

9 December 2021  
Your reference:  
Our reference: LAS/ZB  
Ask for: Zuber Bapu

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Resources Directorate  
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**To: Members and Officers of  
The City of Preston Town Fund Board**

Dear Sir/Madam

### **City of Preston Town Fund Board - 13 December 2021**

You are requested to attend a meeting of the City of Preston Town Fund Board to be held on Monday, 13th December, 2021 at 10.30 am in the MS Teams. An appointment link to join the meeting was sent separately.

Board Members are reminded of their responsibility to declare any personal interest or disclosable pecuniary interest in respect of matters contained in this agenda.

The Agenda for the meeting is set out overleaf.

Yours faithfully

*Jackie Wilding*

**Director of Resources**

**City of Preston Town Fund Board**  
**Monday, 13 December 2021**

**AGENDA**

1. **Minutes** (Pages 1 - 8)

Draft Minutes of the meeting held on 8 October and 5 November 2021 attached.

2. **Declaration of Interests**

3. **Implementation Update** (Pages 9 - 138)

4. **Harris Quarter Investment** (Pages 139 - 184)

Report and appendices attached.

5. **Youth Zone Presentation**

A presentation on the Youth Zone will be provided to the Board.

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**City of Preston Town Fund Board**  
**8 October 2021**

**Present:** Mr J Chesworth in the Chair; Ms R Connor, Vice Chair; Councillors M Brown and Borrow, Mr A Phillips, Mr R Binns, Ms A-M Parkinson, Ms J wilding, Ms J Dalton, Mr M Flemming, Mr P Green, Ms K O’Rielly, Ms M Close, Ms J Anthony, Mr C Hayward

**Also in attendance:**

Mr J Crellin	– Assistant Director (Head of City Growth & Regeneration) City Development
Ms B Joyce	– City Development
Mr Z Bapu	– Senior Member Services Officer

**Apologies:** Sir M Hendrick, MP

**CD11 Minutes**

The Minutes of the last meeting of the Board held on 13 August 2021 were confirmed as an accurate record.

**CD12 Declaration of Interests**

There were none.

**CD13 Implementation Update**

The Board received an update on the Implementation of the Towns Fund projects from Mr M Flemming and Ms B Joyce. A formal offer of 5% advance payment had been received from Government and the Harris Quarter project adjustment had been submitted and agreed. Phase Two work of the TIG was highlighted to the Board which included supporting Project Leads on Business Case developments. Details of the Assurance Framework, principles of which had already been agreed by the Board was to be considered by the Council at its meeting in December. The Board received an project milestones and progress since the last meeting.

The Board Members made the following observations and comments:-

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- Assurance Framework was essential and integral part of the process however it also needs to be flexible.
- Although there had been some delays on the Animate project due to on-going commercial discussions the TIG was confident that the project will be completed.
- There was progress made on the Youth Zone and positive discussions had taken place with stakeholders involved.
- Support for the Youth Zone had been agreed till 2026 and the City Council will continue to push to deliver beyond this.
- Harris Your Place business case had been completed.

Jane Dalton provided an update on the Stakeholder Engagement. Key issues and concerns from a Stakeholder Workshop held were highlighted to the Board. It was reported that the contract with Freshfields had come to an end and this work would now be undertaken by the Communications Team at the Council. The Board made the following comments and observations:-

- It was important to maintain the momentum gained by Freshfields during the transition period.
- Issues around capacity was highlighted and responded to.
- Clarity on the decision of who would undertake the PR work for the Board was requested.
- It was felt that as an external organisation with expertise in the field Freshfields had key contacts and further reach.
- It was proposed that Freshfields be asked to extend their contract for another three months and a report on the matter be brought to the next meeting of the Board.
- It was agreed that a recommendation would be presented to the next Board meeting subject to consultation with Mr R Binns.

### **Resolved – That the Board**

- (i) Requested that the Technical Implementation Group (including the s151 Officer) prepare a report setting out a management approach for the 5% early grant received by the Council for consideration by the Board at its November meeting;
- (ii) Approved an interim allocation of £150,000 from the early grant received in the event that recoverable capital expenditure is required prior to the November Board meeting;
- (iii) Requested that the Accountable Body incorporate the assurance framework guidance, set out in this report, in the final local assurance framework;
- (iv) Agreed the business case approach for Renewal of Harris Quarter Assets as set out in this report; and
- (v) Noted the progress made on the Youth Zone revenue funding position and approve an allocation of up to £100,000 to support the preparation of the Youth Zone business case.

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(vi) Requested that a report be presented to the next meeting of the Board in respect of PR work and extension of contract with Freshfields.

### **CD14 Towns Fund Social Value Framework**

Carwyn Greaves gave a presentation on the Towns Fund Social Value Framework. Following the Social Value Act 2012 this was an area of increasing importance. Various types of social values were highlighted and how these could be measured and quantified. A diagram highlighting the framework process was presented to the Board.

The Board Members made the following comments and observations:-

- Community Wealth Building has been important part of the economy in Preston in recent years. This diversified spending habits, supply chain so that Preston benefits. This involved increased role of Co-Operatives and the voluntary sector which the Social Value Framework should have incorporated within it.
- Engagement with Project Leads at Sub-Group level was needed to ensure that the Framework was embedded from an early stage as well as in the monitoring and evaluation plans.
- The monitoring should be a simple structure and the framework should be included in new programme conversations especially before contracts are awarded.
- Could use the Recycling Lives model where they attribute the financial value of the Social benefits to projects.
- It was suggested that there should be liaison with Mark Flemming on the TIG to formally implement the Social Value Framework.

**Resolved** – That the Social Value Framework be noted and that the TIG be asked to consider the implementation of it within the Towns Fund projects.

### **CD15 Project Focus - -Harris Your Place**

Mr T Joel, Head of Culture, Preston City Council gave a presentation on the Harris Your Place project. He thanked the Board for the £4.1m of Towns Board funding towards the project. The plans for and the next steps of the project was highlighted and the Board was informed about the various opportunities to continue to showcase Art whilst the Harris was closed.

The Board Members made the following comments and observations:-

- There was an opportunity to get the media involved such as the BBC who could track the project from start to completion.
- There were opportunities to have pop ups in key locations of the City to showcase and display the Harris collection.

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**Resolved** – That the Harris Your Place project update be noted.

**CD16 Date of Next Meeting**

The next Board meeting is scheduled to be held on Friday 5 November 2021 at 10.00am.

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### City of Preston Town Fund Board 5 November 2021

**Present:** Mr J Chesworth in the Chair; Councillors M Brown and Borrow, Mr A Phillips, Mr R Binns, Ms J Wilding, Ms A-M Parkinson, Ms J Anthony, Mr M Flemming, Mr P Green and Ms M Close

**Also in attendance:** Mr C Hayward, Ms J Dalton, Mr A Dewhurst, Mr D Watson, Mr M Allen and Mr Gomez

Mr J Crellin	– Assistant Director (Head of City Growth & Regeneration) City Development
Ms B Joyce	– City Development
Mr Z Bapu	– Senior Member Services Officer

**Apologies:** Sir M Hendrick, MP, Ms R Connor and Ms K O'Reilly

#### CD17 Declaration of Interests

There were none.

#### CD18 Implementation Update

The Board received an update presentation from Mr M Flemming and Ms B Joyce on the Towns Fund Implementation. It was reported that there were no further update from Government this month, re-profiling sheet for the Harris Quarter Assets and CEIAG projects had been submitted and awaiting outcome and confirmation but no issues anticipated as it was part of the process. Extensive work providing on-going support to projects on business cases continues. The TIG had taken control with three volunteers assisting each project. The Board were informed that the TIG was concluding its appraisal of the 'Harris Your Place' project. The road map for the project was looking positive and the necessary systems were in place. The timeline for the Illuminate and Integrate project was highlighted and the TIG were confident of delivery within the timescales outlined. The business case milestone for the project had been met and signed off. It was reported that the Animate project was also on track.

A draft Grant Funding Agreement (GFA) was presented to the Board attached to the report. It was in a familiar format which was considered best practice. GFA's were required to be in place to protect the Board and fund spending. The document will include Board conditions and schedules of

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outputs which are to be reported to the Board and Government along the way. An update on the Youth Zone project was provided to the Board. It was reported that a revised timetable and milestones had been submitted and significant progress had been made since the previous meeting. It was planned that the project would be appraised in January. Summary of the risks at the current stage were outlined to the Board and it was pointed out that in the main these were being flagged green. Update on the 5% advance grant funding was provided including details of the clawback position.

Mr Binns provided an update on the Communication which included an Engagement Plan. It was suggested that a six months extension be agreed with Freshfields and the Board were recommended to appoint an Ambassador to undertake communication work on behalf of the Board. It was reported that a budget of £15-20k would be required for Freshfields to deliver their work over the next six months.

The Board made the following comments and observations:-

- The GFA's were tried and tested and very helpful in the delivery process.
- Although deadline for the Harris Quarter Assets were tight however the aim was to take details of the project to February Council meeting for agreement.
- The Chair nominated Mr R Binns as the Lead Board member/Ambassador for Communication.

**Resolved** – That the Board

- (i) Noted the revised timeline for the Animate business case as set out in this report;
- (ii) Agreed that the draft grant funding agreement set out in this report form part of the Council's local assurance process; and
- (iii) Considered and agreed the communications plan set out in the report including appointment of Mr R Binns as the Lead Board Member for Communications; and
- (iv) Agreed the revised Youth Zone Business Case programme milestones (Becky/Adrian to confirm wording).

### **CD19 Project update - Animate and Illuminate & Integrate**

Mr A Dewhurst gave an update presentation on the Animate and the Illuminate and Integrate Project. In respect of Animate project it was reported that a lot of work going on and a Cinema Anchor had been agreed – an announcement was expected soon. It was reported that Hollywood Bowls had also been agreed as an anchor and legal matters were being addressed. The restaurant lettings were looking promising with discussions taking place with a number of national operators. Outline plans of the



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scheme were highlighted to the Board and it was stated detailed work on plans were on-going with a view to submitting a planning application in November. Details of the public realm work and the connectivity between the Bus Station and the project site was highlighted to the Board.

The importance of sustainability and carbon footprint was highlighted. It was stated that this was at the forefront and being considered in detail. There was a balance required as the project had to be affordable and sustainable with carbon reduction measures included. There was also an opportunity within the scheme to work with local artist and discussions were taking place with Uclan to facilitate this.

The programme timetable was outlined to the Board with a completion target of 2024.

The Board made the following comments and observations:-

- Important to give local independent operators the opportunity to take up one of the larger restaurant units. Although this could be difficult in terms of rates and affordability it is something that requires further work.
- The leasehold obligations on the larger units would mean that independent operators would not wish to commit long-term.
- The food hall hub was an opportunity which would be more appealing to a local independent operators.
- Potential opportunity to promote the use of local suppliers in the chain for the operators taking up the larger units. A suggestion was made that a suppliers promotion event be organised.
- Important to promote the Living Wage to the new businesses in the City.
- Efforts to achieve Net Zero needs to be articulated in the process.
- The PR and Communications will be important in getting the Net Zero message across.
- There was a PR job to do also in respect of the local business, Eric Wright Construction, involvement in the project and their ties with Preston's College. There could be a story to be told of a young Prestonian involved in the project.

**Resolved** – That the update be noted.

### **CD20 Any Other Business**

#### **Levelling Up Funding Bid**

The Chair reported that the City Council were awaiting further guidance on the next round of funding and the criteria. The Board was being asked to assist the Council as a consultee. Although Preston did not bid in the first

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round it was reported that only a third of the bids were successful. One of the unsuccessful ones were Blackpool Council and there was an opportunity for the wider network to discuss this with their contacts to learn from Blackpool's experience.

**Resolved** – The Board agreed to assist the City Council in the Levelling Up Funding Bid.

### **Towns Fund Delivery Partner (Beckie have I got this right?)**

It was reported that the work of the central department involved in the bid process was coming to an end in November. It was suggested that a letter be sent on behalf of the Board thanking the department for their support.

**Resolved** – That a letter be sent to the (?) department on behalf of the Board thanking them for their support.