

HARLOW GROWTH BOARD
Friday 25 September 2020 at 10.00 am
Zoom - Online

AGENDA

1. Introductions and Apologies
2. Minutes from August 2020 meeting (Pages 2 - 5)
3. Signing off the Terms of Reference for Harlow Growth Board
(Pages 6 - 9)
4. Update on the Development of the Town Investment Plan
 - a) Signing off the Harlow TIP Vision (Page 10)
 - b) Review and Sign Off of Priority Projects for the TIP (Page 11)
 - c) Sign off the Stakeholder Engagement Plan
5. Presentation on the Garden Town Transport Strategy Consultation
6. Any Other Business

**MINUTES OF THE HARLOW GROWTH BOARD
HELD ON**

19 August 2020

10.00 - 11.30 am

PRESENT

Committee Members

John Keddie (Chair)
Michael Beard
Suzanne Bennett
Mark Doran
Councillor Tony Durcan
Mark Durham
Darren Geater
Robert Halfon MP
Michael Harrowven
Councillor Mark Ingall

Brian Keane
John McGill
Iain McNabb
Michael Milan (on behalf of Fiona Bodle)
Guy Nicholson
Julien Sample (on behalf of Will Allanson)
Chris Snow

Officers

Alex Chrusciak
Egan Duggan
Alison Fox
Jane Greer
Oliver Gillard

Claire Hamilton
Julie Houston
Sarah Langmead
Adam Rees

Also Present

Rob Macnee
Josh Stott

1. **INTRODUCTIONS AND APOLOGIES**

John Keddie welcomed the group and introductions were made by all attendees. Apologies were received from Will Allanson, Jemma Mindham, Fiona Bodle, Leonie Tipton, Rebbecca Collings and Mark Carroll.

2. **MINUTES OF PREVIOUS MEETING**

Agreed.

3. **AGREEING TERMS OF REFERENCE FOR HARLOW GROWTH BOARD**

The board discussed the draft terms of reference. It was agreed that Harlow Council's membership would include two councillors, Councillor Mark Ingall (with Councillor Eugenie Harvey acting as a substitute) and Councillor Tony Durcan.

Guy suggested that the Terms of Reference clarified the relationship of the Growth Board to the statutory bodies of Harlow Council and Essex County Council.

It was explained that the Growth Board is the body that is responsible for the development and signing off of the Town Investment Plan / Town Deal and Harlow Council is the accountable body.

It was agreed that the terms of reference were amended to include Anglia Ruskin University as a board member.

John Keddie invited all members of the Board to be aware of the Nolan Principles. <https://www.gov.uk/government/publications/the-7-principles-of-public-life/the-7-principles-of-public-life--2>

4. **PRESENTATION ON THE PHE RELOCATION TO HARLOW ECONOMIC IMPACT ASSESSMENT**

Update on PHE: Michael Beard provided an update on the recent announcement made by the government regarding Public Health England becoming the National Institute of Health Protection (NIHP). The announcement is very recent, and there are still decisions to be made internally. However, with regard to the move to Harlow nothing has changed and they are carrying on with the programme.

Robert Halfon MP stated that he had spoken with the new chair of the NIHP and he remains optimistic as the new organisation will still need labs.

PHE move to Harlow Economic Impact Assessment Report: The Board received a presentation from Josh Stott and Rob Macnee from Steer on their report on the economic impact assessment of the proposed relocation of PHE to Harlow. The presentation highlighted that the move would result in direct, indirect and induced jobs and added GVA per year amounting to 1600 jobs and £78m GVA per year.

The report outlines a number of recommendations for action to be taken by partners to help maximise the economic benefits of PHE's move to Harlow. The recommendations relate to the labour market, Business Research and Innovation, Infrastructure and Assets, Health and Wellbeing and Leadership.

Action: Officers to set up the subgroup of the Growth Board focussing on the relocation of PHE to Harlow and to start to work on the recommendations.

5. UPDATE ON DEVELOPING THE TOWNS FUND - TOWN INVESTMENT PLAN SUBMISSION

Jane Greer explained that the deadline for submission of the Towns Fund bid was 30 October and talked through the following key dates:

Key Dates

- Deadline for Cohort 2 to submit the TIP is **30th October 2020**
- October Growth Board to sign off submission – **Tuesday 20th October**
- Papers for October Growth Board due to go out – **13th October**
- Draft TIP complete by **Friday 9th October**
- **7 weeks** to complete TIP
 - Section 1 – Context, Strategy, process planning, Community Engagement
 - Section 2 – Details of each project

It was recommended that a steering group of Officers and three members of the Board was established.

ACTION: Set up Steering Group to develop TIP

Agreeing the Vision:

Julie Houston presented the proposed Vision of the Town Investment Plan which had been circulated to members prior to the meeting. The TIP refers to the five year funding horizon and the projects would feed into delivering the Vision.

Iain McNab highlighted that the TIP bid would not be formally assessed on the Vision itself but that it would help the whole submission including the projects to hang from the Vision.

Discussion took place about whether the Vision emphasised Harlow's USP adequately.

Action: It was agreed that the wording of the vision would be reviewed following the meeting and recirculated.

Accelerated £1m Project:

It was also noted that the Council had submitted two projects for the £1m accelerated funding that the government has offered.

Shortlisting the pipeline of potential projects:

Alison Fox detailed the two stage shortlisting process for the 70 potential projects on the long list that was previously circulated to the Board. Suzanne offered to share learnings from SELEPs experience of similar processes.

Creating the evidence base:

The Towns Fund webpage has useful data dashboards available at:
<https://townsfund.org.uk/dashboard>

Julie highlighted a few statistics on Harlow economy including skills profile and the impact that Covid-19 measures have had on the workforce.

6. **UPDATE ON THE FUTURE HIGH STREET FUND SUBMISSION**

The Future High Street Fund was submitted at the end of July. The outcome is expected sometime in the autumn. A summary would be circulated.

Action: circulate summary of the Future High Street Fund bid.

7. **ANY OTHER BUSINESS**

None.

HARLOW GROWTH BOARD
Terms of Reference (Draft v1.2)

1. THE ROLE OF THE HARLOW GROWTH BOARD

The Harlow Growth Board is a partnership of key stakeholders from the public, private and third sector which have a strong presence in Harlow.

The Board will represent the Harlow District Council Local Authority area and its potential as part of the wider UK Innovation Corridor.

The Growth Board will have the oversight of and provide strategic direction for the town's growth and prosperity. It is the vehicle through which the vision and strategy for the town is created. This strategy will set out the future for Harlow over the short, medium and longer term. It will support the development of and implementation of a Town Investment Plan (TIP) which will be submitted as part of the MHCLG Towns Fund.

It will also be the strategic partnership to coordinate the range of projects that are due to take place within Harlow over the coming years, including the relocation of Public Health England, regeneration of the Town Centre, the delivery of the Harlow Science Park and Enterprise Zone, Harlow and Gilston Garden Town and the provision of the new Princes Alexander Hospital.

The functions of the Board are to:

- 1) Act as a forum to work collectively to provide the vision and strategic direction to drive the long term economic growth and prosperity of the town.
- 2) Provide insight from its members from different perspectives to support the development and growth of the town ensuring it is a vibrant, attractive and sustainable place to live and work.
- 3) Create a pipeline of potential projects that will help deliver the Board's agreed vision and strategy ready to take advantage of funding and opportunities as and when they occur.
- 4) Develop and oversee the delivery of the evidence based Town Investment Plan (TIP) as part of the MCLG Towns Fund bid and monitor its implementation.
- 5) Support the effective engagement of key stakeholders in the work of the Board including the delivery of the Town Investment Plan and Towns Fund.
- 6) Work together and coordinate resources to maximise the benefits that can be achieved from the major projects seeking synergy and mutual benefits at all times.
- 7) Act as advocates for Harlow at local, regional and national levels to secure investment in the town.
- 8) Enable government at all levels to align their investments policies and decisions to maximise the benefits helping to ensure coherence and avoid overlap.
- 9) Participate and lead on undertaking stakeholder and community engagement to ensure a sense of ownership of the delivery of the Board's objectives and work programme.
- 10) Act as critical friends to the development and implementation of major projects within Harlow to ensure the best outcomes are achieved for the town.

2. BOARD MEMBERSHIP

The Board is made up of standing members comprising:

- An independent chair from the private sector
- The local MP for Harlow
- The Leader of Harlow Council
- Chief Executive, of Harlow District Council
- Cabinet Member for Economic Development, Essex County Council
- Director of Sustainable Growth, Essex County Council
- A representative of the South East Local Enterprise Partnership
- A representative from Public Health England
- A representative from Princess Alexandra Hospital
- A representative of the CCG
- A representative of Harlow College
- A representative of Anglian Ruskin University (ARU)
- Chair of the Harlow Gilston Garden Town Board
- A representative from Department for Business, Energy & Industrial Strategy
- A representative from Homes England
- A representative from the LSCC Innovation Corridor
- A representative of Rainbow
- Chair of the Harlow Art Trust
- A DWP representative
- Chair of Harlow and District Chamber of Commerce
- Representatives from large businesses that have a base within Harlow

Board members may send substitutes to individual meetings and must let the secretariat chair know in writing 3 days before the meeting. Substitutes may vote.

Subgroups and Task and finish groups will need to be set up for specific projects/opportunities going forward and Board members will need to delegate appropriately to these.

Supporting Officers

A limited number of supporting officers may attend the Growth Board meetings but may not speak (unless presenting) or vote at the meeting.

3. BOARD MEETINGS

Meetings shall usually be held on a bi-monthly basis. Meetings may be called as and when required to ensure that critical timescales are met.

No decisions shall be made at any Board meeting unless a quorum is present. The quorum shall be eight voting members.

Voting

Where a decision is required the Board shall try to reach a consensus view. Where this is not possible there will be a vote.

Each Board member shall have one vote, supporting officers from the organisations listed above can attend meetings but do not have a vote.

The Chair shall have a second or casting vote.

Secretariat

Harlow District Council, as Lead Council, will provide a secretariat function which will involve organising meetings, preparing and circulating agendas and producing minutes.

Agendas and accompanying reports shall be published at least 5 clear working days in advance of a meeting and sent to all members of the Board.

Agendas and reports will be published on Harlow District Council's website unless it is agreed by the Chair that these items are of a confidential nature.

Minutes of all meetings will be public documents

4. BOARD MEMBERS CONDUCT

All Board members are expected to adhere to the Nolan Principles¹

Declarations of Interest

The Members recognise that it is essential that the business of the Board is conducted in an open and transparent manner.

Members must therefore declare a personal interest in any item on the agenda.

Declaration involves stating the interest and the nature of the interest. Once the interest is declared, then a Member may speak on the item but must not vote on it.

5. ROLES AND RESPONSIBILITIES

Chair

The role of the Chair is to lead the Board in delivering its objectives and work programme effectively.

The key responsibilities of the post are to:

- Effectively chair meetings of the Board, leading it towards decisions that ensure the strategic vision and key objectives of the Board are delivered.
- Provide strategic leadership and direction to ensure that the Board achieves its goals
- Lead the efforts of the Board to develop, agree and implement a Town Investment Plan for Harlow
- Ensure that the Board always adheres to high standards of ethics and governance.
- Ensure the active participation and engagement of all Board members. Exert a casting vote in Board decisions if circumstances so require

¹ <https://www.gov.uk/government/publications/the-7-principles-of-public-life>

Board Members

The duties and responsibilities of a Board member are to:

- Attend meetings of the Board and to nominate an appropriate named alternative where attendance is not possible.
- Actively support the role and functions of the Board.
- Contribute knowledge and expertise to the discussions of the Board and to work collaboratively to support the delivery of the Boards objectives including the successful delivery of the TIP.
- To be an effective advocate for Harlow at local, regional and national level working effectively with partners and individuals
- To participate in subgroups and task and finish groups of the Board as appropriate.

6. CHANGES TO THE TERMS OF REFERENCE

The Terms of Reference of the Board may be amended by the Board at any meeting subject to a majority vote.

Harlow Town Investment Plan Vision:

The pioneering town of Harlow, located at the heart of the UK Innovation Corridor between London and Cambridge, will grow inclusively into a vibrant new Garden Town, embracing exciting opportunities to build on our existing sectors in health, science and technology, innovation and creativity.

Harlow will have a thriving, enterprising and vibrant town centre and with a beautiful town park at its core. Our town and its neighbourhoods will be connected through strong community networks, high quality digital infrastructure, and people friendly route ways highlighting our internationally renowned public sculpture.

The Enterprise Zone and Harlow Science Park will lead the transformation of all our dedicated employment areas, delivering an environment where business and enterprise can, start up and scale up and invest. Our people will have access to high quality skills training pathways that will enable them to aspire to and access quality employment. Our mission is to drive economic success and prosperity for all.

We will achieve this through the following objectives:

- A. **Maximising the economic and social benefits to Harlow and the Town Centre by leveraging major investments** such as the relocation of Public Health England, the Harlow Science Park and Enterprise Zone, the new Princess Alexandra Hospital, Town Centre Regeneration and the Harlow & Gilston Garden Town project.
- B. **Reimagining the town centre as a place that people will live, work and socialise to ensure it is a vibrant and thriving place.**
- C. **Aligning and developing skills of local residents to take advantage of future employment opportunities.** Driving investment in skills training infrastructure to better align the skills of local people to take advantage of the more diverse range of emerging employment opportunities.
- D. **Creating modal shift in transport and better connecting the Town Centre.** Investing in strategic infrastructure (road, rail and digital) to create modal shift and economic benefits that makes the best of our geographical location at the centre of the UK Innovation Corridor.
- E. **Creating a sustainable, functioning new Garden Town that integrates into the existing Town.** Fostering the new Garden Town community that will enjoy a great environment where all can prosper. A functioning healthy town that meets people's needs without the need to commute out.
- F. **Piloting and adopting science and technological innovation to support the regeneration and prosperity of the town.** Building on our heritage of innovation we will embrace technologies to enable the reinvention of the town for our current and future generations.
- G. **Enhancing and developing the arts and cultural offer for visitors and residents.** Enhancing, promoting and encouraging investment in our cultural offer including the town museum, sculpture trail, the new Playhouse Quarter, gallery and artist spaces and our green spaces to maximise the visitor economy and enrich the quality of life of the town.

	PROJECTS	OVERALL ASSESSMENT SCORE	ESTIMATED BUDGET
1	Development of a local Institution of Technology to support the Innovation Corridor	78%	£2,000,000.00
2	Development of "Digital Harlow" as a SMART Town through the introduction of free WiFi in key locations, the use of Internet of Things (IoT) sensors and local digital platforms and apps.	72%	£1,500,000.00
3	Development of pilot Transport Hubs and improvements to the Town Centre sustainable transport/bus interchange	70%	£5,500,000.00
4	Build out Central Zone 4 of Harlow Science Park (the heart of the campus) including a café and nursery.	69%	£5,000,000.00
5	Riverway / Cambridge Road new road junction for Enterprise Zone access.	68%	£4,000,000.00
6	Broad Walk improvements	67%	£2,000,000.00
7	Regeneration of Bush Fair and Staple Tye Neighbourhood Centres including the development of flexible working space on current depot space.	63%	£3,000,000.00
8	Support the arts and cultural offer within the Town Centre through the creation of flexible spaces including the relocation of the Gibberd Gallery.	62%	£2,000,000.00
9	Creation of Harlow Digital Skills hub at Civic Centre	60%	£3,000,000.00
10	Cycle Network - modernising & enhancements	59%	£3,000,000.00
11	Demonstrator site of Modern Methods of Construction homes located on Harlow College campus.	59%	£1,500,000.00
12	Ensure the sustainability of the Harlow College Construction Hub currently located at the PHE building.	54%	£1,000,000.00
13	Creation of additional space and improvement at Harlow Museum	53%	£3,000,000.00
14	Creation of new employment space at Templefields Enterprise Zone site.	51%	Unknown
15	Redevelopment of Greyhound Toilet building into Arts Visitor / Wellbeing Hub	48%	£250,000.00
16	Infrastructure investment to improve and expand the Parndon Mill creative business centre (including Water connection and expansion of current workspaces for artists, craftspeople, makers, designers and architects.	48%	£1,000,000.00
17	Development of a cycle hire scheme across Harlow	47%	£2,000,000.00
18	Upgrade of Gibberd's House and parking improvements	37%	Unknown
19	Increase capacity of Playhouse theatre	36%	Unknown