

SCARBOROUGH TOWN DEAL BOARD

DATE: THURSDAY 16th DECEMBER 2021

TIME: 9:30AM UNTIL 11:30AM

VENUE: VIA ZOOM VIDEO CONFERENCE

Join Zoom Meeting

<https://us06web.zoom.us/j/87385287368>

Meeting ID: 873 8528 7368

Passcode: 476282

AGENDA PACK

1. APOLOGIES

- Clare Harrigan, Beyond Housing
- Rosemary DuRose, Beyond Housing
- David Stone, CAVCA

2. DECLARATIONS OF INTEREST

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

- Register of Interest Forms
- Approval of the Terms of Reference (attached)

4. STATION GATEWAY UPDATE – ALEX RICHARDS

5. GREEN CONSTRUCTION SKILLS VILLAGE (REPORT ATTACHED) – DAVE PRICE

6. TOWNS FUND PROGRAMME UPDATE – HELEN JACKSON

7. A.O.B

8. DATE OF NEXT MEETING

- TBC

SCARBOROUGH TOWN DEAL BOARD

MONDAY 4TH OCTOBER 2021

13:30 VIA ZOOM VIDEO CONFERENCING

DRAFT MINUTES

IN ATTENDANCE

CHAIR David Kerfoot MBE DL DK Kerfoot CS	Mark Williamson MW English Heritage
VICE CHAIR James Farrar JF	Liz Small LS NYCC
Alex Richards AR SBC	Andrew Aldis AA SBC
Helen Jackson HJ SBC	David Price DP Agenda Item 5 Sohoco
James Goodall JG Scarborough Town Centre Team	David Stone DS CAVCA
Leigh Brand LB SBC	Robin Siddle RS Agenda Item 5 SBC
Andy Carter AC SBC	Paul Harrand PH Agenda Item 4 Scarborough Cricket Club
Marc Cole MC SBC	Jackie Mathers JM Coventry University
Robert Goodwill RG MP	Graham Ratcliffe GR Agenda Item 5 Northern Regeneration
Mike Greene MG SBC	Kerry Levitt KLV SBC
Richard Flinton RF NYCC	Matthew Jackson MJ SBC
Steve Bromham SB Save 9	Ellis Cooper EC MINUTES SBC
Clare Harrigan CH Beyond Housing	

SUMMARY OF ACTIONS

- Re-send the Register of Interest Form to the members of the Board
- Andrew Aldis to circulate further information on the Scarborough Fair.

1. APOLOGIES

- Rosemary Du Rose, Beyond Housing

2. DECLARATION OF INTERESTS

None.

3. MINUTES OF LAST MEETING AND MATTERS ARISING

3.1. Minutes of the meeting held on 29th July 2021 as a true record.

3.2. DK reiterated to the board they need ensure they return their Register of Interest Forms. Forms to be recirculated with the minutes.

3.3. Board Membership

- 3.3.1. DK felt the Board needed some additional members to add to the skills diversity. Board members to send any potential nominations.

4. TOWNS FUND PROGRAMME OVERVIEW

4.1. HJ provided a brief update on all the Scarborough Towns Fund projects. Most projects submitting Full Business Cases (FBC) for the last deadline of March 2022 and progress is being monitored carefully by the programme team.

4.2. RG queried if the deadlines are a concern. HJ advises that the 24th March deadline for SBC is 2 weeks ahead of the final submission date of April 15th for DLCUH due to the date on the Heads of Terms letter so the Scarborough projects should be submitted for assessment before other towns.

4.3. CH queried if mitigations are in place and if there was scope for consolidated procurement from within the Council to speed up potential Construction issues. HJ confirmed SBC and NYCC have the advantage of frameworks and which could aid construction contracts and mitigations for the risks are in place

5. SCARBOROUGH CRICKET CLUB BUSINESS CASE

5.1. PH presented the Full Business Case for Scarborough Cricket Club to the Board and ran through the key highlights of the project.

5.2. The board held a discussion around the Business Case and asked for clarification on a couple of points as follows:

Contingency – PH confirmed that a contingency is in place.

Potential for Unisex toilets – PH advised the Cricket Club are working to ECB requirements currently but it was something to consider in the future.

Plans to focus on engaging with disadvantaged communities – PH stated that the Cricket Club are already working with the Yorkshire Cricket Board to address this.

5.3. The Board unanimously approved the Full Business Case for the Scarborough Cricket Club Project.

6. GREEN CONSTRUCTION SKILLS VILLAGE BUSINESS CASE UPDATE

6.1. DP gave a presentation on the Green Construction Skills Village Business case which is currently going through the final assurance checks before submission in January.

6.2. The board raised concern with the long term sustainability of the project. GR advised that contracts are in place and with apprenticeships and ESFA funding it will create a sustainable future for the skills village.

6.3. MW queried if the GSCV was green itself. DP stated that with the converting old farm buildings there are some restrictions to what can be achieved but they are implementing lots of green initiatives on site.

6.4. HJ confirmed the programme team are working very closely with the project to get the remaining information together to present a robust economic case and it is hoped the Business Case will be completed by the end of October.

7. SCARBOROUGH FAYRE PROJECT UPDATE

7.1. AA presented an update on the Scarborough Fair Project and the direction the project was now taking. The preferred option was to deliver 4 key festivals spread throughout the year and the creation of a cultural hub.

7.2. MG advised that there was a broader piece of work to undertake beyond the Towns Fund. Revenue streams need to be looked at with the potential for SBC to provide a 2 year revenue bridging gap. However the LGR would have an impact on this, MG and RF would need to look at sustainability.

7.3. AA to circulate more detail from the feasibility with the Board.

8. A.O.B

None.

9. DATE OF NEXT MEETING

9.1. 16th December 2021 at 9.30am via Zoom

SCARBOROUGH TOWN DEAL BOARD

TERMS OF REFERENCE

The Scarborough Town Deal Board (STDB) is not a formally constituted body and shall hold no monies or assets.

1. DUTIES AND TERMS OF REFERENCE / ROLE OF THE BOARD

1.1 The STDB is a strategic body created as a vehicle following Scarborough being identified as a Town that may benefit from the Governments £3.6bn Towns Fund. The STDB brings together the private, public and voluntary sectors to provide strategic leadership to develop and deliver an Investment Plan and schedule of interventions to secure government funding, and which sets out a clear understanding of the area, focusing on its assets, opportunities and challenges. It will be the vehicle through which the vision and strategy for Scarborough is defined. The Strategy should align with the rest of the Borough and the local economic region.

The STDB will provide strategic insight on the challenges and opportunities facing the area by:

- a) Championing the STDB economic vision and promote bold, deliverable interventions that will define the Investment Plan;
- b) Communicating with the business community and residents around economic growth and delivery of the interventions;
- c) Liaising with the Scarborough Town Centre Team and ensure any interventions within the Town Investment Plan compliment the Town Centre Strategy and Action Plan;
- d) Sharing knowledge practice and intelligence within the STDB area and beyond, both regionally and nationally, and;
- e) Proposing allocation of resources to deliver economic growth, secure finance and encourage local and national bodies to match resources to achieve the STDB's ambitions.

1.2 The Board shall:

- a) Oversee the delivery of the Scarborough Town Investment Plan.
- b) Co-ordinate public, private and third sector activity to deliver the interventions in using the framework of the Towns Fund Prospectus and any further guidance that may be issued.

c) Have regard to the three strands of the Prospectus and develop the interventions and maximise the impact of those interventions;

- Urban Regeneration, planning and land use
- Skills and Enterprise infrastructure
- Connectivity

Stakeholders will be engaged through the development of these themes

- I. Promote Scarborough as a prime location for inward investment, international trade and to proactively help more locally based companies export their goods and services.
- II. Actively promote and support equality and diversity to ensure the needs and aspirations of all, regardless of age, sex, gender identity, disability, sexual orientation, race, socio-economic group, religion or belief, physical abilities, or learning abilities, or any other characteristic are met.
- III. Respond to opportunities that arise from government initiatives to support economic development within Scarborough;
- IV. Support the localisation agenda by negotiating freedoms and flexibilities with government on actions which encourage more local devolution and accountability;
- V. Co-ordinate and influence government and others on matters that benefit the economy.
- VI. Attend public consultation events
- VII. Attend events to promote the Scarborough Town Investment Plan and its interventions.

1.3 The role of the Board is to:

- Oversee the delivery of the Scarborough Town Investment Plan
- Ensure the programme of interventions within the Scarborough Town Investment Plan are managed and delivered effectively
- Co-ordinate resources and engage stakeholders where required

1.4 The Board Shall:

Delegate to the Chair of the Board the authority to make urgent decisions, having consulted by way of email with Board members, where a Board cannot be convened in a timely manner to consider a matter.

The decision shall be published as soon as practically possible once taken.

2 MEMBERSHIP

- 2.1 The members of the Board shall be appointed by the Board and may be removed at any time by the Board.
- 2.2 The STDB must comprise of representatives of;
- (a) All tiers of local government
 - (b) The Member of Parliament for the constituency including Scarborough Town
 - (c) Local Business and Investors
 - (d) The York, North Yorkshire and East Riding Local Enterprise Partnership
 - (e) Communities
- 2.3 The STDB may also comprise of representatives from;
- (a) Anchor institutions such as;
 - Universities and Further Education providers
 - Academies and Schools
 - the NHS
 - Development Corporations
 - Local Sports Teams
 - Cultural and Creative Organisations
 - Housing Sector, including developers and housing associations
 - (b) Arm's length bodies and other non - departmental agencies such as, but not exhaustively;
 - Homes England
 - Environment Agency
 - Historic England
 - (c) Other private sector representatives and developers who operate on a national and international platforms who understand the requirements for investment and can help identify the best use of private and public funds. The Board will engage with national or international private investors and developers to understand their requirements for investment and identify the best use of public and private funding
- 2.4 Applications for new Board Members shall be determined by the Board at any time.

- 2.5 A Board Member shall cease to be a member of the STDB in the following circumstances;
- a) Such Board Member gives written notice to the Chair of their notice of resignation;
 - b) Such Board Member's death;
 - c) Such Board Member's bankruptcy making of any arrangement or composition with their creditors, or liquidation, or in the case of an organisation, winding up, liquidation, dissolution or administration or anything analogous to any of the foregoing occurring in relation to a Member in any jurisdiction;
 - d) Such Board Member is removed from membership by a resolution of the Board that it is in the best interests of the Board that the membership is terminated.
- 2.6 Board Members may be removed from the STDB as set out in Appendix 1 (Scarborough Town Deal Board Code of Conduct). Any Board Member removed may not be reappointed.

3 THE CHAIR AND DEPUTY CHAIR

- 3.1 The Board shall appoint the Chair and Deputy Chair.
- 3.2 In the absence of the Chair, the Deputy Chair will assume the responsibilities of the Chair.
- 3.3 In the absence of both the Chair and Deputy Chair at a formal meeting of the STDB, those present for the meeting of the Board will vote and appoint a Chair for that meeting only.
- 3.4 The STDB Delivery Team (see 4.2) will consult the Chair from time to time on progress of works required to be undertaken on individual interventions and the developing Investment Plan.
- 3.5 The Chair may convene an informal meeting of all or some of the Board Members to inform progress of a particular matter arising under the development of individual interventions.
- 3.6 The Chair may meet third parties and attend events on any matter pertaining to the Investment Plan and individual interventions to progress activity and outcomes.

4 ADMINISTRATION OF THE BOARD

- 4.1 Scarborough Borough Council shall provide secretarial and administrative support to underpin the work of the STDB.
- 4.2 The role of the STDB Delivery team will be to facilitate and manage the work plan of the STDB. The STDB Delivery Team will consist of Officers of SBC and where appropriate external consultants and professional service providers, officers and staff of partner agencies.

5 SUBSTITUTES

- 5.1 Suitable substitutes representing Board members are permissible subject to prior agreement with the Chair.

6 ATTENDANCE AT MEETINGS

- 6.1 The Board will meet on a quarterly basis. The Board may meet at other times during the year as agreed between the members of the Board and may approve recommendations via written procedure.
- 6.2 Informal Board Meetings may take place from time to time. Other persons and external advisers may be invited to attend all or part of any meeting as and when appropriate as observers and shall be entitled to speak at the meeting with the prior permission of the Chair but shall not be entitled to vote.
- 6.3 With the prior agreement of the Chair, any Board Member may participate in a meeting by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can communicate with each other and participation in a meeting in this manner shall be deemed to constitute presence in person at such meeting and shall be entitled to vote and be counted in a quorum accordingly.

7 NOTICE OF MEETINGS

- 7.1 Meetings of the Board shall be called by the secretary to the STDB at the request of the Chair of the Board. The agenda and papers for meetings shall be approved by the Chair.
- 7.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the matters to be discussed at the meeting shall be forwarded to each member and any other person required to attend no later than 5 business days before the date of the meeting. Any supporting

reports and/or papers shall be sent to each member of the Board and other attendees (as appropriate) at the same time and minutes published on Scarborough Borough Council's website.

- 7.3 The agenda and reports (that are not exempt under legislative arrangements) shall be published on the SBC's website.
- 7.4 There will be occasions when the business of the meeting will be subject to confidentiality for reasons of commercial confidentiality or sensitivity, information provided by the government in confidence, information pertaining to individuals or third party information that is subject to common law duty of confidentiality.

8 QUORUM

- 8.1 A quorum shall be 5 Board Members present in person.
- 8.2 Where a decision must be taken under the provisions of 2.3 and 10.5 there must be a quorum of 5 in responses received from Board Members.

9 REGISTER OF INTERESTS

- 9.1 Arrangements for the Register of Interests are found within the STDB Code of Conduct (Appendix 1).

10 VOTING ARRANGEMENTS

- 10.1 Each member of the Board shall have one vote which may be cast on matters considered at the meeting by a show of hands. Votes can only be cast by members attending a meeting of the Board.
- 10.2 The general rule about decision-making by the Board is that any decision of the Board must be a majority decision at a meeting (or a decision taken in accordance with paragraph 2.3 and 10.5 of these Terms of Reference).
- 10.3 Where a conflict of interest exists as set out in the STDB Code of Conduct, a Board Member may take part in the debate but may not vote.
- 10.4 Save where they have a personal interest, the Chair will have a casting vote. In this context, this refers to whoever is present and discharging the function of the Chair for the purpose of the meeting.

- 10.5 A resolution in writing, sent electronically to all Board Members entitled to receive notice of a meeting of the Board and signed by a majority of the members shall be valid and effectual as if it had been passed at a meeting of the Board duly convened and held and may consist of several documents in materially the same form each signed by one or more Board Member in the event a Board Meeting may not be convened in a timely manner.

11 COMMUNICATION AND REPORTING

- 11.1 The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, shall be minuted by the secretary of the Board.
- 11.2 Minutes of meetings of the Board shall be approved in draft form by the Chair and disseminated to Board no later than ten working days following the meeting. Minutes shall remain in draft until approval by the Board at the Board's next meeting.
- 11.3 Approved minutes of the Board shall be published on the website of the Scarborough Borough Council, with the exception of minutes relating to items deemed confidential as set out in 7.4 above.
- 11.4 The Board shall produce an annual report about its activities.

12 THE BOARD'S RELATIONSHIP WITH SCARBOROUGH BOROUGH COUNCIL (SBC)

- 12.1 The Board is responsible for;
- a) Oversight of the Scarborough Town Investment Plan.
 - b) Ensuring the programme of interventions within the Scarborough Town Investment Plan are managed and delivered effectively.
 - c) Coordinating resources and including stakeholders where required.
- 12.2 SBC remains the accountable body for all monies received through capacity funding and any other funding that will be allocated throughout the Towns Fund.
- 12.3 SBC will be represented on the Board by the Leader of the Council and / or The Chief Executive. They provide the link between the two bodies in the development of outcomes under those functions set out in 12.1.
- 12.4 The Board will be supported by the Scarborough Town Deal Board Delivery Team, which will be in the employment of SBC.

- 12.5 The Board may from time to time be required to attend both formal and informal meetings of SBC to provide updates and information pertaining to the development of the Town Investment Plan, programme of interventions and stakeholder engagement.
- 12.6 SBC's Cabinet will receive reports on the progress of activities through its established quarterly performance monitoring.
- 12.7 The Board may make recommendations to the Cabinet of SBC from time to time and prior to the submission of the Town Investment Plan.

13 GENERAL MATTERS

- 13.1 Board Members shall duly sign and return the STDB's Code of Conduct (Appendix 1) and Register of Interests (Appendix 2) on an annual basis.
- 13.2 The Board will have access to officer resources in order to carry out its duties through the STDB Delivery Team.
- 13.3 The Board shall be entitled to invite relevant third parties to attend any meeting of the Board as observers and they may be entitled to speak at a meeting of the Board with the prior permission of the Chair but shall not be entitled to vote.
- 13.4 The Board shall give due consideration to all laws and regulations as appropriate.
- 13.5 The Board will, from time to time, consider projects and proposals of a "commercial in confidence" or sensitive nature that will not be for publication under existing legislative provisions (Data Protection and Freedom of Information). All Board Directors and invited third parties will observe the need for confidentiality in this respect. 8
- 13.6 The STDB will be subject to the privacy legislation contained within Data Protection Act 2018, Freedom of Information Act 1998 and the Environmental Protection Regulations (various). Such requests will be serviced by SBC in accordance with SBC policies and procedures.
- 13.7 Members of the public may wish to contact the STDB. Any such contact will be managed by the Scarborough Town Board Delivery Team and contact details will be published on the Scarborough Borough Council website.

The Delivery Team may where appropriate, engage with the Chair and/or wider Board.

14 REVIEW

- 14.1 The Government may publish further guidance on the operation and function of Town Deal Boards and these Terms of Reference must be reviewed in accordance with any such guidance.
- 14.2 The Board may amend these terms of reference at any time.

Item 5

Scarborough Town Deal Board

Green Construction Skills Village Full Business Case Summary

1 PURPOSE OF THE REPORT

- 1.1 This report presents Full Business Case (FBC) for the Green Construction Skills Village to the Scarborough Town Deal Board. The Board should consider whether to support the acceptance of the FBC and the submission of the Summary Document to the Department of Levelling Up, Housing and Communities (DLUHC).

2 BACKGROUND

- 2.1 The Green Construction Skills Village (GCSV) will provide training on low carbon construction and energy efficient technology for local people and SME's. The project will convert existing buildings at High Eastfield Farm, adjacent to the established Construction Skills Village. In addition to the expanded training facilities, new business facilities and a community café will also be created.
- 2.2 GCSV have a Towns Fund allocation of £535,313 which will contribute to the capital build of the project.
- 2.3 The applicant for the project is Sohoco Developments Limited. The project is done in collaboration with Construction Skills Village (operating brand of Northern Regeneration CIC) and private limited company CSV Construction & Training
- 2.4 The scenario presented in the FBC is for an affordable scheme within the current secured funding envelope. Calculations for benefits and costs are derived from this. The project sponsors have the ambition to secure additional funding that will enable a larger scheme to be delivered. This scenario is also described in the FBC for reference. The affordable scheme should form the basis of the investment decision and endorsement from the Scarborough Town Deal Board.

3 PROJECT APPRAISAL

- 3.1 The Business Case submitted is extensive for the scale of the project and provides in depth reasoning behind the project concept and the impact it has the potential to make on the fortunes of local people and SME's. The project background is framed against the global climate emergency and SBC's aspirations for a zero carbon borough. The business case could have been more concise.
- 3.2 The Strategic Case makes a good *Case for Change* by indicating that there is the need to provide low carbon homes to address the climate change and the lack of skills in the local area to be able to meet this demand. It is stated that currently labour is brought in from outside the area because of the lack of local expertise in green construction techniques. The document also highlights the recent decision of the TEC to stop plumbing courses which are essential for much of the low carbon technologies and trainees currently travel outside the area to gain these skills highlighting the urgency of the investment.
- 3.3 The Project contributes towards the Town Investment Plan by delivering the skills for zero carbon and affordable homes, increasing aspirations among Scarborough's young people and providing Level 3+ qualifications and building on the success of the Scarborough Construction Skills Village. Observations are provided later in the document to show that qualifications are below the national average in the local area.
- 3.4 A long commentary is provided on Barriers and Opportunities. Although much of this section relates to general industry conditions or national information, it does demonstrate an understanding of the boarder context.
- 3.5 The business case gives a good explanation of its contribution towards the following strategies;
 - Y&NY LEP Covid-19 Economic Recovery Plan (Version 1 dated 19 October 2020)
 - Y & NY LEP's Local Industrial Strategy (2020)
 - Homes England's Strategic Plan (2018)
 - Department of Education Post-16 Skills Plan (2016)
 - Scarborough Borough Local Plan – July 2017
 - Better Borough Brighter Futures SBC Corporate Plan 2020- 2030
- 3.6 The Economic Case was prepared by Amion with support from the Council's Financial Officer. The economic case looks at the desired full scheme, a value engineered option and a reduced scheme based on the current secured funding envelope. These produce a BCR of 5.16, 5.59 and 8.09 respectively. Further non quantified benefits are significant. However these may be reduced if the construction of zero carbon homes are removed which are excluded from the reduced scheme.
- 3.7 The Commercial Case provides the philosophy behind Sohoco's procurement strategy and why the procurement option was chosen to maximise local social and economic value. A procurement plan shows the chosen procurement method but not how the procurement will be undertaken and managed/ environmental sustainability considered. The milestones for procurement are provided in the master plan – these are quite high level.

- 3.8. The Financial Case is presented for the affordable scheme. A cost plan is prepared for the full scheme circa £900,000. However, because some of this funding is not secured the case demonstrates that a scheme can be afforded within the secured funding envelope and shows how that the scheme is commercially viable, and that the business is profitable. Subsidy advice received required a profit share to be taken if a profit was achieved. Current calculations show a loss in year 1, with a profit in subsequent years of 18-20k creating a profit share to SBC of between 8-10k. It is worth noting that current calculations are based on high level assumptions of the business operating model and occupancy and therefore may not be the profit levels achieved.
- 3.9 The management case is good. The section of project assurance could be expanded upon. It is missing a section on Public Equalities Duty.

4 RECOMMENDATIONS

- 4.1 The Board is recommended to endorse the FBC for the Green Construction Skills Village and the submission of the Summary Document to DLUHC, subject to the applicant to addressing the conditions identified during the appraisal process, these being:
- i) The project sponsor addressed the Subsidy Control advice received. This will form part of the conditions of the Grant Agreement with SBC.

5 ADDITIONAL INFORMATION

- 5.1 Full Business Case for the Green Construction Skills Village

<https://wetransfer.com/downloads/ab8bc106e60db772cc5d16b5c9e9353620211209150238/d9b3fc4763d98e38a898edb8b81446d320211209150238/2c3a54>