

Meeting minutes

PROJECT	Town Deal		
DATE	7th December 2022	LOCATION	Virtual meeting using MS teams

Attendees	
Board Members	
Cllr Jonathan Morgan (Co-Chair – in the Chair)	Charnwood Borough Council
Jane Hunt MP	MP for Loughborough
Dr Nik Kotecha	Randalsun Capital Ltd
Jo Maher	Loughborough College
David Pagett-Wright	Chair of CCEG
Prof. Chris Rielly	Loughborough University
Deborah Taylor (CC)	Leicestershire County Council
Martin Traynor	Economy & Skills Group
Alan Leather	Project Lead, Canal and River Trust
Officer Attendees	
Rob Mitchell	Charnwood Borough Council
Simon Jackson	Charnwood Borough Council
Chris Grace	Charnwood Borough Council
Mike Roberts	Charnwood Borough Council
Maria Curran	Charnwood Borough Council
Tom Purnell	Leicestershire County Council
Nicky Conway	Minute Taker (Charnwood Borough Council)

Apologies
Cllr Jenny Bokor (Chair of MRG), Lez Cope-Newman (Loughborough BID), Andy Reed (LLEP)
Jo Dexter (BEIS), Justin Henry (Charnwood Borough Council), Sue Tilley (LLEP)
Meeting Type (Team, Board or other)
Board Meeting
Meeting Minutes
2. Minutes of the previous meeting and matters arising
The minutes of the previous meeting were confirmed as a correct record. There were no matters arising.

Meeting minutes

It was noted that a declaration of interest by Cllr Morgan on behalf of his spouse had not been included in error (Member of East Midlands Institute of Technology).

3. Declarations of Interest

Jane Hunt MP declared an interest as a Principal Private Secretary in DLUHC.

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

Cllr Morgan declared the following interests for his spouse: as the Chair of UK Commission on COVID commemoration and the Chair of East Midlands Institute of Technology

Prof. Chris Rielly declared an interest as Project Lead for Healthy and Innovative Loughborough project.

David Pagett-Wright declared an interest as the director on the Generator CIC.

4. Riverside Regeneration Project

Alan Leather shared a presentation with the Board providing details of the history and ethos of the Canal and River Trust and an update for the Riverside Regeneration Project. He drew attention to the proposed aims of the project and its current status in relation to design and procurement. The delivery of the project was anticipated to begin in January 2023.

Summary of discussion:

- the improved towpath in front of the converted 3M building was a good example of how the relevant sections of the towpath could look when resurfaced.
- although the towpath would require closing for completion of some of the work it was hoped that complaints would not be received as the benefits of the work would be visible.
- that appropriate, regular and clear communication of plans was vital to enlisting the support of the community.
- the access from some of the bridges across the Canal required some remedial works but the project would only include some bridges to the north of the town. Other bridge land access points were owned by the Trust and could be improved or owned by the County Council and required their intervention. The paths over the bridges were out of the scope of this project but could be part of further works in the future.

Jane Hunt MP asked if the Canal and River trust could review some self-seeding trees along the verge near Bottleacre Lane as she had received some complaints. Alan Leather stated that the Trust had not received any complaints since a recent leaflet drop but would monitor the communications received by the Trust and the Council.

Jo Maher left the meeting.

The Board asked Alan Leather to keep the Town Deal Project Manager updated on progress, who could then in turn update the Board.

During this item Dr Nik Kotecha had connectivity issues.

Meeting minutes

5. Terms of Reference Update

Maria Curran introduced this report and stated that the Terms of Reference for the Board and the Member Reference Group, and the Project Assurance Framework had been updated to reflect staff changes within the organisation of the Council. She also noted that the frequency of meetings had been modified to align with projects being in the delivery stage.

Jo Maher returned to the meeting.

Recommendations Agreed:

1. that the Board ratifies the amendments to its Terms of Reference and those of the Member Reference Group.
2. that the Board approves the updated list of Lead Officers for the Accountable Body in the Project Assurance Framework.

4. Delivery Sub-Group Update

Maria Curran introduced this report and provided a summary of recent activity by the Delivery Sub-Group (DSG). She updated the Board as follows:

- on the evolution of the Digital Skills Hub project and that its successful bid for the Institute of Technology had resulted in a change to the building design and location of the Hub. The business case had been adjusted and obtained DSG approval. A PAR had been submitted to and noted by DLUHC.
- as all projects moved into the delivery stage, changes were likely to become more prevalent and the college had demonstrated the ability of teams to react promptly within the constraints of the Towns Fund programme.
- the detailed review completed by DSG of the performance monitoring spreadsheet at its November meeting and how changes to projects were captured. Some details were still being inputted by Project Leads ahead of the submission deadline of 16th December to DLUHC.
- decisions made by DSG to approve the release of the Grant Agreement for the Riverside Regeneration Project and the PAR for Great Central Railway (GCR) Project. Some programme management funding was being released to support GCR in updating its business case.

The members of DSG noted that the Sub-Group had completed significant detailed work and that it had reviewed the BCR values as requested by DLUHC for projects that were being value engineered. The Chair of DSG thanked the group members for their work.

Jo Maher noted that project teams in the Town Deal should be commended for their ability to re-evaluate projects due to the economic situation. She also wished to update the Board of the current status of the progress of the Digital Skills Hub (DSH) project from the College perspective which differed in some aspects to the submitted report. She had shared an update with the Co-chairs prior to the meeting and highlighted to the Board that:

- it had been clear at the start of the DSH project that a successful bid for Institute of Technology would result in a remodelling of the site.

Meeting minutes

- the investment of the College in the DSH, the Institute of Technology and T-Level building would generate economic growth and sustainability in the town.
- Health and Safety regulations set against inflationary pressures had resulted in the re-design to a single level building.
- re-engineering the project was not expected to significantly impact its cost-benefit ratio value and the project continued to be a good investment.
- the college project team were experienced in project delivery and were frustrated with the current delays to the project, mainly through working within the DLUHC Town Funds framework.

It was noted that it could be beneficial to plan for additional storeys in the future by ensuring the T-level building was built with sufficient foundations for two storeys.

The Co-chairs welcomed the update and that they were very keen to support the project team and DLUHC in expediting the project delivery of the DSH project.

Recommendation Agreed: that the contents of the report be noted.

(Jo Maher agreed the recommendation with the inclusion of her additional comments made during this item)

5. Programme Update & Performance Reporting

As part of the Programme Update & Performance Monitoring, Maria Curran shared the 'Summary on a Page' with the Board noting the status of each project. She explained that a number of projects had taken advantage of the extra funding support for developing their business cases, 3 projects had submitted Project Adjustment Requests (PARs), 4 Grant Agreements had been completed and funding released with three more agreements nearly finalised for approval. There were some project delays and the formal performance monitoring to DLUHC for the period of April – September 2022 would apply to 8 projects that had received funding.

There were no questions.

Jo Maher left the meeting.

Recommendations Agreed: that the content of the report is noted.

6. Communications Update

Mike Roberts introduced this report and summarised the Comms highlights. He drew the Board's attention to the next steps and concluded that opportunities to share news about the Town Deal projects were being sought.

The Co-chair noted the importance of frequent and regular communications emphasising the impact of the Town Deal on Loughborough and asked that Board Members be invited to the casting of the Hope Bell at the Bellfoundry.

Recommendation Agreed: That the communications update and planned next steps are noted.

Meeting minutes

7. AOB

In response to a question, it was noted that the time period for inviting members of the Board to visit project sites had been extended to March 2023 and all Board members would be invited in due course as and when the events occurred.

Date of Future Meetings

14th March 2023 - possibly as an in-person meeting.

Follow up actions

4	Co-chairs to support the project team and DLUHC in expediting the project delivery of the DSH project.
6	Invite Board members to the casting of the Hope Bell.
7	Invite Board members to project events as and when they occur.