

Tilbury Towns Fund Board

Notes of meeting / Key action points

9am to midday, 25 September 2020

Port of Tilbury, LFH boardroom / Microsoft Teams

Attendance

Board Members:

- Peter Ward, Port of Tilbury (Chair)
- Simon Harper, CLLD
- Lucy Harris, Creative People and Places Partnership
- Yewande Kannike, One Community
- Ian Lewis, OSE
- Jackie Doyle-Price, MP (Vice Chair)
- Cllr Mark Coxshall, Thurrock Council

External Support:

- Steve Norris, LSH
- Rebekah Formosa, LSH
- Nigel Stewardson, MHCLG
- Emily Holton-Walsh, Nicholls
- Leo Hammond, LSH (Station Gateway)
- Rob Clark Jones, LSH (Station Gateway)
- Paul Barrett, LSH (Station Gateway)
- Andy Cameron, Fabric (Station Gateway)
- James Palmer, Beckett Rankine, (Jetty)
- John Clark, Pick Everard, (Tilbury IMC)

Council Support:

- David Moore, Interim Assistant Director, Place Delivery
- Rebecca Ellsmore, Programmes and Projects Manager
- Camille James, Programme Manager
- Irina Blanks, Senior Project Officer
- Rebecca Horne, Senior Communications Officer

Apologies:

- Amazon
- Andy Millard, Director of Place
- Cllr Allen Mayes

1.	Welcome and apologies	Action
PW	Chair welcomed everyone and apologies were noted.	
2.	Review Meeting Notes and Actions	
PW	<p>Chair went through meeting notes and actions.</p> <p>Action: Historic England, first contact was made on 24/04/2020 when they approach Council, we can use that to get in contact with them.</p> <p>PW updated the Board with the work that has started on the Worlds End pub car park.</p> <p>Comms plan is ok to wait for another week. Getting press release, website and newsletter</p> <p>JDP: first wave of money for Tilbury (“Accelerated Funding”) has been announced today. £500k has been agreed for Tilbury.</p> <p>Board was updated on the successful first session held with Tilbury Town Fund Advisory Group</p>	
3.	Tilbury Vision	
	<p>Since last meeting, base line evidence has been reviewed to form a vision together with evidence from the SWOT analysis. It was stressed that to comply with the guidance this work has to be community led.</p> <p>Visioning: First TAG was on 17th of September, second workshop is scheduled for 8th of October. Other sessions will include individuals and key stake holders. Next Steps: similar work shop with board members.</p> <p>RF went through a presentation. Presentation will be circulated with the minutes.</p> <p>Board was updated on the successful TAG workshop that had a good turnout and lively discussion. Making Tilbury a ‘destination’ was a main message and it should be at the forefront of everything we are doing and reflected in the visioning work. Tilbury Football Club and improved leisure provision also came through strongly in the workshop.</p> <p>Board had a lengthy discussion and confirmed that TAG should be presented with project ideas discussed by the Board. The role of TAG should be to highlight any new projects or ideas that the Board may have missed. PW mentioned that projects brought up through community consultation have to be acknowledged and the Board have to listen to what the local community are saying.</p> <p>NS – MHCLG want to see evidence of consultation, some Cohort 1 towns have fallen down where consultation was not carried out properly. However, the Board can decide whether or not to ultimately include projects.</p> <p>It was noted that projects can be included in the longer term investment plan without seeking a contribution from the Town Fund.</p> <p>Next Steps: Carry on with TAG workshops and conversations with Board Members</p>	
4.	Update on current commissions	

<p>Station Gateway – Presented by Leo Hammond , Rob Clark Jones, Andy Cameron, Paul Barrett, LSH/Fabric</p> <p>Brief was described to the Board and Audit of current projects was presented and analyses provided. LH went through a presentation which will be shared with the group.</p> <p>Board was briefed on the challenge of getting to the river from the Civic Square.</p> <p>Board engaged in a discussion of possible options on how the area around the station can be opened up to create a public space, what buildings can be demolished or purchased? Widen it out rather than use what is there. Board previously discussed finding out who the owners of the old Post Office are. Response is that ownership has been transferred to a local organisation, and the new owner would be open to any good suggestion. It was also reported that contact had been made with Tilbury Taxi as they would be keen for a dialogue.</p> <p>Board discussed that beautification is not an option, and considered how can we deliver open space as a destination to connect to Civic square and then create a new destination around Beach and Fort. Suggestion was that we should narrow down on three zones that had been agreed by the Board previously.</p>	
<p>Action – TC to pick up engagement with owners of Post Office and Tilbury Taxis building to explore opportunities</p>	<p>TC</p>
<p>Jetty – Presented by James Palmer, Graham Gathergood - Beckett Rankine</p> <p>JP took the board through a presentation on the further design work that has been undertaken since the last update. Presentation will be circulated with the minutes.</p> <p>The Board discussed options presented to them and agreed that the ‘covered’ option (option 2), with an estimated cost of c.£2m, should be the preferred option that goes into the TIP.</p> <p>It was suggested that London Resort would require a further three pontoons (to be paid for by London Resort) in addition to the proposed pontoon.</p> <p>The Board asked for an artist’s impression to be circulated to the Board.</p>	
<p>Action: Work up costings for option 2 and present a visual for that option</p>	<p>JP</p>
<p>The Board also discussed how to bring people down to the river - suggestions included animating the river front cruise terminal and its heritage. The Board recognised that Windrush is a powerful story to talk about in the area. Peter mentioned that the Port is currently reviewing parking provision in the area.</p> <p>Tilbury IMC - Community Space and BREAAAM – Presented by John Clark, Ali Ratcliffe, Kim Hack - Pick Everard</p> <p>Presentation will be circulated with the minutes. Consultant summarised benefits of community space and achieving BREAAAM outstanding.</p>	

	<p>Sustainability: maximises natural light, utilises technology to control temperature in individual spaces (i.e. requirements in community space would be different to a doctors consulting room)</p> <p>Significantly improved working environment for members of staff: office spaces will have greater day light, creating a positive working environment and flexible and adaptable spaces.</p> <p>Operating costs: Overall advantage to the operator of the building, reduction in operational cost, 38% lower annual electricity bill based on another project.</p> <p>Benefit to the community: creating a flexible, affordable space that could accommodate a range of uses.</p> <p>Board members did not reach a final agreement on investing £2M to achieve BREEAM outstanding and raised concern whether community space in IMC is the best option. The Board mentioned that adult education might be best placed in IMC.</p> <p>The Board discussed in detail the urgent need to engage with Tilbury Community Association as they are located on a key site and do not reflect the changing community of Tilbury. The Board suggested drafting them a Legal letter to start a conversation</p>	
	<p>Action: TC to attempt again to establish contact WITH Tilbury Community Association. If no response to draft and issue a formal letter.</p>	TC
	<p>PW stressed that timing must be put against it and if we do not progress we must think about IMC.</p> <p><i>Land acquisitions – Presented by Camille James</i></p> <p>Valuations have been received for the Police Station, NELFT building and the Post Office. Due to commercial sensitivity they will be issued to Board members separately. Board members to advise whether any sites should be included in the application.</p>	
	<p>Action: Board Members to consider the valuations and inclusion of each site into the TIP funding ask.</p>	Board
	<p><i>Structural survey of Tilbury Library – Presented by Camille James</i></p>	
	<p>Action: Structural Survey has been received and will be shared with the Board for their opinion.</p>	TC
	<p><i>Accelerated Towns Fund</i></p> <p>The Board discussed the sign off process for the Accelerated Towns Fund projects worth £500k. The Board would like to see and understand how these will be progressed, how quickly can we start implementing it to make sure we spend all of the money by 31st of March. Council stressed that dialogue has already started with the internal departments who will be responsible for delivering the schemes.</p>	
	<p>Action: Include reference to Accelerated Funding in Newsletter</p>	TC
5.	<p>Comms</p>	
	<p>Press release on Accelerated Funding has been signed off and will be released next week. Next round of consultation has been booked. Next step is to launch the website developed by LH. Board discussed how best to</p>	

	<p>distribute a Newsletter and agreed a letter drop around Tilbury. LH pointed out that website content needs to be developed more, and that the press release and website have to be synchronised.</p> <p>RH confirmed that the press release points to the towns fund generic email address and official My Town web site where people can leave comments. It was suggested that we collate a list of all our communications channels to ensure that Town Fund messages are distributed widely.</p> <p>Government guidelines are restricting the ability to easily do face to face engagement so we need to be innovative in how we collate that data to support the bid.</p> <p>PW mentioned that it has been a struggle to get engagement from Tilbury councillors and that he would be writing to them individually.</p>	
	Action: PW to write to local ward councillors	PW
	PW stressed the need for momentum and activity and that he sees the Press release as a key step in communicating the Towns Fund message.	
6.	Budget Review	
	<p>No concerns were raised over the budget.</p> <p>Board discussed that money available should be spend on feasibility studies, particularly for work to be done around Civic Square, what public realm should look like and development opportunities. LSH (and other consultants) can help.</p> <p>PW stressed the need for valuations to guide the Board's decisions, and then decisions can be made whether further consultancy spend is needed.</p>	
7.	Next Steps	
	<ul style="list-style-type: none"> • Complete remaining Advisory Group Visioning workshops, and bring summary of projects identified back to board. Team to consider if any hard to reach communities have been missed. • TIP: need to start work early. TIP should reference how engagement will continue beyond the January submission. Need to start drafting Section 1 and 2 to ensure that gaps are known early. • Youth Offering in Tilbury will need further discussion. 	
	Action: PW will schedule a separate session just with Board members, to obtain clear focus and clear agreement on the list of projects to be taken forward.	Board
	Action: Members to get final consensus on projects and agreement on scope	Board
8.	Any Other Business	
	<p>The Board agreed that timing is tight and the Board needs to progress virtually with TC providing updates between meetings as required.</p> <p>NS stressed the overarching requirement now is to get some form of rough costing allocated to these projects and to start this drafting the narrative of the TIP.</p>	

	<p>SN pointed out that next steps should include preparation of project prioritisation plan.</p> <p>Board agreed next board meeting is to review local community consultation. NS offered to review and provide an informal view from MHCLG's perspective on the projects.</p>	
--	--	--