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

## **Friday 3rd December 2021**

## **11am**

**Online- Microsoft Teams**

**PRESENT:** Darren Hankey, Hartlepool College of Further Education (DH) (Chair)

 Beverley Bearne, Hartlepool Borough Council (BB)

 Denise McGuckin – HBC

 Rachel Anderson – NECC

 Martin Raby, Northern School of Art (MR)

 Maxine Craig, Love Hartlepool (MC)

 Tom Farmer, BEIS (TF)

 Alison Fellows – TVCA (AF)

 Cllr Cameron Stockell (HBC)

 Beth Watt, HBC / Jacobs (BW)

 Gary Wright, NHS (GW)

 Paul Taylor, Hartlepool Borough Council (PT)

| **NO** | **DETAIL** | **ACTION** |
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| **1.** | **WELCOME** The Chair (DH) opened the meeting and welcomed Cameron Stockell, recently appointed as Deputy Leader of HBC.The Chair informed Members that unfortunately due to technical issues Alby Pattison was unable to join and chair the meeting. |  |
| **2.** | **APOLOGIES FOR ABSENCE**Paul Taylor, Hartlepool Borough Council (PT)Julie Gillon – NHSReshma Begum – FSBMarie Kiddell – Homes EnglandRos Adamson – NMRNAlby Pattison – ChairCllr Shane Moore, Hartlepool Borough Council (SM)Mark Rycraft, Middleton Grange (MR)Toni Rhodes, Hartlepool 6th Form College (TR)Elizabeth Hutchinson, Tees Valley Combined Authority (TVCA)Alison Shepherd, Office of the MP (ASh) |  |
| **3.** | **DECLARATIONS OF INTEREST AND ANNUAL REVIEW**Darren Hankey recorded an interest in the Health and Care Centre of Excellence and Tees Valley Civil Engineering Academy.Gary Wright recorded an interest in the Health and Care Centre of Excellence |  |
| **4.** | **MINUTES OF THE PREVIOUS MEETING – 30th July 2021** Recorded as an accurate record. BW confirmed the following:* HBC are still awaiting confirmation that the NHS Trust is in a position to support the Towns Deal with an Engagement Practitioner and this needs accelerating given the challenging timetable. It was agreed that GW will inform the board by Friday 10th December if the Trust can support. If not, then BB and DM) will develop an alternative plan, which will be shared with the Board for approval.
* The risk champions have now been identified (MR and AF) and initial risk management meeting due to take place on 1st December was cancelled due to Covid, and is being re-arranged. MR stated he offered to be on the risk group and was overlooked but confirmed he was happy not to be involved if reps identified. BW to check with PT the requests received.
* The work on establishing project management groups is covered under the main agenda items. All other actions under the minutes are covered under agenda items

Noted and actions updated.  | **GW / BB / DM** |
| **5.** | **GENERAL PROGRAMME UPDATE** BW provided a general programme update as follows:* A significant amount of work continues to take place in this key second stage of developing the project business cases, and those key milestones in the last few weeks since the last Board have included:
* We welcomed representatives of BEIS and Dept. for Levelling Up Communities and Housing (DLUCH) to the town for their first site visits on 11th Nov in the town centre, and this will be followed up in the New Year with visits to the academy sites, where we’ll liaise with Gary and Sarah. We had very positive comments received. Valuable discussion to sense check our progress.
* Business case preparation work now continues at pace across all 5 projects.
* Established the project management groups to oversee the business cases and provide improved governance and reporting.
* Delivered the first of a series of Stakeholder Workshops on 4 of the 5 projects during the last 2 weeks, with the Wesley Chapel development meeting due to take place next week
	+ This has proven valuable in progressing the business cases. Further sessions will be held in the new year.
* Significant work around the development of the evidence base and market research to support the economic, financial, commercial and management cases for all 5 projects, that hasn’t stopped and will feed into the project management groups as they move forward.
* We still await further details of progressing the Communications and Engagement work and appointment of the practitioner, and may need to seek alternative options from Monday if this- post cannot be accelerated.
* Work is progressing with Jacobs on the Construction Design and Management Regulations (CDM) with Jacobs. For each of the projects we have allocate roles such as Client Principal Designer and we will be sending official letters to those duty holders over the coming weeks.
 | **BW / PT** |
| **6.** | **TOWN CENTRE MASTERPLAN (FOR INFORMATION)**BW confirmed that the Town Centre Masterplan was presented to the Council’s Finance and Policy Committee on 15th November by DM and warmly supported by all members before subsequent approval by the Committee. The Masterplan will prove extremely valuable as we move forward with wider town regeneration proposals and is pivotal in framing these Town Deal Projects and wider regeneration schemes.The Masterplan, developed with Aracdis and Genecon, sets out a long term framework for the town to help renew and reshape the physical environment to ensure sustainable growth in areas such as skills, jobs, accessibility, connectivity and visitor experience. It presents a bold vision for change and ambitious individual projects and interventions, based on evidence and need, and a strong sense of community and identity. This is a key document to be able to present our Town’s future and will be invaluable when funding streams for physical regeneration and placemaking become available, like those such as Towns Deal and Levelling Up Funding.The plan is now available on the Council’s website, and a link below is provided:<https://www.hartlepool.gov.uk/info/20003/business/1087/hartlepool_town_centre_masterplan>  |  |
| **7.** | **PROJECT UPDATE - MIDDLETON GRANGE SHOPPING CENTRE**BW explained the format of the Workshop, which took place on Wednesday 24th November, and presented a slide deck outlining the key findings. Please refer to the accompanying slide deck for information. |  |
| **8.** | **PROJECT UPDATE - WATERFRONT** BW explained the format of the Workshop, which took place on Wednesday 24th November, and presented a slide deck outlining the key findings. Please refer to the accompanying slide deck for information.CS championed the idea of having time shown on wayfinding signs as well as, or instead of, distance.DH championed the need for better cycle connectivity between Hartlepool and Seaton Carew. |  |
| **9.** | **PROJECT UPDATE - HEALTH AND SOCIAL CARE SKILLS ACADEMY**BW explained the format of the Workshop, which took place on Wednesday 25th November, and presented a slide deck outlining the key findings. Please refer to the accompanying slide deck for information.GW expressed his concern over the tight deadline of this project.TF confirmed that if the deadline of 14th January for Business Case submission was not achievable, then the funding workstream would need to be reassessed as this would result in no spending this financial year.MC highlighted an issue with impartiality with the Academy projects. BW and BB to discuss this and ask Board members/industry experts to volunteer to sit on these Project Groups. BW to ask Jacobs for a revised programme and to investigate acceleration of this Business Case. | **BW / BB** **BW** |
| **10.** | **PROJECT UPDATE - CIVIL ENGINEERING SKILLS ACADEMY**BW explained the format of the Workshop, which took place on Wednesday 25th November, and presented a slide deck outlining the key findings. Please refer to the accompanying slide deck for information.DH expressed his concern over the tight deadline of this project.DH enquired about the 5% upfront allocation. BB to provide an update on this financial element to the Board.  | **BW** |
| **11.** | **PROJECT UPDATE - WESLEY CHAPEL**BW gave a project update. Please refer to the accompanying slide deck for information.Project Group meeting scheduled for 9th December 1-2pm. BW to send out invites.  | **BW** |
| **12.** | **POLICY UPDATE** There were no policy updates this month. |  |
| **13.** | **ANY OTHER BUSINESS**BB asked the Board to consider the tight programme of these projects and consider if submitting Business Cases in tandem would be more suitable given funding arrangements and uncertainty of costs. The Board decided they wished to continue with the existing programme.BB confirmed that TVCA will be undertaking the independent assurance process of the Business cases.AF urged the Board to ensure each Business Case has a robust financial case including contingency allowance. AF also urged the Board to give TVCA sufficient notice to allow adequate assurance.AF confirmed that the Travel team from TVCA are looking at a larger project to connect the Tees Valley, which may be of interest to the Jacobs team. BW to make contact with AF.MC expressed her concern with regard to misinformation circulating. BW advised that this can be managed through the appointment of the Engagement Practitioner. As an interim measure, HBC to develop a FAQ and post on their website.BW encouraged the Board to attend a Board Development session which will take place within the next 2 weeks. BW to send invite once Kate and Marc confirm dates. | **BW****BW / BB****BW** |
| **12.** | **DATE AND TIME OF NEXT MEETING** Following a request from the Chair and some members, the next meeting is proposed to be in person.Friday 14th January at 11am with the venue to be confirmed  |  |