## **Hartlepool Town Deal Board**

## **Thursday 7th December 2023 at 9 am**

**Microsoft Teams**

**PRESENT:**

|  |  |
| --- | --- |
| Name | Organisation / Representing |
| Darren Hankey (DH) | Chair – Hartlepool College of Further Education |
| Maxine Craig (MC) | Vice Chair - Independent |
| Elizabeth Hutchinson (EH) | Tees Valley Combined Authority (TVCA) |
| Gary Wright (GW) | North Tees and Hartlepool NHS Foundation Trust (NHS) |
| Martin Raby (MR) | Northern School of Art |
| Reshma Begum (RB) | Federation of Small Businesses |
| Roslyn Adamson (RA) | National Museum of the Royal Navy (NMRN) |
| Toni Rhodes (TR) | Hartlepool Sixth Form College |
| Jonathan Gilroy (JG) | Department for Levelling Up Housing and Communities (DLUHC) |
| Sarah Ainslie (SA) | Seymour Civil Engineering |
| Beverley Bearne (BB) | Hartlepool Borough Council |
| Paul Taylor (PT) | Hartlepool Borough Council |
| Lesley Grant (LG) | Hartlepool Borough Council |

| **NO** | **DETAIL** | **ACTION** |
| --- | --- | --- |
| **1**. | **WELCOME AND INTRODUCTIONS (CHAIR)**  The Chair (DH) opened the meeting and welcomed everyone. |  |
| **2.** | **APOLOGIES FOR ABSENCE**  Apologies for absence were received from:  Denise McGuckin (DMc)  Adam Hearld (AH)  **DECLARATIONS OF INTEREST**  Declaration of Interest from DH – Health and Social Care Academy and Civil Engineering Skills Academy.  Declaration of Interest from RA – Waterfront Connectivity  Declaration of Interest from GW - Health and Social Care Academy  Declaration of Interest from EH – Reimagining Middleton Grange |  |
| **3.** | **MINUTES OF THE PREVIOUS MEETING – September 5th 2023**  No matters of accuracy were raised.  All outstanding actions to be covered under agenda items. |  |
| **4.** | **MAYORAL DEVELOPMENT CORPORATION UPDATE**  EH confirmed this would be covered under Reimagining Middleton Grange agenda item. |  |
| **5.** | **REPORTING DASHBOARD**  Update  PT advised that Project Managers were responsible to update their projects and as had been previously agreed the Dashboard would be circulated to Board Members in the interim periods between quarterly Board meetings.  PT welcomed feedback on usability and any comments/suggestions from the Board.  There were no comments. |  |
| **6.** | **6 MONTHLY DLUHC MONITORING RETURN**  The latest Monitoring and Evaluation (M&E) return had been circulated to members.  PT mentioned we are required to submit 6 monthly M&E Returns to DLUHC and that all returns have been submitted on time.  JH confirmed all M&E forms had been received by DLUHC and there were no issues.  PT welcomed Board Members to provide feedback/comments, including on any detail they wish to see that is not currently provided.  The Chair commended the progress made. There were no further comments on the Dashboard. |  |
| **7.** | **PROGRAMME UPDATE**  Reimagining Middleton Grange (PT)  PT shared slides and provided a verbal update:-   * Long-term leasehold of Middleton Grange Shopping Centre had been promoted on the open market * Town Deal Project currently in hiatus until any leasehold purchase is formally resolved * Reported to DLUHC through M&E processes, who are very supportive in ensuring we can amend our profile for the project to March 2026.   EH provided a verbal update:-   * Mayoral Development Corporation (MDC) have agreed to the purchase of the leasehold interest of the Middleton Grange Shopping Centre. * Strategic acquisition to enable consideration of the regeneration of the whole focus area. * Negotiations ongoing with MARS Pension Fund. * HDC is hoping to exchange contracts imminently, with completion before the end of the year. * The close working relationship to continue between HDC and HBC.   MR questioned why the Town Deal Board hadn’t had sight of the MDC’s Masterplan and viewed this as a major fail in communications.  BB highlighted that whilst it hadn’t been shared with the Board, it was a public document and assured the Board that the Local Authority had had a lot of involvement in shaping the Masterplan. Consultants had been asked to be really specific on identifying where the Council / TDB were leading and where it was a collaborative effort.  RA confirmed that while they had had sight of the document, albeit after publication, there are inaccuracies and would have preferred to have seen it before it was published.  EH while appreciating the comment on the lack of communication, engagement had been through a representative with HBC colleagues who sit on the Board. Will raise concerns at the lack of communication and see it is rectified moving forward.  Link to be shared of MDC Masterplan document   * High level document * Opportunity arose to purchase Middleton Grange Shopping Centre after completion of the document.   MC asked for clarity on whether a statutory instrument is in place, if it is to be handed over to the MDC or whether it is to be a collaborative effort with the Town Deal Board keeping control.  BB confirmed we need to work through the arrangements making sure we embed Town Deal Board plans, and funding procedures / requirements. Meetings are in place and hopefully will have more clarity for next Board meeting.  The Chair whilst appreciating the commercially sensitive nature of the project mentioned that acknowledgement should be given to the Town Deal Board members for their hard work over the last four years in achieving the £14 million funding for this particular project and that the Board would appreciate clearer lines of communication.  The Vice Chair added that Board Members, and whom the public therefore look to for communications, should be able to advocate plans and it is therefore crucial for clearer lines of communications.  Waterfront Connectivity (PT)  PT shared slides and gave a verbal update  Phase 1 completed. Received positive feedback from residents and the public.  Phase 2:-   * Negotiating access routes for continuous link around edge of Yacht Club and Marina to ensure wide enough footpath for usable cycle way * Land ownership challenges * Complete design for new improved route from Station Platform * Working alongside TVCA who were successful in a bid for Smart Infrastructure Pilot Structure which aligns with Waterfront Connectivity. * Drawing up plans/designs, to be shared with the Board once complete * Project Delivery Group to be established with Board Members to meet early in the New Year to ensure we have a route design timetable to better connect Maritime Avenue to Highlight * RA volunteered to join group * DH volunteered to join group   MR asked if there was now an opportunity in view of the risk of lack of clarity and vision to look at scalability and variability as had been previously discussed by Board Members.  PT highlighted a number of schemes sit within the Waterfront Programme, including Waterfront Connectivity. Many have independencies with each other such as the NMRN expansion, Highlight and Connectivity, and these are now aligning well including the timeline for delivery. Phase 2 is to be designed in partnership with NMRN and others.   * Ensure we develop clarity within the Waterfront Connectivity Groups to bring to the next Board meeting   Health & Social Care Academy (NHS)  GW gave a verbal update.   * Revenue Business Case Approved * NHS internally ensuring project is sustainable * Business Development Manager in post * Key stakeholder engagement and preparation for educational pathways underway * Branding pack further developed * Supporting development of prospectus, in development with clinical expertise * Main contractor appointed * VEST Construction * Capital build on site meeting planned for 14/11/23 * Capital build work to commence early January 24 * LSIF Funding secured * Additional funding to significantly enhance opportunities to new technology – immersive and virtual reality technology * Offset risks due to inflationary challenges * Project Delivery Group established * Focussing on key asset operation, training pathways, apprenticeship routes into education, corporate social responsibility, monitoring outputs associated with the KPIs * Representatives from Local Authority, Sixth Form College and the Trust * Monitoring KPI dashboard * Managing risk * KPI dashboard development and monitoring * GFA in place sets out a number of key metrics around employment, training space requirements, learners, trainees and students enrolled * Risk management * Comprehensive risk register in place * Stakeholder engagement ‘ramp up’ * Project is looking at how we attract learners from Hartlepool and Tees Valley * Communication and media coverage (January 24) * Youth communications and marketing focus * Capturing spades in the ground activity - January * Place orders for equipment (focus on long lead-time items) * Will provide updates to the Board as project progresses   Civil Engineering Academy (Seymours) (SA)  SA gave a verbal update  Legal   * GFA and Short Form Agreements issued, to be signed today * Main grant funding from HBC to Seymour then reciprocal agreement between Seymour and HCFE * Revised initial amounts re: project expenditure approved * Reflected in Dashboard. Anticipate first initial drawdown at the earliest opportunity * Draft RX1 forms prepared for Seymour and HCFE * Registering with Land Registry about disposition of the estate with explicit permission of HBC   Brenda Road site   * Building control application submitted * Section 73 variation submitted to planning re 2 storey modular design   Exeter Street   * Certificate of Title draft agreed * Barclays have agreed consent in relation to the works   Next 4 weeks project milestones – to achieve   * Project partners to confirm grant claim timetable and audit procedures * Project delivery group meeting 13th December 2023 * Review and update of project Risk Registers * Marketing activities * Capture spade in the ground activity – January   Challenges   * Inflationary costs   KPIs   * March 24 - Bringing reclaimed land into use for training. Confident will meet * March 25 - Learner numbers/retention/qualifications   Monitoring exercise to commence in January  The Chair confirmed additional investment has been secured for Exeter Street Annexe as a direct result of the Town Deal funding.  PT mentioned we must capture additional investment and additional outcomes. It is a really important message to provide to DLUHC and other sectors.  The Vice Chair – can we capture in marketing the rigour of monitoring.  SA confirmed the outputs for Brenda Road around social value and the progression into jobs from apprenticeships and that there is an outward focus on marketing and trying to share that bigger picture to the public representing value for money.  GW assured it was high on their agenda and mentioned that VEST Construction are to take apprentices from Hartlepool College as part of the Health and Social Care Academy’s capital build.  PT has been in contact with a Communication Manager in DLUHC who is impressed by the progress of Town Deal and LUF projects and offered support in comms engagement messages. Will arrange a meeting with a few Board Members.  Wesley Chapel (PT)  PT shared slide and gave a verbal update   * Internal demolition and safety works continued followed by installation of steel roof trusses in September * Internal stone cleaning underway in September and into October with continued site clearance * Annexe fire occurred on 7th November; has significantly disrupted the restoration project * The annexe suffered the most damage with the main structure largely unscathed * Managed to reclaim extensive parts of the damaged structure for re-use, to ensure like-for-like replacement of the original detail * Development programme impacted by c.3 - 6 months * 27th November – debris clearance completed and structural assessments completed – Comms issued following day * Project Delivery Group inception meeting held – 27th November   Milestones   * Complete shell structure – July 24 * Complete fit-out (towards end 24) – likely now March 25 * Jomast have security (NES) patrols of the site in place 24/7 * Construction will continue * Façade cleaning/masonry repairs to begin end of January * Structural roof works ongoing (fire did not impact steel internal frame/new roof trusses) * Lift shafts work to commence beginning of March * Bring revised timeline to the Board in January   PT encouraged Board Members to look at HBC’s engagement platform Your Say. Project pages show Ariel footage video and images for projects.  The Chair suggested the link be shared with the Board as it is a useful tool for the Board to direct members of the public.  RA asked for clarity on costs and security patrols.  PT confirmed that we won’t know the impact on cost plan until we have more certainty from structural engineers/designers in January and will come back on cost certainties.   * GFA is now in place and Jomast are contractually obliged to pick up any cost increases over the lifetime of the project   Security at the moment is at 24/7 patrols at 15 minute intervals and are working with Jomast as permanent presence on site is required.  Historic England have offered support in terms of design/historic structures teams. Revised plan needed for the annexe building and are keen to take Historic England up on their offer.  The Chair thanked Adam Hearld (Jomast) for the response in recent weeks, for the clear lines of communications and keeping the Board sighted. | LG  PT  PT  PT  PT  LG |
| **8.** | **ANNUAL RISK REVIEW**  PT gave a verbal update:-  DLUHC risk framework states that Risk Registers at project and programme level are continually reviewed and that the risk assessments were done at the submission of the business cases.   * Project Managers are managing their own project level risk registers which come through the Dashboard * PT thanked RA who had supported at an initial risk review meeting and a small Risk Review Group is to be established in March to look at how profiles have changed. * Revised programme level Risk Register early in the New Year for presentation to the Board in March   PT confirmed that Strategic Development team at HBC (with lead responsibility for managing the Town Deal programme) has been through an intensive internal audit covering a) risk management, b) governance and c) monitoring and evaluation for both Town Deal and LUF. Draft report has been received, comments returned and once finalised internally by HBC’s Audit Governance Team the report will be shared with the Board.   * Internal audit is a key phase of ensuring good governance, and preparation for any DLUHC ‘deep dive’ review | PT |
| **9.** | **DATA AND REPORTING**  Long-Term Plan for Towns  Link had been shared and JG gave a verbal update:-  The Government launched its ‘Long Term Plan for Towns’ in September. The prospectus was published online.   * Published Town Selection Methodology * Sets out the methodology to select the 55 towns identified in the Long-Term Plan for Towns * £1.1 billion investment across 55 towns, which works out £20 million funding per place. * Endowment-style funding which can be spent flexibly over a ten year period * Hartlepool is one of six towns in the North East eligible * Investment released over a seven year period with flexibility to spend over ten years * Funding will be split 25 % resource 75% capital * Funding needs to be spent on three-point broad investment themes, namely High Streets Heritage and Regeneration, Transport and Connectivity and Safety and Security * Hartlepool Town Deal Board are well versed on the first two of these in the number of projects under those schemes   JG confirmed that in addition to funding there will be bespoke hands on support from the Department and other bodies with a new Towns Unit being set up, reporting directly into the Prime Minister and Secretary of State and also consultancy style support through an expanded High Street and Towns Taskforce. DLUHC will provide a toolkit which will set out a range of powers available to Local Authorities and also some capacity funding both initially to help places set up or expand with further capacity funding to the next financial year to develop investment plans.  Each town will effectively have a new Town Deal Board if they don’t already have one or expanded remit of an existing one.  The Board will need to then draw up a long term plan for the town covering investment over a ten year period. DLUHC assessment of that will be quite light and then an annual report on spend and delivery. The whole process should be light touch.   * Timelines are quite tight and are awaiting publication for the full guidance * Guidance published will be in close discussions with the Local Authorities and Town Deal Boards * Looking between now and April next year for Town Deal Boards to be set up or remit of existing Boards to be expanded. * April – August will be for the development of the investment plan and long-term visions of the town   JG will bring further updates to future Board meetings and be in contact with the Town Deal Board and Local Authority as and when the guidance is published to go through in more detail.  JG confirmed the Local Authority will be the accountable body, with the Town Deal Board deciding the investment plan. The government would expect all relevant parties to be involved, namely the Local Authority, TVCA and the MDC with the Board and help decide those investment plans.  The Vice Chair suggested early information, when published should go out to the public sending out a really positive message.  PT raised the point of clear timelines, as conscious of purdah period narrowing the window in terms of preparation, assuring the Board HBC will liaise closely with JG.  The Vice Chair asked Board members to get behind really quickly once the guidance is issued and to have plans in place.  JG mentioned that the existing Town Deal Board is in a strong position and has quite a broad representation of a lot of the key organisations and all the frontiers of governance in Hartlepool and suggested that the Board might want to consider bringing a representative from the police into the Board membership to cover the theme of Safety and Security.  The Chair asked if the funding would be pulled in the case of a general election taking place and if there was to be a change of Government. JG had no clarity on this but would imagine projects continuing due to timelines and first investments being provided. |  |
| **10.** | **ANY OTHER BUSINESS (CHAIR)**  The Vice Chair took the opportunity to thank the Local Authority for facilitating the visit from the Historic England panel. This gave a real opportunity to talk to colleagues across the country about our wonderful town who were very impressed by our assets.  The Chair mentioned that the Board may need to come together before the next Town Deal Board meeting scheduled, in view of the Long-Term Plan for Towns, Reimagining Middleton Grange and The Wesley and thanked everyone for their continued support this year. |  |
|  | **DATE AND TIME OF NEXT MEETING**  Tuesday, 5th March 2023 – 1 pm |  |