ACTION LOG	Meeting:	Kidsgrove Town Deal Board

Date: 10th September 2020 4.00 – 5.30pm

Attendees: Gill Burnett (Sports Centre); Dan Gray (Aspire); Lisa Healings (VAST); Paul Hodgkinson (Keele Uni); Nicola Lewis-Smith (CRT); Zoe Papiernik-Bloor (Audience Agency); Mark Parkinson (SSLEP); Cllr Kyle Robinson (Kidsgrove TC); Cllr Simon Tagg (NBC Member); Andrew Thomson (N'hood Plan); Rob Timmis (King's School alternate); Cllr Philip White (SCC Member). **AECOM**: Alex Heath; Bob Perkins. **ARUP**: Julian Pye

Support Officers: Gail Edwards (SCC); Trudi Barnard, Mark Laywood, Martin Hamilton (NBC).

Approved

Apologies: Ian Donaldson (Autonet); Jonathan Gullis (MP); Alex Heath (AECOM); Rob Leese (DWP); Simon Martin (CRT); Simon McEneny (NBC); Emily Verow (King's School); Paul Waring (KTCCIC); Dr Emma Sutton (Primary Care Network).

	Issue	Action	Ву	Due Date	Compl
1.	 The chair welcomed: New member to the Board Mark Parkinson, as SSLEP representative, replacing Emily Wilson. Rob Timmis, standing in for Emily Verow (King's School). 				
	The chair reminded board members to send a short personal profile for the web page, as required to comply with the MHCLG guidance.	Send profiles to Trudi Barnard (see email for requirements).	ALL	30/09/20	Ongoing
_	Declarations of Interest				
2.	None noted				
3.	 Action Log from previous meeting: The Action Log was agreed as a true record of the meeting. Matters arising: Item 5: No further contact details have been received by AECOM. 				
	• All other items either completed or picked up on agenda.				
4a.	Town Deal advance payment update:				

	 See presentation for details. The KTD Board wish to track progress with the Kidsgrove projects through the receipt of regular reports. Cabinet has agreed that NBC will procure goods and services for the delivery of the Kidsgrove projects using their standard procurement procedures, once the funding has been received. 	Add as standard item to future agendas.	ТВ	Ongoing	Done – KTDB will oversee delivery
4b.	 The TIP (Town Investment Plan 1st draft): Vision statement – unchanged from previous meeting. Objectives – based on the three priorities agreed in previous meetings:- Town Centre Enterprise and skills Health and wellbeing Cross-cutting themes:- Connectivity – strategic links through the station. Clean growth – addressing inequalities as well as sustainability. Comments of first draft of TIP (preferably as 'Track changes' to original document) to be sent to AECOM by 25th Sept. The final version of the TIP will be published as a prospectus containing images and quotes to illustrate the detail and accompanied by a supporting video. The video production company will be procured using NBC procedures. 	Send comments on TIP to AECOM Send images and quotes for inclusion in the TIP.	ALL	25/09/20 23/10/20	Done Done
	Progress on priorities/projects:				
	 Town Centre (see presentation for details): Despite several attempts to make contact with property owners (letters and phone calls), response has been low, therefore AECOM is costing out a scheme based on the area over which there is some control. Awaiting information on space requirement of some potential users of hub. Station – AECOM continuing to meet with East Mids Rail Group to complete the project template for the TIP. Canal – CRT is assisting with completion of template. 	Report on progress at subsequent meetings.	AECOM	Ongoing	Done

4c.	 Paul Hodgkinson remarked that the sports centre looked out on a limb on the plan – needs connectivity to town centre shown better (NB: plan is still confidential). Health and Wellbeing (see presentation for details): 	Amend plans accordingly	AECOM	Ongoing	Done
	 Sports Centre – clear idea of what the project is and what it will deliver. Health Hub - Dr Emma Sutton and CCG Estates team are 	Report on progress at subsequent meetings.	AECOM	Ongoing	Done
	 helping to scope out what the Hub could contain and how it would link to the Sports Centre. Parks – developing ideas to build on the work that will be 	Report on progress at subsequent meetings.	AECOM	Ongoing	Done
	carried out with the advance payment. There is a lot of community support for park improvements. AECOM landscape designer looking at schemes. Potential to include other funders e.g. Sport England; Wildlife Trust. The Board was asked if they would approve inclusion of a parks related project in the TIP.	Report on progress at subsequent meetings.	AECOM /NBC	Ongoing	Done
	DECISION: By a show of hands the Board approved the working up of a parks project to be included in the TIP.				
	Enterprise, Employment & Skills (see presentation for details):				
	• Chatterley Valley: this is a strategic site for the borough (and beyond) but currently all costs are allocated to KTD. NTD has agreed in principle to consider a joint strategic project with sharing of costs but yet to be firmed up. Given its strategic nature, we need to understand the position of partners, particularly those on the KTD Board, and where additional funding will come from to deliver the site. We need as much certainty as possible for the TIP. Mark Parkinson confirmed that Chatterley Valley is a priority for local authorities in the	Need to confirm NTD Board support for CV.	ML	23/10/20	MHCLG confirm must be in KTIP
	area and the LEP would welcome approaches to help get off the ground.	Report on progress at subsequent meetings.	AECOM /ALL	Ongoing	Done
	 Julian Pye pointed out that if TIP funds are being allocated towards infrastructure, MHCLG will require reassurance on time scales for delivery of the site. 				

	 Small business units – waiting to hear from landowner. Current demand is for smaller units 	Report on progress at subsequent meetings.	AECOM	Ongoing	Done
	• The board discussed whether this strand should be the first of the objectives, given the potential to create jobs post Covid.				
	DECISION: By a show of hands the board agreed to Employment, Enterprise and Skills becoming the first objective mentioned in the TIP.				
	• Paul Hodgkinson questioned whether 'in kind' costs could be counted (e.g. time, land) to offset the amount requested in the TIP.	Explore with MHCLG rep.	ML/TB/ AECOM	01/10/20	Reply awaited
	Next steps:	Send comments on TIP, photos and		00/40/00	Dene
	Board members to respond to requests for comments and information.	quotes to be used for final version and profiles for the web pages.	ALL	23/10/20	Done
	AOB It was suggested that the final TIP includes a support letter signed by all Board members.	To be done	DG/TB/ ML	23/10/20	Letter from chair
5.	Information about both town deals is available on the NBC website. https://www.newcastle-staffs.gov.uk/all-	Check web pages and pass any comments to Trudi Barnard	ALL	Ongoing	only Ongoing
	services/business/business-information/town-deals-kidsgrove- and-newcastle				
10.	Date of next meeting	Note date in diary	ALL	ASAP	Done
	4pm, Thursday 22 nd October 2020, via ZOOM (joining details to be sent separately).				

Abbreviations:

- KTD Kidsgrove Town Deal
- NTD Newcastle Town Deal
- NBC Newcastle-under-Lyme Borough Council
- SCC Staffordshire County Council
- CRT Canal & River Trust
- ML Mark Laywood
- TB Trudi Barnard

CV – Chatterley Valley LEP – Local Enterprise Partnership MHCLG – Ministry of Housing, Communities and Local Government TIP – Town Investment Plan