

# ACTION LOG

Meeting:

**Kidsgrove Town Deal Board**

**APPROVED**

Date:

25<sup>th</sup> November 2021 4.00 – 5.25pm

**Attendees:** Gill Burnett (Sports Centre); Dan Gray (Aspire); Jonathan Gullis (MP); Lisa Healings (VAST); Paul Hodgkinson (Keele Uni); Nicola Lewis-Smith (CRT); Cllr Simon Tagg (NuLBC Member); Cllr Paul Waring (KTCCIC).

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

**Consultants:** STANTEC – Kyle Barrie, Jack Hobbs, Megan Beattie, Bernard Greep; EAM - Martin Band, TNW - Joe Orchard; RIDGE & PARTNERS – Elliot Patsanza, Martin Dunsford, John Barnard, John Moore.

**Apologies:** Anne Boyd (SSLEP); Ian Donaldson (Autonet); Rob Leese (DWP); Simon Martin (CRT); Zoe Papiernik-Bloor (Audience Agency); Cllr Mike Stubbs (Kidsgrove TC); Andrew Thomson (N'hood Plan); Emily Verow (King's School); Cllr Philip White (SCC Member); Sarah Wilkes (NuLBC).

	Issue	Action	By	Due Date	Compl
1.	<b>Welcome and Introductions</b> The chair welcomed everyone to the meeting, including representatives from the newly appointed consultant teams; Stantec and associates (Canal enhancement) and Ridge & Partners (Station and Shared Service Hub).				
2.	<b>Declarations of Interest</b> None noted				
3.	<b>Action Log from previous meeting:</b> The Action Log was accepted as a true record of the meeting. Matters arising: <ul style="list-style-type: none"> <li>• All actions are either completed, on the agenda or ongoing except: <ul style="list-style-type: none"> <li>○ Letter to Police &amp; Crime Commissioner drafted but awaiting further discussion with police over SSH.</li> <li>○ Setting up of joined up management group to ensure coordination of the 'Sports Village' projects.</li> </ul> </li> </ul>	Update at next meeting  Carried over to next meeting	TB  EV/ST	31/01/22  Feb 2022	Superseded – remove from log  Ongoing

	<ul style="list-style-type: none"> <li>Decision required - delegation of powers to chair and vice-chair to appoint consultants to undertake work previously agreed by KTDB.</li> </ul> <p>DECISION – Agreement by all Board members present by show of hands.  <i>NB: Meeting was not quorate so additional agreement sought by email from non-attendees.</i></p>	Seek agreement from absent KTDB members	TB	17/12/21	Completed – additional agreements received
4a/b	<p><b>Introduction to consultants Ridge &amp; Partners and Stantec</b></p> <p>Ridge &amp; Partners (R&amp;P) – Kidsgrove station and SSH.  Stantec – canal enhancement (and supporting R&amp;P in above two projects).</p> <p>See presentation attached to the Action Log, which sets out the development phases which the consultants will follow.</p> <ul style="list-style-type: none"> <li>Kidsgrove Station - R&amp;P have met with sub-group and set up shared data platform. Completion of business case due end Feb 2022.</li> <li>Shared Service Hub – R&amp;P have met with most of key stakeholders. Completion of business case due Mar 2022.</li> <li>Canal enhancement – Stantec has met with sub-group and set up shared data platform. Site visit planned for 06 Dec.</li> </ul> <p>Recognising the degree to which these three projects are interlinked, the two teams of consultants will work closely together to maximise synergy (see final slide of presentation).  This will include community engagement. A ‘Community Panel’ is proposed, comprising interested stakeholders, which can include KTDB members.  Board members asked for clarification on how the consultants anticipated ensuring that tight deadlines were met. See Annex 1.</p>	<p>Update on progress at next meeting</p> <p>KTDB members to get in touch if they want to be on panel.</p> <p>Pass on contact details for people who might wish to join.</p>	<p>R&amp;P/ Stantec</p> <p>ALL</p> <p>ALL</p>	<p>Early Feb 2022</p> <p>17/12/21</p> <p>17/12/21</p>	<p>Completed</p> <p>Community Panel superseded by events on 10/12 Feb</p>
5a.	<p><b>Town Deal projects – Chatterley Valley update</b></p> <ul style="list-style-type: none"> <li>Business Case has been approved and first tranche of funding to be received in Dec 2021.</li> <li>Haworth and SCC in conversation with Highways England.</li> <li>Report regarding approval for final funding tranche going to SCC Cabinet.</li> </ul>	Report progress at next meeting	RC	Feb 2021	Completed

	<ul style="list-style-type: none"> <li>• Gleeds Accountants appointed jointly by partners to oversee Haworth spending.</li> <li>• Earthworks to commence March 2022.</li> <li>• Possibility of small business park on small plot to support ceramics campus.</li> <li>• KTDB members emphasised the importance of effective marketing to ensure the site filled quickly.</li> <li>• KTDB can approve KTD contribution off-line, when other funding has been confirmed.</li> </ul>	Short report to be circulated to KTDB for funding approval decision	RC	31/01/22	Ongoing
5b.	<p><b>Town Deal projects – Kidsgrove Station</b></p> <ul style="list-style-type: none"> <li>• ML has been in conversation with Boston/Skegness TD, which is also working with EMR/NR. To date they have not received any request for funding to carry out project management and delivery. However, EMR have stated that costs are being incorporated into the business case.</li> <li>• NuLBC has been informed by our DLUHC contact that this situation is the same for all projects which involve EMR/NR and that costs need to be included within the project.</li> <li>• JG expressed his dissatisfaction with the situation and will seek further clarification from Government on the position with EMR/NR fees.</li> <li>• ST pointed out that EMR/NR would now be employed as consultants rather than stakeholders and their work should be assessed as such.</li> <li>• NLS has had positive meeting with EMR regarding links between station and canal projects. Looking at the potential for improved landscaping by the rear steps.</li> </ul> <p>DECISION – That the Board approve payments to EMR to prepare the station business case and deliver the project.</p> <p>Agreed by all present by show of hands. <i>However, meeting was not quorate so additional agreement was sought and received by email from non-attendees.</i></p>	<p>Full board decision required on any payments to EMR.</p> <p>Update on any actions taken and outcome.</p>	ML/TB/ALL	31/01/22	Completed
			JG/ML	ASAP	Ongoing
6.	<p><b>Communications Plan</b></p> <ul style="list-style-type: none"> <li>• Draft Plan circulated at meeting for comment.</li> </ul>				Completed – additional agreements received
					Website to include

	<ul style="list-style-type: none"> <li>○ Add activity timeline for at least next three months.</li> <li>○ Include Neighbourhood Plan consultations</li> <li>○ Include consultants' community engagement plan.</li> <li>● Consider booking Town Hall for in-person event in January (possibly combined with consultants' consultation).</li> <li>● Now that KTDB meetings are quarterly, consider sending the Board a few positive messages to put out each month.</li> </ul>	<p>Add to plan and recirculate.</p> <p>Explore options for booking Town Hall.</p> <p>Create and circulate messages.</p>	<p>TB</p> <p>MS/TB</p> <p>ML/RC/TB</p>	<p>14/01/22</p> <p>22/12/21</p> <p>Ongoing</p>	<p>consultation panels and feedback</p> <p>Completed</p> <p>Ongoing</p>
7.	<p><b>Other projects:</b></p> <p><b>Sports Centre</b></p> <ul style="list-style-type: none"> <li>● The lease agreement has been signed.</li> <li>● Need to convene a meeting of the Health &amp; Well-being sub-group in the New Year, which includes the CIC.</li> <li>● The Sports Centre website has been set up and people can pre-register and sign up for updates.</li> </ul> <p><a href="http://www.kidsgrovesportscentre.co.uk">www.kidsgrovesportscentre.co.uk</a></p> <ul style="list-style-type: none"> <li>● C&amp;RT / Appetite projects to begin in New Year.</li> <li>● Project to encourage shoppers back into high street and to feel safe whilst shopping is currently out to tender. This will utilise the ERDF Welcome Back Fund.</li> </ul>	<p>Arrange sub-group meeting</p> <p>Report on progress at future meetings</p> <p>Report on progress at future meetings</p>	<p>TB</p> <p>NLS/TB</p> <p>TB</p>	<p>31/01/22</p> <p>Ongoing</p> <p>Ongoing</p>	<p>Completed – KSC Mgt group presented progress update and future plans on 20/01/22</p> <p>Projects underway – final event 26/03/22</p> <p>Tender awarded to Appetite</p>
8.	<p><b>AOB</b></p> <p>None</p>				
8.	<p><b>Date of next meeting</b></p> <p>KTDB</p> <p>4pm, Thurs 17<sup>th</sup> February, Zoom.</p> <p>Sub-groups dates to be confirmed separately.</p>	<p>Note date in diaries</p>	<p>All</p>	<p>ASAP</p>	<p>Completed</p>

Abbreviations:

NULBC – Newcastle Borough Council

EMR – East Midlands Railway

NR – Network Rail

SCC – Staffordshire County Council

C&RT – Canal & River Trust

SSH – Shared Service Hub

CIC – Community Interest Company

DHLUC – Dept. for Levelling Up, Housing & Communities

## Annex 1

### Discussion with consultants on meeting project deadlines

The KTDB acknowledge that the submission deadlines for the remaining business cases are very tight and sought assurance from the consultants that they would be met.

Question	Response
Partner organisation will have their own governance systems, which will take varying times to respond. How will this be factored in to the proposed timescales?	Canal enhancement – Stantec engagement with C&RT well underway. Appraisal will be completed by end Jan 22, options can go for wider consultation in early Feb.
	Station – although this is a complicated delivery process with stringent requirements, R&P have extensive experience of working with NR.
	SSH – R&P are already engaging with potential occupants to assess requirements.
Although these are three separate projects, they are interlinked. How will you ensure alignment?	The design teams will be aligned to ensure connectivity between the projects. Joint meeting of all consultants set for 29 Nov.
How can we ensure that any additional funding streams can be captured to ensure the maximum impact for Kidsgrove residents?	As part of the Business Case development, consultants will look at other funding sources, e.g. round 2 of Levelling Up Fund
How will the Board be kept informed of progress?	Regular updates will be supplied via reports and consultants will attend Board and sub-group meetings.