



Margate Town Deal Board Minutes

- Date:** 24 June 2022
- Venue:** Virtually, via Google Hangout
- Present:** Brian Horton, David Smith CBE, Cllr Reece Pugh, Chris Blundell, Sir Roger Gale MP, Eddie Kemsley, Sam Causer, Clarrie Wallis, Stephen Darrer, Jo Simmons,
- In attendance:** Louise Askew, Natalie Glover, Gabriella Stewart (Democratic Services Officer), Anna Sherrell (substitute for Iain McNab)
- Apologies:** Jesse Tomlinson, Adam Bryan, Iain McNab
- Declaration of Interest:** None

1 Welcome and any Declarations of Interest

Chair Brian Horton welcomed members of the Board. There were no declarations of interest made at the meeting.

2 Accountable Body update - changes

CllrRP advised that following Madeline Homer (Chief Executive) leaving Thanet District Council, Chris Blundell (S151 Officer) was standing in for this post in the short term and would therefore be the Council's temporary representative on the MTDB. The position of Interim Chief Executive would be filled very soon.

The Chair wished Madeline Homer well in her new endeavours. He highlighted the importance of the MTDB engaging with the new Chief Executive as early as possible to ensure the MTD remained of high importance.

3 Chair Update

The Chair provided an update to the Board, stating that he is keen to review the Terms of Reference for both this Board and the Peoples Panel.

The Chair summarised his involvement in the recent recruitment of new independent trustees for the Margate Creative Land Trust (MCLT), recognising that this would be covered in more detail in item 5. General Update. The Chair reviewed the brief and spoke to all of the interviewees. He added that a press release on the MCLT new Board of Trustees will follow and that he will meet with the new MCLT Chair, Paula Hirst (PH) in the week to follow. He advised that the CLT has a strong cohort of trustees that are ready to make a difference. Gratitude was given to all those involved in the recruitment process.

The Chair informed the Board that the first Monitoring and Evaluation report had been submitted to the Government.

4 Actions from previous meeting - 07 April 2022

Actions	Responsibility	Update
Board Members to make videos with Thanet District Council's Communications team to raise the public profile of the Board.	LA/ Board	Ongoing
Board Members to advise NG if they have skills to help bring projects forward.	Board	Ongoing
Inward Investment Prospectus - request opinions and information needed from the Board (top 10)	LA	Ongoing
Final Monitoring and Evaluation report to be shared with the Board	LA/NG	Done
Meeting requested by KCC to discuss the Theatre Royal business case	DS	Chair liaising with Board members
Share the list of successful CLT Trustees following the completion of the engagement exercise with the Board for information.	LA	Done
Update the Margate Town Deal website in relation to the broader creative sector	NG	Done
Draft letter from BH to Cllr LG (as Chair) regarding 20mph zone	NG	Ongoing - liaising with KCC on broader MTD delivery
Produce delivery/project plans for MTD Projects	LA / NG	Ongoing

LA presented the actions from the previous meeting, making the following key points:

- The monitoring and evaluation report was shared with the Board. It was noted that the monitoring evaluation report would form part of any third party grant agreements, ensuring all the relevant information was present.
- MCLT Trustees had been recruited.
- More information continues to be provided on the MTD web pages
- There was discussion about the Chair having a letter and sending it to the County Council - regarding a 20mph zone. Focussing more broadly on the intervention of the Town Deal investment plan. LA added that the project Team is trying to come to an agreement on the deliverability of this.
- Project delivery plans template has been developed and the Project Team are now talking to delivery partners and lead officers in the Council. Completed Delivery Plans can come back to the Board on completion.
- The Chair would be happy to meet with members of the Board regarding the long term investment of the Theatre Royal.
- RA asked the Chair whether there is going to be more information on project delivery and plans to which BH confirmed that there would be more information on the Programme Update. LA added that the completed Delivery Plans will inform the Board when they are complete and available to share.

5 General update

Programme Update Report

LA referred to the Programme Update Report circulated prior to the meeting, noting key points:

- All business cases have been completed and all Summary Documents are now submitted for the Margate Town Deal.
Informal feedback had been received for all except the Destination Dreamland Summary Documents. No formal feedback has been received from the Government as yet to confirm sign off and release of funding.
- Following the successful recruitment of MCLT Trustee's LA would invite the MCLT Chair to the Town Deal Board by way of introduction.
She added that the MCLT Trustees have an away day coming up to get to know each other and lawyers will be brought in to carry out training sessions on the legal requirements of being a Trustee.
Part of the revenue funding included a proposal for a couple of posts to be employed, engaging with the sector and supporting businesses to benefit from the MCLT. The Trust will start recruitment in the near future for this. BH (Chair) questioned the practicalities of these posts such as where they would be based/working from. LA confirmed this is about engagement of the sector, broadly supporting them. There is a proposal for a Project Director post. LA added that the MCLT Board is hoping to start recruitment over the next few weeks and it is expected that any new post

holders would work from home, and then from the community.

The Chair enquired regarding the expected timescale for the MCLT grant agreement. LA informed the Board that Sharp Pritchard lawyers have been instructed to put together a generic grant agreement. And for any grants over £1m, would commission the team to draft specific grants for that project. LA added that the agreement will link back to monitoring and evaluation requirements, the town investment plan and business case; it will need to create a robust document without restricting the MCLT so it is not able to deliver. It will include purchasing of assets and sign off from the local authority. LA confirmed that the agreement can be shared with the Board once the draft is received and reviewed by the Council.

BH asked whether the MTDB held the final sign off of the grant agreement(s) LA confirmed that this responsibility sits with the Council as the Accountable Body who are responsible for the MTD funding.

BH stated that the Trust would need to be agile, and able to move quickly to secure properties.

LA advised that a first draft grant agreement is expected in the next couple of weeks, the MCLT away day was scheduled for the 30th of July, and the Trust are finalising the set up of bank accounts. If the post was out in the next couple of weeks funding could be released by a Grant Offer Letter. The Council is an important strategic stakeholder regarding this; it is important that there is a positive relationship between the local authority and the Trust.

RA questioned how they would know the costs? Where does the money come from, how would it be accounted for? Would a set of accounts be put in front of the Board?

BH explained that the trustee's were volunteering.

LA added that funding came from revenue funding, and the extra capacity funding that the local authority bid for. In terms of setting up the charity and associated legal advice, this is all Margate Town Deal budget.

BH stated there is no issue with sharing the costs with the Board. There was transparency needed regarding this.

RA stated that the Board is responsible for where the MTDB money goes - it is therefore reasonable that the costs are put in front of the Board.

LA confirmed that this had already been sent to the Board, and that as part of monitoring evaluation requirements all evidence is available to central government. She added that the Programme Team is gathering this information on a quarterly basis. All spending has been through the Town Deal Board and shared in Budget Update reports.

LA informed the Board that there was a paper going to cabinet at the end of July regarding the Theatre Royal - this paper would look at how 19 Hawley Square and the Theatre Royal should be dealt with, from an asset point of view. The Lottery and Arts Council bids would also be considered. This is a key decision as the property is owned by the local authority. This is on the forward plan, finalising this document for internal processes. Aimed to go to a Cabinet meeting on the 28 July for approval.

LA added that there was interest from two different organisations, and there are plans to meet these organisations. The Project Team is still engaging with stakeholders, and will be doing more work with these groups, looking at next steps.

DS queried why in the text of the Programme Update report - section on the Theatre

Royal 1.2 - key risks section is not included, it is not simply a renovation of the Theatre Royal and getting it in use. Instead, should be enticing someone to take a more commercial view of the theatre. DS suggested that Issues that go wider than the Council should be added to key risks and actions.

LA explained that the key risks section only covers the top risks. The Council is planning to look for a commercial operator. A report is going to a Council Cabinet meeting to approve the processes. The delivery plan will set-out the plan for delivery. BH highlighted that there was an action outstanding from the previous meeting - to set up a meeting regarding the Theatre Royal project. DS, SirRG to be involved, happy for anyone else on the Board to get involved. DS suggested this should be an in person meeting at the Thanet Council offices to better understand and overcome any concerns.

SC expressed concerns about having an empty building, this would deteriorate very quickly. LA acknowledged this point was understood and the Council are working with the HR department to see if there is any flexibility around meanwhile use. If the theatre is open, it needs someone who does the maintenance, opening, closing, these were all jobs that were made redundant. Have to be careful not to be putting the Council at risk of TUPE implications.

BH emphasised the custodianship point is important, autumn and winter months pose a worry.

CB explained that the Council is aware of the risks and options will be considered.

SC stated that the Council does not have a great track record of looking after assets such as these for instance the Old Town Hall

BH added that insurance requirements would need to be a consideration and CB confirmed this would be looked into.

SC advised that there is currently an open window in the Tudor House in Margate.

LA advised that with regards to the Old Town Hall, Cabinet made the decision to take this asset to the market. She added that she would take back the point of the Tudor House window

CB added that he is aware that it has become increasingly challenging to look after the size of the portfolio the Council holds. There is a need to rationalise the portfolio. He added that the Council should have an Interim Director of Property in post within the next couple of weeks.

Budget update

LA presented the budget update, inviting any questions.

- SC noted that written into the constitution was the suggestion that the MCLT ought to grow geographically into the surrounding area. He expressed concerns around this and about the main charitable aim.
- LA explained that when completing a charity application it asks the size / scope of geography of the charity and that advice from the lawyers at the time was that it was better to make it broader rather than narrow, because if at any point they would want to change it would be difficult. LA confirmed that the £6m funding allocated to the MCLT through the Town Deal is specifically for Margate. The grant agreement will

capture this.

- CllrRP noted that it would be a good idea to clarify the Terms of Reference if the MCLT wants to expand, if there was an asset gifted to them, and terms of reference need to be changed - he questioned who would oversee this. There was a desire to make sure that the primary objective was growing CLT around Margate.
- CllrRP also stated that Margate covers a much wider area than Turner and the highstreet and noted that there was a petition to the Government to create Margate Town Council.
- EK requested absolute clarification that £6M awarded to the MCLT is for only Margate to which LA confirmed this is the case and if the Trust were to broaden their geography in the future this would be approved through the accountable body, but can't imagine for the next 3-5 years focus will be anymore than delivering in Margate.
- RA enquired how any conflict of interest within the Trustees would be managed to which LA responded that the charity and trustees have to sign up to a code, and would have to declare any conflicts. These potential conflicts would all be asked for at interview stage and discussed at various interview stages. If there was any conflict, the trustee wouldn't be part of the decision making process.

Investment prospectus

Louise Askew updated the Board on the Investment prospectus, making the following points regarding capacity within the team:

- LA recognised that the Investment prospectus was due to be actioned following submission of business cases; this had been done. Team is stretched at the moment, now busy trying to put in an investment plan for Thanet's UK Shared Prosperity Funding Funding, due 1 August. The intention was to pick this up in the autumn.
- External resource for Project Management of some of the Levelling Up projects in Ramsgate but also Walpole Bay is being advertised soon. Putting together a number of projects gets better buying power.
- Cabinet had approved extra resources over other projects, for administrative support. Hopefully recruiting them over the next couple of weeks. Two members of the Communications team had left, meaning that there is less resource than in previously supporting this work.
- SC queried whether funding for additional posts should be discussed at the Board.
- LA - post holder over a fixed period of time. Appreciative of the Cabinet for using this funding.
- SC - like to make sure that they were looking out for additional opportunities,
- LA - There was a real challenge, the local authority would have to put in the application forms. Always work for the council to do, mindful of what's out there. But there was also a need to be mindful of the time and effort it takes to put in these bids.

Pathfinder

LA made the following points regarding Pathfinder:

- Thanet has been identified as a pathfinder. Only Town Deal in Kent, a significant number of Government programmes £50m+, agenda is about how to work with the department more closely. There are currently different forms, requirements and timescales for all of the various funding streams.
- The hope is to start developing a relationship whereby looking at challenges, showing where the gaps are, LA to suggest an opportunity to be allocated the funding rather than going through the bidding process.
- LA added that in addition to the MTD and LUF there is now the Thanet UKSPF to manage, which is a smaller amount of predominantly revenue funding(£1.1M over 3 years). Normally a small form but have commissioned a wider piece of work, showing significant challenges over many communities. This funding will aim to help communities take advantage of the various opportunities that we expect to create through the larger capital investments such as the MTD.

6 Creative Land Trust project update

This had already been discussed earlier in the meeting as stated by LA.

It was agreed that the next MTDB meeting date should be moved to September, to avoid the summer holidays. A new date would be shared with the Board.

Meeting concluded: 15:26

Actions from meeting:

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Board Members to make videos with Thanet District Council's Communications team to raise the public profile of the Board.	LA/ Board	Ongoing
Board Members to advise NG if they have skills to help bring projects forward.	Board	Ongoing
Inward Investment Prospectus - request opinions and information needed from the Board (top 10)	LA	Ongoing
Meeting requested by KCC to discuss the Theatre Royal project	DS	Chair liaising with Board members
Draft letter from BH to Cllr LG (as Chair) regarding 20mph zone	NG	Ongoing - liaising with KCC on broader MTD delivery

Produce delivery/project plans for MTD Projects	LA / NG	Ongoing
Issue a new date for the next meeting to avoid the summer holidays (September)	LA/NG	June