

# ACTION LOG

Meeting

NEWCASTLE TOWN DEAL BOARD

Date

Thursday 27 June 2024  
(Start Time: 10.30am – 11.00am)

**Attendees:** Trevor McMillan, Cllr Stephen Sweeney, Simon McEneny, Elaine Burgess, Sarah Wilkes, Anthony Harold, Jane Tunnicliff, Chris Plant, Henryk Adamczuk, Michael Snaith

**Minutes:** Jeanette Ayres

**Distribution:** Attendees & Apologies

**Apologies:** Brian Meredith, Stefan Brzozowski, Hal Higgins Councillor Philip White, Ann Pittard, Gail Edwards, Dan Gray, Fiona Wallace, Carl Copestake, Lisa Healings, Rachel Laver, Gemma Whalley, Charlotte Pearce, Beverly Sampey, Jo Reilly, Eddie Leligdowicz, Graham Bibby, Jon Gray

| REF. | ISSUE  | ACTION | RESP. | DATE DUE | COMPL. |
|------|--|--------|-------|----------|--------|
| 1.   | <b>Welcome &amp; Introduction</b> <ul style="list-style-type: none"> <li>All were welcomed to the meeting.</li> </ul>  |        |       |          |        |
| 2.   | <b>Declaration of Interest</b> <ul style="list-style-type: none"> <li>It is noted that a number of people have interests in projects to be delivered.</li> </ul> |        |       |          |        |
| 3.   | <b>Minutes of Previous Meeting</b> <ul style="list-style-type: none"> <li>Agreed.</li> </ul>   |        |       |          |        |

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| <p>4.</p> | <p><b>Programme/Project Update Including Spend – June 2024</b></p> <ul style="list-style-type: none"> <li>Elaine had prepared a PowerPoint Presentation which was displayed at the meeting and Elaine gave an update on each Project:</li> <li><b>Smart Digital Connectivity</b></li> <li><b>Sustainable Public Transport</b></li> </ul> | <ul style="list-style-type: none"> <li>A copy of the Presentation is attached with the Action Log.</li> <li>RMS have been commissioned to support the procurement process and tender documents are currently being drafted for issue in July 2024 with evaluation in August 2024. The successful contract will then be awarded in September 2024.</li> </ul> <p>The Framework for the procurement will be:</p> <ul style="list-style-type: none"> <li>➤ Technical Specification</li> <li>➤ Social Value Element</li> <li>➤ Strategic Narrative</li> </ul> <p>This will be delivered within budget and will also realise value for money.</p> <ul style="list-style-type: none"> <li>RTPIs – the Licence for works at the bus station is now in place.</li> </ul> <p>There is a delay with Phase 2 at Merrial Street and other bus stops as currently waiting for EON to sort out the feeder pillars. Once this is done the remaining units will be installed.</p> | <p>JSA</p> <p>MS/EB</p> <p>EB</p> | <p>06.09.24</p> <p>06.09.24</p> <p>06.09.24</p> |  |
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|  |   | <p>New bus entrance at Keele University – on campus work is due to start in July 2024, there is a no-dig period at the University in August 2024 so the works should be completed in October 2024.</p> <p>First Bus have confirmed their intent to change the frequency of their 25 Service during term time once the new entrance is completed. This will increase the frequency and also see an express 25 Service between Newcastle Town Centre and Keele University during peak times.</p> <p>Hydrogen Study for Green Transport on the A525 – talks have taken place with Keele University but there is not enough capacity to run this so further investigation for greening up public transport is required. Keele have provided some referrals and have offered their support.</p> |    |          |  |
|  | <ul style="list-style-type: none"> <li>• <b>EV Charging Points</b></li> </ul>       | <ul style="list-style-type: none"> <li>• Infrastructure is being installed in Castle Car Park.</li> </ul>  | EB | 06.09.24 |  |
|  | <ul style="list-style-type: none"> <li>• <b>Town Centre Permeability</b></li> </ul> | <ul style="list-style-type: none"> <li>• Phase 1 Gallowstree is now complete</li> </ul> <p>Phase 2 Barracks Road is now provisionally planned for the first part of 2025 as there has been a delay due to structural maintenance work being carried out at Brook Lane.</p>   | EB | 06.09.24 |  |

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|  | <ul style="list-style-type: none"> <li>• <b>Transforming Key Gateway Sites</b></li> </ul>         | <ul style="list-style-type: none"> <li>• Midway – RIBA Stage 3 Planning Permission is due to be submitted in September 2024. A survey has been undertaken and development work is being done.<br/><br/>Zanzibar – Morgan Sindall have been commissioned and an initial meeting with Morgan Sindall and the Architects has taken place. Currently awaiting reconfiguration of plans and costings and although spending will be tight for the timeframe it is still on track.</li> </ul> | EB | 06.09.24 |  |
|  | <ul style="list-style-type: none"> <li>• <b>Astley Centre for Circus</b></li> </ul>               | <ul style="list-style-type: none"> <li>• Phase 1 is complete and the Centre is now up and running and has had good coverage in the press and on Midlands News. There has been a few months of operation and Elaine will meet with Andrew and Arthur to look at the finances and plans for Phase 2, their aspirations over the summer and how to get income generation. Elaine will provide an update at the 6 September 2024 Meeting.</li> </ul>                                       | EB | 06.09.24 |  |
|  | <ul style="list-style-type: none"> <li>• <b>Keele In Town (Digital Society Centre)</b></li> </ul> | <ul style="list-style-type: none"> <li>• The fit out is currently being undertaken and the project is on target to open later this year.</li> </ul>  | EB | 06.09.24 |  |

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|  | <ul style="list-style-type: none"> <li><b>Knutton Village</b></li> </ul>          | <ul style="list-style-type: none"> <li>Enterprise Centre – work started in April 2024 and should be completed by the end of 2024. Staffs CC will arrange some publicity at the appropriate time.</li> <li>Community Facilities – this started in April 2024 and is on track to be completed by February 2025.</li> <li>Residential Sites, High Street – Planning Permission was approved in May 2024. Aspire are currently out to tender with returns imminent. Subject to appointing the contract work is due to start in October 2025.</li> <li>Community Centre Site – the telecom mast is creating problems but Aspire have found a possible solution however they will need to speak to Staffs CC Highways.</li> <li>Village Hall – more details are required before this can go to the Planning Committee for consideration.</li> </ul> | <p>EB/<br/>SCC</p> <p>Aspire</p> <p>Aspire/<br/>SCC</p> | <p>06.09.24</p> <p>06.09.24</p> <p>06.09.24</p> |  |
|  | <ul style="list-style-type: none"> <li><b>Cross Street, Chesterton</b></li> </ul> | <ul style="list-style-type: none"> <li>Aspire have delivered Phase 1.</li> <li>Town Deal Funding for Phase 2 and Three.</li> <li>Project Adjustment request has been approved.</li> </ul>   | <p>EB</p>   | <p>06.09.24</p>                                 |  |

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|    | <ul style="list-style-type: none"> <li><b>Finance – Programme Overview:</b></li> </ul>  | <ul style="list-style-type: none"> <li>Currently behind on spend figures but invoices are still to be paid and currently awaiting claims for spend that has taken place. Elaine is chasing these up.</li> </ul> <p>An update will be given at the 6 September 2024 Meeting as the figures should show more spending. Need to keep pressure on people to spend and deliver within projects.</p> <p>A copy of the current Funding Table is in the PowerPoint presentation sent with this Action Log.</p> <ul style="list-style-type: none"> <li>All spending should be completed by the deadline of March 2026.</li> </ul> | EB  | 06.09.24 |  |
| 5. | <b>Any Other Business</b> <ul style="list-style-type: none"> <li>Trevor thanked everybody involved for their help so far.</li> <li>A meeting is to be arranged for the Autumn at one of the venues, using the Astley Centre was suggested.</li> </ul> | <ul style="list-style-type: none"> <li>Jeanette to arrange a suitable date.</li> </ul>   | JSA | 06.09.24 |  |
| 6. | <b>Date of Next Meetings</b><br><br>Friday 6 September 2024 @ 2.00pm  | Microsoft Teams  | All | 06.09.24 |  |