

Loughborough Town Deal Board

27th November 2020

10.00am Virtual Meeting, Charnwood Borough Council, Southfields, Loughborough

Agenda

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PROJECT	Town Deal		
DATE	2nd October 2020	LOCATION	Virtual meeting using Zoom

Attendees	
Board Members	
Dr Nik Kotecha (Co-Chair)	Morningside Pharmaceuticals
Cllr Jonathan Morgan (Co-Chair)	Charnwood Borough Council
Cllr Jenny Bokor	Chair of MRG
Prof. Tracy Bhamra	Loughborough University
Lez Cope Newman	Loughborough BID
Jane Hunt MP	MP for Loughborough
Jo Maher	Loughborough College
David Pagett-Wright	Chair of CECG
Cllr TJ Pendleton, CC	Leicestershire County Council
Andy Reed	LLEP
Martin Traynor	Economy & Skills Group
Officer Attendees	
Rob Mitchell	Charnwood Borough Council
Eileen Mallon	Charnwood Borough Council
Richard Bennett	Charnwood Borough Council
Sylvia Wright	Charnwood Borough Council
Chris Grace	Charnwood Borough Council
Tom Purnell	Leicestershire County Council
Mandip Rai	LLEP
Peter Sutton	BEIS/Communities
David Marlow	Third Life Economics (Consultant)
Nicky Conway	Minute Taker (Charnwood Borough Council)

Apologies	
Mike Roberts	Charnwood Borough Council

Meeting Type (Team, Board or other)
Board Meeting

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2. Minutes of the previous meeting and matters arising

The minutes of the previous meeting were confirmed as a correct record.

Matters Arising:

- Item 3 – Declarations of Interest - Cllr Pendleton confirmed that his Register of Members' Interests form had been completed.
- Item 6 – Town Investment Plan - a meeting had been held between the Borough Council and County Council and it was explained that finance and resources for highways, cycling and green corridor projects was not available in both councils. Any projects put forward would require full funding from the Town Deal and that the County Council were fully supportive of this.
- Item 6 – Town Investment Plan - reviewing the Council's Licensing strategy in respect to encouraging the town centre's night-time economy had suffered a temporary set back with current COVID-19 rules (closing at 10pm) but it would continue to be monitored and reviewed as appropriate.
- Item 7 – Upfront Projects Funding - Jane Hunt MP confirmed she had encouraged organisations and community groups to submit project ideas.

3. Declarations of Interest

There were no declarations of interest.

4. Project Overview Update

Richard Bennett presented this update. He highlighted the following to the Board:

- following the approval of the draft Town Investment Plan (TIP), officers met with ARUP in the first of two 'check and challenge' sessions, to refine the plan and understand lessons from TIP submissions in Cohort 1.
- an extended deadline for proforma submissions had enabled partners to develop their bids further with consultant support.
- a Governance Audit which took place on 23rd September recommended improvements to the Governance structure and website – there was further detail covered in item 5.
- the project milestones had been revised to take into account the extension of the submission deadline for the Town Investment Plan (TIP), and a new date agreed for finalising the plan of 12th October.
- the Member Reference Group and Community Consultation and Engagement Group had met since the Board's last meeting and received an update regarding the ARUP session and the final version of Part 1 of the TIP.
- the Consultant David Marlow had continued to meet with individuals submitting proformas beyond the submission deadline to accommodate all proposals.
- with regard to communications and future engagement, amendments to the Town Deal website were in progress and a visually engaging TIP which was more easily understood would be drafted by the end of October. A proposed forward communications strategy was shared.
- the Council has received confirmation of £750K upfront funding for Town Deal related

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projects, to be completed before end on March 2021.

Board Members were satisfied with the content of the report and had no further questions.

Recommendation Agreed: That the Town Deal Board noted the content of the report and the revised milestone activities and dates.

5. Revisions to Board Terms of Reference

Richard Bennett presented this report. He drew the Board's attention to the following:

- the Terms of Reference (ToR) and governance structure, agreed by the Board at its meeting on 29th January 2020, had been audited by the Cities and Local Growth Team of Ministry for Housing, Communities and Local Government (MHCLG) to check if the mandatory requirements for the Towns Fund process had been met.
- examples of good practice had been identified but there were weaker areas that required improvement prior to submission of the TIP. These were identified in the audit summary in Appendix 1 and in the ToR amended by tracked changes in Appendix 2.
- the inclusion of a Code of Conduct incorporating the Nolan Principles required signing by members of the Board and would be published on the Town Deal website.

Further to the published report, additional guidance from the Government suggested that the following further amendments be included in the ToR as follows:

- inclusion of specific time periods for agenda publication, for draft minutes and for approved minutes by the Board to be uploaded to the website.
- enhancements to the role of co-chairs - to uphold the Nolan Principles, lead the Board in achieving its objectives, maintaining an overview and championing partnership working whilst ensuring decisions were made in accordance with good governance principles.
- specific reference to delegated authority for Co-Chairs to agree to amendments to the TIP as required prior to submission.

It was noted that the membership for Loughborough College required updating.

Board Members were supportive of the changes to the Terms of Reference.

Recommendations Agreed:

- a) The revisions to the Town Deal Board Terms of Reference be approved as indicated in appendix 2 to this report and including further amendments as detailed in this meeting, and to then be published on the Loughborough Town Deal Website;
- b) Town Deal Board Members sign the Code of Conduct contained in the revised Terms of Reference without delay.

6. ARUP 'Check and Challenge' Report

Richard Bennett introduced this report and drew the Board's attention to the summary in the covering report (p25-26) and the full review in the Appendix. He noted that the review by ARUP of Part 1 of the Town Investment Plan (TIP) had proved to be very useful and points raised during the session would help to strengthen the credibility of the final TIP. The second session with ARUP to review Part 2 of the TIP was scheduled to be held on 5th October 2020.

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Board Members considered that the points raised by ARUP were fair and generally constructive and it was beneficial to receive a peer review. David Marlow stated that he agreed with this view and that in drafting the final narrative for the TIP he hoped he had tackled all 24 observations made by ARUP. Since the session there had been further discussions with the ARUP team and some of the points Loughborough had raised had been fed back to MHCLG.

Recommendation Agreed: That Board noted the content of this report.

7. Project Appraisal Process

Richard Bennett introduced this report and stated that further to the advice given at the meeting of the Board on 24th July the Project Team had met to evaluate the project proposals against the Government's criteria prior to submission of the final TIP to the Board. An Appraisal and Prioritisation Sub-group of the Town Deal Board had been invited to review the outcomes of the evaluation and to sense check the proposals.

David Marlow was invited to explain the process taken, what the sub-group were asked to consider, and the outcome of the meeting. During his slide presentation he highlighted the following:

- at the time of the officer evaluation there were 25 proformas submitted totalling a funding request of £57.2 million with a further two 'aggregator projects' suggested by officers (Developer Accelerator and Microprojects).
- it was acknowledged that some small businesses and community groups may have had difficulties developing a proforma during the current COVID circumstances, but it had become apparent during the consultation process that these projects would contribute towards making the town a better place.
- there was a reasonable spread of schemes and project applicants had taken on board the vision and narrative of the TIP.
- projects had been appraised against the Government guidance issued in June but the appraisal process had also included a specific focus on Loughborough requirements and how proposals contributed to a post COVID-19 recovery.
- it was agreed upfront that the evaluation wouldn't solely be a numerical exercise; the goal of the appraisal was to create a balanced TIP which met Government intervention framework categories, was coherent, logical and could be progressed over five years.
- the projects clustered and aggregated together were discussed with the project applicants.

Board Members raised the following points:

- that the TIP projects were a good catalyst for the long-term transformation of Loughborough, and it was essential not to be afraid of exceeding the £25m limit.
- it had been a very thorough evaluation process, working through the rationale and scoring system and a good group of projects with project clusters that told a theme had been included.
- the projects reflected themes from the consultation exercises and indicated people's views were respected.
- the projects were generally well balanced across the themes and the diversity of proposals was welcome.

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- it was important to ensure there was a list of robust 'shovel ready' projects in reserve to take advantage of any capital underspend or to bid for government capital project funding in the future.
- it was necessary to assess clustered projects cautiously, if the full funding requested was not granted, projects in these clusters would require a second review to ensure that individual projects in the cluster that may have received lower scores previously did not lose out.

In response to questions from Board Members, David Marlow explained that the emphasis had changed around the 'active healthy living' theme. Loughborough had many assets and capabilities in the future to become a model for active healthy living in a post COVID world, but it was recognised that these roles were generally delivered by regional and national organisations. The focus of the Town Deal was to provide a solid robust working town centre as a springboard for future health related projects regionally and nationally.

It was noted that work was continuing with applicants to refine and update their project proposals.

Recommendation agreed: that Board noted the evaluation process followed to assemble the basket of projects to include in the Town Deal Investment Plan.

8. Final Draft Town Deal Investment Plan

Eileen Mallon introduced this report and stated that a significant level of work had been completed to support applicants in their bids. It was pleasing to have a significant number of proformas to review and projects had been clustered to match Government themes. It was important to emphasise that the Town Deal projects would only be a part of Loughborough's story and that partner organisations were also progressing plans. The Council had taken on an enabling role and would work with partners to ensure a consistent narrative was adhered to.

David Marlow shared presentation slides and explained that the primary audience for the TIP would be Government officials, but that once the TIP had been submitted an 'easy to read' summary document would be prepared. He noted that there might be minor changes after the second ARUP 'check and challenge' session. He asked the Board if they considered that asking the Government for £31.7 million was a reasonable starting point for negotiation and whether they considered the TIP captured the direction and future vision for Loughborough.

Board Members agreed that the TIP was robust and confident, considered that it was a good starting point for negotiation and that projects would be chosen that would have the biggest impact to the town. The TIP strengthened key elements such as the university being an anchor institution and integrated with its own strategy. It was an exciting opportunity to invite expertise into the town and growing the businesses and economy.

In response to questions by the Board, David Marlow stated that:

- MHCLG spreadsheet documentation requirements presented difficulties in communicating match-funding data and 'in kind / time based' contributions.
- it had been vital to emphasise the distinctive aspects of the town. He considered that the Loughborough Town Deal was submitting a unique proposition, in particular the integrating of the university and the college into the town centre, and the observatory

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which would be relevant to town deals nationally.

- the detail and quality of the proformas had varied and applicants had been supported to submit the best proformas possible. It was important for the final submitted proforma to reflect what the applicant wished to represent. It was not expected for all schemes to have detailed proformas, 'shovel ready' schemes were well developed and had very detailed proformas but others like the smart sustainable transport corridor project were more of a concept proposal to be developed over a longer duration.

It was noted that it would be beneficial to include an appendix to the TIP detailing potential match-funding data.

David Marlow stated that it had been a real privilege to work with the Board and the Town and considered that Charnwood Borough Council had managed the project excellently whilst maintaining its other services during a global pandemic. Members of the Board thanked David for his hard work and appreciated his considerable expertise in producing the Loughborough TIP.

Members wished it to be noted that the Member Reference Group and Community Engagement and Consultation Group had fully engaged with the process and wished to recognise the hard work of all who had been involved.

Recommendations agreed:

- a) That the Board approved the projects endorsed by the Town Deal Board Subgroup and include these in the final draft of the Town Deal Investment Plan;
- b) That the Board endorsed the final draft Town Deal Investment Plan for submission to Government before 31st October 2020.
- c) That the Board agreed that any amendments required as a result of the ARUP check and challenge process or changes to bid proposals which may be necessary are agreed with the co-chairs of the Board, in order that the deadline for submission can be met.

9. AOB

It was noted that the final TIP would be published on the Town Deal website.

It was requested that an update regarding the upfront grant funding of £750K was provided to the Board at its next meeting on 27th November 2020.

10. Date of Future Meetings

The next meeting of the Board is scheduled for 27th November 2020.

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Follow up actions	
1	<p><u>ITEM 5 – Revisions to the Board Terms of Reference</u></p> <ul style="list-style-type: none"> • Board Members to sign the Code of Conduct form. • Clerk to arrange for publication of the revised Terms of Reference and signed Code of Conduct forms on the Town Deal website.
2	<p><u>ITEM 8 – final Draft Town Deal Investment Plan</u></p> <ul style="list-style-type: none"> • that an appendix detailing potential match funding be included in the TIP document.
3	<p><u>ITEM 9 – AOB</u></p> <ul style="list-style-type: none"> • that an update report is submitted to the Board at its next meeting on 27th November regarding the Government's upfront grant funding awarded to Charnwood Borough Council. • that once the Town Investment Plan has been submitted to the Government that this be confirmed to the Board.

LOUGHBOROUGH TOWN DEAL BOARD

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Item 4 – Town Deal Cohort 1 Submissions and Outcomes

1. Introduction

- 1.1 This report presents an overview of outcomes from Town Deal Cohort 1 submissions to date and the characteristics of those Town Investment Plans where the Government has announced in-principle funding allocations.

Recommendation: That the Board notes the content of this report.

2. Background

- 2.1 Town Deal locations have been permitted to submit their Town Investment Plans [TIP] in one of four cohorts: 1 (by the end of July 2020), 2 (by the end of October 2020), 2a (by 11th December 2020) and 3 (by the end of January 2021). Cohort 2a was announced in revised Towns Fund Guidance when it became apparent to the Government that many towns which had confirmed their intention to submit a TIP in Cohort 2 would not be able to meet the October deadline.
- 2.2 Board submitted its TIP on 26th October 2020 within the Cohort 2 deadline. All Board members and supporting officers were emailed a copy of the Summary document of the TIP and the link to the full version. MHCLG has acknowledged receipt of the TIP.
- 2.3 On 27th October 2020 the Government announced that it and seven Cohort 1 Town Deal locations had agreed Heads of Terms for a Town Deal and the associated funding allocation for the Heads of Terms. It is understood that a further six locations are awaiting the outcomes of their Cohort 1 TIP submission.

3. Town Deal Cohort 1 Outcomes

- 3.1 Whilst Loughborough awaits feedback on its TIP from the Government it is useful to observe the characteristics of the TIPs from the towns in Cohort 1 which have so far been successful in achieving a funding allocation. Throughout the town deal process, Loughborough has and will continue to learn from the outcomes and experiences of other town deal locations across the country. Officers maintain dialogue with peers in other towns.

3.2 The information below summarises how much funding the seven successful town deal will receive and the characteristics of their respective TIPs.

3.3 **Barrow-in-Furness**
ASK: £29.9m AWARD: £25m

TIP Theme(s): Brilliant Barrow – inclusive economy; clean growth; healthy places.

Projects:

HE / FE campus; Community resilience hubs; Business support programme; Events and festivals programme; Housing renewal; Cycling and walking infrastructure; Marina Village land assembly / clearance.

3.4 **Blackpool**
ASK: £49.3m AWARD: £39.5m

TIP Theme(s): A Place with a Buzz – creating jobs; tackling deprivation; improved reputation and visitor numbers.

Projects:

Town centre regeneration; Enterprise Zone infrastructure; HE / FE facilities; Innovation partnership; Sports village; Illuminations; Youth Hub; Art gallery extension.

3.5 **Darlington**
ASK: £25m AWARD: £22.3m

TIP Theme(s): Building on heritage – town centre regeneration; skills.

Projects:

Town centre regeneration / land assembly; new park by the river; walking and cycling route; town centre adult learning hub.

3.6 **Norwich**
ASK: £25.2m AWARD: £25m

TIP Theme(s): Historic City – urban regeneration; better skills and enterprise.

Projects:

Hub for digital businesses; refurbishment of a cultural centre; Digi-tech skills hub; construction and engineering skills centre; city centre

regeneration; public realm improvements; investment fund for brownfield sites; inward investment marketing.

3.7 Peterborough

ASK: £24.97m AWARD: £22.9m

TIP Theme(s): Distinctive place to live, work and visit – strong visitor attractions; green city; enterprise and skills infrastructure.

Projects:

Town centre regeneration; new library and cultural hub; station quarter regeneration; enterprise and business incubation hub; green technology skills programme; greener public realm.

3.8 Torquay

ASK: £25m AWARD: £21.9m

TIP Theme(s): Heart of English Riviera – better town centre experiences; tourist destination; building on sectoral strengths.

Projects:

Town centre regeneration; new walking and cycling routes; new rail station; Torquay Pavilion refurbishment; public realm improvements.

3.9 Warrington

ASK: £26.56m AWARD: £22.1m

TIP Theme(s): [the Council's Corporate Strategy] – healthy living; thriving economy benefits all; safe communities; clean and green.

Projects:

Health and social care academy; health and wellbeing hub; construction training centre; electric bus fleet depot; active travel programme; digital enterprise hub; improved cultural hub.

4. Conclusion

- 4.1 To date, no town deal location has been awarded the full amount that was asked for in its TIP. Unsurprisingly, the types of projects put forward in the various locations reflect both the requirements of the Towns Fund Prospectus and Guidance along with the specific circumstances of each town.

- 4.2 It is worth observing outcomes from Cohort 1 as Loughborough now moves through the next phase of the town deal process (see Agenda Item 5).

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Item 5 – Town Deal Forthcoming Process and Next Steps

1. Introduction

- 1.1 This report explains what is expected to happen now that the Town Investment Plan (TIP) has been completed and describes some of the next steps that the Board and its supporting team are likely to need to work through.

Recommendation:

That the Board notes the content of this report and commits to overseeing and carrying out actions which will help achieve a town deal Heads of Terms and then implementation of the TIP.

2. Background

- 2.1 Item 4 of this Agenda references that Loughborough has submitted its Town Investment Plan to the Ministry of Housing Communities and Local Government (MHCLG).
- 2.2 In order to achieve a Town Deal for Loughborough and for funding to be released in order to enable delivery of projects there are further phases of activity which the Town Deal Board should follow, in accordance with MHCLG guidance.

3. Achieving a Town Deal via 3 phases

- 3.1 The process which determines whether funding will be released to facilitate implementation of a Town Deal's projects and programmes can be viewed as having 3 phases according to MHCLG guidance:
Phase 1 - completion and submission of the Town Investment Plan (TIP)
Phase 2 – appraisal of the TIP and agreement of Heads of Terms
Phase 3 – development of full business cases leading to release of funding.
- 3.2 Beyond cohort deadlines for the submission of TIPs, MHCLG has not committed to specific timelines for the remainder of the town deal process. However, based on the experience of towns which submitted TIPs in Cohort 1 and dialogue with MHCLG officials it is envisaged that it is likely that Loughborough will have received appraisal of the TIP and hopefully be in a position to achieve Heads of Terms (completion of Phase 2) by the end of March 2021. In that scenario, development and

sign-off of full project businesses cases and project delivery plans (Phase 3), followed by the release of funding for each project could then begin and take place during April 2021 and beyond.

4. Next Steps

- 4.1 Based on MHCLG guidance and dialogue with peers from Cohort 1 towns it is expected that there will now be a significant number of tasks which the Town Deal Board will need to oversee and which will need to be carried out by its supporting officers and those organisations which are leading on the projects proposed within the TIP. These are as outlined in paragraphs below.
- 4.2 Short term (Phase 2 November to March?)
- Liaising with MHCLG on its appraisal process and dealing with queries; facilitating new or any required further information about projects / the TIP
 - Preparing for and dealing with the 'exceptional status' checks and challenges (this is likely to happen because Loughborough's TIP proposes over £25m of funding)
 - Negotiations as we move towards Heads of Terms
 - Potentially, if MHCLG 'rejects' Loughborough's TIP at this stage (i.e. if it were to achieve very low scoring during appraisal), there would be work to be done to re-submit the TIP in Cohort 3 (by the end of January 2021).
- 4.3 Medium to Longer term (Phase 3 April 2021 and beyond)
- developing projects [both CBC and non-CBC] in detail following agreement of Heads of Terms
 - completing comprehensive business cases
 - development and implementation of an overall Town Deal Delivery Plan
 - submitting a detailed projects' 'Summary Document' [which is substantive and detailed] to MHCLG
 - Developing legal agreements between the Council and organisations leading on the delivery of projects
 - Developing and submitting a full Engagement Plan to MHCLG
 - Communications and public consultation exercises
 - Linking the Town Deal to other funds, strategies and programmes
 - Project management [delivery] of CBC led projects
 - Providing monitoring data on all projects to MHCLG every 6 months
 - Preparing for and producing an Annual Review with the Towns Hub
 - Liaison with other TD locations to share best practice.

5. Conclusion

- 5.1 There is still much work to be done to reach a point where projects funded by a Town Deal can be implemented in Loughborough. The Government expects stakeholders and communities to be given the opportunity to remain involved in the implementation of a TIP, either delivering projects or influencing decisions made by the Town Deal Board. Officers therefore suggest that the Member Reference Group and Community Engagement Group continue to meet.
- 5.2 Resources will be needed to carry out the expected actions outlined above. A separate report is presented to Board on that matter at Agenda Item 6.

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Item 6 - Future Resources for Delivery of a Town Deal

1. Introduction

- 1.1 This report identifies the resources required to ensure the Loughborough Town Deal programme continues and that projects contained within the Town Investment Plan (TIP) can be co-ordinated and delivered.

Recommendations:

1. That Board agrees the use of £11k of Town Deal budget to fund the backfilling of the Business Relations and Economic Growth Officer (Post M316) to 31 March 2021.
2. That the Board notes the financial position in relation to the management and delivery of the Town Deal and accepts the proposal to receive a status report on each project once the bid has been determined by MHCLG.

2. Background

- 2.1 Board received a report at its meeting on 29 January 2020 setting out the high-level programme and the use of government capacity funding to bring forward a Town Deal Investment Plan during 2020/21. Board members will recall that the government prospectus said the grant of £162k was to be used for:

- Convening the Town Deal Board
- Running business and wider community events
- Developing town investment plans
- Providing Technical expertise for business case development

- 2.2 The following allocation of budget was therefore agreed:

Item	Cost 2020/21
Consultancy support for Investment Plan	£75,000
Town Deal Project Manager	£45,000
Communications Plan	£30,000
Miscellaneous operating costs	£12,000
total	£162,000

- 2.3 The prospectus also said further support may be available from MHCLG, other relevant government departments or further sources to be announced. That

support has come forward in the shape of the Towns Hub, which consists of the central town's team within the Cities and Local Growth Unit (CLGU) in MHCLG, colleagues in CLGUs regional teams, and the Towns Fund Delivery Partnership led by Arup. Further guidance on what was expected from Town Investment Plans, including key information about interventions in scope, the roles or different stakeholders throughout the process and the path towards implementation of town deals, was published in June 2020. This guidance affirmed the capacity funding in the prospectus and the support from the Towns Hub.

3. Future Funding programme

3.1 Now the Town Deal Investment Plan has been submitted to MHCLG, the Town Deal Board is invited to consider the future resources required to facilitate the Board governance and to manage the programme of projects going forward over the next five financial years, should the bid be successful. It will be important that project sponsors have their own project management resources in place to ensure the projects are moved forward and delivered according to the timetable, and that funding can be accessed.

3.2 Having considered the government guidance issued this year and explored the lessons learned from cohort one authorities, the Town Deal Board might expect the Project Team to be involved in the following activities post TIP submission and to the end of the financial year:

- Liaising with MHCLG on their appraisal process and dealing with queries; facilitating new or required/improved information about projects / the TIP
- Preparing for and dealing with the 'exceptional status' checks and challenges and panel scrutiny;
- Negotiations with government as we move towards Heads of Terms of a deal;
- Administering the governance structures - Board and the reference groups.

3.3 It is considered that there are sufficient resources available from the existing capacity funding to service this demand to the end of 2020/21. Indeed, it is expected a underspend of £15.8k will be available and it is suggested £11k of this is utilised to fund an extension to the backfilling arrangements for the secondee to the Town Deal Manager post until 31 March 2021 to match that secondment timescale agreed by Board on 24 July 2020. This will enable the Council to maintain its business support functions to year end.

Item	Budget allocation	Committed at 1 Nov 20
Consultancy support for TD Investment Plan	£75,000	£63,000
Town Deal Project Manager	£45,000	£53,000
Communications Plan	£30,000	£30,000
Miscellaneous operating costs	£12,000	£200
total	£162,000	£146,200

3.4 Beyond the current financial year, no further resources have been identified for the programme or Project Team. The Town Deal Project Manager has reviewed the government guidance and considers the following activity is likely to be required over the next financial year:

- developing projects in detail following agreement of Heads of Terms
- obtaining comprehensive business cases from project sponsors
- development and implementation of an overall Town Deal Delivery Plan and programme management
- submitting a projects' 'Summary Document' to MHCLG
- Communications and public consultation exercises
- Linking the Town Deal to other funds, strategies and programmes
- Providing monitoring data on all projects to MHCLG every 6 months
- Preparing for and producing an Annual Review with the Towns Hub
- Liaison with other Town Deal locations to share best practice.
- Administering the governance structures - Board and the reference groups

3.5 The Council has estimated the resources required to move the Town Deal forward in 2021/22. This evaluation is subject to the eventual scale and shape of the final 'deal', Staffing costs are likely to be subject to inflation and potentially other increases in future years of the programme. Consideration will also need to be given to operational costs anticipated in each year for items such as consultancy to support negotiations with government and to refine business cases. The costs for 2021/22 are estimated at:

Item	FTE	Cost	comment
Town Deal Project Manager	1	£65k	Request made via CBC budget process

			subject to Town Deal Allocation
Admin and governance & support	0.3	£15.6k	Provided by CBC in kind
Comms support	0.12	£7.8k	Provided by CBC in kind
Operational budget – consultancy and publicity	-	£50k	Request made via CBC budget process subject to Town Deal Allocation
Total		£138.4k	

3.6 The costs of staffing to provide admin, governance and communications are currently met by the Borough Council and it is proposed to continue with this contribution in kind next financial year. Given the need for the overall management of the programme, a budget request has been made through the Borough Council’s processes for the ongoing support of the Town Deal Project Manager post, either to provide a fixed term contract or a secondment/backfilling arrangement, and to meet forecast consultancy for phase 2 in the next financial year. This is based on the assumption that the full funding request made is secured.

4. Supporting Individual Projects

4.1 As can be seen from the information above, the Council is providing a significant amount of resource to support the Town Deal Board and to oversee the overall programme and delivery of the deal. However, the individual projects will need to be sufficiently resourced and supported by the lead organisation responsible, and there will be a need for each project to present a detailed business case within the timescales set by MHCLG.

4.2 It is clear that there are a range of agencies who have submitted projects for inclusion in the deal, and consequently there will be a range of resources and abilities available to them to progress their schemes to business cases of a required standard, if this has not been done already.

4.3 It is therefore suggested that the Town Deal Project Manager advises each project sponsor of the likely timescales and requirements for business cases that may be required, based on the experiences and advice of colleagues from cohort 1 schemes, to identify the status of each project moving forward, and their individual timetables to complete this work. This status report can be brought back to the Board when the determination of the bid has been made, and any financial allocation is awarded.

5. Conclusion

- 5.1 The Town Investment Plan sets out a capital and revenue ‘ask’ of £29.391m and £2.349m respectively over a five-year programme of interventions. The total investment potential of the deal is £110m. This is a very significant programme with a mixed portfolio of projects led by project sponsors of varying levels of expertise. The Council is providing a significant resource through its in-kind contribution for admin, governance support and communications. Further support through the ongoing funding of the Town Deal Project Manager has been requested. In addition, there are project management resources that each project sponsor will need to dedicate to ensure they are able to deliver the projects.
- 5.2 The Board is asked to note the position with regard to the ongoing engagement of the Town Deal programme, and the proposal to provide a status report on each project once the determination on the bid has been made by MHCLG.

6. Risks

- 6.1 The following risks have been identified:

	Risk	Impact	Mitigation
1	That the Council do not approve the budget service pressure and funding for the Programme Team in 2021/22 - remains uncertain	Significant reduction in the level of support available to administer the Town Deal with potential loss of government funding and reputational impact	Seek to lobby government on the need for capacity funding

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Item 7 – Upfront Funding Update

1. Introduction

- 1.1 This report provides an update on the use of £750,000 'upfront' Towns Fund funding which was awarded to Loughborough in order to 'kickstart' the town deal process.

Recommendation:

that the Board notes the content of this report and that the Borough Council has allocated the spend of £750,000 as per the priority order for projects previously agreed by the Board.

2. Background

- 2.1 As part of the Government's response to the impacts of Covid-19 on the economy it announced that town deal locations should benefit from upfront funding which could help kick-start recovery and enable the delivery of 'shovel-ready' schemes.
- 2.2 In August 2020 the Council confirmed that it wished to accept the £750,000 available to Loughborough (based on population size). It is a requirement of the Government that any project(s) on which the funding is spent must be delivered by 31st March 2021 and be part of the town's Town Investment Plan.
- 2.3 The Town Deal Board received a briefing and confirmed that 4 projects related to the emerging Town Investment Plan could be implemented by 31st March 2020. These were:
- a) Careers and Enterprise Hub in the town centre,
 - b) Limehurst depot site demolition and clearance,
 - c) Rectory Wildlife Garden,
 - d) Queens Park improvements.

The projects were prioritised with the Careers and Enterprise Hub as the top priority and put forward for approval by MHCLG. MHCLG subsequently confirmed to the Council's S151 Officer that it would release the £750,000 to be spent on one or more of the named projects.

- 2.4 The Careers and Enterprise Hub project will require all the £750,000 funding and therefore the other projects have now been included as part of bigger projects within the main TIP.

3. Careers and Enterprise Hub

- 3.1 The Hub building will be in the town centre. It will be a facility where people can access learning, training and support services. The project is led by Loughborough College in partnership with Charnwood Borough Council and Loughborough University. The Hub project will have two over-arching elements: Skills (led by the College), and Enterprise (led by the College with support from the University).
- 3.2 The Skills element will be attractive to people in who are not traditionally participants in learning and development. It will provide flexible (including weekend and evening) access to skills advice, learning related employment opportunities, including apprenticeships and the Government's new Kickstart initiative and involve the direct delivery of bite size and introductory units of learning to all audiences on a structured and drop-in basis.
- 3.3 Within the Hub, facilities for Skills activities will comprise:
- A welcome desk, and spill over area, with hard copy and online learning and careers resources,
 - Four idea booths where individuals can meet and interact around skills and development opportunities with college employability advisers,
 - Open and flexible workshop and event space for teaching, delivery, business meetings.
 - Team room for staff,
 - Kitchen and toilets.
- 3.4 The Enterprise element will facilitate and encourage business start-ups and business growth in the town. It will bring together problem solvers, innovators and aspiring entrepreneurs into one space. People with business ideas will be able to access specialist expertise and facilities at Loughborough University by initially accessing services at the Hub. The Hub building will provide an anchor for collaborative enterprise activities, facilitating interaction and engagement between the university and local communities, and a place where advice can be sought on the formation of new enterprises.
- 3.5 Within the Hub, facilities for Enterprise activities will comprise:
- A meeting room for ideas interaction,
 - A workshop space for training, events and ideas generation,
 - Workbenches for staff and aspiring entrepreneurs,
 - Specialist equipment (e.g. AR/VR, 3D print devices) to enable learners to design and build their ideas.
 - Display area to showcase products and innovations.

4 Progress

- 4.1. Good progress is being made in the implementation of the project. A key element was identifying a suitable town centre building. After discussion with the College and University, Charnwood Borough Council purchased 20 Market Place on 20th October 2020. This gives the Council a commercial investment and enables the College and University to operate from a prominent town centre building which is easily accessible to the public. 20 Market Place is the building which was last occupied by Crawshaws butchery.
- 4.2. A planning application for Change of Use will be submitted by the Borough Council and applications for any alterations to the building will in due course be submitted by Loughborough College.
- 4.3. Following a meeting which took place on 9th November it is expected that the College will formally agree a licence with the Council for use of the building and then commence fitting out of the building subject to appropriate planning permission(s) being granted.