

Meeting minutes

PROJECT	Loughborough Town Deal		
DATE	5th December 2023	LOCATION	MS Teams/CR1 (council offices)

Attendees	
Board Members	
Dr Nik Kotecha (Chair)	Randalsun Capital Ltd
Jane Hunt	Loughborough MP (virtually)
Jo Maher	Loughborough College
David Pagett-Wright	Chair of the CCEG
Prof. Chris Rielly	Loughborough University (virtually)
Deborah Taylor (CC)	Leicestershire County Council (virtually)
Cllr Jenni Tillotson	Lead Member for Economic Development, Regeneration and Town Centres (virtually)
Martin Traynor	Economy and Skills Group (virtually)
Officer Attendees	
Jo Dexter	DBT (BEIS) (virtually)
Rob Mitchell	Charnwood Borough Council
Justin Henry	Charnwood Borough Council (virtually)
Simon Jackson	Charnwood Borough Council
Maria Curran	Charnwood Borough Council
Chris Grace	Charnwood Borough Council
Mike Roberts	Charnwood Borough Council
Nicky Conway	Minute Taker (Charnwood Borough Council)

Meeting Type (Team, Board or other)
<p>Board Meeting</p> <p>The location of the meeting was moved to Charnwood Borough Council offices due to last minute capacity issues at Great Central Railway. The proposed tour of the Locomotive shed would be rearranged.</p>
1. Apologies
<p>Lez Cope Newman (Loughborough BID), Cllr Miah (Leader of the Council), Andy Reed (LLEP), and Phoebe Dawson.</p> <p>Noted that Jane Hunt MP, Prof Chris Rielly, Deborah Taylor CC, Martin Traynor and Cllr Tillotson attended the meeting virtually. Before beginning the meeting, the Chair checked that online participants could see and hear the proceedings.</p>

Meeting minutes

2. Minutes of the previous meeting and matters arising

The minutes of the previous meeting were confirmed as a correct record.

Actions from previous meeting update:

- the vice-chair appointment has been included in the Boards Terms of Reference.
- Officers were liaising with DLUHC and the Town Team regarding project overages but currently awaiting further information regarding some project ability to deliver.
- a regional Town Deal Board Chairs meeting had been arranged in January 2024 and it was hoped that an update could be provided to the Delivery Sub-group and Board at their next meetings.
- a meeting of the Community Consultation and Engagement Group had been arranged in February 2024.

3. Declarations of Interest

Jo Maher declared an interest as the Loughborough College representative and Loughborough University with a project included in the Town Deal.

David Pagett-Wright declared an interest as a Director of the Generator Loughborough CIC and a member of Love Loughborough (BID) project.

4. Delivery Sub-Group Update

Maria Curran provided a brief summary of the two Delivery Sub-Group meetings in November and updated the Board on the performance reporting which had been approved by the Sub-Group and submitted to DLUHC the day before the Board meeting.

Recommendation Agreed: that the Board notes the contents of the report.

5. Programme and Projects Update

Maria Curran introduced the report and provided an update for each project, noting that £13million of the Town funding had been released which was 77% of the total. £6million had been released earlier this financial year including £1.5million released for the Lanes & Links and Living Loughborough projects.

Further payments would be subject to the approval of the Performance report submitted to DLUHC. The report had been submitted using the new portal. There had been some slight tweaks to the information seen by the Board concerning tabs 6 and 7.

Jo Maher provided a verbal update on the status of the Digital Skills Hub explaining that it was on time and in budget. The tender had been a fixed and final price, and the build was likely to be uncomplicated, with an anticipated completion date of February 2025.

The digital basis of the Loughborough Impact Hub (part of the Healthy and Innovative Loughborough project) had received an award for Excellence in Digital Planning Practice at the RTPi Planning Excellence Awards 2023.

In response to questions, it was noted that the official end date for the Town Deal was March 2026 and DLUHC had indicated that project delivery could extend beyond that, but Town Deal

Meeting minutes

funding would be required to be spent by this date. The RAG ratings in the performance monitoring spreadsheet reflected the current status of projects and could not include any potential risk factors.

Mrs Taylor CC left the meeting.

The Chief Executive noted that despite rising costs and other issues the Loughborough Town Deal was in good shape and he thanked the Programme team and partners for their work. The Board acknowledged the difficult financial climate and that issues affecting the Loughborough Town Deal were affecting all Town Deals in the country. It would be beneficial to receive an update from the regional Town Deal Chairs meeting that the Chair was arranging in January.

Recommendation Agreed: that the Board notes the contents of the report.

Discussion by the Board on this item can be found in the EXEMPT minute (*by virtue of inclusion of sensitive business information*) circulated to Board members and relevant officers only.

6. Communications Update

Mike Roberts introduced the report and highlighted some of the key points. He provided further details for the arrangements of two business events and asked if Board Members could provide assistance with invitations to local businesses. The official opening of the Canal towpath had taken place on 1st December, there had been coverage on local radio and the video for this was being edited prior to release.

There were no questions and Board Members thanked the Comms team for their work, noting that the recently released Loughborough Town Deal video had been excellent.

Recommendation Agreed: that the Board notes the communications update and planned next steps.

7. Any Other Business

Jo Maher informed the Board that she would be resigning her position on the Board and the Loughborough College Acting Chief Executive Heather Clark would attend the next meeting as a Loughborough College representative.

David Pagett-Wright asked if there had been any progress on recruiting new Board Members. Members discussed several potential candidates and agreed that the Chair would contact them prior to the next Board meeting to assess interest.

The Chair, Dr Nik Kotecha, informed the Board that he would be resigning from the Board and the Delivery Sub-Group when his Chair's term of office came to an end in January 2024.

The Chief Executive, on behalf of the Board and the Borough Council thanked both Jo Maher and Dr Nik Kotecha for their efforts, time and support of the Loughborough Town Deal.

Date of next Meeting

Meeting minutes

8th March 2024, 1pm (arrange as a face to face meeting).

Follow up actions

5	The Communications team to publicise that the digital basis for the Loughborough Impact Hub (part of the Healthy and Innovative Loughborough project) had received an award for Excellence in Digital Planning Practice at the RTPPI Planning Excellence Awards 2023
5	An update from the regional Board Chairs meeting to be provided at the next Delivery Sub-group and Town Deal Board meetings.
6	Board members to provide assistance with invitations to local businesses for the planned business events in 2024.
7	The Chair to contact potential candidates to assess interest in being appointed to the Board.