



BOSTON TOWN DEAL BOARD MEETING

WEDNESDAY 6 JULY 2022 AT 10.30am

THE JAKEMANS COMMUNITY STADIUM, PILGRIM WAY,
WYBERTON, BOSTON, PE21 7NE

AGENDA

- 1 Welcome and Apologies for Absence
- 2 Declaration of Interest
- 3 To agree the Minutes of the Boston Town Deal Board Meeting held on 20th April 2022 and discuss any matters arising (**Enc**)
- 4 Work Programme Update - Overview Gantt Chart and financial update (**Enc**)
- 5 Governance report (ENC) including Terms of Reference Review (**Enc**)
- 6 New Board Membership
- 7 Communications Plan (**Enc**)
- 8 Other Funding Streams Including Levelling Up and UKSPF
- 9 Date of next meeting – 24th August 2022 11.00am
- 10 Any Other Business



Minutes of the Boston Town Deal Board Meeting

Date: 20 April 2022 (Via Teams)

Present: **Board Members:** Neil Kempster (Chair) - Chestnut Homes, Claire Foster (Vice Chair) - Boston College, Alison Fairman, BEM - Community, Councillor Paul Skinner, Professor Val Braybrooks, MBE - University of Lincoln, Jacqui Bunce - NHS, Sandra Dowson - One Public Estate, Simon Beardsley - Lincs. Chamber of Commerce, David Fannin - Lincs CVS and Matti Pajula - Metsa Wood

Observers: Halina Davies - GLLEP, Adrian Sibley, S&ELCP, Councillor J Tyrrell (for Cllr Danny McNally) - LCC, Clive Fletcher - Historic England, Victoria Godfrey - BEIS, Mick Lazarus - BEIS, Stephanie Dickens - Matt Warman's Office, Anna Filby and Vipul Toprani - IOKI Consultants

Town Deal Delivery Team: Tim Sampson, Sharon Warner, Luisa Stanney and Michelle Sacks

Ivan Annibal - Rose Regeneration

1 Welcome and Apologies for Absence

NK welcomed everyone to the meeting. Apologies for absence were received from Nick Heath, Kingsley Taylor, Lydia Rusling, Andy Lawrence, Councillor Paul Goodale, Justin Brown and Nick Worboys.

ML took the opportunity to thank the Board for sending through all the business cases in 12 months. This had been no mean feat when other authorities had struggled with the deadlines. ML also thanked all Officers involved and looked forward to working on the projects once they started being delivered. ML also introduced the Board to Victoria Godfrey who would be working with ML in the future. VG had a marketing and communications background and had also been involved in a large number of capital projects - developing arts and communities in the East Midlands, with experience in business planning. VG looked forward to working with the Board and thanked NK for the invitation.

NK thanked VG and ML for attending and their kind words - a lot of work had been carried out by Board members and Officers and now the focus would be on delivery of the projects.

2 Declarations of Interest

There were no declarations.

3 Minutes of the Boston Town Deal Board Meeting held on 25 March 2022

The minutes were agreed as a true record - proposed by PS and seconded by CF.

4 Audit

The Audit report was circulated to the Board. MS reported that the audit had taken place in 2021 and the actions that were flagged as amber were already in hand or had been implemented. Officers had reflected on the observations in the report and subsequently governance and capacity issues had been addressed.

The Board noted the contents of the report.

5 Communications

NK had been slightly disappointed with how the communications had been put together and the lack of press releases up to this point. There was a lot of exciting news to get out into the community and as yet, there was not a marketing plan in place that covered everything the Board wanted to achieve. NK was keen to put an action plan in force, especially now the projects were moving into the delivery stage. It was also important to co-ordinate any news stories with the Council and the Department for Levelling Up, Housing and Communities (DLUHC).

MS confirmed that there had been an interim resource (Nathan Bryant) to deal with communications, as internally there was no capacity. However, Nathan had resigned and as such there was no allocated person to deal with communications. It was important to get the message out there about the different projects and how the funding had been allocated.

Following a short discussion it was agreed that a small Sub Group consisting of 2-3 Board members would meet to discuss what a marketing plan would look like for the Board - what the aims and key messages would be, along with identifying key dates and milestones. VG, JB, and SD were happy to be part of the Sub Group.

NK confirmed that LS would send a date out for the meeting. If any other Board member had ideas around communications, they should forward these to LS so that they could be considered by the Sub Group.

6 Terms of Reference - Board and Sub Groups

The Terms of Reference (ToR) had been circulated to the Board in advance of the meeting. It was considered good practice to review both sets on an annual basis and they had last been reviewed on 17 March 2021.

IA explained that the Board had transitioned from submitting the business cases to now focusing on programme management and asked members whether they felt the ToR for the Board and Sub Groups needed any refinements.

It was suggested that:-

- 3.4 should be amended to reference the DFE (CF).
- Reference should be made to the journey the Board had been on and the learning opportunities that had arisen, giving opportunities to grow and develop and also how the Board represents the needs of businesses and local stakeholders (JB).
- Now the Board had moved into the second phase of delivery mention should be made about the development of the role of the Board and its ongoing funding role - supporting delivery, managing risks, communication and engagement (NK).

DF stated that the RSA Commission on Inclusive Growth defined it as "Enabling as many people as possible to contribute to and benefit from growth". IA would look how this would sit within the ToR.

The Board agreed that the changes to the ToR.

Regarding the ToR for the Sub Groups and their function moving forward - IA suggested that when the funding agreements were in place a Sub Group meeting should be held quarterly and take on a monitoring role and track the wider impact of the projects. VB asked if the Sub Group would have the right membership to act as a Governance Group. It was noted that VB would require more regular governance meetings with different members aside from Board members.

It was agreed that any further comments on the ToR should be passed through to the team and a further report will be submitted to the next Board meeting.

7 Work Programme Update - Overview Gantt Chart

The update was circulated to the Board. The team had been focused on the full Business Case submissions and as reported earlier, they had all now been submitted. Some projects were beginning to move forward and there would be more detailed updates and programme monitoring following on from a response from DLUHC.

AF had recently been at a Townscape Initiatives Grant Panel meeting and one of the things discussed was the surface along Dolphin Lane. The report from the Historic Places Panel visit stated that any surface that is put down in Boston should be environmentally friendly. Obviously the Town Deal funding was ring-fenced, but AF was not aware of any other funding streams that could be used for the replacement of surfaces.

MS would ensure that there was a standing item on future Board agendas to discuss other funding streams, such as UKSPF (UK Shared Prosperity Fund).

ML suggested it would be useful for the Board to speak to the project leads to give a financial update as well as the forecasted spend over the next 2-3 years and for the Board to monitor that as part of the process, as well as any risks for each project. SW reported that 4 of the funding agreements had been signed.

8 New Board Membership

MS suggested that now the Board had moved into delivery stage, it would be an opportune time to review Board membership. There were a number of members that did not attend Board meetings on a regular basis and there were a number of other people that should be invited to join the Board to broaden the sectors - i.e. transport and communications.

NK agreed it was the right time to look at refining the Board and having the skillset of people across a different number of sectors.

The Board agreed that NK should meet with CF and MS to discuss membership - if any Board member wished to nominate someone from their own networks to be on the Board they were welcome to forward the names to LS.

A further update would be given at the next Board meeting.

9 Levelling Up Taskforce Visit

MS reported that VB had hosted a Levelling up Taskforce visit recently at the FEZ (Food Enterprise Zone) at Holbeach, along with the Vice-Chancellor. ML and Pete Holmes were also in attendance and there were a number of people around the table that were passionate about levelling up and what could be achieved. VB felt that the Town Deal has helped with partnership working, with links to various sectors and it had been good to celebrate and build on that platform.

ML agreed that it was great to hear about the challenges, opportunities and what was next and partners should continue to engage to build on the relationships already formed.

MS commented that it was great to have a dialogue with everyone around the table and discuss the challenges around transport - getting children to school or colleges. This and other issues around the area had a direct impact on people succeeding and the wider growth.

JB thanked VB for the invitation to the event and it had been helpful to show that the NHS were much more focused on health and wellbeing and what the issues are. The NHS were moving to a new structure with an integrated care board within the partnership. JB's role would sit within surgical and economic value.

CF felt the meeting was a great opportunity discuss issues such transport, energy, public services and the opportunities to invest in Lincolnshire and thanked VB for the invitation.

10 Coastal and Rural Mobility

MS reported that Lydia Rusling had been working on a submission with Midlands Connect to look at rural mobility. The South and East Lincolnshire Councils Partnership had been selected (as part of a competition), along with two other local authorities in England, to work up a project/solution to the challenges faced with rural mobility. Halina Davies from GLLEP was also involved. The first workshop with the consultants had taken place recently and discussions focused on the reasons that impact on rural mobility, such as getting people to and from work and school, getting to medical appointments, shopping, etc. The project went along the coast from Cleethorpes, to Boston and out to market towns and would look at what was preventing accessibility and what the solutions were. The winner of the competition would be announced in June.

MS introduced Anna Filby and Vipul Toprani to the meeting, who were the Consultants working on the project, and they were interested in receiving feedback from key stakeholders in the area.

AF and VT thanked the Board for meeting with them. IOKI consultants were working on the project to try to identify weaknesses and improving rural areas and transport. IOKI offered a solution providing service and had a team of 8 people with various expertise and would be visiting Lincolnshire to look at its transport issues.

AF and VT took the Board through their presentation. IOKI would be working on the data received and analysing where the weaknesses were in the area to identify how the overall connectivity could be improved. As well as Lincolnshire, two other areas of focus was Derbyshire and Worcestershire.

There were 3 challenges:-

1st Challenge: Elderly coastal residents lack good public transport access to strategic healthcare services and facilities.

2nd Challenge: Vulnerable children lack good public transport access to high quality education facilities and services.

3rd Challenge: Mablethorpe and Skegness lack good public transport connectivity affecting visitors and residents.

VT and AF asked for the Board's view on what they thought should be prioritised and for any feedback. VT would be visiting Lincolnshire within the next week and would be happy to meet any Board member.

HD stated that there were a number of deprived area and other more successful areas and it was about how to combine the two. In some parts of Lincolnshire just getting to a Doctors or Hospital appointment was problematic, often with people having to take

different methods of transport to get to their appointment.

Following a short discussion, JB, DF and CF were happy to be involved. NK was happy to provide a letter of support for the competition if required and thanked VT and AF for attending the meeting.

11 Other Funding Streams

MS reported that Boston remained a priority 1 area for Levelling Up funding and Boston would submit a bid for round 2 funding, along with East Lindsey and South Holland. Deliverability had to be demonstrated and there was an emphasis on culture for the bids. The amount available per town was £20m. The bid had to be submitted by 6 July.

Feedback from the round 1 bid was positive and the round 2 bid would again be focused on the PE21 project.

There was also the announcement of the UK Shared Prosperity Fund - £9.3m had been allocated across the South and East Lincolnshire Councils Partnership (S&ELCP). One bid would be submitted across the sub-region - there were 3 separate sovereign plans for those areas and the 3 priorities were community and place, supporting local businesses and people and skills.

IA confirmed that the first year of funding would see a 90% revenue/10% capital split, 2023/24 would be an 87%/13% split and in the final year an 80%/20% split. The deadline for the Investment Plan submission would be between 30 June and 1 August with first payment to the lead authority in October 2022. There would be four ways of delivery - in house, through procurements, grants or commissioning. The S&ELCP wanted to continue partnership working with all external organisations on UKSPF. Throughout April and May there would be a number of engagement sessions with stakeholders. Further guidance would be issued by Government in the summer.

NK thanked MS and IA for the update and was pleased Boston remained a priority area for funding. The Board would play a wider role in supporting and contributing in the UKSPF engagement process. MS agreed and by working with key stakeholders on the investment plan would demonstrate the place based issues and how they could be fixed and evolve.

12 Any Other Business

Historic Places Panel - Follow Up Visit - MS reported that the new Chair and outgoing Chair of the Historic Places Panel took part in a follow up visit to Boston, accompanied by Clive Fletcher. They were keen to help going forward, especially with engagement on the PE21 project and "Be Boston" initiative. CF stated that Boston had great architectural buildings, had a diverse population. After hearing about the transport issues and the challenges, Historic England would be happy to help as outlined in the recommendations of the Panel in their report. NK thanked CF for the continued help of Historic England.

Board Membership - VG reported that the Arts Council recently announced that they

want to level up a number of towns and Boston was one of them and suggested that it would be a good idea to have an arts representative on the Board. Transported Arts was overseen by the University of Lincoln who also undertook a number of projects in the area. Arts representation on the Board would be considered at the Sub Group meeting.

NK thanked everyone for attending the meeting. The next meeting was due to be held on 22 June and it was hoped this meeting would be in person as opposed to virtual.



Agenda Item 4 - Work Programme Update 6th July 2022

1. Introduction

This report sets out progress in relation to individual projects. It should be read in conjunction with the programme gantt which has been developed for the programme and which brings together the risk registers and key deliverables for each project.

2. Full Business Cases approval and Funding Agreements

The remaining three projects, Mayflower, Leisure and Boston Train Station, have all been approved by DLUHC following the submission of the full business cases in March. Funding agreements are already in place for Centre for Food and Fresh Produce Logistics, Blenkin Memorial, St Botolph's Library and Lighting and Healing the High Street. The remaining agreements for Mayflower and Boston Train Station have been completed in draft and the delivery team are liaising with the project sponsors to enable these to be agreed and signed.

A deed of variation is in progress to assist with the cash flow for Heritage Lincolnshire. This will mean that the Healing the High Street applicants will be paid in arrears and Heritage Lincolnshire will be paid in advance whereas originally all payments would have been paid in arrears which would have had detrimental impact on the cash flow for Heritage Lincolnshire.

3. Mayflower

DLUHC approved the business case in May and the draft funding agreement has been issued and being checked by legal. Design work started again in May and the layout of the building is being finalised prior to the finer detail being worked on. Solicitors are now working on the legal aspects of the sites including the shared area with leisure.

4. Healing the High Street including Shodfriars

There has been lots of interest in the shop front scheme which has included central and prominent buildings in the town centre. These are now with architects and consultants before their cases will be presented to a grants panel to agree that they can be progressed. LCC have undertaken the first site visit for the public realm works in Dolphin Lane.

5. Blenkin Memorial and St Botolph's Library and Lighting

Demolition works have been completed and building works are progressing well for Blenkin. The project is looking to complete in October 2022. Communications will be issued shortly to promote the fantastic progress of this project.





The library and lighting project is due to commence next week on external works for the roof and sun dial.

6. Centre for Food and Fresh Produce Logistics

The project was launched at the Jakemans Community stadium. A variety of businesses have signed up to the project including manufacturers, engineers and training providers. The project manager welcomes leads from members of the Board. Communications is ongoing to promote the project to Boston businesses.

7. Leisure

Since submission of the Business Case, background work has been undertaken to continue to progress the scheme, albeit in the knowledge that both BBC and Boston College were waiting on the Government approval before committing more significant resources to the proposals. Site surveys have been undertaken and completed including Site Investigation works, and the design team have been putting together the necessary structures in place to enable us to move forward at pace. We are working quickly to fix the design and the Council is mobilising additional resources to manage this project moving forward. We hope to start moving forward at pace over the next 2 months, with a view to engagement exercises, design completion, and work towards the submission of a planning application asap.

The logo for Boston Town Deal features a stylized graphic on the left consisting of a dark blue shape with a white and green cutout, resembling a map of the town or a stylized 'B'. To the right of this graphic, the words "BOSTON" and "TOWN DEAL" are stacked in a bold, dark blue, sans-serif font.

BOSTON TOWN DEAL

Agenda Item 5 - GOVERNANCE

1. Introduction

This report is to review the present governance arrangements for the Boston Town Deal Board.

2. Recommendations

- I. Approve the Board Membership (verbal update)
- II. Approve the Terms of Reference
- III. Approve the pre-meetings of the Town Deal Board

3. Background

The Town Deal has now moved from developing the Investment Plan and Business Cases to the delivery of the Town Deal projects that have been approved by DLUHC and the Town Deal Board. It is appropriate therefore that the Terms of Reference and Board Membership are revised to ensure that the Board provides a strategic direction and oversight to the delivery of the Town Deal projects.

4. Terms of Reference

The Terms of Reference set out the governance of the Board, Board Members and the relationship with Boston Borough Council and provide a basis for how the decisions of the Board will be made and the role of Board Members.

In undertaking these functions, the Board will be supported by Boston Borough Council.

The attached revised ToR provides a draft update to ensure the Terms of Reference reflect the requirements of the delivery stage of the Town Deal with a clear framework through which the Board may be an effective vehicle to discharge the functions and priorities moving forward.

5. Board Membership

The Towns Fund Prospectus provides a detailed framework for whom may be part of the Town Board and the Terms of Reference provide a clarity regarding Board membership. To ensure that the Board is broad in range of backgrounds and highly skilled in a range of disciplines it is necessary to review membership for the delivery phase of the Town Deal.

6. Pre-meetings of the Town Deal Board

Boston Borough Council is the accountable body for the funding of all the Town Deals. Prior to each Board meeting, the Chair and Vice Chair of the Town Board, the Boston Town Board Delivery Team, who provide support throughout the process, and the leader of the Council will meet to ensure that the governance is followed.

