

# Meeting minutes

<b>PROJECT</b>	Town Deal		
<b>DATE</b>	14th March 2023	<b>LOCATION</b>	Virtual meeting using MS teams

<b>Attendees</b>	
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<b>Board Members</b>	
Dr Nik Kotecha (Co-Chair – in the Chair)	Randalsun Capital Ltd
Cllr Jonathan Morgan (Co-Chair)	Charnwood Borough Council
Cllr Jenny Bokor	Chair of MRG
Lez Cope-Newman	Loughborough BID
Jo Maher	Loughborough College
Prof. Chris Rielly	Loughborough University
Deborah Taylor (CC)	Leicestershire County Council
<b>Officer Attendees</b>	
Rob Mitchell	Charnwood Borough Council
Justin Henry	Charnwood Borough Council
Simon Jackson	Charnwood Borough Council
Chris Grace	Charnwood Borough Council
Mike Roberts	Charnwood Borough Council
Maria Curran	Charnwood Borough Council
Jo Dexter	DBT (BEIS)
Tom Purnell	Leicestershire County Council
Sue Tilley	LLEP
Nicky Conway	Minute Taker (Charnwood Borough Council)

<b>Meeting Type (Team, Board or other)</b>
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Board Meeting

<b>1. Apologies</b>
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Jane Hunt MP (MP for Loughborough), David Pagett-Wright (Chair of CCEG), Martin Traynor (Economy & Skills Group).

Noted that BEIS (Dept for Business, Energy and Industrial Strategy) had changed to Department for Business and Trade (DBT).

<b>2. Minutes of the previous meeting and matters arising</b>
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The minutes of the previous meeting were confirmed as a correct record.

Jo Maher noted the College were still waiting for a response from DLUHC regarding their Project Adjustment Request (PAR) submission and would appreciate an update on progress.

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### 3. Declarations of Interest

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

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

### 4. Delivery Sub-Group Update

Maria Curran introduced this report and summarised recent activity by the Delivery Sub-Group (DSG). She noted that the Sub-Group had met in February where it had approved proposed changes to the Careers & Enterprise Hub Phase 2 project in response to a higher than anticipated tender price for roof works. She also confirmed that, although the building had closed for health and safety reasons whilst work was carried out, the service had continued in the main campus buildings with the same staff.

Andy Reed, as the other member of the Sub-Group present at the meeting, noted that the Sub-Group had reviewed the technical aspects of the projects in detail before making its decisions.

**Recommendations Agreed:** that the Board notes the contents of the report.

### 5. Project Assurance Framework Update

Maria Curran introduced this report and stated that the Project Assurance Framework had been updated to reflect recently published DLUHC guidance. She noted that the Framework set out how the projects were managed and governed, and now that the Loughborough Town Deal was moving from early investment and the business plan stage to the delivery phase it was a good opportunity to update the document.

She highlighted the relevant changes proposed to the Project Assurance Framework touching upon the strengthened expectations for Project Leads, improved guidance for submission of PARs, performance reporting and release of funding, renewed focus on ensuring the viability of existing projects rather than introducing new projects and documents requiring approval by the S151 officer. She recommended that the Terms of Reference for the Member Reference Group and Community Consultation and Engagement Group be reviewed to align with the updated Framework, if approved by the Board.

The Co-chair mentioned that David Pagett-Wright as Chair of CCEG (who had sent his apologies) endorsed the changes to the Project Assurance Framework with reference to the CCEG amendments. He also stated that it was a live document and it was appropriate to focus on delivery at this point in the Town Deal.

**Recommendations Agreed:** that the Board approves the proposed updates to the Project Assurance Framework.

### 6. Programme Assurance & Projects Update

Maria Curran introduced this report and shared the Summary on a Page document. She highlighted that:

- 7 project Grant Agreements had been completed. 3 had been issued for review and discussions were ongoing.

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- the majority of projects were on track. There had been short delays to the Great Central Railway project relating to its submission of its planning application.
- delays for two projects related mostly to the tendering stage where the tender price was higher than anticipated, resulting in projects undergoing value engineering.
- minor delays for the Careers & Enterprise Hub project related to changes at the design stage which had impacted on delivery timelines.
- the Co-chairs' letter to Project Leads had been received favourably and the College had communicated swiftly regarding its need for asbestos removal, which had been appreciated.
- noted that the projects were comfortably within the delivery stage and in progress, referencing the Bell Foundry and Generator projects carrying out enabling works, and work carried out by Loughborough BID for the Lanes & Links and Living Loughborough projects.
- the Project Lead for the Woodbrook Flood Mitigation project was in discussions with the Local Planning Authority and Severn Trent.

The Co-chair stated that considering the current financial climate, delays were to be expected.

In response to a question by a Board Member, Maria stated that a significant number of projects were experiencing difficulties with higher than anticipated tender prices but that all Project Leads were aware of their responsibilities to deliver. As part of their delivery, all projects had Risk Registers and sought to value engineer projects or reduce specifications rather than make significant changes to their agreed business plans. There had been a number of projects that had required amendments resulting in the submission of PARs to DLUHC but none of the projects required significant changes. DLUHC had updated its PAR template and decision process to be able to react promptly to any change requests.

The Co-chair noted that 4 PARs had been submitted to DLUHC with 2 awaiting approval.

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

### 7. Communications Update

Mike Roberts introduced this report and summarised the Comms highlights, drawing the Board's attention to the next steps. He noted that communications over the next few months would be managed carefully within the legal requirements for the pre-election period and also requested that any content that Board Members could share individually would be appreciated.

It was noted that communications with the wider community was a significant aspect of the newly updated DLUHC guidance and that the Loughborough Town Deal was fulfilling this requirement satisfactorily. Mike and the Comms team were thanked for their work.

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

### 8. AOB

The Co-chair explained that although David Pagett-Wright had retired professionally, he continued to support the business community in Loughborough and, in the Co-chair's view, it was appropriate for him to continue as the Chair of CCEG and a member of the Board. The Board ratified this view and congratulated David on his retirement.

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### Date of next Meeting

13th June 2023 – to hold as a hybrid meeting to give Board Members an opportunity to meet in person.

### Follow up actions

2	Provide a response from DLUHC regarding the College's PAR submission and provide an update on timelines.
5	the Terms of Reference for the Member Reference Group and Community Consultation and Engagement Group be reviewed to align with the updated Framework
8	Communications - any content that Board Members could share individually would be appreciated