



WARRINGTON
Borough Council
WARRINGTON TOWN DEAL BOARD

Minutes of Meeting held on 15 October 2021
MICROSOFT TEAMS MEETING

<p>Attendees: Matt Crompton – Chair Steven Broomhead – Vice Chair Cllr Russ Bowden Andy Carter MP Steve Park Martin Wood Tracy Jones Nigel Schofield Lucy Gardner Stephen Fitzsimons Anton Fields Alison Roberts Steven Hunter Dave Thompson Steve Coffey Chris Bowen Eleanor Blackburn Emma Hutchinson Simon Foden John Laverick John Adlen Damian Richards-Clarke</p>	<p>Company Muse Developments Warrington Borough Council Warrington Borough Council South Warrington Warrington Borough Council DLUHC Warrington & Vale Royal College Warrington Chamber of Commerce Warrington & Halton NHS Warrington Chamber of Commerce Warrington Borough Council Warrington Borough Council Warrington Borough Council Warrington Disability Partnership Torus Torus Warrington Borough Council LiveWire & Culture Warrington Langtree Warrington Borough Council Cheshire & Warrington LEP Warrington Borough Council</p>	<p>Apologies Ben Wakerley Laurence Pullan Ian Cox Charlotte Nichols MP Bill Carr Cllr Tom Jennings</p>
Item	Subject	Action
1.0	Welcome, Introduction and Apologies	
1.1	The Chair welcomed all to the meeting and noted all apologies received. We are now heading towards the last phase of the Town Deal submission.	
2.0	Minutes of Meeting held on 28 August 2021	
2.1	<u>Matters arising</u>	
2.1.1	AR gave feedback on the matters arising from the meeting. With the exception of Dave Thompson meeting with Steve Hunter regarding engagement on Sustainable Travel Project, still to be arranged, there were no outstanding matters to report on.	DT/SH
2.1.2	The minutes were agreed as a correct record.	



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3.0	<u>Programme Office Update</u>	
3.1	Town Deal Director's Report The report was presented by Anton Fields. The report covers the overall progress of the WTD Programme since the last Board meeting held on 27.8.21. Considerable progress has been made on all projects.	
3.1.1	Business cases for all projects have either been approved by the Council's Cabinet, or are scheduled for consideration by Cabinet by November – in order to achieve the hard deadline imposed by the Department for Levelling Up, Housing and Communities (DLUHC) which is one year from the agreement of Heads of Terms, signed on 17 November 2020.	
3.1.2	The first tranche of funding has been received and expect the balance of the 5% CDEL funding to be received this month.	
3.1.3	Grant funding agreement is nearly agreed with H&SCA and this template will be used for all other projects. Still some challenging risks in the projects overall, particularly subsidy control around Digital Hub which has now been resolved. Commercial negotiations are ongoing.	
3.1.4	The Chair raised what the frequency of the Board meetings will need to be going forward. Martin Woods (MW) confirmed there is a continued role for the Town Board to have oversight of the progress of the programmes as a whole. Working with Members around the table and accountable body and to decide what that right level of scrutiny and frequency is to strike the right balance against the strategic role of the Board versus the operational delivery that the accountable body and the projects themselves will drive it forward to conclusion.	
3.2	Board welcomed and noted the report.	
3.2.1	Programme Office Update Alison Roberts (AR) updated the Board on latest progress. All projects are currently up to date in order to meet the deadlines for DLUHC. The programme is a live document. The progress update is now showing receipt of funding awarded against the Projects to support the delivery. All Cabinet reports are on track to be agreed at WBC November Cabinet.	
3.2.2	Martin Woods (MW) confirmed that the documentation has now taken WBC to the next key date of 15 October to ensure payments are received in December 2021. When summary documents are submitted DLUHC will programme to respond in around 6 weeks to confirm funding and then move to release the grant funding. The actual transfer of funding and payment is quarterly; December 2021 and then March & June 2022 and this is reliant on submitting the business summary documentation in by due deadlines, this is the 15 October for WBC and then the 12 month point on the original HOT which is in November 2021.	
3.2.3	The Board welcomed the programme update.	



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4.0	<u>Project Lead Updates</u>	
4.1	<p><u>Health & Social Care Academy</u></p> <p>Nichola Newton (NN) presented the Project update to the Board. The final version of the draft funding agreement has been accepted. Awaiting confirmation of feasibility payment. Joint oversight Committees and Stakeholder meetings are running well. The Steering Group now has third party representation (WDP) as requested. The Steering Group are starting to think about what kind of Education and Skills Training that would be provided and in particular, Personal Assistant training which will be prioritised as soon as possible. The work for the Academy is ongoing and a staged programme of works will commence. Dave Thompson (DT) confirmed he has now been invited to sit on the Steering group and will provide contacts of Mersey Care to NN as promised.</p>	DT
4.1.1	The update was welcomed and noted by the Board	
4.2	<p><u>Advanced Construction & Civil Engineering Centre (ACCE)</u></p> <p>NN presented the Project update to the Board. The report was taken as read. The Business Case was submitted on 24 September and a list of the key project milestones are noted in the report. The key risks are in regard to the land acquisition, planning and impact of shortage of Labour. HOT have now been agreed and legal representatives have been appointed.</p>	
4.2.1	SP confirmed we are currently working with a number of Construction Companies who are facing unprecedented of skills shortages and are very interested in the ACCE project and want to be a part of it, therefore, we will be progressively pushing details of these Companies through to NN for consideration.	SP
4.2.2	The report and update was welcomed by the Board.	
4.3	<p><u>Sustainable Travel Programme</u></p> <p>Steve Hunter presented the Project update report to the Board. The report was taken as read. The project was approved by WBC Cabinet this week and a full draft of the Business Case was appended within the Project update. All is now in place to progress the Project with a really good benefit cost ratio representing high value for money.</p>	
4.3.1	The Board welcomed the report.	
4.4	<p><u>Health & Wellbeing Hub</u></p> <p>Lucy Gardner (LG) presented the Project update report to the Board. There is a preferred service model predominantly around old people and frailty/supporting children and families. The preferred venue has been agreed as the Contact Centre. The approvals have to be channeled through 3 different organisations prior to coming to WBC Cabinet and Town Deal Board. Two have approved and just awaiting on Mersey Care Board approval. LG has taken the Business Case to other organisations for formal support around the revenue costs and risks and the mitigation of them. Formal support of the full Business Case is also being sought from Warrington Voluntary Action, the CCG, Warrington & VR College, the WDP and the University of Chester. The Council's property team have been very helpful in supporting the project in regard to</p>	



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	<p>the lease negotiations. Negotiations are now ongoing with the owner of the preferred venue. Actions are in place to mitigate any risks.</p>	
4.4.1	<p>The Board welcomed the report.</p>	
4.5	<p><u>Bus Depot</u> John Laverick (JL) presented the report to the Board. The tender assessment process has been completed and has now been approved by WBC Cabinet this week and now at a standstill period and letters for successful and unsuccessful tenders will be issued on the 19th October. Two major issues on cladding and steel and solutions are being sought for cladding, but await on steel. Agreement with Warrington Own Buses is moving well and HOT are agreed and await legal documentation. Hoping to commence on site prior to Christmas period. JL referred to SH to update on Electric Bus bid. SH confirmed the final Business Case has been sent to Government and eagerly await a decision and announcement in the very near future.</p>	
4.5.1	<p>The Chair queried on how many other authorities have bid. SH confirmed we got through to the Phase 2 of the fast tracked competition with five other authorities nationally at this stage.</p>	
4.5.2	<p>The Board welcomed the update and report</p>	
4.6	<p><u>Pyramid Remastered</u> Eleanor Blackburn (EB) presented the report to the Board. There has been a significant amount of progress since the last meeting. The Full Business Case has been submitted. We are still in the feasibility stage in regard to the actual construction element of the project but have appointed and are now working with an Architect and feasibility team who have brought in a number of sub-contractors in. Around 5 weeks into that piece of work and making fast progress around the design with client feedback. DT has been invited to a meeting to look in more detail around inclusivity and accessibility standards. The Project will be submitted to pre-cabinet shortly and full Cabinet in November. Emma Hutchinson confirmed the report has been through Culture Warrington Board and approved. EB confirmed the main risk is the overall cost of what is hoped to be achieved with a potential phased approach. The designs are being streamlined to help reduce the cost risk which may result in the Business Case being slightly tweaked, but generally confident with the Business Case as risks have been taken into account during development.</p>	
4.6.1	<p>DT confirmed he has received the invite and plans. This design is a stage up from the original pyramid design around accessibility and inclusion, especially back-stage and is very welcomed.</p>	
4.7	<p><u>Digital Enterprise Hub</u> Steve Park presented an overview to the Board due to progress of the programme within the town deal. This is a unique project in that it is working with a profit orientated Private Sector company. State Aid and subsidy control needs to be considered and a final response has been received from our legal advisors and we can now progress further. A final response has been received from the legal advisors and we are in a good position.</p>	



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<p>4.7.1</p> <p>4.7.2</p>	<p>The project is a cocktail of funding being ERDF/Town Deal/Wire Regeneration results in a Project in excess of £7M and this is now a fundamentally different offer in Warrington's history and will be of regional significance. Great progress since last report and the subsidy control is the key element. The project will go the November Cabinet for approval. Simon Foden confirmed there have been further meetings with UoC in regard to St James' business centre who want to be involved in the spaces offered to them and keen to have a presence in the digital hub. The St James' current entrance location is being considered for the proposed Digital Hub.</p> <p>NN raised the College bid to DfE accelerated funding in which they quoted the Digital Hub within the bid and they are keen to complement and support the work of the Enterprise Hub. NN suggested a meeting takes place with SF in the near future to discuss how the College can feed into the Digital Hub.</p> <p>DT referred to the historical layout of the building and there is now an opportunity to make it more inclusive. SP confirmed we would involve WDP in the design for the Digital Hub.</p>	<p>NG/SF</p> <p>SP/DT</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p> <p>5.3</p>	<p><u>Endorsements of Project Summary Reports still to be submitted</u></p> <p>AR confirmed that summary documents have been requested by DLUHC and the summary documents are contained in the report that now require endorsement by the Board. The full detail is included and Board Members were requested to review the documents prior to this meeting. For each document there is a Part 1 paper and the Part 2 includes any conditions applying to the HOT letter. Part 1 provides a project summary including business case and benefit, (Value for Money), assurance, deliverability, programme and risks and issues. The 5% upfront payment is also considered, including how it has or will be used. Each of the project summaries are to be signed off by the 151 Officer of the Council in terms of finance risk section and then the Chair of the Board.</p> <p>Sustainable Travel Project has to be signed off and endorsed at this meeting so it can submit today, although AR asked that we endorse all the summary documents at this meeting as they may need submitting prior to the next Board meeting.</p> <p>EB raised the comments around the potential around slight amendments to Pyramid business case. Can any further changes be made after Board agreement and if so could they be signed off by the Chair if needed? MC confirmed it depends on the level of change that may be required. We could support it conditionally today and upon any changes, then a separate discussion be held. SP suggested that as a pragmatic view, subject to anything to the contrary from DLUHC, that the documents are endorsed as 'draft' documents today and then any changes to be referred to the Chair in the first instance and if the wider board would benefit from any insight, then they are to be consulted. These would only likely be material changes. If a further meeting is required then this could be done on an Ad Hoc basis. EB was requested to highlight any changes if required when completed.</p>	<p>All</p> <p>EB</p>



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5.4	MW confirmed this is sensible and pragmatic approach which has also been taken by other towns and it is important that the council is sighted. A plea to AR in relation to the materials for Bus Depot and Skills Academy to ensure embedded documents are included as was very helpful last time.	AR
5.5	The Board agreed to endorse all of the Project Summaries. AR has all information required to support submission to MW at DLUHC.	Agreed
5.6	MW confirmed the new name of the Government Department is now 'Department for Levelling Up, Housing and Communities' (DLUHC)	Noted
6.0	<u>Town Deal Communications Briefing</u>	
6.1	Damien Richards-Clarke (DRC) gave a quick update to the Board. Two media releases have been issued to regional and national media around the bus depot and sustainable travel package. Keeping narrative and moving ahead. Moving to the next stage around a sharper bespoke of the projects. Individual comms around work streams. LP will confirm a mini comms plan with key landmark dates and objectives around what we aim to achieve for each project	
6.2	Working closely with SH on the ZEBRA and are ready to go if needed once an announcements is made hoping for a positive outcome.	
6.3	The Video launch has been put together around an explainer to talk eloquently about how all the projects fit together. DRC to circulate the video to the Board. The Chair felt it important that all key milestones for each project are communicated in a managed way.	
6.4	LG queried the timescales. They currently have temporary communications support which will come to an end in November so will need to work with WBC communications to pick up any social media posting. DRC to flag this up with LP	
6.5	MW thanked all for not losing sight of the communications and that it continues and the Board maintains an interest. MW urged that any communications put out by individual projects that the branding guidelines are used in reference to the Town Fund, any uncertainty let him know. There are 110 towns now live going through the process. MW requested that the Board develop a pro-active look on key milestones given the level of lobbying from other towns. Diary dates for ministers and senior officials to engage on a wider visit would be beneficial.	
6.6	MC confirmed we need to ensure we do not miss the opportunity to celebrate the milestones. DRC confirmed this is being undertaken and actioned.	DRC
6.7	Video to be shared to the Board.	DRC
6.8	SP thought it appropriate that we noted the Board's condolences to Andy Carter MP and Charlotte Nichols MP who have lost a colleague whilst this Board meeting was taking	



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	place. David Amess MP has been murdered in his constituency. The Board marked their condolences and asked they be passed onto both MP's and noted in the minutes. Andy Carter MP thanked everyone for their condolences.	
6.9	Condolences noted.	
7.0	<u>Any other business</u>	
7.1	No other business was discussed.	
8.0	<u>Date of Next meeting</u>	
8.1	3 December 2021 @ 10.30 a.m. on TEAMS	KG



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Participants ... X

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▼ In this meeting (22) Mute all

- LG** GARDNER, Lucy (WARRIN...
External 🙋🔇
- Green, Kathryn
Organiser 🔇
- EB** Blackburn, Eleanor 🔇
- DB** Boyer, David 🔇
- SB** Broomhead, Steven 🔇
- AC** CARTER, Andy
External 🔇
- MC** Crompton, Matt (MUSE)
External 🔇
- DT** Dave Thompson
External 🔇
- EH** Emma Hutchinson
External 🔇
- AF** Fields, Anton 🔇
- Fitzsimons, Stephen 🔇
- SH** Hunter, Stephen 🔇
- JA** John Adlen
External 🔇
- KC** Kim Cooper
External 🔇
- JL** Laverick, John 🔇
- NN** Nichola Newton (Guest)
Guest 🔇
- NS** Nigel Schofield
External 🔇
- SP** Park, Steve 🔇
- DR** Richards-Clarke, Damian 🔇