

STAPLEFORD TOWN FUND EXECUTIVE BOARD

Friday 2 July 2021 at 2.00 pm
Broxtowe Borough Council, MS Teams Meeting

PRESENT:

Ian Jowett (Chair)	WMD Ltd
Paul Sweeney (Vice Chair)	Robert Ellis Estate Agents
Ruth Hyde	Broxtowe Borough Council
Councillor David Grindell	Broxtowe Borough Council
Councillor Richard MacRae	Broxtowe Borough Council
Councillor Teresa Needham	Stapleford Town Council
John McGrath	Stapleford Community
Sally Gill	Nottinghamshire County Council
Louise Lyddiatt	Hawley and Rogers Solicitors

OBSERVERS

Rebecca Ogden	Broxtowe Borough Council
Phillipa Ward (notes)	Broxtowe Borough Council
Robert Flatley	DH representative
Jenny Adams	Towns Fund Delivery Partner
Melanie Phythian	Towns Fund Policy Advisor

APOLOGIES:

Councillor Richard Jackson	Nottinghamshire County Council
Jeff Edwards	Edwards Clegg Solicitors
Will Morlidge	HS2 Ltd
Ryan Dawson	Broxtowe Borough Council

	ACTION
<u>Welcome and Introductions (Chair)</u> The Chair welcomed everyone to the Virtual Board meeting.	
<u>Apologies of absence (RO)</u> Apologies of absence were received and noted.	
<u>Agree Minutes of previous Meeting (Chair)</u> The minutes of the previous meeting dated 4 June 2021 were agreed.	
<u>Matters Arising</u> IJ an RH submitted the Heads of Terms as required by Government for the Stapleford Town Funding award of £21.1m.	

Declarations of interest (Chair)

There were no declarations of interest.

Executive Board Terms of Reference Update (RO)

The Executive Board's Terms of Reference has been reviewed by JE and RO which was passed to BBC officers to check before being sent out to Board Members for their approval. The Board agreed and adopted the ToR.

RH asked the Chair for ToR to be prepared for the Delivery Board. MP suggested these documents be available on the website to ensure transparency.

Project confirmation discussion (Chair/RO)

RO advised that the document had been circulated with the agenda papers to provide an options summary for the funding gap following the amount awarded by Government.

- (a) Scale the projects (deliver all projects but on a smaller scale).
- (b) Secure external funding.
- (c) Remove project(s) in order to meet the funding gap.

The Covid-Recovery Grant money should continue as intended.

JMcG suggested contacting the FA, English Cricket Board and the Tennis Association for match funding for the Pavilion facility.

RH referred to the Heads of Terms for each project, where relevant, as set out in the letter submitted to Government as to where the match funding is coming from.

RO listed each project with secured match funding where known.

Project	£ required	£ match funding
Cycle Network	5,321,000	2,370,000
Traffic Management	3,478,000	0
Town Centre Enterprise Hub	5,312,000	2,010,000*
Town Centre Recovery Fund	1,000,000	300,000
Skills and Education Facility	1,552,000	223,000
Pavilion Facility	7,543,000	0

*BBC

<p>DG asked how much match funding were we expected to receive. RO advised that the funding gap was £3.1m but if we were unable to seek external funding then would need to scale back or remove a project(s). She continued that no decision was needed until all business cases had been drawn up and there would be time in the work programme before returning to central Government in January 2022 with FBCs.</p> <p>It was agreed unanimously that the three options would be reviewed once the business case development activity had started.</p>	
<p><u>Local Assurance Framework</u> (RO)</p> <p>RO had circulated the draft document with the agenda papers which sets out the process to ensure business cases will be for the appropriate outputs.</p> <p>RH would also like to include (a) reference to audit and review by BBC's S151 Officer for assurance and report to this Board and (b) the need to clarify where match funding is coming from such as external stakeholders and how we manage that relationship within this framework either by contracts and agreements. There needs to be a process requiring those agreements through the council's committees.</p>	<p>RO</p>
<p><u>Membership of Working Groups</u> (RO)</p> <p>RO explained that each project had a Working Group for nominated Chairs and membership and these were given as below:</p> <p><u>Cycle Network</u></p> <ul style="list-style-type: none"> • Darren Henry MP (Chair) • VIAEM • NCC Highways • Robert Flatley • Cycle groups and user representatives <p>JMcG nominated Dave Walker from County Highways and Cllr Richard MacRae.</p> <p>JA suggested that representation should include both cycle enthusiasts and the casual cyclist. RO to ensure inclusion with the support of RF</p> <p><u>Town Centre Traffic Management</u> Chair to be appointed at inaugural meeting.</p> <ul style="list-style-type: none"> • VIAEM, • NCC Highways, • Trent Barton (representative of local public transport operative). 	<p>RO</p>

Town Centre Enterprise Hub

Paul Sweeney (Chair), local community group OnUp,

- NCC
- VIAEM
- Princes Trust
- Market operator and
- Stapleford market store holder
- DWP

RO has also approached a local business from Stapleford Business Hub and the Project Manager for Beeston Square Phase 2. IJ made a nomination for an interested business.

JMcG nominated Teresa Needham.

RH nominated Zulf Darr, a senior BBC representative, on the working group for any decisions made which might cause difficulties then they can be referred to the council to agree its funding.

Pavilion

- Rebecca Ogden (Chair),
- NCC Youth Services,
- NCC Property Services,
- BBC Property Services, Cllr Richard MacRae,
- Stapleford Town Football Club (x2 representatives),
- BBC Parks representative and
- Youth Community Worker

It was also suggested to invite representation from the Bowls team.

DG would like to be associated with the Pavilion Working Group as he represents the borough and the town.

JMcG would also like to nominate himself together with Nathan Kirk a Youth Training and Opportunities coach and a young skateboarder.

Skills and Education

- Will Morlidge (Chair),
- NCC Property Services,
- NCC Economic Development,
- BrBC Economic Development (x2 representatives),
- Inspire (x2 representatives),
- DWP.
- Darren Henry

Covid-Recovery

Chair to be appointed.

- | | |
|---|--|
| <ul style="list-style-type: none">• BrBC officers from Communications Team, Legal, Head of Revenue and Benefits• BrBC Economic Development• NCC Economic Development Officer. <p>Teresa Needham nominated herself that she would like to be involved in this group.</p> <p>JMcG nominated Professor Parker.</p> | |
|---|--|

<p><u>Project Spend update</u> (RO)</p> <p>RO will update Board Members via email regarding the Tile UK site boarding when available.</p> <p>RH was concerned how the 20-minute neighbourhood was going to be realised through the work set out on the projects. RO had addressed this through the cycle network and encouraging more local services back into the town centre. There is a direct result with the Towns Fund deal with other developments happening around the Roach junction. There will be an amalgamation of projects once completed for easy walking and cycling facilities. RH and RO to meet separately to discuss so that all the groups have the proposals clearly set out from the outset.</p> <p>JA recommended a contact to help guide through the case studies and put the foundations in place for each working group. This was welcomed and agreed.</p> <p>TN would be interested to receive any information for the 20-minute neighbourhood to incorporate this into the emerging Stapleford Plan.</p>	<p>RH/RO</p> <p>JA/RO</p> <p>RO</p>
<p><u>Work Programme</u> (RO)</p> <p>The Work Programme was circulated with the agenda papers.</p>	
<p><u>Date of next meetings</u> (RO)</p> <p>Friday 13 August 2021 at 10.00 am at Carnegie Centre, Stapleford</p> <ul style="list-style-type: none"> • Project spend profiles • Monitoring and Evaluation framework • Project FBC progress <p>Friday 24 September 2021 at 2.00 pm</p> <p>Friday 5 November 2021 at 2.00 pm</p> <p>Friday 17 December 2021 at 2.00 pm</p> <p>Friday 28 January 2022 at 2.00 pm</p> <p>Friday 11 March 2022 at 2.00 pm</p> <p>Friday 22 April 2022 at 2.00 pm</p> <p>The Executive Board meetings will continue to be held every six weeks in line with FBC developments.</p> <p>All business cases will be completed by the end of this year to make decisions at the January 2022 meeting of projects being put forward through the assurance process. Once signed off this will be sent back to MHCLG for approval.</p>	

Once the Covid-Recovery Grant meetings have started then Faithful and Gould will commence their work to be completed by the September meeting in time for the December funding payment.

Following FBC Government agreement this governance structure will move to a Delivery Board and Executive Board oversight groups.

PS asked if the sub-Board meetings would deliver in good time to push the projects forward. RO confirmed that the Working or Project Groups will be held every four weeks for a one-hour duration. She will lead initially then F&G will take the projects forward and report back to the Executive Board.

IJ wished to thank Rebecca for her hard work.

MEETING CLOSED AT 2.45 PM