

Meeting minutes

PROJECT	Loughborough Town Deal		
DATE	8th March 2024	LOCATION	MS Teams

Attendees	
Board Members	
Charles Bentley	Bentley & Sons Ltd
Heather Clarke	Loughborough College
Lez Cope-Newman	Loughborough BID
Jane Hunt	Loughborough MP
Cllr Jewel Miah	Charnwood Borough Council (leader)
Prof. Chris Rielly	Loughborough University
Deborah Taylor (CC)	Leicestershire County Council
Cllr Jenni Tillotson	Lead Member for Economic Development, Regeneration and Town Centres
Martin Traynor	Economy and Skills Group
Officer Attendees	
Jo Dexter	DBT (BEIS)
Rob Mitchell	Charnwood Borough Council
Justin Henry	Charnwood Borough Council
Maria Curran	Charnwood Borough Council
Mike Roberts	Charnwood Borough Council
Nicky Conway	Minute Taker (Charnwood Borough Council)

Meeting Type (Team, Board or other)
Board Meeting
<p>1. Apologies</p> <p>Andy Reed (LLEP), David Pagett-Wright (Chair of CCEG), Chris Grace, Simon Jackson, Tom Purnell and Phoebe Dawson.</p>
<p>2. Appointment of Chair and new members</p> <p>It was proposed by Councillor Miah and seconded by Lez Cope-Newman that Martin Traynor be appointed as the Chair of the Town Deal Board. All voting members agreed.</p> <p>Charles Bentley was formally appointed to the Town Deal Board as a new member and Heather Clarke was welcomed to the meeting as the new representative for Loughborough College.</p> <p>Recommendations Agreed:</p> <ol style="list-style-type: none"> 1. Martin Traynor be appointed as Chair of the Loughborough Town Deal Board. 2. Charles Bentley be appointed as a member of the Loughborough Town Deal Board.

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3. Draft Minutes of the previous meeting & matters arising

The public and exempt minutes of the previous meeting were confirmed as a correct record. The public minutes were agreed with an amendment to item 7 (A O B) as follows:

.....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..... *Board members echoed the Chief Executive's comments and thanked Dr Kotecha for his leadership in steering the Board and Sub-Group efficiently and that he would be a loss to the programme. In response Dr Kotecha stated it had been a difficult and sad decision, but he had valued the experience and support from officers and Board members'.*

Maria Curran noted that all actions from the previous meeting had been completed.

4. Declarations of Interest

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

Prof. Chris Rielly declared an interest as the project lead for the Living Loughborough project.

5. Governance Matters

Maria Curran stated that there were some matters of governance to be determined as a result of the previous Chair of the Loughborough Town Deal Board stepping down and the progress of the Town Deal programme. She highlighted the relevant points in the report and asked members to agree the recommendations, including appointing a new Delivery Sub-Group member and chair.

Recommendations Agreed:

1. that the Board approves the continued delegation of responsibilities set out in its Terms of Reference to its Delivery Sub-Group (DSG).
2. that the Board appoints Martin Traynor as the Chair of the DSG and appoints Charles Bentley as an additional Board member to the DSG as required by its Terms of Reference.
3. that the Board approves the revisions to the Terms of Reference for DSG and the associated modifications to its own Terms of Reference.

6. Delivery Sub-Group Update

Maria Curran provided a brief summary of the report detailing the noted information received by the Delivery Sub-Group at its recent meetings. There were no questions from Board members.

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

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7. Programme and Projects Update

Maria Curran introduced the report and provided an overview of the progress being made in delivering the Town Deal programme. She noted that no further Town Deal funding was expected to be received this financial year and that the next payment was anticipated to be received early in April/May 2024. It was possible that a second payment in November could be released but this had not been confirmed and she would keep the Board and Delivery Sub-Group updated accordingly.

Charles Bentley joined the meeting at 13.20pm.

There had been three Town Deal projects essentially completed although two were still in the snags and defects period. She highlighted salient points in the report, touching on the Bellfoundry, Digital Skills Hub, Great Central Railway and Woodbrook Flood Scheme and noted that regular one-to-one meetings with individual Project Leads was very effective in identifying issues early and any additional support that might be required.

The Chair welcomed Charles Bentley to the meeting and briefly updated him on recommendations agreed during item 5.

Members sought reassurance that three projects with longer completion dates were still in a position to complete within the Town Deal Programme time frame. Officers confirmed that for two projects, the Project Leads were confident that the delivery would be within appropriate time scales to meet the Town Deal programme deadline. For the other project with a long completion date, officers would be meeting the Project Leads to review its position in mid March. Members asked that the Delivery Sub-Group continued to closely monitor the position of all projects to expedite delivery and flag any concerns where additional support could be necessary.

It was noted in respect of the Bedford Square Gateway project that there was one outstanding issue discovered during the snagging and defects period to be resolved but officers would be meeting with the Project Lead and the County Council soon to finalise this issue and the plans for adoption.

Jo Dexter confirmed that DLUHC were supportive of getting projects delivered within the Town Deal programme and were not inclined to claw back funding. It was noted that realistically there would be delays due to the current financial climate and DLUHC could withhold funding until project delivery could be evidenced. Regular contact between the Towns Fund team and the Accountable Body officers was ongoing which enabled solutions to be identified to any issues arising.

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

8. Communications Update

Mike Roberts introduced the report and provided an overview of communications activity. He drew the Board's attention to the success of the 'Delivering the Deal' event, stating that it had been well attended. There had been a 100% satisfaction response from completed feedback surveys, with learning about the Town Deal and networking scoring high. He noted that a public

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facing event would be held in Loughborough Town Hall later in March and promotions for the event would begin next week. Further communications would be arranged regarding the appointment of the new Chair and Board member.

Board members stated that the Delivering the Deal event had been excellent and thanked officers for their hard work in arranging the event.

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

9. A.O.B

Jo Dexter wished her thanks to be recorded to officers who had assisted with the recently arranged visit to Loughborough by the Transport Minister. She acknowledged it had been short notice but that officers had provided excellent support and the MP had greatly enjoyed his visit. It was noted that visits by Government Ministers were welcomed and should be widely publicised to highlight the benefits to the town.

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

Next meeting

Clerk to arrange the next four meetings on a quarterly basis.

Follow Up actions.

none
