



WARRINGTON
Borough Council
WARRINGTON TOWN DEAL BOARD

Minutes of Meeting held on 3 December 2021 10.30 a.m.
MICROSOFT TEAMS MEETING

Attendees:	Company	Apologies
Matt Crompton – Chair (MC)	Muse Developments	Laurence Pullan
Martin Wood (MW)	DLUHC	David Boyer
Nichola Newton (NN)	Warrington & Vale Royal College	Steve Hunter
Nigel Schofield (NS)	Warrington Chamber of Commerce	Ben Wakerley
Lucy Gardner (LG)	NHS	Eleanor Blackburn
Simon Foden (SF)	Langtree	Steven Broomhead
Anton Fields (AF)	Warrington Borough Council	John Adlen
Alison Roberts (AR)	Warrington Borough Council	Stephen Fitzsimons
Dave Thompson (DT)	Warrington Disability Partnership	Cllr Russ Bowden
Steve Coffey (SC)	Torus	Andy Carter MP
Emma Hutchinson (EH)	LiveWire & Culture Warrington	Charlotte Nichols MP
Chris Bowen (CB)	Torus	
John Laverick	Warrington Borough Council	
Damian Richards-Clarke	Warrington Borough Council	

Item	Subject	Action
1.0	Welcome, Introduction and Apologies	
1.1	The Chair welcomed all the meeting and noted all apologies received. All projects have made excellent progress and have been approved by WBC Cabinet and now await final government approval.	
2.0	Minutes of Meeting held on 15 October 2021	
2.1	The minutes of the meeting were agreed as a correct record.	Noted
2.2	<u>Matters arising</u> AR gave an update on matter arising from the meeting held on 15.10.21.	
2.2.1	2.1.1 – DT has engaged with SH in order to carry out an audit on the Sustainable Travel audit.	Complete
2.2.2	4.1 – DT has shared contacts at Merseycare with WVR College	Complete
2.2.3	4.7.1 - Meeting regarding digital input to Enterprise Centre at the College - Meeting has been arranged to take place in February 2022.	NN/SF
2.2.4	4.7.2 Inclusivity at St James’ Business Centre: DT/SF to liaise in regard to completing an accessibility audit.	DT/SF
2.2.5	5.3 Potential changes to Pyramid Business Case post October Board - No change to business case but summary document amended to highlight that the match funding	



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	not secured as yet – works underway to manage costs include phasing and prioritising the work to public facing and revenue generating improvements, value engineering, pursuing funding opportunities and reviewing pricing structures – no impact is anticipated on the outcomes/benefits at this stage	AR
2.2.6	5.4 Submission to DLUHC to include all embedded documents to Summary Docs and Business Case. Actioned by AR	Complete
2.2.7	6.6 Milestones/Key dates – LP & DRC have discussed the importance of pulling together milestones/key dates, and this is in progress.	LP/DRC
2.2.8	6.7 Town Deal animation – Video Link contained within the update report for the Board to note.	All to note
3.0	<u>Programme Office Update</u>	
3.1	Town Deal Director’s Report AF presented the latest Director’s update to the Board. WBC Cabinet have approved all projects, five of which are being currently assessed. The ZEBRA bid was highlighted and the Board welcomed the good news. The Grant funding agreement has been signed and sealed and this template being shared with other partners. AF/AR to work with partners to get agreements put in place. The schedule payment of £2.3m from DLUHC has been received and accounts are being set up internally. Financial reporting arrangements for the programme are to be set up. In relation to risks these are being managed, particularly in relation to construction supply chain issues.	
3.2	Given the transition to delivery phase, it makes sense for the Board to meet 6 weekly with the aim of providing a more detailed finance at least once a quarter, to ensure the Board are fully engaged given the inevitable challenges that may arise as the programme progresses and comply with the DLUHC 6 monthly reporting. This will also feed into the Council reporting process. The Chair agreed the frequency of Board meetings will be arranged as suggested. SP confirmed this would put the programme of financial updates within the reporting cycle of the Council and government.	
3.3	JL requested that an agreement route (e.g., by email) be provided if urgent matters need to be escalated, particularly relating to the Bus Depot to mitigate any cash flow issues. The Chair agreed this should be arranged and MC/SP to discuss off-line. SP confirmed the WTD Board has advisory status, although the Council places a lot of value in the Board and this approval route would be around seeking opinion on a proposed way forward in relation to a specific issue. It was agreed that seeking opinions rather than bringing problems is key to progress.	MC/SP
3.4	MC raised the M&E delay in reference to summer 2022 and what indications this has on the programme. AF confirmed the government will commit with their support to the Business Case summaries and would require confirmation of progress on the measures proposed. It is unlikely that would have any impact.	



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3.5	<p>LG raised whether there would be a delay in funding release. AF confirmed DLUHC will require monitoring on spending of funds received and will just want to keep a track on what is released to ensure it is being spent. AF advised that if there is a delay in spending, subsequent funding releases would be delayed.</p> <p>Programme Office Update</p> <p>AR presented the latest Programme Office update to the Board. This is high level detail and tracking on each project. £2.3m has been received from DLUHC against projects already confirmed as well as the advanced 5% upfront funding that Towns Fund provided. Notification has been received that the Sustainable travel project has been successful and first payment is expected.</p>	
4.0	<p><u>Project Lead Updates</u></p>	
4.1	<p><u>Pyramid Remastered</u></p> <p>EH presented the update to the Board. Good progress has been made this period. A Full business case has been submitted and Cabinet report approved. An Architect led feasibility team has been appointed. Continue to look for alternative additional capital to support the project costs to realistically achieve the refurbishments. There are some mitigations that could be levered against this, but there are risks associated with the age of the building, following a QS assessment. Conscious of fluctuations in building and material costs and due to the building being listed the timeline of the build is a concern. The QS has allowed for a 15% contingency and this remains a risk. Continue to talk to HLF and other Arts funders to bridge short fall. Phasing the works is being considered but fantastic progress is being made. A review of project governance and project timeline will be completed prior to the next Board meeting.</p>	EH/EB
4.1.1	<p>DT confirmed that he had met with the Architects in October and issues were raised with accessibility to the stage and the upper floor lounge. No feedback has been received as yet. A full spec changing places is not required but still require feedback. EH confirmed they had met with architects and is expecting the amends to be in the final design after which they will be shared with DT. EIA has been completed and EH confirmed this will be shared with DT.</p>	EH
4.1.2	<p>JL raised whether the existing building and the effect the new works might have on it have been considered and whether this is a risk. More intrusive investigation may be required to understand the building before work starts. EH confirmed there is no need for further work at present but agrees that next phase would need to include further in depth work surveys completed.</p>	EH
4.1.3	<p>MC raised the 15% contingency and whether there is a funding problem. EH confirmed the current estimate including the contingency would bring the project in on budget</p>	
4.2	<p><u>Health & Social Care Academy</u></p> <p>NN confirmed very good progress being made. First tranche of funding of £400K has been received and work is now underway. The excellent work of the steering group continues. An Academy Manager has been appointed and they will Chair the steering</p>	



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	<p>group. The model is being extremely well received and it is expected it will be of national standing when completed. Some procurement and supply chain issues are being experienced. A staged programme of works is under review to ensure as little disruption to learners as possible. Joint oversight committee meetings with the Health & Wellbeing Hub are ongoing.</p>	
4.2.1	<p>LG reiterated NN's comments confirming that it is an exciting project and fantastic opportunity and will welcome further conversations when required.</p>	LG/NN
4.2.2	<p>MC questioned how we provide the link through to the Employers and exciting talents into the market. NN confirmed this would be actioned via the Steering Group and the links to be advertised through the College Prospectus.</p>	
4.2.3	<p>DT raised how do you connect with the Business community, i.e. W&CO/Business Exchange and support on the connectivity. There have been 6 roles already filled for personal carers due to DT attending the steering group meeting proving how the connectivity of this group is key.</p>	
4.2.4	<p>DRC confirmed the communication messages in regard to the projects are ongoing stories and would help to explain the difference the projects will and continue to make which will add value to the work already being carried out.</p>	
4.3	<p><u>Advanced Construction & Civil Engineering Centre (ACCE)</u> NN still making good progress and Cabinet approval received in November 2021. This project carries the most risk in relation to funding to get the project moving and to keep on time and within budget. An appointment will be made to with relevant experience will be made to lead the Steering Group. There is a greater reciprocal ask of employers to give back experience and provide training. It would be very beneficial for students and also staff. Revenue funding is also crucial in terms of staffing.</p>	
4.3.1	<p>MC raised whether there is a proposition that NN could pull together that would help convince the Construction Industry to assist. NN confirmed this is possible and would look to pull something together and discuss the proposition with the Steering Group.</p>	NN
4.3.2	<p>JL confirmed there are two elements to consider which are companies are looking for young people to join their companies and currently they do not have the link and knowledge to enable this to happen. This would be a massive return for very little input. JL confirmed that the new Contractors who are appointed for the Bus Depot would benefit from sitting on the Steering Group. JL to share the details for NN to invite.</p>	JL
4.3.3	<p>NS raised the Chamber of Commerce has good connections as well as Business Leaders across Cheshire & Warrington and requested that NN include him on any future correspondence for him to assist.</p>	NS/NN
4.3.4	<p>SP confirmed the Chamber now manages the Business Exchange is linked in to the Cheshire & Warrington Leader's Forum. The CEO of the Chamber would make that connection.</p>	SF



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4.4	<p><u>Health & Wellbeing Hub</u></p> <p>LG presented the update to the Board. Good progress made and since the last meeting the many approvals required, with various organisations, leading to Cabinet approval was very challenging. The Business Case has now completed through all stakeholder organisations. Risks are similar to other projects such as materials and construction costs. Investment funding has been included to assist in the preferred location and would allow more advanced design work if required. The wider benefits and continued work and relationships formed have been positive. A bid is being submitted in relation to a funding opportunity relating to the Queen's Jubilee to assist in additional support to cover services provided locally such as the voluntary sector. Next steps will be to work up in further detail the next design phase.</p>	
4.4.1	<p>Martin Woods (DLUHC) joined the meeting at this stage.</p>	
4.4.2	<p>DT welcomed the good news and questioned whether the designs were yet at a draft stage. Warrington Disability Partnership (WDP) are keen to be involved at early stages of the design. LG confirmed the next stage of design will be more detailed and will involve all stakeholders, including WDP.</p>	
4.5	<p><u>Sustainable Travel Programme</u></p> <p>AR presented the update to the Board. The report to be taken as read. Approval of the document submitted to DLUHC with first payment due in December 2021. The timetable of all works included within the Sustainable Package. The Planning Application for the funding of 3G pitch has been submitted. Aecom have been appointed in regard to the design for the Kingsway Bridge and Bewsey Road projects and an inception meeting will take place in due course.</p>	
4.5.1	<p>MC welcomed the good news and that there are currently no watch issues. Positive progress being made.</p>	
4.6	<p><u>Bus Depot</u></p> <p>JL presented the update to the Board. Signed contract has been received by Carefoot and have now taken possession of the site and initial work is expected to start next week. All planning requirements are agreed, although some design work is required to take account of the ZEBRA works. Electricity supply has been secured in advance of the buses arrival. Specialist EV design input is being procured to inform infrastructure design and EV tender. Anticipated EV charger installation expected to commence in February 2022.</p>	
4.6.1	<p>JL confirmed that Warrington will be first town to have a complete bus operation that is new and electrically operated and one of the largest all-electric. Need to agree a Sign Board for the site and need to think about a ground breaking ceremony to be arranged in the New Year. JL to liaise with DRC to arrange.</p>	JL/DRC
4.6.2	<p>AR confirmed a ZEBRA cabinet paper is being taken to December Cabinet to approve funding and covers basically 75% of the difference in costs of diesel and electric buses and 75% of the infrastructure costs required (electrical connections and chargers).</p>	



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<p>4.6.3</p> <p>4.7</p> <p>4.7.1</p> <p>4.7.2</p>	<p>Negotiations are commencing with DfT in terms of funding and are working with W&Co team to ensure interface works well.</p> <p>DT raised a Ministerial visit that is taking place in February 2022 and suggested whether a senior Minister could be invited for the ground-breaking ceremony. JL agreed to take this up with communications and the MP for South Warrington if required. AR confirmed interest had already been shown from DfT and DLUHC in a ground breaking event and await feedback as to what plans are being considered.</p> <p><u>Digital Enterprise Hub</u> SF presented the update to the Board. The Business Case was submitted to DLUHC and now await feedback. The Transparency document has now been approved and endorsed by the Councils legal advisors Geldard's as satisfying the principles of Subsidy Control. Further liaison has been ongoing with DLUHC with regards to the ongoing ERDF funding. Key focus is now on design and a meeting with the Architects will take place. The accessibility audit has been raised with the Architects and will continue to liaise with DT as required. DT confirmed they can carry out the accessibility audit for the Architects if required. Focus is on relocating the entrance to St James' on Wilderspool Causeway and are considering public realm implications in liaison with the Church as to how they can integrate within the plans of the Hub. Positive discussions are taking place as to the proposals. Planning will required for the move of the entrance and this will be submitted with work on expected site in September 2022. A specific project board will be set up with Wire Regeneration and WBC representatives</p> <p>MW gave apologies for joining the meeting late. He confirmed DLUHC have approved the transport bid and are in last stages of approvals for the material submitted in November and hope to confirm news soon. All bids will then be considered. MW raised communications and this requires a serious forward look in regard to milestones that need to be considered and look at ensuring Ministers are advised in advance. DRC to co-ordinate through the project leads to pull together a draft live document.</p> <p>KG to set up SP/AR/AF/MW/DRC to work up a high level communications meeting. First/Second week in January. The plan will be put to the Board at the next meeting</p>	<p>JL/DMR</p> <p>DT/SF</p> <p>DRC</p> <p>KG SP/DRC</p>
<p>5.0</p> <p>5.1</p> <p>5.2</p>	<p><u>Town Deal Communications Briefing</u></p> <p>DRC presented the latest update on communications to the Board. An overview was provided. November has been very busy and positive month. DRC listed the press releases issued on each of the work streams alongside a round-up release on behalf of the Chair and Leader of the Council. Momentum continues to build. Once the Business Cases are approved, communications will engage with the Project leads to promote and agree future plans and objectives. Need to ensure 'quick wins' are identified. DRC welcomed the joint meeting to be arranged.</p> <p>A link has been included within the update as an 'explainer' animated video to show what the programme could look like in reality. Any feedback to DRC/LP would be welcomed as soon as possible. KG to circulate the link via email and feedback to be received by Wednesday of next week.</p>	<p>All</p>



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6.0	<u>Any Other Business</u>	
6.1	DT requested that his thanks be recorded. As a Warrington resident he wanted to thank everyone on the Board and all the Project Leads for all their hard work since inception of the projects in terms of what has been achieved and the amazing work happening that will change people's lives when it all comes to fruition.	
6.2	The Chair thanked DT and wished all the Board a good festive break and look forward to meeting again in January 2022.	
7.0	<u>Date of next meeting</u>	
7.1	The next meeting is scheduled for Friday 21 January 2021.	