

# Newark Town Board

## AGENDA

11 February 2021

08:00 hours to 09:30 hours

	<u>Page Nos.</u>
1. Apologies for absence	
2. Minutes from meeting held on 20 November 2020	2 - 6
3. Declarations of Interest	
4. (Re)Election of Chair and New Membership	
5. Reflections on first 12 months	Verbal
6. Newark Town Investment Plan Adoption and Towns Fund Deal	7 - 16
7. Business Case Development and Assurance	17 - 20
8. Project Updates (inc. Accelerated Funds)	21 - 23
9. Proposals for 32 Stodman Street	Presentation
10. Town Centre Update	24 - 25
11. Communications, Promotion, and Branding (SF)	Verbal Update
12. AOB	

### Forward Plan

Board Membership and Governance Review

Site Visit to Newark Construction College.

IASTI (Newark)<sup>®</sup> Launch

SiSCLog Update and Presentation

Castle Gatehouse Presentation

## NEWARK AND SHERWOOD DISTRICT COUNCIL

Minutes of the Virtual Meeting of the Newark Towns Fund Board Meeting held on Friday, 20 November 2020 at 8.00 am.

PRESENT: Councillor D Lloyd, Leader, NSDC - Chairman

Ben Sumner, Director of Engagement and Partnerships, University of Nottingham

Darren Scott, Team Manager for National Careers Service

Fiona Anderson, Economic Partnerships Manager, NTU

Gary Headland, CEO Lincoln College Group

Jane Hutchinson, Town Centre Development Manager

Jo Bradley, Business Development Lead, YMCA

Johanne Thomas, Urban and Civic

John Robinson, Chief Executive, NSDC

Cllr Keith Girling, Deputy Leader, NSDC

Kerri McGarrigle, Chair of Newark Business Club

Lesley Owen-Jones, National Heritage Lottery Fund (Arm's Length Body representative from DCMS)

Linn Beaumont, Partnerships and External Relationships Manager for the Canal and River Trust (Newark)

Matt Colborne, Managing Director, EM Digital Media

Matt Lamb, Director of Growth & Regeneration, NSDC

Mick Baker, Councillor, Farndon Parish Council

Neil Cuttall, Economic Growth Business Manager

Nicola McCoy-Brown, Place Manager, Group Manager Growth and Development, NCC

Cllr Ronnie White, NSDC

Sandhya Ward, Homes England

Simon Witts, Founder & CEO, Aviation360

Steff Wright, Chief Executive, Gusto UK

Tom Marsden, Lincoln College Group

Tony Aspbury, Chairman of Development Committee, Newark Showground

### 8.0 Apologies for absence

The following apologies for absence were received:

Darren Burke, Nikki Burley, Tom Cartledge, Richard Coppell, Ian Dagley, Andrew Fox, Derek Higton, Jackie Insley, David Jones, Alan Mellor, Madeleine O'Sullivan, Karl Tupling.

### 9.0 Minutes from the meeting held on 11 September 2020

AGREED and noted.

### 10.0 Declarations of Interest

Fiona Anderson – NTU has an interest in the supply chain and logistics project.

## 11.0 Terms of Reference & Membership Update

The report outlined the proposed update to the Terms of Reference and Membership for Newark Town Board.

SW sought clarification regarding the five year/long term vision of the Board. NC confirmed that the report was trying to establish whether the Terms of Reference for the Town Investment Plan were fit for purpose. ML confirmed that one of the reasons that the Board formed was the Town Investment Plan and Town Fund. Over the course of 2021 and beyond the Board and possibly sub-groups could be established to help move priorities and projects forward to drive future change. Membership could also be amended (e.g. Police and Health colleagues). JR commented that the Board over time would change and may in time extend into Sherwood, which would be reviewed as the Board progressed.

AGREED that the Board:

- (a) support and adopt the updated Terms of Reference;
- (b) approve the change of membership as follows:
  - (i) Mr J Gelsthorpe (Business Representative) had withdrawn from the Board and replaced by Mr R Gelsthorpe to represent Pratt & Gelsthorpe. The requisite paperwork had been completed.
  - (ii) Mr S Baker had vacated his post at the Nottingham Creative Quarter (NCQ), the space be held vacant pending further discussion with NCQ; and
- (c) Members take an action to review the website and ensure that their individual Terms of Reference, Code of Conduct, Declarations of Interest and Biography are up to date.

## 12.0 Town Investment Plan – Update on negotiations with Government

ML updated the Board on discussions with the Government following the submission of the Newark Town Investment Plan on 31 July 2020 and confirmed that it would be a matter of weeks and this side of Christmas for an announcement. Cohort 1, Newark was one of 13 Towns nationally to submit its proposals as part of cohort 1 and was the only Town in the East Midlands to do so. The first 7 Towns had been announced, after publication of the agenda, as follows:

- Blackpool £39.5m
- Torquay £21.9m
- Darlington £22.3m
- Barrow-in Furness £25m
- Norwich £25m
- Warrington £22.1m
- Peterborough £22.9

AGREED that the progress to date be noted.

### 13.0 Town Investment Plan and Accelerated Funds Projects Updates

ML updated the Board on progress of various projects within the Town Investment Plan, with specific reference to the Accelerated Fund projects which required spend by March 2021.

Newark Live Stock Market and Lorry Park – The 18 November 2020 meeting of the Council’s Economic Development Committee ratified a series of feasibility works and how the Live Stock Market and Lorry Park could be re-located. The Council was working with a third party which was pursuing the opportunity of establishing the live stock market at the Newark Showground site. Colleagues at Newark Showground, the Council and the third party were working through how to make the proposals a reality. The budget regulatory requirements were being pursued to make a gateway site happen. Site plans were provided at the meeting for the Board. It was expected that a public consultation regarding the A46 dualling would be undertaken prior to Christmas by Highways England.

ML noted that given the current livestock market was redundant there may be an opportunity to utilise any underspend in ‘Accelerated Funding’ towards demolition and securing the site. Further updates if this were to be the case would be presented to future Board(s).

TA endorsed what had been said and felt that there would be an intensive management process at the Showground to endorse this. The Council’s help was essential to deliver this project. Concerns however were raised regarding the third party costs of developing this. TA welcomed the role in managing and co-ordinating this process. ML confirmed that a political decision would be made to match budget capacity with that of good will in terms of Council activity.

YMCA Community & Activity Village – continued to move forward. First final ‘Newark Towns Fund’ business case which was ready to be assessed. Tender exercise for construction of the building had been concluded with negotiation with preferred contractor ongoing.

Newark Construction College Expansion (Accelerated Fund) – had been granted planning permission. Tender process was taking place in accordance to the timetable.

Former M&S Building, Stodman Street – Commissioned an Architect and viability team. It was proposed to start an internal demolition in March 2021, alongside the submission of a planning application for the redevelopment.

AGREED that the progress of accelerated fund projects be noted and invite regular project updates of all TIP projects.

### 14.0 Communications Plan

NC informed the Board on the communications campaign to date and the planned approach for the next 3 months in highlighting the outcome of the Town Investment Plan negotiations with Government. NC suggested that all Board members be involved in the 3 – 6 months communication plan.

TM suggested that Newark college students be used to help with the communication plan, the students were very capable and willing to help. S Wright agreed with this proposal and commented that a younger generation should play a significant part regarding communication.

S Witts and G Headland commented the need to reach out to the national picture and report as Newark, Nottinghamshire in the plan as there was often confusion with Newark, New Jersey.

JT – Volunteered on Comms and engagement and offered her support regarding this.

AGREED that:

- (a) the development of a Communications Plan led by Newark & Sherwood District Council Communications Team be supported;  
and
- (b) Members express an individual interest in participating in the component videos, story boards, articles, press releases and other communication mechanism to promote the key messages to members of the public.

## 15.0 Discussion

DL provided an update regarding the progress to date and commented on the issue at present with the Parliamentary Select Committee Report regarding how the Town was chosen. DL reminded the Board of the very clear challenges Newark faces with social mobility, earnings, educational attainment, town centre decline, and the views of residents. At the appropriate time messaging would remain very clear why Newark is entitled to funding and importantly that with this funding we are a Town that can demonstrate delivery, ambition and working across partners and sectors. The aspiration remains to put Newark on a regional, national, and global map.

Covid-19 updates – How we proceed, diversification fund to move us forward.

Business Support Grant – launched two weeks ago. Several different grants available, the Council was doing everything possible to help businesses, which in turn would help the public.

NC – confirmed that over 400 businesses had received grants. A small grant programme had been launched three weeks ago to help businesses develop their websites and help them build resilience through their websites, 100 businesses had been helped to date.

NC – a marketing campaign had been prepared and ready to launch when appropriate to say that local towns, including Newark, Southwell, Ollerton and Edwinstowe, were open and safe and were asking local people to support their local retailers.

NC – Kick-start Programme, asking businesses to work with colleges, a bid had been submitted for 52 kick-start placements. Lincoln College Group led, who had been excellent partners to date. The Council would provide 7 placements, other local businesses had also taken up these placements.

NC - introduced the Council's newly appointed Town Centre Development Manager – Jane Hutchinson.

TA – commented on the unfortunate Midlands Today report, regarding parking in the town centre and enforcement. It was suggested that the Town Fund and other good news stories should be reported.

DL – suggested that ML and NC establish a Comms Sub-Group to capture all the comments put forward. ML confirmed that he would invite the YMCA; Urban & Civic; and the Council to form a Comms Sub-Group.

ML – Suggested that in addition strategic updates on Strategy and Tip projects the Board may benefit from operational updates to address the 'Little and often' understanding of what was happening on the group. This could include Shop Local, Shop Safe Campaign and work with front line staff (especially those in enforcement roles, across organisation) on the importance of them being the face and ambassadors for the Town. A report would be forwarded to the next Board meeting by JH.

#### 16.0 Any Other Business

SW informed the Board that business had not been good for the Newark show ground during the pandemic, they however were hosting a Nottinghamshire show in May 2021, it was suggested that communications take place with the Showground in order to make a big announcement regarding the May 2021 show.

Further to the earlier update regarding Newark Traffic Wardens and the issues of them not working with traders/shoppers, it was suggested that they have further training as they were considered ambassadors for the town. They should engage with the motorist not just issue a fine.

NC informed the Board of a virtual meeting platform – Collab, which was currently being used by the Newark Business Club. SW provided an update regarding Collab and its capability. NC and ML were keen for the Board to use Collab, for the next meeting.

Meeting ended at 9.05 am.

**NEWARK TOWN INVESTMENT PLAN ADOPTION AND TOWNS FUND DEAL**

**1.0 Purpose of Report**

1.1 To update the Board on funding discussions and the 'Deal' Heads of Terms process.

**2.0 Update**

Funding

2.1 Board Members will be aware from previous updates that an announcement for Cohort 1 Towns, which included Newark, is expected shortly. At the time of writing, such confirmation remains pending notwithstanding this is expected in advance of 11<sup>th</sup> February Board meeting.

Expected Process

2.2 The experience of the first 7 Towns announced for Cohort 1, in addition to updates already published on the Towns Fund process via MCHLG provides some insight into the likely process for Newark, should we be announced as successful if securing some or all of the funding sought as part of the Newark Towns Investment Plan submitted to Government in July 2020.

2.3 Any funding announcement, if successful, will likely be followed by a formal Heads of Terms (HoT) offer from the Government (see example from the Blackpool Towns Deal at Appendix 1) which must be signed, within a prescribed period, by the Town Deal Chair(s), the Chief Executive of the Lead Council (in this case Newark and Sherwood District Council and the relevant Government Minister.

2.4 The HoT will likely identify the projects supported and the overall funding envelope being made available. If there are proposals within the TIP which are not supported by Government or a reduced funding package is offered, it may be necessary for the Board to (re)prioritise the TIP projects which will be supported. It is recommended, upon agreement of HoT's that the final Newark Town Investment Plan is published and adopted by the Board. This will also be presented to Newark and Sherwood District Council for its formal support.

2.5 As the Board have consistently reported the Newark TIP is strong, ambitious, transformative and importantly deliverable. Until such time as we are in receipt of HoT's to the contrary it remains the hope and expectation that all requested grant asks will be supported by Government. For the avoidance of doubt the submitted Newark TIP (page 83) sought funding for the following projects:

Project	Grant Ask (£m)
IASTI	10.6
SiScLog (Newark Gateway site)	4
32 Stodman Street	2

Castle Gatehouse	2.6
YMCA Community & Activity Village	2
Construction College Expansion	0.389
Cultural Heart of Newark	2.1
Police Station Relocation	1
20 Minute Town	0.2
<b>TOTAL</b>	<b>24.889</b>

2.6 After HoT's are signed, a number of additional steps will likely be required including providing MCHLG with clarity on the lead for each project, the overall Capital/Revenue Split (and profile) for projects, and an assurance and Business Case development process. An anticipated process for Business Case Development and associated assurance and support is detailed elsewhere on this agenda.

**3.0 RECOMMENDATIONS that the Board:**

- (a) **note the contents of this report; and**
- (b) **agree to the Chair of the Board signing Heads of Terms (HoT's) with the Government, subject to the HoT's offered confirming full funding for all projects (as detailed at paragraph 2.5 above and on page 83 of the Newark Town Investment Plan, July 2020).**

**Reason for Recommendations**

**To continue the development the Newark Towns Strategy and Investment Plan.**

**Background Papers**

Newark Town Investment Plan, July 2020

Matt Lamb  
Director – Planning & Growth



Ministry of Housing,  
Communities &  
Local Government

**Ministry of Housing, Communities & Local  
Government**

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Paul Smith  
Chair Blackpool Town Deal Board

[www.gov.uk/mhclg](http://www.gov.uk/mhclg)

Neil Jack  
Chief Executive Blackpool Council

27 October 2020

Dear Paul and Neil

### **Blackpool Town Deal**

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

Blackpool was included in this initial 101 places and I was pleased to receive Blackpool's Town Investment Plan in July. I am 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 Blackpool.

I am delighted to be offering you a Town Deal for Blackpool to a value of £39.5million. 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 Blackpool 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 with confirmation within the next three weeks or as soon as you are able, at which point we will issue the final document for your signature. 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 Blackpool, particularly as we meet the challenges presented by Covid-19. I look forward to working with you to make Blackpool's plans a reality.

**RT HON ROBERT JENRICK**

## **Heads of Terms offer for Blackpool**

### **Introduction**

Blackpool is one of the most densely populated areas in Britain, with approximately 140,000 residents in an area of 13.5 sq miles. The 3,740 businesses within the town provide employment opportunities for 64,000 people and in 2018 the area generated £2.8 billion of Gross Value Added (GVA), 10% of the total economic output for Lancashire.

Blackpool's economy is dominated by tourism, which accounts for one in five of all jobs within the town (19.8%) and 12% GVA and employment in Health and Social Work (21.9%). The area also has a higher concentration of jobs within public administration. Deprivation in Blackpool is significant and increasing with the most recent Index of Multiple Deprivation (IMD 2019) indicates that Blackpool is currently the most deprived in the Country, and six of the seven measures within the index have deteriorated since 2015.

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

### **The commitment**

This document lays out the Heads of Terms offer to Blackpool, 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 your Town Investment plan and project proposals, and sets out our joint expectations as we enter the business case development phase.

Government will provide up to **a total of £39.5million from the Towns Fund**, which will be used to create a strong and clear vision for Blackpool to be a thriving coastal community by 2030, as consulted upon and developed in the updated Town Prospectus published by the Blackpool Pride of Place Partnership in June 2020. The Town Investment Plan is seeking to secure public sector investment to drive economic regeneration and productivity growth, it will be delivered as part of a wider programme of private and public sector investment.

Blackpool has proposed a range of projects that will contribute towards achieving this vision. These include the relocation of the Blackpool Central Courts; the Multiversity; the infrastructure at Blackpool Airport Enterprise Zone; the Southern Quarter/ Revoo Community Sports Village; The Edge – Incubation Office Space in Stanley Building; Blackpool Illuminations Modernisation, and the Blackpool Youth Hub.

Blackpool 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 as set out in the Towns Fund Further Guidance. This includes detailed project development and business case assurance at local level.

### **Process, governance and assurance**

Projects are locally led and owned, with the Town Deal Board and Blackpool Council. 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):

- A list of agreed projects (including BCRs)
- Details of business case assurance
- An update on actions taken in relation to the Heads of Terms key conditions
- 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
- Confirmation of approval of planning applications
- Undertaking Public Sector Equalities Duty analysis
- Letters of approval from the Town Deal Board and Lead Council

Blackpool should conduct project assurance in line with agreed routes for each individual project.

Blackpool should confirm in writing with their local Towns Fund lead within two months of the deal being signed details of projects being taken forward and a plan addressing key conditions relating to those projects.

You must 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 funding, up to the maximum agreed amount of **£39.5million**, provided that all of the conditions are met.

Signed:

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Chair of the Town Deal Board

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Chief Executive of lead Council

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MHCLG Secretary of State / Minister

Date \_\_\_\_\_

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

Our Town Deal offer is a maximum of **£39.5million** of MHCLG funding in total.

Within this maximum amount you may take forward projects selected from those listed below. The 'True' Innovation Partnership and the Grundy Art Gallery Extension cannot be taken forward under this offer.

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><b>Blackpool Central Courts Relocation</b> Relocation of Blackpool Magistrates and County Courts, a catalyst to the delivery of the "Blackpool Central development" project, the biggest single investment in Blackpool for more than a century.</p>	£10m	£311m	<ul style="list-style-type: none"> <li>Land remediation and a new employment site</li> <li>1,000 jobs created</li> <li>600,000 increased visitor numbers per annum</li> <li>£300m private investment</li> <li>Increased land values</li> <li>Improved place-based perceptions by residents and businesses</li> </ul>	<ul style="list-style-type: none"> <li>Provide a more detailed delivery plan including defining key milestones for permissions and approvals, as well as the procurement of a contractor.</li> <li>Provide an update on the outcome of potential funding through Spending Review.</li> </ul>	N
<p><b>Multiversity</b> A new world-class learning facility which aims to be the country's first carbon negative university centre.</p>	£10m	£0.2m	<ul style="list-style-type: none"> <li>Increase in breadth of local skills offer that responds to local skills needs</li> <li>Increased and closer collaboration with employers</li> <li>Increased benefit for the public education over the long-term</li> <li>Increase in capacity and accessibility to new or improved skills facilities</li> <li>Leading to 1,020 new learners assisted</li> <li>Improved place-based perceptions</li> </ul>	N/A	N

			<p>by residents and visitors</p> <ul style="list-style-type: none"> <li>• Improved percentage of working-age population with qualifications</li> </ul>		
<p><b>Blackpool Airport Enterprise Zone</b> The project looks to improve the infrastructure on, and bordering, the existing Blackpool Airport Enterprise Zone to increase development opportunities, improve access and advance both physical and digital connectivity.</p>	£10m	£294m	<ul style="list-style-type: none"> <li>• 12 new businesses locating in the Enterprise Zone</li> <li>• 32,000m<sup>2</sup> of new high quality commercial floorspace</li> <li>• 600 new jobs created</li> <li>• 15 hectares of inaccessible land now available for development</li> <li>• 1.5km of new road access</li> <li>• Improved vehicle flow of an additional 2,888 vehicles per 24 hours</li> <li>• 12 enterprises utilising high quality, affordable and sustainable commercial spaces</li> <li>• Internet access and usage by 12 businesses</li> </ul>	N/A	N
<p><b>Southern Quarter/Revoe Community Sports Village</b> The project aims to transform the inner area of Blackpool through refurbishment and new build, and working with residents, enabling a transition to high quality residential neighbourhoods by the sea alongside a rejuvenated visitor economy.</p>	£7.5m	£17m	<ul style="list-style-type: none"> <li>• Redevelopment of an abandoned site</li> <li>• New community/sports facility</li> <li>• Increase in commercial floorspace</li> <li>• Increase in breadth of local skills</li> <li>• Improved land values</li> <li>• Improved place-based perceptions from residents, visitors and businesses</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a more detailed delivery plan including conducting conversations with key stakeholders</li> <li>• Quantify outputs and outcomes</li> <li>• Clarify how outcomes will be delivered and the mix of facility and service interventions required.</li> </ul>	N

<p><b>The Edge – Incubation Office Space in Stanley Building</b>  The Edge will be a leading centre for entrepreneurs - a vibrant focal point in the town centre for the development of growing small businesses that will be a well-equipped, inviting location where businesspeople network, meet, attend events and work – some in their own office, some in a lively co-working space.</p>	£4.5m	£6.6m	<ul style="list-style-type: none"> <li>• Increase in amount of high quality, affordable commercial floorspace</li> <li>• Increase in the amount of shared workspace or innovation facilities</li> <li>• Other schemes to promote enterprise and business productivity &amp; growth</li> <li>• Infrastructure to support full fibre connectivity</li> <li>• Increased and closer collaboration with 250 employers</li> <li>• 150 enterprises utilising high quality, affordable and sustainable commercial spaces per year</li> <li>• 36 start-ups and/or scaleups utilising business incubation, acceleration and co-working spaces per year</li> <li>• Improved place-based perceptions from residents and visitors</li> </ul>	<ul style="list-style-type: none"> <li>• Provide a more detailed delivery plan, including confirming delivery partners and match-funding.</li> </ul>	N
<p><b>Blackpool Illuminations Modernisation</b>  This project will renew and re-invigorate Britain’s biggest light show, building on the already-successful ‘Lightpool’ initiative, permanently extending the season to rejuvenate a</p>	£4.5m	£9m	<ul style="list-style-type: none"> <li>• 3km upgraded electrical infrastructure to support town centre lighting</li> <li>• 1-3 new promenade Illuminations features</li> <li>• 1-3 new light art installations created in conjunction with recognised artists</li> <li>• Improved place-based perceptions from residents and visitors</li> </ul>	N/A	N

tourism and hospitality industry blighted by the COVID-19 pandemic.			<ul style="list-style-type: none"> <li>1.75million additional visits over the 5 year project</li> </ul>		
<b>Blackpool Youth Hub</b> The Youth Hub will be a virtual and physical focal point for coordinated partner delivery of employability and skills provision for 16-24 year olds who are Not In Education, Employment or Training (NEET), including those in transition having been made recently redundant unable to complete in-work vocational qualifications and apprenticeships.	£0.7m	£0.3m	<ul style="list-style-type: none"> <li>1 renovated facility</li> <li>500 employers engaged</li> <li>Increased percentage of learners gaining relevant experience</li> <li>500 new learners assisted</li> </ul>	<ul style="list-style-type: none"> <li>Provide a more detailed delivery plan, including confirming delivery partners and match-funding, conducting conversations with key stakeholders, obtaining planning permissions, and conducting building, structural, and M&amp;E surveys.</li> <li>Provide clarity on quantified outputs and outcomes.</li> </ul>	N

## General conditions

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

- **Assurance:** The business cases for projects, the Blackpool Central Courts Relocation; the Multiversity; the Blackpool Airport Enterprise Zone; the Southern Quarter/ Revoo Community Sports Village; The Edge – Incubation Office Space in Stanley Building; Blackpool Illuminations Modernisation, and; Blackpool Youth Hub will be taken through Blackpool Council, in line with local assurance processes.
- **PSED:** Blackpool will undertake a Public Sector Equalities Duty analysis, any required Environmental Impact Analyses, securing required planning permissions, etc

Within two months of the deal being signed you should provide the following information to your local Towns Fund lead:

- 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
- The actions taken to address the conditions for selected projects
- The outcome of actions taken to address TIP improvements i.e. a completed private sector engagement plan

You must complete business cases for the projects you are taking forward and submit the Town Deal Summary Document within 12 months of accepting this offer. We expect the Lead Council to complete business cases following its usual assurance processes and in partnership with the Town Deal Board (guidance on business cases will be provided in due course).

If you wish to alter the projects being developed, change them for other projects, or otherwise depart from the conditions placed on the projects above, you will inform MHCLG's Towns Hub as soon as possible setting out clear justifications and evidence. A form for requesting such changes will be made available, along with transparent criteria determining whether these requests will be granted.

**BUSINESS CASE DEVELOPMENT AND ASSURANCE**

**1.0 Purpose of Report**

1.1 To outline the process for developing Business Cases for any grant supported project set out in the Town Investment Plan (TIP).

**2.0 Background**

2.1 As detailed in the earlier Town Investment Plan Update, if and when the Board consents to entering into Heads of Terms (HoT) with Government for Towns Funding it is necessary to commence a process of Business Plan development. The Board should have an ongoing role and oversight, ultimately assessing and 'signing-off' Business Cases with the support of the secretariat and accountable body functions provided by Newark and Sherwood District Council (NSDC).

2.2 The Board is required to confirm lead partner(s) or 'Project Sponsor(s)' for any project subject to Towns Funding, with each project sponsor then being required to develop 'Compliant' Business Case(s) for their specific project(s). For ease, whilst subject to a funding announcement, current Project Sponsors are captured below:

<b>Project</b>	<b>Lead Partner/Sponsor</b>
Newark Construction College	Lincoln College Group
Newark IASTI	Lincoln College Group
YMCA Community & Activity Village	YMCA
Stodman Street Development	NSDC
Newark Cultural Heart	NSDC
SMART Innovation Zone	NSDC/University of Lincoln
Castle Gatehouse	NSDC
Police Station Relocation	Nottinghamshire Police/NSDC
Southern Link Road	Urban&Civic/Welcome Trust
Newark 20 Minute Town	NSDC

2.3 The lead partner is required to develop full Business Cases for each project identified within 12 months of HoT's being signed. Business Cases must be compliant with the MHCLG Towns Fund Guidance (Stage Two): Business Case Development guide published on 16 December 2020. This guidance outlines the 5 Case process as follows:

<b>Strategic dimension</b>	<b>What is the case for change, including the rationale for intervention?</b> What is the current situation? What is to be done? What outcomes are expected? How do these fit with wider government policies and objectives?
<b>Economic dimension</b>	<b>What is the net value to society (the social value) of the intervention compared to continuing with Business As Usual?</b> What are the risks and their costs, and how are they best managed? Which option reflects the optimal net value to society?
<b>Commercial dimension</b>	<b>Can a realistic and credible commercial deal be struck?</b> Who will manage which risks?
<b>Financial dimension</b>	<b>What is the impact of the proposal on the public sector budget in terms of the total cost of both capital and revenue?</b>
<b>Management dimension</b>	<b>Are there realistic and robust delivery plans?</b> How can the proposal be delivered?

*Source: HM Treasury (2018), The Green Book*

- 2.4 If a project consists of a package of smaller interventions, these can be grouped into one Business Case, as long as a strong strategic case is put forward demonstrating how the separate interventions link together to deliver a coherent vision.
- 2.5 Where projects are already developed by the time Heads of Terms are agreed, they can be ‘fast-tracked’ for funding provided the Business Case development and appraisal meets all criteria in this guidance. Where towns intend to fast-track projects, it will be indicated in Heads of Terms. This will likely be the case for the YMCA Community and Activity Village which has already submitted for appraisal a Full Green Book Business Case.
- 2.6 All completed Full Business Cases must be evaluated by an independent Assurer who will be required to review, provide feedback and sign off the full Business Cases in accordance with the Green Book. A Business Case will not be considered as final until it has received sign off from the Assurer.
- 2.7 Following sign off from the Assurer, a Summary Document of the full Business Case must be developed and submitted to Ministry of Housing, Communities and Local Government (MHCLG), which the lead partner for the project will also be responsible for. Completed Summary Documents should be submitted to MHCLG within 12 months of the Heads of Terms agreement.
- 2.8 MHCLG may only require sight of the Summary Document, although MHCLG also reserves the right to call in any Business Case to be assured centrally. MHCLG will need to review and be satisfied with completed Summary Documents before funding can be released.

### **3.0 Proposals**

#### **Business Case Sign Off and Assurance**

- 3.1 It is recommended that all projects identified for Towns Funding be assessed by an independent third part specialist consultant(s). Newark & Sherwood District Council (NSDC) can undertake the role of procuring this independent support as part of its overall secretariat and accountable body function on behalf of the Board. A draft tender

specification has been produced which seeks a specialist third party partner to assess all Business Cases developed by individual project sponsors. The specification includes for liaison with Project Leads throughout the process, the production of interim (if necessary) and final reports on the acceptability of Business Cases presented, and a training session for the Board (including Project leads) to highlight the requirements and content of Green Book Business Case process. Subject to Towns Funding confirmation and Board approval, NSDC will issue the tender specification with appointments being made subject to confirmation of funding from Government. The recommended process for Board sign-off of Business Cases, including the recommendations of the third party consultant(s) appointed will be presented to the next Board meeting in the form of a proposed 'Newark Town Plan Assurance Framework.'

### Business Case Development by Project Sponsors

- 3.2 It is likely that all Project Sponsors will need to procure specialist support to develop compliant Business cases, irrespective of the training support identified above. Developing compliant Business Cases remains the responsibility of each Project Sponsor, albeit help and support from the Board and NSDC as accountable body will be provided. It is expected that any HoT's will be followed by capacity funding to support Project Sponsors in Business Case development. Whilst the value of any funding is currently unknown it would be the intention if supported by the Board that NSDC, as the accountable body, provides this funding direct to all Project Sponsors without delay. Where NSDC is itself a Project Sponsor its Business Case development would be authored by a different third consultancy support to those providing the Assurance and Business Case Sign-Off function detailed at paragraph 3.1.
- 3.3 At this time, it is unclear whether there is an ability to access additional Towns Funding for work other than Business Case development (e.g. feasibility studies, architect fees, etc).

### **4.0 RECOMMENDATIONS that the Board:**

- (a) review and agree the lead partner for each project identified in the TIP, with the lead partners being instructed to agree, subject to Towns Funding, to take responsibility for the creation of a Full Business Case for each project, utilising any 'seed-corn' funding which may be agreed via MCHLG; and**
- (b) agree the proposed recommendation to formulate a Newark Town Plan Assurance Framework, which shall include details of how third party specialist advisors will be procured to assess, on behalf of and in consultation with the Board any submitted Business Cases.**

### Background Papers

Newark Town Investment Plan (July 2020)

MHCLG Towns Fund Guidance (Stage Two): Business Cases Development (16 December 2020)

Business Cases 101 Guidance Webinar Presentation (23 November 2020)

<https://www.newark-sherwooddc.gov.uk/business/newarktownsfund/>

For further information please contact Jane Hutchinson at [jane.hutchinson@newark-sherwooddc.gov.uk](mailto:jane.hutchinson@newark-sherwooddc.gov.uk)

Jane Hutchinson

Town Centre Development Manager (Economic Growth), NSDC

**NEWARK TOWNS FUND – PROJECT UPDATES**

**1.0 Purpose of Report**

1.1 To update the Board on TIP projects.

**2.0 Updates**

2.1 The Board will be aware that despite the disappointment at the lack of towns fund announcement work has continued at pace on a number of projects in order to maintain momentum and deliverable outcomes.

**Accelerated Towns Fund (ATF) Projects**

**Construction College Expansion**

2.2 The Board will recall that this is a Lincoln College Group (LCG) project for Newark College which provides for new and/or expanded stone masonry, joinery, gas testing, and plumbing courses. Following the receipt of planning permission and conclusion of a tender process work has now commenced on-site. Newark & Sherwood District Council, in its capacity as accountable body for the ATF has now agreed to the release of £389,000, subject to legal agreement and output monitoring regime. This will be matched by £133,109 from the Lincoln College Group. It is hoped, subject to Covid-19 restrictions, that the Board can experience the completion of the project after Easter. The project is expected to welcome over 1000 New Students (16-18, Degree, Adult) over the first 5 years, with outputs being reported at least annually to the Board.

**32 Stodman Street**

2.3 This Newark and Sherwood District Council project is subject to a separate presentation as part of this agenda. The scheme remains on track for a March 2020 planning application, with various internal demolitions also taking place, supported by ATF.

**20 Minute Town**

2.4 Development of the cycling elements of the proposals continue between Newark & Sherwood District Council, Nottinghamshire County Council, Brompton Bikes, and local businesses. It is expected that up to £80,000 of ATF may need to be deferred beyond 31<sup>st</sup> March to assist roll-out of the first bike hubs. The Board is asked to support a request for this deferral.

## **Town Investment Plan (non ATF) Projects**

### **Newark Gateway Site (the former Cattle Market and current Lorry Park)**

- 2.5 Newark & Sherwood District Council, following multiple Committee decisions in November 2020 and January 2021 are now progressing with works to secure the demolition and safe holding of the existing cattlemarket site. Demolition consents will be sought in February, closely followed by a formal tender process. Demolition is expected to commence in March 2021. In order to ensure full spend of the ATF in the event that an extension of spend for the 20 Minute Town at 2.4 above is declined, it is recommended that the Board support the use of ATF for demolition works.
- 2.6 Feasibility work continues with respect to the proposed relocation of the Lorry Park and Cattle Market (the latter promoted independently by a third party) to Newark Showground with the District Council and Showground continuing to work collaboratively.

### **International Air & Space Training Institute (IASTI)**

- 2.7 As Board Members will be aware the previous launch event for 22<sup>nd</sup> January 2021 was postponed. It is anticipated that the public announcement of project partners and formal 'launch' of IASTI (Newark)<sup>®</sup> will still take place following a positive Towns Fund announcement. Further details will be provided by the Project Sponsor at the meeting.

### **Smart Innovation, Supply Chain & Logistics Enterprise Zone (SiSLog)**

- 2.8 The Board will recall that this is a project jointly developed between the Council, the University of Lincoln and the Universities for Nottingham, focussed around possible opportunities with respect to the logistics and supply chain sector given the strategic significance of Newark to the road, rail, and air networks. A draft report has now been provided by Focus Consulting (jointly funded by the District Council and University of Lincoln) and findings will be presented to a future Board meeting.

### **YMCA Community and Activity Village**

- 2.9 Board Members will be aware of the ambition of this project in supporting children, families, and young people in order to address the social mobility challenges of the town. The YMCA have confirmed a start in February on the £15m Phase II state-of-the-art building that will deliver sports and leisure facilities, PC labs, music and art spaces, conferencing and function facilities, childcare and a wellbeing and health delivery service suite, mental health support, physical rehabilitation, culinary training, the largest outdoor skate park in the East Midlands, and an Olympic climbing centre.

## **3.0 RECOMMENDATIONS that the Board:**

- (a) **note the ongoing progress of the Town Fund and Accelerated Towns Fund Projects;**
- (b) **agree the recommendation at paragraph 2.4 to seek, subject to NSDC s151 Officer approval, agreement from Government to extend the ability to spend Accelerated Towns Fund into the financial year 2021/22; and**

- (c) agree the recommendation at paragraph 2.5 above to seek, subject to NSDC s151 Officer approval, agreement from Government that works to demolish and safely hold the Cattle Market be included in the possible spend of any remaining Accelerated Towns Fund.

**Reason for Recommendations**

To continue the development the projects within the Newark Towns Strategy and Investment Plan.

**Background Papers**

Newark Town Investment Plan, July 2020

Matt Lamb

Director – Planning & Growth

## **NEWARK TOWNS FUND BOARD**

**11 FEBRUARY 2020**

### **NEWARK TOWN CENTRE UPDATE**

#### **1.0 Purpose of Report**

- 1.1 To give an update on the various initiatives that are being undertaken in Newark Town Centre.

#### **2.0 Background and Updates**

- 2.1 Newark and Sherwood District Council (NSDC) have developed a number of key initiatives in Newark Town Centre to encourage prosperity and positivity. All work streams are ongoing.

#### **2.2 Newark, Southwell, Edwinstowe and Ollerton is Open Campaign**

Posters and banners were erected across the District with the Town is Open campaign, the messages were in line with the Hands, Space, Face message from government. A retail assurance standard was created in November 2020 and rolled out in December which included posters and social media information to communicate to shoppers that their stores were Covid safe. Since January 2021 and the third national lockdown, the campaign is being moved to a Town is Online message.

#### **2.3 Heritage Action Zone**

Newark High Street Heritage Action Zone (HAZ) was awarded last year, and is now active for the period 2020 to 2024, comprising an overall budget of £550,000. The HAZ seeks to revitalise and repurpose the historic core of the town centre, and includes specific projects for improving shopfronts and tackling heritage at risk, as well as unlocking the potential for new uses within the town centre (including incentivising upper floor conversions) and providing greater connectivity of spaces. Revitalisation of its central core is essential to regenerate and enhance the historic character of the conservation area. To help deliver this Programme, the Council has now appointed a full time HAZ Project Officer. In support of the overall capital programme, a cultural programme of events and activities is planned which is funded separately to the HAZ activities.

#### **2.4 Business Resilience Programme**

It has been agreed by NSDC that £300,000 is allocated to support and provide grants to various struggling sectors including retail, manufacturing and construction, accommodation and food and health and social care. A procurement exercise is being run by the council to secure private sector delivery partners to enable business resilience and growth in these sectors, with an anticipated contract start date in Spring 2021.

#### **2.5 High Street Diversification Fund Grant**

Launched in October 2020 to encourage independent retail businesses with a high street, town centre focus to diversify their websites with a grant (to be match funded) of £250. Two rounds of the process have been completed to date, which has generated 150 successful

applicants. A third round of the process was launched in January which focused on advertising on Facebook and Instagram. The grant for Round 3 is reduced to £125, to be match funded.

## 2.6 Kickstart

Kickstart provides funding to employers to create six month job placements for young people aged 16-24 who have been claiming Universal Credit for a minimum of 6 months and who are at risk of long term unemployment to help them get into the job market. Grant funding covers 100% of their salary for a minimum of 25 hours per week. National Insurance costs and enrolment contributions are covered plus up to a maximum of £1500 per job placement for set up, support and training. Newark College, part of the Lincoln College Group are a Gateway Organisation who are supporting employers. 26 employers have offered 51 placements in the area including roles of Care Assistant, Software Designer, Grounds Maintenance Assistant, Groom, Joiner, Marketing Assistant and Warehouse Operative. Pre-employment interviews took place in January at Newark College. The calibre of applicants have included low skill to graduates and those with Masters Degrees. In the pre-employment course the candidates choose 3 jobs from those available with trial interviews conducted for these. They then choose the one they are most interested in and will be put forward to the employer.

## 2.7 Footfall

A procurement exercise for a footfall contract was carried out in Q3/Q4 2020. Proximity Futures (previously Elephant WIFI) was the successful supplier and contracts have been signed. This will enable Newark access to footfall data to influence decisions made on developments and management of the town centre. The cameras will be installed in Spring 2021. Ongoing reporting and data insights will be provided regularly to the Board.

## 4.0 RECOMMENDATIONS that Board:

- (a) note and support the ongoing initiatives detailed in the report; and**
- (b) discuss and present any additional deliverable activity which may benefit the Town Centre and, in due course, reopening of the High Street.**

### Background Papers

None

Jane Hutchinson  
Town Centre Development Manager (Economic Growth), NSDC