

STAPLEFORD TOWN FUND EXECUTIVE BOARD

Friday 8th December 2023 at 10.00 am

Council Chamber, Beeston Office

PRESENT:

Paul Sweeney (Vice Chair) (PS)
Darren Henry (DH)
Councillor Richard MacRae (RM)
Councillor John McGrath (JM)
Councillor Ross Bofinger (RB)
Councillor Sue Paterson (SP)
Councillor Teresa Needham (TN)
Melanie Phythian (MP)
Elaine Bell (EB)
Melissa Morrell (MM)

Robert Ellis Estate Agents
Broxtowe MP
Broxtowe Borough Council
Broxtowe Borough Council
Broxtowe Borough Council
Stapleford Town Council
Stapleford Town Council
Towns Fund Policy Advisor
Private sector
Voluntary sector

OBSERVERS

Jonathon Little (JL)
Sam Comerie (SC)
Chantal Lancashire-Woolley (notes)
Ruby Sharp (RS)
Stuart Baird
Alex Strongman
Dan Ursua (DU)
Andy Purvis (AP)
Steve Fletcher (SF)

Broxtowe Borough Council
Broxtowe Borough Council
Broxtowe Borough Council
Broxtowe Borough Council
Bakerbaird
Darren Henry's Constituency Office
Maber
Maber
Focus

APOLOGIES:

Ian Jowett (Chair)
Ruth Hyde
Zulf Darr
Ryan Dawson
Tom Spink
Jonathan Smith
Councillor Richard Jackson
Nicola Stevens
Jan Goold
Barbara Demetriou
Keith Brown
Babs Sandhu

WMD Ltd
Broxtowe Borough Council
Broxtowe Borough Council
Broxtowe Borough Council
MyPad
Nottinghamshire County Council
Nottinghamshire County Council
Nottinghamshire County Council
Voluntary Sector
Private sector
Private sector
Private sector

	ACTION
<p><u>Welcome and Introductions (Vice-Chair)</u></p> <p>The Vice Chair welcomed everyone to the meeting.</p>	
<p><u>Apologies of absence (Vice-Chair)</u></p> <p>Apologies of absence were received and noted.</p>	
<p><u>Agree Minutes of previous Meeting (Vice-Chair)</u></p> <p>The minutes of the previous meeting dated 8th September 2023 were agreed.</p>	
<p><u>Procedures (Vice-Chair) – a) declarations of interest, b) membership, c) code of conduct, d) website profiles</u></p> <p><u>Declarations of interest (Vice-Chair)</u> There were no declarations of interest.</p> <p><u>Updated Executive Board Membership Structure (Vice-Chair)</u> SC shared current Executive Board membership structure and highlighted key roles that were still to be appointed including representatives from the FSB. The Chamber of Commerce would be approached to support appointment of representatives from these sectors in place of the resignation of D2N2 from the Executive Board.</p> <p>RM queried NCC representation on the Executive Board. SC agreed that NCC representation on the Board was crucial and assured members that possible solutions to this were being explored, such as approaching Cllr Keith Girling regarding his potential Board membership. JM suggested inviting Cllr Neil Clarke from NCC to become an Executive Board member. Cllr Richard Jackson needs to resign.</p> <p><u>Updated Member Code of Conduct (SC)</u></p> <p>Due to a number of new memberships, an updated Code of Conduct has been circulated as part of the papers linked to this meeting. SC asked all members to sign and return this as soon as possible.</p> <p><u>Website Profile Updates (SC)</u></p> <p>SC reminded all Board members to send updated personal profiles to be published on the Broxtowe website as soon as possible.</p>	
<p><u>Communications and Publicity Update (BakerBaird)</u></p> <p>SB from BakerBaird shared the Comms highlights of the past quarter. These included the business support event in Stapleford linked to the</p>	

	ACTION
<p>TCGF scheme as well as the Steven Gerrard Academy announcement on East Midlands Today.</p> <p>SB informed the Board that on Tuesday 12th December, the BBC's One Show will be filming a segment on the work of Ridewise at the Stapleford Cycle Hub.</p> <p>SB shared engagement trackers for social media posts from the past quarter. 15 facebook posts have been published which collectively achieved a 16.3k reach.</p> <p>An imminent key piece of Comms work is to prepare for the next planning application process linked to the 3G pitch at the Community Pavilion and Young People's Centre. CGI images relating to this are in the process of being created. There will also be an announcement of the contractor appointed for the construction of the Community Pavilion and Young People's Centre in early 2024.</p> <p>Regarding the Library Learning Facility, BakerBaird are working with Inspire on updates linked to this project for the new year.</p> <p>SB noted that all Comms was strategically planned to be announced at the correct time, in line with decision making processes from the Executive Board.</p>	
<p><u>Programme Issues (JL/SC)</u></p> <p>SC shared that the Towns Fund Performance Monitoring form for the reporting period Apr-Sept 2023 was submitted on 4th December 2023 and circulated to Board members ahead of submission.</p> <p>High level risk register discussed. Rising costs affecting each project and delivery partner collaborations are highest risk factors. These are causing delays and pressures on the ability to deliver the projects within the required timeframes.</p> <p>SC shared that any significant changes to costs, timeframes or outputs have to be reported to central government through submission of a Project Adjustment Request or a Delegated Project Notification.</p> <p>SC reported the following delegation project notifications were an underspend within the Library Learning Facility, a budget increase for Enterprise Hub Building, the addition of the cricket relocation, skate park and amendments to the Community Pavilion and Young People's Centre. The changes within this project include the addition of the cricket relocation, skate park and amendments to the Young People's Centre.</p>	

	ACTION
<p>The costs relating to a number projects, although indicative, are substantially higher than current allocated budget mainly due to inflation and increases to constructions costs. The Cycle Network and Associated Infrastructure project was highlighted as the key project affected by this issue.</p> <p>Regarding the Cycle Network and Associated Infrastructure project specifically, SC shared that a variety of options are currently being explored with NCC as the Highways Authority. There are a number of issues linked to this project but BBC are continuing to work with NCC towards a solution with these. SC informed all Board members that the outputs linked to this project overall will significantly drop, regardless of which option is taken forwards and this will need to be reported to government as a PAR.</p> <p>DH offered his support in progressing the Cycle Network and Associated Infrastructure project through attending meetings between BBC and NCC to attempt to increase the pressure. JM suggested that attempting to contact Cllr Ben Bradley would be beneficial.</p> <p>Action: BBC to include DH in all correspondence with NCC regarding the Cycle Network and Associated Infrastructure project.</p> <p>In principle decision to progress a Project Adjustment Request for the Cycle Network and Associated Infrastructure Project and Delegated Project Adjustment Notifications for the Community Pavilion and Young People's Centre, Enterprise Hub Building and Library Learning Facility approved.</p> <p>All board members voted unanimously in favour.</p> <p>Outputs for the TCGF and Library Learning Facility projects are significantly overachieving and all additional outputs will be included in the report to government.</p>	JL/SC
<p><u>Delivery Board Updates</u></p> <p><u>Town Centre Recovery Fund/High Street Rental Auction (SC/JL)</u></p> <p>SC reported that the project is nearing completion. A panel meeting following the previous board meeting has taken place and the decision was made to allocate a portion of the remaining spend to projects on the Reserve List 2. There are 5 projects outstanding at present, all due to complete by the end of December 2023.</p> <p>JL introduced the High Street Rental Auction initiative to tackle the nationwide problem of eyesore, un-let high street buildings which was published by government at the end of October 2023 within the Leveling Up White Paper.</p>	

	ACTION
<p>JL shared an overview of the purpose of the initiative and a high level summary of the detail of the process involved in this. JL proposed that the Board use this scheme to take action to improve the façade of key errant properties in Stapleford.</p> <p>It is a Council process, and not a Board process. Board to request Broxtowe Cabinet to adopt this policy. MP suggested Discovery Route to source support regarding the implementation of this policy.</p> <p>We need to engage all relevant properties in Stapleford regarding these issues. PS offered his support from his estate agency background to attempt to engage these properties.</p> <p>JM and RB declared that they were both members of Broxtowe Cabinet. Discussion ensued on their ability to vote on this item.</p> <p>All voted unanimously in favour of Broxtowe Borough Council Cabinet to formally adopt use of these powers on errant properties in Stapleford and to use a portion of the residual grant funding from the TCGF scheme to fund the administration of this process.</p> <p><u>Library Learning Facility (SC)</u></p> <p>SC updated Board that all Phase 1 Internal work is complete but that we are awaiting final costings regarding the external design works. SC assured Board that pressure is being applied to ensure this is delivered on time.</p> <p>SC shared that there was a £53k underspend of the Phase 1 works within this project. It was agreed that as part of the previous approval given within the Programme Issues item of this meeting, one of the Delegated Project Adjustment Notifications was around the reallocation of this underspend to the Youth Services element of the Community Pavilion and Young People's project.</p> <p>SC shared possible external designs for the library, which included repainting the signage and totem. The ramp as part of this façade is owned by Highway Authority so a decision on how to progress this element has taken longer. Possible options for the ramp include the addition of planters and changing the ramp to balustrades.</p> <p>A previously approved budget of £175k should suffice for these designs, however, it was noted that there is the possibility of scaling back on these designs to ensure the budget is met.</p>	

	ACTION
<p>An update on VIA EM probably taking responsibility in managing the planters was given.</p> <p>In addition, it was shared that the totem will require planning permission as it is on the public highway and lit up. ARC, the design team, have been asked to phase the works so that any potential delays regarding the lighting and planning does not affect the building works commencing.</p> <p>Discussion of possible organisations who may be interested in taking on the management and maintenance of planters ensued.</p> <p>MP suggested engaging with local businesses to see if they would sponsor this element.</p> <p>Action: RM and SP to send SC any contacts of organisations they are aware of who may be interested in taking part in the maintenance and management of these planters, alongside Inspire.</p> <p>EB queried how the new, increased car park charges across Broxtowe will affect the library users, learning programme users and employees. Details of the new charges were shared.</p> <p>JL shared Cabinet rationale for passing this new policy regarding car parking in the Borough with the Board.</p> <p>Possible solutions to support businesses transition during this period shared (e.g. free parking on particular days or the use of vouchers/season tickets).</p> <p>JM confirmed that Cabinet are already looking into possible strategies to support with this.</p> <p>Action: JL and SC to explore possible solutions to support businesses transition during this period and circulate around the Board.</p> <p><u>Enterprise Hub Building (SC)</u></p> <p><u>Derby Road Car Park</u></p> <p>SC updated that since the last Executive Board meeting, VIA EM have decided not to progress with the construction element of these works and this is now in the process of going to open market tender which has caused delays. Once out to open market tender, a minimum 30-day period will follow and we can then understand construction timelines more accurately.</p> <p>Party wall work is underway and a contractor will complete this work once the award has been issued.</p> <p>A report to obtain an off-street parking order has been prepared for January 24 Cabinet to ensure that this order is obtained to align with the car park opening.</p> <p><u>Main Build</u> (led by DU and AP from Maber and SF from Focus)</p>	<p>RM/SP</p> <p>JL/SC</p>

	ACTION
<p>SC explained that 3 design options for the Enterprise Hub main build have been circulated to the Board prior to the meeting.</p> <p>SC confirmed that Option 1 is the preferred option to progress and reminded Board that as part of the previous approval given within the Programme Issues item of this meeting, one of the Delegated Project Adjustment Notifications was linked to this project.</p> <p>Rationale for progressing Option 1 was shared by SC. Option 1 is an uplift in the budget but less than a 30% reduction in the key outputs linked to the Business Case. There is still the choice to scale back from Option 1 to Option 2 if required.</p> <p>Daniel Ursua (Maber) gave more detail on each of the 3 options. Option 1 to include business starter units on the ground floor and/or smaller offices with the top floor housing the makers space and flexible working space. This option is 3 storeys high as in the original proposal.</p> <p>Option 2 is similar to Option 1 but without the third floor.</p> <p>Option 3 is an option including a building which could be for community use.</p> <p>DH queried whether or not a 3rd storey could be added to a 2 storey building at a later date, as a phased approach to the build, if budget was an issue and Option 2 had to progress. SF (Focus) confirmed this was possible.</p> <p>SC shared that Maber have engaged well with the Enterprise Hub Working Group and attended the site visits to Ashfield and Arnold.</p> <p>Discussion over the potential uses of the internal space ensued.</p> <p>Potential concerns following market report results and findings from site visits indicating that maker's spaces are costly and don't generate a huge amount of revenue. Therefore, it is crucial to ensure the 1st and 2nd floors generate enough revenue to support the makers space. Creative solutions and possibilities linked to this are currently being explored (e.g. a mix of retail and maker's units or the possibility of incorporating living and working space into the site). The priority is to ensure that the space is flexible and could facilitate a range of uses.</p> <p>SC shared that engagement with Poundstretcher was positive and they were in support of the development.</p> <p>DU (Maber) added that this design encourages the public to go up Victoria Street, therefore extending the high street from Derby Road. The footpath up the hill will be widened and trees will be kept.</p>	

	ACTION
<p>SF (Focus) shared next steps for the project are to define the RIBA Stage 2 detail in the designs and continue work on user engagement and Business Case development around possible uses for this space. RIBA Stage 3 will create more certainty on who the potential users for the space could be.</p> <p>Discussion over the location of the open space in the designs and its connectivity to the Town Square ensued.</p> <p>RM raised the potential issue of ASB within the side street on the design. SF (Focus) assured that this area can be closed off to deter this type of activity from occurring.</p> <p>TN suggested utilising the space at night to support resolving the potential issue of ASB through the creation of lighting sculptures.</p> <p>RM expressed concerns over Victoria Street being used as the site for the Hub and not the Tiles UK site.</p> <p>JL shared rationale for the position of the building. The purpose of building is to transform peoples image of Stapleford, making it front and centre as the flagship building in the town centre.</p> <p>JL also emphasised that the idea was to have a permeability across Victoria Street that connects the Town Square with the front of the building.</p> <p>TN emphasised the importance of having open, pedestrianised space which encourages the community to gather and house events. TN highlighted that this project is a real opportunity to facilitate this.</p> <p>JM agreed and was in support of the designs.</p> <p>AP (Maber) confirmed that designs were high level currently and further design work will be undertaken linked to this space.</p> <p>SC shared the proposed name for the building was 'The Pencil Works' to pay homage to Chambers (pencil creators), a flagship business which originated in Stapleford. Contact has been made with Chambers who are in support of this and the project as a whole.</p> <p>All voted unanimously in favour of calling the building 'The Pencil Works'.</p> <p>RM expressed he had changed his mind regarding designs for the Enterprise Hub and could now no longer support the progression of any of the design options.</p> <p>All (except RM) voted to progress with Option 1 of the designs presented.</p> <p><u>Community Pavilion and Young People's Centre (SC)</u></p>	

	ACTION
<p>Main Building:</p> <p>SC confirmed that RIBA Stage 4 detailed design stage is complete and shared plans. No significant changes to designs were reported but further detail added. Externally the position of the of DDA parking spaces and EV charging points has been refined as well as the addition of more paving around the outside of the building to encourage café extension. Internally, the change in location of the prep kitchen was highlighted plus addition of access to changing spaces and accessible toilet.</p> <p>Update on tender process for construction contractor given. 7 of the original bidders were on Stage 2. Main contractor due to be appointed by March 2024 highlighted but with hope for April 2025 completion.</p> <p>DH queried the effect of the construction of the main build to Hickings Lane. SC assured that stakeholder engagement management of the site is being evaluated as part of the tender process.</p> <p>Cricket Re-location:</p> <p>SC reported that the process of purchasing a site was being finalised and that Stapleford Cricket Club and the ECB were engaging positively with this.</p> <p>Football Foundation Application for 3G Pitch/Stephen Gerrard Academy:</p> <p>SC updated that SGA have announced that they want to occupy the site and their recruitment process is going well. STFC offering their support to the SGA with their recruitment process. It was noted that the entire Borough will benefit from the addition of the SGA and the announcement of the SGA to the site has encouraged other potential occupiers of the building to commit.</p> <p>Contractor for detailed designs of the 3G pitch has been appointed. SC shared the current detailed designs.</p> <p>SC confirmed that although the 3G pitch will be managed by Pavilion management company and occupied by a mix of football clubs, it is crucial that the pitch is also accessible to the community to support the Football Foundation grant funding application.</p> <p>Final designs to be shared with the Board ahead of the planning.</p> <p>MP noted that remarkable progress has been made with this project despite considerable issues being raised along the way.</p>	

	ACTION
<p>Skate Park:</p> <p>SC reported that BrBC and Skate Nottingham have been working well together on this project. The Crowdfunder target has been met. The next step is to finalise the location. This is a Council decision and a report to Cabinet in January 2024 has been prepared for this. SC shared the rationale for approving location ahead of applying for grant funding. All next steps are subject to required funding and planning permission being attained.</p> <p>DH queried why Archers Field was not the preferred site. SC informed that a full SWOT analysis was carried out indicating Central Avenue is the most suitable and preferred site reasons included that is the closest site to Hickings Lane, was flat and had good accessibility and has not previously received FCC funding. SC informed that Archers Field has issues which would limit access for emergency services.</p> <p>A number of Board members expressed opinions that Archers Field had merits.</p> <p>SC ensured that members comments were fed back.</p> <p>RB raised the concern from user engagement event in August around girls skate participation being affected by a lack of toilets and changing facilities.</p> <p>Action: SC to feed back to designers.</p> <p>Young People Centre:</p> <p>SC updated that the underspend from the Library Learning Project would be reallocated to Youth Services to improve their current location as agreed in the Programme Issues item of the meeting.</p> <p>RM expressed concern over the amount being reallocated to YS not being sufficient in meeting their renovation requirements. SC informed that this funding would be a stepping stone and that opportunities for them to access the Pavilion exist.</p> <p>Community Facilities:</p> <p>As part of the main building the additional facilities within the building will support the local community organisations including café space, flooring suitable for dancing activities, kitchenette for groups and parties and early years toilet facilities and activity halls for exercise activities, these all of which will support the requirement for a number of community groups and organisations.</p> <p><u>Cycle Network and Associated Infrastructure (SC)</u></p>	<p>SC</p>

	ACTION
<p>Feasibility study created by VIA EM received with costs 3 to 4 times over budget. This report was taken to the Cycle Working Group for their input.</p> <p>Cycle Working Group favoured a hybrid option of the overall scheme, consisting of part of Pasture Road and part of Hickings Lane, as a phased approach to delivering the full scheme over time when future funding becomes available.</p> <p>This proposal was presented to NCC who highlighted a number of issues and had not endorsed the groups proposals, preferring Ilkeston Road.</p> <p>SC reported that there have been significant delays in NCC engagement but that regular communication has recently been reinstated. SC informed members that support has been accessed through the Discovery Programme to encourage NCCs engagement.</p> <p>It was emphasised that NCC and ATE were the key stakeholders in enabling this project to progress and it was imperative to work with them to find a viable solution that all stakeholders were in agreement of.</p> <p>RM, DH and JM disagreed that Ilkeston Road should be the priority. Routes incorporating the school and crossings to support road safety were key. Progressing this hybrid option will have the biggest benefit to the public.</p> <p>JM informed that he was trying to support with engaging NCC by contacting Cllr Neil Clarke.</p> <p><u>Street Improvement Scheme/The Roach (SC)</u></p> <p>SC updated that due to rising costs across all projects which raise increased concerns over the delivery of the scheme, it would be advisable to reallocate the budget given for the Roach feasibility to the main Street Improvement Scheme project.</p> <p>All voted in favour of this.</p>	
<p><u>AOB</u></p> <p>1. Stapleford Christmas Market this Sunday. Encourage to come along.</p>	
<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>	

	ACTION
<ul style="list-style-type: none"> Friday 8 March 2024 at 10.00 am 	

MEETING CLOSED AT 12 NOON