**Staveley Town Deal Board**

**Minutes of the Meeting held on 11th September 2020, (Via Microsoft Teams)**

**Attendance**

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| **Board Members**  |  |
| Ivan Fomin (Chair) | MSE Hiller |
| Cllr Tricia Gilby (Vice Chair) | Chesterfield Borough Council |
| Huw Bowen | Chesterfield Borough Council |
| Ian Wingfield | Springwell Community College |
| Cllr Paul Mann | Staveley Town Council |
| Richard Morocombe | Chesterfield College |
| Mervyn Allcock | Barrow Hill Engine Shed Society |
| Mark Potter | Chesterfield Canal Trust Ltd |
| Daron Abbott | Derbyshire Police |
| Toby Perkins, MP | Member of Parliament, Chesterfield |
| Sajeeda Rose | D2N2 LEP |
| Melanie Phythian (Observer) | Cities & Local Growth |
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| **Officers in support** |  |
| Lynda Sharp | Chesterfield Borough Council |
| Lindsay Wetton | Chesterfield Borough Council |
| Joe Battye | Derbyshire County Council |
| Allison Westray Chapman | Derbyshire County Council |
| Mark Evans | Staveley Town Council |
| Craig Busby | Office of Toby Perkins, MP |
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| **Consultants working on the TIP (BDP, Steer)** |  |
| Frances Glare | BDP |
| Christian Nielsen | BDP |
| Rachel Brisley | Steer |
| Rob Macnee | Steer |
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| ARUP assisting with Town Deal Development  | Jade Tilley  |

**Apologies**

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| Angela Stansfield | Department of Work and Pensions |
| Cllr Tony King | Derbyshire County Council |
| Lee Rowley, MP | Member of Parliament, North East Derbyshire |
| Warren Manning | University of Derby |
| Neil Johnson | Chesterfield Borough Council |
| Matthew Southgate | Chesterfield Borough Council |

1. **Welcome and introductions and apologies (IF)**

Ivan welcomed all participants to the meeting. Apologies were recorded as detailed above.

1. **Declarations of Interest**

LW advised that all Board members need to ensure they complete the Declarations of Interest and Code of Conduct pro-forma that have been previously circulated.

***Action All Board Members ensure that Declarations of Interest & Code of Conduct forms are completed and returned to LW urgently.***

**3 Minutes of the last meeting held on 17th July 2020 (IF)**

Minutes were approved as an accurate record. All actions had been completed. One point of accuracy; Melanie Phythian was in attendance on 17 July.

IF asked is there had been an update on the Accelerator Fund submission made to Government in August 2020, on accelerator projects. MP advised that the matter had been covered as part of Prime Minister’s Question Time in parliament on Wednesday 9th September 2020. It was reported that all Town Deal accelerator Fund submissions are approved and will be funded. Government will issue a letter of confirmation shortly and a payment to CBC as Accountable Body will be made on 21st September 2020. HB welcomed the news and asked that it remain confidential by the Board until written confirmation is received.

1. **Town Deal progress update (HB)**

IF advised that LW had prepared an update report for the Board on activity undertaken and this has been shared with the papers for the meeting.

LW updated on activity being undertaken by Thinking Place to enable a Place Vision for Staveley to be developed. She advised that 80 responses have been received to date through the online consultation. Three focus groups take place on 15 September and 30 121 interviews have been scheduled. Thinking Place will report findings on 23 September to Board.

IF advised that BDP, alongside Steer and Colliers has been appointed as external consultants to support the Board to develop the Town Investment Plan (TIP) for Staveley. The remainder of the meeting would be a session facilitated by BDP to review the work they have undertaken to date, the long list of projects that was shared in advance of the meeting and the process required to be undertaken to complete the Town Investment Plan.

5 **BDP, Steer and Colliers (facilitated session)**

FG from BDP introduced the consultancy team that have been appointed to support Staveley prepare a Town Investment Plan. He advised that they were now in their second week of working on the commission and that they are keen to engage with as many stakeholders as possible prior to completing the TIP for submission in October 2020.

The Board received a presentation to outline the process required to develop an Investment Plan, the key findings from initial evidence base research that has been undertaken and a review of the long list of potential projects that had been previously circulated to the Board.

**Action: slides from presentation to be shared with Board minutes.**

*During, and following the presentation a number of questions were raised by Board members. These are captured below and grouped into discussion areas around the process, the evidence base and the draft long list of projects:*

Process

TP asked for confirmation of the timescales that are being followed for the various elements of activity that need to be undertaken. CN advised that work is now underway on developing the evidence base for the plan. Thinking Place are working on creating the Place Vision. Both elements of this work are scheduled to conclude by 23rd September 2020. A further Board meeting is scheduled for this date. Initial projects are being reviewed today (at this meeting). Further work will be undertaken on these projects to determine which could be shortlisted for inclusion in the Town Investment Plan (target for this confirmed to be 7th October 2020) with a further Board meeting scheduled for Friday 9 October for Board to approve the TIP projects.

MP advised that it was key to ensure a “golden thread” runs through the Town Investment Plan. The final projects need to ensure they reflect the emerging vision and the findings of the community and stakeholder engagement. The assessment criteria to select the final projects needs to be reflective of this and adhere to the guidance for producing a TIP.

PM advised that Staveley Town Council has commissioned a consultant to prepare project proposals. This work should be complete within the next week. CN advised that this was helpful and asked that PM forward proposals so they can be reviewed.

Action: PM to share details of Staveley Town Council project proposals with LW and BDP consultancy team.

Evidence Base

HB asked whether in gathering the evidence base when the consultants had picked up any detail around digital connectivity within Staveley. RB advised that this will be done in the next stage of research towards collating the evidence base. For example, information around broadband take-up will be reviewed. HB advised that work undertaken by the Council post COVID had highlighted the importance of digital connectivity in terms of enabling social connectiveness and also in terms of ensuring economic growth and attracting inward investment. The potential for a project within the TIP to look at digital connectivity was noted as was the potential for it to be considered as an over-arching theme.

Draft project proposals

MP reiterated the need to follow the evidence of need when determining which projects to submit in the final Town Investment Plan. What does Staveley need? Projects should not necessarily be driven by the intervention framework themes, it is important to follow the evidence base.

TP expressed concern that some of the projects on the list require huge amounts of investment and that many of these should be funded by other Government funding streams. Reference was made to HS2 as an example of this. HB responded to confirm that the Town Investment Plan needs to capture all activity taking place in Staveley at a macro economic level. These larger scale projects are included to ensure that they are captured within the Town Investment Plan. There is no expectation that investment will be required from the Towns Fund.

TP advised that Chesterfield Canal has huge potential. It is beyond just an investment in Canal Infrastructure as there is further potential around the development of infrastructure and commercial activity/housing at the Basin. Proposals have been developed by DCC that show a scheme around the Canal Basin. The Canal should be treated as two projects and connect with social, economic and environmental elements.

PM agreed with TP about the Canal and asked that the consultants liaise with Derbyshire County Council to understand more about the proposals for the Canal Basin. He shared the view that the Canal and wider developments associated with it are key to the regeneration of the area, encouraging inward investment and tourism.

MP suggested that the Chesterfield Canal project should be split into two as TP indicated. One project element around infrastructure investment, the other around developments at the Canal Basin.

IF asked the consultants if they envisaged any difficulty with some of the proposed projects demonstrating economic benefit. FG confirmed that he didn’t expect this to be a problem and that they were experienced in ensuring economic benefit can be demonstrated regardless of focus of project i.e. arts and cultural projects.

The Board had a general discussion around proposals for housing. MP confirmed that housing could be included in the Town Investment Plan. HB advised that many of the schemes were already funded. CBC is committing £7.5 million to improve the Barrow Hill Estate. The plan needs to capture this activity, rather than seek to fund it. HB suggested housing may need to come into review in terms of proposals to improve the Town Centre. It should be reviewed as part of the Town Centre master planning activity.

HB suggested that the Board need to consider that all projects need to be credible, viable and sustainable. With regards to sustainable, issues of future maintenance costs needs to be considered when developing project proposals. He reiterated that the emphasis of Town Deal funding is on capital spend. There followed some discussion on whether feasibility studies could be funded and whether these could be capitalised. JB highlighted that whilst this is possible, capitalisation can only take place if the study leads to an actual capital investment.

PM asked for clarity of the deadline for submitting project proposals as he wanted to ensure the Staveley Town Council project is not squeezed out. LW advised that there is not a formal request for projects to come forward, this is what BDP are working on. If PM can share what he is working on asap it can be included in the work BDP are doing on developing project proposals.

JT confirmed that Town Investment Plans submitted under cohort 1 for other areas include a range of projects that are at differing stages of development. MP added that the Town Deals process differs from Future High Street fund in that projects can be at differing stages of development. She advised that D2N2 LEP has offered to provide support at the early stage of project development. It doesn’t matter what stage of development a project is at as long as it fits with the need, vision and can demonstrate in principle that it will lead to positive economic change.

The Board were asked to advise if there are other potential projects that should be added to the project long list. MP shared that the Chesterfield Canal proposals could be split in to two as discussed, that there is a potential project to explore improving Hollingwood Hub as it is busy and at capacity. There is also potential for a project linked to the Canal at Norbriggs Wharf, where land owned by Derbyshire County Council could be opened up as a modern office facility potentially.

RB suggested as it had been discussed earlier, that a project around digital connectivity should be added, either as a distinct project or as part of an over-arching theme.

Next Steps

IF asked the consultants to review the next steps. It was confirmed that an additional Board meeting may be required on 9th October to enable further discussion on the shortlisting of projects. LW to arrange. BDP will liaise with different project sponsors prior to this date to develop a more detailed understanding of the projects.

*Action LW to arrange an additional Staveley Town Deal Board meeting for 9th October 2020*

IF advised that the Board is scheduled to meet again on 23rd September 2020. This meeting will allow the Board to receive a presentation on the Place Vision for Staveley, by Thinking Place. He shared the view that this meeting will be pivotal to ensuring that the Town Investment Plan is reflective of what the Town wants and will help the Board determine that the right projects are brought forward for consideration on the 9th October 2020.

JT advised that Arup’s had developed some resources that would assist with the development of the Town Investment Plan. A project prioritisation toolkit has been developed and a recording of a webinar session on “lessons learnt from cohort 1 towns” can be shared.

*Action: LW to share links to lessons learnt webinar.*

1. **Any Other Business**

IF reminded Board members to complete and return paperwork previously circulated on declarations of interest. MP advised that doing so was important as BEIS will be undertaking governance checks in the near future.

*Action All complete and return declarations of interest forms.*

IF asked MP if any of the cohort 1 submission had been successful. MP advised that the submissions were still being reviewed.

LW advised that Preston had published their Town Investment Plan. It might be useful for Board members to review so they can understand what a Investment Plan may look like when complete. LW agreed to share a link with Board members. MP advised that it would be helpful but to note it was not formally approved.

*Action LW to share link to Preston Town Investment Plan.*

1. **Schedule of future Board meetings**

**Wednesday 23rd September 2020** (11am to 12:30pm) via Teams (this is not a formal Board meeting but is scheduled to allow the Board to receive a presentation on the vision for Staveley from Thinking Place)

**Friday 9th October 2020**, via Teams – time to be determined following today’s meeting. BDP/Steer and Colliers to facilitate a review of long list of projects to enable shortlisting of projects for inclusion in the Town Investment Plan.

**Friday the 23rd October** (10am-12pm), via Teams.