

# ACTION LOG

## Kidsgrove Town Deal Board

APPROVED

21<sup>st</sup> July 2025, 14.03 – 15.02

**Present: Board members:** James Dennison (JD) – CRT; Lisa Healings (LH) - VAST; Cllr Simon Tagg (ST) – NuLBC; Rob Timmis (RT) - King's Academy; Cllr Paul Waring (PW) - Kidsgrove TC; David Williams (DW) – MP.

**Support Officers:** NuLBC - Trudi Barnard (TB), Elaine Burgess (EB), Simon McEneny (SMc), Brian Meredith (BM), Sarah Wilkes (SW); SCC - Gail Edwards (GE); Others: EMR – Dan Robson.

**Apologies - Board:** Gill Burnett (GB) - Sports Centre; Paul Hodgkinson (PH) – Keele Uni; Rachel Laver (RLa) – Chamber of Commerce; Rob Leese (RLe) - DWP; Josephine Locke (JL) - KTCCIC; Simon Martin (SM) - CRT; Martin Murray (MM) – SCC; Emily Verow (EV) - King's Academy; Zoe Papiernik-Bloor (Audience Agency);

**Apologies – other:** Alex Collins (BEIS/MHCLG); Hal Higgins, Anthony Harold (NuLBC)

	<b>Issue</b>	<b>Action</b>	<b>By</b>	<b>Due Date</b>	<b>Compl</b>
1.	<b>Welcome &amp; introductions</b> In the absence of an elected chair, ST (vice-chair) led the meeting. See item 3.				
2.	<b>Declarations of interest</b> None received.				
3.	<b>Election of Chair</b> No nominations have been received to date. Board members agreed that the vice-chair would chair this meeting. Nominations invited by email prior to the next meeting. Members were reminded that the chair should not represent a public sector organisation.	Nominations for chair to be sent to TB (self-nomination is permitted)	ALL	Sept 2025	Ongoing
4.	<b>Action Log</b> of previous meeting was accepted as a true record.	Post on website	TB	31.07.25	Done
5.	<b>Kidsgrove Station – Future Options</b> (EMR Presentation and Stantec report circulated ahead of meeting). DR went through the EMR presentation in detail. Key points:				

	<ul style="list-style-type: none"> <li>The proposals concentrate on the customer focussed areas, e.g. waiting area, toilets, access, signage, counter, benches, cycle storage, etc. Timber cladding to front elevation, potential to include solar panels.</li> <li>Includes improvements to the island building on platform 2, improving waiting room and the community room for the station Friends' group. This has historic value so EMR will investigate funding from the Railways Heritage Trust).</li> <li>Dedicated footpath for pedestrians/cyclists, leading to new cycle store.</li> <li>Reconfiguring of car park to allow flow through of cars, and to provide 53 spaces, plus 3 drop off points, 3 disabled bays and some EV charging.</li> <li>Will use previously remediated area for elements which require foundations.</li> <li>Cost coming in at £2.7m (some caveats noted). This gives a Benefit Cost ratio (BCR) of 0.9, lower than the desired 1.2 and will, therefore, require a Project Adjustment Request (PAR) to be submitted to MHCLG.</li> <li>Timeline: Contracts awarded by July 2026, funds contractually committed by Mar 2027, completion of project Sept 2027.</li> <li>Outline design will take 3-4 months, but EMR will not start this until KTD Board has approved and the risks below are fully mitigated.</li> <li>Two potential risks to the project: <ul style="list-style-type: none"> <li>MHCLG does not approve the PAR for the revised scope. Mitigation – ongoing discussions with MHCLG to keep them fully informed on project progress.</li> <li>NR does not approve outline designs on the basis of existing mining risks. Mitigation – initial engagement with NR to confirm EMR approach for design would not trigger need for GI. Meeting EMR/NR scheduled for 01 Aug 25.</li> </ul> </li> </ul> <p><b>Q &amp; A</b></p> <ul style="list-style-type: none"> <li>More detailed financial information requested (<i>detailed cost breakdown circulated to all board members on 21 Jul 25</i>).</li> <li>The cost of NR's BAPA and the main contractor's overheads and profit figures seem high. DR – the BAPA needs to be in place, but this is a high estimate based on another project. It may come down.</li> <li>Are EMR and NR contributing to the project? DR – EMR is contributing £168k. In original business case, NR was committed to £150k and SCC to £200k. NR has already stated amount is no longer ringfenced and SCC contribution linked to increase in car parking which is no longer happening. However, SCC may revisit in light of improved active travel provision.</li> </ul>	EMR contact Railway Heritage Trust.	DR	TBC once approval in place	Ongoing
		PAR circulated to Board before submission	TB	18.08.25	Done
		Notify board of meeting outcome.	DR	08.08.25	Report at next KTDB
		Circulate information.	TB	22.07.25	Done

	<ul style="list-style-type: none"> <li>• What is the likely outcome of the PAR? SM – officers meet regularly with MHCLG, so they are fully apprised of the situation and understand the importance of the project locally.</li> <li>• What needs to be done by when and what are the risks to the timescale? EB – current guidelines from MHCLG are that spend has to be contractually committed by Mar 27, with anticipation that funds are spent within a reasonable timeframe (defined as 12 months). Risk mapping of potential delays will be revisited at concept design stage. DR – no longer an overly complex project, once GI removed, as it is effectively station refurbishment.</li> </ul> <p>DECISION: Approve for the project to proceed to outline design of the full station refurbishment option (taking into account the risks mentioned above). (7 for, no abstentions). Board members present at the meeting showed approval by raising hands. Members not in attendance were invited to respond via email. NB: Result above includes absent board member votes.</p>	PAR to be circulated to board before submitting to MHCLG.	TB	18.08.25	Done
6.	<p><b>AOB</b></p> <p>DW queried how the project sub-groups fed into main board? LH requested interim reports.</p> <p>The chair of each group would provide feedback at board meetings. It was agreed that a newsletter would be sent to board members in between board meetings.</p>	Absent board members to indicate their approval or otherwise of the decisions	ALL	18.08.25	Done
7.	<p><b>Date of next meeting</b></p> <p>Online via teams. Date to be arranged for a Thursday in Sept 2025.</p>	Interim Newsletters provided for board.	TB and chairs	Ongoing	Ongoing

Abbreviations:

BCR – Benefit Cost Ratio

BAPA - Basic Asset Protection Agreement

CRT – Canal & River Trust

EMR – East Midlands Rail

EV – Electric vehicles

GI – Ground investigation

KTCCIC – Kidsgrove Town Centre CIC

KTD – Kidsgrove Town Deal

MHCLG – Ministry for Housing, Communities & Local Govt

NuLBC – Newcastle Borough Council

NR – Network Rail

PAR – Project Adjustment Request

SCC – Staffordshire County Council