



WARRINGTON
Borough Council
WARRINGTON TOWN DEAL BOARD

**Minutes of Meeting held on
Friday 12 February 2021 – 11.30 am
MICROSOFT TEAMS MEETING**

Attendees: Matt Crompton – Chair Steven Broomhead Steve Park Cllr Russ Bowden Andy Carter MP Charlotte Nicols MP Bill Carr Ian Cox Nichola Newton Nigel Schofield Lucy Gardner Stephen Fitzsimons David Boyer Kathryn Green Cllr Tom Jennings Simon Kenton Alison Roberts Steve Hunter Dave Thompson Simon Foden John Laverick Kim Cooper Emma Hutchinson John Adlen Damian Richards-Clarke Chris Bowen	Company Muse Developments Warrington Borough Council Warrington Borough Council Warrington Borough Council South Warrington North Warrington Carpe Diem Golden Square Warrington & Vale Royal College Warrington Chamber of Commerce NHS Warrington Chamber of Commerce Warrington Borough Council Warrington Borough Council Warrington Borough Council Warrington Borough Council Warrington Borough Council Warrington Borough Council Warrington Disability Partnership Langtree Warrington Borough Council Arup LiveWire C&W LEP Warrington Borough Council Torus	Apologies Martin Wood MHCLG Joel Tagg MHCLG Ben Wakerley WOB Andy Hulme – C&W LEP Steve Coffey - Torus Laurence Pullan WBC
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Item	Subject	Action
1.0	Welcome and Apologies	
1.1	The Chair welcomed all the meeting and noted all apologies received	
2.0	Minutes of Meeting held on 4 December 2020	
2.1	The minutes were agreed as an accurate record. There were no matters arising.	
3.0	<u>Town Deal Board Progress Report</u>	
3.1	Simon Kenton presented the Programme Director’s Update to the Board. The report was taken as read. Thanks to Steve Park (SP) & Alison Roberts (AR) for assisting in the compilation.	



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3.2	<p>Town Investment Plan Heads of Terms</p> <p>The Heads of Terms were signed by the Chair of the Town Deal Board and the Chief Executive of the Council and submitted to Government on 18 November 2020.</p> <p>The Heads of Terms sets out that the funding of the individual projects will be subject to the successful completion of Phase 2 of the Town Fund process, submission of the detailed business cases by 17 November 2021, demonstrating the feasibility, viability and value for money of each of the projects.</p> <p>The Council has confirmed in writing to the Government which projects are being taken forward and which are to be fast-tracked, on 15 January 2021, in accordance with the Heads of Terms.</p> <p>The projects confirmed as being fast tracked were:</p> <ul style="list-style-type: none">• Health and Social Care Academy• Digital Enterprise Hub• Bus Depot• Sustainable Travel Package	
3.3	<p>Accelerated Funding</p> <p>Accelerated Funding of £1m was received from the Cities and Local Growth Unit (CLG) which was directed towards the Bus Depot to be spent by March 31, 2021.</p> <p>The CLG have suggested that any unspent accelerated funding would be unlikely to be transferred to next financial year however could be used on one or more WTD projects if spent before the end of this financial year. The only other option would be for the accountable body to spend it on other economic growth capital commitments in 20/21 and then give it back to WTD the following year – that would require WBC S151 Officer signoff.</p>	
3.4	<p>RDEL Grant</p> <p>AR confirmed that a phone call had taken in advance of the meeting due to apologies from MW & JT. Towns were invited to apply for this funding and need to make a case for funding if there is a risk that they will not be able to complete the business case in line with the agreed timescale. The application must be returned by Wednesday 17 February if WBC wish to apply.</p> <ul style="list-style-type: none">• The CLG encourages all towns to apply but cautions that not all towns will be successful.• The rules are strict with RDEL, however CLG have recognised that the timescale of spend by end of this financial year is not practical – the award will probably be mid-March 2021• The Bid is to cover costs between now to submission of business case BUT the spend must be committed before the end of March 2021– i.e. procurement must start now so committed/in contract for spend by end March 2021.• The bid must demonstrate need – why we cannot cover cost within existing capacity/match	



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<p>3.5</p>	<p>It was agreed that Simon Kenton (SK) will draft a brief note to the Board and Leads to explain the timeframes. There is a need to identify the resources in terms of securing consultancies or feasibility studies this financial year and secure this with the acknowledgement that perhaps they may not be place by the end of this financial year but we will be awarded the money mid-March with the acceptance that it may drift into July.</p> <p>Resources</p> <p>The Council is looking to reallocate some monies from the Pyramid Centre, Digital integration to the Digital Hub project, together with match funding for Wire to procure the services of a Project Manager to support the project through the business case process.</p> <ul style="list-style-type: none"> ▪ Pyramid Remastered are also looking for project management support with experience in Arts/ Cultural delivery. The Health and wellbeing Hub project has just recruited a Project Manager to lead their scheme. ▪ Warrington and Vale Royal College are looking to develop their business cases for the Health and Social Care Academy and Construction Training Centre in-house. ▪ The WTD team have been discussing the programme with Gleeds a legal advice firm, working with other Towns in various Town Deal cohorts. Gleeds have offered Governance and State Aid advice. ▪ Legal advice has been sought from Geldards in terms of State Aid (Trade Cooperation Agreement (TCA) Chapter 3 subsidies) relevance and compliance to the programme. There are six principles that must be adhered to and referenced within the business cases to prove compliance as noted in the Progress Report. The Chair raised whether this is for project leads to satisfy themselves that they could put cases forward on the 6 criteria, SK confirmed this was correct and if Project Leads could look at these points and acknowledge and satisfy listed themselves that the project meets the criteria listed at 4.6 in the report. ▪ The development of the detailed business cases for each of the project set out in the TIP are likely to require further resources and it is expected that partners involved in the delivery of the projects will be able to make a contribution in meeting these resourcing needs. ▪ At this stage the Programme Director is clarifying with CLG the detail required in the Green Book business cases to determine the likely costs. A bid is being made to Growth CIPG for costs to support the programme through the next stage. MHCLG have offered some support as above however this appears to cover 2020/21 financial period only. 	<p>SK</p> <p>Project Leads</p>
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3.6	<p>Progress</p> <p>There are seven projects in total that have been identified as noted in Item 5 in the report. SK and AR have been engaging with project leads, the representatives from MHCLG with their aims and engagement. The Ministry are looking for discrete plans for engagements for each of the projects. AR will look at the whole engagement programme but each of the projects will have to demonstrate explicitly how they have engaged with citizens and other stakeholders in relation to their projects.</p> <p>SK thanked all project leads who have helped to submit and also wanted to see how the special conditions, identified in the Heads of Terms were being addressed e CLG are looking for discrete demonstration on how they have engaged with stakeholders. In addition the MHCLG requested a summary table and update on engagement, focusing on progress to ensure projects matched local initiatives and strategies and had local support of the residents as well as the engagement plan moving forward. The table contained in the report at 5.3 provides information to the Board on revised outputs and incomes from each project submitted to MHCLG.</p>	
3.7	<p>Next Steps</p> <p>We have been approached by interested parties willing to support and advise the projects, and are looking into further funding opportunities, including interest from the University of Chester.</p>	
3.7.1	<p>The project teams have also been resourcing their projects, the NHS have appointed a Project manager for the Health and Wellbeing Hub and Wire Regen are recruiting for a similar role.</p>	
3.7.2	<p>Ongoing work is underway to ascertain further specificity for each project, maximising synergy between projects (i.e. single use of citizen engagement for communication resources); clarifying with MHLG expectations for business cases and availability of funding to support production of business cases. Project leads are not hermetically sealed as the spirit of the new town deal in Warrington is that it is a whole programme. Projects leads are also working together. The seven projects are considered as a programme of work which complement each other.</p>	
3.7.3	<p>SK/AR have engaged with the Voluntary sector around developing a forum and will be holding an event meeting in the near future coinciding with one of the programme management meetings to engage with Citizens and the Chamber of Commerce to demonstrate engagement across the programme.</p>	
3.7.4	<p>AR attended a meeting with our Town Deal co-ordinate, Kim Cooper and the specialist delivery partner in terms of the business case. Prior to this meeting a template was created by AR with green book guidelines which was positively received and this is currently being worked on by the delivery partner and is due to be completed in near future. The feedback has been very positive and does address and cover the five case business cases. AR to combine the comments into a generic template and will issue early next week to give a steer on moving forwards. Various documentation that has been downloaded on the Town Deal site. NN asked whether the generic template would be</p>	



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	available. AR confirmed it will be in the form of a template, although not the official one. This will cover each section and is a guidance template on what needs to be included.	
3.7.5	To conclude, SK asked the Board to recommend the following:	
3.6	RECOMENDATIONS The Town Deal Board are recommended to:	
	1. Note the RDEL grant	Noted
	2. Note the principles relating to State Aid/ TCA compliance listed at 4.6 in the pack and seek to support business case development in line with the recommendations.	Noted
	3. Note the next milestone as being the development and assurance of business cases for submission to MHCLG, latest 18 th November 2021. Leads will be assisted in completing this via the template being produced by AR.	Noted
3.6.1	Stephen Fitzsimons (SF) raised business engagement and that as part of the recent COVID grants being issued by WBC we have permission to contact additional companies and the Business Exchange and the Chamber mailing list, If there is a need to engage with businesses in future then he can assist in this. SK confirmed they are working with 'No Brainer' around communications so will draft something to take forward.	
3.6.2	Dave Thomson (DT) raised the wide breath of projects being looked at whether we could consider best practice around an inclusion assessment/statement and lessons can be learnt from LiveWire Great Sankey Neighbourhood Hood looking at not only disability access for also dementia friendly facilities and they have received great praise around the country for best practice. If we could agree that for each project would show good engagement. SK/DT to meet to discuss off-line	SK/DT
3.6.3	The Chair thanked SK & AR. All Board Members accepted the recommendations as noted in 3.6.	Agreed
4.0	<u>Project Leads Updates</u>	
4.1	Health & Social Care Academy Nichola Newton (NN) presented the update to the Board. The College has appointed a Project Manager to work closely with AR/SK and thanked them for their support for the various queries the College have put to them. The college is waiting on the template to complete and once received will work the business case up with earnest. This project is being fast tracked and hoping to the get the detailed business case ready for 1 April. The College have started to pull together a risk register which will go the Project Board meeting. NN & LG are working very closely together on their projects which overlap and have met this week to put together a range of stakeholders and plan to meet with them on 23/24 February to have an overarching view of both projects. In terms of looking at best practice and inclusive assessment statement then NN will work with DT as one their	NN/DT



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<p>4.2</p>	<p>stakeholders. NN has been engaging with another College and Stockport LA who have something similar and will engage with them to assess best practice. The project is going well and making positive progress.</p> <p>Health & Wellbeing Hub Lucy Gardner (LG) presented the update to the Board. The plans to bring the two projects together will be discussed on the 23.2.21. Specifically to the H&W Hub they have submitted slightly revised plans overall. A Project Manager has been appointed initially for a 6 month period to start on the 22.2.21. Also secured a small amount of funding has been secured from Health Education England and they are supporting on best practice and outcomes that need to be delivered in the TIP. The Stakeholders are being invited to the meeting on the 23/24.2.21. Looking forward to progressing the business case. LG confirmed there has been a bid made to One Public Estate which crosses boundaries over Warrington & Halton and supports the work of this Hub and they could assist in where the Hub could be located. An initial meeting has been agreed to start this piece of work with both LA & CCG authorities as to what is currently available or may become available and what else would need to go into the Hub.</p>	
<p>4.3</p>	<p>Advanced Construction Training Hub Nichola Newton presented the update to the Board. It is anticipated the detailed business case will be worked up by September along with another number of projects and a risk register has been drawn up and will develop as we progress. Initial meeting with the team shortly in regard to stakeholders and engagement for them. Thanks to SF for the contact details provided for Construction firms and their feedback is needed to shape what is being done. Good progress is being made. The Chair (MC) agreed to provide a contact for Morgan Sindall as an additional construction contact. SF confirmed the Warrington & Co. Annual Property Review will be taking place on the 23 April and suggested an update be provided within the virtual presentation. NN & SF to liaise.</p>	<p>MC</p> <p>NN/SF</p>
<p>4.4</p>	<p>Bus Depot John Laverick (JL) presented the update to the Board. The Bus Depot project was already running and is in a more advance stage. The design is complete and tender documents are being pulled together are ready to go out for a traditional contract. EOI have been put out to the market and have received 8 replies from Contractors with 7 passing the financial checks and anticipating a reasonable tender response, some contractors being local North West businesses. A Business Case is complete and is currently running around A BCR of 2 which is good. This is currently under review and the company carrying out an external business case should be complete in 2 weeks to secure the majority of the funding. WBC Cabinet signed off the Project this week and have authority to spend subject to funding and that includes the TCA guidance. In terms of the Bus Company there is a sign off document for their Board to complete as to what will be built. The six week tender period is due to go out in April to be complete by May and on site in June 2022. A minor outstanding land issue to be resolved. JL made the two points on Inclusion. The GSNH & B&D Hub Architect has completed a case study on best practice for dementia inclusion design which is receiving a lot of interest nationwide so once complete JL will share this with the group to see how they went about it and to assist within the other projects. Contractors for the Advanced Construction Hub will be contracting for the Bus Depot.</p>	<p>JL</p>



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4.4.1	DT confirmed this was great news and if JL is happy to, could he share the plans for him to comment on. JL will do this in a parallel course with WOB just so both sets of comments are back and signed off.	JL/DT
4.5	<p>Sustainable Travel Programme</p> <p>Steve Hunter (SH) presented the update to the Board. Good progress being made and a Project Manager has been identified within the Transport for Warrington Service to deliver the project. The team have considerable experience over the last 5 years in delivering local growth fund schemes for central government. We are confident we can meet a fast tracked timetable in terms of preparing a business case for the Project and will be drawing on services from within the wider Environment & Transport Directorate. In terms of the specifics they are working up the details on the scheme and will provide more information at the next Board meeting. The whole package has got strong links within the Central 6 Masterplan but also in particular the colleagues in Growth Directorate are shortly commencing a Town Centre Supplementary Planning document consultation and a key part of this would be the First and last mile study which will have good examples as to how the town centre will look in terms of the sustainable travel package, particularly in re-designing key internal streets to make them safe to use and less car orientated and is aimed at taking traffic out of the town centre. Consolidation of the Green Ring of Parks and Open Spaces around Warrington to ensure it is complete. The Community cycle hub within the town centre is to secure cycle storage and finally Bus Priority measures across the town to support the bus services. In summary we are well placed to bring forward the business case on a fast tracked basis. LG questioned whether the cycle hub in the town centre would have shower facilities. SH confirmed this would be part of the improvement.</p>	
4.6	<p>Pyramid Remastered</p> <p>Eleanor Blackburn (EB) presented the update to the Board. A lot of work in terms of the programme development and sustainability of the Hub, i.e. the activities taking place and various creative practitioners we would want to engage. A lot of work being carried out on stakeholder mapping and engagement. A real focus on developing an engagement plant. The Hub is a home for creatives and this is part of the vision so it is important that we engage them in development of the project. One of tasks at the moment is to secure funding to assist in doing that. A team is being led by Culture Warrington is being pulled together. The work ongoing around the Hub will form the foundations of the sustainability plan and business case development. COVID has had a significant impact on the Cultural sector so what the longer terms for the cultural sector is uncertain at the moment, but what is positive is the breadth of different creative partners coming on board which is positive and a major step forward. The spend focus is Capital spend in the main part to refurbish and remodel the physical spaces in the Pyramid to enable the programme activities. It is a heritage building so will require some planning and specialist input from engineers, architects, etc., There is some difficulties with Project Management on that side and does require specialisms and funding so this is current paused, so pleased that some revenue funding will be made available to progress this swiftly. AR/EB to have a conversation as soon as possible around committed spend funding. Overall positive progress is being made and keen to make progress on the capital build side. LG confirmed they will likely be in a similar position regarding</p>	AR/EB



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<p>4.7</p> <p>Digital Enterprise Hub</p> <p>4.7.1</p> <p>4.8</p>	<p>Architects, expert input etc., from a Health & Wellbeing Hub perspective, so may be an opportunity to align to get economies of scale. EB/LG to meet to discuss.</p> <p>Simon Foden (SF) presented the update to the Board. Simon introduced himself to the Board as a new member of Board on behalf of Wire Regeneration. The Hub is proposed for St James’ Business Centre as an ongoing project with ERDF funding in place. Work is progressing and they are now close to securing the funding at the end of February. The programme is driven by the fact that this is one of the fast tracked projects and there is a need to understand the requirements of the business case so it can be progressed. A lot of work in the last period is ongoing to finalise the specification of the Digital Hub with the input of Cllr Jennings as well as Steve Park (SP) amongst others.</p> <p>SP gave a further an update, as since the TIP was submitted there was a change of in terms of location and has been keen there is clarity on ownership, location and premises. Due to the switch to consider St James’ SP has needed to step in and provide some assistance just to put some energy into the definition side of what is meant by the Enterprise Zone, so Langtree have come up with a first draft of that and this has been run by Cllr Jennings. The final draft will developed further next week and hopefully to then sit down with the University of Chester to put the proposition to them to give them the opportunity to feed into what they believe the Digital Enterprise Hub can mean for them. Once this is influence is bedded in to the definition it will be widened still further to a cohort of stakeholders to get their view, particularly those in the digital sector. This will be a facility that will be ultimately accessible worldwide. Once this definition is available it will give a platform to start to build a cost plan to be fed into the business plan. We do expect this to be an accelerated project and hope to have a business case suitable for submission to government.</p> <p>Overview</p> <p>The Chair asked if there was any overview of what has been reported on at this meeting. SP confirmed it is hoped that the Board are pleased with what we are seeing and hearing with the progress and that we have approached the projects within tight timeframes, including the necessity to deal with projects during the pandemic, but in the context of where we are and where we have come from and the fact that we are breaking new ground with the government and looking for guidance that doesn’t exist, we are currently doing remarkably well. It was agreed that at the next meeting a programme plan will be presented, each of the projects having common milestones to get a sense of where each project will be over the course of the next 9 months. The Chair agreed for this item to be included.</p>	<p>EB/LG</p> <p>SK/AR</p>
<p>5.0</p> <p>5.1</p>	<p><u>Any other business</u></p> <p>DT confirmed he is really pleased that we have two fast tracked projects in the Bus Depot and Digital Enterprise Hub projects and is very keen to ensure that the Inclusion statement and assessments are included in the projects to ensure they are accessible and to get it right at the outset for everybody.</p>	



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5.2	The Chair thanked everyone for progressing their respective projects with the pace and the passion they have in making really good progress since we last met. Thanks also to AK/AR for the co-ordination of this. Bearing in mind the 18 November deadline the Chair asked for any thoughts around when we should meet next.	
6.0	<u>Date of next meeting</u>	
6.1	It was agreed that the Town Deal Board should meet within the next 4 weeks to ensure the projects are monitored regularly. KG to look for a suitable date and issue an invite to all the Board.	KG