

# Tilbury Towns Fund Board

## Notes of meeting / Key action points

10am to 11:30am, 19 February 2021

Port of Tilbury, LFH boardroom / Microsoft Teams

### Attendance

#### Board Members:

- Peter Ward, Port of Tilbury (Chair)
- Jackie Doyle-Price, MP (Vice Chair)
- Cllr Mark Coxshall, Thurrock Council
- Cllr A Mayes, Thurrock Council
- Simon Harper, CLLD
- Lucy Harris, Creative People and Places Partnership
- Adam Bryant, SELEP

#### External Support:

- Nigel Stewardson, MHCLG
- Rebecca Collings, Towns Fund

#### Council Support:

- Andy Millard, Director of Place, Thurrock Council
- Anna Eastgate, Assistant Director, Thurrock Council
- David Moore, Interim Assistant Director, Place Delivery, Thurrock Council
- Rebecca Ellsmore, Programmes and Projects Manager, Thurrock Council
- Camille James, Programme Manager, Thurrock Council
- Rebecca Horne, Senior Communications Officer, Thurrock Council

#### Apologies:

- Yewande Kannike, One Community

| Item | Subject  | Lead       |
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| 1.   | <b>Welcome and apologies.</b>  | Chair      |
| 2.   | <p><b>Progress update.</b></p> <p>NS: assessment to start on Wednesday on Tilbury TIP and will not be attending future meetings during the assessment phase</p> <p><b>Accelerated funding.</b></p> <p><b>Old fire station demolition.</b></p> <p>Planning permission for demolition granted, appointing Contractor within 10 days. Demolition to be complete by May, delay because of disconnection.</p> <p>Hoarding: MC wants hoarding showing connection – Heart, Heritage and Hub and logo, artist impression of IMC, Work, Live and Play. Use the great pictures we already have – a walking mural.</p> <p><b>Action: CJ to take forward ideas put forward for hoarding.</b></p> <p><b>Towns Fund hub.</b></p> <p>New site being considered on demolition site (old fire station) Portakabin – option not favoured.</p> <p>MC wants hub to be a legacy and no legacy with Portakabins</p> <p>CJ portakabin is a backup plan as MP office plan has issues. A list of empty shops being put together. MC suggested Yewande’s office as with Hub in Grays.</p> <p>RE: We cannot rent anything as Towns Fund is capital.</p> <p>MC suggested a community truck or lorry that can be left for the community afterwards.</p> <p><b>Action: CJ to put options on paper for circulation.</b></p> <p><b>Youth centre.</b></p> <p>Most items purchased or committed or except the CCTV, permission from building owner needed.</p> <p><b>Parks.</b></p> <p>Green gyms assembled but we need Towns Fund logo</p> <p>PW: press release to get interest going on the projects agreed by JDP that branding is important. We also need to tackle cynicism in Tilbury.</p> | Chair / CJ |

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|      | <p><b>Action: LH will have a look at branding, drawing in the memorial to say sponsored by Towns Fund.</b></p> <p><b>Action: NS to look into brandings for all of Towns Fund.</b></p> <p>Street tag activities will start when COVID-19 rules allow. Installation on park way and fitness trails finish in 3 weeks. Planting – working with housing to identify where we can put things.</p> <p>PW: timings – when do we think we will spend the accelerated money and spent by end of March?</p> <p>List of projects to be updated to website and have press releases ready.</p> <p><b>Action: Press release to be drafted.</b></p> <p><b>Additional funding from MHCLG.</b></p> <p>PW discussed about additional funding. Issue with resources during half term to get sign off. CJ raised about some emails going from Towns Fund to CEX or officers and no consistency</p> <p><b>Action: CJ to update that funding submission went out.</b></p> |                         |
| 3.   | <p><b>Comms.</b></p> <p><b>Towns Fund Board website.</b></p> <p>Website to be kept updated and interest going and dropping in updated photos and news.</p> <p>MC requested that updated pictures put in on with pictures from the TIP. Decision and advice given that updates need to wait until TIP is in the public domain. Don't want to raise expectations until we hear from Towns Fund.</p> <p><b>My Towns website.</b></p> <p>My Towns website coming down in the next couple of weeks so will end at end of submissions.</p> <p>LH will add to website that assessment underway and we are due to hear shortly the decision.</p> <p><b>Action: LH to update website.</b></p> <p><b>Further consultation.</b></p> <p>All TAG groups updated. Suggestion is to go back to TAG group when we have something worth updating on.</p>   | Chair /<br>Lucy /<br>RH |

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|      | <p>TAG group to get more involved with the projects going forward – for example, Kevin Sadler and Youth Centre.</p> <p>Get to use TAG's expertise.</p> <p>PW and LH updating groups, Cllrs, etc. LH is putting the message out there and promised updates.</p> <p>Cllr MC wants update to TAG in March.</p> <p><b>Action: CJ to update TAG in March.</b></p>   |       |
| 4.   | <p><b>Next Steps.</b></p> <p><b>Approach to next stage of project development.</b></p> <p>PW speaking to the PLA on pontoon.</p> <p>English Heritage will be given money directly to carry out their work.</p> <p>Riverside – consultants in to inform on costs.</p> <p>Station Gateway consultants to get scope as we reduced funding.</p> <p>Next board have an idea of where projects sit and business case grouping.</p> <p>Each board member to lead on a 1 or 2 project/s that they can focus on.</p> <ul style="list-style-type: none"> <li>• Riverside and pontoon – PW</li> <li>• OnSide – YK and LH</li> <li>• Community – LH</li> <li>• Station Gateway – MC</li> <li>• English Heritage - JDP</li> </ul> <p>PW: keen to get people to focus on projects and join it at the next meeting.</p> <p>RC: offering next phase of support to plan for BC and beyond. SRO: any accelerated business case and what happens in the next 12 months. Happy to meet with CJ etc.</p> <p><b>Action: CJ to arrange meeting with RC.</b></p> <p>Cllr Coxshall worried about procurement and synergies with Grays beaches and jetty how it procures and how the accountability works. Who owns these assets and how we procure it and foresight now that accountability body and Finance Director are comfortable with the process going forward.</p> <p>PW wants to know about ownership and resources to go out to Consultants, central resources and who will take the ownership internally.</p> | Chair |

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|      | <p>HE: how would agreement work with replacing the wooden Moat?</p> <p>RE suggested a simple funding agreement evidence of 3 quotes and evidence of VFM.</p> <p>The projects where we, the council, put assets in, and ongoing management need to be thought through. Will get delivery route sorted for each of the project.</p> <p>PW wants a paper on how the complex ones will be dealt with. Understanding the framework on more complex projects. RC can help with framework and how board members can work.</p> <p>LH: alternative service delivery, what does TBC feel comfortable with resourcing? Other funding, governance set up and what TBC can comfortably provide.</p> <p>Need to look at the individual projects and where are the accountability issues and how we can build a business case and where the issues are. POLA and the issues. Ensuring that all these bodies – OnSide delivers these projects, we can learn from it. We need to foresee the accountability issues so we don't have issues earlier.</p> <p>We should be able to procure the jetties together and get VFM for both boards. Avoid duplication. RE to send PW Jetty info for Grays when he has the meeting with PLA.</p> <p>MC – suggest both chairs meet.</p> <p>Main stakeholders, risk, opportunity, circulate to the board, 1 side table showing overlap.</p> <p><b>Action: CJ to put together document and circulate.</b></p> <p><b>Action: CJ to set up meeting with PW and Grays Chair.</b></p> <p><b>OnSide.</b></p> <p>RE: frameworks instead of not full procurement. LH to speak to OnSide and what is their process and next steps, engagement etc.</p> <p><b>Action: LH to look at their mapping.</b></p> <p>MC risk on building youth centre on the park and mitigating on the risk.</p> <p><b>Connectivity.</b></p> <p>PW has meeting with BT and internal Council IT.</p> |      |

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|      | <p><b>Sculpture.</b></p> <p>LH still liaising with Genesis Project and funding a larger sculpture project in Tilbury and it is still positively engage.</p> <p><b>Jetty.</b></p> <p>MC concerned about exclusivity of jetties to Thames Clipper, with "public infrastructure" it is a position that we would have issue to give exclusivity.</p> <p>Ideal opportunity to negotiate with them now. We are putting infrastructure in.</p> <p>London Resort not a certainty. Board to look at a Thames Clipper stop for now and anything else is an added benefit. JDP: "Enabling river transport in the future."</p> |       |
| 5.   | <p><b>Any other business.</b></p> <p>LH request Tilbury IMC update.</p> <p>CJ said stage 2 report finalised and submitted last week. Affordability issue raised following District Valuer input and stage 3 on hold. Update to be issued in the interim.</p> <p>CJ and RE pick up threads in later meeting:</p> <ul style="list-style-type: none"> <li>• resourcing</li> <li>• board organisation / responsibility in delivery phase, including possible joint working with Grays TF Board and engagement with the advisory group</li> </ul>   | Chair |