

## Hartlepool Town Deal Board

Thursday, 5<sup>th</sup> December 2024 9 am – 11 am



### Microsoft Teams

#### PRESENT:

Name	Organisation / Representing
Darren Hankey (DH)	Chair – Hartlepool College of Further Education
Maxine Craig (MC)	Vice Chair – Independent
Brenda Harrison (BH)	Hartlepool Borough Council (HBC)
Denise McGuckin (DMc)	Hartlepool Borough Council (HBC)
Elizabeth Hutchinson (EH)	Tees Valley Combined Authority (TVCA)
Gary Wright (GW)	North Tees and Hartlepool NHS Foundation Trust (NHS)
Jonathan Gilroy (JG)	Ministry of Housing, Communities and Local Government (MHCLG)
Martin Raby (MR)	Northern School of Art
Erin Mulhatton (EM)	UK Parliament
Adam Hearld (AH)	Jomast
Sarah Ainslie (SA)	Seymour Civil Engineering
Beverley Bearne (BB)	Hartlepool Borough Council (HBC)
Gemma Ptak (GP)	Hartlepool Borough Council (HBC)
Paul Taylor (PT)	Hartlepool Borough Council (HBC)
Connor Kerr (CK)	Hartlepool Borough Council (HBC)
Lesley Grant (LG)	Hartlepool Borough Council (HBC)

NO	DETAIL	ACTION
1.	<p><b><u>WELCOME AND INTRODUCTIONS (CHAIR)</u></b></p> <p>The Chair (DH) opened the meeting, welcomed everyone to the Hartlepool Town Deal Board meeting and facilitated introductions</p>	
2.	<p><b><u>APOLOGIES FOR ABSENCE</u></b></p> <p>Apologies for absence were received from: Jonathan Brash (JB) - Erin Mulhatton (EM) attended on his behalf Ros Adamson (RA) Reshma Begum (RB) Toni Rhodes (TR)</p> <p><b><u>DECLARATIONS OF INTEREST</u></b></p> <p>All declarations have previously been recorded</p>	
3.	<p><b><u>MINUTES OF THE PREVIOUS MEETING – September 3<sup>rd</sup> 2024</u></b></p> <p>PT highlighted that he had met with RA following the email to Board of 18<sup>th</sup> October and they held positive discussions on the following issues:-</p> <ul style="list-style-type: none"> <li>- Recorded and accurate decision making - <i>PT proposed LG records an Action and Decision log to sit at the foot of the Minutes to summarise key decisions</i></li> </ul>	LG

NO	DETAIL	ACTION
	<p><i>at each meeting</i></p> <ul style="list-style-type: none"> <li>- Item 7 – Waterfront Connectivity proposals. PT and RA held positive discussions on moving the various phases of work forward, and the acquisition of the slipway adjacent to Jacksons Landing. PT updated members that after discussions with RA there was a clear way forward with some land issues still to resolve</li> </ul> <p><u>Actions from Previous Meeting</u></p> <p>All actions are to be covered under agenda items</p>	
4.	<p><b><u>HARTLEPOOL DEVELOPMENT CORPORATION (HDC)</u></b></p> <p>DMc gave a verbal update</p> <ul style="list-style-type: none"> <li>- Planning Application approved for 650 houses</li> <li>- Middleton Grange Shopping Centre – RAC investigative work ongoing</li> <li>- Film Studios/Production Village – proprietary work ongoing</li> <li>- Facing resource and capacity challenges, currently recruiting to support</li> </ul> <p>BB highlighted that officers are working closely and collaboratively on issues across HBC and HDC boundaries</p>	
5.	<p><b><u>LONG TERM PLAN FOR TOWNS (LTPT)</u></b></p> <p><u>Update on guidance and progress</u></p> <p>GP presented a Long Term Plan for Towns Report, summarising the programme background, considerations / implications and updated members on the development of a ‘Hartlepool Board’ to act as the single governance structure for the programme. This will transfer governance from the Town Deal Board, which has acted as interim Town Board since the programmes announcement. <i>LTPT Report to be circulated to members</i></p> <p>‘Hartlepool Board’ Membership Proposal</p> <ul style="list-style-type: none"> <li>- Membership proposal is considerate of wider governance across Hartlepool to ensure transformational investment based on wider socio-economic and health outputs. The investment will be complimentary to other work and ensure impact at a local level</li> </ul> <p>MR requested a representative from Northern School of Art be considered as a member</p> <p><i>Members were asked to nominate a representative from the Town Deal Board to join the Hartlepool Board</i></p> <p>Considerations/Implication</p> <ul style="list-style-type: none"> <li>- There remains some uncertainty around exact obligations in relation to the LTPT fund, this will be clarified in spring 2025 and guidance is expected to be issued</li> </ul> <p>Financial considerations</p> <ul style="list-style-type: none"> <li>- £250,000 development funding has been received for LTPT</li> <li>- £30,000 allocated to a CCTV scheme under the community safety investment</li> </ul>	<p>LG</p> <p>ALL</p>

NO	DETAIL	ACTION
	<p>priority</p> <ul style="list-style-type: none"> <li>- £25,000 used to commission an ongoing piece of work on Place Narrative. This has been paused to enable the establishment of the Board and will be revisited as part of the development phase</li> <li>- £48,000 ring fenced for 12 month staffing resource within HBC to provide capacity to the scheme</li> <li>- £147,000 remains from the initial £250,000 allocation</li> <li>- There is expected to be a further £200,000 allocation in 2025, therefore £347,000 remaining of the development budget to date</li> <li>- Future spending proposals will be shared with the Hartlepool Board and internal HBC processes will need to be adhered to for all spend as the monitoring authority for the investment</li> </ul> <p>The Vice Chair questioned accounting transparency due to the transition of Boards for governance purposes and requested for the Board to urgently receive a financial statement regarding the LTPT funding received to date, for which the Town Deal board has been accountable – <i>The LTPT report (item 5), evidencing funding payments received and spend to date is to be circulated to members</i></p> <p>Asset management considerations</p> <ul style="list-style-type: none"> <li>- 75% of funding is capital, consideration will be given to any asset acquisition including long term management and maintenance beyond the investment period.</li> </ul> <p>Consultation</p> <ul style="list-style-type: none"> <li>- Consultation and engagement is ongoing with the VCS, sessions held with community representatives to understand priorities</li> <li>- HBC conducted the Big Conversation with residents providing some understanding of priorities locally</li> <li>- Further consultation and engagement will progress to inform investment plans</li> </ul>	GP/PT
6.	<p><b><u>PROGRAMME AND PROJECT REPORTING</u></b></p> <p><b><u>Monitoring and Evaluation</u></b></p> <p>PT had circulated the latest M&amp;E return to members, together with a more readable format as a word document and welcomed feedback/comments on this proposed format</p> <p>M&amp;E return</p> <ul style="list-style-type: none"> <li>- MHCLG had requested clarifications on the latest submission relating to Reimagining Middleton Grange profile, Wesley Chapel milestones to completion and Waterfront Connectivity phased works. These are to be responded to by close of business on 6<sup>th</sup> December</li> </ul> <p>Word document</p> <p>MR questioned the graph reporting the actual spend on the Reimagining Middleton Grange project - <i>PT will take this back to HBC Data Intelligence team.</i> Positive feedback from members was received on the report, and this will be provided after each M&amp;E return</p>	PT

NO	DETAIL	ACTION
7.	<b><u>PROGRAMME UPDATE EXCEPTION REPORTING</u></b>	
7(a)	<p><b><u>Wesley Chapel (Jomast)</u></b>  Slides were shared and AH provided a verbal update</p> <p>External</p> <ul style="list-style-type: none"> <li>- Annex and main roof complete</li> <li>- Scaffolding removal commenced and completed prior to Christmas</li> <li>- Window and glazing restoration complete prior to Christmas</li> <li>- Brick and stone cleaning complete after Christmas</li> <li>- Interior design now well advanced</li> <li>- M&amp;E strategies complete, subject to sign off on design</li> <li>- Internal fit out commencing by end of January</li> </ul> <p>Internal</p> <ul style="list-style-type: none"> <li>- All internal staircases installed in main hall</li> <li>- All steel work cleaned and fire protected</li> <li>- All structural alterations completed to accommodate main lift and service lift</li> <li>- Starting all internal drainage alterations imminently</li> </ul> <p>The site is shutting down on 20<sup>th</sup> December, security already in place between 8 pm and 2 am. <i>To discuss enhancing security over the holiday period</i></p> <p>BB passed on congratulations for the prestigious Heritage Project award The Wesley had recently received</p>	PT/AH
7(b)	<p><b><u>Civil Engineering Academy (Seymour)</u></b>  Slides were shared and SA gave a verbal update</p> <p>Brenda Road update</p> <p>Civils Works Completed</p> <ul style="list-style-type: none"> <li>- Drainage scheme of works finalised</li> <li>- New pumping station commissioned</li> <li>- Tarmac footpaths to 2 storey modular &amp; WC block</li> <li>- Levelling of main carpark</li> <li>- Install of bicycle shed &amp; on site shelters</li> <li>- Landscaping and planting works at entrance of site</li> <li>- 2 storey modular building fit out</li> </ul> <p>Works scheduled</p> <ul style="list-style-type: none"> <li>- Install of external building signage</li> </ul> <p>Next Steps</p> <ul style="list-style-type: none"> <li>- Building Control Approval pending</li> <li>- Transition office and training operations to new modular building</li> <li>- Planning for opening event – March 13<sup>th</sup> 2025, Lord Lieutenant Sue Snowdon's attendance confirmed</li> </ul> <p>SA highlighted the latest funding profile and took members through the latest update on enrolment numbers and the positive work towards the achievement of the targeted outputs on qualifications. SA mentioned ongoing work with data team to compile formal report for Exeter Street, Construction, Seymour sites which will inform future audits in terms of KPIs</p>	

NO	DETAIL	ACTION
7(c)	<p><b><u>Health &amp; Social Care Academy (NHS)</u></b></p> <p>A promotional video and slides were shared and GW gave a verbal update</p> <p>Current Activity Update</p> <ul style="list-style-type: none"> <li>- Working with wide range of organisations, including Tees Valley Dental Practices, Ambulance Services and Private Health Services to establish training needs analysis to determine other training needs</li> <li>- Catcote Academy exploring use of simulation facilities to support Health and Social Care students ahead of industry placements</li> </ul> <p>Corporate Social Responsibility Update – Knife</p> <ul style="list-style-type: none"> <li>- Exploring partnerships with knife crime charity and other organisations to further raise awareness</li> <li>- Purchase a knife crime simulation equipment including specialist manikins with wounds consistent with knife crime</li> <li>- Clean bleed mat (top image) to simulate bleed</li> <li>- Utilising immersive suite to give patient/victim journey: street scene – Ambulance – Ward</li> <li>- Discussions ongoing to partner with other primary response and interested parties including ambulance services and A&amp;E departments</li> </ul> <p>GW took members through the latest update on enrolment and employment numbers and highlighted the positive work towards the achievement of the targeted outputs</p> <p>Next steps</p> <ul style="list-style-type: none"> <li>- Completion of marketing strategy including B2B and B2C channel specific detail</li> <li>- Advertisement and promotion of initial course offering</li> <li>- Implementation of room booking system</li> <li>- Equipment receipt near completion</li> <li>- Ongoing training of Academy faculty – course specific refreshers and technological training for equipment</li> <li>- Exploring Dementia Training offer in conjunction with local MP</li> </ul> <p>Members acknowledged the fantastic facility and enquired of the progress on engagement with the public, schools and care centre</p> <ul style="list-style-type: none"> <li>- GW confirmed they are planning for a public opening event in January, they will run a few events, will be advertised shortly</li> <li>- GW acknowledged it has been challenging trying to get schools into the academy due to their set curriculum and would appreciate support - <i>EH confirmed the TVCA have a skills team who have close contacts with schools and will introduce colleagues</i></li> <li>- GW confirmed work was ongoing looking at care sector across Hartlepool and beyond to understand what their training needs are, the Academy could be a one stop shop but it's proving challenging</li> </ul> <p><i>Jill Harrison, Director of Adult and Community Based Services HBC, has contacts with all providers in Town, invite to site in January</i></p> <p><i>MC has a contact working extensively on leadership in the Care sector, will</i></p>	<p>EH</p> <p>DMc/GW</p> <p>MC</p>

NO	DETAIL	ACTION
7(d)	<p><i>arrange introductions</i></p> <p><b><u>Reimagining Middleton Grange (HBC)</u></b>  Slides were shared and BB gave a verbal update</p> <ul style="list-style-type: none"> <li>- Draft RIBA stage 2 report, including a phased delivery programme and cost analysis received from external consultant Corstorphine and Wright with final draft expected early December 2024</li> <li>- HBC and HDC Officers are meeting in December to appraise recommendations and consider deliver options including procurement, legal and cost implications</li> <li>- The high level delivery programme shows interventions aligned to Town Deal outputs could achieve physical completion by March 2027. Further work is required to establish whether the £13.8 is sufficient</li> </ul> <p>The Vice Chair enquired about the marketing strategy for this project and getting the positive message out - <i>BB confirmed the Comms and Marketing team will look to issue some communications in January 2025 but there are still some sensitivities given its an operational site</i></p> <p>EH highlighted that while discussions were ongoing with third parties, consideration was being given to tenants, and legal issues were still being resolved, careful consideration must be given to communications</p>	BB/PT/CK
7(e)	<p><b><u>Waterfront Connectivity (HBC)</u></b>  Slides were shared and PT gave a verbal update</p> <p>Developments in the Waterfront Connectivity phases since the last Town Deal Board meeting</p> <ol style="list-style-type: none"> <li>1. Project Delivery established and meeting</li> <li>2. Site visits held with key stakeholders</li> <li>3. Brief developed, designs and cost plans further developed</li> <li>4. Wayfinding and legibility proposals developing</li> <li>5. HBC have met with TVCA regarding the Northern Gateway station developments</li> <li>6. Slipway acquisition is progressing</li> <li>7. Detailed cost plans for the final phase of realm and connectivity works now completed</li> </ol> <p>Over the next 3 months HBC will agree alignment with TVCA's LUF funded footpath and cycleway investments and endeavour to determine preferred option for Northern Gateway. All cost plans will be finalised, design stages will be progressed and it is hoped that land ownership and development resolutions will be confirmed</p> <p>PT highlighted that engagement with key stakeholders will continue and the wayfinding and legibility package will be progressed</p> <p>PT took members through the detailed and updated costs for each of the eight phases of work, and informed the Board that the project was moving at pace. PT</p>	

NO	DETAIL	ACTION
	highlighted that as a result of the development of each phase, and the project overall, over the last 3 months, including detailed cost planning undertaken, the figures provided at this meeting are the confirmed funding envelopes for each of the 8 phases. These had been updated since circulation of the papers. <i>Updated slides to be circulated to members</i>	LG
8.	<p><b><u>COMMUNICATIONS AND ENGAGEMENT</u></b></p> <p>CK provided a verbal update and took members through slides, slides <i>to be shared with members after meeting</i></p> <p>Update on last 3 months</p> <ul style="list-style-type: none"> <li>- Health and Social Care Academy launch event, this was really successful with great coverage in the media, video produced and shared across social media platforms receiving over 4000 views</li> <li>- Wesley Chapel update, video produced and shared across social media platforms receiving over 10,000 views</li> <li>- Hartbeat featuring capital projects due to be delivered to 47,000 homes across the town from Monday</li> </ul> <p>Upcoming comms work</p> <ul style="list-style-type: none"> <li>- Wesley Chapel update, video to be produced before Christmas</li> <li>- Civil Engineering Skills Academy Launch event March 13<sup>th</sup> 2025</li> <li>- Health and Social Care Skills Academy video with interviews</li> <li>- Spring edition of Hartbeat to feature update on projects</li> </ul>	LG
9.	<p><b><u>RISK REVIEW</u></b></p> <p><u>Governance, Audit and Risk</u></p> <p>PT informed members that MHCLG have notified HBC that the annual Statement of Grant Usage process will begin in January 2025. There will be changes to the process this year and this has been streamlined to now be a single report as opposed to two in previous years. Guidance is due to be released in early January which will inform grant usage process. <i>PT to circulate grant assured process once received</i></p>	PT
10.	<p><b><u>ANY OTHER BUSINESS (CHAIR)</u></b></p> <p>The Chair mentioned the next series of Town Deal Board meeting dates had been scheduled, however Jonathan Brash MP has difficulty attending meetings due to Parliamentary commitments. It was proposed dates could be changed to accommodate. <i>EM to liaise with availability for Jonathan Brash to be able to attend Town Deal Board meetings scheduled for 2025</i></p> <p>It was agreed next meeting would remain as scheduled.</p>	EM
	<p><b><u>DATE AND TIME OF NEXT MEETING</u></b></p> <p>Wednesday, 5<sup>th</sup> March 2025 10 am – 12 pm on Teams</p>	

Action/Decision Log				
Item	Description	(A/D)	Action/Decision	Owner
3.	Minutes	A	<i>Record an Action and Decision log to sit at the foot of the Minutes</i>	LG
5.	LTPT	A	<i>LTPT Report be circulated to members</i>	LG
5.	LTPT	A	<i>Members asked to nominate representative from Town Deal Board to join the Hartlepool Board</i>	ALL
5.	LTPT	A	<i>The LTPT report (item 5), evidencing funding payments received and spend to date is to be circulated to members</i>	GP/PT
6.	M&E	A	<i>Take feedback to HBC Data Intelligence Team</i>	PT
7(b)	Wesley Chapel	A	<i>Discuss enhancing security over holiday period</i>	PT/AH
7(c)	Health & Social Care Academy	A	<i>TVCA have a skills team who have close contacts with schools and will introduce colleagues to GW</i>	EH
7(c)	Health & Social Care Academy	A	<i>Jill Harrison, Director of Adult and Community Based Service HBC, has contacts with all providers in Town, GW to invite Jill to site in January 2025</i>	DMc/GW
7(c)	Health & Social Care Academy	A	<i>MC has a contact working extensively on leadership in the care sector, will arrange introductions to GW</i>	MC
7(d)	Reimagining Middleton Grange	A	<i>Comms and Marketing team to consider issuing comms in January 2025 – to consult with EH and HDC</i>	BB/PT/CK
7(e)	Waterfront Connectivity	A	<i>Updated slides to be circulated to members</i>	LG
8.	Comms and Marketing	A	<i>Slides to be shared after meeting</i>	LG
9.	Risk Review	A	<i>Circulate grant assured process once received</i>	PT
10.	AOB	A	<i>EM to liaise with availability for Jonathan Brash to be able to attend Town Deal Board meetings scheduled for 2025</i>	EM