

STAPLEFORD TOWN FUND EXECUTIVE BOARD

Friday 20 May 2022 at 10.00 am
Council Chamber, Beeston Office

PRESENT:

Paul Sweeney (Vice Chair)
Ruth Hyde
Darren Henry
Zulf Darr
Councillor Richard MacRae
Melanie Phythian
Councillor Jan Goold
Councillor Sue Paterson

Robert Ellis Estate Agents
Broxtowe Borough Council
Broxtowe MP
Broxtowe Borough Council
Broxtowe Borough Council
Towns Fund Policy Advisor
Sub for Cllr Teresa Needham
Sub for Cllr John McGrath

OBSERVERS

Jonathon Little
Phillipa Ward (notes)
Anya Lyons
Ella Sherrard
Colin Hallahan
Stuart Baird

Broxtowe Borough Council
Broxtowe Borough Council
Broxtowe Borough Council
Broxtowe Borough Council
Faithful and Gould
BakerBaird

APOLOGIES:

Ian Jowett (Chair)
Councillor David Grindell
John McGrath
Tom Spink
Ryan Dawson
David Brierley
Will Morlidge
Councillor Teresa Needham
Jeff Edwards
Sally Gill

WMD Ltd
Broxtowe Borough Council
Stapleford Community
MyPad
Broxtowe Borough Council
HS2 Ltd
D2N2
Stapleford Town Council
Edwards Clegg
Nottinghamshire County Council

	ACTION
<u>Welcome and Introductions (Chair)</u>	
Paul Sweeney welcomed everyone to the meeting in the absence of the Chair.	
<u>Apologies of absence</u>	
Apologies of absence were received and noted.	

	ACTION
<p><u>Agree Minutes of previous Meeting (Chair)</u></p> <p>The minutes of the previous meeting dated 8 April 2022 were agreed once the following amendment had been made.</p> <p>RMac had suggested a staffed cafeteria at the Community Pavilion instead of the use of impersonal vending machines at the facility.</p>	
<p><u>Declarations of interest (Chair)</u></p> <p>There were no declarations of interest.</p>	
<p><u>Update on Project Summary Document Submission (JL)</u></p> <p>Project Summary Documents have been approved. MP explained that payments relating to the project payment claim have not yet been completed but to expect payment in June/July.</p> <p>(i) <u>Cycle Network</u> Project Summary Document was submitted on 20 April 2022. A quality design team has been appointed for construction in a year's time. Project Management is to be appointed to tackle risks. RMac reported that Ridewise had secured two years' worth of funding from People's Health Trust with 80% secured for Stapleford North. JL to arrange a meeting with them and engage them in the scheme. RH asked for the Cycle Sub Group to consider the 20-minute neighbourhood access to shops and work. NCC is already involved in the Sub Group. This project needs a strong lead to design. DH suggested representation from VIA to discuss the triangular route map with costs and relevant options. RH was concerned that NCC did not have the capacity to do this work for Broxtowe with their own priorities of LCWIP (Local Cycling and Walking Improvement Plan) and therefore will need to find ways of making this happen ourselves with a dedicated cycling officer.</p> <p>(ii) <u>Enterprise Hub</u> Planning work is required.</p> <p>(iii) <u>Community Pavilion</u> Working to similar timelines and risks through project management. RMac suggested publicity to promote the whole of the community hub due to local groups claiming the facility as their own. MP advised to take charge of the narrative. BakerBaird will present at the next Executive Board meeting what Comms messages there are following requests for comment to their Community Strategy.</p> <p>(iv) <u>Library Learning Centre</u> DH reported that the Arthur Mee building will become available following their special needs training centre relocating out of the borough. RH had received their announcement and has since expressed her disappointment with them that they had not consulted with the Council. A meeting with the college has been arranged with the Council's Leader and Chief Executive and offered to other interested parties to attend. RMac advised that the boundary wall is unsafe and is likely to cost £1m to repair. JL suggested to continue with the library project and if funds</p>	

	ACTION
<p>are underused elsewhere then could be considered later in the programme.</p> <p><u>Traffic Management</u> Project Summary Document to be resubmitted in December 2022. MP advised that there is potential to bring forward any new project if this project is no longer viable although it will need to go through the system process before being accepted otherwise funding could be lost. An alternative would be to reallocate the monies within the other projects. JL proposed holding a workshop in June 2022 with a professional facilitator to repackage the project. RMac suggested holding the workshop at the Carnegie Centre or Stapleford Library. He proposed having a large map of the area and suggested the removal of the town's speed bumps. High level representation from VIA and NCC, Cllrs Doddy and McGrath together with local people should also be invited for a fresh approach to making improvements to the streets with the £1.5m allocated funding. DH would write to NCC if required.</p>	
<p><u>Staffing Update and Project Delivery Review (JL)</u></p> <p>(a) JL confirmed that Luke Cairney had left the project and that BrBC is committed to replacing this post. A short term plan would be to recruit an interim post for six months from existing programme money. RH reassured the Board that there would be no gap in capacity to lead on implementation of the projects. The Economic Development team is small and requires additional consultancy support as well to submit LUF bids by 6 July. It is a challenging time and it is important to make sure someone is appointed with the right skills to continue the admirable job carried out by Luke. MP confirmed that the funds could be used for whatever it takes to deliver. The Board was asked to support the recommendation to recruit an interim post for the project.</p> <p>(b) JL discussed options how to approach delivery of the projects. It was suggested to appoint a Project Manager (PM) for each project relevant to the scheme. RH would be expecting each PM with their different management skills to present their respective reports to the Board in a consistent manner. They would be held accountable for delivery and budget spend. CH would present options for design teams to contractors covering variations of regulatory practices. He suggested using CCS Framework to appoint consultants to speed up the process. At the moment contractors are unable to provide fixed prices due to increasing costs of materials. He suggested entering into a pseudo service with NCC for the ALF. JL proposed F+G to present options and procurement or consider alternatives. The Board agreed for F+G to prepare proposals.</p>	
<p><u>Local Assurance Framework and Governance (JL)</u></p> <p>JL advised that the Local Assurance Framework (LAF) was a constitution which should explain how the Board makes its decisions and follows procedures and also where it publicises notes of meetings. JL will prepare a presentation to the Board meeting in June to decide who would be on the Delivery Board (which is scheduled to meet every 4-6 weeks) and this Delivery Board would feed back to the Executive Board who would meet quarterly.</p>	

	ACTION
<p>DH asked what criteria would be required to serve on the Delivery Board. JL recommended someone who had authority in the community (not councillors) but also had the time and commitment which would be Chaired by ZD. ZD confirmed that someone with strong governance who could manage the projects well and feed back to the Board with any risks and budget issues. RH confirmed that the Executive Board would make the higher level decisions and would need to be flexible with how often the Executive Board met. MP explained that it was the Towns Deal Board's decision how to delegate decisions to sub groups but suggested contacting Towns Fund Delivery Partnership for advice whilst it is still available. MP also suggested feeding existing working groups into the Delivery Board. DH agreed that councillors should be kept on the Executive Board and not on the Delivery Board.</p>	
<p><u>Update on Town Centre Recovery Fund and Decision on Application no.3 (AL)</u></p> <p>AL updated the Board with Phase 2 of the Town Centre Recovery Fund. The Panel met on 17 May and had received 40 grant applications to date. A letter had been sent to businesses in the area to advise them of the scheme. To date four applications have been successful with a further 10 granted pending further quotes and financial checks. Two applications were rejected as these did not align to the TIP. One application has been brought before the Executive Board for approval as it exceeds the Panel's threshold. The grant application is a resubmission for £62,450 with £30,000 co-funding creating 12 jobs over the next five years. They have provided quotations, liaised with the planning department and provided architectural drawings. AL advised that in order for the building to be DDA compliant it may require additional funding.</p> <p>PS explained that the application site is a two storey building with a ground floor lease. The plan is to repurpose the flat above to offices. RMac agreed for the creation of 12 jobs pending conditions. He was concerned with some negative comments about the funding but creating jobs brings people to the high street and benefits the town. SB will promote the scheme by taking people on a journey to celebrate. MP suggested successful applications could be presented with a plaque to display on their business premises. RH supports the application for an expanding business. She would like to see more largescale and medium-sized applications coming forward. AL advised that we were ahead on job creation for output targets and on track with the number of applications received. We are slightly behind targets for DDA and green retrofits. RMac reported that he had been contacted by a potential applicant who was outside of the redefined boundary. The map did not incorporate all businesses on Albert Street. AL explained that the map had been agreed by the Board at the last meeting. AL will send an updated map out to Members for their approval.</p>	
<p><u>Update former Tiles UK demolition (AL)</u></p> <p>AL announced that a demolition contractor had been secured and electrics had been disconnected. Once the other utilities have been disconnected the asbestos will be removed and demolition of the site is expected by August</p>	

	ACTION
<p>2022. AL had received quotes for the cycle hub modular building to be temporarily assembled at the site. The prices ranged from £7k for a shipping container upto £17k for a portacabin sized 20'x8' which would be more aesthetically pleasing.</p> <p>RMac suggested measuring the space available at Ilkeston Road Recreational Ground in advance of the structure being permanently moved there. He preferred the double doors opening at the front to allow practical access for the bikes and storage. DH suggested having discussions with Ian Hutchinson of LocalWise to repaint the portacabin. AL confirmed that RideWise would staff the unit which is proposed to be completed by August 2022.</p>	
<p><u>Communications and Engagement (BakerBaird)</u></p> <p>Stuart Baird provided the comms element by presenting slides showing examples of artwork for hoardings/shopfront windows and providing creating solutions for the street scene. To promote engagement with the public it will be necessary to educate them behind the decisions that are being made. The story is getting stronger, with jobs being created. They will refresh the website with key messages and regular updates. PS suggested using visuals from F+G/Lungfish to highlight the £21.1m funding received. RMac also suggested siting hoardings at either end of the town. He welcomed the idea of using spray paint on the floor. He also believed that SB should speak to the youth club and schools as this investment is for the next generation. MeIP proposed getting the community involved for their artwork to be projected at the Pavilion for example. DH believed that the Tiles UK site would be an ideal location to provide a summary of each of the projects with the £21.1m funding showing mock ups of the triangular cycle route, the Pavilion at Hickings Lane, the ALF and what the Enterprise Hub would look like together with images of the Executive Board.</p> <p>There were suggestions from RMac to use social media but with a specific website or use QR codes which would take visitors to a dedicated Stapleford web page (Stapleford NOW). PS suggested providing free wifi and notifications through the town. SB will share designs and ask his colleague to take photos of Board Members.</p>	
<p><u>AOB</u></p> <ol style="list-style-type: none"> 1. A report for S4W to secure co-funding will be presented at the next Executive Board meeting. 2. There are some Board Members who are not attending regularly and will be asked if they wish to be removed from the Executive Board. This was highlighted at today's meeting where the Board was not quorate. All decisions were noted at the meeting but would still require approval from Board Members who were unable to attend. Apologies are not being sent and they need to consider their position to allow new members onto the Board with their ideas and commitment. Cllr Jan Goold (Mayor of Stapleford Town Council) and Cllr Sue Paterson also of Stapleford Town Council and Natural Aid and Art groups wished to become Board Members. MP referred to the guidance notes that Board Members are representatives of the community. 	

	ACTION
<p><u>Date of next meetings</u> (Chair)</p> <p>The following meeting has been scheduled in the Council Chamber, Beeston Offices unless otherwise advised.</p> <ul style="list-style-type: none"> • Friday 24 June 2022 at 10.00 am 	

MEETING CLOSED AT 12.05 PM