



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

**Minutes of Meeting held on 2 July 2021**  
**MICROSOFT TEAMS MEETING**

<b>Attendees:</b>	<b>Company</b>	<b>Apologies</b>
Matt Crompton – Chair	Muse Developments	Steve Park
Steven Broomhead – Vice Chair	Warrington Borough Council	Laurence Pullan
Cllr Russ Bowden	Warrington Borough Council	Nichola Newton
Andy Carter MP	South Warrington	Simon Foden
Martin Wood	MCHLG	Charlotte Nicols MP
Tracy Jones	Warrington & Vale Royal College	
Nigel Schofield	Warrington Chamber of Commerce	
Lucy Gardner	NHS	
Stephen Fitzsimons	Warrington Chamber of Commerce	
Simon Kenton	Warrington Borough Council	
Alison Roberts	Warrington Borough Council	
Steven Hunter	Warrington Borough Council	
Dave Thompson	Warrington Disability Partnership	
Ben Wakerley	Warrington Own Buses	
Steve Coffey	Torus	
Eleanor Blackburn	Warrington Borough Council	
Emma Hutchinson	LiveWire & Culture Warrington	
Chris Bowen	Torus	
Malcolm Jackson	Langtree	
John Laverick	Warrington Borough Council	
John Adlen	Cheshire & Warrington LEP	
Damian Richards-Clarke	Warrington Borough Council	

  

Item	Subject	Action
1.0	<b>Welcome and Apologies</b>	
1.1	The Chair welcomed all the meeting and noted all apologies received.	
2.0	<b>Minutes of Meeting held on 14 May 2021</b>	
2.1	<u>Matters arising</u>	
2.2	<u>3.1 – Programme Director’s report:</u> A pre-meet has taken place with the Chair and Programme Manager at which outstanding actions were outlined. Those not actioned as yet will be followed up by Alison Roberts (AR) in advance of the next meeting.	AR
2.3	<u>5.7. – Communications:</u> Dave Thompson raised the need to ensure there was no confusion in regard to digital inclusion for disabled and older people.	Noted
2.4	The minutes were agreed as a correct record.	Agreed



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3.0	<b><u>Programme Office Update</u></b>	
3.1	<b>Programme Director's Report</b> There has been excellent progress across all projects since the last meeting. The report covers the overall progress of the Warrington Town Deal Programme since the last Board meeting on the 14 May 2021. Two business cases (Bus Depot & Health & Social Care Academy) were submitted to the MCHLG for approval on 23.6.21 following consideration by Warrington Borough Council's Cabinet.	
3.2	An updated overview of all projects was provided and will be followed by individual updates from each project lead. At the recent Programme Board it was agreed that each of the externally led projects would contribute to 50% of the Town Deal Programme Team (Director & Manager) until 31 March 2022.	
3.3	Progression is being made with Geldards the development of grant funding agreement. One is to cover the feasibility funding and another to cover the main funding from the Town Deal. Significant stakeholder engagement has taken place.	
3.4	The report was welcomed and noted.	Noted
3.4.1	The Chair raised the feasibility budget and whether we can accommodate all the feasibility work within the budget. SK confirmed we have enough funding for contingencies. There may also be another potential round of RDEL.	
3.4.2	AR raised the recent conversation with MHCLG in regard to WBC forward funding monies to support business case development ( beyond the £200k already funded by the Council) and asked whether this would be considered an allowable expenditure with our S151 Officer using his freedoms / flexibilities to reimburse the Council with the Town Deal monies once allocated following project confirmation. MW confirmed it is not black and white or considered easy to explain, but confirmed MHCLG do keep raising that individual towns would benefit from either advanced payments or additional revenue support to help with business case development. MW confirmed that the use of Town Deal monies are not reliant on a set of detailed rules; it requires the Accountable Body and the Board to make their own judgements as to what is the right course of action, in accordance with their own (Council & Board) assurance and scrutiny procedures, and their appetite for risks arising. In summary there isn't any additional funding but the Programme Director and Manager will need to liaise with S151 Officer to see if there is scope to fund this elsewhere at risk. The Council would be held accountable for any spend and outcomes and outputs that have been agreed to be delivered through the monitoring and evaluation frameworks.	
3.4.3	AR confirmed we are on programme with the details contained in the pack. The programme will be slightly updated and re-issued with the minutes pack in due course. The Health & Social Care Academy construction programme is slightly slipping as the intention was for the work to commence during school holidays but due to the Grant funding not being available this cannot take place as yet. There is a likely delay up until the end of October 2021.	AR



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4.0	<b><u>Project Lead Updates</u></b>	
4.1	<u>Health &amp; Social Care Academy (HSCA)</u> Tracy Jones (TJ) presented the project update to the Board on behalf of NN. Currently awaiting the Grant Fund Agreement (GFA) from WBC anticipated w/c 28.6.21. There is still lots of preparation work and activity is taking place with the in-house team. The feasibility contract has come through and this is being worked on with legal teams. Working extensively with stakeholders and creating a new focus group. St Rocco's Hospice are also keen to be involved. The procurement is being planned and is underway. WDP have offered to provide guidance to ensure we are compliant for the specialist equipment. Branding and colour schemes/signage are now being considered. Martin Clarke represents the Care Sector on the Steering Group and has suggested employing a Project Manager across the borough to assist in delivery of training.	
4.1.1	MC raised the fact that orders ideally need to be placed by June 2021. TJ confirmed the chairs required will be ordered regardless and have taken the risk to pre-order. Confirmation of the business case will be required before ordering further goods. Confident all on track and there are no issues and await the GFA imminently.	
4.2	<u>Advanced Construction &amp; Civil Engineering Centre (ACCE)</u> TJ presented the project update to the Board. There has been a slight name change to Advanced Construction and Civil Engineering Centre. WBC communications team have been advised of the change for the website. Stakeholder meetings ongoing. Land discussions are taking place with the TCAT and they have agreed to the transfer of the lease. DfE approval is also required. Mickledore have been commissioned to complete the economic case. The Principal is presenting the strategic case to WVT Board of Corporation on 7.7.21. Looking now to work up visuals on both projects which are to be presented to the next programme board to bring the project to life. Hoping to submit the Business Case on 30 August ahead of the 12 months, following signing of the HOT's and WBC Cabinet approval.	
4.3	<u>Sustainable Travel Package</u> Steve Hunter (SH) presented the project update to the Board. The Business Case is still progressing well with an expected October WBC Cabinet sign off. An update on the five different elements contained in the progress report were given. Positive discussions and progress are taking place and are working with Eleanor Blackburn in regard to the green ring of walking and cycling improvements and sports and recreation. The Cycle Hub is being considered for the Golden Square (GSQ) and discussions are ongoing with them. Good feedback is being received from the consultation and also stakeholders.	
4.3.1	MC raised the operation of the Cycle Hub in Golden Square. SH confirmed the details are yet to be worked out and the Hub will not be within the actual centre, more likely on the fringe of it which would make it directly accessible.	
4.3.2	DT raised the Bright House/M&S site on the edge of the GSQ which would be a good example of siting the cycle hub. This could be doubled up with the shop mobility service already provided.	



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4.3.3	<p>MC raised Time Square where there are around 15 cycle racks on the ground floor with a mechanics bench available and the kit is available. SH confirmed this is what is being considered.</p>	
4.4	<p><u>Health &amp; Wellbeing Hub</u></p> <p>Lucy Gardner (LG) presented the project update to the Board. The level of engagement has been fantastic and how important it is to integrate services for the benefit of the public as appropriate. Currently working up three areas in terms of provision within the Hub.</p> <ul style="list-style-type: none"><li>• Ageing well - Frailty model in close conjunction with the Warrington Frailty Programme Board needing to access Hospital Services</li><li>• Families and Children’s model in close conjunction with Warrington Children’s centres. Good progress being made working with Children’s Centres and feedback received.</li><li>• GP extended access and minor injuries/illness.</li></ul> <p>Detailed work is being developed within all of these areas with service specifications being developed from a number of areas.</p> <p><b>Locations:</b> 3 have been shortlisted as Contact centre, The gateway and the Perfect Home building. The design team are on board and have been assessing each of these locations in detail and will provide high level designs to be worked up. Thanks to WBC Communications for the positive feedback from the engagement exercise supporting the project. There is also some detailed comments received which is very useful. At the next Town Deal Board meeting the Service Model and location will be shared.</p>	LG
4.5	<p><u>Bus Depot</u></p> <p>John Laverick (JL) presented the project update to the Board. The report is taken as read. There are three verbal updates to provide.</p> <ul style="list-style-type: none"><li>• The WOB agreement for the lease and the funding mechanism for legal and financial due diligence has been completed and a Cabinet report will go forward in July to agree the approach.</li><li>• Tender return date. A request received from one of the Contractors for an extension which has been agreed and will go to the 9.7.21. Four tender returns are expected.</li><li>• Electric Bus Bid. SH provided the update. Very positive news to report. Zero Emission Buses Regional Areas (ZEBRA) bid has been initially secured following an EOI and WBC are now through to Phase 2. A full Business Case development will need to be submitted. WBC are 1 of 6 authorities who have been shortlisted. If successful it would fund the replacement of the whole bus fleet and provide the necessary charging infrastructure within the new Depot. Extremely high priority work in liaison with WOB and key partners prior to submission on 20.8.21 with a decision made mid to late September. JL confirms this fits in with the timetable for award contract of the project. This is excellent news.</li></ul>	Noted & Welcomed



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4.6	<p><u>Pyramid Remastered</u></p> <p>Eleanor Blackburn (EB) presented the project update to the Board. Very good progress on the projects. Charcoal Blue have completed the final Design Brief and are moving on to feasibility tender pack development. This is fundamental moving to the feasibility stage. A session has been held with WBC's property team to ensure the ITT pack is completed in line with WBC standards. Further engagement is required with procurement. An open tender will go onto the Council's CHEST as best approach to secure level of expertise needed. Stakeholder engagement is ongoing but now needs to be taken to the next level to think about the wider group of Stakeholders. There is an opportunity to bid for additional funding is available from the Arts Council. An application will be prepared but unsure of eligibility at this stage, but it is worth pursuing to push the Pyramid as an ongoing project. Emma Hutchinson confirmed Culture Warrington have been out to tender for a consultant to undertake the scrutiny and expertise for the Business Case. Returns on the tender are expected today and a panel will be convened next week to appoint the preferred Consultant. Some stakeholder engagement is required as next stage. Six sessions have been identified and Invitations will go out next week. EB confirmed the biggest key risk is around the Business Case development and feasibility phase will be running concurrently and is a concern due to the overall Capital Project may go beyond circa £5M allocated so the project will need to be phased. It is important the business case realistically reflects the scope of refurbishment achievable. It is unlikely full feasibility and associated value engineering will be complete by the Business Case submission, so a judgement call on delivery outcomes will need to be made.</p>	
4.7	<p><u>Digital Hub</u></p> <p>Malcolm Jackson, Chief Operating Officer for Langtree attended to represent Simon Foden. MJ presented the project update to the Board. There are some updates to raise. Draft subsidy control document has been submitted to WBC. Continue to work with the UoC and potentially relocating the Hydra Facility (computerised audio/visual training system) to the Digital Hub and is being pursued with UoC. Still in correspondence with MHCLG and hoping to report back within the next two weeks. Mickledore have been appointed to assist in the Business Case and working through final elements to reflect the SME requirements. Good progress is being made with some work to do going forward.</p>	
4.7.1	<p>Bill Carr raised the ERDF funding element noted in the last minutes and if this is a new round of funding. MJ confirmed this is not new round and has been ongoing for some time with the ERDF. Dialogue is continuing and hoping to report back at the next Town Deal Board meeting.</p>	MJ/SF
4.7.2	<p>LG raised what are the plans in terms of the provision in the Digital Hub. MJ confirmed they have prepared an aspirational document in conjunction with W&amp;CO to look on the gaming side facility which would link with some existing businesses and mentoring services and also start-ups as part of that.</p>	
4.7.3	<p>AR raised a point in the last minutes in which NN confirmed they were looking to putting a bid in a for a share of the £65M pot of funding bid to increase the provision of the</p>	



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	Digital Hub. MJ confirmed a meeting had taken place as requested and it is clear that there will be no doubling up and will be complimentary in terms of both facilities.	
5.0	<u>Communications Update</u>	
5.1	Damian Richards-Clarke presented the communications update to the Board. The key messages are sought to be visionary and will benefit communities in years to come. The website is now live with signposting to latest news and development. Media engagement with press release and build on liaison with the Media. Good response to the survey to date and are very positive and gives good insight to help support that all projects are carrying out. Next steps will be to develop digital asset and social media campaign. Will continue with further media releases and liaise with project leads around milestones to keep the momentum. Face to face engagement is pending depending on COVID and post 19 July. A lot of careful thought will be required as to what we can or cannot do on the 19 <sup>th</sup> July, but this will be reviewed after this date.	
5.2	DT confirmed that from a social media point of view, WDP have a massive amount of followers and it would be beneficial to extend the reach to extended parties to ensure maximum reach to ensure all social media partners will be brought on board.	DRC/LP
6.0	<u>Any other business</u>	
6.1	DT asked the question of EH in regard to the Pyramid and whether it would just be the Pyramid considered for the improvements or is the Parr Hall also being looked at. EB confirmed it would be just Pyramid for this project and but obviously in terms of project and outcome delivery there is connectivity across other areas such as the Youth Zone. DT confirmed that in some point in the future there is an opportunity for the first floor of the Parr Hall to be considered for accessibility.	
6.2	AR shared an update on the monitoring and evaluation indicators on screen. This is being shared with Project Leads on a regular basis.	
7.0	<u>Date of next meeting</u>	
7.1	To be agreed for August 2021 in around 4-6 weeks' time.	KG