



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

**Minutes of Meeting held on 14 May 2021 - 2.00 p.m.**  
**MICROSOFT TEAMS MEETING**

<p><b>Attendees:</b>          Matt Crompton – Chair          Steven Broomhead – Vice Chair          Steve Park          Cllr Russ Bowden          Andy Carter MP          Charlotte Nicols MP          Nichola Newton          Nigel Schofield          Lucy Gardner          Stephen Fitzsimons          Simon Kenton          Alison Roberts          Steven Hunter          Dave Thompson          Ben Wakerley          Steve Coffey          Eleanor Blackburn          Emma Hutchinson          Simon Foden          Chris Bowen          Laurence Pullen          Simon Foden          John Laverick          John Adlen          Steve Bennett          Martin Wood</p>	<p><b>Company</b>          Muse Developments          Warrington Borough Council          Warrington Borough Council          Warrington Borough Council          South Warrington          North Warrington          Warrington &amp; Vale Royal College          Warrington Chamber of Commerce          NHS          Warrington Chamber of Commerce          Warrington Borough Council          Warrington Borough Council          Warrington Borough Council          Warrington Disability Partnership          Warrington Own Buses          Torus          Warrington Borough Council          LiveWire &amp; Culture Warrington          Langtree          Torus          Warrington Borough Council          Langtree          Warrington Borough Council          Cheshire &amp; Warrington LEP          Representing LG – NHS          MHCLG</p>	<p><b>Apologies</b>          Ian Cox – Golden Square          Bill Carr – Carpe Diem          Lucy Gardner – NHS          Emma Hutchinson - LiveWire</p>
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Item	Subject	Action
1.0	<b>Welcome and Apologies</b>	
1.1	The Chair welcomed all the meeting and noted all apologies received. The papers received for the Project updates are very well received and informative in advance of the meeting.	
2.0	<b>Minutes of Meeting held on 9 April 2021</b>	
2.1	<u>Matters arising</u>	
2.1.1	5.7.1: Business Case – Simon Foden to liaise directly with Bill Carr to check over the Business Case as agreed at the last meeting.	SF/BC
2.1.2	The minutes were agreed as a correct record.	



# WARRINGTON

Borough Council

3.0	<b>Programme Office Update</b>	
3.1	<b>Director's Report</b> Steve Park (SP) presented the Programme Director's update. The report covers the overall progress of the Warrington Town Deal Programme since the last Board meeting held in April. It was agreed that at the next Town Deal Board meeting the Programme Manager will set out the proposed monitoring and evaluation arrangements and documentation following a number of clarifications with the MHCLG.	SK
3.2	Work is underway to allocate £200,000 of capital funding that the Council has made available to the Town Deal Projects to enable business case development. The total funding requirement across all seven projects for business case development will exceed the £200,000 available and therefore cash or in-kind contributions are expected from each of the partner organisations. This will be managed on a project by project basis and is not at this stage presenting any cause for concern.	
3.3	It is expected that once the business case development exercise reaches a conclusion across each of the projects, then work on the communications delivery will commence. Further information in relation to the communications plan is set out in the papers for the Town Deal Board meeting. Warrington continues to benefit from national support and has conducted dialogue with other Cohort 1 towns, in particular Darlington.	
3.4	Alison Roberts (AR) presented the summary of all projects and the current status to date. Monitoring and evaluations are taking place with MHCLG. The baseline of various targets are being recorded and shared with MHCLG to report back in December 2021. AR presented the Gant Charts for the Board's information which provides a high level summary of information being produced.	
4.0	<u>Project Lead Updates</u>	
4.1	<b>Sustainable Travel Programme</b> Steve Hunter (SH) presented the update report to the Board and highlighted the key events to date. There are no key issues at present. Good progress is being made. A consultation strategy is to be produced for approval by MHCLG and following confirmation of consultation requirements, the business case can be finalised. A Consultant is to be appointed for Business Case support. A meeting will be scheduled in late May with all Town Deal package leads to present the sustainable package schemes to identify linkages to maximise the benefits of the funding. Very appreciative of the support received from Dave Thompson in relation to the Cycle Hub and good progress being made.	
4.1.1	The report was welcomed and noted	
4.2	<b>Health &amp; Social Care Academy (HSCA)</b> Nichola Newton (NN) presented the update report to the Board. The Business Case and summary document was submitted on 01.4.21 with some minor amendments to strengthen governance arrangements in relation to the Town Deal Board oversight. The	



# WARRINGTON

Borough Council

	<p>key issue of concern is the receipt of the grant fund and when this will be issued. AR confirmed that it is understood there is a 6 week assessment period from when the summary document is submitted, the report is due to go to Cabinet on 21.7.21 and the finalised version if agreed, would be 1 June following Cabinet approval, to MHCLG which will take the indicative timescale could be early September. Martin Wood (MW) confirmed a programme is being operated across all towns and managing the workflow of projects. Working with Warrington to clearly flag that the H&amp;SCA will be turned around as quickly as is possible and pressures have been flagged. The windows being operated in are as AR has provided. Even if verbal confirmation is given that the papers submitted have met expectations, there will not likely be any early movement in terms of earlier payments as they have been built in due to treasury authorisation and September is looking the earliest. MW will flag again.</p>	MW
4.2.1	<p>SP raised whether any other summary documents have been submitted from other TD deals in Cohort 1 and their position. MW confirmed others were received in advance of this financial year as they were agreed as Accelerated Projects and were processed as special circumstances.</p>	
4.2.2	<p>NN raised a point of clarity as to whether the funding would be awarded to the Local Authority in September. MW confirmed that Warrington have a TIP allocation issued and aim to turn around within 6 weeks after which a view will be given as to whether that project will do what it is expected to do. It is down to confidence of the Council and 151 Officer as to how they enter into the final grant offer letter. A verbal assessment will be provided by MHCLG within 6 weeks. SP confirmed that once the Council are confident the funding will be received from MHCLG then they would then be in a position to forward fund in lieu of funds being received from Government but needs assurance that this will happen. NN will ensure that all actions they need to complete will be carried out. AR intends to issue the summary document following this meeting. NN confirmed a productive meeting has taken place with WBC Communications.</p>	AR
4.2.3	<p>The report was welcomed and noted.</p>	
4.3	<p><b>Health &amp; Wellbeing Hub</b> Steve Bennett (SBt) representing Lucy Gardner presented the update report to the Board. Meetings of the Stakeholder and oversight groups have taken place and have been very positive. Work on the development of the integrated services continues with engagement of a wide range of stakeholders. Initial site visits for the proposed venue are being considered and a short list has been agreed based on alignment with agreed critical success factors. Procurement of a design team is currently being worked on.</p>	
4.3.1	<p>The Chair asked whether any assistance is required in assembling the Design Team. SBt confirmed the NHS internal procurement should turned this around within two weeks, but if not SBt will request assistance from the Group. Dave Thompson confirmed the recent meeting of 24 Partners was a very positive meeting and raised that the Frailty aspect is a new part of COVID that has affected people living with long term conditions and is not limited to older people.</p>	
4.3.2	<p>The report was welcomed and noted.</p>	



# WARRINGTON

## Borough Council

4.4	<p><b>Advanced Construction Training Hub</b></p> <p>NN presented the update report to the Board. Stakeholder engagement meetings are ongoing and also meetings within the sub-groups. Mickledore has been commission to prepare the economic case development of the Business Case. The submission to WBC has been agreed as 13.8.21 and this will be presented to the Stakeholder meeting for ratification. Outputs will be reviewed and amended to ensure they are SMART following the strategic outline case submitted in the TIP.</p>	
4.4.1	The report was welcomed and noted.	
4.5	<p><b>Bus Depot</b></p> <p>John Laverick (JL) presented the update report to the Board. The design consultation with Warrington Own Buses has been signed off and they have been briefed on and approved in principle, the provision within the works being tendered for infrastructure to minimise disruption for any future potential EV charging installation as this is currently outside of the scope of works being tendered. Preparation of Tender documentation completed and issued on 30.4.21. One access point included in an addendum and some minor points being considered. Need to liaise with WOB and WBC in terms of securing the form of agreement on how the Depot is occupied by WOB around the lease terms. A briefing note has been provided for their consideration. Looking to take to Council 12 July Cabinet for approval and contractor to commence works in September period.</p>	
4.5.1	The tenders should be back in Mid-July and confirmed questions from those tendering will be invited in the interim. Expression of Interest was very strong.	
4.5.2	The report was welcomed and noted.	
4.6	<p><b>Pyramid Remastered</b></p> <p>Eleanor Blackburn (EB) presented the update report to the Board. Consultants Charcoal Blue have started work and have hit the ground running and positive progress is taking place. Two sessions have taken place and a key stakeholder’s workshop has taken place. Good progress being made and the project plan development and key timeline and sequencing works should be reported back. Challenge is starting to happen from the consultants which was expected and is looking positive. A review of the project progress is underway with an initial document assessment having now been completed.</p>	
4.7	<p><b>Digital Enterprise Hub</b></p> <p>Simon Foden (SF) presented the update report to the Board. SF will be working with SK/AR to work through issues. Looking to visit the Padgate UoC Campus as part of the digital hub. Consultants Mickledore are looking at pulling together the Business Case with July as a target for submission. Unfortunately ERDF project was not approved so looking to bid again. KG has circulated the Vision Document to the Board for any comments, deadline is today. All comments back to KG by close of play today.</p>	All
4.7.1		NN/SF



# WARRINGTON

Borough Council

4.7.2	<p>NN alerted SF to the fact that the Government have released £65M in skills accelerated funding and WVR college is looking at creating Digital Enterprise aspects in that bid, so a meeting would be beneficial to assist and compliment this bid.</p> <p>The Report was welcomed and noted</p>	
5.0	<u>Communications Update</u>	
5.1	<p>Laurence Pullan (LP) presented the Communications Plan Briefing to the Board. The draft communications and engagement plan is a 'live' document that will be continually updated and owned by the council's communications team. Delivery of the communications and engagement plan will be largely through the council's communications team, working alongside work stream leads and communications officers in other Town Deal organisations and local media partners as appropriate.</p>	
5.2	<p>LP has met with all the 6 of the 7 work stream leads and had insightful discussions to pull together the Plan. The Plan sets out the broadest terms the approach and principles to take through this important phase of the work. Firstly supporting work stream leads within their detailed engagement work and also lead alongside that a broad public engagement campaign following the ' My Town' led on in early 2020.</p>	
5.3	<p>External consultations would be useful following the lock-down period. A simple brand toolkit is suggested with partner logos included alongside it. A brief Public Survey to be done as a sense check and it is critical we listen to feedback from residents to ensure we are on track with our proposals.</p>	
5.4	<p>LP requested that the Board approve the approach being taken within the Engagement Communications Plan. Work will commence as early as next week on the update of the website content and following this, the launch of the survey.</p>	
5.5	<p>The Chair thanked LP for the Communications update.</p>	
5.6	<p>Stephen Fitzsimons confirmed he is meeting with the Centre Manager of the Birchwood Shopping Centre and will raise this with him on how we can engage with them. LP to speak to SFz off line.</p>	LP/SFz
5.7	<p>Dave Thompson confirmed there is a Shop Disability store in Birchwood and would be happy to support any engagement.</p>	DT/LP
5.8	<p>AR added that some queries received from the Towns Fund delivery partners and they will provide communication support if needed</p>	
5.9	<p>The Board approved the general approach and principles of the communications and engagement plan and approved the draft identity toolkit to ensure a consistent local Town Funds brand.</p>	LP
5.0	<u>Any other business</u>	
5.1		



# WARRINGTON

## Borough Council

5.2	<p>SB raised the Council Elections that took place last week. The results confirmed 58 seats which were up for election in the borough. Labour gained 36 seats, Conservatives gained 11 seats, Lib Dems gained 8 seats and Independents gained 3. Cllr Russ Bowden remains the Leader of the Council and Cllr Cathy Mitchell is the Deputy Leader. Cllr Tom Jennings will be responsible for the Town Centre. There are three Cabinet positions to be appointed due to Councillors losing their seats. The Police and Crime Commissioner Elections also took place and John Dwyer replaces David Keane. There do not appear to be any implications at this stage.</p> <p>The Chair thanked all for attending the meeting.</p>	
7.0	<u>Date of next meeting</u>	
7.1	KG to schedule the next meeting to take place at the end of June 2021.	