanding of the projects was discussed. There needs to be regular communication on the Towns Fund every month through a variety of media. This needs to be structured within the communications plan.  DMc- Managing the expectations of communities and residents is key.  **ACTION- RS to arrange a meeting of the Engagement and Communication Sub Group in advance of the next meeting.**  RA highlighted the importance of involving local business in procurement opportunities. Businesses should be able to register an interest in the projects. The North East Chamber of Commerce offered to bring businesses together and support local business involvement.  RB stated that The Federation of Small Businesses would support a meet the buyer event. It’s important to ensure that procurement opportunities are deliverable and accessible to smaller businesses. There needs to be consideration of any barriers such as insurance requirements that can often preclude small businesses. RB offered to work with the Council to involve local businesses in the Towns Fund opportunities.  DMc explained that the Economic Forum will be used to promote procurement opportunities and the Council’s procurement strategy is based on using local businesses whenever possible.  **ACTION- DMc to work with the Councils Economic Growth Team to develop a plan to facilitate local business involvement in the Towns Fund procurement.**  The membership of the Board will be reviewed to ensure that it remains representative. New Council Members will need to be included following the Local Elections. A Voluntary Sector Sub Group will be established to ensure that the Voluntary Sector is involved in the next phase of work.  **ACTION- Establish a Voluntary Sector Sub Group.**  **ACTION- Review the Membership of the Board** | **RS**  **DMc**  **RS**  **AP/DMc** |
| **7.** | **ANY OTHER BUSINESS**  DMc informed the Board that a video had been produced to publicise the Town Deal. This will be circulated following the meeting. Members were requested to circulate it through their networks  **ACTION- RS to circulate the Town Deal video following the meeting.**  The communications need to be broader and include contributions from all members of the board. The communications strategy should be built around the Board not just Council stakeholders.  **ACTION- DMc to speak to the Council’s Communications and Marketing Team about developing input from Board Members.** | **RS**  **DMc** |
| **8.** | **DATE AND TIME OF NEXT MEETING**  A series of monthly meetings will be arranged covering the next 12 months.  A note will be circulated requesting feedback on the preferred time and day of the week. |  |

**ACTIONS**

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| **MEETING DATE** | **ITEM NO** | **ACTION** | **RESP OFF** | **DEADLINE** |
|  | 4 | **MINUTES OF THE PREVIOUS MEETING – 21st January 2021**  Suggested amendments to the Terms of Reference to be sent to RS in advance of the next Board meeting. | ALL | July 2021 |
| 11th June 2021 | 5 | **HEADS OF TERMS**  TF to provide written feedback on the assessment of the Hartlepool Town Investment Plan. | TF | July 2021 |
|  | 6 | **TIMESCALES AND NEXT STEPS**  RS to arrange a meeting of the Engagement and Communication Sub Group in advance of the next meeting.  DMc to work with the Councils Economic Growth Team to develop a plan to facilitate local business involvement in the Towns Fund procurement.  Establish a Voluntary Sector Sub Group.  Review the Membership of the Board | RS  DMc  RS  AP/DMc | June 2021  July 2021  August 2021  July 2021 |
|  | 7 | **ANY OTHER BUSINESS**  ACTION- RS to circulate the Town Deal video following the meeting.  DMc to speak to the Council’s Communications and Marketing Team about developing input from the Board in the initial videos. | RS  DMc | June 2021  July 2021 |

**COMPLETED ACTIONS**

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| **MEETING DATE** | **ITEM NO** | **ACTION** | **RESP OFF** | **DEADLINE** |
|  | 6 | **BUSINESS CASE GUIDANCE**  RS to review the funding announced through previous rounds of the Towns Fund and High Street Fund and report back to the next board meeting. | RS | March 2021 |
| 21st January 2021 | 7 | **SUMMARY OF ENGAGEMENT**  RA indicated that the National Museum of the Royal Navy are looking to invest within the area and will take on board the comments. DMc will review how the Council can respond to the issues raised.  RS to circulate the summary of responses to the Board.  DMc will consider how the Council can respond to some of the wider issues raised by the consultation results.  RS and DMc to produce a summary response that can be shared on the website responding to the comments for each of the projects and how the Council will respond to the wider issues raised.  Stakeholder strategy to be circulated to the Board. | RA/Dmc  RS  DMc  RS/DMc  RS | March 2021  February 2021  March 2021  March 2021  February 2021 |
|  | 9 | **APPROVAL OF TOWN INVESTMENT PLAN**  RS to circulate final submission to the group for information. | RS | February 2021 |
|  | 11 | **ANY OTHER BUSINESS**  Terms of Reference to be updated on the website to reflect the new members of the Board and changes to Council structure. The Town Deal Board website will be updated. | RS/AP | February 2021 |
|  | 12 | **DATE AND TIME OF NEXT MEETING**  Board Member’s to be kept up to date by correspondence in advance of the next board meeting. | RS | March 2021 |

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| **MEETING DATE** | **ITEM NO** | **ACTION** | **RESP OFF** | **DEADLINE** |
| 24th November 2020 | 4 | **MINUTES OF THE PREVIOUS MEETING – 27th OCTOBER 2020**  Minutes to be amended to reflect concerns expressed by MR. Minutes to be updated and recirculated. | RS | January 2021 |
| 5 | **PROJECT PRIORITISATION OUTCOME**  Written response is sent to MR addressing the concern with the Health and Care Centre of Excellence project. | RS | January 2021 |
| 6 | **PUBLIC ENGAGEMENT EXERCISE**  Board members were requested to provide feedback from the first round of engagement.  Board Members were requested to publicise the engagement through their networks.  The Board were requested to feedback any activities that they would like to see included within engagement process (now or in the future) or any Stakeholders that can be consulted within the ongoing activity. | All  All  All | January 2021  January 2021  January 2021 |
| 7 | **RESULTS OF INFORMAL CHECK AND CHALLENGE WITH TOWN DEAL PARTNER**  RS to contact arm’s length bodies and feed any comments back to the Board.  AP will continue to feedback the discussions from the Town Deal Board Chairs Forum.  All presentations from today’s Board meeting to be shared with the minutes.  The next draft of the TIP will be circulated by email after the 4th December. AP welcomed comments on the next draft and stated that views would be very much valued from the board. | RS  AP  RS  All | January 2021  January 2021  January 2021  January 2021 |
| 8 | **TIMESCALES AND NEXT STEPS**  Rachel Anderson to join engagement sub group.  RS to circulate timetable and identify when input will be required from the Board. | RA  RS | January 2021  January 2021 |
| 9 | **ANY OTHER BUSINESS**  An action tracker is being developed for the board which will be circulated in advance of the next meeting | KS/RS | January 2021 |
|  | 10 | **DATE AND TIME OF NEXT MEETING**  TBC January 2021.  Board Members to be kept up to date by correspondence in advance of the next board meeting. | AP/RS  AP/RS | January 2021  January 2021 |