

STAPLEFORD TOWN FUND EXECUTIVE BOARD

Wednesday 5th September 2025 at 10:00 am

Council Chamber, Beeston Office

PRESENT:

Councillor Stephen Jeremiah (SJ)	Stapleford Town Council
Elaine Bell (EB)	Sewing Bee
Keith Brown (KB)	Concept Painting Contractors
Sue Paterson (SP)	Voluntary sector
Zulf Darr (ZD)	Broxtowe Borough Council
Paul Sweeney (Vice Chair) (PS)	Robert Ellis Estate Agents
Joelle Davies (JD)	Nottingham County Council
Jonathon Little (JL)	Broxtowe Borough Council
Councillor Richard MacRae (RM)	Broxtowe Borough Council

OBSERVERS

Faustina Graca (FG)	Broxtowe Borough Council
Ryan Vaughan (RV)	Broxtowe Borough Council
Stuart Baird (SB)	BakerBaird
Elizabeth Cooper (EC)	Broxtowe Borough Council
Sam Comerie (SC)	Broxtowe Borough Council

APOLOGIES:

Juliet Campbell (JC)	Member of Parliament for Broxtowe
Ian Jowett (IJ)	WMD Ltd
Tom Spink (TS)	MyPad
Jan Goold (JG)	Volunteer sector
Ian Hutchinson (IH)	Volunteer sector
Darren Henry (DH)	Regeneration Projects Manager
Councillor John McGrath (JM)	Broxtowe Borough Council
Barbara Demetriou (DB)	Archmedia Accounts
Ruth Hyde (RH)	Broxtowe Borough Council
Leslie Ayooua (LA)	Parliamentary assistant for Juliet Campbell

	ACTION
<u>Welcome and Introductions</u> (Chair)	
<u>Apologies of absence</u> (Chair)	
<u>Agree Minutes of previous Meeting</u> (Chair)	
Board in agreement of the last meeting minutes.	

	ACTION
<p><u>Procedures</u> (Chair) – a) declarations of interest, b) Condolences</p> <p><u>Declarations of interest (Vice-Chair)</u></p> <p><u>Condolences</u> PS reads letter of condolences to be sent to the family of Councillor Ross Bofinger.</p> <p style="text-align: center;">Board holds a moment of reflection in memory of Cllr Ross Bofinger.</p> <p>ZD proposed naming the community garden or a room at the pavilion after Cllr Ross.</p> <p>SP noted the most appropriate option to be the community garden.</p> <p>FG mentioned Councillor John McGrath who proposed naming a community garden.</p> <p>Decision: Board agrees to name Community Garden, at the Community Pavilion, after Ross Bofinger Memorial Garden.</p>	
<p><u>Community Pavilion</u></p> <p><u>Main Build (EC)</u></p> <p>EC updated the board on the progress of the pavilion:</p> <ul style="list-style-type: none"> - Received Transfer certificate with the football club and liberty leisure starting their fit out. - The external areas need to be completed by week commencing the 15th. Very close to final completion. - STFC are near completion with their fit out and their branding is set out on the pavilion. - Café operator has been allowed to start the installation of their bespoke furniture. - Early years provider - Ducklings will start fit out this month and their bespoke pack away system, which will allow them to close for the day. - Remaining works include the Signages for the building. <p>JL noted the programme was noted to be completed in August and incentive payment will now be unlocked.</p> <p><u>Names:</u> EC received confirmation from families for Dave Watson and we can</p>	

	ACTION
<p>now proceed. In terms of the room names the five proposed are being confirmed with families.</p> <p>RM asked if the membership with LL is needed to access the Gym in the building.</p> <p>EC confirmed it would require a higher level of membership to access the gym.</p> <p>RM requested the membership and gym details to be published on social media with aims to boost its use.</p> <p>Action: Liz to confirm the membership scheme and work with Baker Baird on a comms piece around the Gym.</p> <p>RM enquired about the booking system for the MUGA and the specific requirements for footwear the Youth Club should use.</p> <p>EC confirmed the time slots for the youth club should be already programmed in but will double check, and the team has looked at means to provide football boots that are available for disadvantage user and groups.</p> <p>EC noted the first football steering group where all the partners passionately mentioned the boots issue. The agenda item was to look at reaching groups hard to reach and how we can look at finding a boot bank.</p> <p>SC added engagement with Sarah Robertson started to look at putting bins in place and getting contributions available.</p> <p>RM mention the planning conditions of the 3 G pitch included the removal of the pitch and questioned when these works would be completed.</p> <p>EC confirmed funding for the railings came from football foundation, therefore there needs to be a formal process to remove it, the condition asks for a removal plan to be put in place which has been submitted.</p> <p>RM noted the football match police vs fire department for the 19th Sunday.</p> <p>EC will confirm the 19th can still go ahead for activities, but further updates on the opening.</p> <p>Action: EC to confirm dates by end of play today.</p>	<p>EC/SB</p> <p>EC</p>

	ACTION
<p><u>Community Pavilion</u></p> <p><u>Washington Drive</u> RM questioned if the group decide to move will ther group close.</p> <p>SC noted our role is to engage and depending on availability, wich we believe they will be please with we will hope they want to participate.</p> <p><u>Padel courts</u> Works have started in August and programme is to last 8 weeks, confidently it will take less time. While the harden glass is there, we are exploring additional fencing.</p> <p>Decision: Board approved the sourcing of fencing to secure the padel courts</p> <p>RM note the residents at West Cross Avenue would like to close the park entrance, supported by the added antisocial behaviour. If we remove this will future prof this.</p> <p>JL noted Parks team is required to make these decisions. This topic will be made an agenda item.</p> <p>RM requested an update to be sent to the relevant ward councillors.</p> <p>Action: Parks entrance review agenda item to be added at the Parks meeting, and a follow up update is to be brought to the board.</p> <p><u>Community Garden</u></p> <p>EC updated on the developing a community engagement plan and the related public consultation is to be carried out between now and Christmas; with a single organisation to oversee these operations it could help to take off.</p> <p>RM mentioned consulting with Albany school if they are interested. They should have a gardening club.</p> <p>EC confirmed we will also look at additional funding.</p> <p>Action: EC/FG to include local schools in community garden consultation</p> <p>Decision: Board approved a single community group to lead community garden development.</p>	<p>EC/FG</p>

	ACTION
<p><u>AGP and MUGA</u></p> <p>EC updated the board: Handover completed on the 3rd of September; FIFA certification was issued yesterday. Snagging item will be addressed in the next 12 months and there planning items being reviewed by sport England.</p> <p>Steering group previously mentioned will meet twice a year and this includes Nottingham Forest, AJ sports and Pegasus. Standard agenda item is to look at hard to reach groups and giving everyone opportunities.</p> <p><u>Cricket Relocation</u></p> <p>RV confirmed planning application is due to go planning committee in October, we have all measures in place so Talbotlandscapes will be on site as soon as possible. Weather has been against us, so we are not optimistic to have works started.</p> <p>Measures are being put in place and Additional flood improvements by NCC.</p> <p>RM queried if there's any cricket positive news we can share, and there are concerns form residents around the cricket work not helping the flood.</p> <p>SC confirmed certain works can be done including the NCC works as permitted development. We looked at the plans with the planning team and we will also put in future provision for the club for the extended period.</p> <p>RM noted local cadets should be offered to relocate to the new site and cricket pavilion as a partner.</p> <p>RV explains that the requirements of including tarmac area for the parades of the cadets would be incredibly difficult, with significant BNG costs with the site area for the pavilion being small. The pavilion itself will be well used with the football club looking to occupy it through the remainder part of the year.</p>	

	ACTION
<p><u>Cricket Pavilion Design.</u></p> <p>RV confirmed planning application to be submitted to planning in November. We have liaised with ECB and the club as part of the design and up to their standard.</p> <p>We are looking at funding options to ensure we have enough for the pavilion.</p> <p>The latest design was shared with a minimal design with no internal seating. The second design included internal storage. The idea is that seating is external.</p> <p>JL requested that a brief and attendance from liberty leisure on how they found their first months of operation.</p> <p>Action: EC/FG to request LL to issue a report on the first month of operation.</p>	EC/FG
<p><u>Pencil Works (SC)</u></p> <p>Hoarding painting shared with the board and additional site notices going up next week, to with additional information on the history of Pencil Works name choice.</p> <p>Main programme (SC):</p> <p>We have signed the contract, and we are moving to site mobilization. Now expecting to be completed in August 2026.</p> <p>Enabling works being worked through including the EV chargers and the BT relocation. unforgettably following further trail pits low level of asbestos has been found and while common to find on site works for removal will start and GEDA will send letter to residents.</p> <p>The Asbestos issues have caused further delays; However, a lot of action will be seen, and we are working with estates on the units hire.</p> <p>We have received enquiries, however once the building starts to build, we will then review inquiries and a marketing plan.</p> <p>In terms of toilets, there has been a few changes.</p> <p>Parking (DH)</p> <p>Conservative Club and are willing to support the carpark initiative.</p>	FG

	ACTION
<p>Images were shared of the current carpark site, noting a potential resurfacing value of £25 to £30k. this would lead to around 30 spaces. Income would be on a percentage share if vouchers would be provided for members on specific evenings.</p> <p>No CCTV would be necessary. There are a few challenges however do we have a requirement to do a survey (Shared) and no further carparking might be needed but if taken forward then we would be in committee.</p>	
<p><u>Active Travel</u></p> <p><u>Albany School</u></p> <p>RV explains the current 150k variation on costs, results from trial pits in November. Work to be completed in March potentially one month later due to consultation delays so expected in April 2026.</p> <p>RM noted thank everyone involved has this is a very needed crossing.</p> <p>SC noted a slight delay will still allow for enabling works to be done.</p> <p>JL, we have engaged with the new county Cllr, and we made a request for them to cover the risk cost, and we could cover risk.</p> <p><u>Meadow View Cycle Path (RV)</u></p> <p>Design is moving to Riba stage 2, following receipt of the required ecology report.</p> <p>RV explains 3 options with one that carries onwards to exit onto Moorbridge lane, this was deemed not acceptable as the whole intent of the path was to remove this dangerous exit onto that road. Out of the 2 other remaining options one would cut into the existing Skate Park works so is not feasible, it would also creep further into the farmer's land.</p> <p>Next step to attain confirmation to proceed from the Environmental Agency, NCC and local farmer.</p> <p>RM questioned the possibility to way continue to path or tarmac the unadopted Mills Road.</p> <p>RV mentions that with it being unadopted, and no one claiming it may be a situation of us resurfacing it as part of the works.</p>	RV

	ACTION
<p>Action: RV to confirm option to continue or resurface Mills Road path.</p> <p><u>Cycle Hub – Vision Impaired Improvements (RV)</u></p> <p>Start of works on the 1st of September with 4 weeks to be completed.</p> <p>Braille map approved is in construction and should be installed in October. This is three-dimensional, a training tool to coincide with the map.</p> <p>Meeting with Alex McLeish lead to 5000 visions impaired residents of Broxtowe identified. We are now looking at funding to have operation to run sessions on the site.</p> <p>RM requested moving of bins within around the site and seating areas.</p> <p>JL noted the request needs to be considered alongside the Parks team.</p> <p>Action: SC/RV Bin relocation to be mentioned at Parks/EC Dev meeting.</p> <p><u>Skate Park (FG)</u></p> <p>Funding agreement was signed with FCC community foundation for the £100k funding. Press release to officialise the funding expected to be published on Friday the 12th of September.</p> <p>Contractor Canvas has been on site since the w/c the 1st of September and construction is expected to finish by the end of the year.</p> <p>Minor changes to the design were implemented on slight hights and curvature of some elements following final review of design with expert user group.</p> <p>A reply to the resident concerns mentioned at the previous meeting, these have now been addressed with the resident.</p> <p>Pegasus football club works include the painting, or the pavilion, concrete of external area and a new gate is to be added. Currently finalising costs and timelines for delivery.</p>	SC/RV

	ACTION
<p><u>Street Improvement Scheme</u></p> <p><u>Walter Parker VC Memorial Square (RV)</u></p> <p>Procurement has completed with no bids.</p> <p>SC noted this is the second round of procurement and we will meet to discuss what is possible here.</p> <p>SP noted the completion date for this section and events to be next summer.</p> <p>RV continued to update with: ambition is to have works to be completed alongside the pencil work landscaping.</p> <p>SC noted we need to review, and we have a meeting with events, and we will bare these in mind for construction timelines</p> <p><u>Derby Road Central Carpark</u></p> <p>SC confirmed the project is completed. We had a few work experience students, and we asked them to create mood boards to consider Stapleford as an area to inspire a mural painting at the carpark.</p> <p>RM noted if they go inside of the cemetery, its still original and the bell has been recouped.</p> <p>PS might be worth adding way markers to ensure people know where the painting inspiration is from.</p> <p>Action: FG/SC Landmarks to be added to artwork depending on final design.</p>	<p>FG/SC</p>
<p><u>Town Centre Recovery Grant Scheme (DH)</u></p> <p>We had 17 properties on vacancy register, we publicized an attended CAT meeting.</p> <p>We are in the period where we have an evidence package for full engagement with landlords and third parties and the initial notice will be issued.</p> <p>Noted case studies mentioned: The roach, which is now opened as a care provider. The Hedgehog, not previously used as a high street shop and is now being used as a beauty counter hair aesthetics clinic it had 40k investment with a positive response from the</p>	

	ACTION
<p>community.</p> <p>DH proceeded to read a letter from Be Couture Beauty and Aesthetics.</p>	
<p><u>Baker Baird (Stuart Baird)</u></p> <p>We had Stephen Gerard academy off camera no other media to turn up.</p> <p>A lot of positive feedback around the community café and the pavilion, which is now a reality</p> <p>Coming up we have:</p> <ul style="list-style-type: none"> - Padel court announcements and working with Josh from internal comms to publicize all upcoming news. - Pavilion launch we are waiting on Stephen Gerard to lead the national news. Hopefully, in a few weeks, we will have a confirmation date. - Mary Earp's agent approves the name use to MUGA pitch - Announcement advice around the timeline for construction of the Pencil works will be confirmed - Next week, skatepark announcement next week - Announcement for vision impaired as well. <p>Action: EC to update calendar invites for Community Pavilion opening event.</p> <p>Action: SB Commercial YouTube video for pavilion to be created</p> <p>Action: RV/SC/SB to work on an update positive story in relation to cricket start of works.</p> <p>SG questioned if we have an update on the visual display in Stapleford</p> <p>RM confirmed this can be hired and its digital and prices seem reasonable.</p> <p>SG if theres a way to use this for promotion of town council items to communicate this with residents as part of teh pencilworks</p> <p>SC confirmed we have started working with comms and is something e are looking to have at VC memorial and pencil works.</p>	

	ACTION
<p>SP noted to have this in addordable way for cbuinsess to adviertise on.</p> <p>SB noted these displays are usually very expensive and booked by company 6 months in advance.</p> <p>SG noted maye have this as an information digital display.</p> <p>JL mentioned the board in operation in Eastwood which was set up by us.</p> <p>Action: JL to confirm set up and cost information to inform next steps for Stapleford digital display.</p>	
<p><u>Programme issues (Risks/Budget/Timelines) (SC)</u></p> <p>Programme will be simplified and towns deal and levelling up fund will be merged. Reporting will now be in April 2026 and team will continue to monitor outputs.</p> <p>Risks continue to be addressed with contractors and utilities can lead to delays to the delivery of programmes and we are looking at contingency.</p> <p>In terms of capacity and resources, the team is being managed as we move into construction phases.</p> <p>JL noted that once we have a final decision, what we will do and where the money will be allocated will be shared with the board.</p> <p>Decision: Endorse the team to reprofile the overall programme approved</p> <p>RV confirmed programme spend is over 80% in committed and spent.</p> <p>RM note the flower shop user is happy to have window stickers, and checkers overall smell emerging from the site is affecting surrounding operating businesses.</p> <p>JL mentioned the site has been targeted before and that we can and will engage again.</p> <p>Action: JL to confirm if we can reengage the target if the site as part</p>	SC

	ACTION
of HSRA and FG to check with planning enforcement any actions that could be taken	
<p><u>AOB</u></p> <p>SJ noted the lack of attendance by the MP Juliet Campbell and requested a formal letter to be sent to request the participation in the meetings. Also requested the meeting date to be move to a more suitable day of the week as the original date was set to accommodate ethe MP being able to commit to the dates.</p> <p>Action: JL/SC to send letter of attendance request to MP.</p> <p><u>Town center enhancement</u></p> <p>FG confirmed receipt of projects to include Helpful Bureau to be supported to improve centres accessibility.</p> <p>RM noted this should be included on the least and should be at the highest of priorities.</p> <p>PS formally thanks Darren Henry for the support and commitment to the board and Towns Deal.</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> <p>Friday 5th December 2025 10:00am</p>	ACTION