

Meeting Minutes

PROJECT	Town Deal – Member Reference Group		
DATE	9 November 2022	LOCATION	Virtual meeting using Zoom

Attendees	
Councillor Bokor (Chair)	Lead Member for Loughborough
County Councillor Max Hunt	Loughborough North West
County Councillor Betty Newton	Loughborough North
Councillor Geoff Parsons	Loughborough Nanpantan
Councillor Colin Hamilton	Loughborough Hastings
Justin Henry	Director of Commercial and Economic Development
Chris Grace	Head of Economic Development and Regeneration
Maria Curran	Town Deal Project Manager
Mike Roberts	Communications Manager
Sally Watson	Minute Taker (Charnwood Borough Council)
Apologies	
County Councillor Jonathan Morgan	Loughborough South West
County Councillor Jewel Miah	Loughborough East
County Richard Bailey	Loughborough Outwoods
Councillor Goddard	Loughborough Ashby
Councillor Beverley Gray	Loughborough Shelthorpe
Councillor Emma Ward	Dishley and Hathern

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> <p>The minutes of the previous meeting held on 9th August 2022 were confirmed as a correct record and there were no matters arising.</p>
<p>3. Project Update</p>

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The Town Deal Project Manager provided a presentation on the progression of projects.

The following summarises the discussion:

- i. The presentation delivered contained confidential information and had not been circulated in advance. The table used within the presentation was transparent showed a comparison on progression from the last meeting. All of the projects had been included within the Town Deal programme since the outset. Some projects had changed slightly throughout the process although there were no significant changes to the programme. Members were directed to the Loughborough Town Deal Investment Plan webpage, which demonstrated that all projects had been communicated with transparency; <https://www.loughboroughtowndeal.co.uk/town-deal-investment-plan>
- ii. The amount of Town Deal funding received to date (£5.6m) had not changed since the group last met. Further funding (£1.4m) was to be received in the coming weeks as the business cases for Lanes and Links and Living Loughborough had been approved. This also included further payment for the Riverside Regeneration project.
- iii. Grant agreements were progressing and two more had been completed since the group last met. The grant agreements completed were for Bedford Square Gateway Project, Loughborough Bellfoundry, the Careers and Enterprise Hub and the Generator. Draft grant agreements had been developed for the Digital Skills Hub, the Riverside Regeneration project and Healthy and Innovative Loughborough.
- iv. The grant agreements for the Great Central Railway project and the Wood Brook Flood Mitigation project had been delayed due to some changes in the detail of the projects.
- v. The Lanes and Link and the Living Loughborough projects would have Memorandum of Understanding documents in place instead of grant agreements, as they were Council-run projects.
- vi. The Taylor's Bellfoundry project had experienced slight delays due to an extension in the tender period and a value engineering exercise to help alleviate the increase in construction costs. The Bellfoundry Trust had planned some consultation exercises with local residents to demonstrate the intentions of the project in terms of project delivery.
- vii. The Careers and Enterprise Hub had experienced a short delay of approximately one month, due to issues with infrastructure.
- viii. The Digital Skills Hub was experiencing a significant delay, primarily due to changes to details within the project, following the successful application and allocation of additional funding from other sources for an Institute of Technology. There were planned changes to building work which required planning permission. Delays to this project were estimated to be more than 6 months. It was expected that project would be ready for the academic year 2024/25.
- ix. The Riverside Regeneration project had planned engagement with the local community and user groups to demonstrate the intentions of the project. The project included towpath resurfacing, improvements to the wash walls of the canal and some additional mooring

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points.

- x. The Great Central Railway project included the erection of new buildings which required a planning application. This was likely to add a delay to the timings of the project.
- xi. The Healthy and Innovation Loughborough project was complex and involved a number of different physical refurbishments and buildings and also the delivery of programmes on active living/ health interventions and business support. It was highlighted that the Sports Park element of the Healthy and Innovative Loughborough project had always been included within the project from the outset of the programme.
- xii. The Wood Brook Flood Mitigation project involved a significant amount of work in order to develop detail to be included within the grant agreement.

Post meeting note: Construction was expected to start in 2023, although Town Deal funding was not required until 2024/25. The construction work was due to finish in March 2025 and the rectification period would end in March 2026.

AGREED that the group noted the information.

4. Communications Update

The Communications Manager at the Council delivered a presentation updating on the approach to Town Deal communications. The following summarises the points made:

- i. Drone footage of the Bedford Square Gateway project had been promoted to demonstrate the improvements made to the area. A video was created including this footage and was shared across all platforms. This was one of the most popular videos the Council had posted over the past year, generating 1,000 views on Facebook.
- ii. There had been a virtual consultation with residents held in September focussing on the Hope Bell project, which had been successful.
- iii. The team had promoted videos and press releases to highlight the key announcements for Healthy and Innovative Loughborough and Great Central Railway.
- iv. The Great Central Railway confirmed funding announcement was shared across all channels. This had been the most popular video on the Council's YouTube channel this year.
- v. There were upcoming funding announcements to be made for Lanes and Links, Wood Brook Flood Mitigation project and Living Loughborough and these would be made before the end of the year.
- vi. The team were using drones to capture footage of projects at the commencement stage and this would continue through to project completion. This would demonstrate the improvements made to the town over time and would show the projects at various stages of development.

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- vii. The Riverside Regeneration project and the Bellfoundry Trust project were starting community engagement work and the Council's Communications team were supporting them to undertake this work.
- viii. The video on the development of the projects would be communicated with residents in the Town Centre via a big screen erected during the Christmas lights switch on.
- ix. It was emphasized that funding amounts and project details were communicated with transparency through press releases.
- x. It was highlighted that information containing a capital breakdown versus revenue breakdown, of each individual project would be beneficial for the group to receive.
- xi. It was raised that the financial information for the Wood Brook Flood Mitigation project on the Loughborough Town Deal Investment Plan webpage did not match the amounts provided in the presentation delivered at the meeting. It was agreed that the Town Deal Project Manager ensured that the information on the web page was correct.
- xii. The Communications team tracked communications and engagement across all platforms. It was emphasized that some projects had received more engagement than others. Some of the most common questions from the public were about when projects would become more visual and when progress would be seen.
- xiii. It was highlighted that the Generator project had been extremely successful and popular amongst the community.

ACTION officers to provide the Group with a summary of expenditure on the Town Deal to date showing both capital and revenue expenditure.

ACTION that the Town Deal Project Manager ensured that the funding information on the Wood Brook Flood Mitigation project was correct on the Town Deal Investment Plan web page.

5. Representation and Feedback to the Town Deal Board – Opportunities, Issues and Concerns

There was nothing raised to feed back to the Town Deal Board.

6. Date of Next Meeting

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