## **Hartlepool Town Deal Board**

## **Friday 1st July 2022**

## **9am**

**Hybrid – Committee Room B & Microsoft Teams**

**PRESENT:**

|  |  |
| --- | --- |
| Name | Organisation / Representing |
| Alby Pattison (AP) (Teams) | Chair |
| Darren Hankey (DH) | Hartlepool College of Further Education – Chair of this meeting |
| Mark Rycraft (MRy) | Middleton Grange |
| Denise McGuckin (DMc) | Hartlepool Borough Council |
| Maxine Craig (MC) | Love Hartlepool |
| Reshma Begum (RB) | Federation of Small Business |
| Gary Wright (GW) (Teams) | NHS |
| Cllr Shane Moore (SM) | Hartlepool Borough Council |
| Tom Farmer (TF) | Dept. for Business Energy & Industrial Strategy |
| Paul Taylor (PT) | Hartlepool Borough Council |
| Beth Watt (BW) | Hartlepool Borough Council |
| Lauren Thwaites | Jacobs |
| Craig Dohring (CD) | EDF Energy |
| Toni Rhodes (TR) (Teams) | Hartlepool 6th Form College |
| Ros Adamson (RA) (Teams) | Nation Museum of the Royal Navy |
| Sarah Walker (SW) (Teams) | Tees Valley Combined Authority |
| Bev Bearne (BB) (Teams) | Hartlepool Borough Council |
| Martin Raby (MR) | Northern School of Art |
| Emily Conyard | NHS |
| Kat Gretton | NHS |

| **NO** | **DETAIL** | **ACTION** |
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| **1.** | **WELCOME**  The Chair (DH) opened the meeting and welcomed everyone, thanking members for their commitment of time. This was the first ‘hybrid’ meeting, combining attendance in person and those joining on Teams. |  |
| **2.** | **APOLOGIES FOR ABSENCE**  Ros Adamson sent apologies and is hoping to join the meeting online later. |  |
| **3.** | **DECLARATIONS OF INTEREST AND ANNUAL REVIEW**  There were no Declarations of Interest not already recorded at previous Board meetings. |  |
| **4.** | **MINUTES OF THE PREVIOUS MEETING – May 20th 2022**  No matters of accuracy were raised.  PT confirmed that all actions from the previous meeting would be covered under the agenda items. |  |
| **5.** | **5% CDEL DRAWDOWN**  **5a – Wesley Chapel Request**  **Request - Approved**  PT stated the purpose of the request for £50k is for work similar to that undertaken on previous projects, such as surveys, designs and pre-construction works, to accelerate the delivery timetable and understand the more complex structures and elements.  PT confirmed that there would also be £53k funding provided by Jomast for the early works. PT gave a brief overview of the early drawdown paper, highlighting key information such as purpose/use of funding, timescales, and risks.  MR queried whether we are comfortable that we are getting value for money in relation to the architectural design work by Jomast and joint funding. PT confirmed that this was covered under the procurement section of the Business Case and Arups’ independent heritage specialist has provided a review report which is a real strength of the project.  **5b – Waterfront Request (BW)**  **Request - Approved**  BW confirmed that this was a similar request to Wesley Chapel and other previous requests. We are looking for £10k to undertake a topographical survey and utility surveys to feed into the detailed design for phase 1 and 2, and to develop the specification.  BW gave an overview of the early drawdown paper details, highlighting cost, value for money, timescales, and risk.  RA queried how the survey area is defined as it is a large expanse. BW stated that could share the red line boundary for the topographical survey and showed an image to demonstrate the areas.  **5c – Update from project leads (BW, GW)**  H&SC Academy  GW stated that the early release funding has had a positive impact and gave the following updates on the H&SC Academy:   * Detailed design specification by end of July * Architect has been appointment and has been working on detailed planning over the last 4-5 weeks * Detailed planning on usage, electrics, etc. is underway and working with stakeholders to ensure the design is fit for purpose * On track to deliver by end of July   Next steps:   * Cost advisor to provide indicative costs * Then go out to procurement to get costings and tenders * At the next meeting should be in position to provide accurate costings   Middleton  BW gave a recap on the reason for early request and gave the following updates:   * Topographical survey from 3D laser scanning is mostly completed, but there are a couple areas with access issues – still working on gaining access * Utility survey completed and issued with 3D CAD model * Received a 3D model of the building – displayed for the Board   Remaining work:   * BW is liaising with Mark R and Mars on remaining survey work * Following the outputs of ground floor plans, these will feed into the building and structural surveys in Scott’s team * Get on site mid-end of July to complete scanning * Complete by end of August   Civils  BW gave an update from Sarah Ainslie (Seymour):   * Preliminary completed and site investigation * Formal planning due to be with HBC planning this week * Detailed design commenced * Works package to commence July * On track complete spend by end July |  |
| **6.** | **PROGRAMME UPDATE AND REPORTING DASHBOARD**  PT provided a brief programme update and gave an overview of the dashboard updates. The main updates were:   * Waterfront connectivity passed independent project assurance, thanks to Sarah Walker and team * At the last F&P meeting, the Waterfront and Wesley were approved for submission to DLUHC – 4/5 Business Cases approved for committee * H&S and Civil academy early works underway and in good position for delivery, as long as Business Case is approved * Significant work on Binns building surveys and visual coming together, surveys of tenanted areas to come * Legal work still progressing and should be complete next week, this will feed into the economic and financial elements of the Business Case (with strategic, procurement and management elements complete). The costs will be sent to Gary at Jacobs. * Wesley Chapel – independent heritage support from Arups working with Jomast architects and HBC to strengthen designs and conservation elements * Communication plan is in place and EC is developing this into a communication strategy with support from Ed Turner * BW and PT have begun work on project executions plans and grant agreements for delivery stage |  |
| **7.** | **PROJECT UPDATE - MIDDLETON**  BW stated that we are in a good place and in position to submit the summary document to DLUHC in August, as agreed last meeting.  DWF are progressing with the legal review into the leases, which will feed into the Business Case. The costs should come over next week, leaving a 1.5 week turnaround for the final Business Case to be submitted to TVCA and the Board for comments.  Next 4 weeks:   * Will request early funding for an asbestos survey * Complete survey work * Complete Business Case and circulate * Completed legal review   PT to meet with Denise, Mark and Mars to discuss progression of a Communications Strategy for the project.  MR queried whether we are looking at cost before deciding on the development option. PT stated that the option has been previously agreed by Board and has been included in the Business Case, and BW confirmed that the decision was reached at a project group with stakeholders. The costs of this agreed option are now being finalised.  MC asked who the responsible officer for communications will be, such as signing off messages and timing. PT confirmed that as per the Engagement Brief, HBC are the responsible body, and the internal communications manager will sign off all comms.  MC stated it would be good to put out a channel to answer questions through and it was confirmed that we will continue to prioritise the YourSay platform.  SC stated that it would be good to highlight that there is also 3rd party private sector investment contributing to further phases of the development. | **PT** |
| **8.** | **PROJECT UPDATE - WATERFRONT**  BW stated that the project is progressing well and there has been significant progress:   * On track to submit summary documents to DLUHC by 15th July * Draft approved by F&P committee and through TVCA risk assessment – some comments to think about, but no issues * Meeting with Jacobs on 7th July to look at incorporating comments from TVCA * Proposal in the Business Case doesn’t include the extension of the Seaton Carew link up Slake Terrace, but it will be in the final Business Case following discussions with Jomast * Jacobs quantity surveyor looking at the cost to develop the area, which will impact the cost benefit ratio * Proposal to move way finding signage into phase 2 and leave temporary signage to the Tall Ships team   4 week look ahead:   * Submit summary docs to Tom and all steps in between (costs, including Slake Terrace)   DMc raised concerns on the signage update and stated that we need to discuss what the temporary signage will look like. DMc stated that she would like to see the timetable for phase 2.  DMc also raised concerns on maritime edge improvements and decluttering the fence line as this fence was put in to tackle cars parking up and littering, removing this fence would re-create this issue.  SM stated that this issue was raised by RA in a working group, however the fence line currently blocks foot path access. Suggested to open the fence up enough for pedestrian access, but not fully.  BW stated that this was relayed to Scott in design and will come out in the detailed design phase. | PT to provide  BW |
| **9.** | **PROJECT UPDATE - HEALTH AND SOCIAL CARE SKILLS ACADEMY**  GW gave an update on the Health and Social Care Academy:   * Business Case submitted and through some stages of approval with DLUHC, just waiting for full approval. TF confirmed this was correct and that it was going through the final stages to get formal approval * Work has changed into more detailed design work * Working with College of Further Education on practicalities of operating, attracting clients, etc. * MOU in development between the trust and the College of Further Education * 2 phases ongoing, design in the background and work on practicalities/operational detail * Want to be in position to operate from January   GW stated that he would like to develop the slides for the next meeting. |  |
| **10.** | **PROJECT UPDATE - CIVIL ENGINEERING SKILLS ACADEMY**  BW confirmed that the Civil Academy was similar in progress to H&SC Academy, they are waiting for the final approval from DLUHC and confirmation on funding arrangements. Detailed design commenced following the early release of funding.  DMc highlighted that they had won an award at the North East Construction event, the academy supports young people and this project endorses that they are trying to expand the support. |  |
| **11.** | **PROJECT UPDATE - WESLEY CHAPEL**  PT gave an update on the Wesley Chapel:   * Business Case has been approved by F&P committee and is to be submitted to DLUHC next week * Heritage report received 19th May from Arups * Arups working with architects to review designs and plans to bring out the heritage features more, also had an on site visit this week * Arups suggesting this could be a national exemplar project and use of lasers/cameras would be good to monitor development * Grant agreement can be issued next week and hope to see work starting in the next 2 weeks, with boarding going up soon |  |
| **12.** | **COMMUNICATIONS AND ENGAGEMENT**  PT introduced Emily Conyard, Communications and Engagement Practitioner.  **5a – Update from Emily Conyard**  EC introduced herself and Katherine Gretton, who will also be working on the project to support.  EC gave an overview of what she has been progressing over the past few weeks:   * Site visits to get a view of what is happening * Meetings with the Engagement and Youth Voice groups to get an idea of what they want * Training on Your Town, Your Say * Meeting with Savills, who are providing comms support * Meeting with Thornaby and Stockton communications contacts to see how they are breaking things down for the public * Chair in place for Youth Voice group   Upcoming:   * Use the meetings/listening as a springboard to produce a strategy over the next 6 weeks * Comms workshop on 21st July with project leads to understand timelines and forward plan communications * Need to discuss governance with HBC * Provide strategy   PT stated that Ed Turner has worked hard to support Emily and videos and media messages have been issued on social media, with a request that members please share comms and positively promote the programme and projects.  SM stated that he would like to see us focus on the Academies as this will have a great impact and be good for young people to see. PT confirmed Steve Hilton is liaising with the NHS and Seymours, and comms are ready to go out on the academies from next week.  MRy stated that we should get the message into schools, especially primary schools, so young people can see that development is happening for them and that they have options.  MRy stated that Middleton Grange is a great asset to share messages and requested a meeting with EC to discuss what is available in the centre.  MRy also requested a weekly comms round up of links to posts/videos from PT to make sharing easier.  MC highlighted that we need to consider those that don’t use social media.  EC confirmed that she is taking that seriously.  RB stated that they are doing drop-in sessions in Redcar in the town centre for the public to ask questions. RB also stated that a round up of comms would be helpful and for the partners to be mentioned to show the support the projects have. | PT |
| **13.** | **Town Deal Chairs meeting – cost inflation**  AP was invited by the Chair of the Redcar Board to take part in a meeting with DLUHC on the impact of cost inflation.  Other areas are having to cancel projects because of cost problems and DLUHC have confirmed that there is no further funding, so if a project can’t be done in within the budget they have, then it can’t be done.  AP stated that we have a good handle on costs, and it demonstrates that the decision to delay Middleton to get a clearer understanding of costs was correct.  PT stated that he recognises the support from DLUHC and it is good to understand the work that the department is doing to understand inflation. The dialogue is important and validates where we are also, the support and ongoing conversations are key as we move to delivery.  TF stated that there is no additional funding currently, but they are open to being flexible with what is being delivered and there is a process for adjustments. |  |
| **14.** | **POLICY UPDATE**  Nothing to update. |  |
| **15.** | **ANY OTHER BUSINESS**  SM stated that the consultation has gone live for the Mayoral Development Corporation proposal.  AP is to write to the Mayor regarding Board concerns on recent communications messages.  BW & PT have drawn up a programme for the locations of future meetings, this is to be circulated and other partners can offer to host meetings.  DH gave his thanks to BW for all the work done, this was echoed by the group. | AP  BW |
| **16.** | **DATE AND TIME OF NEXT MEETING**  Friday 12th August at 9am at the University Hospital of Hartlepool. |  |