

Town Deal Agenda

Tuesday, 22 June 2021 at 10.00 am

Microsoft Teams

For further information, please contact Hastings Town Deal: TownDeal@hastings.gov.uk

		Page No.
1.	Welcome and apologies 10:00	
2.	Minutes of the last meeting and matters arising 10:05	1 - 4
3.	Town Deal Heads of Terms and next steps 10:10 Key decision for the Board: To endorse the Heads of Terms for Hastings	5 - 14
4.	Update on Town Deal Board and Governance Structures 10:40	15 - 18
5.	Any other business 11:10	
6.	Date of next meeting: 10am, Tuesday, 28th September	

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Agenda Item 2 Public Document Pack

TOWN DEAL

27 APRIL 2021

Present:

Carole Dixon (Co-chair)	Hastings Community Network
Graham Peters (Co-chair)	Team East Sussex
Andrew Harvey	New River REIT
James Harris	East Sussex County Council
Jane Hartnell	Hastings Borough Council
Jess Steele	Heritage Action Zone
John Bownas	Hastings Business Improvement District
Kate Adams	Project Art Works
Liz Coleman	Hastings and Rother Interfaith Forum
Liz Gilmore	Hastings and Rother Cultural Leaders Group
Lourdes Madigasekera-Elliott	Public Health East Sussex
Rich Moore	The Source Park
Sally-Ann Hart	MP for Hastings and Rye
Sean Dennis	Hastings Area Chamber of Commerce
Sonia Blizzard	Sea Change Sussex
Steve Manwaring	Hastings Voluntary Action
Stuart Mitchell	New River REIT

Others in attendance:

Rebecca Collings	Towns Hub Coordinator
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HBC project team present:

Hannah Brookshaw
Pranesh Datta
Stephen Dodson
Victoria Conheady

46. WELCOME, APOLOGIES

Apologies were received from Candice Miller, Dan Shelley, Darrell Gale, Helen Kay and Iain McNab

47. MINUTES OF THE LAST MEETING AND MATTERS ARISING

Accepted as an accurate record.

The Chair reminded board members to keep their declarations of interest forms up to date.

No matters arising.

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48. UPDATE SINCE THE LAST MEETING

Pranesh Datta updated:

A decision on the Town Investment Plan (TIP) submission is expected in mid-May, after the local elections (6th May) and the draft Heads of Terms will be received. Initial indications are positive, but it is not clear what level of funding will be received. The projects within the TIP may be RAG (Red, Amber, Green) rated. Should there be a need to re-profile the projects depending on the RAG ratings, Genecon will be asked to provide independent advice. Rebecca explained that a red RAG rating indicates that a project within the submission will not be able to proceed, although very few submissions have received such ratings.

Once we receive the heads of terms, these will have to be agreed and returned to MHCLG within 3 weeks of receipt. Blackpool Council has published their heads of terms on their website and the link will be circulated to the board. **Action: Pranesh**

Link (cut and paste into browser):

<https://democracy.blackpool.gov.uk/documents/s57870/Appendix%20a%20Draft%20Heads%20of%20Terms.pdf>

Accelerator fund projects update:

- White Rock Baths – capital works are almost complete and scheduled to open to the public in May
- Employment, events and advice hub at East Sussex College – 80% works complete and final works to be completed at the end of May
- Electric Vehicle Charging – project has been delivered and is nearing completion
- Hastings Commons Lower Alley – 90% of the works are complete, with minor landscaping works remaining which are due to complete mid-May

The co-chairs extended their congratulations to the projects on the fantastic achievements in getting the projects to this stage in a very short space of time. It was commented however that it is not good for community engagement to be working at such speed.

Engagement Programme update:

Hannah Brookshaw updated:

The current phase of the engagement programme is focusing on building brand awareness through the blog and social media channels. Once we receive the outcome of the submission and the draft heads of terms, work will commence with the project leads to develop the business cases.

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New funding initiatives:

Community Renewal Fund

- Bids of up to £3m
- Expressions of interest should have been submitted to East Sussex County Council by 18th April, followed by full applications by 30th April. ESCC will submit the preferred proposals to government by 18th June 2021.
- Spend is likely to be from August/September 2021 to the end of March 2022
- The programme is a pilot for the Shared Prosperity Fund expected to be launched next year

Levelling Up Fund

- £4.8b fund will focus investment on projects that require up to £20m of funding. Bids above £20m and below £50m will be accepted for transport projects only
- The first round will focus on transport investments, regeneration and town centre investment and cultural investment
- The deadline for submission of first round bids is 18th June, with decisions expected in the Autumn and spend to be achieved by 2024/25.
- HBC submission is likely to be during the next round

High Street Task Force

- Hastings has been selected to participate in the High Street Task Force 'Unlock Your Place Potential' visit and discussion following the unsuccessful Future High Streets Fund application in March 2019
- The purpose of the visit is to diagnose and recommend technical and professional expertise for strategic transformation plans for the town centre
- The visit will take place in May 2021 – with restricted numbers

Community Ownership Fund

- £150m national fund to help community groups buy or take over local community assets at risk of being lost
- The first bidding round will open by June
- Community and voluntary sector organisations will be able to bid for up to £250k match-funding
- Further guidance is yet to be published

The importance of ensuring how the various funding streams and projects can work together was discussed and the best approach should be considered once submissions have been made.

25th May 2021 has been identified as the date for an emergency board meeting to agree the heads of terms. A subsequent HBC cabinet meeting will also be arranged to seek cabinet agreement for the local authority Managing Director and Chief Finance Officer (Section 151 Officer) to sign the heads of terms, alongside the co-chairs of the board.

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49. **PHASE 2 - GOVERNANCE, BOARD STRUCTURES, PROGRAMME SUPPORT AND APPROVAL PROCESS FOR BUSINESS CASE STAGE**

Victoria Conheady updated:

Once the heads of terms have been agreed, the next phase is to prepare business cases and to develop a project programme based on the offer received. It is intended that the board will be maintained as it is, but the membership will be refreshed to achieve a better balance of community representation. If any members are wishing to stand down, the project team should be contacted. The number of meetings will also be reduced to align with presentation of summary documents for review, prior to submission to government.

An internal Hastings Borough Council Town Investment Plan Programme Management Board will be set up as the council's section 151 officer will ultimately be responsible for the programme. A Town Deal Investment Panel will also be established to provide independent scrutiny to the business cases as required.

The remaining capacity funding and other HBC funding will also be used to support phase 2 of the programme, including a dedicated programme management team, external support for the development of business cases and external independent assessment of the 5 case business cases. HBC is also exploring mechanisms to support project leads with project design, costing and development.

Any questions should be directed to the project team at: TownDeal@hastings.gov.uk

50. **DATE OF NEXT MEETING**

This date may have to be changed depending on when the draft heads of terms are received. Board members were asked to be flexible and were thanked for their continuous contributions.

Agenda Item 3

Hastings

Town Deal

Programme Team update 22 June 2021

1. Heads of Terms

- HofT's to be signed by Co-Chairs and HBC and be submitted by 29 June 2021, following Town Deal Board and HBC Cabinet meetings
- Report to HBC Cabinet on 25 June 2021 for approval, as lead authority on Heads of Terms as well as programme structures for the next phase.
- Within 2 months submit further documentation including financial profile and outputs of each project, once project reprofiling process (detailed below) has been completed.

2. TIP projects

- Hastings has been offered £24.3m by government compared to £28.2m requested in the TIP (£3.9m less), the programme team will work with Genecon (independent advisors), the reinstated Project Prioritisation Working Group (PPWG) and project leads over the next 2 months to reprofile the programme to meet that gap. The Towns Hub have provided a template to do this.
- As described in the governance paper in April, this will come back to the board for discussion and approval, before submission.
- All project leads have received a due diligence form to complete and submit confirming their organisation's status and ability to proceed
- Fast tracked/shovel ready projects (x4 in total) have received an email from the programme team to check their current status and confirming their ability to proceed as shovel ready.
- Each project has been assigned a HBC project team officer for a single point of contact to support, where needed over the next year
- A project leads working group will be established
- The tender to appoint resources to support the development the business case is live on the East Sussex Procurement Portal, closing date 12 July.

3. Engagement and communications

- The blog is 1 of 4 best practice examples of online engagement nationally across the town deal programme
- Progressing as per the framework set out in the TIP, including:
 - Curriculum programme being developed with schools/colleges for specific year groups (Geography GCSE and A'Level)
 - Messaging about the funding announcement continuing to be shared and pushed out throughout June
 - Blog/social media content strategy being drafted for next phase, including project specific showcases.
 - Opportunities for offline/face-to-face Town deal engagement being developed
 - Programme team will liaise with project leads over the coming months regarding project specific engagement
 - Accelerated fund celebration event in the planning

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Ministry of Housing,
Communities &
Local Government

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Government**

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Carole Dixon
Co-chair, Hastings Town Deal Board
carole@educationfuturetrust.org

www.gov.uk/mhclg

8 June 2021

Graham Peters
Co-chair, Hastings Town Deal Board
gq.peters@btinternet.com

Jane Hartnell
Chief Executive Hastings Borough Council
jhartnell@hastings.gov.uk

Dear Ms Dixon, Mr Peters, and Ms Hartnell,

Hastings Town Deal

In September 2019, the Government announced the initial 101 places invited to develop Town Deal proposals as part of the £3.6 billion Towns Fund.

Hastings was included in this initial 101 places and we were pleased to receive Hastings' Town Investment Plan in January. We are grateful for your hard work, and that of your team and Town Deal Board, in developing this set of project proposals to deliver long-term and sustainable economic growth in Hastings.

I am delighted to be offering you a Town Deal for Hastings to a value of up to £24.3 million. The draft Heads of Terms for this deal are attached to this letter. A list of the projects that we are content to support within this funding envelope is also attached, with conditions as appropriate; it is for Hastings to choose which projects to proceed with.

I understand that you will need to secure the agreement of the Town Deal Board to take up this offer. I would therefore request that you do so and return to us the signed Heads of Terms as confirmation by 29 June 2021. My officials are of course on hand to answer any questions you may have.

This is an exciting opportunity to come together to drive long-term economic and productivity growth in Hastings, particularly as we meet the challenges presented by Covid-19. I look forward to working with you to make Hastings' plans a reality.

Yours sincerely,

THE RT HON ROBERT JENRICK MP

Heads of Terms offer for Hastings

Introduction

Situated on the South Coast of England, to the east of Eastbourne, Hastings is a historic seaside town that has endured as an attractive location both to visit and in which to reside. Nevertheless, Hastings faces several challenges. Most significantly amongst these are: the need for more jobs and enterprise growth, a forgotten history and assets which need to be brought back to life, a disconnected town centre, and a lack of quality housing.

Government will work with Hastings Borough Council and its Town Deal Board to support the delivery of a Town Deal, with the goal of ensuring all Hastings residents have a share in the town's success.

The commitment

This document lays out the Heads of Terms offer to Hastings, under the Towns Fund. This is not a contractually binding document and the offer is subject to various conditions being met. The Heads of Terms will act as a Memorandum of Understanding for the future development and delivery of Hastings' Town Investment Plan and project proposals. It sets out joint expectations as Hastings enters the business case development phase.

Government will provide up to **a total of £24.3 million from the Towns Fund**, which will be used to crystallise Hastings' identity as a healthy, vibrant and quirky seaside town; ensuring that people love to visit, live and work there, and enable them to say, 'I can make it in Hastings'.

Hastings has proposed a range of projects that will contribute towards achieving this vision. These include:

- Enterprise & Employment infrastructure
- Green low carbon skills and eco
- Hastings Castle World Heritage destination
- Town to Sea Creative Quarter
- Town centre core (confidential)
- Town centre public realm & green connections
- Town living

Hastings will need to prioritise these projects within the funding envelope being offered. Funding for individual projects will be subject to successfully completing Phase 2 of the Towns Fund process. This includes detailed project development and business case assurance at local level.

Process, governance and assurance

Local partners will work with government to demonstrate the feasibility, viability and value for money of their projects by developing and submitting the Town Deal Summary Document, including (as per the Further Guidance and Stage two guidance: business case development):

- A list of agreed projects
- Details of business case assurance processes followed for each project

- An update on actions taken in relation to the Heads of Terms key conditions and requirements
- A Delivery Plan (including details of the team, working arrangements and agreements with stakeholders)
- A Monitoring and Evaluation Plan
- Confirmation of funding arrangements and financial profiles for each project
- Undertaking Public Sector Equalities Duty analysis
- Approval from the Town Deal Board and Lead Council

Hastings should conduct project assurance in line with agreed routes for each individual project and should provide further details of planned private sector stakeholder engagement.

If the priority projects identified for funding do not progress, MHCLG cannot guarantee that funding can be assigned to alternative projects or that if it is those will be to the same value. This may result in an overall reduction in the amount of funding received.

Within two months of accepting this offer, Hastings should confirm in writing details of projects being taken forward and a plan for addressing key conditions relating to those projects and the overall Town Investment Plan. This should be sent to towns.fund@communities.gov.uk, copied to the town lead.

Hastings must then complete business cases for the projects being taken forward and submit the Summary Document within 12 months of the deal being agreed. MHCLG will then provide the agreed funding up to the maximum amount of **£24.3m** for those projects, provided that all conditions are met.

Signed:

Chair of the Town Deal Board

Chief Executive of lead Council

MHCLG Secretary of State / Minister

Date

ANNEX TO THE HEADS OF TERMS: PROJECTS WITHIN SCOPE OF THE TOWN DEAL

The Town Deal offer is a maximum of **£24.3 million** of MHCLG funding in total.

Within this maximum amount, Hastings may take forward projects selected from those listed below.

This funding will be subject to successfully completing Phase 2 of the Towns Fund process as set out in the Towns Fund Further Guidance, including detailed project development and business case assurance at local level. It is also dependent on final spending profiles, including the RDEL/CDEL split being provided, and the further project-specific conditions set out below being met.

Project	Funding offer limit	Match	Expected outputs and outcomes	Conditions	Fast track (Y/N)
<p>Enterprise & employment infrastructure</p> <p>Enterprise sites for SMEs and social enterprises in three core employment sites- developing key sites for eg incubation units and flexible workspaces</p>	£3.08m	£9.686m	<ul style="list-style-type: none"> • Increase in the amount (and diversity) of high-quality, affordable commercial floor space (all spaces) : 5657m² • No of jobs created (FTE jobs per m²): 253 • Increase in the amount of shared workspace or innovation facilities: 1957m² • Number of start-ups and/or scaleups utilising business incubation, acceleration and co-working spaces:78 	<ul style="list-style-type: none"> • N/A 	Y
<p>Green low carbon skills and eco</p> <p>Centre of excellence for green construction, broadening training offer and establishing a local labour supply.</p>	£3.08m	£940,000	<ul style="list-style-type: none"> • Increase in capacity and accessibility to new or improved skills facilities: 1,070m² • Number of new learners assisted:565 • Increase in the breadth of the local skills offer that responds to local skills needs (new courses): 27 	<ul style="list-style-type: none"> • N/A 	Y

It improves skills provision within the town			<ul style="list-style-type: none"> Increase in the amount (and diversity) of high quality, affordable commercial floor space:200m2 		
Hastings Castle World Heritage Destination Creating a new interpretation centre, making use of digital technology and enhancing the visitor experience	£3.5m	£2.15	<ul style="list-style-type: none"> Jobs created: 24 New visitors to town: 250,000 Regional Job outcomes:1500 	<ul style="list-style-type: none"> N/A 	N
Town to Sea Creative Quarter On the popular White Rock area, recently grown as a creative quarter, builds on existing regeneration by 1)Creating a Digital hub, 2) Cambridge Road Development, 3) 12 Claremont will host a gallery and event space.	£4.06m	£5.964	<ul style="list-style-type: none"> Refurbished Homes: 16 Jobs created: 20 Increase in the amount (and diversity) of high-quality, affordable commercial floor space: 700m2 Number of enterprises utilising high quality, affordable and sustainable commercial spaces: 4 	<ul style="list-style-type: none"> N/A 	N
Town centre core (confidential) Creating a joint venture between the Council and NewRiver Real Estate Investment Trust to kick start regeneration. Keys sites are proposed for development and envisage mixed-use developments including new	£10m	£62.84 m	<ul style="list-style-type: none"> Remediation and/or development of abandoned or dilapidated sites Delivery of quality residential or commercial space in key locations (town centres, gateway areas, employment sites): 7,325m2 New homes: 167 Number of jobs created: 300 	<ul style="list-style-type: none"> Provide confirmation of match funding arrangements. Provide further detail on status of discussions with owners and occupiers regarding acquisitions of 3rd party owned properties or the termination of existing retail leases and/or relocation of tenants. Provide further detail on the delivery mechanism and long 	N

homes and leisure facilities.				- term partners/ownership of the leisure centre and housing developer for the Wellington Place.	
<p>Town centre public realm & green connections</p> <p>Transforming town centre public realm with horticultural improvements, aiming to inspire and engage locals, promoting wellbeing and infrastructure for markets and events, linking with the sustainable transport strategy and encouraging local green skills and training.</p>	£3m	£1.498m	<ul style="list-style-type: none"> Improved Town Centre public realm incorporating Garden Town concept: 1 square mile Wider cycling infrastructure such as cycle parking: 10 cycle parklets New or upgraded cycle or walking paths: 2152m Number of visitors to arts, cultural and heritage events and venues: 625,000 	<ul style="list-style-type: none"> N/A 	N
<p>Town living</p> <p>High quality, affordable and energy efficient homes in town centre, repurposing poor quality street and redundant commercial spaces. This will deliver 20 new residential units, addressing the town's challenge from housing stock being increasingly unaffordable.</p>	£1.5m	£2.5m	<ul style="list-style-type: none"> 20 homes refurbished Increase in the amount (and diversity) of high-quality, affordable commercial floor space: 200m² Increased and closer collaboration with employers: 20 	<ul style="list-style-type: none"> Provide confirmation of match funding arrangements. Provide confirmation of which individual properties have been identified for redevelopment and whether these are tenanted or subject to legal or planning restrictions. Provide further detail on the impact of this project through inclusion of a broader range of outcomes. 	N

General conditions

There are also the following requirements for the process and governance:

- **TIP Improvements:** Provide further details of planned private sector stakeholder engagement.
- **Assurance:** The business cases for projects will be taken through Hastings Borough Council, in line with local assurance processes.
- **Public Sector Equalities Duty:** Hastings Borough Council will undertake programme-wide level impact assessment, relevant project-level impact assessment to meet their Public Sector Equalities Duty as well as carry out relevant Environmental Impact Assessments.

If the priority projects identified for funding do not progress, MHCLG cannot guarantee that funding can be assigned to alternative projects or that if it is those will be to the same value. This may result in an overall reduction in the amount of funding received.

Within two months of accepting this offer, Hastings should provide the following information to towns.fund@communities.gov.uk, copied to the town lead (annex a in business case guidance):

- Details of the projects being taken forward (including for each project the capital/revenue split and the financial profile)
- Overall capital/revenue split and financial profile for the Town Deal
- A plan for addressing key conditions relating to those projects and the overall Town Investment Plan.

Hastings must complete business cases for the projects being taken forward and submit the Town Deal Summary Document within 12 months of accepting this offer. Business cases should follow the Lead Council's usual assurance processes and be undertaken in partnership with the Town Deal Board.

If Hastings wishes to alter the projects being developed, change them for other projects, or otherwise depart from the conditions placed on the projects above, they will inform the Towns Hub as soon as possible setting out clear justifications and evidence. A form for requesting such changes is in the business case guidance.

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Agenda Item 4

Hastings Town Deal

Governance/project management structures for the programme 2021-2023

1. Town Deal Board

The Hastings Town Deal board was set up rapidly in response to government requirements for the first meeting to be held by the end of January 2020.

The [current board](#) aims to represent different parts of Hastings through business and community representative organisations and stakeholders to guide on the implementation of the Town Investment Plan (TIP). It's role is as follows:

- To review project summary documents prior to submission to government
- Develop and agree an evidenced based monitoring of impact of the TIP
- Assist in developing clear programme of interventions for the 'wrap around' funding
- Coordinate resources and influence stakeholders
- Advise on implementation and further initiatives

Following the agreement of Heads of Terms, the role of the board will shift to an advisory role on the development of project business cases and into the delivery phase. It will also act as ambassadors for the Town Deal programme and its vision. This shift in role is set out in the governments business case guidance document:

“Locally ultimate decision making responsibility will lie with the accountable body (HBC), but the town deal board Chair/s will be a signatory to the summary document (high level detail document for business cases that has to be submitted to government) and should make decisions in partnership and collaboration with the Town Deal board.....The Town Deal board should have an ongoing role and sight of decision as projects are developed in more detail or possible changes are made. The nature and degree of the board's oversight should be agreed locally.”

It is proposed that Board meetings are reduced from 4 to 3 meetings during phase 2, to align with the bringing forward of summary documents for review, prior to submission to government.

2. HBC Town Deal Programme Board

HBC as accountable body and the Section 151 designated officer has the final decision on the investments to proceed. This was also the case with the accelerated funded projects. The level of scrutiny may vary project by project, but the S151 officer will be ultimately responsible for the Town Deal programme.

An HBC Town Deal internal programme board will be established with strategic oversight, management, and approval of the next stages of the Town Deal programme.

This will work alongside the overall Town Deal programme structure. Membership of this board will be finalised by the council following the election in May 2021.

Membership of HBC Programme Board

Programme Director: Jane Hartnell (HBC – Managing Director)
Programme Accountable Director: Peter Grace (HBC – Finance Director)
Scheme Manger: Victoria Conheady (Assistant Director – Regeneration and Culture)
Quality Assurance: Mark Bourne (HBC – Head of Information Technology)
Legal Officer: Mary Kilner (HBC – Chief Legal Officer)
Cllr Paul Barnett – Lead Member Regeneration

The group shall meet once every two months and as required.

Officer support: Programme Management Team

3. Town Deal Investment Panel (TDIP):

A Town Deal Investment Panel will also be established to provide independent scrutiny to the assessment of business cases. It will be an advisory body, but delegated authority will be given to the co-chairs to sign off the Business Case Summary Document with the Section 151 officer as required.

This board will be a development of the Town Board Executive Delivery Group (EDG) with a wider membership drawn from those with suitable skills and expertise to ensure enough oversight and scrutiny of the business cases being brought forward. This will only be for a period of 1 year or until all the business cases are agreed and projects able to proceed to the next stage. During this period the EDG will still have the ability to be called for purposes such as setting any additional agenda items for town deal boards (over and above business as usual items) and to review prospective new board member applications.

There will be some TDIP members who will not necessarily be board members. The TDIP will also have support from external independent appraisers. It will be chaired by the private sector TD board chair (though both co-chairs are members of the TDIP) and report to the Town Deal board as and when required.

Conflict of interest will be managed by conflicted parties abstaining from decision making and removing themselves from discussion regarding a project they are lead on or that they have a pecuniary interest in. This will be noted in the minutes.

Terms of Reference for the Investment Panel

- Scrutinise all investment business cases as presented to the group for consideration
- To provide quality assurance to all business cases and provide feedback to programme team and HBC Section 151 Officer as appropriate
- Assist and advise in the development of all projects and their co-ordination
- Assist in identifying and support other private and public investments to deliver the town vision and address other challenges identified in the Town Investment Plan.
- Ensure monitoring of outputs and outcomes from the programme are in place

Proposed Membership of the Town Board Investment Panel

EDG members:

Graham Peters – Town Board Co-Chair

Carole Dixon – Town Board Co-Chair

James Harris – East Sussex County Council

Jane Hartnell – Hastings Borough Council

HBC Scheme lead - Victoria Conheady (Assistant Director – Regeneration and Culture)

Business and VCSE

Steve Manwaring (VCSE/Community Rep)

Sonia Blizzard (no-conflicted board member / Sea Change Sussex)

External Quality Assurance member

Philip Johnson - (Business Case appraisal expert)

Expert Consultants – to be appointed as required

Others co-opted board members/external advisors
To be involved in meetings for avoidance of conflicts of interests

Officer support: Ian Sycamore and Pranesh Datta

It is expected that the TDBIP will schedule meetings quarterly, though this will be informed by the pace of work and submissions by projects.

4. HBC Programme Management Team

A dedicated HBC Programme Management Team will be established to deliver the Town Investment Plan programme with expertise recruited as required. This will mainly be drawn from existing HBC resources with additional support as made available. Capitalisation of some of the programme management teams costs will occur from Year 2 of the programme and will be subject to negotiation with the funders. A structure chart of the team will be made available once confirmed.

5. Town deal board project leads and engagement working groups.

This will again be informed by the Heads of Terms and emerging requirements and needs., However it is expected that these meetings will be more frequent than quarterly, dependent to the needs of the programme. Terms of Reference and members to be determined.

TIP Programme Management Team
June 2021

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