



**WARRINGTON**  
Borough Council  
**WARRINGTON TOWN DEAL BOARD**

**Minutes of Meeting held on**  
**Friday 31<sup>st</sup> January 2020 - 11.30 a.m.**  
**Council Chamber, Town Hall, Sankey Street, Warrington WA1 1UH**

<p><b>Attendees:</b> Matt Crompton – Chair Steven Broomhead – Deputy Chair Steve Park Andy Carter MP Cllr Russ Bowden Councillor Sarah Hall Martin Wood Ian Cox Steve Coffey Bill Carr Ben Wakerley Dave Thompson Colin Daniels Stephen Fitzsimons Kathryn Green Laurence Pullan Lisa Knowles Fayyaz Qadir</p>	<p><b>Company</b> Muse Developments Warrington Borough Council Warrington Borough Council South Warrington Rep Warrington MP North Cities &amp; Local Growth Unit Golden Square Warrington Torus Carpe Diem Warrington’s Own Buses Warrington Disability Partnership Warrington Chamber of Commerce Warrington Borough Council Warrington Borough Council Warrington Borough Council Warrington Borough Council Atkins Atkins</p>	<p><b>Apologies</b> David Boyer Charlotte Nicols MP</p>
Item	Subject	Action
1.0	<b>Welcome and Introductions</b>	
1.1	Matt Crompton, Chair of the Town Deal Board welcomed everyone to the inaugural meeting. Introductions were made around the table.	
2.0	<b>Apologies Received</b>	
2.1	Apologies were noted and accepted for the record	
3.0	<b>Introduction to Town Deal</b>	
3.1	Steve Park gave an explanation as to the remit of the Warrington Town Deal Board. The Government has launched a Towns Fund to unleash the full economical potential of 101 towns and Warrington have been selected to	



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	<p>bid for up to a £25 million deal. The route to obtaining this fund is to set up a Town Deal Board followed by a 'My Town' campaign. The Town Deal Board will be responsible for pulling together the Town Investment plan and will need to be submitted by April/May 2020. There will be fervent activity and this is an excellent opportunity for Warrington to secure funding. Steve Park is available to receive any queries from the Board should they wish to contact him.</p>	
3.2	<p>Andy Carter MP, Warrington South gave the Board an outline as to the Government's focus, in particular, addressing Town Centres issues. He met with the Minister of State, Jake Berry MP and Rob Jenrick, Secretary of State for Housing yesterday. The invitation to sit on the Town Deal Board is welcomed as it gives an opportunity to help shape the Town. He has also met and spoken with Charlotte Nicols MP, Warrington North and they are working together in Westminster to lobby for Warrington. He will also raise, in Westminster, why the High Street funding bid that Warrington submitted was not considered.</p>	AC
3.4	<p>Martin Wood confirmed that this is an excellent opportunity for Warrington and the town should be in a strong position to receive funding given all the legwork and strategic elements that have already taken place. It is encouraging that Warrington's Board is already operating and moving forward. It is hoped that Warrington can be a vanguard to drive this fund forward. Clearly Warrington is well versed in already doing this. The Government are looking an early mover in submitting proposals. Funds are already available for the next financial year, but there is a requirement to be realistic due to all the 101 towns bidding. Expertise will be brought in by Government to help drive forward the plan to be submitted for Warrington.</p>	
3.5	<p>Board Membership: It was agreed that Colin Daniels, Warrington Chamber of Commerce will be included on the Board and a representative from the Local Enterprise Partnership to also be invited to attend.</p>	
3.6	<p>It was confirmed by Steve Park that although Homes England had been invited to attend, a decision had been taken nationally that they would not sit as a representative on any Town Deal Board. The Town Deal will involve delivery of homes and this role will become pivotal. It is hoped they will take part in one of the Thematic Work Streams.</p>	SP/KG



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4.0	<b>Terms of Reference &amp; Code of Conduct</b>	
4.1	The Board agreed the Terms of Reference and Code of Conduct.	
5.0	<b>Readiness Checklist</b> The purpose of this checklist is to provide Government with an understanding of how ready Warrington is to complete a Town Deal. SP expanded on the document issued to Board members. A number of well-established and existing partnerships are already set up in Warrington. There are strategies in place aligned with what we need in a Town Investment Plan. The town has the capacity and governance to deliver at pace. It is important that private sector establishments are linked in.	
5.1	Warrington has already delivered Warrington Means Business/Town Centre Master Plan & Local Transport Plan which all required extensive consultation with partnership involvement. All documents have been signed off by the Council's Cabinet.	
5.2	The intention is to capture the high level projects as stated in Item 27 and Item 30.	
5.3	The Checklist was submitted by Steve Park in December 2019.	
5.4	Martin Wood agreed the checklist was a good submission	
6.0	<b>Consultancy Support</b>	
6.1	Steve Park introduced Lisa Knowles and Fayyaz Qadir from Atkins Consultants who have been procured to provide consultancy support via a framework arrangement to support the Town Deal Board in the development of a Town Investment Plan in accordance with the timescales set out by Government. Atkins have worked with Warrington previously and understand the town. The Chair raised whether specialist consultancy may also be needed depending on what projects are earmarked. It was agreed that any future consultancy required would be coordinated by Atkins. Lisa and Fayyaz provided Pen Profiles for the Board	
6.2	Atkins presented the Support Specification to the Board: <ul style="list-style-type: none"><li>➤ Support requirements and Approach</li></ul> In summary <ul style="list-style-type: none"><li>➤ Establish the work steams</li></ul>	



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	<ul style="list-style-type: none"><li>➤ Key element is to work closely with Government over the course of the period.</li><li>➤ Timescales were presented with the expectation to complete by the end of May 2020. Martin Wood confirmed it would be worth tightening the timeframe by a week at least if we need to put forward initial projects for the next financial year, although understand projects can slip. Steve Park commented there may well be a number of work streams that we could start with immediate effect. If there is a genuine project ready to go, then the conversation needs to be had in tandem with the investment plan. The Business Case would need to be put forward as part of an outline trajectory and the Government would be looking for the Business Case to be robust.</li><li>➤ Outline Business Case – processes identified and priorities will be robustly completed working with the Board and Partnership Board.</li><li>➤ Procurement is in place for the consultancy</li><li>➤ Proposed governance arrangements requires agreement.</li><li>➤ The Team Organogram was presented as to who will deliver this commission from Atkins</li><li>➤ The Thematic groups will provide the input, fed through to Atkins and then proposed to the Board</li><li>➤ Lateral projects to arise from each of the themes.</li></ul>	
6.3	<p>Discussion points</p> <ul style="list-style-type: none"><li>➤ Steve Coffey stated that Housing will be a key element</li><li>➤ Re-invention of retail is important</li><li>➤ Andy Carter stated High Street funding is key</li><li>➤ Ian Cox stated there is an unspoken element that there is enough retail, but new developments are needed to make Golden Square (GSQ) work. What do we address to help retail benefit? GSQ are already working with Culture Warrington to bring the Health &amp; Wellbeing element into GSQ .</li><li>➤ Andy Carter stressed that Health &amp; Wellbeing is very much key to the Town Centre and is pushing with the Department of Health to ensure all these strands are considered.</li></ul>	Atkins
6.3.1	Discussions on all of these themes will be brought together by Atkins.	
6.4	Martin Wood reflected on the discussions and confirmed the Town Fund will look at all these themes and will accept cross cutting within the bid.	Atkins
6.5	It was agreed that zero carbon narrative needs to be brought out within the bid.	



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6.6	Stephen Fitzsimons raised the Nuclear catalyst and whether it could harness and complement the Investment Bid. Martin Wood stated that the viability of the project relying on another regime could extend the deadlines for submitting the Business Case.	Atkins
6.7	Opportunities for the private sector to contribute is important and a focus on how we use technology to optimise our operations is crucial. It would enhance any Business Case as value for money.	
6.8	Timescales are very tight for the Board to outline the programme within the 4 month period required. There will be 8 Thematic Group meetings during this time.	
6.9	The Chair requested that target dates be put against all the programmes and be presented at the next meeting in February.	
7.0	<b>Partnership Board</b>	Atkins
7.1	The Partnership Board (PB) was discussed in terms of Membership. The PB will need to be kept informed of decisions made at Town Deal Board level. The PB will be established due to the set of work streams required and will have a much wider remit than this board. It was agreed that Minutes from this Board will be circulated to Partnership groups when formed. Martin Wood agreed the Town Deal Board need to be as transparent and visible as possible and ensure it conforms to how Warrington Borough Council would approach other Board memberships.	
7.2	The frequency of the Partnership Group meetings are to be agreed.	
8.0	<b>Communications</b>	LP
8.1	Laurence Pullan outlined the intended Communications Plan to the Board. There are two elements that are already underway. <ul style="list-style-type: none"><li>- A need to know what is expected from the Communications Team</li><li>- Pulling together a strong plan to ensure residents are aware of what the Board's aspirations are to ensure the message will get out there.</li><li>- It was agreed the Communications Plan will be submitted to the next Board meeting.</li></ul>	



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9.0	<b>Any other business</b>	
9.1	Steve Park raised the proposed Bus Depot project. The scheme already has a planning application ready to re-locate to the new intended site. The scheme is future proofed and will support the intention to have all electric buses in the town. This would free up land in the Town Centre to enable 200 units to be built. It will cost £7M to build it. Grid Serve want to invest in Warrington Own Buses and all other elements to make this happen and they have agreed to take it forward if the scheme is developed. Currently there is no capital funding available from the Council. Torus are strategic partners with Homes England and this could assist in bringing the project forward.	
9.2	The Chair asked that when compiling the ultimate plan do we bid for more than the £25m or simply find projects that quality for up to the £25m? Martin Wood confirmed the fund will be very competitive and there is a need to be realistic about what pitch is made. When the decision is made as to what is strategically important, that is when the decision can be made. Andy Carter confirmed the Housing Minister is visiting Warrington on Monday 3 February 2020. Arrangements will be made by Steve Park to accommodate the visit.	SP
9.3	Atkins agreed that they will have in readiness for the next meeting: <ul style="list-style-type: none"><li>- A skeleton of the investment plan</li><li>- Meet with thematic groups – working with Steve Park &amp; Stephen Fitzsimons</li><li>- Look as squeezing timescales</li><li>- Set up workshops</li></ul>	Atkins
10.0	<b>Date of next meeting</b>	
10.1	The next Town Fund Board meeting will take place on Friday 28 <sup>th</sup> February 2020, at 2.00 pm through to 3.30 pm at The Base, Dallam Lane, Warrington WA2 7NG.	
10.2	Kathryn Green will issue an invite to all Members for their diaries.	KG