

Tilbury Towns Fund Board

Notes of meeting / Key action points

Midday to 1pm, 23 April 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
- Simon Harper, CLLD
- Lucy Harris, Creative People and Places Partnership
- Adam Bryant, SELEP
- Yewande Kanneke, One Community

External Support:

- Rebecca Collings, Towns Fund

Council Support:

- Rebecca Ellsmore, Programmes and Projects Manager, Thurrock Council
- Camille James, Programme Manager, Thurrock Council
- Rebecca Horne, Senior Communications Officer, Thurrock Council

Apologies:

- Cllr A Mayes, Thurrock Council
- Andy Millard, Director of Place, Thurrock Council
- Nigel Stewardson, MHCLG

Item	Subject	Lead
1.	Welcome and apologies.	Chair
2.	<p>Progress update.</p> <p>CJ spoke to NS in morning, announcement of the Award to be made late May.</p> <p>Costings for clean-up of 2 Forts Way from Environment.</p> <p>Action: CJ to chase costings from Environment.</p> <p>Hoarding – no signage on the hoarding, lift and shift hoarding. Signage needs to go up in the interim.</p> <p>Action: CJ and RH to sort out hoarding ASAP with generic messaging.</p> <p>Waiting on comms and branding guidelines for hoarding from MHCLG.</p> <p>Accelerated funding.</p> <p>Towns Fund Hub: Contractors completed design on the space, to be sent to the landlord for consideration and then to board and planning. Expected to cost around £55,000. If coordinated toilets can be used in the Youth Centre,</p> <p>Daisy Fields (Street TAG+Cricket, Fitness Trail, Green Gyms): Fitness trail work still ongoing. Supplier issue with aggregates. Gym equipment being stored in Grays until installation. Activities to commence once works are complete in the park.</p> <p>Action: CJ to provide PW with aggregate issue for assistance – Resolved post meeting.</p> <p>Demolition of old fire station: Still on schedule to demolish in May but the disconnection dates continue to be pushed back due to COVID-19.</p> <p>Shop Front Scheme: Funding transferred to Economic Development to manage the projects going forward.</p>	Chair / CJ
3.	<p>Business Case Development.</p> <p>£70k received Capacity funding received which will not pay for all the business cases.</p> <p>TC are packaging up business cases to go out for quotes to get benefits as we have time. Procurement rules will delay process, but we are in a good position.</p> <p>Finance is relatively comfortable with some forward funding of services until we receive grant, then repay.</p> <p>Resourcing: TC will input into business case but the BCR and economics will be done by Consultants. We will review proposals from bidders.</p>	

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	Professional fees will be taken out of awards once funding received	
4.	<p>Next stage preparation.</p> <p>TAG group involved in next steps of delivery groups.</p> <p>Invite all local Cllrs to be a part of delivery phase.</p> <p>Action: PW to pick up with Cllr Mayes about projects.</p>	
5.	<p>Comms.</p> <p>Draft press release is ready, will be circulated internally for sign off then to board.</p> <p>Action: CJ to provide dates around Youth Centre and Daisy Field activity.</p> <p>Action: CJ to chase for quotes form Kevin Sadler and Youth Cabinet for press release.</p> <p>LH suggested one overarching press release for Gray and Tilbury then subsequent ones for the individual towns listing in more detail projects.</p> <p>Website can have updates from accelerated funds as it progresses in addition to any branding guidelines released by MHCLG.</p> <p>JDP Currently no press locally and we need to deliver this message in a different way. Agreed by YK with suggestion that more grass root approach and social media.</p> <p>YK suggested a more localised approach, with Tilbury having its own PR.</p> <p>RH suggest that we focus on newsletters, boost social media posts, get partners to issue statements. Get an agreed statement and released by ALL, across all channels. Link in message with other projects locally, Thames Clippers activities.</p> <p>MC: Leaflet drop to every door in Tilbury about the Towns Fund, and also speak to Thames Clippers and get the national media, Freeports, etc, a national story about a left town.</p> <p>JDP: Tilbury has interesting story – will talk to Ministers – Tilbury 2, post Brexit Britain, Free Ports, Thames Clipper – good brand for govt, policy.</p> <p>LH: Free Port magazine will have mention of Towns Fund. With Clipper Service over the summer we can promote things that way.</p> <p>Action: PW requesting a Comms plan in next 2 weeks</p>	Chari / Lucy / RH

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	<p>RE: Reminder that any engagement assists the project and is a requirement of Towns Fund.</p> <p>MC: Hyperlocal to international agenda.</p> <p>PoT will promote Thames Clipper summer service.</p> <p>Action: ALL to input into delivery of Comms RH Towns Fund news article always seeking an article or guest to promote is a good opportunity.</p>	
6.	<p>Any other business.</p> <p>LH – to be liaised with on all comms and happy to assist.</p>	Chair