

WHITBY TOWN DEAL BOARD

DATE: THURSDAY 17TH FEBRUARY 2022

TIME: 13:00 UNTIL 15:30

VENUE: VIA ZOOM VIDEO CONFERENCE

Join Zoom Meeting

<https://us06web.zoom.us/j/84406460225>

Meeting ID: 844 0646 0225

Passcode: 917864

AGENDA

1. APOLOGIES
 - Clare Harrigan, Beyond Housing
2. DECLARATIONS OF INTEREST
3. MINUTES OF LAST MEETING (ATTACHED) AND MATTERS ARISING
4. HARBOURSIDE PUBLIC REALM (PAPERS ATTACHED) – RICHARD MARR | NYCC
5. BROOMFIELDS CARBON VILLAGE (PAPERS ATTACHED) - DAN STARKEY | SPAWFORTHS
6. WHITBY MARITIME TRAINING HUB (PAPERS TO FOLLOW) - LEIGH BRAND | SBC
7. OLD TOWN HALL AND MARKET PLACE (PAPERS ATTACHED) – KERRY LEVITT | SBC
8. TOWNS FUND PROGRAMME UPDATE – HELEN JACKSON | SBC
9. DATE OF NEXT MEETING
 - TBC

WHITBY TOWN DEAL BOARD

THURSDAY 16TH DECEMBER 2021

9:30AM VIA ZOOM VIDEO CONFERENCE

DRAFT MINUTES

IN ATTENDANCE

Chair Barry Harland BH Whitby Seafood	Sandra Turner ST Agenda Item 4 ECC
Vice Chair Matt Parsons MP Anglo American	Liz Sheard LS Agenda Item 4 ECC
Nick Edwards NE SBC	Janet Deacon JD Agenda Item 5 SBC
Cllr Linda Wild LW WTC	Daniel Starkey DS Agenda Item 6 SPAWFORTHS
Michael King MK WTC	Luke Axe LA Agenda Item 6 Keyland
Alex Richards AR SBC	Nigel Robson NR Agenda Item 6 MCI Developments
Helen Jackson HJ SBC	Beth McQue BM Agenda Item 6 Keyland
John Field JFD Whitby Civic Society	Adam Hussein AH Agenda Item 6 Keepmoat Homes
Mel Bonney-Kane MBK CaVCA	Rob Harbourne RH Agenda Item 6 Sanctuary Housing
Liz Small LS NYCC	Vicky Penn VP Agenda Item 6 Sanctuary Housing
Cllr Steve Siddons SS SBC	Carl Gavaghan CG SBC
Chris Burrows CB SBC	Kerry Levitt KL SBC
Paul Fellows PF NYMNPA	Leigh Brand LB SBC
Matt O'Neil MO NYCC	Kelly Rose KR SBC
James Farrar JF NYCC	Ellis Cooper EC Minutes SBC

ACTIONS

- **HJ to produce a risk register for all projects.**
- **HJ to circulate Towns Fund Programme update.**
- **EC to discuss with BH and HJ if next meeting should be in two halves.**

1. APOLOGIES

- Mike Greene, SBC
- Marc Cole, SBC
- Richard Flinton, NYCC
- Robert Goodwill, MP
- Tricia Kane, BEIS
- Rosie 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 the 1st October 2021 agreed as a true record.

3.2. MK queried if the governance report had been circulated from item 3.2. BH stated it was circulated 3rd November. EC to recirculate.

3.3. BH enquired if anyone from the Board had engaged with NYCC regarding the pedestrianisation scheme. No one has engaged yet.

4. EASTSIDE COMMUNITY HUB

4.1. ST AND LS presented the Full Business Case (FBC) for the Eastside Community Hub and the benefits it will provide for Whitby and the community.

4.2. JF queried the fiscal risks of the project and who will be liable if the project fails. ST states that the scope of the project is being monitored closely and that contingency plans are in place.

4.3. JF also enquired if phase two of the project needed scaling back, would it have an impact on the delivery of the project. KR advised that with scenario planning there will be a default position to fall back on that would still deliver the outcomes and benefits.

4.4. LS questioned if the timescale of the project is viable with funding from Sport England only available for one year and when it will be going to planning. ST stated she doesn't see timescales being an issue and that planning permission has been submitted but is now dependent on Scarborough Borough Council.

4.5. MK queried the financial figures as the summary states £820,000 but table E10/11 has it at £1.2 million down for optimism bias. KR clarified that the scope before funding was £1.2 million but due to the Towns Fund allocation, the scope has been reduced to £820,000. The document will be updated before finalised.

4.6. MK questioned if the governance is with the Boxing Club or ECC. ST confirmed it is with ECC.

ST and LS leave the meeting.

4.7. HJ clarified that SBC are the accountable body therefore no money can be released to ECC unless SBC are confident that the conditions have been met and the outcomes will be delivered.

4.8. KR will circulate the revised Business Case moving forward.

4.9. The Board unanimously agreed to the Eastside Community Hub project progressing under the same condition SBC have applied.

5. WHITBY WAYFINDING

5.1. JD presented the FBC for the Whitby Wayfinding project.

5.2. SS queried how well the Wi-Fi connectivity works and how this will impact aspects of the project, the app, and how it will be publicised. JD confirmed that the app will be tested before it goes live with the free Wi-Fi provided by NYCC but the trails can be downloaded and used offline. It will be publicised through a marketing campaign with local businesses.

5.3. JF questioned the ease of updating the physical signs. JD stated that they are posters behind glass so are easy to update.

5.4. JFD queried the size and quantity of the monoliths included in the plan. JD stated that all locations have been looked at with NYCC in terms of pedestrian congestion and advice was taken from placemarque on the monolith size to ensure usability by all.

5.5. CH enquired the future management and revenue support of the monoliths and if local business would make a contribution. JD confirmed that the monoliths can be used as a revenue stream through sponsorship from businesses.

5.6. LW asked for clarification on the need to have SBC branding on the monoliths. JD clarified that due to SBC being one of the funding partners SBC branding has to be on it.

JD left the meeting

5.7. BH proposed that the Board support and recommend the FBC for submission to DLUHC. The Board unanimously agreed.

6. BROOMFIELDS FARM

Clare Harrigan declared an interest in this item and left the meeting

6.1. AH led a collaborative presentation updating on the progress of the Broomfield's Farm business case.

6.2. LW queried what the proposed plan was to consult with parties able to buy the houses. VP stated that a proportion are aimed as either shared ownership or through housing associations, not second homes. RH confirmed that there is criteria for local ownership.

6.3. MK questioned if car club parking is within the plan. NR confirmed that a car club is included and will work with the community to help it stand as its own entity.

6.4. PF states that the Towns Fund is genuinely needed and is not something that could be sourced from a developer.

7. TOWNS FUND PROGRAMME UPDATE

7.1. Due to the meeting over running, HJ's presentation will be circulated with the minutes.

8. A.O.B

8.1. No A.O.B

9. DATE OF NEXT MEETING

9.1. 17th February @ 1PM

Item 4

Whitby Town Deal Board

Harbourside Public Realm: Pedestrianisation of Whitby Swingbridge Business Case summary report

1 PURPOSE OF THE REPORT

- 1.1 This report presents the Business Case for the Whitby Harbourside Public Realm: Pedestrianisation of Whitby Swingbridge (WHPRP) project to the Whitby Town Deal Board. The Board should consider whether to support the acceptance of the Business Case and recommend the submission of the Summary Document to the Department of Levelling Up, Housing and Communities (DLUHC).

2 BACKGROUND

- 2.1 The WHPRP project is been developed by North Yorkshire County Council using their framework partners WSP for delivery.
- 2.2 NYCC were awarded funding of £400k from the Towns Fund accelerated funding pot to enable them to carry out a trial scheme of the 'pedestrianisation' of Whitby Swingbridge through a Temporary Traffic Regulation Order (TRO) between April 2021 until October 2021. The TRO saw Whitby swingbridge closed to vehicular traffic initially between 10.30am and 4pm on weekends and Bank Holidays before moving to closure 7 days per week (except for buses and emergency vehicles) from the 21st August .
- 2.3 NYCC's Business and Environmental Services Corporate Director approved the recommendation at his meeting on the 21 January 2022 to allow the formal pedestrianisation of the Swingbridge to continue provided the additional funding via the Whitby Town Deal Board could be secured to improve the streetscape and deal with the traffic issues identified during the experiment.
- 2.4 NYCC are now seeking £2.3m from the Whitby Town Deal to improve the public realm and landscape around the Swingbridge area allowing the closure of the bridge to be enacted more easily with permanent signage in place. The scheme will also seek to improve the junction at Spital Bridge with the A171.

3 BUSINESS CASE SUMMARY

- 3.1 The Business Case has been produced by NYCCs framework partners WSP. The case presented demonstrates a deliverable scheme.

Strategic Case

- 3.2 The Strategic Case evidences issues and challenges within Whitby in relation to the Swingbridge and the volume of pedestrianisation traffic crossing the bridge conflicting with vehicular movement, particularly in the busy summer season and highlights why this current situation must change. This causes significant safety concerns.
- 3.3 There is a substantial list of the local, regional and national policies the scheme aligns with but further work is required to explain how the project contributes to these.
- 3.4 The case identifies numerous objectives and outputs, these need to be quantified before completion of the final Monitoring & Evaluation plan.

Economic Case

- 3.5 The economic case considers four options with the preferred option the Do Something (1): Full public realm works (see provided landscape design attached as an appendix to the business case) & a partial closure of the Swing Bridge on all days between May and October (10:00-16:30).
- 3.6 The Value for Money assessment on the options has been carried out using the Department for Transport's (DfT) Transport Analysis Guidance. Narrative has been provided to explain how the Present Value Costs have been calculated.
- 3.7 The anticipated benefits and the assumptions used for the calculation of these have been included within the text of the economic case. The calculations are easy to follow. The preferred option has a Benefit to Cost Ratio (BCR) of 5.81 when including the DfT uplift calculations.
- 3.8 Further quantifiable benefits should be included to make the economic case even stronger. An environmental impact appraisal has been undertaken.

Financial Case

- 3.9 The financial case presents a total project cost for the preferred option of £2.316m, the allocation from the Towns Fund is £2.3m so this presents a slight funding shortfall of £0.016m. The shortfall is not considered significant and will be addressed at RIBA Stage 3.
- 3.10 A high level breakdown of project costs is presented within the financial case with a Bill of Quantities for the construction works attached as an appendix to the business case. All key costs including risk and inflation appear to be accounted for with narrative provided for the assumptions.
- 3.11 Significant additional maintenance costs are not expected and will be the responsibility of NYCC falling under their routine maintenance schedule / budget.

Commercial Case

- 3.13 The Commercial Case shows the scheme is deliverable and the programme appears reasonable with a completion date of April 2024, well before the TF programme end date of March 2026. It will be delivered in collaboration with framework partners WSP who will continue to support the design and preparation phases. Procurement for the construction phase of the project will be undertaken by the procurement unit and carried out in line with NYCCs Procurement and Contract Management Strategy which is aligned to SBCs policies.

- 3.14 NYCCs Strategy stipulates that all tenders are placed through the YorTender portal and so a Framework will not be used. NYCCs preferred form of contract for this project is the NEC3 ECC Option B: Priced contract with a Bill of Quantities because it will achieve the primary objectives in terms of the cost and programme.

Management Case

- 3.15 Responsibility for the delivery of the project lies with the Business and Environmental Services (BES) directorate of North Yorkshire County Council and in particular with the Highways & Transportation business unit whose team will project manage the scheme. The project will be managed to reflect the project governance requirements of NYCC and the towns fund programme assurance framework established by SBC.
- 3.16 NYCC utilise a corporate risk register system for the monitoring of its capital projects. The projects risk register is attached as an appendix to the Business Case.
- 3.17 The Strategic Case references the engagement to date during the experimental order and mentions it will continue through scheme development. It is a requirement of the Towns Fund to have a continued engagement plan.
- 3.18 A Public Sector Equalities Duty statement is required for the project.

4 RECOMMENDATIONS

- 4.1 The Board is requested to consider the Business Case for the Harbourside Public Realm: Pedestrianisation of Whitby Swingbridge project and is recommended to:
1. endorse the Business Case for the Harbourside Public Realm: Pedestrianisation of Whitby Swingbridge project subject to the project sponsor addressing the following;
 - Wider implications and impacts on any loss of car parking spaces that may arise from this scheme
 - Confirmation that this project complies with Subsidy control regulations
 - the relationship with other Towns Fund projects and that the traffic impact is considered
 - The outputs are quantified for the Monitoring & Evaluation Plan
 2. approve the preparation of the project Summary Document and final Monitoring & Evaluation Plan
 3. agree that the Chair signs the Summary Document on behalf of the Whitby Town Deal Board
 4. support the submission of Summary Document to the Department for Levelling Up, Housing & Communities

5 ADDITIONAL INFORMATION

- 5.1 Harbourside Public Realm: Pedestrianisation of Whitby Swingbridge Business Case

5.2 Harbourside Public Realm: Pedestrianisation of Whitby Swingbridge Design Report

Item 5

Whitby Town Deal Board

Broomfield's Farm Net Zero Living Business Case Summary

1 PURPOSE OF THE REPORT

- 1.1 This report presents Business Case (BC) for Broomfield's Farm Net Zero Living (BFNZL) to the Whitby Town Deal Board. The Board should consider whether to support the acceptance of the BC and the submission of the Summary Document to the Department of Levelling Up, Homes and Communities

2 BACKGROUND

- 2.1 The BFNZL project has been developed by Keyland to deliver exemplar sustainable housing development in Whitby. The development will aim to deliver a net zero living housing development, which will not only deliver much needed housing but also an exceptional environmental sustainability standard with the community integrated into the heart of the scheme. Two development partners will work alongside Keyland to deliver the project – MCI/Keepmoat will construct and deliver the houses and Sanctuary Group will manage and maintain the properties.

3 PROJECT APPRAISAL

Summary of findings

- 3.1 The Business Case has been appraised by Scarborough Borough Council and has been accepted. Further work on subsidy control is continuing.
- 3.2 The Strategic Case presents a strong Case for Change and is based on the local need for housing, climate emergency and market failure for green technology. There is a widespread acceptance that the housing market is not delivering housing that is required to meet future climate change requirements. The BFNZL project will provide a prototype for the future of housing development in the country and will address current issues, providing better outcomes for climate change.
- 3.3 The project highlights its strategic fit with the Towns Fund, local, regional and national policies, with detail of how these align on a local level. The adopted local plan for Scarborough Borough Council sets a requirement for 450 new dwellings per annum to meet the needs of the district. This project is part of a wider site which is allocated in the adopted local plan to deliver up to 320 new homes.

- 3.4 The BFNZL project is aligned with local, national and regional policies including Scarborough Borough Council a better borough, Scarborough Borough Council Carbon Neutral 2030 Pledge and UK cleaner Growth Strategy.
- 3.5 The Economic case provides analysis of the quantitative and qualitative benefits of investing in the Broomfields eco-homes development in Whitby , it can be concluded that the preferred option for the project is good value for money and is expected to achieve several of the key qualitative factors considered by the Towns Fund.
- 3.6 MCI/Keepmoat will deliver the scheme and build the homes, these will then be transferred to Sanctuary for future management. The procurement strategy for the BFCZL project will follow the typical processes employed by Sanctuary and MCI/Keepmoat.
- 3.7 Subsidy control advice has been sought by the council and the business case states that the delivering bodies will work with the council to ensure that the project meets the requirements.
- 3.8 The business case demonstrates that there is an affordable scheme. The overall scheme costs is £12.6 million with the Towns Fund contribution as £2.6 million. Project match is secured and is made of:

Project Source	Amount
Homes England MMC Funding	£600,000
Homes England Affordable Housing Funding	£3,100,000
Sanctuary and MCI/Keepmoat Funding	£6,373,720

- 3.9 The proposed scheme will now be delivered by Sanctuary Group and MCI/Keepmoat, with overview and ongoing monitoring provided by Keyland Developments. A grant agreement will be entered into between Scarborough Borough Council and Sanctuary Group. External assurance and performance monitoring will be undertaken by Scarborough Borough Council.

4 RECOMMENDATIONS

- 4.1 The Board is requested to consider the BC for the Broomfields Farm Carbon Zero Living project and is recommended to:
 1. endorse the Business Case BC for the Broomfields Farm Carbon Zero Living project subject to the project sponsor addressing the following;
 - The project is compliant with subsidy controls.
 2. approve the preparation of the project Summary Document and final Monitoring & Evaluation Plan
 3. agree that the Chair signs the Summary Document on behalf of the Whitby Town Deal Board
 4. support the submission of the Summary Document to the Department for Levelling Up, Housing & Communities

5 ADDITIONAL INFORMATION

Item 6

Whitby Town Deal Board

Whitby Maritime Training Hub Business Case Summary

1 PURPOSE OF THE REPORT

- 1.1 This report presents the Business Case (BC) for Whitby Maritime Training Hub to the Whitby Town Deal Board. The Board should consider whether to support the acceptance of the BC and the submission of the Summary Document to the Department of Levelling Up, Homes and Communities.

2 BACKGROUND

- 2.1 The Whitby Maritime Training Hub project will create a new facility on Endeavor Wharf in Whitby to provide training opportunities for the maritime and offshore renewables sectors for residents and the wider market. The Hub will address the recognised need to develop a better supply of technical skills to support the local maritime sector through modern, fit-for purpose facilities. Additionally, the Hub will also provide facilities for maritime businesses and service providers.

3 PROJECT APPRAISAL

- 3.1 The Business Case has been appraised by Scarborough Borough Council. The BC makes the case for investment and demonstrates that there is a demand and value for this scheme in Whitby. The document concludes that the capital element of the project is affordable and achievable. However the operating model needs further development and the revenue consequence will need to be managed.
- 3.2 The Strategic Case makes a strong Case for Change. The need is grounded by relevant, credible, statistical information highlighting socio-economic challenges including significant deprivation, low wages and qualifications, and the lack of further and higher education provision. Opportunities to capitalise on growing offshore and maritime sectors were part of the demand study for the facility and interest has been shown from the offshore industry providers to act as anchor tenants. The demand study also shows an appetite from education and training providers to use the facility.
- 3.3 The project is a core element of the Town Investment Plan and delivers its objectives of establishing the harbour as a 21st century maritime centre and building a beacon of excellence for skills. Without this project these objectives would not be met.

- 3.4 The document shows that the project would address a range of policy priorities and objectives at national, regional and local levels.
- 3.5 The Economic Case concludes that a Benefit Cost Ratio (BCR) of 3.88 can be achieved demonstrating high value for money. During the development phase the project team worked with stakeholders, potential users and the local community to explore options for the facility. The economic case is based on a preferred option that includes classrooms and training spaces, workshops and dedicated office space. This preferred option is compared against 'Do nothing' and Do Minimum options. The methods used appear to be sound.
- 3.6 There is potential to include the survival pool as an additional phase of construction within the site boundary if future plans enable funding to be allocated and there is a demonstrable case for delivery.
- 3.7 The Commercial Case recognises SBC as the lead contracting authority. Procurement will be compliant with the council's procurement rules. Work has been done to take the project to RIBA stage 2 (Development Design). The YORbuild framework will be used to secure a contractor for a Design and Build contract to take the project to completion.
- 3.8 The Financial Case shows that capital costs are affordable within the Towns Fund allocation. The total cost is estimated to be £9,985,000 just under the TF allocation of £10,000,000. This includes 15% contingency and inflation at 14%. Revenue costs and income are considered in the report including the impact on car parking revenue. These are shown to be cost neutral. However it is felt that this needs further work on the revenue case as the scheme progresses.
- 3.9 The Management Case refers to established SBC project management and assurance processes. Additional oversight is provided through the Town Deal Board. Risks are managed by the project team and escalated where required.

RECOMMENDATIONS

- 4.1 The Board is requested to consider the Business Case for the Whitby Maritime Training Hub and is recommended to:
 1. endorse the Business Case for the Whitby Maritime Training Hub subject to the sponsor addressing the following conditions;
 - Traffic Impact Assessment carried out at RIBA Stage 3
 - Further work on revenue impacts is carried out
 2. approve the preparation of the project Summary Document and final Monitoring & Evaluation Plan
 3. agree that the Chair signs the Summary Document on behalf of the Whitby Town Deal Board
 4. support the submission of the Summary Document to the Department of Levelling Up, Housing and Communities.

ADDITIONAL INFORMATION

WMTH Business Case and appendices

Item 7

Whitby Town Deal Board

Whitby Old Town Hall and Market Place Business Case Summary

1 PURPOSE OF THE REPORT

- 1.1 This report presents the Business Case (BC) for Whitby Old Town Hall and Market Place to the Whitby Town Deal Board. The Board should consider whether to support the acceptance of the BC and the submission of the Summary Document to the Department of Levelling Up, Homes and Communities.

2 BACKGROUND

- 2.1 The project aims to deliver improvements to Whitby's Old Town Hall & Market Place, which is Grade II* Listed and an iconic part of the town's heritage. An outdoor market still takes place within Whitby Market Place and the undercroft of the Old Town Hall building. However, the building is in a poor state of repair and the first floor has not been occupied or used since 2017. Market traders do not have access to electricity and there are no tie down points for the stalls. The vision is to build on the history and heritage of the Old Town Hall Building and Market Place, restoring the building and turning it into a key focal point for Whitby whilst also creating a vibrant and bustling year round Market Place with improvements for traders
- 2.2 The project is being delivered in partnership between SBC and Whitby Town Council (WTC) with SBC the lead project sponsor.

3 PROJECT APPRAISAL

- 3.1 The business case has been assessed by officers at Scarborough Borough Council (SBC). The preferred option is subject to being awarded National Lottery Heritage Funds, planning permission and building consent for the glazing element in order create an internal floor space in the undercroft.

Strategic Case

- 3.2 The Strategic Case presents a significant opportunity to bring this key heritage asset for Whitby back into use and improve the market place area establishing a sustainable future and year round use for the space.
- 3.3 The Whitby Old Town Hall and Market Place project is instrumental in addressing a range of policy priorities and objectives at national, regional and local levels.
- 3.4 The Business Case shows how the outputs and outcomes of the project achieve the desired objectives and detail has been provided on how these will be measured.

Economic Case

- 3.5 Various uses of the space within Whitby Old Town Hall and Market Place were considered in the Options Appraisal process and a preferred option was established to repurpose the building as a Gallery and Exhibition space. Installing glazing to the undercroft of the building is the preferred design option in order to better achieve the full potential of this use and can mirror the activity taking place in the first floor which due to the nature of the building is not easily accessible. The Market Place would also be landscaped and revitalised as part of the scheme to create improved pitches for the market traders to operate.
- 3.6 A Benefit Cost Ratio (BCR) of 2.43 is gained for the preferred option showing high value for money. However, additional non-monetised benefits are also listed.

Financial Case

- 3.7 The total cost of the preferred scheme is £1.504m. A National Heritage Lottery Fund grant would need to be secured to deliver this. However, the business case also demonstrates that there is an alternative affordable scheme (no glazing) which will still deliver the outputs for the Towns Fund at a similar BCR of 2.33. There is also the possibility to value engineer the public realm landscaping proposals to provide an alternative way to improve this area and still provide facilities for the traders. Please note that an Architectural Development Grant of £15,000 was provided to produce the architectural designs from BFF Architects.
- 3.8 Based on the estimated recurring operating costs (£56,170 after the first year of operation), and estimated revenue generation (£92,876), it is anticipated that there would be a surplus of £36,706 to enable the development to be self-sufficient and provide sustainability. Further work will need to be carried out on the revenue implications of the scheme to confirm the operating model.

Commercial Case

- 3.9 The likely procurement option to deliver the scheme is a traditional design and separate construction which allows the project team better management over the design and materials used which is important in a building of this status. Both contractors would be procured through an open competitive tender, most likely YORtender. This would mean more potential contractors with the special skills and experience required to renovate a Grade II* Listed Building can bid on the work. A competitive tender process would also align with NLHF procurement guidelines. All procurement would be in line with SBCs Contract Procedure Rules.

Management Case

- 3.10 Project delivery will be undertaken by SBCs Regeneration Team in partnership with WTC. SBC as the lead sponsor will be responsible for monitoring of the benefits and outputs and the reporting to DLUHC. The risks of the project have been clearly identified and mitigated against.
- 3.11 It is intended that the building will be managed by WTC at project completion. Discussions between the two parties on the potential agreement for this are currently in progress.

4 RECOMMENDATIONS

- 4.1 The Board is requested to consider the Business Case for the Old Town Hall and Marketplace project and is recommended to:
1. endorse the Business Case for the Old Town Hall and Marketplace project acknowledging the following risks;
 - Match funding needs to be secured in order to deliver the preferred option. An affordable alternative has been presented within the Business Case
 - Listed Building consent and planning permission are required
 - The operating model is subject to on-going discussions
 2. approve the preparation of the project Summary Document and final Monitoring & Evaluation Plan;
 3. agree that the Chair signs the Summary Document on behalf of the Whitby Town Deal Board;
 4. support the submission of the Summary Document to the Department of Levelling Up, Housing and Communities.

5 ADDITIONAL INFORMATION

- 5.1 Old Town Hall and Marketplace Business Case