ACTION LOG	Meeting:	Kidsgrove Town Deal Board
	Date:	23rd January 2020 4.30 – 6.00pm

Attendees: Jacqui Casey (LEP); Dan Gray (Aspire); Jonathan Gullis (MP); Lisa Healings (VAST); Paul Hodgkinson (Keele Uni); Rob Leese (DWP); Zoe Papiernik-Bloor (Audience Agency); Cllr Kyle Robinson (Kidsgrove TC); Dr Emma Sutton (Primary Care Network); Cllr Simon Tagg (NBC Member); Emily Verow (King's School); Paul Waring (KTCCIC); Cllr Mark Winnington (SCC Member).
Apologies: Ian Donaldson (Autonet).

Support Officers: Gail Edwards (SCC); Trudi Barnard, Elaine Burgess, Simon McEneny (NBC).

	Issue	Action	By	Due Date	Compl
1.	KTD Board members agreed to Cllr Tagg chairing this meeting. Nominations for chair and vice-chair to be received at next meeting. Prospectus states that, where possible, the chair should be a private sector organisation.	Nominations/volunteers to be discussed at next meeting. Make first agenda item.	ALL TB	DONM Feb 2020	
2.	Overview of Town Deal – key points: • Board members have been selected to represent and help engage with a range of relevant stakeholders. • Approximately £140k capacity funding has been received for each of Kidsgrove and Newcastle. • A Project Manager, Mark Laywood, has been appointed (part funded by each Board) who will be responsible for facilitation, developing the plan, training, etc. • Hard copies of extracts from the Town Deal prospectus and the Checklist submitted to MHCLG were distributed at the meeting. • Initial views regarding the content of a Town Deal for Kidsgrove are attached in a separate annex.	Email copy of presentation slides to Board members. Mark to contact all board members when in post (after 3rd Feb) Contact TB if electronic copy required.	TB ML ALL	Feb 2020 DONM Feb 2020	
3.	DECISION: The KTD Board approved the Town Deal Boundary as detailed in the map (distributed at meeting).	Contact TB if electronic copy required	ALL	Feb 2020	
4.	Terms of Reference – the following amendments/additions were proposed:	Circulate revised ToRs for comment prior to next meeting.	TB/ALL	DONM	

	• Add sentence to cover potential conflict of interest. • List sectors/organisations that need to be represented (from Prospectus) and check that we have them all covered. • Add sentence as to why particular organisations have been invited to join the KTD Board. • Add sentence covering powers to delegate to sub-groups. • Add sentence covering alternative representatives for named organisations.				
5.	Gaps in Board membership – suggestions from Board • Canal & River Trust • Developer representation (i.e. for Chatterley Valley) • Private sector. Several organisations were invited but did not respond – may need Board members to use personal contacts to encourage attendance.	Invitations to be sent for next meeting. If Board members have any contacts with larger Kidsgrove businesses, please contact Cllr Tagg.	ALL	Feb 2020	
6.	Lessons learned from Future High Street application • The Board will need to consider appointing consultants to provide expertise in developing the investment plan. • Will need to be a competitive tendering process but can use framework agreements to cut time.	Add appointment of consultants to agenda for next meeting.	TB	Feb 2020	
7.	Schedule of meetings, venue, agenda items • Investment Plan to be submitted 'by the end of summer' – need to work timescale back from then. • Monthly meetings proposed (on a Thursday) • Look at alternative venues within the KTD boundary.	Draft timetable to be prepared for next meeting Alternative venues to be suggested.	NBC ALL	DONM DONM	
8.	Council Role • The role of the Board (taken from the Prospectus) is to develop and agree an evidenced based Town Investment Plan, develop a clear programme of interventions, coordinate resources and influence stakeholders. • The Borough Council is responsible for convening and supporting the Board and for making public the				

	governance and decision-making structures of the Town Deal Board.				
9.	Additional Project support required • Sharing of Board member details (members agreed to their contact details being shared within the group). • Details of timescale for Investment Plan submission.	Circulate information electronically.	TB	Feb 2020	
10.	Date of next meeting – to be confirmed but will be a Thursday towards the end of February 2020.	Proposed meeting date to be confirmed and circulated.	NBC	Feb 2020	

Abbreviations:
KTD – Kidsgrove Town Deal
NBC – Newcastle-under-Lyme Borough Council
SCC – Staffordshire County Council
MHCLG – Ministry of Housing, Communities and Local Government
DONM – Date of next meeting