

Crewe Town Board

Agenda

Date: Friday, 1st October, 2021
Time: 9.30 am
Venue: Virtual Meeting via Microsoft Teams

1. **Apologies for Absence (1 Minute)**
To receive any apologies for absence.
2. **Declarations of Interest (1 Minute)**
To receive any declarations of interest.
3. **Minutes of Previous meeting (3 Minutes)** (Pages 3 - 10)
To approve as a correct record the minutes of the previous virtual meeting held on 3 September 2021.
4. **Towns Fund Progress Update (90 Minutes)**
To receive an update on the progress on the Towns Fund.
5. **Sub-Groups Update (10 Minutes)**
To receive a sub-groups update.
6. **Communication & Engagement Sub-Group Update (10 Minutes)**
To receive an update from the Communication & Engagement Sub-Group.
7. **Strategic Update from Cheshire East Council (5 Minutes)**
To receive an update from the Director of Growth & Enterprise, including an update on Ly2 and Royal Arcade.
8. **AOB (5 Minutes)**
To put forward any other items of business.

Contact: Karen Shuker
Tel: 01270 686459
Email: karen.shuker@cheshireeast.gov.uk

9. **Date of Next Virtual Meeting**

To confirm the date of the next meeting as 5 November 2021 commencing at 9.30am.

Membership: John Adlen, Andy Butler, Rick Carter, Paul Coleman, Jasbir Dhesi, Reverend David Edwards, Sally Hepton, Mark Hills, Doug Kinsman (Chairman), Adam Knight, Councillor Nick Mannion, Dr Kieran Mullan MP, Councillor Jill Rhodes, Guy Kilminster and Simon Yates

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Crewe Town Board**
held on Friday, 3rd September, 2021 at Virtual Meeting via Microsoft Teams

PRESENT

D Kinsman (Chair)

Andy Butler, Rick Carter, Paul Coleman, Jasbir Dhesi, Reverend David Edwards, Sally Hepton, Guy Kilminster, Adam Knight, Councillor Nick Mannion, Dr Kieran Mullan MP and Councillor Jill Rhodes.

ALSO PRESENT

Lindsey Lewis, Pete Turner and Martin Wood

OFFICERS IN ATTENDANCE

Jez Goodman, Development & Regeneration Delivery Manager
Dr Charles Jarvis, Head of Economic Development
Karen Shuker, Democratic Services
Peter Skates, Director of Growth & Enterprise
Carol Young, Policy & Partnerships Officer

52 APOLOGIES FOR ABSENCE (1 MINUTE)

Apologies for absence were received from Andrew Ross and Simon Yates.

53 DECLARATIONS OF INTEREST (1 MINUTE)

In the interests of openness Councillor Jill Rhodes declared an interest as a political appointee of Cheshire East Council and Crewe Town Council.

In the interests of openness Councillor Nick Mannion declared an interest as a political appointee of Cheshire East Council.

In the interests of openness Adam Knight declared an interest as co-project sponsor for Lyceum Powerhouse.

In the in interests of openness Reverend David Edwards declared an interest in the Flag Lane Baths project.

In the in interests of openness Dr Kieran Mullan MP declared he had helped to scope some elements of both the Pocket Parks scheme and the History Centre Public Spaces project.

In the in interests of openness Jasbir Dhesi declared an interest as he had previously offered support and expertise on several bids that had been submitted.

In the interests of openness Guy Kilminster declared an interest as an employee of the accountable body, Cheshire East Council.

54 MINUTES OF PREVIOUS MEETING (3 MINUTES)

RESOLVED

That the minutes of the virtual meeting held on 6 August 2021 be approved as a correct record. The chair went through a list of actions from the previous virtual meeting and updated members on the status of each action accordingly.

55 TOWNS FUND PROGRESS UPDATE (90 MINUTES)

Charles Jarvis and Jez Goodman gave a presentation on the next steps for the Crewe Town Fund. The presentation covered the following:

Actions since the Town Fund announcement – this included media releases, conversations with project leads around timescales for 2nd gateway, business case requirements, engagement with Crewe Town Board Towns Fund sub-group and Communications sub-group and commenced an independent assessment of project costs.

2nd Gateway tasks and decisions – this would need to include a shortlist of projects and funding, updating Governance arrangements, provide an assurance process, indicate when each business case would be completed, undertake an equalities and environmental impact assessments, and submit a monitoring and evaluation plan.

Everything covered in Gateway 2 would be signed off by the Chair of Crewe Town Board and Cheshire East Council's Section 151 Officer by 5th October 2021. Reassurance was given that although timescales would be tight for project leads to submit their costings, these would be met.

3rd Gateway (up to 5 August 2022) – to develop a full Green-book compliant business case for each project. Through additional funding Hatch would still be available to provide key support in relation to the strategic case and very technical case, but only for up to seven of the projects.

Governance Arrangements – A high level view of the stakeholder engagement plan would be required to assure government that it is an ongoing process all the way through to implementation.

Provide an assurance process – This process would be required to ensure project feasibility, viability, value for money and financial stability.

Any projects which would require additional funding would be subject to additional scrutiny as part of Council procedures.

Timeline for Business case approval – By the 24 September Projects would be required to indicate when the completed business cases would be ready for appraisal. Business cases would need to be submitted to government by 5 June 2022. Any projects that would require additional funding would before 31 March 2022 would need to submit business cases to Cheshire East Council by 14 November 2021. Once government had approved each project summary, funding would be awarded in stages.

Procurement of Independent Consultants – The additional task of appraising projects would require procurement for independent consultants. Cheshire East Council had agreed, in principle to support the cost through a one-off revenue contribution. If the Board were to agree to this approach a consultant would be appointed by December 2021.

Members of the board asked questions and put forward comments in relation to

Would the rag rating for the risk assessment be standardised for all projects;

What impact does the rag rating have on the final decision making?

The requirement to be agile in respect of timescales.

How much confidence was there that individual projects would come back with the information required by the 24th September?

Are the external assurance process costs standard practice and are other Boards incurring similar costs?

If Hatch couldn't support all ten business cases, would a project proceed past the second gateway?

Would there be an opportunity to sit with Hatch and ask them to review all ten projects?

The Chair thanked Cheshire East officers for their work and felt confident that there was assurance and a rigorous process in place as an accountable body.

RESOLVED

That: -

- (1) the presentation be noted;
- (2) the Board agreed that the remainder of the capacity funding, plus £10,000 contribution from Cheshire East Council would be used to fund seven projects to the value of £15,000 each, for the development of the business cases.

Transport Green & Blue- Infrastructure Forum

A chair and vice-chair had been appointed and three meetings had been held. This forum was supported by Andrew Ross and the team at Cheshire East Council and would eventually feed into Crewe Town Board.

Sports Provision and Open Spaces Forum

As the Transport Green and Blue Infrastructure Forum was now up and running, resources and focus would go in to getting the Sports Provision and Open Spaces forum up and running to help support the strategy for Crewe.

Youth Sub-Group

Due to holidays the sub-group had not met recently.

RESOLVED

That the update be noted.

57 COMMUNICATIONS AND ENGAGEMENT UPDATES (10 MINUTES)

The communications strategy had been updated to include the TIP process. There had been a delay in getting the TIP published due to media enquiries, along with a period of Purdah which meant that the council had been unable to make formal publications.

Meetings with Squeaky Pedal were underway to develop videos for the website.

Board Transparency

A report was circulated prior to the Board meeting in respect of Board Transparency following discussion at the last meeting.

RESOLVED

That:-

- (1) The report be noted;
- (2) The Board host a question and answer session after 5 October 2021 in line with the Terms of Reference.

58 AOB (5 MINUTES)

Multi Storey Car Park/Bus Station

The Board had previously submitted a letter to Peveril requesting amendments were made to the scheme.

Prior to the last Board meeting the changes that had been made following feedback from the Board were circulated, along with the application which had been resubmitted to planning by Peveril.

Staffing

Jayne Traverse had replaced Frank Jordan as executive director – place, moving from Tameside Council. Jayne would be starting on 1 October 2021.

Active Travel funding

The bid had been submitted by Cheshire East for extension of the cycle path up to Leighton.

RESOLVED

That the Board would submit a letter making comments on the amendments made by Peveril.

59 DATE OF NEXT VIRTUAL MEETING

RESOLVED

That the date of the next virtual meeting take place on Friday 1 October 2021 commencing at 9.30am.

The meeting commenced at 9.30 am and concluded at 11.38 am

D Kinsman (Chair)

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Meeting Actions from the virtual meeting held on 3 September 2021

#	Action	Owner	Status
1	<p>Sub-groups</p> <p>Transport Green & Blue A chair and vice-chair had been appointed and three meetings had been held.</p> <p>Sports and Open Spaces As the Transport Green and Blue Forum was now up and running, resources and focus would go in to getting the Sports and Open Spaces forum up and running to help support the strategy for Crewe.</p>	KM, JA, DK/CJ	Ongoing
2	<p>Youth representation on the Board. The Task and Finish Group hadn't met recently due to holiday period.</p>	SH/AK	Ongoing
3	<p>Communication and Engagement Sub The communications strategy had been updated to include the TIP process. There had been a delay in getting the TIP published due to media enquiries, along with a period of Purdah which meant that the council had been unable to make formal publications.</p> <p>Meetings with Squeaky Peddle were underway to develop videos for the website.</p>	DK	Ongoing
4	<p>Terms of Reference Democratic Services to give consideration to the appointments process and review of the Chair and Vice-Chair roles. A formal appraisal process and framework for the Chair and Vice-Chair roles to considered by Democratic Services. Democratic Services to review the Terms of Reference to incorporate the changes in the election of Chair and Vice-Chair and the appraisal and review process of these positions.</p>	DS	Ongoing
5	<p>GP Social Prescribing Funding – Due to a large number of applications received there had been some delay. Dr Kieran Mullen would write a letter of support</p>	GK	Ongoing

6	<p>Items to be considered for future Board Meetings:</p> <ul style="list-style-type: none"> - Parking Consultation Strategy - Sponsorship Opportunities – ADHD Society - Housing challenges - Private Inward Investment - Cheshire Community Fund – Chair has extended an invite to them and is meeting them next week to discuss - AGM – to be deferred until after the Government announcement is made. 	DK	Ongoing
7	<p>Leighton Hospital rebuild</p> <p>(1) The chairman to write a letter of support on behalf of the Board;</p> <p>(2) The link to the petition would be circulated to Board members.</p>	DK	Ongoing
8	<p>Board Transparency</p> <p>(1) In respect of updating the heads of terms for moving in to stage 2, following discussions with Democratic Services, any changes would be updated prior to 5 October 2021.</p> <p>(2) The Board would host a question and answer session after 5 October 2021 in line with the Terms of Reference.</p>	PS/CJ/RH	Ongoing
9	<p>Multi Storey Car Park/Bus Station</p> <p>The Board would submit a letter making comments on the amendments made by Peveril on their application.</p>	DK	Ongoing