

**Present:** Mary Stuart (University of Lincoln) *in the Chair*, Angela Andrews (City of Lincoln Council), Jacqui Bunce (NHS Lincolnshire), Charlotte Goy (Visit Lincoln), Nicole Hilton (Lincolnshire County Council), Valerie Johnson (St Mark's Retail Centre), Caroline Killeavy (YMCA), Group Captain Kilvington (RAF Waddington), Ursula Lidbetter (Lincolnshire Co-operative), Karl McCartney MP (Member of Parliament for Lincoln), Councillor Ric Metcalfe (City of Lincoln Council), Liam Scully (Lincoln City Football Club) and Leo Scott Smith (Tended)

**Also in Attendance:** Kate Ellis (City of Lincoln Council), Jo Walker (City of Lincoln Council), Clare Stait (City of Lincoln Council), James Baty (Lincolnshire County Council), Peter Holmes (Cities and Local Growth Unit at the Department for Business, Energy and Industrial Standards and Ministry for Housing, Communities and Local Government) and Mick Lazarus (Cities and Local Growth Unit at the Department for Business, Energy and Industrial Standards and Ministry for Housing, Communities and Local Government)

## **6. Welcome & Apologies**

Apologies for absence were received from Peter Neil (Bishop Grosseteste), David Lewis (Siemens Energy), Lord Cormack (House of Lords), Councillor Richard Davies (Lincolnshire County Council), Edward Strange (Brewin Dolphin), Nick Worboys (Longhurst) and Gary Headland (Lincoln College).

It was noted that Mark Taylor was attending the meeting on behalf of Gary Headland of Lincoln College.

## **7. Minutes of the Last Meeting - 11 June 2021**

RESOLVED that the minutes of the meeting held on 11 June 2021 be confirmed as a correct record.

## **8. Matters Arising**

There were five key action points arising from the last meeting all of which were covered on the Agenda apart from point 4 - *that the Secretariat be requested to seek nominations via email from the Board for the Investment Sub-Committee.*

In respect of this matter, the Chair reported that this was concluded via a virtual nominations and voting process following the last Board meeting and the first Investment Sub-Committee took place on 16<sup>th</sup> August 2021.

## **9. Investment Sub-Committee Update (Verbal Report)**

The Board received an update from Angela Andrews (Chair of the Investment Sub-Committee) on the last two meetings that took place of the Investment Sub-Committee.

Key updates were:

- Four projects had reached full business cases with conditional funding having been awarded (Lincoln Drill Hall, Lincoln Central Market, Lincoln City Football Club's Skills and Education Hub and Tentercroft Street)
- Two projects were to receive forward funding to enable the projects to reach full business case stage (Sincil Bank and Wigford Way)
- The remaining seven projects were working on business cases that would come forward between October and January 2022.

The Board commented that good progress had been made.

RESOLVED that the update be noted.

#### **10. Project Programme Update (Verbal Report)**

The Board received an update by Jo Walker (Assistant Director of Growth, City of Lincoln Council) on the project programme. The following key points were summarised:

- Four projects had full business cases with funding approved subject to conditions (as detailed at Minute 9 above)
- Two projects had been approved for forward funding to enable them to reach full business case stage (as detailed at Minute 9 above)
- Seven projects had developing business cases, of which three were rated as high risk (The Hive, Heat and Barbican)

It was highlighted that the projects were still at a relatively early stage in the process and were working towards a deadline of the end of December 2021 for all projects to reach full business case stage. Support would continue to those projects that still needed to reach full business case stage within the timeframe set. An updated status report would be presented to the Board in January 2022. If there were any projects in January that were not able to be delivered to full business case stage then it would be for the Board to review how the funds were proposed to be reallocated across the programme. Any reallocation would also be subject to discussions with (and ultimately approval by) Government.

It was explained that shortly some early funding would be received to help support projects to reach their full business case and for early delivery. It was highlighted that this was not additional funding but rather an initial payment of 5% to be used where it was needed, but it was on the understanding that this would be deducted from the total allocation in each case.

Mick Lazarus, the representative of the Cities and Local Growth Unit at the Department for Business, Energy and Industrial Standards and Ministry for Housing, Communities and Local Government, advised that changes could be made to projects before the final business case was approved but they needed to be submitted formally.

The Board was advised in response to a question that was raised, that projects would be supported using the extra 5% funding that was due to be received in September 2021, with one-to-one meetings for each project taking place regularly to establish if and when this forward funding might be needed.

RESOLVED that the update be noted.

## **11. Communications Update**

The Board received a paper which was prepared by Council officers and incorporated the guidance which was published by government in respect of their communication requirements. The paper took into account the status of the projects in the programme as they move towards full approval.

Jo Walker (Assistant Director of Growth, City of Lincoln Council) explained that over the summer the focus had been to promote the delivery and completion of the Cornhill Quarter (funded via the Accelerated Fund) which had been well received by businesses.

It was highlighted that the first cohort of projects that had reached the full business case stage and that had been conditionally approved would be promoted in October 2021 and would include a promotional piece from Team Lincolnshire. Projects would continue to be promoted as they came through the approval process until January 2022 when the full programme would be known and would be given a push at this stage.

Caroline Killeavy, Chief Executive Lincolnshire YMCA, commented that the document represented a good starting point but that this now needed further development, with a focus on use of appropriate branding, hashtag identity and appropriate social media coverage, to reach different audiences (including more national coverage), links with wider plans/projects and the wider Board.

RESOLVED that the communications update be noted and an update presented at next meeting.

## **12. Town Deal Board Skills & Membership**

At the request of the Board a short questionnaire was circulated to Board Members to assess the breadth of skills and to determine any particular gaps that might be addressed through future appointments to the Board. It was highlighted that there were vacancies with the Police and the University of Lincoln.

There were seven responses received from the questionnaire which discovered that there were no gaps although net zero was perhaps one area where they may be an opportunity to gain additional expertise.

It was proposed that the Police and University of Lincoln are approached to ask if they have someone of a suitable level that would be willing to come forward to take part in the Town Deal Board.

In addition to the membership proposal, the Board were asked to review the Terms of Reference in relation to voting substitutes as this may help in ensuring strong attendance from all sectors going forward. Previously the Board did not wish to allow for voting substitutes during the earlier phases of the group to ensure continuity. After discussions the Board did not agree to the proposal to allow substitute members to vote and asked if substitute members could be named to ensure that they were suitable to substitute on the Board.

Charlotte Goy (Visit Lincoln) offered to bolster and facilitate the net zero / climate expertise, as she managed the Lincolnshire County Council's Environment Team. The Board thanked Charlotte for this offer and agreed.

RESOLVED that:

- 1) The Police and University of Lincoln would be approached for suitable members to sit on the Town Deal Board.
- 2) The Terms of Reference would remain the same so substitute members did not have the right to vote.
- 3) Nicole Hilton would assist with net zero / climate expertise where required via Officer resources at LCC.
- 4) The report be noted.

### **13. Visitor Economy Action Plan**

Charlotte Goy (Visit Lincoln) gave the Board an update on the Visitor Economy Action Plan event that took place in Boston.

It was highlighted that there were six town deals across Greater Lincolnshire. Lincolnshire County Council were looking at the town deals as a whole and had developed the Town Deal Visitor Economy Action Plan (draft), which had been stress tested in Boston.

The Board requested that it received copies of media releases once it had been issued.

RESOLVED that:

- 1) The Action Plan be forwarded to the Board.
- 2) Media releases be forwarded to the Board when released.

### **14. Position of the Chair**

Councillor Ric Metcalfe (City of Lincoln Council) thanked Mary Stuart (University of Lincoln) for all of her work and commitment she had given to the Lincoln Town Deal Board and welcomed nominations for the role of chair, which in accordance with government guidance, must be filled by someone from the private sector.

No nominations were received by the deadline of 10am on the 16<sup>th</sup> of September 2021 but Liam Scully (Lincoln City Football Club) had put his name forward. Ursula Lidbetter (Lincolnshire Co-operative) nominated Liam Scully and Cllr Ric Metcalfe seconded the nominated. The Board unanimously agreed that Liam Scully (Lincoln City Football Club) be appointed as the next Chair of the Lincoln Town Deal Board.

RESOLVED that Liam Scully (Lincoln City Football Club) be appointed as Chair of the Lincoln Town Deal Board.

### **15. Next Meeting**

The next meeting date was agreed to be on the 14<sup>th</sup> January 2022 and would be face to face, provided it was considered safe to do so.

The Board asked that the meeting dates for the year be put in diaries.