
SCARBOROUGH TOWN DEAL BOARD

THURSDAY 29th JULY 2021

10AM VIA ZOOM VIDEO CONFERENCING

MINUTES

IN ATTENDANCE

CHAIR David Kerfoot MBE DL DK Kerfoot CS	Sue Anderson-Brown SAB Brunswick Centre
Richard Flinton RF NYCC	Steve Bromham SB Save 9
Marc Cole MC SBC	James Goodall JG Scarborough Town Centre Team
Mike Greene MG SBC	Leigh Brand LB SBC
Tricia Kane TK MHCLG	Kerry Levitt KLV MINUTES SBC
Richard Grunwell RG Scarborough Business Ambassadors	Clare Harrigan CH Beyond Housing
Helen Jackson HJ SBC	Billa Duggal BD SBC
Louise Neale LN NYCC	

1. APOLOGIES

Mark Williamson, English Heritage
Alex Richards, SBC
David Stone, CAVCA
Robert Goodwill MP
Liz Small, NYCC
Jackie Mathers, Coventry University
Rosemary DuRose, Beyond Housing
James Farrar, YNYER LEP

2. MINUTES OF LAST MEETING AND MATTERS ARISING

2.1 Minutes of the meeting held on Thursday 6th May 2021 agreed as a true record.

2.2 No matters arising.

3. REGISTER OF INTERESTS

3.1 DK empathised the importance of keeping the Register of Interests up to date and declaring interests at each meeting.

3.2 RG declared an interest in the Improving Scarborough Cricket Club project.

3.3 **ACTION:** KLV to circulate the Register of Interest form for all Board Members to update their interests.

4. REVIEW OF THE TERMS OF REFERENCE

4.1 The Terms of Reference document with suggested areas for amendments was circulated with the agenda.

4.2 HJ gave a brief presentation on the progress to date and the current stage highlighting the responsibility of the Board moving forward and the suggested amendments.

4.3 RF requested a further amendment to reference 1.3 to include that the Board will have responsibility for oversight on the effective delivery of the projects.

4.4 **ACTION:** HJ to update the Terms of Reference. KLV to recirculate.

5. TOWN DEAL BOARD MEMBERSHIP

5.1 DK asked if the Board were happy to continue with the current Chair arrangements. MG proposed DK remained as Chair. RF seconded. **AGREED: DK will remain as Chair of the Scarborough Town Deal Board.**

5.2 DK also requested Board members consider the current Board membership list and potential gaps. RG raised the issue that some members do not attend any meetings.

5.3 **ACTION:** MG to contact MHCLG to discuss the Board representation required and will prepare a recommendation paper. Board members to feed in any suggestions.

6. BUSINESS CASE DEVELOPMENT PROCESS

- 6.1 HJ gave a presentation on the process each project must go through to ensure they develop a Full Business Case (FBC) compliant with the HM Treasury Green Book.
- 6.2 SBC is the accountable body for the funding and has to approve the FBC before a Summary Document for MHCLG is prepared and submitted. The Chair of the STDB must also sign off the Summary Document. FBCs are not submitted to MHCLG unless requested.
- 6.3 Each project lead will be expected to attend and present the key elements of the FBC and project to the STDB before submission to MHCLG. Each project has indicated which submission date they are aiming for.
- 6.4 **ACTION:** HJ to circulate the presentation slides.
- 6.5 SAB requested an update on the Scarborough Fair project.

The project has just completed the draft Feasibility Study which contains a number of suggestions, including a suggestion for a 'maker space' which will be explored and developed further during Full Business Case development. A robust Steering Group for the project has been established which is taking the project forward.

7. PROJECT UPDATE

- 7.1 HJ gave a brief overview on the current status of each of the projects.
- 7.2 For clarification, FabLab has not yet secured Community Renewal Funding for a pilot scheme but has been shortlisted to go through to Stage 2 of the funding process.
- 7.3 **ACTION:** HJ to circulate the presentation slides.

8. AOB

- 8.1 MG gave an updated on the recent Local Government Reorganisation announcement. MG and RF emphasised that SBC and NYCC are committed to working together to progress the current programme of projects and secure a Devolution Deal. The announcement shouldn't affect the work of the STDB.
- 8.2 DK announced that Ed Asquith is no longer working with the STDB on the communications and would like to record his thanks for the work Ed has undertaken over the last 18months.

9. SCHEDULE OF MEETINGS

9.1 Meetings to be held quarterly in line with MHCLG submission dates. Currently proposed for

- Friday 15th October 2021
- Friday 14th January 2022

9.2 **ACTION:** KLV to confirm these dates work with the timeline for submission and place in diaries asap.