



LINCOLN TOWN DEAL BOARD

Friday, 13 January 2023

10.00 am

**Committee Rooms 1-2,
City Hall**

| | |
|---------------------|--|
| Membership: | Liam Scully (Chair), Angela Andrews, Jacqui Bunce, Tim Chambers, Lord Cormack, Councillor Richard Davies, Julian Free, James Foster, Charlotte Goy, Nicole Hilton, Valerie Johnson, Caroline Killeavy, Ursula Lidbetter, David Lewis, Group Captain Lorriman-Hughes, Karl McCartney MP, Ric Metcalfe, Peter Neil, Leo- Scott Smith, Edward Strange, Nick Worboys and Vacancy |
| Officers attending: | Kate Ellis (Strategic Major Developments Director), Jaclyn Gibson (Chief Finance Officer), Michelle Smith (Development Officer), Steve Welsby (Communications Manager), Gill Wilson (Growth Strategy and Funding Manager), Francesca Bell (Assistant Director for Growth and Development), Kirsty Cheetham (Senior Communications Officer) and Democratic Services. |

AGENDA

| SECTION A | Pages |
|---|----------------------|
| 1. Apologies for Absence | |
| 2. Minutes of the last meeting held on 21 October 2022 | 3 - 8 |
| 3. Minutes from the last Investment Sub Committee - 13 December 2022 | Verbal Report |
| 4. Investment Sub-Committee Update | Verbal Report |
| <ul style="list-style-type: none"> • Monitoring and Evaluation Performance Report submission to DLUHC for period April to September 2022 • Project Adjustment Updates | |
| 5. Project Programme Update | Verbal Report |
| 6. Project Presentation by Acts Trust, Store of Stories | 9 - 10 |
| 7. Communications Update | 11 - 18 |
| 8. UK Shared Prosperity Fund | Presentation |

9. Levelling Up
10. Any Other Business
11. Date and Time of Next Meeting
 - April 2023 - LCC Football Club
 - July 23 - Market - City of Lincoln
 - Oct 23 - LBS and LC - University and Visit Lincoln
12. PART B ITEM

[Exempt Paras 3]
13. Monitoring and Evaluation Performance Report submission to DLUHC for period April to September 2022

19 - 22

 - Additional spreadsheet to be circulated separately for this agenda item

[Exempt Paras 3]
14. Project Programme Risk Assessment

23 - 36

[Exempt Paras 3]

- Present:** Liam Scully (*in the Chair*), Angela Andrews (City of Lincoln Council), Julian Free (University of Lincoln), James Foster (Lincoln College), Charlotte Goy (Visit Lincoln), Caroline Killeavy (YMCA), Ursula Lidbetter (Lincolnshire Co-operative), Karl McCartney MP (Lincoln Constituency MP), Councillor Ric Metcalfe (City of Lincoln Council) and Edward Strange (Brewin Dolphin)
- Also in Attendance:** Kate Ellis (Strategic Major Developments Director), Jaclyn Gibson (Chief Finance Officer), Gill Wilson (Growth Strategy and Funding Manager), Francesca Bell (Assistant Director for Growth and Development)

| |
|--|
| Actions |
| The Terms of Reference be updated |
| Board members to feedback any changes by Friday 4 th November. |
| The focus/purpose of the Board Reference and re-circulated to the Board |
| Ursula Lidbetter's new status and retirement from the Co-op. |
| A future Investment Sub-Committee the emerging UKSPF project announcement. |

11. Apologies for Absence

It was noted that the following apologies had been given:

- James Baty
- Leo Scott Smith
- Nick Worboys
- Nicole Hilton
- Tim Chambers
- Peter Neil
- Jacqui Bunce
- Mark Lorrیمان-Hughes
- Peter Holmes

12. Change to Order of Business

RESOLVED that the order of business be amended to allow the Presentation by Lincoln College on The Drill and HEAT Projects to be delivered before the Project Programme Update.

13. Minutes of the last meeting held on 23 June 2022

The minutes from the previous meeting were agreed.

14. Role of the Board / Review of Membership

(a) Current Terms of Reference

The Board discussed the Terms of Reference in great detail and requested the following membership changes be made and the Terms of Reference be updated to reflect the following:

- Julian Free to attend in place of Mary Stuart (University of Lincoln)
- James Foster to attend in place of Gary Headland (Lincoln College)
- Mick Lazarus to attend in place of Peter Holmes (BEIS)
- Mark Lorriman-Hughes to attend in place of Stephen Kilvington (RAF Waddington)

The Lincoln Town Deal Board agreed the current Terms of Reference were fit for purpose for the next stages of delivery. Democratic Services was tasked to update the Terms of Reference as stated above and to re circulated to Board Members.

(b) Future Prosperity - Terms of Reference

Francesca Bell, Assistant Director for Growth and Development presented the Future Prosperity Terms of Reference, highlighting the following:

- The purpose of the Interim Board to act to support the governance of the UK Shared Prosperity fund
- The Governance Structure
- The Key Duties of the Town Board
- Details of the Membership
- Attendance (which would act the same as the Lincoln Town Deal Board)
- Notice of meetings
- The Quorum
- Decision making process
- The report process

She welcomed Members questions and comments.

Board Members agreed for the Investment Sub-Committee to be tasked on behalf of the Lincoln Town Deal Board to scrutinise any emerging UKSPF projects as they emerged following the awaited announcement/funding release from the Government and any subsequent guidance released.

It was important to note that they would be sitting as one board consisting of the same membership, but under 2 separate Terms of Reference.

Members felt it would be useful to include the UKSPF focus/purpose in the respective Terms of Reference.

The opportunity to welcome new members onto the Board was discussed and it was suggested that extra digital support may be beneficial to the Lincoln Town Deal Board. It was agreed by all Members to feedback any proposals for new representatives within the next week.

Members also discussed Ursula Lidbetter's position on the board due to her retiring at the end of this year. She left the room during these discussions and following a unanimous vote, it was agreed that she remained on the Board but under a different status which would be confirmed at a later date.

RESOLVED that the Terms of Reference be agreed, updated and re-circulated to Board Members.

15. Investment Sub-Committee Update

Angela Andrews, Chair of Investment Sub-Committee provided the Board with a brief update following the most recent Investment Sub-Committee meeting and explained that following a lot of diligence work over the past year, which was now complete, projects had progressed from the early stages to the latter stages and monitoring and evaluation would soon be underway.

Town Deal Governance Audit Report by Assurance Lincolnshire

The Town Board noted the high level of assurance reported by Assurance Lincolnshire following their audit in January 2022 into the Governance and financial management arrangements of the Lincoln Town Deal Programme.

Monitoring and Evaluation Proposal

The Board noted and approved the proposal outlined into the Monitoring and Evaluation proposal document and agreed officers proceed on this basis.

16. Presentation by Lincoln College on The Drill and HEAT Projects (Verbal Report)

Mark Taylor, Director for Business Development and Partnerships from the Lincoln College delivered a presentation, he covered the following:

- The Drill
 - Opened on 21st December 2021 and had its official launch on February 2022
 - So far there had been 142 performances
 - Engagement with over 17,000 customers through newsletters
- The HEAT project (Hospitality, Events, Art and Tourism) offering a short, sharp, low level intervention that helped the visitor economy sector to get back on its feet
- Modernisation of Sessions House and the Old Bakery
- Creation of a Hospitality Centre of Excellence and finishing school at the Old Bakery
- Refurbishment of Sessions House – to be a training facility that replicated employer kitchens and facilities
- Refurbishment of Sessions House was hoped to be completed by December for official opening in February 2023
- Completion of transformation of the Old Bakery was expected to be completed by the end of November

Board members commended the fantastic work that Lincoln College had done in reviving the Drill into its current operation and the facilities on offer.

17. Project Programme Update

Gill Wilson, Growth Strategy and Funding Manager provided the Board with a brief update on the current status of the ongoing projects within the Lincoln Town Deal Board. She highlighted the following:

- 5 projects still hadn't quite met the GFA Stage By September 2022 a total of £2.7m is claimed to have been spent and another £4m was expected to be spent before the end of the financial year. Although the existing financial profile was currently being reviewed, the final expected expenditure figure may change.
- With regard to programme there had been some slippage and some milestones had been delayed but most projects with the exception of LMS, LC, Greyfriars, Sincil Bank and LSIP should be completing the delivery phase in 23/24
- Greyfriars had been awarded gap funding via the National Lottery Heritage Fund, which significantly de-risks this project.
- HEAT College had now completed the purchase for the Old Bakery and Grant Funding Agreement was in place
- There were no current projects viewed as a red risk, however four projects were highlighted as amber due to either Planning Permissions or Listed Building Consent being awaited (LCFC and the Barbican) or the need for programme review and revision due to resolved programme delays (Lincoln Connected and Sincil Bank). Board members identified the importance of maintaining the programme and in order to maintain a realistic steer, they urged that Project Leads make the Town Board aware of any programme and expenditure issues as soon as they arise and the need for project leaders to be honest with their approach. It was important that the Board were able to respond swiftly in managing the response to any such events going forward.

18. Communications Update (Verbal Report)

Caroline Killeavy, Chief Executive of YMCA provided the Board with a brief update, she highlighted the following:

- 2 new Senior Communications Officers had been appointed
- Promotion of the "Be Lincoln" Twitter account and urged for any Board members to follow and promote it as much as possible
- Hoardings and banners had been erected over the city to promote the "Be Lincoln" brand.
- A new colour had been chosen for the digital element of the brand and a social media graphics package.

19. Levelling Up and Shared Prosperity Fund (Verbal Report)

Francesca Bell, Assistant Director for Growth and Development advised the Lincoln Town Deal Board that once the funding arrived, it would be allocated accordingly. Expressions of interest for project funding had been advertised in September and 48 applications had been received. The funding applied for was unsurprisingly far greater than the current allocation but it has been useful to capture a broad scope of projects, and enable wider consideration of alternative funding options if necessary.

20. Any Other Business

Board members asked for an update to be given on the progress of Wigford Way and Greyfriars. Angela Andrews, Chair of Investment Sub Committee advised that:

- Wigford Way currently had green status and it was intended to stay that way. A proposal is in place for the Lincolnshire County Council to present Sincil Bank and Wigford Way at the next scheduled meeting in January
- Funding had been confirmed which has resulted in the project moving to green status.

21. Date and Time of Next Meeting

The next scheduled Lincoln Town Deal Board – Friday 13th January 2022.

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Progress Report

Works are due to complete Jan 23, this includes:

1. Installation of new disability toilet and accessibility ramp for access
2. New kitchen and servery
3. Creation of Grocery and Cafe spaces with new kitchen services
4. New heating
5. Repair and replacement of ground floor windows and repair to conservatory
6. New lighting
7. Creation of cold store
8. Redecoration and modernising throughout
9. Upgraded intruder and fire alarms
10. New kitchen installations and cafe/office furniture

A presentation will be given at the next Towns Deal Board meeting with images.

Gelders were appointed contractors.

We have been awarded additional match funding from Investors in Lincoln towards the creation of the cold store and additional security features.

The current pilot project of the Community Grocery will move w/c 23rd January. We have a membership of ~ 2000 with ~ 70 shoppers per day.

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LIMELIGHT

The Be Lincoln Town Deal

Communications update
12/01/2023

THE DRILL

Item No. 7



LINCOLN


We've successfully created four social media accounts for the Be Lincoln brand, with the aim of furthering our reach to the general public, stakeholders and wider audience.

These accounts serve to provide updates and information to viewers, showing how the Town Deal is a benefit to many across the city and beyond.



Be Lincoln Social Activity

Twitter



Be Lincoln @BeLincolnUK · Dec 22

Lincoln College are the new owners of The Old Bakery, a fine dining restaurant on Burton Road 🍷🍷

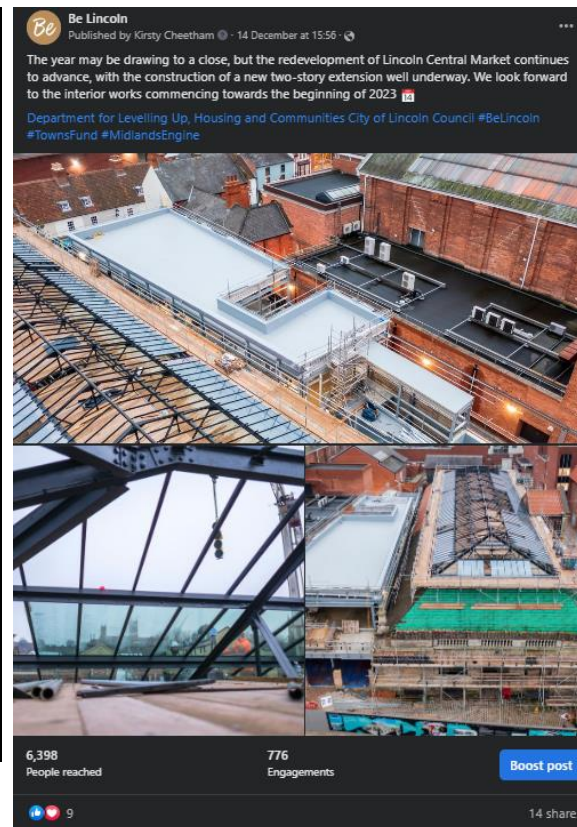
With funding from the Be Lincoln Town Deal, the college will be a non-for-profit restaurant, reinvesting the money made to education and training for students. @luhc @lincoln_college

567 views

HEAT stands for hospitality, events, arts and tourism, 0:02 / 2:14

1,906 2 8 18

Facebook



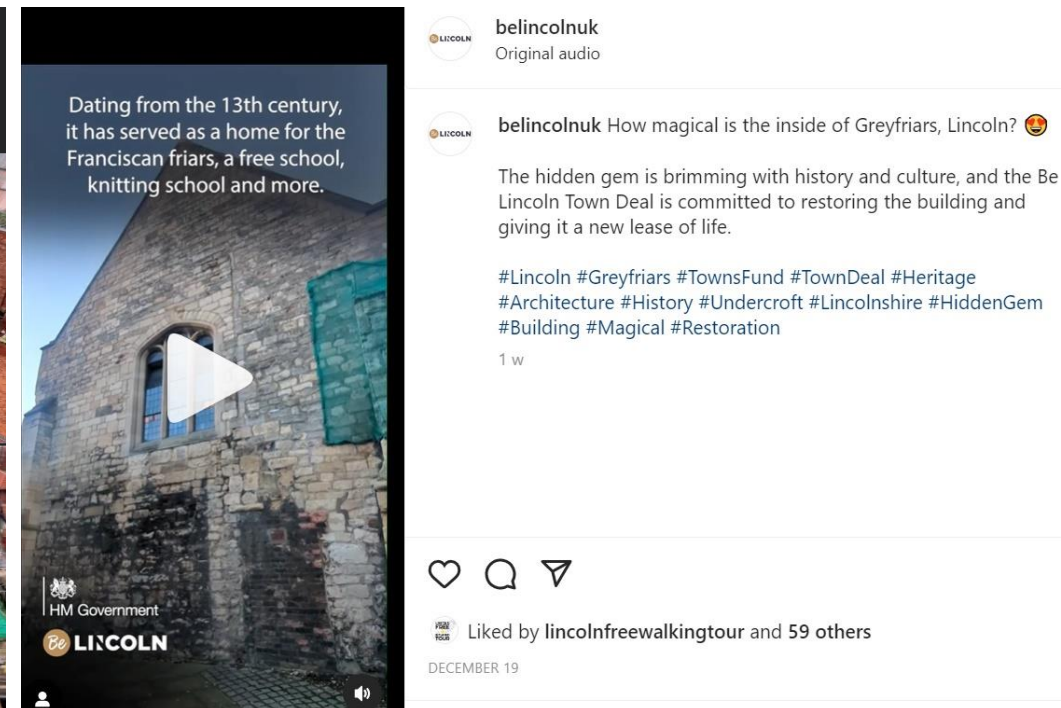
Be Lincoln Published by Kirsty Cheetham · 14 December at 15:56

The year may be drawing to a close, but the redevelopment of Lincoln Central Market continues to advance, with the construction of a new two-story extension well underway. We look forward to the interior works commencing towards the beginning of 2023 📸

Department for Levelling Up, Housing and Communities City of Lincoln Council #BeLincoln #TownsFund #MidlandsEngine

6,398 People reached 776 Engagements 14 shares

Instagram



belincolnuk Original audio

belincolnuk How magical is the inside of Greyfriars, Lincoln? 🏰

The hidden gem is brimming with history and culture, and the Be Lincoln Town Deal is committed to restoring the building and giving it a new lease of life.

#Lincoln #Greyfriars #TownsFund #TownDeal #Heritage #Architecture #History #Undercroft #Lincolnshire #HiddenGem #Building #Magical #Restoration

1 w

HM Government

LIKOLN

Liked by lincolnfrewalkingtour and 59 others

DECEMBER 19

Social Media Reporting

14

| Be Lincoln Accounts | OCTOBER | NOVEMBER | DECEMBER |
|---------------------|---------|------------------------|----------|
| | | Total Followers | |
| Facebook | 54 | 115 | 175 |
| Twitter | 319 | 331 | 346 |
| Instagram | 96 | 112 | 123 |
| LinkedIn | 70 | 102 | 143 |

The Drill - Video

THE DRILL



Press releases

New permanent residency confirmed for Lincoln Community Grocery, supported by a £19m Town Deal as part of the Towns Fund

Lincoln Community Grocery, supported by the Government's Be Lincoln, Town Deal and in partnership with the Message Trust, will re-locate to a permanent premises in January after a successful 1st year.



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listening.

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