

# Meeting Report

<b>PROJECT</b>	Town Deal		
<b>DATE</b>	29 January 2020	<b>LOCATION</b>	Southfields, Loughborough

Attendees	
<b>Board Members</b>	
Cllr Jonathan Morgan (Chair)	Charnwood Borough Council
Dr Nik Kotecha	Morningside Pharmaceuticals
Cllr TJ Pendleton, CC	Leicestershire County Council
John Doherty	Loughborough College
Cllr Jenny Bokor	Charnwood Borough Council
Andy Reed	LLEP
Lez Cope Newman	Loughborough BID
Martin Traynor	Economy & Skills Group
Professor Tracy Bhamra	Loughborough University
Simon Whelband (representing Jane Hunt MP)	
<b>Officer Attendees</b>	
Rob Mitchell	Charnwood Borough Council
Eileen Mallon	Charnwood Borough Council
Dave Hankin	Charnwood Borough Council
Mike Roberts	Charnwood Borough Council
Mandip Rai	LLEP
Peter McLaren	Leicestershire County Council
Peter Sutton	BEIS/Communities

Apologies	
Tom Purnell	Leicestershire County Council
Helen Mitchell	BEIS
Jane Hunt, MP	

Meeting Type (Team, Board or other)
Board Meeting
Agenda

Item	Topic	Paper	timing	Item Type
1.	Welcome & Introductions			
2.	Governance Structure and Terms of Reference	A		Decision
3.	Towns Fund: Introduction Scope & Vision	B		Decision
4.	Programme & Capacity Funding Arrangements	C		Decision

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5.	Process & Timeline for Producing a Proposal to Government	D		Decision
6.	Town Deal Communications and Engagement Strategy	E		Decision
7.	Date of Future Meetings			
8.	AOB			

## Meeting Notes

### 1. Welcome & Introductions

Cllr Morgan welcomed the group. The purpose of the meeting is to ensure compliance with the Town Deal and to generate the next stages.

### 2. Governance Structure and Terms of Reference

Eileen Mallon, Strategic Director of Housing Planning Regeneration and Regulatory Services presented this draft proposal. The government expects this to be heavily led and owned by the local community

For the Terms of Reference Great Grimsby Town Deal has been used as an example.

It was agreed to amend the Board Membership to have co-Chairs rather than Chair and Vice Chair. Cllr .Morgan and Nik Kotecha will be co-chairs.

It was agreed to adopt Charnwood Borough Council declarations of interest.

It was agreed to use a scheme of delegation to manage events that will occur between Board meetings and to use email circulation.

Community involvement will include the voluntary sector. Proposals for the Chair of the community involvement group are to be put by the Board to Cllr Morgan and Eileen Mallon.

Eileen Mallon is to send a Local Authority form of declaration.

Declarations of interest should be included on the Board agendas.

The quorum of five voting members including the Chair will be required for decisions to be made. If the Board is not quorate, a meeting can still be held for discussion only; no decisions will be made at that meeting. .

Named substitutes are to be allowed, and attend if Board Members are unable to attend meetings. Board members were asked to provide the name of their substitutes. The substitutes should be covered by the Register of Interest.

If Board Members cannot attend the meeting they can email their views.

Rob Mitchell is to check the practicalities of virtual attendance e.g. Skype meetings.

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Minutes of meetings will be made public.

It was agreed that the revisions to the governance structure and terms of reference should be accepted.

### **3. Towns Fund: Introduction Scope & Vision**

Dave Hankin, Team Leader Regeneration and Economic Development, presented this paper. The purpose of the paper is to set the scene. The scope of the Town Deal includes urban regeneration, planning and land use, skills and enterprise infrastructure, and transport and digital connectivity.

An investment plan is to be produced by end of Summer 2020. The focus is on a milestone of end of July 2020.

The boundaries of Loughborough defined in the prospectus rely on data from the 2011 Census. The potential Town Deal area might be reviewed to capture new areas of housing, the LUSEP enterprise zone and the Sustainable Urban Extension to the west of the town.

At the end of 2018 a re-parishing exercise was carried out. Loughborough is not parished, but the new boundaries may assist in the definition of the Loughborough urban area.

Various policy documents and statements advance differing visions for areas greater than the town or for the town centre only; none are specific to the town of Loughborough. However the analysis of those visions permits the distillation of six themes. They are:-

- An active role for delivering growth to support the Leicestershire International Gateway
- Consolidation of the town centre as the social, cultural and economic heart of the town contributing to the “total offer” to attract inward investors.
- Delivery of the LUSEP and Charnwood Campus Enterprise Zone
- Ensuring there is a suitably trained qualified workforce
- Improving connectivity with localised sustainable transport choices between the town centre and trip generators.
- Enhanced digital connectivity

The additional areas which might be included within the Town Deal remit was clarified to the Board by reference to the plan circulated with the agenda.

The south east quadrant includes areas of residential development completed since the 2011 Census.

The south west quadrant is Loughborough University Science & Enterprise Zone, now designated as part of the enterprise zone. Charnwood Campus comprises the other part of the zone within Loughborough and is already included within the built up area as defined by the 2011 Census having previously been occupied by Astra Zeneca.

To the north west lies the West of Loughborough Sustainable Urban Extension designed to incorporate large areas of open space, 3,200 homes, 16 hectares of employment land, schools and a local service centre. These are significant directions of growth where the Board might wish to consider potential interventions to enable delivery and economic growth. A case could be made to include Burleigh Wood and car parking associated with LUSEP which appeared to

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have been excluded but was otherwise encircled by the proposed urban area.

The boundary could be made wider. It is important to think about what kind of intervention could be funded.

The SUEs and EZ should be considered as a minimum. There will be opportunities to match the money that could be drawn down. The sports park plus the Advanced Technology Innovation Centre (ATIC) could be included. The maximum area should be aimed for.

It is important to make a strong case to government as to why the boundary should be amended.

The vision statement should refer to the economic vision of Loughborough. More vision regarding the economy should be included. The health of the town must be part of the vision.

It must be considered how Loughborough will look in 10-20 years. Strong sources of evidence must be included.

The paper was accepted by the Board.

## **4. Programme & Capacity Funding Arrangements**

## **5. Process & Timeline for Producing a Proposal to Government**

Dave Hankin, Team Leader Regeneration and Economic Development, presented these papers.

If Beacon status is aimed for then the programme must be accelerated and staff in place to implement the programme.

Regarding the priority of economic regeneration then the measures of success must be considered plus providing an example of a comparison business case.

Process and spending regulations need consideration.

In terms of process it is possible that the government may accept evidence based on strategy documents.

If the option to accelerate the programme was chosen then a May/June deadline should be aimed for.

The Secretary of State is keen to see progress.

It was cautioned that the amount of £162k is not a lot of money.

It is important to make the most of the opportunity and to begin the process early.

Changing the urban area boundaries as defined by the Office for National Statistics (ONS) could cause delay.

It is important to find successful projects out of the projects that may be put forward.

Some procurement measures could be waived. Beacon status is worth attaining, but there are

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no details yet regarding how this might be progressed.

## 6. Town Deal Communications and Engagement Strategy

Mike Roberts, Communications Manager presented this paper.

Board members discussed the benefits of talking directly to people, possibly at events and in focus groups, to gain meaningful feedback. Public events are being planned but details are yet to be finalised and timescale is a factor.

The Board also emphasised the need to use the existing networks of partners as well as the Council to ensure a good response and maximise involvement from a wide variety of people. Professor Bhamra offered to assist with engagement with Students' Union.

Engagement with people should take place before and after the Investment Plan is submitted.

The need to involve people and organisations with a heritage and culture interest was highlighted.

Finding out the views of people don't live in Loughborough was could also be useful.

Large employers with employees who don't live in Loughborough could be consulted.

Branding was identified as being an important part of the process.

Engagement must be focused on the requirements set by central government regarding the Town Deal.

## 7. Date of Future Meetings

The Board agreed to meet every other month. A list of dates was provided to the Board.

## 8. AOB

Cllr Bokor offered to investigate the example of Belper especially in terms of communications.

### Follow up actions

1	Eileen Mallon is to send a Local Authority form of declaration. List of named substitutes to be provided
2	Proposals for the Chair of the community involvement group are to be put by the Board to Cllr Morgan and Eileen Mallon. (Board)
3	Rob Mitchell is to check the practicalities of virtual attendance e.g. Skype meetings.
4	Professor Bhamra offered to assist with engagement with Students' Union.
5	Cllr Bokor offered to investigate the example of Belper especially in terms of communications.