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## Staveley Town Deal Board

Minutes of the Meeting held on 29th October 2021 (3:15 – 4:30pm)

(Via MS Teams)

### Attendance

<b>Board Members</b>	
Ivan Fomin (Chair)	MSE Hiller
Mark Potter	Chesterfield Canal Trust Ltd
Cllr Paul Mann	Staveley Town Council
Lee Rowley MP	Member of Parliament, North East Derbyshire
Toby Perkins, MP	Member of Parliament, Chesterfield
Peter Dewhurst	University of Derby
Cllr Tony King	Derbyshire County Council
Angela Stansfield	Department of Work and Pensions
<b>Observer</b>	
ARUP - Town Deal Delivery Partner	Jade Tilley
<b>Officers in support</b>	
Theresa Channell	Chesterfield Borough Council
Lindsay Wetton	Chesterfield Borough Council
Alison Westray Chapman	Derbyshire County Council
Mark Evans	Staveley Town Council
George Rogers	Chesterfield Canal Trust Ltd
Laura Turner	Office of Lee Rowley MP (tba)

### Apologies

Cllr Tricia Gilby (Vice Chair)	Chesterfield Borough Council
Melanie Phythian (MPH)	Towns Hub Policy Advisor, Cities and Local Growth Unit
Mervyn Allcock	Barrow Hill Engine Shed Society
Huw Bowen	Chesterfield Borough Council
Ian Wingfield	Springwell Community College
Kara Butler	Derbyshire Police
Julie Richards	Chesterfield College
Dr Peter Scriven	Divisional Director, Royal Primary Care (East)
Will Morlidge	D2N2 LEP
Lynda Sharp	Chesterfield Borough Council



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### **Welcome and introductions and apologies (IF)**

Ivan welcomed Board members to the meeting. Theresa Channell was welcomed to the meeting representing Chesterfield Borough Council as Section 151 Officer.

The meeting was quorate and CBC was represented by TC, although for decision making both HB and TG have provided their endorsement for decisions. MA also provided his approval for decisions being made at this meeting.

### **Declarations of Interest**

Project Sponsors requesting the 5% advance payments noted their Declarations of Interest for funding towards their organisations project:

CBC Officers – DRIIVe, Town Centre Masterplan

UoD – in respect of the DRIIVe project

DCC Member and Officers – Barrow Hill Rail Station

Chesterfield Canal Trust Board member and Officer – Canal Restoration

Staveley Town Council, Leader and Town Clerk – Staveley Hall

LW noted that there are some outstanding requests for the Board to complete and return the Declaration of Interest update form that has been issued prior to the meeting. This will be followed up.

### **Action: DOI forms to be completed and returned (ALL)**

### **Minutes of the last meeting held on 17<sup>th</sup> September 2021 (IF)**

Minutes were approved as an accurate record. All actions had been completed or are covered within the agenda of the meeting.

### **Programme Activity Report**

#### **a. Recommendations for Project Sponsor 5% Advance Funding requests**

LW presented the overview report to the process and rationale to the 5% requests for funding. There have been 6 submissions for the funding including the SMWFC Skills Academy. Two projects are fast tracking and three further ones have advised that they don't require the funds (Construction Skills Hub, Wheels to Work and Canal Basin).

The Chesterfield Canal Trust have provided good evidence and information in support of the case and advice from the CBC procurement team is that they adhere to the public sector procurement policies. Their tenders will also be promoted on the Town Deal webpages. However, the general standard of information was very low, thus it is recommended to ensure that prior to any funding being released each project sets out clearly what they plan to procure and how, adhering to our Assurance Framework and the checklist within the report.

TC reported that she had been involved in the preparations and was happy with the approach that has been taken. All projects have had training sessions and slides provided afterwards. She also



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commented that the requests for 5%'s are a barometer of how to move forward to Green Book Business Cases, all the checklist requirements must be met and the team will work with Project Sponsors to ensure all measures are met.

LR requested that the Rail Line request be dependent upon the DfT decision for the whole Rail Line. This was agreed. LW added that this Project Sponsor shall present to Board on 12 November.

WM queried the figure for the Staveley Hall request, within the paper the request was £130K and the summary states the 5% of £137K. ME explained the calculations so far reach £130K, but Staveley Town Council would like to request the full amount, subject to adhering to the process and evidence of spend to the full 5% sum. This was agreed, but WM asked that the form show the consistent sum.

WM also noted a typo in the DRIIVe project which needs modifying.

IF asked TC about how a S151 Officer maintains objectivity and independence during the process. A good question to ensure an open and fair process. The role is governed by a code of ethics and regulation, the Accountable Body is CBC rather than an individuals decision, which includes the Chief Executive and other Senior leaders. A S151 Officer then is involved at strategic outcomes in an advisory capacity based on legislation. The Town Deal has been reviewed through a Governance review and Internal Audit and the Assurance Framework, which is already in place and approved by Board. It provides additional safeguards of public funding. There is also a S151 Officer group as part of the Town Deals which shares good practice.

PM supported this in that the S151 has a set of ethics and in this case, the CBC Cabinet and also as the Town Council member, he has oversight.

MP commented that the 5% requests should be part of the overall projects cost and not additional items.

PD asked if projects do withdraw, does the remaining funding get reallocated and projects are modified. This is likely to be the case, reviewing existing project requirements, but there is scope, through LUHC to explore further options.

Recommendations from the report were agreed unanimously; to note the report and approve all the requests for 5% Advance Payment, subject to the project compliance with the "Checklist" and Assurance Framework principles. Note the Rail Station request should be held until the outcome of the DfT decision to proceed with the Rail Line.

#### **b. Programme Gantt Chart & Project Tracker**

LW presented the key areas of project development towards their full Business Cases, noting that most of the request for the 5% advance payment will certainly assist to producing robust Business Cases. The Chesterfield Canal Trust informed the Programme Manager of some amended dates and an amended tracker will be issued to Board.

PD asked about Hartington Industrial Site, the Full Business Case is due by the end of October. LW reported this has not yet been submitted, but work on the Business Case is underway and she had had a site visit. LW will contact the Project Sponsor.



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PD asked about the status of the HLF grant for Barrow Hill Memorial Hall. This is required for phase II of the project and an application is still to be submitted. Phase I can proceed without this. LW reported concern on progress for this project, echoed by IF, noting there is little direction of travel on project management and development. IF and HB are to meet with the Project Sponsor next week.

PM also has reservations for this project around attracting consultants. He linked with the Rail Station project, that BHMH would not be such a success if the Station didn't proceed and needed this for a strong Business Case. PM noted LR's view that there would be more concern if the Station didn't go ahead.

PM went on to say he felt DCC were conspicuous by their absence with the view that he doesn't know anything about the Canal Basin project.

AWC added DCC are here and are active. TK added DCC always do their best to support the Town Deal Programme and attend the variety of meetings regarding projects too.

PM provided an apology if he had offended anyone. IF added that the Board had received a presentation about the Canal Basin which was very thorough and LW has received a second draft Business Case this week.

### **Town Deal Policy & TFDP Update**

MPh sent her apologies for this meeting, but key messages are that we are not required to provide monitoring until June 2022; The Delta monitoring and reporting system is being developed. The Rail Station and potentially the Town Centre projects could have an extension, this is in play with LUHC. The 5% funds need to be spent this financial year on the most appropriate ways to ensure funding conditions are met.

JT provided an update on the TFDP activity to support the Staveley Town Deal. She also shared details of further support and events that Board members and project sponsors can engage in. The Risk Register template was of particular note. JD confirmed the TFDP contract will come to an end shortly and existing activity such as the Terms of Reference and future of Board and the Skills & Employability Framework support are in progress.

**Action:** LW to circulate copies of JT presentation.

### **Any Other Business**

#### **c. Workshop – Future Role of the Town Deal Board**

IF presented this item, proposing a workshop for Board members on Teams before the end of November. JT added the time line for support is to be complete by the end of November. Kate Willard has offered to run a workshop for us around governance, strategic direction and place leadership. The Terms of Reference require updating anyway, but it is a good opportunity to consider the future role of the Board and the appetite to go beyond the Town Deal funding, which may be a vehicle to attract



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future funding to the area. There may need some structural change to be fit for future investments for Staveley, but dialogue around the leadership role in the town would be welcome.

PM said it's an important role moving forward, as Board's can access funding for an area and that the Board is not run by politicians. By working together we have a positive future for Staveley by putting people first.

IF noted this Board is not constituted or political and has no powers other than to bring people together, which is its strength. IF made the offer for any Board member to be in touch to discuss this.

TK said there is a role for the Board and to acknowledge and accept the role will change over time as we move into delivery with new skills and to maintain continuity. The skeleton is good and we need to graft people's skills on over time. It is good as it is currently constituted but needs strengthening.

PM added TK comments were all correct. Staveley has had a lot of funding over time, we seem to be moving faster than at other times with major players round the table.

IF concluded saying, some Board members don't need to be on the Board and there is a need to keep it nimble and call upon them as needed.

**Action:** LW to circulate the current Terms of Reference. Set a workshop date with Kate Willard.

#### **Date and Time of Next Meetings**

Wednesday 22 December 2021 (2 – 3pm) on MS Teams

Friday 14 January 2022 (10 – 12)

Wednesday 16 February 2022 (10 – 12)

Friday 18 March 2022 (10 – 12)