



Minutes of the Connected Coast Board for Mablethorpe and Skegness held on Friday, 10<sup>th</sup> December 2021.  
Held via Zoom.

<b>Attendees</b>	<b>Position</b>	<b>Initial</b>
Chris Baron	Chair	CB
Claire Draper	Vice Chair	CD
Deborah Campbell	Environment Agency	DC
Justin Brown	Lincolnshire County Council	JB
Jacqui Bunce	Lincolnshire Clinical Commissioning Group	JBu
Ivan Annibal	Rose Regeneration	IA
Adrian Clarke	TEC Partnership	AC
Freddie Chambers	Lindum Group	FC
James Brindle	Magna Vitae	JBr
Gill Alton	TEC Partnership	GA
Mick Lazarus	HM Government (DLUHC)	ML
John Henry Looney	Sustainable Direction Ltd	JHL
Cllr Steve Kirk	Portfolio Holder for Coastal Economy, ELDC	SK
Mark Storer	Victoria Atkins MP's Office	MS
Kirsty James	National Trust	KJ
Cllr L Leyland	Leader of East Lindsey District Council	CllrL
Cllr A Tye	Skegness Town Council	CllrA
Alice Ullathorne	Heritage Lincolnshire	AU
Matthew Bentley	Heritage Lincolnshire	MB
Saul Farrell	Heritage Lincolnshire	SF
Michael Gilbert	Heritage Lincolnshire	MG
Pat Doody	GLLEP	PD
Cllr Adrian Benjamin	Mablethorpe & Sutton on Sea Town Council	AB
Stephanie Dickens	Matt Warman MP's Office	SD
Robert Caudwell	Association of Drainage Boards	RC
<b>Officers in Attendance</b>		
Jon Burgess	Economic Growth, ELDC	JBur
Lydia Rusling	Assistant Director Economic Growth, ELDC	LR
Adrian Sibley	Deputy CX (Delivery), ELDC	AS
Samantha Benson	Economic Growth, ELDC	SB
Martin Kay	Funding Manager, ELDC	MK
Tim Sampson	Business Manager, BBC	TS

Item		Action
1.	<b>Welcome</b>	
	CB welcome the board to today's meeting and apologised for the last-minute change to an online meeting due to Government guidelines.	
2.	<b>Apologies</b>	
	Ruth Carver, Louise Ransberry, Michelle Sacks, Joanne Gilkes, John Latham, Caroline Killeavey, Janet Stubbs, Cllr Colin Davie	
3.	<b>Declaration of Interest</b>	
	Pat Doody declared his role as Non-Executive Director of the Lindum Group, and Freddie Chambers as Managing Director of Lindums.	
4.	<b>Minutes of Board Meeting held on 4<sup>th</sup> November</b>	
	Approved with no amendments. MK confirmed that no further update was available on the availability of additional funding from bus operators. Any other matters arising from the minutes to be covered under respective agenda items for this meeting.	
5.	<b>Consideration of Healing the High Street Business Cases (Mablethorpe and Skegness)</b>	
	<p>Alice Ullathorne gave a presentation on Mablethorpe and Skegness High Street Transformation Project. Example of Derby – increase of 15% footfall and from 22% vacancies to 100% occupancy following town centre scheme.</p> <p>Saul Farrell explained the outcome for training and learners supported will be the definition used by Heritage Lottery. There will be a range of opportunities and they are confident it is a realistic target. Requirement to engage with local partners, schools and colleges. scope to vary intervention rate across both schemes.</p> <p>Board Members welcomed the presentation and gave full support for the project, which is developed to Full Business Case. Board members commented on other examples, including Stamford, Cornhill in Lincoln and Gloucester.</p> <p>Justin Brown noted the need to ensure that delivery of future works is considered in the context of a seasonal economy, wherever possible. It was also agreed that linear progress on properties completed and learners supported should be reported back to future Board meetings to monitor progress of forecast outputs.</p> <p>MG – the delivery of each supported application will have to be worked up on a case by case basis with individual businesses. There will be a period of time when shops will not be able to open due to health and safety aspects of the works. Works can be carried out in low season for some businesses. For empty shops works can be carried out in high season which would be a positive sign of progress in bringing vacant properties on the high street back into use.</p> <p>AU confirmed that funding is to be prioritised towards targeted areas in each town. Grants can cover anything from new signage, decluttering and repainting to full repairs and reinstatement of frontages. Project leads will think carefully on intervention levels for each scheme and processes will be in place to ensure fairness and added value on each supported application.</p> <p>There will be a promotional campaign in place to advertise the project.</p> <p>PD agreed to explore any opportunities for additional funding streams to support investment into shop frontages.</p>	

	<p>CB raised the additional opportunity to improve links between Lumley Road and Rutland Road into Tower Gardens as part of the Skegness programme, which was supported by Board Members.</p> <p>AB – exciting presentation and to be mindful of events in the ‘shoulder’ season.</p>	
6.	<b>Work Programme Update</b>	
	<p><b><u>Mablethorpe</u></b> IA gave an update on the Mablethorpe projects.</p> <ul style="list-style-type: none"> <li>• Bringing forward Learning Campus to January.</li> <li>• National Trust, professional team, linked to MK and LR.</li> <li>• Campus for Future Living, MTIF and UoL commitment.</li> <li>• Mobi-Hub – IA meeting with owners.</li> </ul> <p>CB asked whether a final decision has been made on whether to include a swimming pool in the leisure and learning project. IA confirmed that it is currently included in the design proposals, with a swimming pool at the heart of resident’s aspirations.</p> <p>JBur confirmed that Alliance Leisure have been commissioned to carry out detailed design works on the project. The current footprint and leisure mix includes provision of a swimming pool. Max Associates to provide ELDC with revenue modelling of the proposed uses by mid-January to enable final decision to be made on specification and layout.</p> <p>DC confirmed that the EA are heading towards resolution of issues for the Colonnade project with the EA’s PSO team ready to prioritise further negotiation on the Section 30 Agreement when ELDC have provided further updates to the template agreement.</p> <p>JBur confirmed that EA have now supported seasonal overnight accommodation and all year-round day use of the lodge units, which is welcomed. It is anticipated that an updated copy of the S30 Agreement will be shared with the EA in January with an aim to complete negotiations by the end of March. Completion of the S30 Agreement will not delay submission</p> <p>ML confirmed that there is some leeway in the end of March deadline for Full Business Case submission, especially where this would only be a number of weeks, rather than months.</p> <p><b><u>Skegness</u></b> IA gave an update on the Skegness projects</p> <ul style="list-style-type: none"> <li>• Cultural Skegness – MV progressing with LK2.</li> <li>• Learning Campus – professional team leading.</li> <li>• Interchange – professional EMR team leading (detailed information from Stagecoach still awaiting).</li> <li>• Skegness Foreshore – positive Prospectus feedback. JB – Plan B would be local authority intervention.</li> <li>• Hardys and Police Training Centre – approved and awaiting funding agreement to be finalised.</li> </ul> <p>JBur will provide an update on the match funding profile for Skegness Foreshore Project.</p>	JBur

	<p>It was agreed that Risk Register updates at a project and programme level should be brought to each board meeting and all sub-group meetings with an action plan for mitigation to reduce risks in our control. Concern was noted on the number of individual red risk items, but it was also acknowledged that each project overall is currently at green or amber for delivery.</p> <p>CB asked for confirmation on the number of new catering covers that will be provided throughout the Mablethorpe projects.</p> <p><b><u>Risk Register</u></b></p> <ul style="list-style-type: none"> <li>• Ivan presented spreadsheet, to note this is early stage whilst FBC's are in development.</li> <li>• Learning Campus – scale and complexity.</li> <li>• Colonnade – Section 30 agreement to be finalised.</li> <li>• JB – we also require programme level risk management.</li> <li>• Jacqui Bunce – sub group dates needed in diaries now. MK to action.</li> <li>• CB – Board requirements to be integrated.</li> </ul>	MK
<b>7.</b>	<b>Proposed Allocation of 5% Funding</b>	
	Proposal accepted with full support from all those in attendance.	
<b>8.</b>	<b>Governance</b>	
	<p>SK confirmed that only 9 Skills Audit reports returned to date. Please can all those that have not already completed the form, do so and return to Samantha Benson ASAP.</p> <p>Terms of Reference will be submitted by officers for comments by 7<sup>th</sup> January 2022.</p> <p>Audit Report – Assurance Lincolnshire report to be circulated to the board by the first week in January.</p>	
<b>9.</b>	<b>Communications and Engagement Workshop</b>	
	<p>CD confirmed that the workshop held on November 25<sup>th</sup>, with a positive turnout and a number of positive recommendations emerging for action. Updated branding guidance has been circulated which includes requirements of HM Government (rather than individual Government departments).</p> <p>Claire Draper introduced the comms/engagement paper;</p> <ul style="list-style-type: none"> <li>• Clear timeline to spread the good news required.</li> <li>• Multi—user Trail – photo opportunity.</li> <li>• Requirement for plain English in all communications.</li> <li>• LR highlighted Board member requirements would be integrated into the ToR, project leads requirements will be integrated into the funding agreements.</li> <li>• JBur highlighted that comms/engagement is a requirement of the FBC.</li> <li>• New administrator/coordinator role will be recruited as part of Tim/Martin team.</li> <li>• ML wants to work alongside Board to highlight the work to ministers.</li> </ul> <p>LR summarised that future approach to communications would be based around a new coordinator role in ELDCs Towns Fund Team providing a central point of contact and information for all projects to monitor and plan ongoing communication/engagement - with an external agency to provide specific, time limited support on external promotion</p>	

	<p>and advertising. Brief for agency support to be finalised in January. New coordinator post to be advertised before Christmas.</p> <p>Role of Board Members in promoting projects as ambassadors for the Towns Fund to be integrated into the updated Terms of Reference.</p> <p>Role of individual projects in following branding guidelines to be covered in funding agreement</p> <p>SD asked whether communications and engagement is being considered as part of the Full Business Case work. JBur confirmed that we are following the Towns Fund Delivery Partner business case template which does include specific questions and guidance on stakeholder engagement and communications.</p>	
<b>10.</b>	<b>Presentation on Campus for Future Living</b>	
	Board agreed to defer the detailed presentation to 28 <sup>th</sup> January board meeting. LR provided an update on the overall scheme objectives and outcomes.	
<b>11.</b>	<b>Any other Business</b>	
	<p>CB summarised the five key points of the meeting as:</p> <ul style="list-style-type: none"> <li>• Making sure that Board Members get out and talk about the Heritage Lincolnshire Town Centre project and opportunities for local businesses;</li> <li>• The need to bring regular updates on risk register and Gantt charts for each project and overall programme back to each Board and sub-group meeting for ongoing review. Board Members ask to share thoughts on how these spreadsheets can continue to be improved;</li> <li>• Board Members asked to consider opportunities for sponsorship of new projects to help boost further awareness and credibility of what we are delivering;</li> <li>• CB asked for further consideration to be given to whether any of the Full Business Cases scheduled for March could be brought forward to February for Board sign off;</li> <li>• CB asked all Board Members to return skills audit information as soon as possible.</li> </ul> <p>CB - Technical subgroup meetings to be put in diaries asap. MK to action.</p>	MK
<b>12.</b>	<b>Next Meeting</b>	
	<p>20<sup>th</sup> January 2022 update to now be a full board meeting and currently scheduled for RAMCO offices.</p> <p>Items for the agenda will include briefing on the Skegness Gateway, Learning Campus business case and update on the Campus for Future Living.</p>	