

ACTION LOG

Meeting:

Kidsgrove Town Deal Board

APPROVED

Date:

22nd October 2020 4.00 – 5.40pm

Attendees: Gill Burnett (Sports Centre); Ian Donaldson (Autonet); Dan Gray (Aspire); Paul Hodgkinson (Keele Uni); Rob Leese (DWP); Nicola Lewis-Smith (CRT); Simon Martin (CRT); Mark Parkinson (SSLEP); Cllr Kyle Robinson (Kidsgrove TC); Cllr Simon Tagg (NBC Member); Andrew Thomson (N'hood Plan); Emily Verow (King's School); Cllr Paul Waring (KTCCIC); Cllr Philip White (SCC Member).

AECOM: Alex Heath; Bob Perkins, Gareth Brown. **ARUP:** Julian Pye

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

Apologies: Jonathan Gullis (MP); Lisa Healings (VAST); Zoe Papiernik-Bloor (Audience Agency); Dr Emma Sutton (Primary Care Network).

	Issue	Action	By	Due Date	Compl
1.	The Chair reminded Board members that this was the last meeting before the submission of the TIP and expressed his thanks to them for their support, perseverance and willingness to respond. AECOM were also thanked for their professionalism and support in reaching this stage.				
2.	Declarations of Interest None noted				
3.	Action Log from previous meeting: The Action Log was agreed as a true record of the meeting. Matters arising: <ul style="list-style-type: none"> Members were reminded to send profiles for the website if not already done so (MHCLG require that these are published). Query from Paul H re in-kind contributions – awaiting response from MHCLG contact. MHCLG confirmed that projects cannot be co-funded by separate Town Deals. Therefore the Chatterley Valley project must be wholly funded by the KTD (see DECISION below). 	Send profiles to Trudi Barnard Report back as subsequent meeting	ALL ML	29/10/20 Ongoing	Ongoing See Dec 2020 Action Log

	<ul style="list-style-type: none"> Submitting with the TIP, a letter signed by all members is too problematical under current circumstances. However, the Chair/vice-chair will contribute a foreword to the TIP on behalf of the KTD Board. 	Circulate to chair/vice-chair for approval	AECOM	26/10/20	Done
4.	<p>Governance arrangements including revised Terms of Reference (Board Approval required)</p> <p>The Terms of Reference were circulated to KTDB members prior to the meeting and additional comments were added. Members were asked to accept the revised version.</p> <p>DECISION: Unanimous agreement from all board members present by show of hands to accept revised Terms of Reference.</p>	<p>Terms of Reference to be published on Town Deal web page.</p> <p>Note decision.</p>	TB	30/10/20	Done
			ALL	30/10/20	Done
5.	<p>AECOM presentation of final draft of TIP (Board Approval required)</p> <ul style="list-style-type: none"> The TIP has been the subject of a 'Check and Challenge' review by ARUP, the MHCLG appointed consultants. Comments were overall very positive and have been taken on board in this final draft. AECOM outlined key points that were being addressed in the narrative section of the TIP. KTDB members discussed the document and additional comments were noted by AECOM. AECOM also outlined key points for individual projects/themes which KTDB members discussed. Additional comments were noted by AECOM. <p>NB: SCC proposed that an element of optimism bias be added to the Chatterley Valley project, in line with Green Book requirements. At this stage of a standard civil engineering project the appropriate increase figure would be 44%, adding an additional £1.2m to the current total ask of £3.68m. The KTDB agreed in principle but more information was needed from MHCLG.</p> <p><i>ML subsequently emailed KTDB members to inform them that MHCLG had been contacted to determine the degree of flexibility to redirect funds within the overall financial envelope subject to a successful award. ML confirmed that, at this stage, MHCLG are leaning towards offering the ability to move funding from any</i></p>	<p>Send any final comments on TIP to AECOM by Mon 26th Oct.</p> <p>Contact MHCLG re moving funding between projects.</p>	ALL	26/10/20	Done
			ML	23/10/20	Done

	DECISION: Unanimous agreement from all board members present by show of hands to approve the Chair/Vice-Chair approving any last minute amendments to the TIP.	Note decision.	ALL	30/10/20	Done
6.	AOB Cllr Tagg confirmed the in principle support of the Cabinet for the TIP, which will go formally to Cabinet on 14 th November. The Chair formally expressed his thanks to all KTDB members for their support in getting the TIP ready for submission. The AECOM representatives were also formally thanked for their hard work and professionalism.				
7.	Date of next meeting 4pm, Thursday 10 th December 2020, via ZOOM (joining details to be sent separately).	Note date in diary	ALL	ASAP	Done

Abbreviations:

KTD – Kidsgrove Town Deal

KTDB – Kidsgrove Town Deal Board

NBC – Newcastle-under-Lyme Borough Council

SCC – Staffordshire County Council

CRT – Canal & River Trust

CV – Chatterley Valley

LEP – Local Enterprise Partnership

MHCLG – Ministry of Housing, Communities and Local Government

TIP – Town Investment Plan

ML – Mark Laywood