

ACTION LOG

Meeting:

Kidsgrove Town Deal Board

APPROVED

Date:

2nd Sept 2021 4.00 – 5.25pm

Attendees: Gill Burnett (Sports Centre); Dan Gray (Aspire); Lisa Healings (VAST); Simon Martin (CRT); Cllr Mike Stubbs (Kidsgrove TC); Cllr Simon Tagg (NuLBC Member); Andrew Thomson (N'hood Plan); Emily Verow (King's School); Cllr Paul Waring (KTCCIC).

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

Apologies: Anne Boyd (SSLEP); Ian Donaldson (Autonet); Jonathan Gullis (MP); Paul Hodgkinson (Keele Uni); Rob Leese (DWP); Nicola Lewis-Smith (CRT); Zoe Papiernik-Bloor (Audience Agency); Jack Stevens (ARUP); Cllr Philip White (SCC Member); Sarah Wilkes (NuLBC).

| | Issue | Action | By | Due Date | Compl |
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| 1. | Welcome and Introductions The chair welcomed everyone to the first in-person meeting of the KTDB since March 2020 and thanked Kidsgrove Town Council for hosting the meeting and the drop-in session. | | | | |
| 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"> • All actions are either completed, on the agenda or ongoing except: <ul style="list-style-type: none"> ○ Comms plan has not been developed. Action will be carried to next meeting. See AOB. ○ Dan Robson actions to be confirmed. ○ Meeting with Dept for Transport. ○ Letter to Police & Crime Commissioner not yet sent. | Comms Plan to be developed. Check status of actions. Check action with JG. Letter to be written. | TB/ML/RC ML ML/JG DG/TB | 25/11/21 30/09/21 30/09/21 30/09/21 | Circulated at mtg Completed Completed Carried over |

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| 4a. | <p>Board decision on move from thematic to project sub-groups (report).</p> <p>KTDB members discussed the report.</p> <p>DECISION: Agreement from all board members present by show of hands to move from thematic to project sub-groups, subject to the following provisos:</p> <ul style="list-style-type: none"> Do thematic Terms of Reference need amending for project sub-groups? Do KTDB members wish to join any of the sub-groups? Need to ensure non-KTDB members of thematic sub-groups are aware of the change. | <p>Check ToRs and recirculate.</p> <p>Seek views of KTDB members.</p> <p>Contact other members of sub-groups.</p> | <p>TB</p> <p>TB</p> <p>TB</p> | <p>30/09/21</p> <p>30/09/21</p> <p>30/09/21</p> | <p>Completed</p> <p>Completed</p> <p>Completed</p> |
| 4b. | <p>Board decision on business case approval (report).</p> <p>KTDB members discussed the report.</p> <p>DECISION: Agreement from all board members present by show of hands to allow Chair/vice-chair/senior NuLBC officer to approve last minute amendments to business cases to allow timely submission, subject to following provisos:</p> <ul style="list-style-type: none"> Board members would receive the business cases for comment as part of the submission process. Major changes would be taken back to KTDB. | <p>Add to Terms of Reference</p> | <p>TB</p> | <p>30/09/21</p> | <p>Completed</p> |
| 5a. | <p>Town Deal projects – Chatterley Valley update</p> <ul style="list-style-type: none"> Business Case was submitted 06 Aug 21. Approval expected Oct 2021. Going to planning committee on 14 Sept 21, work expected to start in Mar 2022. Case for using business rates retention to fund viability gap going to County Council in Oct 2021. Next steps include confirming the payment schedule from Towns Fund and finalising the funding agreement with Harworth. Agreed that this would come back to KTDB for funding approval decision at next meeting. | <p>Report progress at next meeting</p> <p>Funding approval decision</p> | <p>RC</p> <p>RC</p> | <p>25/11/21</p> <p>25/11/21</p> | <p>Completed</p> <p>Decision at Nov mtg</p> |

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| 5b. | <p>Town Deal projects – Kidsgrove Station</p> <p>Interviews with potential consultants to deliver the business case will take place on 17 Sept 21.</p> <p>EMR has submitted a fee schedule for the Town Deal work carried out so far and in the future.</p> <ul style="list-style-type: none"> As EMR representatives were unable to attend the in-person meeting, the Chair/vice-chair met them to discuss the issue on behalf of the board. KTDB members agreed that it was usual for partners in a project to offer their time as in-kind support. KTDB members unanimously agreed that they could not support the fee schedule on that basis as it would set a precedent for all existing and future partner involvement. However, their expertise might be necessary to deliver the project and as such they would be reimbursed as consultants for the scheme. KTDB needs to understand the implications for the project if no funding was available for EMR – information from EMR awaited. | <p>Report to KTDB when information received from EMR.</p> <p>Full board decision required on any payments to EMR.</p> <p>Funding approval decision at next meeting by KTDB.</p> | <p>ML</p> <p>ALL</p> <p>ML/ALL</p> | <p>30/09/21</p> <p>When required</p> <p>25/11/21</p> | <p>Reported at Nov mtg</p> <p>Ongoing</p> <p>Decision at Nov mtg</p> |
| 5c. | <p>Town Deal projects – Shared Services Hub</p> <ul style="list-style-type: none"> Interviews with potential consultants to deliver the business case will take place on 17 Sept 21. Renaming of the project was suggested to help the local community to better understand what it will entail. GE emphasised that the Kidsgrove library would relocate, <u>not</u> close down. SCC is also bidding for revenue funding for the project. LH mentioned possibility of including community services/community area as part of the hub. | <p>Report to KTDB when appointed</p> <p>Explore alternative names</p> <p>Need to firm up potential occupants</p> | <p>RC/ML</p> <p>ALL</p> <p>RC</p> | <p>30/09/21</p> <p>25/11/21</p> <p>Ongoing</p> | <p>Appointed Nov 2021</p> <p>Ongoing</p> <p>Discussion Ongoing</p> |
| 5d. | <p>Town Deal projects – Canal enhancement</p> <ul style="list-style-type: none"> Invitation to tender going out to consultants in Sept via a framework. Site meeting to consider potential designs on 8 Sept 21. | <p>Need mechanism to ensure town centre projects are joined up.</p> | <p>RC/ML/TB</p> | <p>Ongoing</p> | <p>Consultant appointed</p> |

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| 5e. | Town Deal projects – Sports Centre <ul style="list-style-type: none"> • Work is progressing well, on track for summer 2022 completion. • EV raised the issue of a joined up management group to ensure coordination of the ‘Sports Village’ projects. | Explore management group options | EV/ST | Ongoing | Carried over |
| 6. | Other projects <ul style="list-style-type: none"> • C&RT is working with Appetite on a number of projects to improve links between the canal and the town. • Pump Track <ul style="list-style-type: none"> ○ Has proved popular over the summer, although some complaints about noise and behaviour. ○ Car park is well used but may need some bollards to ensure it is used appropriately. ○ More bins needed. | Seek funding from other sources (letter to PCC) | ALL | Ongoing | Carried over |
| 7. | AOB <ul style="list-style-type: none"> • Consultation and communication <ul style="list-style-type: none"> ○ Drop-in session on 2 Sept 21 – quality rather than quantity. Possibly use Clough Hall Park or Pump Track for future Q&A/consultation sessions. ○ Need to make use of partners’ communication channels where possible. ○ Align KTD with forthcoming Neighbourhood Plan consultation. | Send comms plan template to KTDB members for them to add to it. | TB/RC | 22/10/21 | Completed and circulated |
| 8. | Date of next meeting KTDB 4pm, Thurs 25 th November 2021, venue TBC. Sub-groups dates to be confirmed separately. | Note date in diary | ALL | ASAP | Completed |

Abbreviations:

NULBC – Newcastle Borough Council

EMR – East Midlands Railway

SCC – Staffordshire County Council

C&RT – Canal & River Trust

PCC – Police & Crime Commissioner