

Margate Town Deal Board Minutes

- Date:** Friday 6 March, 2020 at 10am
- Venue:** Thanet District Council, Cecil Street, Margate, CT9 1XZ
- Present:** Graham Razey OBE, Cllr Ruth Duckworth, Madeline Homer, Graham Ralph, Rose Moore, Eddie Kemsley, Sam Causer, Richard Ash
- In attendance:** Louise Askew, Iain McNab, Rhiannon Mort (on behalf of Adam Bryant)
- Apologies:** Sir Roger Gale, Adam Bryan, Victoria Pomery OBE, Liz Shutler, David Smith CBE

Members of the Board introduced themselves and agreed this would be an excellent opportunity to listen to the community, to build upon existing economic activity and create an exciting plan for Margate.

3. Setting the Scene: Town Funds

Louise Askew presented the following report. It was noted:

- Boundaries and mapping: the area identified by central government as 'Margate' relating to the Office for National Statistics definition that stretched along the North coast from Birchington to Palm Bay and included the Westwood Industrial Estate.
- Investment could take place anywhere across this region, however the government recognised the need to prioritise.

Members of the Board noted this and agreed to discuss where to prioritise the funding at future meetings based on evidence of where will provide economic growth.

- The Office of National Statistics' Indices of Deprivation rank the centre of Margate in its top 10% most deprived areas, based on factors such as income, employment, education, health, crime and environment.
- However, Margate had natural, cultural and heritage assets, including a high speed rail link, Turner Contemporary, Dreamland, a successful Housing programme, tourism-based economy, large independent business sector and growing creative industries.

4. Governance

Madeline Homer outlined how the board will operate.

- Thanet District Council was the accountable body to central government; this board would be open and transparent with the public.

- All members of the board must complete a register of interests form that would be published - the Council's GDPR would be checked.
- Kent County Council's representative Member and Officer were still to be decided.
- The Community Representative had not yet been identified.
- Members of the board had a commitment to the board and a set of principles to listen and respect one another.
- The draft terms of reference and code of conduct were discussed.
- It was decided that substitutes would be allowed but would be put forward at the outset and would represent the same organisation that the original member belonged to. Substitutes would be relevant, representative and approved by the Chair. Substitute members would be required to complete a registration of interest form and sign up to the Governance arrangements.
- Conflicts of interest would be raised when they arose, and this would lead to the potential exclusion of the member during consideration of the item.
- Quorum: Agreed eight people, including Thanet District Council as the accountable body, would need to be present in order to conduct the meeting.
- The Deputy Chair would be decided if and when one is needed; this would be a board member who belonged to the private or community sector, and not a board member from a government body such as Thanet District Council, Kent County Council or the Department for Work and Pensions.
- This Board would aim to meet monthly in the early months whilst developing the Investment Plan, with dates to be confirmed. All informal meetings would be reported to the board.
- Thanet District Council would provide board members with their gifts and hospitality policy, as well as the complaints and whistleblowing policy within the code of conduct.
- The terms of reference and code of conduct would be circulated for final comments and agreement. It was understood that slight changes might need to be made following further government guidance.

5. Community Representative Recruitment

After much discussion by members of the board, it was agreed that:

- There had been lots of interest in the community representative position.
- The voice of the community was important in this project and there would be two community representatives rather than one.
- A panel of members from the board, made up of Graham Razey OBE; Sam Causer; Richard Ash and Councillor Ruth Duckworth, would be involved in the shortlisting process.

6. Stakeholder Engagement

In regards to stakeholder engagement, it was concluded that:

- This board would recruit an organisation to hold stakeholder engagement activities on their behalf, this data would be used in the creation of the Investment Plan.
- This board would welcome local firms bidding to provide this service, but the contract would be awarded to the organisation that would provide the best results..

- The procurement of a stakeholder engagement consultant would take place in accordance with Thanet District Council's procurement policy and would need to go through the full process due to the level of bid.

7. Visioning Process

After broad discussion by members of the board, it was noted that:

- There were a large number of potential projects as highlighted in MHCLG's prospectus and the Margate Town Deal Board would need a vision to define its purpose.
- The vision wouldn't be limited to the potential £25m.
- This board wanted the investment plan to be evidence based, ideally working on a proposal which could lead to more investment being leveraged from the £25m.
- A facilitated session would be needed to get a clear vision. The board agreed that this could be a separate request from whoever leads the stakeholder engagement programme, in order to formulate a strategic plan.
- Central government were proposing deadline dates for this board to present the Investment Plan at either the end of May, August or October respectively. It was important to produce a good quality proposal but it would not need to include all the business case information.

Actions:	Responsibility:
To agree future meeting dates	Completed
To begin the recruitment of two community representatives.	Open until 31.03.2020
To procure an organisation to begin the stakeholder engagement exercise.	TDC
To circulate the final guidance once it is provided by central government.	TDC
To complete a register of interests form and return it to Louise Askew.	ALL
To complete short biographical profiles and provide pictures to build website content and to provide transparency.	ALL

These minutes include circulation of the Terms of Reference and Code of Conduct (for comments), and the Declaration of Interests form and form for Substitutions, to be completed and returned.