

STAPLEFORD TOWN FUND EXECUTIVE BOARD

Friday 8th September 2023 at 10.00 am
Council Chamber, Beeston Office

PRESENT:

Ian Jowett (Chair) (IJ)	WMD Ltd
Darren Henry (DH)	Broxtowe MP
Zulf Darr (ZD)	Broxtowe Borough Council (virtual)
Councillor Richard MacRae (RM)	Broxtowe Borough Council (SN)
Ryan Dawson (RD)	Broxtowe Borough Council (virtual)
Councillor Ross Bofinger (RB)	Broxtowe Borough Council (SSE)
Councillor Sue Paterson (SP)	Stapleford Town Council
Melanie Phythian (MP)	Towns Fund Policy Advisor
Tom Spink (TS)	MyPad
Babs Sandhu (BS)	Private sector
Barbara Demetriou (BD)	Private sector
Keith Brown (KB)	Private sector
Elaine Bell (EB)	Private sector
Melissa Morrell (MM)	Voluntary sector

OBSERVERS

Jonathon Little (JL)	Broxtowe Borough Council
Sam Comerie (SC)	Broxtowe Borough Council
Chantal Lancashire-Woolley (notes)	Broxtowe Borough Council
Phillipa Ward (PW)	Broxtowe Borough Council
Richard Baker (RB)	BakerBaird
Alex Strongman (AS)	Darren Henry's Constituency Office
Chris Lawton (CL)	Skate Nottingham

APOLOGIES:

Paul Sweeney (Vice Chair)	Robert Ellis Estate Agents (virtual)
Councillor Teresa Needham	Stapleford Town Council
Jan Gould	Stapleford Town Council
Cllr John McGrath	Broxtowe Borough Council
Ruth Hyde	Broxtowe Borough Council
Cllr Richard Jackson	Nottinghamshire County Council
Nicola Stevens	Nottinghamshire County Council
Jonathan Smith	Nottinghamshire County Council
Nicola Swaney	D2N2 LEP

ITEMS	ACTION
<p><u>1) Welcome and Introductions (Chair)</u></p> <p>The Chair welcomed everyone to the meeting.</p>	
<p><u>2) Apologies of absence (Chair)</u></p> <p>Apologies of absence were received and noted.</p>	
<p><u>3) Adoption of new Board members (introductions from each potential new member) (Chair)</u></p> <p>Interested new Board members were invited to introduce themselves and share why they were interested in becoming a Board member.</p> <p>Barbara Demetriou shared her introduction. She explained that she was passionate about Stapleford and has lived for 34 years in the area. BD thanked IJ for his contribution to businesses in Stapleford. BD shared that she invested when there was only 45% occupancy of the shops here and she believed in the area and has contributed to its economic growth. She shared that she is ACCA accredited, has run her own accountancy businesses for a number of years and had lots of opportunities through this to help other businesses grow. She shared that she is interested in community and has experience of involvement with European projects and innovations.</p> <p>Keith Brown introduced himself. He shared that he has always lived in Stapleford, is good at project management, an excellent time keeper and passionate about Stapleford. He believes the Stapleford Towns Deal is a good investment to the area and would like to be part of the vehicle to contribute to delivering the projects within it successfully. He shared that he is reliable, committed, can be a leader and take instruction. He explained that both his children and grandchildren live in Stapleford, and he wants to make sure it is right for the future generation.</p> <p>Elaine Bell introduced herself. She explained that she owns Sewing Bee on Derby Road. She explained that her business runs a number of workshops, with over of 80-100 people per week coming to the area, alongside a shop selling haberdashery. She shared that she has worked in the community for a substantial period of time, alongside Libraries and Sure Start as well as teaching courses to adults. She thanked the Board for her grant and was thrilled that her shop front now looks amazing.</p> <p>Melissa Morrell introduced herself. She shared that she has lived in NG9 since university. She works for Active Notts, the Active Partnership in Nottinghamshire and Derbyshire. She explained that her role is involved in empowering communities to be physically active in a way that works for them. She has been involved in the creation of active design and active environments and is passionate about this type of work where she has been involved in a number of projects.</p>	

She gave an example of a previous project that she had been involved in which redesigned the community in Bellamy, Mansfield. She shared that part of this redesign included the creation of new social housing and a 'learn to ride' track whilst also using communities funding from NCC to build a new children's play park. She shared that she understood the processes involved in obtaining these results and this experience is highly relevant to the projects involved in the Stapleford Towns Deal. She also shared that Broxtowe is one of her geographical areas for Active Notts, hence her interest in becoming a Board member.

Cllr Ross Bofinger introduced himself. He shared that he came to Nottingham as a student and stayed and has therefore been a member of the Broxtowe community for a number of years. He comes from a teaching background and is still a teacher part-time now. He has been involved in children's and young people's clubs as well as having Mutual Aid Group involvement since the pandemic. He shared that in May this year, he was elected as a Councillor for Broxtowe Borough Council for Stapleford South East.

SC shared Nicola Swaney's proposal to become a Board member on her behalf as replacement for WM as representative from D2N2 as a candidate elected in absence.

The Chair asked all current Board members if they were in favour of the interested members becoming a permanent member of the Stapleford Towns Deal Executive Board.

All voted unanimously in favour of all interested members to join the Board.

MP added that it was positive to see so many new faces to the Board and so many interested members of the community.

4) Agreement of minutes of previous meeting (All)

The minutes of the previous meeting dated 9 June 2023 were agreed following matters arising.

John McGrath represents the Board as a Broxtowe Councillor and not as a Stapleford Town Councillor.

RMc referred to Page 8 of the Agenda relating to the bins which had still not been actioned. This had been reported to Phil Bennett should further contact be necessary.

RM referred to the joint statement on Notts Cricket Club to be circulated to the Board but has not yet seen that which will help to ease tensions. SC reported that she had been in contact with the Cricket Club and will be meeting with them soon.

<p>DH asked for the Membership list to be corrected. Jan Goold is now representing the Executive Board under voluntary capacity in her role as a committee member of Washington Drive Community Centre. There remains a vacancy to include a member of the FSB onto the Board.</p>	
<p>5) <u>Procedures</u> (Chair) – a) declarations of interest, b) collective responsibility for decisions made, c) project names update, d) updated Member Code of Conduct</p> <p>a) <u>Declarations of interest (Chair)</u></p> <p>RM advised that he was a committee member for the New Stapleford Community Centre.</p> <p>b) <u>Collective responsibility for decisions made (BBC)</u></p> <p>JL referred to Item 5b for the new members to promote one voice where decisions have been reached by the Board.</p> <p>c) <u>Project names update (Chair)</u></p> <p>IJ shared item 5c; a list of each projects previous name and their the new, updated name. All Board members were in agreement of all of the project name updates. SC noted that it was important to ensure everyone referred to each project by its updated project name, for consistency across all platforms.</p> <p>d) <u>Updated Member Code of Conduct (SC/JL)</u></p> <p>SC shared that all members of the Board (including the newly elected members) will soon receive an updated Code of Conduct regarding their Stapleford Towns Deal Executive Board membership. Each Board member is required to read this document, sign and return it.</p> <p>Action: SC/JL to send updated Code of Conduct to all Board members.</p>	<p>JL/SC</p>
<p>6) <u>Communications and Publicity Update (BakerBaird)</u></p> <p>Richard Baker reported on BakerBaird (BB) Communication and Marketing activity from June-August 2023. He shared that there were 6 press releases and coverage across 12 news outlets during this time.</p> <p><u>Community Pavilion and Young Peoples Centre</u></p> <p>BB had created promotional items, including flyers and pull up banners to support the community consultation, drop-in event for this project. BB supported with media input to help the public understand what the latest updates were regarding the project and encourage them to attend the event.</p>	

Library Learning Facility

BB had supported with the Library Learning Facility launch event, working alongside Inspire and NCC. RB noted that they will continue to promote course opportunities.

Cycle Network and Associated Infrastructure

BB had organised a photo call with school children to unveil the posters at the Cycle Hub as well as the production of the Hub posters and signs. Chris Boardman, a national figure had officially opened the Cycle Training Track. BB co-ordinated all media, and produced promotional materials and products linked to this.

Skate Park

BB had supported Skate Nottingham in the Community Engagement event which had recently taken place on Hickings Lane.

Visual Artwork

RB shared examples of visual artwork BB had supported with, including the cycling mural, pull up banners and promotional posters.

Social Media updates

552 followers on Stapleford Towns Fund Facebook page created by BB. Stapleford Community Group remains the most engaged local Facebook page with 13.7k followers. RB shared the peak social media engagement times and best performing Facebook posts with the Board.

Future work

These included promotional, good news stories of the Town Centre Grant Fund recipients to be used at the TCGF Celebration Event at the end of the month. Future public engagement opportunities linked to the Community Pavilion and Young Peoples Centre project.

RM expressed support for a tribute to Bruce from the Poundshop on behalf of Bruce's wife and family. The Board acknowledged this and asked for a statement to be put out.

RB opened to questions from the Board and emphasised that BB were always open to feedback.

7) Delivery Board Updates on live projects

a) Town Centre Recovery Fund (JL)

BD and BS stepped out of the room for this item due to Declarations of Interest.

JL reported an update of current spending figures. All targets have been achieved regarding co-funding, disability and jobs created. Some Green targets still need to be finalised but are almost complete.

JL shared that there are six outstanding schemes that are due to complete by 30/09/23. Two of these six businesses were highlighted as possessing special circumstances to grant a three-month extension for project completion.

JL suggested that the remaining four businesses due to complete should be given a new, final completion date of 31/10/23 with the expectation that this is the final deadline date and any projects not complete by this point, would see grant monies returned.

MP advised the Board to give themselves as much flexibility as they need to relation to businesses and business needs to ensure successful project completion. JL highlighted the pressure on time come from staff resource issues and whilst this project was still on-going, other projects within the STF cannot take precedence. All projects need to be successfully completed by March 2026.

All Board members voted in favour of the two outstanding businesses with special circumstances to be granted an extension until the end of the year.

All Board members voted in favour of the remaining four projects extension until 31st October 2023.

JL communicated that there was currently approximately £24k uncommitted, but that this figure could increase as payments are on-going. It was also noted that the £20k ring-fenced for the DDA ramps for shop fronts could come from the Street Improvement Scheme project budget which would allow approximately £44k for unallocated money within the TCGF project.

Discussion ensued over how to allocate this remaining budget. JL shared the possible options for allocating this budget. Firstly, there are ten remaining projects on 'Reserve List 2' which could be funded. But that the unallocated budget could not fully fund all ten projects. Secondly, JL proposed that the remaining funding was allocated towards a small subproject to try and tackle the key 'eyesore' buildings in Stapleford town centre.

RM suggested that he has approached the owner of one of these buildings to suggest putting artwork in the windows. One of these buildings is an environmental hazard and he had reported it the BrBC. RD responded that BrBC have looked into the extent of eyesore properties in order to prosecute but time and process for these is lengthy and unyielding.

IJ suggested approaching the owners of these buildings. JL responded that they were doing so but welcomed more pressure. JL also highlighted 'The Old Rock', plus another property on Nottingham Road as potential proposed buildings to receive a share of the

unallocated funding. These buildings are gateway sites within the town centre.

JL asked for Board input on the decision of how to re-allocate the funding.

RM asked detailed questions regarding specific projects on the Reserve List 2.

RM suggested extending the Towns Deal boundary to include The Old Mill Club. JL responded that discussion regarding staff time and resource on this project had already ensued earlier in the meeting.

JL noted that it was the job of the Grants Panel to decide which of the projects on this list were to be granted funding and that the priority decision was to firstly decide how to spend the remaining budget.

DH commented that the eyesore buildings don't look good but he was reluctant to 'reward' businesses who were obviously not committed to improving the façade of the town centre.

SP added that the eyesore buildings are what the public approach her about most often and that we need to do something to address these.

JL suggested that the remaining budget could be split between supporting some of the projects on the Reserve List 2 and tackling some of the eyesore buildings on Derby Road. JL suggested the possibility of using the programme reserve budget to support these derelict buildings if the capital did not prove sufficient.

The issue of businesses who had received grant funding but had now moved location was raised.

IJ suggested that the Grants Award Panel reconvenes to discuss the Reserve List 2 applications before a decision was made. It was noted that the Grants Panel was in need of two new members. IJ asked the Board for volunteers to this panel. KB and EB volunteered for this role. All Board members voted in favour of these two individuals joining the Grants Panel.

JL suggested that the unallocated budget could fund a mixture of projects on the Reserve List 2 and some eyesore buildings. When the Grants Panel has met to review the projects on the Reserve List 2, it could be decided how much to allocate to which part.

IJ confirmed that a review of the projects on the Reserve List 2 needed to be undertaken as a priority before any further decision could be made.

Action: PW to organise a Grants Award Panel meeting to discuss Reserve List 2 applications for W/C 11/09/23.

PW

b) Library Learning Facility (SC)

SC updated the Board on project status. Improvements to the external building was now priority. Design proposals which are within budget for the external building façade were agreed at Delivery Board in August. Photos of proposed designs were circulated to Board members. ARC costings are on-going. SC shared updated timelines from ARC, with external works due to complete in February 2024. Discussions are continuing with NCC, the highways authority, and VIA EM regarding planters and advertising on lamp posts.

c) Enterprise Hub Building (SC)

Update on Derby Road Car Park:

SC shared the design amendments for the Derby Road car park (an enabling piece of work for the Enterprise Hub project), which have been worked on in consultation with VIA EM and BrBC Planning and Parking departments. SC highlighted the changes on the updated plans which were circulated as part of the report papers.

Approval from the Board for the car park designs to continue was sought. All were in agreement.

RM commented that the benches were a great addition but he was disappointed that the cycle storage was being reduced. JL sympathised with this view, but highlighted the need for the car park to be DDA compliant, which is why designs changed. Bike security remains a priority.

RM requested that it was noted in the minutes that the Executive Board is mindful of the need for secure cycle lockers in the town centre.

DH suggested adding this subject into the next Cycle Working Group agenda to discuss.

Action: BrBC add this item to Cycle Working Group agenda.

SC proposed that if the car park costs exceed budget, then Board approval to go to competitive tender is sought.

RM questioned the potential delays to wider projects if this happened. RM highlighted the need for NCC representation on this Board to help speed up this process.

The Board approved to approach private contractors for comparison costings for the car park.

BD asked how the new Enterprise Hub Building would affect existing businesses in the town centre. A discussion ensued. More businesses equals more footfall but demand and markets will be a factor in final build.

IJ highlighted the need to find businesses occupiers before the building is built.

DH suggested frosted glass and partitions within the office space for businesses to easily move and expand.

d) Community Pavilion and Young Peoples Centre (SC/Skate Nottingham)

Pavilion Main Build

SC reported that tender for construction of the main Pavilion build was underway. SC confirmed that any contractor can submit a response by 2nd October 2023. Submissions to be assessed then main tender ensues. Construction is due to complete by April 2025. TS and KB expressed interest in being part of the interview panel for tender for construction. This was agreed by Board.

Football Foundation

SC updated Board on the status of the Football Foundation application. This large piece of work is underway. The Football Foundation grant application submission is due April 2024, including prior planning permission.

Skate park relocation

CL from Skate Nottingham joined for this item and provided an update. CL shared that Skate Nottingham had been working with BrBC since early Summer 2023 on next steps for the removed skate park on Hickings Lane.

An engagement event was held on 19th August 2023 on Hickings Lane. The event was hugely successful with around 60 people in attendance and currently 107 responses to the online survey. Alongside this, a Crowd Funder campaign is being created and is almost ready to launch. £6k funds from donations is the target and gain a £6k match for the Sport England grant. The next step will be the FCC grant application (landfill tax).

The final location does not need to be certain for the Crowd Funder campaign to commence. Discussion of the potential sites ensued. A critical factor in determining future site locations was whether the site had previously received FCC funding. Previously successful recipients being excluded.

<p>This ruled out Ilkeston Road. Hickings Lane was most popular location from online survey results, however, this site has also previously received FCC funding. Archers Field or Central Avenue look to be the most viable locations at present. Skate Nottingham are producing an interim report on the project. A £200-£250k budget was needed.</p> <p>The draft Crowd Funding video was shown to the Board.</p> <p>RM expressed high praise for video, particularly because the importance of mental health. MP stated that DH's comment stating that skate boarding is an Olympic sport was highly important.</p> <p><u>Cricket re-location</u></p> <p>RM shared an email from Stapleford Town Cricket Club highlighting their concerns. SC reported that she has liaised with STCC and that another meeting is happening next week and positive communications are on-going. Cricket remain a top priority. The potential site for Cricket relocation is commercially sensitive.</p> <p>SC confirmed the message is that potential sites are being explored but these are currently commercially sensitive. RM highlighted the need for a short statement from the Board when the time was right.</p> <p><u>Youth Services</u></p> <p>SC updated the Board that she had visited the current Youth Services site. Dialogue is on-going but headlines were whether the new facility will work for them.</p> <p><u>Washington Drive/Cliffe Hill Community Centres</u></p> <p>RM stated that he was a committee member for the New Stapleford Community Centre. RM raised Washington Drive's concerns over the proposed plans for the new site on Hickings Lane. SC responded that the bowls mat will fit. SC confirmed that she was in communication with a key contact from Washington Drive. It is important to identify the key contact.</p> <p>Action: SC to confirm who the key point of contact for New Stapleford Community Centre is.</p> <p>DH highlighted the publics issue with the proposed toilets. ZD explained that there is a Public Toilets Strategy within BrBC that is going to Cabinet.</p> <p>e) <u>Cycle Network and Associated Infrastructure</u> (SC)</p>	<p>SC</p>
--	-----------

<p>SC disclosed that we are still waiting on a feasibility report from VIA EM regarding the potential routes for the Cycle Network. SC shared that a meeting is scheduled for 13/09/23 to review the initial feasibility report. An update will follow.</p> <p>An Options Appraisal was shared with group in relation to the vandalism that took place on Cycle Training Track on Ilkeston Road. Budget constraints will limit possible solutions so it was agreed to reinstate the current signage as well as stencil in some signage on the track. The track is still functional and being well used.</p> <p>Discussion ensued over the addition of the traffic lights on the Cycle Training Track. RM expressed his opinion of continuing so that the majority don't suffer from the actions of a few. A suggestion of Ridewise storing the traffic lights in the Hub and putting them out on the track each Sunday, when the Hub was open, was given.</p> <p>Action: BrBC add this item to Cycle Working Group agenda for further discussion and decision.</p> <p>MM asked what community engagement is planned for the site. SC shared that we are currently contracted with Ridewise who operate the Cycle Hub to engage.</p> <p>DH expressed his concern about the sustainability of the Cycle Hub. DH would like to engage with HH, Ridewise CEO, to discuss how we make sure this project continues.</p> <p>Action: DH to meet with HH from Ridewise to discuss sustainability of the Cycle Hub.</p> <p>f) <u>Street Improvement Scheme</u> (SC)</p> <p>SC reported that investigation of the design and feasibility of this project is commencing. However, this work is delayed due to us waiting on VIA EM to complete other work for alternate projects ahead of this.</p> <p>RM raised concerns. He suggested BB could communicate officially to keep the public informed. Action statement to be written.</p>	<p>CLW</p> <p>DH</p>
<p>8) <u>Programme Issues</u> (JL)</p> <p>None to report.</p>	
<p><u>AOB</u></p> <p>Resignation from Jeff Edwards received. JE's hard work with the TCGF project was acknowledged and appreciated across the Board.</p>	

<p>SC asked for the Board to approve a reduced continuation of the contract with Baker Baird. All Board members voted in favour.</p> <p>JL thanked new Board members for joining and their involvement. EB expressed her thanks to the Board for accepting her membership onto the Board and for the TCGF.</p>	
<p><u>Date of next meetings</u> (Chair)</p> <ul style="list-style-type: none"> 8th December 2023 at 10am. Council Chamber, Beeston Offices unless otherwise advised. 	

MEETING CLOSED AT 12 NOON.