

Crewe Town Board

Agenda

Date: Friday, 25th November, 2022
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 28 October 2022.

4. **Towns Fund Progress Update & Project Review (1 Hour)**

To receive a detailed update on the Towns Fund and Accelerated Funding Projects & review their status.

5. **Board Remit Moving Forward Outside of the Towns Fund (15 Minutes)** (Pages 11 - 14)

To discuss the Town Board remit and objectives outside of the Towns Fund initiative.

6. **Communication & Engagement Sub-Group Update (10 Minutes)**

To receive an update and paper from the Communication & Engagement Sub-Group.

7. **Strategic Update from Cheshire East Council (10 Minutes)**

To receive an update from the Economic Development Manager.

8. **AOB (5 Minutes)**

To put forward any other items of business.

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9. **Date of Next Virtual Meeting**

To confirm the date of the next meeting as Friday 6th January 2023 commencing at 9.30am.

Membership: John Adlen, Andy Butler, Rick Carter, Paul Colman, Jasbir Dhesi, Sally Hepton, Mark Hills, Doug Kinsman (Chairman), 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, 28th October, 2022 at Virtual Meeting via Microsoft Teams

PRESENT

Doug Kinsman (Chair)
Andy Butler, Rick Carter, Paul Colman, Jasbir Dhesi, Guy Kilminster,
Councillor Nick Mannion, Dr Kieran Mullan MP, Councillor Jill Rhodes and
Simon Yates

ALSO PRESENT

Ellie Cox, Peter Turner and Lindsey Lewis

OFFICERS IN ATTENDANCE

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

36 APOLOGIES FOR ABSENCE (1 MINUTE)

Apologies for absence were received from Sally Hepton, Mark Hills and
Martin Wood.

37 DECLARATIONS OF INTEREST (1 MINUTE)

As the Towns Fund Progress Update had become a standing item on the
agenda, it was agreed that the following declarations of interest would be
recorded and used for all future meetings where this item would be
discussed:

Dr Kieran Mullan MP, in the interest of openness, declared that he
supported the Whitby Morrison ice cream element of the heritage centre
fund and the wishing well element of the pocket parks fund.

Councillor Nick Mannion, in the interest of openness, declared that he is
an elected Member of Cheshire East Council which is the accountable
body for the programme and requested that this standing declaration be
recorded for any Cheshire East Councillors who may attend the meeting in
future. Cllr Mannion also declared that he chairs the Council's Economy
and Growth Committee which has regeneration within its remit.

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 Simon Yates declared an interest in the
Always Ahead Charity (for Flag Lane Baths).

Jasbir Dhesi declared that Cheshire College is a named beneficiary of the ice cream element of the heritage project and that the college is also supportive of a number of the other projects.

38 MINUTES OF PREVIOUS MEETING (3 MINUTES)

RESOLVED

That the minutes of the virtual meeting held on 30 September 2022 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.

39 TOWNS FUND PROGRESS UPDATE & PROJECT REVIEW (1 HOUR))

Dr Charles Jarvis, Head of Economic Development gave the board an update on the outcome of discussions with the TIP sub-group in respect of the operation and delivery risks for each of the ten projects. The Sub group had continued to review the projects following their submission and prompted by the current economic climate and high inflationary pressures they had asked Cheshire East Council to commission an independent review on how each of the projects were managing inflation and risks. Ekosgen and cost consultants Currie & Brown carried out the review.

The review identified that most projects had insufficient budget allocated to meet current and future inflationary pressures, and whilst some of these had identified mitigation measures such as seeking additional co-funding or value-engineering (i.e. descoping the scale/quality of the project), significant risks remain.

Three projects had been identified as facing 'significant' inflationary and delivery risks, Lyceum Powerhouse, Flag Lane Baths and Crewe Youth Zone. Following the completion of this external work the sub group had put forward its recommendations which were shared with the board which included:-

- 1) Crewe Town Board submits a request to the Department for Levelling Up, Housing and Communities (DLUHC), through Cheshire East Council as accountable body, to withdraw the Lyceum Powerhouse project from its programme and the funding is reallocated across other projects;
- 2) Further engagement with key stakeholders is undertaken, including with local councillors and the MP;
- 3) Crewe Town Board delegates a decision on the amount of funding to be reprofiled across the remaining programme to the Chair and Vice Chair of Crewe Town Board, in consultation with the Towns Fund Sub Group (TFSG);

- 4) The TFSG reports back to Crewe Town Board on progress with these actions;
- 5) The TFSG continues to provide regular updates on cost and delivery risks to Crewe Town Board.

Whilst the board expressed their disappointment that the Lyceum Powerhouse project be recommended for removal from the programme they understood that it was a difficult situation that people were facing with inflationary costs. The board acknowledged the due diligence undertaken and transparency in the TFSG reaching its recommendation and appreciated the significant amount of work done around the design and business case. There was a collective view that it was hoped that the project team would continue to actively work on the project and that it may come forward at a later date and under alternative funding streams.

It was agreed that should the recommendations be agreed by the board the sub group would put a paper together at its next meeting which would be circulated to the Board. The paper would set out the criteria for any redistribution of funds to support the best outcomes for each project.

RESOLVED (by majority) That:

1. Crewe Town Board would submit a request to the Department for Levelling Up, Housing and Communities (DLUCH), through Cheshire East Council as the accountable body, to withdraw the Lyceum Powerhouse project from its programme and the funding is reallocated across other projects;
2. Crewe Town Board agree to delegate the decision on the amount of funding to be reprofiled across the remaining programme to the Chair and Vice Chair of Crewe Town Board, in consultation with the Towns Fund Sub-Group (TFSG).

40 COMMUNICATION & ENGAGEMENT SUB-GROUP UPDATE (10 MINUTES)

There had been discussions at the last board meeting in respect of how better to market the programme to the community, there were two options put forward:

- 1) Third party vehicle – Marketing Crewe – this would be run by a separate operator and would be able to receive funding.
- 2) Tapping in to a group of volunteer advocates who could help increase the social media presence and impact.

Both of these concepts had been positively received and further discussion would be held to advance this.

The Communications and Engagement sub group would meet following the board meeting to discuss what they would want changing and amending on the website.

RESOLVED

That the update be noted.

41 STRATEGIC UPDATE FROM CHESHIRE EAST COUNCIL (10 MINUTES)

Peter Skates, the Director of Growth & Enterprise attended the meeting and gave a verbal update in respect of:-

Royal Arcade – A full review meeting had taken place with the developer. The programme was on schedule for the new temporary bus station to be opened in January 2023.

Phase 2 – There were ongoing discussions with the developer and there had been strong occupier interest which was a positive. It was expected that there would be a financial appraisal at the end of December which would then be analysed to look at viability in respect of rents and yields, but construction costs could be a risk.

All the planning applications submitted were progressing.

Heritage Wall – A public engagement session had been held in respect of the consultation which would be running for the next week. Information boards were available in the Market Hall along with comment cards and email addresses for people to submit responses.

RESOLVED

That the update be noted.

42 INVESTMENT ZONES UPDATE (10 MINUTES)

The board heard that Cheshire East Council, with support of MP's had submitted seven expressions of interest of investment zones. The expressions of interest were similar to the project business cases, with four expressions of interest for investment zones in Crewe - three associated with the station HS2 hub and one with the Bentley site.

It was expected that the outcome of the submission would be known shortly.

RESOLVED

That the update be noted.

43 AOB (5 MINUTES)

The Board heard that the Chamber of Commerce had been designated as provider of the local skills improvement partnership which was a Cheshire and Warrington wide initiative to engage with employers of all sectors to

identify skills needs for the future. Funding would be allocated to help the initiative and delivery process plan was being undertaken and would be submitted for approval before the end of November.

The board discussed future meeting dates as these had previously been changed from the first Friday of the month to the last Friday of the month to coincide with the submission of the business cases to government. As the business cases had been submitted it was agreed that after christmas the board meetings would go back to being held on the first Friday in the month.

RESOLVED:

That after Christmas, meetings of Crewe Town Board would be held on the first Friday of the month.

44 DATE OF NEXT VIRTUAL MEETING

RESOLVED

That the date of the next virtual meeting take place on Friday 25 November 2022 commencing at 9.30am.

The meeting commenced at 9.30 am and concluded at 11.40 am

D Kinsman (Chair)

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Meeting Actions from the virtual meeting held on 28 October 2022

#	Action	Owner	Status
1	Terms of Reference These would be published on Cheshire East Council and Crewe Town Council's websites.	CJ	Ongoing
2	Communication and Engagement Sub-Group The concept of marketing Crewe structure be taken forward and discussions to be had outside the Board.	DK/CY	Ongoing
3	Anti-Social Behaviour – Crewe Market Square The Board agreed that writing to the SKEP Group was still a good idea. The group included the anti- social behaviour team who were responsible for safety around Crewe town centre and John Dwyer, the Police Crime Commissioner.	DK	Ongoing
4	Future meeting dates That meeting dates change from the last Friday of the month to the first Friday of the month after Christmas.	KS	Ongoing
5	TIP Sub Group Papers from the TIP Sub-Group are circulated to the board which outline the criteria of how the funding will be redistributed following agreement of the withdrawal of the Lyceum Powerhouse project.	SY/CJ/DK	Ongoing

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Department for Levelling Up,
Housing & Communities

Towns Fund: Supplementary Guidance on the role of Town Deal Boards in the delivery phase

1. Section 4 of the Towns Fund Guidance (published in June 2020) sets out the role of the Town Deal Board:

The Town Deal Board will sign off each stage of a Town Investment Plan and Town Deal. The Board is responsible for:

- *Upholding the Seven Principles of Public Life (the Nolan Principles)*
- *Developing and agreeing an evidence-based Town Investment Plan*
- *Establishing a clear programme of interventions*
- *Embedding arrangements in local plans (where appropriate) and undertaking Environmental Impact Assessments and fulfilling duties on public authorities under the Equalities Act, in particular, and the public sector equality duty.*
- *Coordinating resources and engaging stakeholders*
- *Ensuring communities' voices are involved in shaping design and decision making at each phase of development*
- *Ensuring diversity in its engagement with local communities and businesses*
- *Helping develop detailed business cases*
- *Overseeing each step of agreeing a Town Deal, and overseeing compliance with the Heads of Terms Agreement with government*

2. The Department for Levelling Up, Housing and Communities (DLUHC) expectation is that Town Deal Boards will continue to work to these principles; however, we recognise that as towns move into delivery of their projects, some additional guidance may be useful. **This guidance should be read as supplementary to the Towns Fund Guidance published previously.**
3. The Towns Fund Delivery Partner (TFDP) article "Town Leadership in the Delivery Phase" (available on the Towns Fund website: <https://townsfund.org.uk/blog-collection/town-leadership-in-the-delivery-phase>) provides a helpful starting point for Boards to consider how they operate moving forward. **DLUHC expects Boards to continue meeting regularly** to discuss progress, ensure that projects are staying true to the vision of the Town Investment Plan, and to work through risks and issues together.
4. It is important to maintain the distinction between the local authority as the accountable body, and the Town Deal Board. However, as at TIP and Summary Document stage, we expect that the Town Deal continues to be a collaborative effort and that Town Deal Boards continue to be consulted on and involved in key decisions.

5. Engagement with local communities is a vital part of the Town Deal process, and this remains the case as projects move into delivery. Town Deal Boards have demonstrated that they are a key link to the local community and local businesses and should be involved in any refresh of engagement and communication plans.
6. Town Deals have always had a focus on local accountability and decision making, and this will continue as the programme moves into delivery. However, as places will be aware, DLUHC requires local authorities (as the accountable body) to report on progress every six months. These reports cover Expenditure, Progress, Risks, Outputs and Outcomes. **Town Deal Boards are required have sight of these performance reporting returns, and the opportunity to feed into them, before they are submitted to DLUHC. The Town Deal Board Chair must sign the performance reporting return before it is submitted to DLUHC.**
7. When submitting Project Adjustment Requests, Local Authorities are required to confirm that the Town Deal Board have reviewed and agreed the proposals. This requirement will continue; Town Deal Boards should be involved in any discussions around project changes and agree these before they are made either under local delegation or submitted to DLUHC for a decision. This includes Project Adjustments to projects already in delivery.

Governance Checks

8. As referenced in the Levelling Up Funds Local Authority Assurance Framework September 22 (page 20 110-112), compliance checks will be completed annually by DLUHC for all Town Deals. The checks review whether the Town Deal Board is working in line with the governance and information provision requirements set out in the prospectus and subsequent guidance.
9. Checks will be carried out annually on publicly available records which cover the governance requirements as laid out in the Towns Fund Prospectus 2019; Towns Fund Guidance June 2020 (Annex D Town Deal Board governance guidance); Towns Fund Guidance Stage 2 December 2020; and this October 2022 supplementary guidance.
10. Following the checks, recommendations for action (if required) will be provided to local authorities and the Town Deal Board. Confirmation that the actions have been addressed will be required and evidence may be requested.
11. Annex A sets out the key aspects of governance for Town Deal Boards that will be checked annually.

Annex A: Town Deal Board Roles and Responsibilities

1. Roles and Responsibilities: The Town Deal Board should have a document, published on the Lead Council's website, which clearly sets out the roles and responsibilities and the governance and decision making processes for the Town Deal Board, the Town Deal Board Chair and Lead Council.
2. Code of Conduct policy: outlining the Lead Council's record keeping responsibilities on behalf of Town Deal Board with specific reference to the seven principles of public life, including a register of gifts and/or hospitality.
3. Conflict of interest policy: process of record for each Board member.
4. Transparency: transparent decision making is supported by the publication of information on the Lead Council's website and we expect the following standards to be applied:
 - A documented decision-making process outlining the voting rights of the Board to be published
 - Profiles of Board Members to be published (stating private or public member)
 - All Board papers to be published on the Lead Council's website in advance of the meeting (within 5 clear working days)
 - To promptly publish draft minutes of meetings on the Lead Council's website following the meeting (within 10 clear working days)
 - To publish final minutes on the Lead Council's website, once approved by the Board (within 10 clear working days)
 - Any conflicts of interest reported to be formally noted within the published minutes.
5. The Town Deal Board's membership should reflect the diversity of the town and surrounding area. The Towns Fund Prospectus stated that membership of Town Deal Boards should comprise:
 - A private sector chair
 - All tiers of local government for the geography of the town
 - The MP(s) representing the town
 - The Local Enterprise Partnership
 - Local businesses and investors
 - Community/local voluntary community sector representatives
 - Other relevant local organisations, such as FE colleges or Clinical Commissioning Groups.

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