



BOSTON TOWN DEAL BOARD MEETING

WEDNESDAY 17 MARCH 2021 AT 3.30PM

VIA ZOOM

AGENDA

- 1 Welcome and apologies for absence
- 2 To agree the minutes of the Boston Town Deal Board meeting held 14 January 2021 (**Enc**) and discuss any matters arising
- 3 Governance:-
 - (a) Terms of Reference for Town Deal Board (**Enc**)
 - (b) Terms of Reference for Sub Groups (**Enc**)
 - (c) Board Membership (**Verbal**)
- 4 Accelerated Projects Update (**Enc**)

AS THE FOLLOWING ITEMS ON THE AGENDA CONTAIN CONFIDENTIAL INFORMATION, THE REST OF THE MEETING WILL BE HELD IN PRIVATE IN ACCORDANCE WITH CLAUSE 7.4 OF THE TERMS OF REFERENCE.

- 5 Town Deal Heads of Terms (**Enc**)
- 6 Next Stages of Town Deal and Timelines (**Enc**)
- 7 Other Funding - Levelling Up Fund and UK Community Renewal Fund (**Enc**)
- 8 Any Other Business



Minutes of the Boston Town Deal Board Meeting

Date: 14 January 2021

Present: **Board Members:** Neil Kempster (Chair) - Chestnut Homes, Claire Foster (Vice-Chair) - Boston College, Andy Lawrence - Port of Boston, David Fannin - Lincolnshire CVS, Jacqui Bunce - NHS Lincolnshire, Councillor Paul Goodale - Boston Borough Council, Councillor Paul Skinner - Boston Borough Council, Rob Barclay - Shodfriars, Professor Val Braybrooks, MBE - University of Lincoln, Richard Tory - Boston Big Local, Greg Pickup - Heritage Lincolnshire, Alison Fairman, BEM - Community, Simon Beardsley - Lincolnshire Chamber of Commerce, Nick Worboys - Longhurst Housing and John Harness - NHS

Observers: Stephanie Dickens - Matt Warman's Office, Matthew Van Lier - Boston Witham Academies Federation, Pete Holmes - BEIS, Mike Gildersleeves - Boston Borough Council and Cathy Jones - GLLEP

Boston Town Deal Delivery Team: Michelle Sacks, Lydia Rose, Clive Gibbon, Luisa Stanney and Sharon Warner

1 Welcome and Apologies for Absence

NK welcomed everyone to the meeting.

Apologies for absence were received from: Peter Isaac - Oldrids, Norman Robinson - Environment Agency, Mick Lazarus - BEIS, Sandra Dowson - One Public Estate and Alice Ollson - Metsa Wood.

2 Minutes of the Boston Town Deal Board Meeting held on 16 October 2020

Agreed as a true record - proposed by Claire Foster and seconded by Jacqui Bunce.

3 Matters Arising

There were no matters arising.

4 Status Update - Town Investment Plan

PH gave the following update -

- Assessment and moderation by MHCLG of all cohort 2 towns TIP's and projects have now been completed.
- Boston's TIP would be discussed at a cross Government Working Group on 15 January - this being an opportunity for Treasury and Other Departments to provide challenge to the assessment findings.
- Boston Heads of Terms are currently being drafted, once there is Secretary of State approval, PH hopes to be in a position to make Boston an offer and announce it in early February, alongside Skegness and Mablethorpe.
- Boston will have approximately 2 weeks to confirm whether they wish to accept the offer - this should be in writing and signed by Rob Barlow, Chief Executive of Boston Borough Council and NK - Town Board Chair.
- Following confirmation of Heads of Term's acceptance, PH would provide guidance on stage 2 - business case development - which would set out Government expectations for what is to be submitted, the deadline for submission and should include project confirmation (within 2 months) and completed summary documents for each project sent to MHCLG as soon as they are ready and within 12 months of agreed Heads of Terms.
- More detail on targeted capacity funding, monitoring and evaluation guidance for local authorities to follow - hopefully within the next week.

If Boston were given a lower allocation than the bid submitted, the Board would be presented with choices as to how to allocate the money across the projects. LR stated that when Boston returned their summary document projects that could be fast tracked within 12 months would have to be identified, as outlined in the further guidance issued by MHCLG. It was noted that not all towns who had been submitted bids in Cohort 2 would be made an offer.

NK thanked PH for the update, which was encouraging news and would be a welcome boost for Boston.

5 Next Stages of the Town Deal & Board Membership

LR circulated a report setting out the next stages of the Town Deal and Board membership. MS stated that in terms of the Town Deal platform this had helped to raise the identity and profile of the town and aid inward investment. The MHCLG had recognised that and would be using Boston as a best practice example of how to use the Town Deal as an economic platform. Plant and Bean had now relocated to Boston and CF and VB had been actively involved in discussions with them to show that Boston was a great place and a great location for businesses. Plant and Bean intended to create 500 at the Boston site, employing people with different skill sets and MS was intending to introduce MVL to them to discuss opportunities for school leavers. The projects in the TIP were about inclusive growth and would look to raise the skills and aspirations of the community.

NK felt it was vital to involve the community along the way and from the feedback the team were receiving it appeared this was happening - the more the Board did the more successful it would be for Boston.

LR reported that PH had identified the next stages of the TIP - two months to carry out business case development and to provide assurance of how the team would manage the process. A larger team would be required to support the next stages, taking into

account the further guidance received by Government in December. Following the agreement of the Heads of Terms, the Board/Team would have one year to develop agreed projects in detail, complete comprehensive business cases and submit a summary document to the MHCLG to show that it has been completed in line with the agreed conditions and requirements in the Heads of Terms.

Once the team have a clearer idea of the projects and the support needed, which projects are being led by partners and those projects which have the technical expertise to development the project detail, then joint activity and capacity funding can be commissioned for the next stage.

LR asked the Board to consider splitting the Technical Sub-Group to align to the projects and Towns Fund objectives and create a Regeneration and Skills Sub Group and Pride of Place Sub-Group. NK confirmed that discussions had taken place with the team and it was suggested that the two Sub-Groups were chaired by himself and CF. To maintain transparency NK would chair the Regeneration and Skills Sub Group, with CF chairing the Pride of Place. Each Sub-Group would require around 6 members.

Following a short discussion, the Board agreed that it made sense to have two Sub-Groups and thanked everyone involved in the projects for their hard leading up to this point. Whilst it was crucial to maintain transparency, it was important that those members of the Board should have the opportunity to answer questions on any individual projects they were leading, whilst at the same time not being involved in any decision making. LR would prepare Terms of Reference for the Sub Groups that would cover the issue of transparency, as it was important that those involved in the projects should be included in the same group to enable the projects to go ahead at some pace.

It was noted that the Sub-Groups would not be making any decisions, but making recommendations for the Board to consider and sign off. Members of the Sub-Groups did not necessarily have to be on the Town Board. The Board agreed that this would be the way to proceed.

NK confirmed that the Technical Sub-Group meeting scheduled for 11 February would become a full Board meeting to sign off the MHCLG's offer for Town Deal funding and agree the Terms of Reference and membership of the Sub-Groups. Board members should contact the Town Deal Team to identify which Sub-Group they would like to join.

6 Governance

LR reported that since the last Board meeting there had been discussions and correspondence with the MHCLG to ensure adherence to the guidance issued when the Town Boards were initially established. The MHCLG had reviewed the governance for Boston, which had been passed but with recommended updates - namely that the Town Board website incorporated the Terms of Reference of the Board and included the roles and structure of the Board and accountable body arrangements - all of which had been completed.

However all Board members must complete a Declaration of Interest form and ensure any changes to circumstances were reported to the Team. NK asked all Board members to provide their form or updated information to SW/LS and confirm that they wished to remain a member of the Board. It was set out in the Guidance that this information should be reviewed on an annual basis.

The MHCLG had also issued further "Town Funds Guidance (Stage 2) Business Case Development" which was circulated to the Board.

LR circulated the updated Terms of Reference to the Board for approval. PS proposed to approve the ToR, seconded by AF and agreed by the Board.

7 Accelerated Projects Update

LR referred to the accelerated funding received from the MHCLG. The agreed set of projects were now progressing and LR circulated an update report outlining the detail.

It was noted that the MHCLG had no specific requirements for updates. However, promotion of the projects linking with MHCLG accelerated funding was requested. The Board agreed that they would also like to see updates going forward.

The following updates on the accelerated funding projects were noted:-

3G Pitch Development - MVL - Haven High Academy were awaiting final confirmation from the Football Federation that they would be awarded £560,000 for the project. Haven High had taken into account all comments left on the #MyTown website in relation to a 3G pitch for Boston and had worked closely with the Football Federation. The 3G pitch would be a full size pitch, with 2 smaller pitches incorporated within it at the front of the Haven High Academy building. Students would use the pitch in the daytime with elite and high level coaching and clubs using it at other times. The pitch would also be accessible by the community for fitness related activities such as five-a-side football, walking football, etc. Planning permission had already been granted and contractors were on standby to commence the work. MVL was grateful for the support the project had received.

Digital, Transport and Logistics Academy - CF - Handover will take place once the building work is completed (which is where the equipment would be housed). Interior cladding should arrive within the week. Some equipment had already been delivered and consultation was ongoing with local employers to ensure the training fits in with their requirements. CF was working with local schools to continue to raise the profile of the agri-food sector and thanked the Board for their support for the project, which would hopefully be an integral part of raising the aspirations and skills of the local students and workforce.

Experience Boston - led by colleagues at BBC - the project had been split into two complementary programmes - one around the public realm that would engage and inform on the town's history and heritage. The second programme would see BBC work in partnership with Transported Arts to create an arts trail through the town.

Boston Town Heritage - GP - due to the effects of Covid-19 on the town centre, the accelerated funding was important and had already benefited some small business

owners - 2 having already signed contracts for their grant offers. The funding will lead on from the work undertaken by Historic England and the work already undertaken using Lottery funding.

PE21 - LR - initial three stages of the project had been completed - updated Masterplan, land ownership plan and assets analysis and initial plans for the leisure and health component. The plans were being adapted to reflect the feedback received in relation to the swimming pool, which had generated a lot of community interest. The next steps would include consultation with the NHS to ascertain their requirements and establish a programme for business case development for the leisure and health provision, an acquisition strategy and an engagement plan.

AF reported that she had agreed to be Vice-Chair of Transported Arts for a year so they would have a local base in the town. AF was also working closely with Luke Skerritt from the Guildhall Museum in relation to the signage and heritage trails, which involved Hansa and Boston in Bloom. Where the PE21 project was concerned, the area was very much used by residents. The work AF was involved in, along with Luke and GP, was very much community based and it was important for them to feel involved in helping to transform the town.

The Board agreed that it was vital for residents to be involved to ensure that the projects were successful and therefore it was important to have the expertise of members on the Boston Town Deal Board who represented the community.

8 Communications

LR reported that a company called Distract had been commissioned for stage 1 of the PR and communications for the Boston Town Deal. This include website updates, content creation and support for #MyTown campaign, which had taken an online approach due to Covid-19. Distract would continue with communications for stage 2. LR thanked those Board members that had participated in the online communications. It was agreed that Board members would share details of any community magazines they were aware of with LR and Vlogs were also suggested as a community communication tool.

An annual report would also be completed in March that would focus on the successes that the Town Fund Deal had facilitated including the accelerated funding projects. It would also include reference as to how our projects were helping in the response to Covid-19.

If any Board member wished to promote the Town Deal/accelerated funding projects, the Boston Town Deal Board logo could be used.

9 Date of next Boston Town Deal Board Meeting - 11 February 2021 at 10.00am

BOSTON TOWN DEAL BOARD

TERMS OF REFERENCE

ADOPTED BY RESOLUTION OF THE BOARD ON 20 JANUARY 2020 AMENDMENTS ADOPTED BY RESOLUTION OF THE BOARD ON 14 JANUARY 2021

The Boston Town Deal Board (BTDB) is not a formally constituted body and shall hold no monies or assets. These Terms of Reference shall constitute the formal Constitution of the BTDB.

1. CONSTITUTION

The Board was constituted at a full meeting of the Boston Town Deal Board held on 20 January 2020.

2. DUTIES AND TERMS OF REFERENCE

2.1 The BTDB is a strategic body created as a vehicle following Boston being identified as a Town that will benefit from the Towns Fund. The BTDB brings together the private, public and voluntary sectors to provide strategic leadership to develop and deliver an Investment Plan and schedule of interventions to secure government funding and assist those interventions with completing business cases and preparing for delivery. The Investment Plan sets out a clear understanding of the area, focusing on its assets, opportunities and challenges. It will be the vehicle through which the vision and strategy for Boston is defined.

The BTDB will provide strategic insight on the challenges and opportunities facing the area by:

- a) Championing the BTDB economic vision and promote bold, deliverable interventions that will define the Investment Plan;
- b) Communicating with the business community and residents around economic growth and delivery of the interventions;
- c) Sharing knowledge practice and intelligence within the BTDB area and beyond, both regionally and nationally, and;
- d) Proposing allocation of resources to deliver economic growth, secure finance and encourage local and national bodies to match resources to achieve the BTDB's ambitions.

2.1 The Board shall:

- a) Develop and oversee the delivery of an evidence based Investment Plan.

- b) Co-ordinate public, private and third sector activity to develop and deliver the interventions in using the framework of the Towns Fund Prospectus and any further guidance that may be issued.
- c) To have regard to the three strands of the Prospectus and develop the interventions and maximise the impact of those interventions;
 - (i) Urban Regeneration, planning and land use
 - (ii) Skills and Enterprise
 - (iii) Connectivity

Schedule 1 sets out how stakeholders will be engaged through development of these themes.

- a. Promote Boston as a prime location for inward investment, international trade and to proactively help more locally based companies export their goods and services.
- b. Actively promote equality and diversity to ensure a strong gender balance.
- c. Respond to opportunities that arise from government initiatives to support economic development within Boston;
- d. Support the localisation agenda by negotiating freedoms and flexibilities with government on actions which encourage more local devolution and accountability;
- e. Co-ordinate and influence government and others on matters that benefit the economy.
- f. Attend public consultation events
- g. Attend events to promote the TBDB Investment Plan and emerging interventions.

2.2 The Board's priorities are:

- Develop and agree an evidenced based Town Investment Plan.
- Develop a clear programme of interventions.
Coordinate resources and engage stakeholders.
- Support development and sign off of the business cases which meet the conditions and requirement of the Heads of Terms agreed with MHCLG.

2.3 The Board Shall:

Delegate to the Chairman of the Board the authority to make urgent decisions, having consulted by way of email with Board members, where a Board cannot be convened in a timely manner to consider a matter. The decision shall be published as soon as practically possible once taken.

3 Membership

- 3.1 The members of the Board shall be appointed by the Board and may be removed at any time by the Board.

- 3.2 The BTDB shall comprise of representatives of;
- (a) All tiers of local government.
 - (b) The Member of Parliament for the constituency including Boston Town.
 - (c) Local Business and Investors.
 - (d) The Greater Lincolnshire Local Enterprise Partnership.
 - (e) Prominent members of civic, faith organisations and voluntary organisations.
- 3.3 The BTDB may comprise of representatives of;
- (a) Universities and Further Education Colleges
 - (b) Academies and Schools
 - (c) NHS
 - (d) Development Corporations
 - (e) Local Sports Teams
 - (f) Cultural and Creative Institutions
 - (g) Housing Sector, including developers and housing associations
- 3.4 The BTDB may comprise of representatives from Arms-length bodies and other non-departmental agencies such as, but not exhaustively;
- (a) Homes England
 - (b) Environment Agency
 - (c) Historic England
- 3.5 The BTDB may comprise of other private sector representatives and developers who operate on a national and international platforms who understand the requirements for investment and can help identify the best use of private and public funds.
- 3.6 Applications for new Board Members shall be determined by the Board following a report from the lead officer of the BTDB Delivery Team.
- 3.7 A Board Member shall cease to be a member of the BTDB in the following circumstances;
- a) Such Board Member gives written notice to the Chair of their notice of resignation;
 - b) Such Board Member's death;
 - c) Such Board Member's bankruptcy making of any arrangement or composition with their creditors, or liquidation, or in the case of an organisation, winding up, liquidation, dissolution or administration or anything analogous to any of the foregoing occurring in relation to a Member in any jurisdiction;
 - d) Such Board Member is removed from membership by a resolution of the Board that it is in the best interests of the Board that the membership is terminated.

- 3.8 Board Members may be removed from the BTDB as set out in Schedule 2 (Boston Town Deal Board Code of Conduct). Any Board Member removed may not be reappointed.

4 The Chair and Deputy Chair

- 4.1 The Board shall appoint the Chair and Deputy Chair who will serve for a period of 24 months before re-election.
- 4.2 In the absence of the Chair, the Deputy Chair will assume the responsibilities of the Chair.
- 4.3 In the absence of both the Chair and Deputy Chair at a formal meeting of the BTDB, those present for the meeting of the Board will vote and appoint a Chair for that meeting only.
- 4.4 The BTDB Delivery Team will consult the Chair from time to time on progress of works required to be undertaken on individual interventions and the developing Investment Plan.
- 4.5 The Chair may convene an informal meeting of all or some of the Board Members to inform progress of a particular matter arising under the development of individual interventions.
- 4.6 The Chair may meet third parties and attend events on any matter pertaining to the Investment Plan and individual interventions to progress activity and outcomes.

5 SUBSTITUTES

- 5.1 There shall be no substitutes at the Board meeting with the exception of the representative of Boston Borough Council, the Leader of the Council.
- 5.2 The Leader of Boston Borough Council shall designate a formal deputy in writing to the Chair.
- 5.3 Where the Leader of Boston Borough Council will not be in attendance and not exercising a proxy vote, they must notify the secretary to the Board no later than 24 hours before the Board meeting.

6 ATTENDANCE AT MEETINGS

- 6.1 The Board will meet every other month. The Board may meet at other times during the year as agreed between the members of the Board and may approve recommendations via written procedure.
- 6.2 Formal Board meetings will take place in public where all formal decisions of the Board will be taken, subject to emergency provisions as set out in 2.3.

- 6.3 Informal Board Meetings may take place from time to time. These will be in private and not open to the public. Other persons and external advisers may be invited to attend all or part of any meeting as and when appropriate as observers and shall be entitled to speak at the meeting with the prior permission of the Chair but shall not be entitled to vote.
- 6.4 With the prior agreement of the Chair, any Board Member may participate in a meeting by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can communicate with each other and participation in a meeting in this manner shall be deemed to constitute presence in person at such meeting and shall be entitled to vote and be counted in a quorum accordingly.

7 NOTICE OF MEETINGS

- 7.1 Meetings of the Board shall be called by the secretary to the BTDB at the request of the Chair of the Board. The agenda and papers for meetings shall be approved by the Chair.
- 7.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the matters to be discussed at the meeting shall be forwarded to each member and any other person required to attend no later than 3 business days before the date of the meeting. Any supporting reports and/or papers shall be sent to each member of the Board and other attendees (as appropriate) at the same time and minutes published on the website.
- 7.3 The agenda and reports (that are not exempt under legislative arrangements) shall be published on the BTDB's website.
- 7.4 There will be occasions when the business of the meeting will be subject to confidentiality for reasons of commercial confidentiality or sensitivity, information provided by the government in confidence, information pertaining to individuals or third party information that is subject to common law duty of confidentiality. This list is not exhaustive. On such occasions, the notice of the meeting will highlight the reason for confidentiality pertaining to a particular agenda item. At the appropriate time of the meeting, in the event there are public present, the Chair will request those members of the public leave the meeting before that item is discussed and voted upon.

8 QUORUM

- 8.1 A quorum shall be 5 Board Members present in person.
- 8.2 Where a decision must be taken under the provisions of 2.4 and 10.6 there must be a quorum of 5 in responses received from Board Members.

9 DECLARATION OF INTEREST

- 9.1 Arrangements for declarations of interest are found within the BTDB Code of Conduct (Schedule 2).

10 VOTING ARRANGEMENTS

- 10.1 Each member of the Board shall have one vote which may be cast on matters considered at the meeting by a show of hands. Votes can only be cast by members attending a meeting of the Board, or by proxy vote (Proxy Vote Procedure Appendix 3).
- 10.2 The general rule about decision-making by the Board is that any decision of the Board must be a majority decision at a meeting (or a decision taken in accordance with paragraph 2.4 and 10.6 of these terms of reference).
- 10.3 Where a conflict of interest exists as set out in the BTDB Code of Conduct, a Board Member may take part in the debate but may not vote.
- 10.4 Save where they have a personal interest, the Chair will have a casting vote. In this context, this refers to whoever is present and discharging the function of the Chair for the purpose of the meeting.
- 10.5 A resolution in writing, sent electronically to all Board Members entitled to receive notice of a meeting of the Board and signed by a majority of the members shall be valid and effectual as if it had been passed at a meeting of the Board duly convened and held and may consist of several documents in materially the same form each signed by one or more Board Member in the event a Board Meeting may not be convened in a timely manner.

11 REPORTING

- 11.1 The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, shall be minuted by the secretary of the Board. Draft minutes of each meeting will be circulated promptly to all Members of the Board.
- 11.2 Minutes of meetings of the Board shall be approved in draft form by the Chair and disseminated to Board no later than ten working days following the meeting. Minutes shall remain in draft until approval by the Board at the Board's next meeting.
- 11.3 Approved minutes of the Board shall be published on the website of the Boston Town Deal, with the exception of minutes relating to items deemed confidential as set out in 7.5 above.
- 11.4 The Board shall produce an annual report about its activities.

12 The Board's Relationship with Boston Borough Council (BBC)

- 12.1 The Board is responsible for;

- a) Developing and agreeing an evidenced based Town Investment Plan.
 - b) Developing a clear programme of interventions.
 - c) Coordinating resources and including stakeholders.
 - d) Support development and sign off of the business cases which meet the conditions and requirement of the Heads of Terms agreed with MHCLG.
- 12.2 BBC remains the accountable body for all monies received through capacity funding and any other funding that will be allocated throughout the Towns Fund.
- 12.3 BBC will be represented on the Board by the Leader of the Council and provides the link between the two bodies in the development of outcomes under those functions set out in 12.1.
- 12.4 The Board will be supported by the Boston Town Deal Board Delivery Team, which will be in the employment of BBC.
- 12.5 The Board will from time to time attend both formal and informal Cabinet of BBC and attend as required meetings of BBC's Scrutiny Committee to provide updates and information pertaining to the development of the Town Investment Plan, programme of interventions and stakeholder engagement.
- 12.6 BBC's Cabinet will receive reports on the progress of activities through its established quarterly performance monitoring.
- 12.7 The Board may make recommendations to the Cabinet of BBC from time to time and prior to the submission of the Town Investment Plan.

13 **GENERAL MATTERS**

- 13.1 Board Members should make themselves available from time to time to meet the Cabinet of Boston Borough Council both formally and informally, and to attend meetings of the Council's Scrutiny Committees as and when invited.
- 13.2 Board Members shall duly sign and return the BTDB's Code of Conduct (Appendix 2) and Declaration of Interests on an annual basis.
- 13.3 The Board may be provided with appropriate and timely training, both in the form of an induction programme for new members and on an ongoing basis
- 13.4 The Board will have access to officer resources in order to carry out its duties through the Boston Town Deal Delivery Team.
- 13.5 The Board shall be entitled to invite relevant third parties to attend any meeting of the Board as observers and they may be entitled to speak at a meeting of the Board with the prior permission of the Chair but shall not be entitled to vote.
- 13.6 The Board shall give due consideration to all laws and regulations as appropriate.

- 13.7 The Board will, from time to time, consider projects and proposals of a “commercial in confidence” or sensitive nature that will not be for publication under existing legislative provisions (Data Protection and Freedom of Information). All Board Directors and invited third parties will observe the need for confidentiality in this respect.
- 13.8 The BTDB will be subject to the privacy legislation contained within Data Protection Act 2018, Freedom of Information Act 1998 and the Environmental Protection Regulations (various). Such requests will be serviced by BBC in accordance with BBC policies and procedures.
- 13.9 Members of the public may wish to contact the BTDB. Any such contact will be managed by the Boston Town Board Delivery Team and contact details will be published on the Boston Town Deal website. The Delivery Team may where appropriate, engage with the Chair and/or wider Board.
- 13.10 Sub groups will be required to provide recommendations to the BTDB at each stage of the development and building of the detail of the business cases for each of the projects. The sub-groups will not require voting mechanisms and are advisory to the Board A separate Terms of Reference with further detail is provided for sub groups and membership will be decided by the BTDB.

14. Review

- 14.1 The Government may publish further guidance on the operation and function of Town Deal Boards and these Terms of Reference must be reviewed in accordance with any such guidance.
- 14.2 The Board may amend these terms of reference at any time and will be reviewed on an annual basis.

Boston Town Deal Board Terms of Reference Ratified on 20th January 2020 and 14th January 2021

BOSTON TOWN DEAL BOARD TECHNICAL SUB GROUPS

TERMS OF REFERENCE

1 The purpose of Boston Town Deal Technical Sub Groups (BTDTSG)

The purpose of Boston Town Deal Technical Sub Groups are to support and advise the Boston Town Deal Board in the development of the business case stage of the Towns Fund, which meet the conditions and requirements of the Heads of Terms agreed with MHCLG.

2 Role of the BTDTSG

To provide recommendations to the BTDB at each stage of the development and building of the detail of the business cases for each of the projects and ensure that the content and structure comply with guidance and best practice.

To assist in the development and assurance of business cases so that projects are ready for implementation in the required timeframe.

To ensure projects are developed in line with the “Green Book” five case model.

To help enhance the knowledge of the BTDB by sharing locally based intelligence, views and opinions.

To engage with decision makers.

To engage with key groups of residents and businesses and provide practical support and assistance for any planned community based consultation and communication to enable the BTDB to benefit from local knowledge and experience.

The work of the group may also include:

- Technical studies and assessments
- Detailed project design
- Planning actions, documents and processes
- Discussions with potential private investors, work on funding agreements, etc.
- Public Sector Equalities Duties and Environmental Impact Assessments
- Negotiation with other bodies
- Advising on delivery arrangements and plans with clear roles and adequate local capacity
- Developing monitoring and evaluation frameworks, KPIs etc.

3 Membership

Chair Neil Kempster (Regeneration and Skills sub group). The Chair will be a member of the BTDB.

V Chair Claire Foster (Pride of Place sub group) The Vice Chair will be a member of the BTDB.

Secretary Boston Town Board delivery team

Members Membership is not prescriptive, but should be made up of no more than 6 members of the BTDB and additional representatives when needed to provide skills and expertise from local groups, businesses or organisations and are able to positively contribute to the work of the BTDBTS. BTDB to decide on membership.

4 Support to the BTDTSG

The delivery team, on behalf of the Chair, ensure that the BTDTSG is properly equipped to carry out its role by ensuring:

- the provision of advice on the scope and role of the Group.
- that the Group receives the information it needs to provide informed feedback to the BTDB.
- facilitating effective feedback to the BTDB.
- to provide assurance to the BDTB that the BTDTSG is operating within the given framework .

5 Duties of the BTDTSG

Provide a forum to facilitate full engagement and activate debate amongst local stakeholders, with the aim of reaching, and presenting, wherever possible, a cohesive and balanced local stakeholder perspective back to the BTDTSG.

The BTDTSG will aim to represent local thought and opinion in order to support and enhance the work of the BTDB.

To respect confidentiality of information where circumstances require this.

The BTDTSG is not a decision making body and will not require voting mechanisms.

6 Authority

The BTDTSG may offer feedback and advice to the BTDB through the following mechanisms:

- At Board meetings through the Chairs participation in the BTDB, either through membership or invite.
- In writing.
- In other forms specified by the BTDB.

7 Meetings

Quorum - at least 50% of members in attendance, and Chair or Vice Chair to be in attendance.

Frequency of meeting - bi monthly.

8 Reporting and Assurance

The BTDTSG Chairs are responsible for the effective operation of the BTDTSG by:

- Chairing the BTDTSG meetings.
- Ensure that all Group business is in accordance with the Terms of Reference.
- Develop positive relationships amongst the Group members and between the Group and the BTDB Chair.
- Work in harmony with the Chair of the other BTDTSG to ensure that areas of commonality are taken into consideration.
- As Chair, they will be a member of the BTDB or invited to attend the BTDB as appropriate.
- Ensuring that minutes are recorded by the delivery team of the BTDB for all meetings, which will form part of the agenda papers together with appropriate reports for the Town Deal Board meetings.



Board Report - Agenda Item 4

Date: 17 March 2021

Title: Accelerated Projects Update

Update on accelerated funding projects as at 09/03/21

3G Pitch Development (Haven High Academy)

- Contractors are booked to be on site from 22 March to commence works. They have already marked out the dimensions of the pitch to facilitate their planning. Slight challenge associated with permissions from the ESFA who have a charge on the land. Not a problem but potentially a delay as they simply work to much longer timescales.

Digital, Transport and Logistics Academy (from Boston College)

- Building handed over to Boston College.
- Furniture installed.
- Resources for three digital rooms on order with delays encountered for delivery for graphics cards due to COVID.
- Part time transport instructor interviewed and appointed.
- Hybrid vehicle training rig arrived [Hybrid Trainer | Automotive Training Equipment | Block Automotive \(agblock.co.uk\)](#)
- Electric vehicle training rig arrived [Electric Vehicle Trainer | Automotive Training Equipment | Block Automotive \(agblock.co.uk\)](#)
- Heavy goods vehicle air brake system training rig arrived [Air Brake Trainer | Automotive Training Equipment | Block Automotive \(agblock.co.uk\)](#)
- Engine, brake components and Tacho training rigs awaiting delivery.
- HoloLens2 mixed reality headsets arrived [HoloLens 2: Find Specs and Features – Microsoft HoloLens 2](#)
- Curriculum planning underway to inform the initial training offer for Digital, Transport, Logistics, and associated sectors.

Boston College have advised that they could arrange visits or virtual walk-through restrictions permitted.

Boston Town Heritage

Grants

- Grant of £101,340.00 with owner contribution of £47,594.00 for 16 Market Place - work beginning imminently.
- Grant of £61,792.00 with owner contribution of £25,412.00 for 17 Market Place - on site works have commenced.
- Grant of £74,672.0 with owner contribution of £15,313.00 for 8 Dolphin Lane - onsite works have commenced.
- There is currently a push to other business/property owners in order to get more grant schemes lined up for the when the above properties have been completed.

Public Realm

- Discussions to take place on quotes for highways work by Lincolnshire County Council.

Evaluation

- Evaluation consultants have been commissioned and two good meetings about audiences and outcomes, etc. have taken place that will help to focus on the engagement side of the project particularly.

Experience Boston

There are 2 strands within the scheme - continuation of the Monolith Scheme which builds on the placebrand, wayfinding and design toolkit developed in the successful 2016 HLF project 'Boston: Explore and Discover' and an Arts Trail to share the towns heritage through the use of illustrated brass plates that can be engaged with. Both the monoliths and the arts trail are interpretative schemes to support engagement with the town's heritage and the local and visitor economies, guiding people through, and raising awareness of, the wider offer of the town of Boston.

- Locations for the monoliths have been agreed, permissions for installation have been requested. Artwork - which comprises of one side of the monolith with an image and a story and the other a map, have been signed off.
- Test digs for two of the locations have been completed and both of the test digs have proved successful to support the installation of the monoliths.
- Next steps - creation of the monoliths and installation expected to commence wk/c 22nd March 2021.
- The smaller monoliths to support the Heritage and Cultural offer of the Buoys project have also been signed off and are to be created and delivered to us wk/c 22nd March. These will be installed with the buoys, with this project expected to be completed in May 2021.

- Consultants supporting the delivery are PlaceMarque.

Location	Story
High Street (corner of John Adams Way and Doughty Quay car park.	Doughty Quay, access route to the town and waterways
South Square (by the pedestrian crossing and lights near to John Adams Ways)	Cultural quarter – wealth and influence
Custom House Quay (Close to the existing buoy)	Trade, Influence, Custom House
West Street (opposite the Municipal Buildings on the corner towards B&M)	Main access route into town from Lincoln to the town, access crossing the waterways, hanse links.
Wide Bargate/Cattle Market (Outside the Red Cow Pub)	Georgian history, livestock, markets and fayres.
Central Park (To the side of the walkway through the centre of the area with the play area on the left and the birds on the right)	Deer Park, Victorian history of the roads around the park
RSPB Frampton (in the car park)	History of Frampton and raising awareness of proximity and the wider offer of Boston
Pilgrim Memorial (in the car park)	Diary Extract from Plymouth Plantation and William Bradford

Arts Trail:

- Locations have been identified and agreed. Artwork with narrative of the stories has been shared and the first 6 of the 8 works agreed. Permissions for the installations has been agreed.
- A new company to make the brass plates has been identified, with the ability to manufacture the designs with finer detail. The original company who had been approached to deliver the brass works had ceased communicating with the artists and therefore an alternative company was sourced. Due to the change in supplier it is possible that delivery of the brass works and installation may be delayed into April. Luke Skerritt has liaised with Neil Cucksey to agree a later installation of the works should the March deadline not be met.
- Next steps: Final two artworks to be created and agreed and artwork to be shared with the company to create the brass plates. Installation date of the works to be confirmed.
- Consultants: University of Lincoln/Transported and Electric Egg.

Location	Story
South Square (outside the Drs surgery by bus stop)	<i>To be completed.</i>
Custom House Quay (by the seated area)	Maritime Links, fishing knots
Pescod Square (By Pescod Hall)	Reference to Pescod and Fish/maritime links

Wide Bargate (By seated area outside Prezzos)	Sheep – medieval trade links and export of wool
Pump House Square (By the car parking pay and display meter)	<i>To be completed.</i>
Boston Train Station	Railway – history and influence in time
Market Place (Footpath around the Ingram Memorial by Lloyds Bank)	Famous Bostonian People, influence of Boston around the world.
Market Place (By boots and bus stop in raised seating area)	East and West – trade inland and across the water

PE21 Feasibility

The accelerated funding has enabled the development of a PE21 Masterplan, Phase I for leisure/health hub and an audit for strategic acquisition of assets. Further work is in progress to update the plans and external images for the leisure facility, the development of an online portal for consultation for the leisure facility and a development appraisal and viability assessment. Our focus is on the leisure facility for PE21 and the requirement to coordinate with the Mayflower development. Integration with health and the community assets also requires further consultation and engagement.