

WARRINGTON TOWN BOARD

Minutes of meeting held on 16 February 2024

ATTENDEES		APOLOGIES
Steve Coffey (Chair)	Torus	Steven Broomhead
Steve Park	Warrington Borough Council	Georgia Millership
David Boyer	Warrington Borough Council	Christian Persoglio
Andy Carter MP		Cllr Jean Flaherty
Martin Wood	Cities and Local Growth Unit	Steven Fitzsimons
Laurence Pullan	Warrington Borough Council	Lucy Gardner
Caroline Lane	Warrington and Halton Teaching Hospital	Nigel Schofield
Eleanor Blackburn	Warrington Borough Council	Steve Hunter
Simon Foden	Langtree	Nichola Newton
John Laverick	Warrington Borough Council	Stephen Hunter
John Nichol	Warrington Borough Council	Claire Edmonds
Elliot Grimshaw	Department for Levelling Up Housing and Communities	
Heather Standidge	Cheshire & Warrington Local Enterprise Partnership	
Kerry Hall	Warrington Borough Council	

ITEM	SUBJECT	ACTION
1.0	<p>Welcome, Introduction and Apologies</p> <ul style="list-style-type: none"> The Chair welcomed all to the meeting and informed of the substitute attendees representing Board members who had sent apologies. 	
2.0	<p>Minutes of meeting held on 12 December 2023 & Matters Arising.</p> <ul style="list-style-type: none"> Minutes agreed as a true record. Steve Park informed that Cllr Tom Jennings has resigned as portfolio holder. There will be a change to cabinet membership to Cllr Nathan Sudworth. Actions carried forward: <ol style="list-style-type: none"> Bus Depot, report back on the final settlement figure. Share the images of the electric buses with Kerry to distribute. 	JL SH
3.0	<p>Declarations of interest</p> <ul style="list-style-type: none"> None received. 	
4.0	<p>Governance</p> <ul style="list-style-type: none"> Kerry Hall informed that the Town Board Terms of Reference (ToR) need an update to align with the range of funding programmes in Warrington. Also, necessary to adjust the membership considering member changes. Martin Wood emphasised the importance of regular reviews of ToR and requested they address project adjustments and incorporate monitoring and evaluation. The Chair proposed and the group agreed to delegate the responsibility of amending the ToR to the Chair, with support from Kerry. <p>ACTION:</p> <ol style="list-style-type: none"> Review and amend the ToR and arrange upload on website. 	SC & KH

<p>5.0</p>	<p>Town Deal Programme Management Kerry Hall updated on the Town Fund Programme.</p> <ul style="list-style-type: none"> Continued progress overall with notable achievements since last reported. The project portfolio remains varied in status the Living Well Hub is about to become the third project completed. Recently planning approvals have been granted for the Digital Enterprise Hub and Pyramid Remastered, January and February respectively. With the overall programme being behind schedule this continues to impact the grant fund rate of claim/usage. Ongoing monitoring and adjustments to delivery and grant forecasts. Overall, the project portfolio will complete within timescales and utilise 100% of Towns Funding. Milestones are being achieved and programme benefits are being delivered particularly at the Health & Social Care Academy. An action from the last meeting was to liaise with each project and review the evidence framework for outputs, outcomes, and grant claims/usage. The ongoing exercise is scheduled to complete in Q4. Looking forward the plan in Q2 of FY24/25 to conduct an audit and examine a number of records across the programme to ensure compliance. Martin Wood expressed support for the audit activity and emphasized its significance in ensuring accountability and transparency in the management of funds. And urged on project delivery to maximise spend this period. 	
<p>6.0</p> <p>6.1</p>	<p><u>Town Deal Project updates</u></p> <p>Bus Depot & ZEBRA Funding Updates from John Laverick and David Boyer:</p> <ul style="list-style-type: none"> The demolition works at the former bus depot site are complete. Previous action to report back on the final settlement figure, nearing completion. The charging infrastructure works are ongoing at the new bus depot site. The build works of the new bus fleet are ongoing through to October. Launch Zebra on 8th March. A demonstration bus will be on site. Progress report accepted; no issues raised. 	
<p>6.2</p>	<p><u>Pyramid Remastered</u> Update from Eleanor Blackburn:</p> <ul style="list-style-type: none"> Full Planning Approval and Listed Building consent approved 15 February. Pre tender visits with 5 suppliers have taken place. On target to issue tender March 2024. This is an unusual project coupled with the contracting market conditions may impact on a lower number of complaint tenders. Culture Warrington are to close site in May and are looking at interim arrangements. At advanced stage of discussion with Golden Square for performance space and with the council for office and storage space. Key risks as previously reported. Descoping has reduced construction timescale, working towards completion of December 2025. The group engaged in a discussion centered around learning from each other. The opportunity for projects/members to share insights, experiences, the value of collaborative learning and the chance to discuss types of building contracts. 	

	<ul style="list-style-type: none"> • Progress report accepted; no issues raised. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Set up a separate meeting for knowledge exchange across the projects and specifically pick up different types of building contracts. 	KH
6.3	<p><u>Living Well Hub</u> Update from Caroline Lane:</p> <ul style="list-style-type: none"> • Practical completion 15th February and subsequent furniture installation. • Building is ready for use. • Shop frontage work programmed to start on Monday in readiness for the launch on 1st March and will open to the public on the 11th March. • Working with c.25 partners to delivery a programme of activity and support. • Recently held a art exhibition for collaboration with Warrington & Vale Royal Students. Some artwork features in the Hub. • Work ongoing to reduce the build cost overspend, looking like use of multiple solutions including VAT recovery and capitalization of costs. • Care Quality Commission inspection took place on 5th February, awaiting outcome. • Challenging to measure health inequalities, working with the University of Chester. • View the sneak peek at the Hub Living Well Hub sneak peek (youtube.com) • Martin Wood updated on the potential ministerial visit on the 29th February from Minister Young. Looking to combine a visit to the Hub with the new bus depot and Zebra. • Andy Carter informed that Minister Young’s office will advise on the potential visit next week and informed that <i>Directions For Men</i> a charity that supports men and mental health has been in contact to collaborate and that he has referred them onto the Hub. • Progress report accepted; no issues raised. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Share the Hub programme of activities. 	CL
6.4	<p><u>Health & Wellbeing Academy</u></p> <ul style="list-style-type: none"> • Progress report accepted; no issues raised. 	
6.5	<p><u>Digital Enterprise Hub</u></p> <ul style="list-style-type: none"> • Planning approval for the external works approved in January. • Revised designs for internal works have been considered by the WIRE board – approval to progress. • Construction works planned to start on site Q1, starting with the roof works. • Mickledore supporting Langtree with project outputs. • Progress report accepted; no issues raised. 	
6.6	<p><u>Construction & Civil Engineering Academy</u></p> <ul style="list-style-type: none"> • Progress report accepted; no issues raised. 	

<p>6.7</p>	<p><u>Sustainable Travel</u></p> <ul style="list-style-type: none"> • The Cycle Hub located under an arch at Central Station due to open in May, about to sign grant funding agreement with Cheshire Cycles. • Focus on accessibility improvements across the town centre. • Green trails activities continuing. Department for Transport funding also supporting activities. • Resource challenges however able to supplement. • Consultation required for a number of projects that are scheduled post local elections in May 2024. • Progress report accepted; no issues raised. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Incorporate imagery for the Cycle Hub in the next project update to bring to life. 	<p>SH</p>
<p>7.0</p>	<p><u>UK Shared Prosperity Fund Update</u></p> <p>Eleanor Blackburn updated on status of UKSPF:</p> <ul style="list-style-type: none"> • Steering Group minutes are most recent approved in the package of papers. • Several revised projects have been approved; Town Centre Cultural Events Development Officer, Employment Growth and Workforce Development. • Illustrate development through collaboration with Workforce Development supporting people far away from the job market. Activities link back to Warrington Skills Commission report. • The cultural project builds on successful activities delivered in year 1. • New project proposals have been approved to support businesses. • Highlight a concern and risk in relation to UKSPF funding - some projects approved for year 2 have not aligned with the anticipated spend or output profile, prompting a heightened level of attention from the team. Monitoring has been crucial in assessing next steps. For projects where monitoring has been completed, recovery plans have been formulated to ensure alignment with the original objectives. However, for projects that are yet to undergo monitoring, there is a potential risk of funding reallocation, which may involve a clawback. The team are urging project leads to expedite the monitoring process. • Martin Wood informed about the recently launched Delivery Associates Network. Access to revenue expertise procured by DLUHC to support recipients of funding grants. • Progress report accepted; no issues raised. <p>ACTION:</p> <ol style="list-style-type: none"> 1. Share the Delivery Associates Network launch pack. 	<p>KH</p>
<p>8.0</p>	<p><u>Levelling Up Fund</u></p> <p>John Nichol updated on Warrington North:</p> <ul style="list-style-type: none"> • Stage 1 validation process completed in December and Stage 2 onboarding completed in February – presently awaiting outcome. • The delivery programme provided to DLUHC assumes that the funding is confirmed by DLUHC before April 2024 to ensure a full 24 months for delivery of the projects. • Project scope, outputs and outcomes are as submitted in the original bid 	

	<p>submitted in 2022.</p> <ul style="list-style-type: none"> • Activities are ongoing behind the scenes as timeframe short to deliver. Notwithstanding work at risk behind the scenes – how work schemes up • Martin Wood clarified that this levelling up funding is not technically LUF Round 3 it is capital funded projects that will be implemented and managed by the LUF Round 3 team. • Martin also identified that the Delivery Associates Network may help shape the project and help with the tight timescale. 	
10.0	<p><u>Any other business</u></p> <ul style="list-style-type: none"> • None 	
11.0	<p><u>Next meeting</u></p> <p>Change of meeting from Friday 19 April to Monday 22 April at 9am.</p>	