

WHITBY TOWN DEAL BOARD

DATE: FRIDAY 1ST OCTOBER 2021

TIME: 10AM UNTIL 12NOON

VENUE: VIA ZOOM VIDEO CONFERENCE

AGENDA PACK

1. APOLOGIES

- ROBERT GOODWILL | MP
- MARC COLE | SBC
- PAUL FELLOWS | NYMNPA
- JAMES FARRAR | YNER LEP
- JOHN FIELD | WHITBY CIVIC SOCIETY

2. DECLARATIONS OF INTEREST

3. MINUTES OF LAST MEETING (ATTACHED) AND MATTERS ARISING

3.1. REGISTER OF INTERESTS FORMS

3.2. BOARD MEMBERSHIP

4. APPOINTMENT OF NEW VICE CHAIR

5. TRIAL PEDESTRIANISATION SCHEME PROJECT UPDATE – RICHARD MARR

6. TOWNS FUND PROGRAMME OVERVIEW – HELEN JACKSON

7. CLARIFICATION ON PROJECT SUNSHINE – ALEX RICHARDS

8. A.O.B

9. DATE OF NEXT MEETING

TBC (WILL NEED TO REARRANGE FROM 14TH JANUARY 2022)

WHITBY TOWN DEAL BOARD

THURSDAY 5TH AUGUST 2021

10AM VIA ZOOM VIDEO CONFERENCE

DRAFT MINUTES

IN ATTENDANCE

CHAIR Gareth Edmunds GE Anglo American	Marc Cole MC SBC
VICE CHAIR Barry Harland BH Whitby Seafoods	Michael King MK WTC
Mike Greene MG SBC	Karl Battersby KB NYCC
John Field JFi Whitby Civic Society	Cllr Linda Wild, LW WTC
James Farrar JF YNYER LEP	Paul Fellows PF NYMNPA
Alex Richards AR SBC	Ed Asquith EA Four Tigers Media
Chris Burrows CB SBC	Helen Jackson HJ SBC
Mel Bonney-Kane MBK CaVCA	Kerry Levitt KLV MINUTES SBC
Leigh Brand LB SBC	Carol Rehill CR SBC

1. APOLOGIES

- Rosemary DuRose | Beyond Housing
- Richard Flinton | NYCC
- Liz Small | NYCC
- Clare Harrigan | Beyond Housing

2. MINUTES OF LAST MEETING & MATTERS ARISING

- 2.1 Minutes of the meeting held on Thursday 29th April 2021 agreed as a true record.
- 2.2 No matters arising.

3. REGISTER OF INTERESTS

- 3.1 All Board Members need to update their Register of Interest Form and Declaration of Interests will become a standard agenda item on future meetings moving forward.
- 3.2 No Declarations of Interest were recorded for the meeting.
- 3.2 **ACTION:** KLV will circulate the Register of Interest form with the minutes.

4. REVIEW OF THE TERMS OF REFERENCE

- 4.1 The Terms of Reference document with suggested areas for amendments was circulated with the agenda.
- 4.2 HJ gave a brief presentation on the progress to date and the current stage highlighting the responsibility of the Board moving forward and the suggested areas for amendments of the Terms of Reference.
- 4.3 JF queried the role of the Board in approving new projects to be taken forward if any of the existing projects within the current Town Deal did not progress.

HJ explained the change process MHCLG have set up which allows requests to reallocate funding up to the maximum amount awarded of £17.1m to existing confirmed projects if a project fails to complete the Full Business Case process and does not progress. Any change request must be brought before the WTDB. SBC have asked for clarification if other projects from the original TIP can be brought in to replace any projects that may not proceed but are still waiting an answer.

- 4.4 It was agreed that the Board had a role in developing potential projects as a back-up in case current projects did not proceed and also in case any future funding pots are announced.
- 4.5 MK requested information on the project assurance process within SBC and if there was a Programme Board established, what is the role of this Board to ensure that the roles of the two Boards did not overlap or duplicate.

HJ and MG provided clarification on the processes within SBC and that the project assurance method is based on Prince2 principles.

ACTION: CR is preparing a paper for SBC Audit Committee in October to explain how the different Boards work and interact which she will share with the WTDB.

- 4.6 MK suggested section 2.2 is revisited to take into account the use of the word 'must' and queried if 'may' would be more appropriate.

ACTION: Terms of Reference to be amended in line with comments received and circulated round the Board.

5. TOWN DEAL BOARD MEMBERSHIP

- 5.1 GE asked the Board if they recognised any gaps with the Board membership.
- 5.2 JFi suggested the education sector was missing, particularly post 16, and small business representation was needed too. JFi suggested approaching the Tourism Association.
- 5.3 JF suggested KB formally replaced RF as the voting member for NYCC.

ACTION: KB to take back to RF and formally request this change through the Chair.

- 5.4 LW suggested Cllr Phil Trumper in connection to his work with the Maritime Training Hub.
- 5.5 MG advised that the best way to review membership was for Board members to send suggestions to SBC through KLV and then this can be picked up with MHCLG with regards to the formal requirements of the Board membership contained within the guidance. MG will then prepare a paper with recommendations.

ACTION: All Board Members to feed any suggestions to KLV.

6. BUSINESS CASE DEVELOPMENT

- 6.1 HJ gave a presentation on the process each project must go through to ensure they develop a Full Business Case (FBC) compliant with the HM Treasury Green Book.
- 6.2 SBC is the accountable body for the funding and has to approve the FBC before a Summary Document for MHCLG is prepared and submitted. The Chair of the WTDB must also sign off the Summary Document. FBCs are not submitted to MHCLG unless requested.
- 6.3 Each project lead will be expected to attend and present the key elements of the FBC and project to the WTDB before submission to MHCLG. Each project has indicated which submission date they are aiming for.
- 6.4 MK queried why the Pedestrianisation and Harbourside Public Realm scheme has indicated the latest submission date. HJ advised this was due to awaiting the analysis of the trial scheme which will feed into the FBC.

ACTION: KB to request an update on the trial pedestrianisation scheme be brought to the next meeting in the autumn.

7. ELECTION OF CHAIR PERSON FOR NEXT PHASE

- 7.1 GE thanked the Board for their hard work and commitment and expressed his honour to have served as Chair of the Whitby Town Deal Board but unfortunately due to work commitments no longer has the time to take the Board forward through the next phase. Therefore, GE resigned from the position of Chair of the Whitby Town Deal Board.
- 7.2 GE proposed that BH take over position of Chair of the Town Deal Board. LW seconded.
The Board agreed to appoint BH as the Chair of the Town Deal Board.
- 7.3 MG thanked GE on behalf of SBC for the energy and commitment given to the work of the Board.
- 7.4 BH is looking forward to taking the Town Deal Board through the next phase delivering the outcomes of the TIP.
- 7.5 **ACTION:** All Board Members to consider suggestions for a new Vice Chair to replace BH in this position which can be proposed and determined at the next meeting.

8. AOB

- 8.1 MG gave an updated on the recent Local Government Reorganisation announcement and emphasised that SBC and NYCC are committed to working together to progress the current programme of projects and secure the best outcome for residents for 2023.
- 8.2 HJ advised BH of an event taking place on the 20th August for Town Deal Board Chairs and will forward on the details.

9. SCHEDULE OF MEETINGS

- 9.1 Meetings to be held quarterly in line with MHCLG submission dates. Currently proposed for
- Friday 15th October 2021
 - Friday 14th January 2022
- 9.2 **ACTION:** KLV to confirm these dates work with the timeline for submission and place in diaries asap.