

SCARBOROUGH TOWN BOARD

DATE: FRIDAY 12th APRIL 2024

TIME: 10:30AM - 12:30PM

VENUE: COVENTRY UNIVERSITY SCARBOROUGH CAMPUS

AGENDA

1. APOLOGIES
2. WELCOME & INTRODUCTIONS
3. DECLARATIONS OF INTEREST
4. MINUTES OF LAST MEETING (ATTACHED) AND MATTERS ARISING
5. GOVERNANCE ARRANGEMENTS
 - Code of Conduct (attached)
 - Terms of Reference (attached)
6. REGISTER OF INTEREST FORMS (ATTACHED) – ELLIS COOPER
7. WILDEYE ALTERNATIVE DELIVERY PROPOSAL (PAPER ATTACHED) – CAROLINE HILL
8. DRAFT FABLAB BUSINESS CASE (ATTACHED AS SEPARATE DOCUMENT) – DAN FISHER
9. LONG TERM PLAN FOR TOWNS – HELEN JACKSON / LAUREN HOPSON-HAW
10. A.O.B
11. DATE OF NEXT MEETING
 - TBC

SCARBOROUGH TOWN DEAL BOARD

MONDAY 26th FEBRUARY 2024

10:00AM @ SCARBOROUGH TOWN HALL

DRAFT MINUTES

IN ATTENDANCE:

Chair David Kerfoot CBE DL DK Kerfoot CS	Richard Grunwell RGu Scarborough Business Ambassadors
Caroline Routh CR Stephen Joseph Theatre	Cllr Derek Bastiman DB NYC
Nic Harne NH NYC	Richard Flinton RF NYC
Alex Richards AR NYC	Lauren Hopson-Haw LHH NYC
Steve Bromham SB Save9	Corinne MacDonald CM NYC
Helen Jackson HJ NYC	Kerry Levitt KLV NYC
Clare Harrigan CH Beyond Housing	Amy Ball AB DLHUC
Sam Pollard SP DLHUC	Ellis Cooper EC Minutes NYC

SUMMARY OF ACTIONS

- **NYC to consider the recommendation of the Chair position**
- **HJ to invite nominations for new board members**
- **EC to arrange a meeting for board members to shortlist applications.**
- **HJ to circulate an updated geography to the board.**
- **The Board to agree new proposed geography which will be put to DLHUC for their agreement.**

1. APOLOGIES

- Jenn Crowther, Yorkshire in Business
- Jackie Mathers, Coventry University Scarborough
- Daniel Fisher, NYC

2. DECLARATIONS OF INTEREST

2.1. No declarations of interest.

3. MINUTES OF THE LAST MEETING

3.1. Minutes of the meeting held on 1st December 2023 agreed as a true record.

3.2. No matters arising.

4. BOARD NAME

4.1. HJ proposed to change the Boards name to '**Scarborough Town Board**' as going forward the board will cover both Towns Deal projects and the Long-Term Plan for Towns projects.

4.2. The board unanimously agreed to change this.

5. BOARD RECRUITMENT - HELEN JACKSON

5.1. HJ presented an overview of the current board and what the board needs in way of new members.

5.2. DK left the room whilst the board discussed the Chair position. The Chair is to be invited by the Local Authority.

5.2.1. RF introduced the item. He explained that there was Government guidance on the position of Chair including amongst other issue that the person is local. We need to have regard to this and in terms of David Kerfoot he does not live locally but has a good local knowledge and connections to the town through the Town Deal Board and Local Enterprise Partnership. SP commented that local places had their own circumstances and were able to take a reasonable interpretation of the guidance. RF opened the issue for discussion. The following were raised in support of DK:

5.2.2. An upstanding record in leading the Town Deal Board to date and ensuring exemplary governance.

5.2.3. To provide continuity over the existing Towns Fund programme

5.2.4. A strong civic and philanthropic record in and around the Scarborough area

5.2.5. A track record of significant business acumen.

5.2.6. Impartiality brought to board decisions.

5.2.7. The positive endorsement from business and community groups and organisations within the town.

5.2.8. HJ suggested that the Chair position should be reviewed to coincide with the end of the Town Deal programme.

5.2.9. The board unanimously agree that to recommend that David should be invited to remain as chair. He will be formally invited by North Yorkshire Council to service for a two-year term until March 2026. The recommendation will be considered by NYC.

5.2.10. HJ recommends that the deputy position should be filled once new board members are recruited.

5.3. HJ provided further overview on the current board membership and what the board needs in terms of new recruits to ensure we have representation from all sectors outlined in the guidance.

- 5.4. CH encouraged the board to consider the barriers to community groups being involved with the board. DK stated that CaVCA we're board members but believed their place on the board had come to a natural end once projects were in delivery.
 - 5.5. A discussion was had on whether the Mayoral Combined Authority, previously YNY LEP, place on the board. The board agreed that the MCA should remain to remain on the board.
 - 5.6. It was agreed to recruit at least two additional board members to represent voluntary and community groups and at least one from the heritage, cultural and sporting sectors.
 - 5.7. DK, DB, CR volunteered to go through applications for shortlisting. All applications to be circulated with the board.
- 6. INTERVENTION GEOGRAPHY/PLAN FORMING – HELEN JACKSON**
- 6.1. HJ presented the proposed geography output area provided by DLHUC.
 - 6.2. DK questioned the altering of the geography and expanding as it misses key areas such as Cayton and Scalby. SP stated there must be a strong rationale to change that area.
 - 6.2.1. DB queried why Cayton had been left off the map. SP stated that the area provided was defined by the Built-Up Area study.
 - 6.3. DK recommends a case for rationalisation and expand the geography area. HJ confirmed she will prepare an expanded geography and circulate with the board for confirmation before proposing to DLHUC.
- 7. DATA GATHERING - ELLIS COOPER**
- 7.1. EC presented the data pack provided by DLHUC covering the three policy themes.
 - 7.2. NH stated that work should be carried out with other services internal and external to see what other data can be gathered.
- 8. COMMUNITY ENGAGEMENT PLAN – LAUREN HOPSON HAW**
- 8.1. LHH delivered a presentation to the board on the proposed community engagement plan#
 - 8.1.1. The engagement plan consists of four waves to refine and implement the community vision for Scarborough.
 - 8.1.2. The first wave, Visioning, will focus on engagement with the community and gather ideas for the town.
 - 8.1.3. The second wave, Prioritisation, will focus on aligning the community's vision with the strategic themes set out in the guidance from DLHUC.
 - 8.1.4. The third wave will consist of consolidating the community vision and feeding into the investment plan.
 - 8.1.5. The final wave of the engagement plan is to ensure that there is sustained dialogue with the community throughout implantation of identified projects.
 - 8.2. RF stated that we need to learn from the engagement that has been carried out before.

8.3. CR stated that this needs to be meaningful consultation and to work with partners who have carried out engagement in key areas.

8.4. SB asked that a record of all engagements is kept as a part of the plan.

9. UPDATE ON TOWN DEAL PROJECTS – HELEN JACKSON

9.1. HJ provided an update on all Scarborough Towns Fund projects.

9.2. DK stated that Pavilion House is a more suitable choice for the FabLab project due to the money that would have to be spent on a rented property on Vernon Road to ensure it is accessible for all when Pavilion house already has the facilities.

9.3. AR raised the issues surrounding Network Rail for the Station Gateway project. SP to speak with Department of Transport colleagues.

10. A.O.B

10.1. DK raised the vision laid out in the Town Investment Plan and how going forward how important getting the engagement right, getting the community involved and ensuring the right projects are picked.

10.2. DK thanked AR for his support to the board and the work that he has carried out.

11. DATE OF NEXT MEETING

- **12th April 2024**