

ACTION LOG

Meeting:

Kidsgrove Town Deal Board

Approved

Date:

10th September 2020 4.00 – 5.30pm

Attendees: Gill Burnett (Sports Centre); Dan Gray (Aspire); Lisa Healings (VAST); Paul Hodgkinson (Keele Uni); Nicola Lewis-Smith (CRT); Zoe Papiernik-Bloor (Audience Agency); Mark Parkinson (SSLEP); Cllr Kyle Robinson (Kidsgrove TC); Cllr Simon Tagg (NBC Member); Andrew Thomson (N'hood Plan); Rob Timmis (King's School alternate); Cllr Philip White (SCC Member).

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

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

Apologies: Ian Donaldson (Autonet); Jonathan Gullis (MP); Alex Heath (AECOM); Rob Leese (DWP); Simon Martin (CRT); Simon McEneny (NBC); Emily Verow (King's School); Paul Waring (KTCCIC); Dr Emma Sutton (Primary Care Network).

	Issue	Action	By	Due Date	Compl
1.	<p>The chair welcomed:</p> <ul style="list-style-type: none"> New member to the Board Mark Parkinson, as SSLEP representative, replacing Emily Wilson. Rob Timmis, standing in for Emily Verow (King's School). <p>The chair reminded board members to send a short personal profile for the web page, as required to comply with the MHCLG guidance.</p>	Send profiles to Trudi Barnard (see email for requirements).	ALL	30/09/20	Ongoing
2.	<p>Declarations of Interest</p> <p>None noted</p>				
3.	<p>Action Log from previous meeting:</p> <p>The Action Log was agreed as a true record of the meeting.</p> <p>Matters arising:</p> <ul style="list-style-type: none"> Item 5: No further contact details have been received by AECOM. All other items either completed or picked up on agenda. 				
4a.	Town Deal advance payment update:				

	<ul style="list-style-type: none"> • See presentation for details. • The KTD Board wish to track progress with the Kidsgrove projects through the receipt of regular reports. • Cabinet has agreed that NBC will procure goods and services for the delivery of the Kidsgrove projects using their standard procurement procedures, once the funding has been received. 	Add as standard item to future agendas.	TB	Ongoing	Done – KTDB will oversee delivery
4b.	<p>The TIP (Town Investment Plan 1st draft):</p> <ul style="list-style-type: none"> • Vision statement – unchanged from previous meeting. • Objectives – based on the three priorities agreed in previous meetings:- <ul style="list-style-type: none"> ○ Town Centre ○ Enterprise and skills ○ Health and wellbeing • Cross-cutting themes:- <ul style="list-style-type: none"> ○ Connectivity – strategic links through the station. ○ Clean growth – addressing inequalities as well as sustainability. • Comments of first draft of TIP (preferably as ‘Track changes’ to original document) to be sent to AECOM by 25th Sept. • The final version of the TIP will be published as a prospectus containing images and quotes to illustrate the detail and accompanied by a supporting video. The video production company will be procured using NBC procedures. 	<p>Send comments on TIP to AECOM</p> <p>Send images and quotes for inclusion in the TIP.</p>	<p>ALL</p> <p>ALL</p>	<p>25/09/20</p> <p>23/10/20</p>	<p>Done</p> <p>Done</p>
	<p>Progress on priorities/projects:</p> <p>Town Centre (see presentation for details):</p> <ul style="list-style-type: none"> • Despite several attempts to make contact with property owners (letters and phone calls), response has been low, therefore AECOM is costing out a scheme based on the area over which there is some control. Awaiting information on space requirement of some potential users of hub. • Station – AECOM continuing to meet with East Mids Rail Group to complete the project template for the TIP. • Canal – CRT is assisting with completion of template. 	Report on progress at subsequent meetings.	AECOM	Ongoing	Done

	<ul style="list-style-type: none"> Small business units – waiting to hear from landowner. Current demand is for smaller units The board discussed whether this strand should be the first of the objectives, given the potential to create jobs post Covid. <p>DECISION: By a show of hands the board agreed to Employment, Enterprise and Skills becoming the first objective mentioned in the TIP.</p> <ul style="list-style-type: none"> Paul Hodgkinson questioned whether ‘in kind’ costs could be counted (e.g. time, land) to offset the amount requested in the TIP. <p>Next steps: Board members to respond to requests for comments and information.</p>	<p>Report on progress at subsequent meetings.</p> <p>Explore with MHCLG rep.</p> <p>Send comments on TIP, photos and quotes to be used for final version and profiles for the web pages.</p>	<p>AECOM</p> <p>ML/TB/AECOM</p> <p>ALL</p>	<p>Ongoing</p> <p>01/10/20</p> <p>23/10/20</p>	<p>Done</p> <p>Reply awaited</p> <p>Done</p>
5.	<p>AOB</p> <p>It was suggested that the final TIP includes a support letter signed by all Board members.</p> <p>Information about both town deals is available on the NBC website.</p> <p>https://www.newcastle-staffs.gov.uk/all-services/business/business-information/town-deals-kidsgrove-and-newcastle</p>	<p>To be done</p> <p>Check web pages and pass any comments to Trudi Barnard</p>	<p>DG/TB/ML</p> <p>ALL</p>	<p>23/10/20</p> <p>Ongoing</p>	<p>Letter from chair only</p> <p>Ongoing</p>
10.	<p>Date of next meeting</p> <p>4pm, Thursday 22nd October 2020, via ZOOM (joining details to be sent separately).</p>	<p>Note date in diary</p>	<p>ALL</p>	<p>ASAP</p>	<p>Done</p>

Abbreviations:

KTD – Kidsgrove Town Deal

NTD – Newcastle Town Deal

NBC – Newcastle-under-Lyme Borough Council

SCC – Staffordshire County Council

CRT – Canal & River Trust

ML – Mark Laywood

TB – Trudi Barnard

CV – Chatterley Valley

LEP – Local Enterprise Partnership

MHCLG – Ministry of Housing, Communities and Local Government

TIP – Town Investment Plan