

ACTION LOG

Meeting: **Kidsgrove Town Deal Board**

APPROVED

Date: 29th April 2021 4.00 – 4.50pm

Attendees: Gill Burnett (Sports Centre); Dan Gray (Aspire); Jonathan Gullis (MP) [part]; Lisa Healings (VAST); Paul Hodgkinson (Keele Uni); Nicola Lewis-Smith (CRT); Simon Martin (CRT); Mark Parkinson (SSLEP); Julian Pye (ARUP); Cllr Mike Stubbs (Kidsgrove TC); Cllr Simon Tagg (NuLBC Member); Andrew Thomson (N'hood Plan); Rob Timmis (King's School) [part]; Cllr Paul Waring (KTCCIC).

Support Officers: Gail Edwards (SCC); Trudi Barnard, Mark Laywood, Simon McEneny, Sarah Wilkes (NuLBC).

Apologies: Anne Boyd (SSLEP); Ian Donaldson (Autonet); Rob Leese (DWP); Zoe Papiernik-Bloor (Audience Agency); Emily Verow (King's School); Cllr Philip White (SCC Member).

	Issue	Action	By	Due Date	Compl
1.	Welcome and Introductions The chair welcomed everyone to the meeting.				
2.	Declarations of Interest None noted				
3.	Action Log from previous meeting: The Action Log was accepted as a true record of the meeting. Matters arising: <ul style="list-style-type: none"> Paul Hodgkinson raised the need for a communications plan based around the key programme milestones. This is in progress but has been delayed in order to concentrate on the fast track project. The Community Engagement plan is available on the KTD web page. 	Comms Plan to be developed	TB/ML	Ongoing	Carry over to next meeting
4a.	Update on progress with Town Deal - Fast track project (Kidsgrove Sports Centre) <ul style="list-style-type: none"> The Project Confirmation Form was submitted to the Towns Fund on 26 Mar 21. 				

	<ul style="list-style-type: none"> • Consultancy firm Stantec was appointed to develop the Green Book compliant Business Case, which was completed on 14 Apr 21. • The Project Summary Form and Monitoring & Evaluation plan were submitted to Towns Fund on 15 and 28 Apr 21 respectively. • MHCLG are now in receipt of all requested information and we await a letter from the minister with permission to proceed with the project. 	Update KTDB when this permission has been received.	TB	TBC	This has now been received
4b.	<p>Update on progress with Town Deal – other projects.</p> <ul style="list-style-type: none"> • With respect to the other TIP projects, the deadline for submitting the Project Confirmation forms is 17 May 21 (two months after submitting the signed Heads of Terms). • Meetings have been taking place with project stakeholders to re-scope the projects and the forms will be completed and submitted to MHCLG by the deadline. • Although these projects are not 'fast track', NuLBC and KTDB members are keen to progress them as quickly as possible. • Due to capacity issues at NuLBC, preparing the Business cases sequentially was discussed. Paul Hodgkinson suggested that doing them simultaneously, with support from other KTDB members, might mean that Kidsgrove would be in a position to bid for other towns' underspend (NB: there is no evidence as yet that the Towns Fund programme will have any spare funding). • Simon McEneny requested that the KTDB agreed to working on the Chatterley Valley project next in order to obtain funding in this financial year to allow work to begin this financial year. <p>DECISION: Agreement from the majority of board members present by show of hands to prioritise the Chatterley Valley project for Business case development.</p> <ul style="list-style-type: none"> • Several KTDB members requested a timeline to better understand the process. 	<p>NuLBC officers to complete and submit Project Confirmation forms for remaining TIP projects.</p> <p>NuLBC officers to begin work on CV Business Case.</p> <p>NuLBC officers to circulate timeline.</p>	<p>TB/ML</p> <p>SM/TB/ML</p> <p>TB</p>	<p>17/05/21</p> <p>Report on progress at next meeting</p> <p>09/06/21</p>	<p>All forms submitted by deadline</p> <p>Ongoing</p> <p>Draft issued at Jun mtg</p>

	<ul style="list-style-type: none"> To ensure possible funding opportunities would not be missed, it was suggested that a standing agenda item was added to consider how other projects could be taken forward. 	Add non TD projects to agenda as standing item.	TB	05/06/21	Done
5.	<p>Update on advanced funding projects</p> <ul style="list-style-type: none"> KTDB members were shown a short visual presentation on progress. <p>SPORTS CENTRE</p> <ul style="list-style-type: none"> Strip out works have been completed. Next phase will start once TD funding has been confirmed. <p>KING'S SCHOOL OUTDOOR PITCHES</p> <ul style="list-style-type: none"> Work is completed and Community Use agreement is in progress. <p>CLOUGH HALL PARK</p> <ul style="list-style-type: none"> New gates are in place. All other work should be completed by end May 21. <p>NEWCHAPEL RECREATION GROUND</p> <ul style="list-style-type: none"> Pump track construction is underway and should be completed end May 21. 	Update on all projects at next meeting	SM	Ongoing	Ongoing
6.	<p>AOB</p> <ul style="list-style-type: none"> Under the KTDB Terms of Reference, membership and roles are due for an annual review. The Chair proposed that this would take place at the next meeting in June. The Chair also requested that members made their views known on whether/when they would wish to start meeting in person (as opposed to electronically) again and for which meetings, accepting that this would be different for individuals and better to understand views in advance. 	Further information on both these points to be circulated prior to the next meeting.	TB	07/06/10	Complete Complete
7.	<p>Date of next meeting</p> <p>4pm, Thurs 10th June 2021, via Zoom (TBC).</p> <p>Sub-groups to meet approximately one week before KTDB.</p>	Note date in diary	ALL	ASAP	Complete

