ACTION LOG	Meeting:	Kidsgrove Town Deal Board
DRAFT	**Date:**	10th June 2021 4.00 – 5.35pm

Attendees: Geoff Beadle (Sports Centre); Dan Gray (Aspire); Jonathan Gullis (MP); Lisa Healings (VAST); Paul Hodgkinson (Keele Uni); Simon Martin (CRT); Julian Pye (ARUP); Jack Stevens (ARUP); Cllr Mike Stubbs (Kidsgrove TC); Cllr Simon Tagg (NuLBC Member); Andrew Thomson (N'hood Plan); Rob Timmis (King's School); Emily Verow (King's School); Cllr Paul Waring (KTCCIC); Cllr Philip White (SCC Member); Dan Robson (EMR) [Part].
Support Officers: Gail Edwards (SCC); Trudi Barnard, Mark Laywood, Simon McEneny, Sarah Wilkes (NuLBC).

Apologies: Gill Burnett (Sports Centre); Anne Boyd (SSLEP); Ian Donaldson (Autonet); Rob Leese (DWP); Nicola Lewis-Smith (CRT); Zoe Papiernik-Bloor (Audience Agency);

	Issue	Action	By	Due Date	Compl
1.	**Welcome and Introductions** The chair welcomed everyone to the meeting.				
2.	**Election of Chair and Vice-Chair** • The KTD Terms of Reference state that the roles of Chair and Vice Chair will be reviewed annually. This part of the meeting was led by Simon McEneny. • Three email nominations were received for Dan Gray to continue as chair (seconded by Mike Stubbs). • Three email nominations were received for Simon Tagg to continue as vice-chair (seconded by Jonathan Gullis) DECISION: That Dan Gray is elected to serve as chair and Simon Tagg as vice-chair of the KTDB for the next 12 months.	Review in 12 months	All	June 2022	
3.	**Declarations of Interest**				

	None noted				

4.	**Action Log from previous meeting**:
	The Action Log was accepted as a true record of the meeting.
	Matters arising:
	• All actions are either completed, on the agenda or ongoing except:
	  ○ Comms plan has not been developed. Action will be carried to next meeting.
	  ○ Meeting arrangements – of the members who responded, all either had no preference or preferred virtual meetings because of the travel time saved. However most respondents confirmed that the occasional face to face meeting or site visit would be welcome.
		Comms Plan to be developed
		
		See item 8 - DONM
			TB/ML
			
			ALL
				02/09/21
				
				Ongoing	

5a.	**Update on progress with Town Deal - Kidsgrove Town Deal timeline**
	• KTDB members were presented with a draft timeline for the preparation of the business cases.
	• Board members debated the merits of sequential vs simultaneous preparation. The general consensus was that NuLBC would concentrate on the Business Case preparation in the sequence below. However, it would not be necessary for one to be completed before moving on to the next. The sub-groups will play a vital role in developing the business cases.
	• Running order for making a start on business cases:
	  ○ Chatterley Valley
	  ○ Kidsgrove Station
	  ○ Shared Service Hub
	  ○ Canal enhancement
		Dates for Sub-group meetings to be confirmed.
		
		Progress reports at future meetings
			TB
			
			Sub-gp chairs
				30/06/21
				
				Ongoing	

5b.	**Update on progress with Town Deal – Station project** • On behalf of the Kidsgrove Station Project Group, Dan Robson from EMR presented an options paper to KTDB.				

	• The amount available from the Town Deal had been reduced and therefore, the project required value engineering. The project group sought endorsement for the proposed solution, which included a refurbished, rather than a new station building. • Following the presentation, the group debated the proposal. • The Board supported the proposal to develop the business case for refurbishment options rather than a new build option with the following conditions and considerations: o The Board is aware that its credibility rests on the success of this project and that we need to be proud of what it delivers for Kidsgrove residents. o The refurbishment options must not result in an outcome that does not meet with the expectations of Kidsgrove residents. o The Board must be assured that all sources of funding have been explored to make up the current shortfall. o The station project needs to connect effectively with other TD projects in the town centre and not stand in isolation – e.g. canal improvements. o Public consultation will be a key consideration in finalising the proposals o The Board will need to see the final business case and detailed proposals before confirming its funding contribution to the project	Dan Robson to take as action to next station project group meeting. Set up meeting with DfT to explore possibilities. Station group to look at Comms plan for the project	Station Group JG Station Group	30/06/21 30/06/21 31/07/21	
5c.	**Update on progress with Town Deal – Fast track project (Kidsgrove Sports Centre)** • The Business Case was completed and the Project Summary Form and accompanying documentation was submitted to MHCLG and accepted. • Cabinet has signed off on the project. The May 2022 proposed completion date is currently on schedule. • The Sports Centre CIO and the King's School were thanked for their efforts in realising the Sports Village vision.	Update on all projects at next meeting	SM	Ongoing	

5d.	**Update on progress with Town Deal – Other projects** KTDB members were urged to pass on details of any other projects they were aware of that complemented those in the Town Deal, and which KTDB could endorse/support.	Keep as standing item on agenda Board members to email details of projects to TB	TB All	Ongoing Ongoing	

6.	**Update on advanced funding projects**
	• Pump track:
	  ○ To open by the end of June. Competition for the naming of track features is ongoing.
	  ○ Benches needed, also possible tuck shop – KTDB to contact new Police & Crime Commissioner regarding potential funding for maintenance and improvements to the site.
	  ○ Businesses may also be willing to sponsor a bench.
	• Sports Village projects are complete.
		KTDB to contact the new PCC	DG/JG	30/06/21	

7.	**AOB** • None				
8.	**Date of next meeting** • KTDB discussed and agreed to move from 6 weekly to quarterly meetings (with additional meetings by exception). • Sub-groups would meet more frequently in between, mainly virtually but to include site visits where appropriate. • The next meeting (now scheduled for Sept) would be in-person, reverting to virtual format for other meetings. • Include a community information session, prior to the Sept KTDB meeting. 4pm, Thurs 2nd Sept 2021, venue TBC. Sub-groups dates to be confirmed separately.	Note date in diary	ALL	ASAP	