

**STAPLEFORD TOWN FUND EXECUTIVE BOARD**

**Friday 15 October 2021 at 10.30 am**  
Broxtowe Borough Council, Council Chamber, Beeston

**PRESENT:**

|                           |                                |
|---------------------------|--------------------------------|
| Ian Jowett (Chair)        | WMD Ltd                        |
| Paul Sweeney (Vice Chair) | Robert Ellis Estate Agents     |
| Darren Henry              | Broxtowe MP                    |
| 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 |

**OBSERVERS**

|                       |                          |
|-----------------------|--------------------------|
| Luke Cairney          | Broxtowe Borough Council |
| Phillipa Ward (notes) | Broxtowe Borough Council |
| Will Morlidge         | HS2 Ltd                  |
| Clair Storey          | Markets Officer          |
| Colin Hallahan        | Faithful and Gould       |
| Aarifah Mohammed      | Faithful and Gould       |

**APOLOGIES:**

|                            |                                |
|----------------------------|--------------------------------|
| Jenny Adams                | Towns Fund Delivery Partner    |
| Jessica Brannan            | Broxtowe Youth Homelessness    |
| Zulf Darr                  | Broxtowe Borough Council       |
| Ryan Dawson                | Broxtowe Borough Council       |
| Councillor Richard Jackson | Nottinghamshire County Council |
| Jeff Edwards               | Edwards Clegg Solicitors       |
| Louise Lyddiatt            | Hawley and Rogers Solicitors   |
| Melanie Phythian           | Towns Fund Policy Advisor      |

|   | <b>ACTION</b> |
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| <b><u>Welcome and Introductions (Chair)</u></b><br><br>The Chair welcomed everyone to the meeting.                                      |               |
| <b><u>Apologies of absence</u></b><br><br>Apologies of absence were received and noted.   |               |
| <b><u>Agree Minutes of previous Meeting (Chair)</u></b><br><br>The minutes of the previous meeting dated 17 September 2021 were agreed. |               |

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| <p><b><u>Matters Arising</u></b></p> <p>LC had included in the minutes the Board's agreement to defer the submission date from January 2022 to March 2022 to allow more time to develop the Full Business Cases.</p>   |  |
| <p><b><u>Declarations of interest (Chair)</u></b></p> <p>There were no declarations of interest.</p>   |  |
| <p><b><u>Finance Discussion</u></b></p> <p>LC explained that the remaining budget from the Stapleford Towns Fund Capacity Funding of £29k would be carried forward. BBC's Finance and Resources Committee agreed to provide an additional £66k to plug the funding gap.</p> <p>There was an amount of money to cover the cost of visual hoardings for the disused Tile UK site whilst the building was being demolished. It was discussed and agreed that it would be more financially viable to lease the building on a short term basis to Stapleford Cycle Hub (a charitable organisation) and use the allocated money for community engagement with mock ups to illustrate internally proposals for the site.</p> <p>CH would be able to offer his advice how to recover bikes, repair, run maintenance workshops and donate/sell similar to Nottingham Bike Works.</p> <p>LC would arrange a site visit to check the condition of the building and advise of any costs involved in making the building safe and suitable for purpose, with the Council's Public Buildings Maintenance Team.</p> |  |
| <p><b><u>Communications and Branding</u></b></p> <p>LC asked the Board if they would agree to money being ring-fenced for comms and imagery for the rest of the programme. He was impressed with Hastings Town Deal Council's presentation at a recent stakeholder event which he will circulate when available which was very thought provoking.</p> <p>He gave an indication of expected costs of external comms work for six months would be approx. £18k.</p> <p>RH suggested forming a sub-group to look at two/three companies giving them each a brief of expectations to be costed. The sub-group will be responsible to agree who to appoint.</p>   |  |

LC suggested the company doing work around Beeston Phase 2 who previously provided imagery other digital assets very quickly and produced an aerial view of Stapleford with use of their drone and excellent media coverage.

Volunteers for the sub-group will be discussed outside of the meeting. WM suggested younger members to be invited onto the sub-group who have better social media understanding. JMcG agreed that the younger generation would help to shape ideas for their future and nominated the youth skateboarder on the Pavilion Working Group.

**ACTION: LC to prepare a Brief and circulate to the Board.**

**Town Centre Recovery Grant Scheme Submission**

LC announced that all six project returns had been submitted to government and that the financial re-profile exercise had been accepted with no follow ups, which was confirmed outside the meeting by Mel P. A grant offer letter will be issued imminently.

**Appoint a Panel for Grant Applications**

A Panel (or sub-group) will need to be formulated consisting of 3-5 Board Members. Most of the initial admin work will be carried out by Broxtowe officers to receive the grant applications and financial audit checks made. The Panel will consider the applications and advise the Executive Board.

It was voted to appoint IJ, PS, TN and WM.

JMcG raised concerns that there were businesses who were originally part of the town centre but now fall outside of the border when boundary changes were made.

LC advised that it was a discretionary scheme for Board Members to decide. Any multi-national businesses or organisations who have already received money will not qualify for any further grant support because of Subsidy Control limits. It is anticipated that the awards will be in the region of £10k - £20k and if there is any surplus, the board reserved the right to alter the scheme for outside the boundary with caveats.

LC continued to mention that there would be a provision for clawback with significant improvements made to premises that businesses may be inclined to sell. Applicants will need to provide a copy of lease agreement at grant offer letter stage, with signed declarations against grant conditions. A mechanism to clawback money where a freeholder sells a property exists within the Town Centre Recovery Scheme Policy. The amount to be recover is on a tapered approach, paying more back if the sale is shortly after the improvements are completed.

RMacR wished to thank LC for his involvement with the scheme under very recent and difficult circumstances.

JMcG suggested LC/Officers personally visit potential applicants and explain the grant scheme to individual business. LC confirmed that the letters could be hand delivered.

**Revision to Draft Monitoring and Evaluation Plan**

LC advised that the first draft M&E Plan had been submitted as part of the project confirmation process. A Final M&E Plan for the Town Centre Recover Scheme submission would necessary. The new M&E documentation provided by Gov includes additional and some reworded indicators. Where new ones are pertinent to the individual projects, these would be included.

**Executive Board Membership**

IJ proposed to add Tom Spink to the Executive Board. IJ circulated a hand-out of TS's credentials which showed his previous work experience with similar projects, his skills and local knowledge.

RH asked IJ if TS had any conflicts of interest with any of the schemes; was he a direct employee of IJ's company or had any strong political views. IJ confirmed that none of the above applied.

PS seconded the proposal. It was voted unanimously that TS would be appointed to the Executive Board.

LC stated that necessary amends to the LAF, board composition diagrams and other documentation would need to be actioned.

**Update on Project Working Groups (F&G)**

CH gave an update on the individual Working Group projects and summarised finances to work towards each objective. All schemes would need to be presented to NCC's January 2022 committee.

**Library and Skills Centre**

The WG decided to utilise the internal space of the existing building instead of an extension being built at the back of the building. The ground floor would be a cohesive area and the upper floor void space for education and learning.

RH queried if the cost of equipment had been included in the specification. Her concern was to ensure that these facilities would be utilised with a connection to Outreach workers who could signpost people in Stapleford to take advantage of these opportunities.

WM (Chair of WG) also announced that cladding had not been agreed to the building which would reduce the £200k shortfall. He said the project was in two parts. One part was the capital side with NCC and the other part was what courses would be needed through discussions with Inspire, Outreach services, DWP and the Job Centre to understand what the skills shortages are.

CH advised that NCC had not yet procured the work. Discussions are being sought with their Library team how to deliver. Conversations with NCC highways to improve the space in front of the library were already planned as part of the Highway Improvement works.

TN requested that the library building works be complimentary to the nearby conservation area as there are many different architectural types in the town. LC advised that any building works would be subject to planning approval.

### Sports Pavilion

CH advised that it will be necessary to revisit the whole layout of the pavilion to establish various options including the community hub. LC asked designers that the car park may have to be reduced to cater for the bowling green. Queries how the building would operate with meeting rooms, offices and flexible spaces and understanding specific requirements. Suggested providing external storage facilities. The youth block will be run by NCC but need to understand how the business will be operated.

DH suggested the community pavilion would benefit from different security door access for different parts of the building.

JMcG proposed using county land behind the former fire station for the Scouts to utilise which releases more space in the pavilion.

LC agreed that individual room space requirements need to be established and report back to the designers.

### Enterprise Hub

CH reported that the Hub would need a desktop approach initially to get the layout right for the architects. More detail would be needed in order to allocate blocks of space on the ground floor including areas for market traders with some fixed stalls and a small food court.

### Traffic Management

CH reported that VIA were a critical friend to traffic improvement works at the junctions for the best approach and most cost effective schemes.

LC advised a report by Bancroft would require further scrutiny by VIA, for cost of materials and prioritising schemes which may be necessary given budget constraints. TSK have also produced a supplementary document to be read in conjunction to the Bancroft report, to aid in FBC development.

PS believed it was important to make the streetscene attractive with improved appearance.

DG understood that local authorities could decide to remove speed humps as the number of accidents had not altered. LC agreed that education and improved signage to use pedestrian crossings correctly would avoid further accidents.

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| <p>SG referred to the County's committee dates which had been passed to LC. LC emphasised that reports would need to be available seven weeks prior to NCC's committee in January 2022.</p> <p><u>Cycle Network</u></p> <p>CH advised that there were new regulations for cycling paths. There will be new guidance issued by government what the interpretations are.</p> <p>LC mentioned that any new cycling scheme would need to be LTN 1/20 compliant.</p> <p>SG suggested joining up with NCC's Active Travel Fund for mini Holland work.</p> <p>DH advised that he will be meeting the Cycling Minister if anyone wished to bring up any matters to email him. LC will co-ordinate responses from the board members where received in.</p> |  |
| <p><b><u>Date of next meeting</u></b> (Chair)</p> <p>Friday 19 November 2021 at 10.00 am, Broxtowe Borough Council Offices, Council Chamber, Beeston.</p> <p>Friday 17 December 2021 at 10.00 am</p> <p><u>To confirm proposed meeting dates for 2022</u></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>  |  |

MEETING CLOSED AT 12.20 PM