

Loughborough Town Deal
Member Reference Group
9th August 2022 at 5:00pm

Agenda

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| 1 | Welcome and Apologies | Councillor Bokor |
| 2 | Notes of Previous Meeting (page 2) | Councillor Bokor |
| 3 | Hope Bell Project Update | Sylvia Wright/Vertigo |
| 4 | Project Update (presentation) | Maria Curran |
| 5 | Date of Next Meeting | Councillor Bokor |

Meeting Minutes

PROJECT	Town Deal – Member Reference Group		
DATE	30 March 2022	LOCATION	Virtual meeting using Zoom

Attendees	
Councillor Rollings (Chair)	Non-Voting Member, Loughborough Town Deal Board
County Councillor Betty Newton	Loughborough North
County Councillor Ted Parton	Loughborough South
County Richard Bailey	Loughborough Outwoods
Councillor Beverley Gray	Loughborough Shelthorpe
Councillor Roy Campsall	Loughborough Garendon
Councillor Sandie Forrest	Loughborough Storer
Councillor Kat Goddard	Loughborough Ashby
Councillor Christine Harris	Loughborough Lemyngton
Councillor Emma Ward	Dishley and Hathern
Aaron Rossi	Vertigo Creative Studio (Hope Bell Project)
Eileen Mallon	Strategic Director of Housing, Planning, Regeneration and Regulatory Services
Maria Curran	Town Deal Project Manager
Richard Bennett	Head of Planning and Regeneration
Mike Roberts	Communications Manager
Sally Watson	Minute Taker (Charnwood Borough Council)
Apologies	
County Councillor Jonathan Morgan	Loughborough South West
County Councillor Max Hunt	Loughborough North West
County Councillor Jewel Miah	Loughborough East
Councillor Colin Hamilton	Loughborough Hastings
Councillor Paul Mercer	Loughborough Southfields
Councillor Geoff Parsons	Loughborough Nanpantan

Meeting Type (Team, Board or other)
Member Reference Group
Meeting Minutes
<p>1. Welcome and Apologies</p> <p>Attendees confirmed that they were able to see and hear the meeting and apologies were given as outlined above.</p>
<p>2. Minutes of the previous meeting and matters arising</p>

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The minutes of the previous meeting held on 2 November 2021 were confirmed as a correct record and there were no matters arising.

3. Project Update and Next Steps

The Town Deal Project Manager delivered a presentation on progress since the last meeting of the group in November 2021. Updates included;

- Confirmation that Bedford Square Gateway and Taylor's Bell Foundry projects were approved by DLUHC. Money received by the Accountable Body in late December.
- Programme Management Funding also received from DLUHC
- Intensive work by and with Project Leads preparing full business cases prior to Christmas – Careers and Enterprise Hub Phase 2 / Digital Skills Hub / Generator / Riverside Regeneration – all 4 achieved excellent assurance checks ratings
- Work on Healthy and Innovative Loughborough and Great Central Railway business cases but deferred until spring 2022 for submission.
- EqlAs and Summary Documents also prepared.
- Board's Delivery Sub-Group and the s151 officer approved the business cases for Careers and Enterprise Hub Phase 2 / Digital Skills Hub / Generator / Riverside Regeneration.
- Submissions for the above projects made to DLUHC.
- Some further info supplied to DLUHC on one submission following their checks.
- Drafting of grant agreement template.
- Press release and publicity for Bedford Square Gateway Scheme.
- All projects encouraged to think about and plan how they will involve communities and stakeholders in the delivery of their projects.
- 31ten appointed to provide support to projects on business case development.
- Grant Agreement drafted and issued to Loughborough Bellfoundry Trust.
- Assurance and Performance Review 2021/22 undertaken at the request of DLUHC.
- 31ten consultants working with GCR and Healthy and Innovative Loughborough projects on business cases.
- Board met on 28th Feb.

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- Lambert Smith Hampton working with the Council on the Lanes and Links and Living Loughborough project / business case development.
- Chris Grace's secondment as Town Deal Programme Manager ended at the end of the month.

An update on the communications plan for the programme was provided as follows;

- November 2021 - issued comms regarding Town Deal funding for the Bedford Square Gateway Project in November 2021. Coverage in local media.
- January 2022 – issued comms for the funding announcement for Taylor's Bell Foundry.
- Bell Foundry coverage resulted in local media including a piece on East Midlands Today. Social media content received 12,000 impressions.
- Video produced for Bell Foundry announcement – received 4,000 impressions.
- Infograph produced to explain the 11 projects – achieved 6,000 impressions across social media.
- We continue to share it

The next steps in the project were outlined as follows;

- Maria Curran starts as Town Deal Programme Manager.
- MACE and 31ten consultants to work with Project Leads; regular liaison with project leads by Accountable Body.
- GCR and Healthy and Innovative Loughborough Projects likely to submit business cases for consideration by the DSG and s151 Officer in early April. If approved, submissions to DLUHC by 14th April.
- DLUHC likely to confirm (by end of March) first payments to the 4 projects submitted earlier in the year.
- DLUHC to feedback on the Assurance and Performance Review.
- Bell Foundry and Bedford Sq projects will see 'spades in the ground'.
- DLUHC to issue monitoring and performance guidance for town deals in April.
- Ensuring pace on business case production for our remaining projects.

An update on funding timelines was outlined as follows;

- First funding for our 4 projects submitted in January likely to be received before end of

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March 2022.

- Second round of funding for our 2 projects approved in late 2021 likely to be in April / May 2022 and Sept / Oct 2022.
- Our 2 projects due to submit business cases in April should receive their first tranche of funding in June 2022.
- Our 3 projects due to submit business case in June / July should receive their first tranche of funding in Sept 2022.

The following summarises the discussion;

- i. The Town Deal Board was establishing a protocol to make embargoed information available to members.
- ii. The Bedford Square Gateway Project is being partially funded by the Loughborough Town Deal and so the business case for the project reflected this.
- iii. The projects within the Town Deal were expected to secure match funding to supplement that offered as part of the Town Deal.
- iv. It was highlighted that all information relating to funding and the submission documents can be found on the [Town Deal website](#).
- v. A Communications Strategy had been developed to support the Town Deal and would ensure that the public were informed about the progression of projects at the appropriate time. In the coming weeks it was expected that communications on individual projects would increase as the programme progresses. The Communications Strategy included press interviews, social media, email alerts, photos and videos.
- vi. The Bedford Square Gateway Project had support from residents, businesses and members and the outcome of the project would be advantageous to the area. The area around Nottingham Road had not been included in the plans but plans would be established to develop this area in the future.

AGREED that the information be noted.

4. Hope Bell Project

Aaron Rossi of Vertigo Creative Design spoke to the group about the Hope Bell Project and asked for the views of members. The project was designed to signify hope and as a memorial for those that lost their lives during the Covid-19 pandemic, for the key workers those that supported communities during the period of the pandemic.

The following summarises the discussion:

- i. It was highlighted that a consultation session had been organised and information on this can be found here: www.charnwood.gov.uk/hopebell

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- ii. It was suggested that twinning partners be invited to comment through the consultation process.
- iii. There had been an effort to engage hard to reach communities in the Hope Bell Project to ensure the project was considered by individuals across the whole of the community. The council has engaged organisations such as Equality Action, Loughborough Councils of Faith and local schools to support this aim.

AGREED that the information be noted.

5. Date of Next Meeting

It was confirmed that a further meeting of the group would be scheduled in due course.