

## Meeting Notes

<b>PROJECT</b>	Town Deal – Community Engagement and Consultation Group		
<b>DATE</b>	2 November 2021	<b>LOCATION</b>	Virtual meeting using Zoom

<b>Attendees</b>	
David Pagett-Wright	Chair
Kathy Phillips	Loughborough Heritage Forum
Ross Ingham	Bell Foundry Trust
John Hardwick	Federation of Small Businesses
Jill Vincent	Charnwood Arts
Christian Allen-Clay	Kinch Bus
Ryan Charlton	Arriva
David Ellard	Great Central Railway
Gosia Khrais	Charnwood Campus
Lisa McHendry	Youth Sport Trust
Stephen Marwood	Environment Agency
Chris Grace	Loughborough Town Deal Project Manager
Richard Bennett	Head of Planning and Regeneration Services
Mike Roberts	Communications Manager
Sally Watson	Minute Taker

<b>Apologies</b>	
Ian McKellar	LATi
Lisa Brown	Loughborough BID
Alan Leather	Canal and River Trust
Philip Mulligan	Canal and River Trust
Kirsty Green	East Midlands Trains
Mark Greenwood	NHS Property Services
Alison Oliver	Youth Sports Trust
Alison Barlow	Loughborough University
Eileen Mallon	Strategic Director of Housing, Planning, Regeneration and Regulatory Services

<b>Meeting Type (Team, Board or other)</b>
Community Engagement and Consultation Group
<b>Meeting Minutes</b>
<p><b>1. Welcome and Apologies</b></p> <p>Attendees confirmed that they were able to see and hear the proceedings and apologies were given as outlined above.</p>

## Meeting Notes

### 2. Notes of the previous meeting and matters arising

The notes of the previous meeting held on 19th January 2021 were confirmed as a correct record and there were no matters arising.

### 3. Project Update and Next Steps (Presentation)

The Head of Planning and Regeneration, the Project Manager and the Communications Manager delivered a presentation providing information on the progress of the project since February 2021. This included updates as follows;

- TIP finalised after feedback from MHCLG and its retained consultants ARUP and Grant Thornton
- Town Investment Plan submitted to MHCLG
- Requested funding from the Towns Fund of £25m
- Government requested some points of clarification in relation to some projects and did not commit to giving towns a timeline as to when funding announcements would be made.
- Work on the Careers and Enterprise Hub was completed by the deadline of 31/03 set by government for Accelerator projects. £750K had been received from the government for the project.
- Careers and Enterprise Hub opened to the public.
- Government confirmed Town Deal offers - Loughborough allocated £16.9m
- Heads of Terms received from MHCLG and subsequently signed.
- A Delivery Sub Group (DSG) of the Town Deal Board was created as task and finish group in order to oversee the prioritisation
- Government confirmed Town Deal offers - Loughborough allocated £16.9m
- DSG recommended which projects should be prioritised for being taken forward within the parameters of the £16.9m town deal offer
- Town Deal Board agreed that the DSG should be formalised with new terms of reference to enable it to:
  - have responsibility for checking of project business cases;
  - send business cases for sign off by the S151 officer; and

## Meeting Notes

- regular monitoring of projects once they begin to be delivered.
- Town Deal Board approved a final list of projects to be taken forward
- The list of projects was confirmed and submitted to the government on 27 August
- 11 projects taken forward following the prioritisation process.
- 3 held 'in reserve' (Developer Accelerator / Parish Green / Connected Loughborough) should projects not be successful in producing full businesses or should significant underspend accrue as projects are delivered.
- Up to 5% of the £16.9m (£845k) was allocated to provide capacity to deliver town deal projects.
- Local Assurance Framework drafted
- Revised ToR for the Board and DSG agreed by the Board
- Regular Project Leads meetings set up
- Government announced changes to the deadlines for project business case submission in Oct 21 and Jan 22
- MACE consultancy appointed to carry out assurance assistance and checks of business cases
- 2 project business cases were signed off and submitted to DLUHC on 15<sup>th</sup> Oct (Bedford Square Gateway and Taylors Bell Foundry)
- New Communications and Engagement Plan considered by the Board. The new plan was aimed at raising awareness of the projects, including the development of videos demonstrating project intentions, press releases and the continuation of community and stakeholder engagement.
- DLUHC issued an update on delays to requirements for project baseline reporting and monitoring.

Information on next steps for the project was provided, including;

- Delivery capacity funding expected from DLUHC early November
- MACE and 31ten consultants to work with Project Leads; regular liaison with project leads by Accountable Body
- PIDs to be submitted to Accountable Body; local monitoring of projects established

## Meeting Notes

- Board meets Dec; DSG meets Nov and Jan
- Funding for Bedford Square and Bell Foundry expected before Christmas
- **Potentially** 6 project business cases to be submitted in Jan 2022 (Digital Skills Hub / Careers and Enterprise Hub / Healthy and Innovative Loughborough / Generator / Great Central Railway / Riverside Regeneration)
- 3 projects to be submitted by no later than August 2022 (Flood mitigation / Lanes and Links / Living Loughborough).

The following summarises the discussion;

- i. There was recognition that the approach from all parties involved in the progression of the Town Deal had been flexible and effective, and that deadlines had been met despite tight deadlines. There was a significant amount of work still to undertake to deliver projects.
- ii. The new Communications Plan developed to support the projects had not yet been approved by the Town Deal Board. The team suggested that it should be circulated to the Community Engagement and Consultation Group in order for members to comment on the content prior to approval by the Board. It was vital that stakeholders and community organisations had continued engagement with the project as progress was made.
- iii. The Communications Plans aimed to make the advantages of the Town Deal clear and indicate the benefits that local communities will get from the completion of the projects.
- iv. There was a significant amount of support available for Project Leads through the Town Deal team at the Council and through partner organisations and consultants. The progression and support required for individual projects differed. Some of the projects were relatively mature with a significant amount of work undertaken.
- v. Meeting the standards of the Treasury's Green Book was an onerous task for project leads. A summary document of the project and an Equality Impact Assessment were also required as part of the Business Case. The thorough completion of these documents was necessary as it offered assurance that the required standard was met. The Council was the accountable body and was required to sign off projects once robust and complete.
- vi. The Framework template supplied by the consultants had been particularly beneficial for Project Leads. The most challenging aspect of the business case was considered to be the economic case and it was advised that the Project Leads liaise with the consultants available to support in the completion of this section.
- vii. It was highlighted that communication and engagement between projects was important as this was an opportunity to share best practice and advice. The Town Deal was one entire plan and so individual projects were linked.

## Meeting Notes

viii. The Town Deal was a five-year programme and all projects must be implemented before the end of the five-year period.

### **Actions Agreed:**

That the Communications Plan be circulated to members of the Community Engagement and Consultation Group in order to gain feedback prior to approval of the plan by the Town Deal Board.

### **4. Date of Next Meeting**

There were currently no meetings scheduled for the Community Engagement and Consultation Group. It was stated that the meetings would be scheduled in due course.