

Meeting Minutes

PROJECT	Town Deal – Community Engagement and Consultation Group		
DATE	3 March 2022	LOCATION	Virtual meeting using Zoom

Attendees	
David Pagett-Wright	Chair
Kathy Phillips	Loughborough Heritage Forum
John Hardwick	Federation of Small Businesses
Ross Ingham	Bell Foundry Trust
Jill Vincent	Charnwood Arts
Gosia Kraiss	Charnwood Campus
Alison Barlow	Loughborough University
Andrew Mitchell	Environment Agency
Eileen Mallon	Strategic Director of Housing, Planning, Regeneration and Regulatory Services
Maria Curran	Loughborough Town Deal Project Manager
Chris Grace	Interim Loughborough Town Deal Project Manager
Sally Watson	Minute Taker (Charnwood Borough Council)

Apologies	
Alison Oliver	Youth Sports Trust
Alan Leather	Canal and River Trust
Philip Mulligan	Canal and River Trust
Christian Allen-Clay	Kinch Bus
David Ellard	Great Central Railway
Stephen Marwood	Environment Agency
Ian McKellar	LATi

Meeting Type (Team, Board or other)
Community Engagement and Consultation Group
Meeting Minutes
<p>1. Welcome and Apologies</p> <p>Attendees introduced themselves and apologies were given as outlined above.</p>
<p>2. Minutes of the previous meeting and matters arising</p> <p>The minutes of the previous meeting held on 2 November 2021 were confirmed as a correct record and there were no matters arising.</p>

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3. Project Update and Next Steps

The Interim 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 February 2022.
- Lambert Smith Hampton working with the Council on the Lanes and Links and Living Loughborough project / business case development.

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- Chris Grace's secondment as Town Deal Programme Manager ended at the end of February 2022.

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.

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 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.
- Two projects due to submit business cases in April should receive their first tranche of

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funding in June 2022.

- Three 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 funding allocated to projects would be released in tranches; the first being early in the financial year and the second being in the autumn.
- ii. The release of funding for each individual project would be based on the satisfaction of the Delivery Sub-Group, the Town Deal Board and the Government that the project was progressing appropriately.
- iii. It was highlighted that in the event that an individual project had failed to progress to the required standards, it would not be possible to reallocate the funding designated for that specific project.
- iv. The Town Deal Project Manager, the Town Deal Team and the Town Deal Board were all responsible for ensuring each project was progressing in line with the aims of the programme, and to ensure the projects developed appropriately with no duplication of work.
- v. The Employer Engagement Team at Loughborough College was engaged with the Skills and Enterprise Hub to ensure the needs of local businesses were considered as part of the project.
- vi. The Chair acknowledged the significant contribution of Interim Project Manager Chris Grace and thanked him for the successful organisation of the project.

4. Date of Next Meeting

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