

# Crawley Economic Recovery Taskforce (CERT) Group and Town Deal Board

Wednesday, 1 December 2021

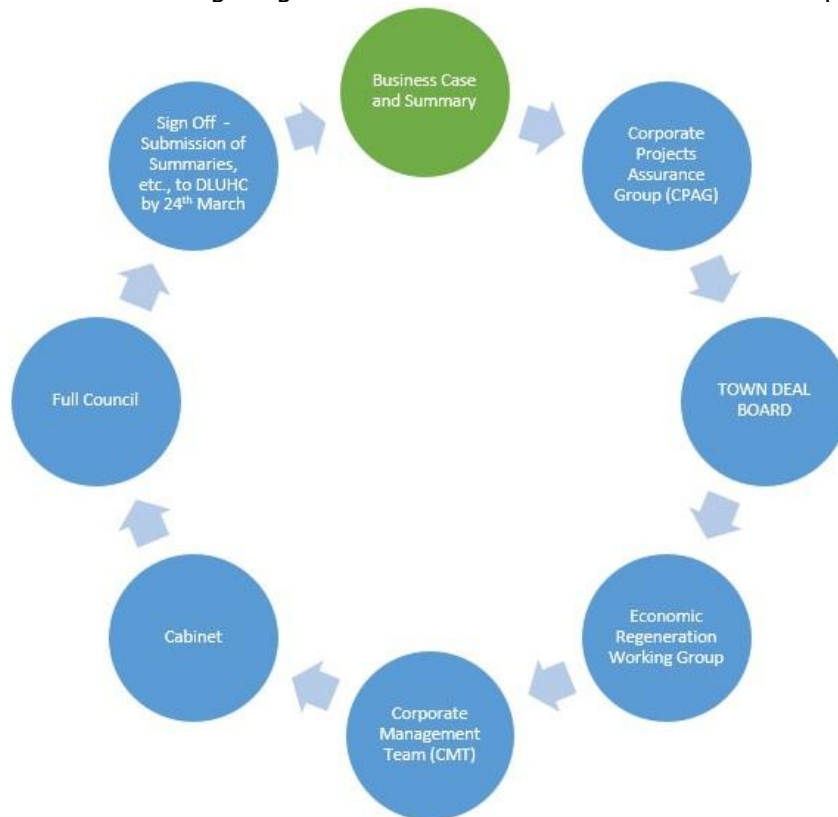
## Meeting Notes

<b><u>ITEM</u></b>	<b><u>ACTION</u></b>
<p><b>1. Welcome</b> Chris Maidment (CM) welcomed everyone to the meeting.</p> <p>Apologies received from: Sue Carey, Neil Cooper, Jo Ward, Tony Middleton, Peter Rainier, Clare Silva and Jayne Tyler. Welcome to Matt Wragg (C2C LEP), Alison Barratt (DWP) and Wendy Bell (TC BID)</p> <p>The minutes of the previous meeting (<a href="#">29<sup>th</sup> September 2021</a>) were accepted, noting the following:</p> <ul style="list-style-type: none"> <li>• Crawley's Economic Recovery Plan was approved by Cabinet on 24th November: <a href="#">Council approves 'One Town' Economic Recovery Plan for Crawley   Crawley GOV</a></li> <li>• Baseline monitoring information was not required by the Towns Fund.</li> <li>• The Town Investment Plan has been published at <a href="#">Towns Fund   Invest Crawley</a></li> </ul>	
<p><b>2. Business Case Development</b> Nigel Tidy (NT) presented an update on business case development for each of the 10 Towns Fund projects, highlighting the following:</p> <ul style="list-style-type: none"> <li>• Consultants will be appointed before Christmas to support business case development for the Commuter Cycle Route, Town Centre Cultural Quarter and Green Business Grants (Pillar 1) projects.</li> <li>• Invest in Skills - Andrew Green reported that business case development is progressing well and on track, supported by a project plan aligned to the curriculum.</li> <li>• Green Business Infrastructure – Steve Sawyer (SS) reported that the business case for pillar 2 has been drafted with a particular focus on investing in renewal energy assets. Feedback from businesses suggests that these schemes are difficult to deliver; grant funding is fine but practical support for delivery is key.</li> <li>• Vital to include stakeholder involvement and engagement throughout the business case development, via Project Boards. Where consultants are appointed, we will ensure robust engagement and consultation is undertaken.</li> <li>• Sub-Group Chairs to help with establishment of Project Boards.</li> </ul> <p>CM thanked NT for the excellent presentation and all the work he is doing to manage and co-ordinate the Programme. This was echoed by other members of the Board.</p>	<p><b>Sub-Group Chairs</b></p>
<p><b>3. Governance process and timeline</b> NT presented an overview of the governance and local assurance process including:</p> <ul style="list-style-type: none"> <li>• Crawley Borough Council (CBC) is the accountable body for the Crawley Towns Fund programme and must follow its local assurance processes, with oversight from the Town Deal Board.</li> <li>• This includes sign-off from relevant individuals (e.g. S151 officer and</li> </ul>	

Cabinet) at the appropriate stages.

- A quantified benefit:cost ratio should be provided for each business case.
- CBC is currently looking at the risk register, procurement and financial arrangements.
- Summary documents, signed by CBC Chief Executive or S151 Officer and Chair of the Town Deal Board, with agreement that:
  - The business case is Green Book Compliant
  - Projects and expenditure represent value for money
  - Equality/Environmental Impact Assessments, as appropriate, have been undertaken for each project and the Programme overall
  - Conditions set out in the Heads of Terms have been addressed e.g. engagement with under-represented groups.
  - Final monitoring and evaluation form will be submitted

NT referred to the following diagram which sets out the local assurance process:



**The Town Deal Board noted the governance and local assurance process requirements.**

SS thanked NT and CBC for leading governance of the programme and asked whether there is any information regarding the timeline for drawing down funding. NT confirmed there will be a rolling programme of funding allocation, initially on a quarterly basis and moving to annually thereafter.

Adam Godfrey (AG) referred to the 'wheel' diagram and queried the Corporate Projects Assurance Group (CPAG). NT explained that this is an internal project monitoring and assurance group within CBC, chaired by the Chief Executive and attended by the S151 officer. Stakeholder engagement beyond CBC as the accountable body will take place through the development of Business Case and Summaries and the Town Deal Board (including Sub-Groups and Project Boards). All groups are encouraged to work in collaboration and across shared areas of interest.

Patrick Warner (PW) thanked NT for the presentation and his work on governance.

#### 4. Project updates

- a. Innovation Centre** - Clem Smith (CS) presented a summary of the business case for the Crawley Innovation Centre, including:
- Coast to Capital LEP secured £8.6m from Getting Building Fund (GBF) to invest in design, build and delivery of a Crawley Innovation Centre
  - Towns Fund allocation £2.5m of which £1.6m will be used as revenue 'pump priming' for the project.
  - The project fits the Economic Recovery Plan's 'Green Transformation' priority by focusing on technological development of clean and low-carbon energy appliances to retrofit homes and commercial premises.
  - Two location options being considered within Manor Royal
  - Delivery objectives to design, build and launch the Centre, appoint a third-party managing agent to run it and create flexible, versatile space for micro-businesses and SMEs to grow and scale activities.
  - Proposed technology 'USP' includes clean and green energy, transportation and quantum technologies.
  - Next steps to submit GBF business case to LEP Investment Committee on 13<sup>th</sup> December. Presentation of full business case to Town Deal Board in January, followed by formal CBC approval in February 2022.

Jeff Alexander (JA) welcomed the presentation and expressed strong support for the project, as chair of the Sub-Group. JA emphasized the importance of ensuring the project is sustainable as an Innovation Centre and does not lessen to a managed workplace. JA would like to see more links to Gatwick Airport and suggested the business plan should take into account the importance of building resilience and diversity within the project.

CS confirmed that he has had direct conversations with GAL about the project and they are keen to be involved in its development, linked to their decarbonization agenda.

Jeremy Taylor (via the in-meeting chat) suggested speaking to Vinci (GAL's owner) as they are leading on the use of sustainable fuel and hydrogen in airport operations and aviation.

PW expressed support for the project and welcomed inclusion of the transportation element as key to providing links to decarbonization. Metrobus are keen to participate in any way they can.

AG was pleased to see the project progressing well. Experience suggests that start-up companies need specific support including legal, finance and property, particularly in terms of helping them to identify and secure grow-on space or bigger premises within the local area.

**b. Manor Royal Micro-Parks** – SS presented an update on the [Micro-Parks](#) project, delivered in four sites (initially) across Manor Royal using Towns Fund 'accelerator' funding. The project is inspired by the stories and history of Manor Royal to create a network of improved facilities, outdoor meeting spaces, public realm, wayfinding and a stronger sense of place.

PW (via the in-meeting chat) reiterated the importance of integrating great public transport with place and bringing vital services, including buses, together.

CM welcomed both presentations, recognizing the importance of celebrating good news of projects coming forward.

<p>Henry Smith MP was invited to provide an update on the aviation sector, reporting that Gatwick Airport Ltd (GAL) has been recovering well over recent weeks however the new Omicron variant places significant uncertainty over the immediate future, particularly in the run up to the festive travel season. HS confirmed that that Airport &amp; Ground Operators Support Scheme is to be extended with up to £4m available to GAL to help manage the ongoing disruption.</p>	
<p><b>5. Next steps</b> NT reiterated that work is on track with business case development progressing well but there is still much to do.</p>	
<p><b>6. Any Other Business</b></p> <p><b>Crawley Bid for City Status</b> – Natalie Brahma-Pearl thanked everyone who has expressed their support for the City Status bid. If anyone else wishes to submit a letter or quote of support, please send it to <a href="mailto:allan.hambly@crawley.gov.uk">allan.hambly@crawley.gov.uk</a> before Tuesday 7<sup>th</sup> December (deadline for bid submission is the 8<sup>th</sup>)</p> <p>NPB explained that this will be the town’s first bid for City Status and will be used as an opportunity to celebrate the 75<sup>th</sup> anniversary of the town in 2022. A copy of the final bid will be shared with the Board.</p> <p><b>Water Neutrality</b> – AG referred to the recent statement from Natural England on water neutrality and queried its impact on economic recovery. CS confirmed that Crawley BC is having intensive conversations with Natural England, Southern Water and the Environment Agency to develop a water neutrality statement but this will take time to progress. In the interim, CBC has developed a screening assessment proforma, endorsed by Natural England, to enable minor and householder applications to recommence. Crawley BC is doing all it can to expedite these discussions for other applications so they can proceed to planning committee.</p> <p>AG requested CBC provide an update on what is being done, in order to keep developers and investors informed.</p> <p><i>Post meeting note</i> – the following <a href="#">press statement</a> was issued on 2 December.</p>	<p><b>ALL</b></p> <p><b>LH</b></p> <p><b>CS</b></p>
<p><b>7. Date of the next meeting</b> CM confirmed that, in accordance, with the timeline previously mentioned, there will likely be meetings of the Town Deal Board in mid-January and late February. Details to be confirmed in due course.</p>	<p><b>LH</b></p>