

**STOCKSBRIDGE TOWNS FUND STAKEHOLDER MEETING**  
**ACTION NOTES**

**MEETING OF TUESDAY 4<sup>th</sup> AUGUST 2020**  
**10:00 – 11:30**

**Held at Dransfield House,  
Fox Valley, Sheffield S36 2AB  
and via Zoom**

**Board members attending:**

- • Mark Dransfield, Dransfield Properties (DPL) (MD)
- • Cllr Julie Grocutt, Sheffield City Council and Stocksbridge Town Council (DPL) (JG)
- • Gillian Duckworth, Director of Legal & Governance SCC (ZOOM) (GAD)
- • Graham Silverwood, The Venue Trust & Stocksbridge Community Leisure Centre (ZOOM) (GS)
- • Chris Bell, Don Valley Railway Trust (ZOOM) (CB)
- • John Crawshaw, Crawshaws Butchers (DPL) (JC)
- • Ian Sanderson, SLR Outlets (ZOOM) (IS)
- • Justin Homer, Area Lead, Sheffield City Region (Cities and Local Growth Unit) (ZOOM) (JH)
- • Matt Dixon - representing Miriam Cates MP (ZOOM) (MDxn)

**Also attending:**

Amanda Holmes, Communications Director, Dransfield Properties (DPL) (AH)

Stuart Turner, Programme Manager, SCC (ST)

Kate Clark, Senior Project Manager, SCC (KC)


Joy Grant, Project Support Officer, SCC (JCG)

**Apologies:**


- • Miriam Cates MP for Penistone and Stocksbridge (ZOOM) (MC)
- • Dave Cates (Zoom) (DC)
- • Mick Hood, Liberty Speciality Steels (ZOOM)
- • Daniel Houghton from FPCR (master planning and urban design) (DH)
- • Colin Blackburn, South Yorkshire LEP (ZOOM) (CB)
- • Tom Newman, Steel Valley Project (DPL) (TN)

	<b>ITEM</b>	<b>ACTION NOTES</b>	<b>Action Owner/s</b>
<b>1</b>	Welcome and confirmation of the minutes of the previous meeting and discuss any issues arising	<ul style="list-style-type: none"><li>• MD welcomed everyone to the meeting. The previous minutes were agreed as a true record.</li><li>• There were no issues arising.</li></ul>	

# :: Meeting Action Points ::

2	<p>Governance requirements of the Town Deal - GD</p> <ul style="list-style-type: none"> <li>Board Scheme of Governance</li> <li>Board Terms of Reference</li> <li>Register of Interests</li> </ul>	<ul style="list-style-type: none"> <li>GAD confirmed that papers had been circulated on the governance requirements of the Town Deal and that it was also essential that we complied with the requirements of the bid in terms of transparency and accountability.</li> <li>The Council's website is to be the public domain for any information and updates until the website is up and running. .</li> <li>The draft Board Scheme of Governance circulated with the Agenda was discussed and agreed.</li> <li>The draft Board Terms of Reference circulated with the Agenda were discussed and agreed. JCG to be engaged on this project as Administrator/Co-ordinator and also provide meetings support to the Sub Committees</li> <li>GAD confirmed that JG's current Register of Interests, as a city councillor, if up to date, could be used for this purpose also.</li> <li>GAD or her officer David Cutting can provide advice to Board members individually as to how the Scheme of Governance applies to them.</li> <li>Members to fill in and return the Register of Interests to AH by Friday 7 August 2020.</li> </ul>	ALL
3	Appointment of Amion as bid writers – GAD	<ul style="list-style-type: none"> <li>Agreed to delegate the decision to appoint Amion to MD and GAD in accordance with the proposal once a satisfactory interview has taken place.</li> <li>MD suggested aiming for Cohort 2 submission in October but failing that we have the option to submit a bid under Cohort 3 in January 2021.</li> </ul>	
4	To agree the appointment of SCC as Board administrators on a recharge basis to a maximum budget of £5K	GAD confirmed SCC as Board administrators and the costs for project support was approved.	
5	Update on towns fund budget and commissioned work.	<p>See pdf below for details of how money has been spent on FPCR environmental, solicitors costs, topo survey, map search, schematic, planning for the town centre, website work commission and cinema proposal. All is within budget. Agreed that no further spend should be approved other than the items agreed at this Board meeting until the Board receives advice from Amion (or similar) on what is needed to deliver a comprehensive TIP.</p> <p> Stocksbridge Towns Fund Costs v3.pdf</p>	

# :: Meeting Action Points ::

6	Work yet to be commissioned to be considered by the Board	<p>Sustrans Footpaths and connectivity proposal (proposal circulated with agenda)</p> <p>Little Don survey by Steel Valley Project (proposal circulated with agenda)</p> <ul style="list-style-type: none"> <li>GAD is keen for Amion to start work and show us how to pull the bid together and also provide us with any feedback. Agreed not to take these commissions forward at this stage.</li> </ul>	
7	Vision for the Town Investment Plan	<ul style="list-style-type: none"> <li>MD advised the Board that the architects plans for the vision would be shared with Yunus Ahmed from SCC so that preliminary discussions could take place with SCC Planners.</li> <li>Public consultation to be carried out in order to gather information and deal with any comments.</li> </ul> <p>Agreed that the vision will be developed and finalised as part of the work of Amion as would the timescales for the bid submission.</p>	
8	£500K additional funding opportunity bid	<ul style="list-style-type: none"> <li>Stuart Turner from SCC and Graham Silverwood delivered a presentation (see pdf below) for Oxley Park and Stocksbridge Community Leisure Centre which will offer indoor and outdoor leisure activities.</li> </ul> <div style="text-align: center;">  <p>Board proposal presentation_03AUG;</p> </div> <ul style="list-style-type: none"> <li>KC reported that there was an Oxley Park Steering Group scheduled for the end of August.</li> <li>KC also reported that £100k has been allocated for Oxley Park Improvements some of which will be used towards the Skate Park.</li> </ul> <p>The Board endorsed the proposal and agreed it should be the basis of the bid submission by SCC on behalf of the Board by the 14th August 2020.</p>	
9	The Big Picture Presentation	The Big Picture Company is to be invited to next month's Board meeting to deliver a short presentation about the feasibility study for a community cinema in Stocksbridge.	<b>JCG</b>
10	Sub Committee updates	<ul style="list-style-type: none"> <li>MD to circulate documents to everyone after this meeting providing an update on the <b>Town Centre Sub Committee</b> followed by a presentation in September.</li> <li>MD &amp; GAD to meet with Consultants re timeline then focus on delivery date.</li> <li><b>Infrastructure Sub Committee</b> – GAD &amp; MD to share information with Amion re transport needs assessment</li> </ul>	<b>MD</b>  <b>MD/GAD</b>  <b>JG/MD</b>

# :: Meeting Action Points ::

10	Sub Committee updates	<ul style="list-style-type: none"> <li>• CB expressed his concerns about governance and resource issues for the sub-committee and asked if the Delivery partners could support or deliver the Transport Needs Assessment. GD suggested that we address this once the Amion appointment is confirmed. .</li> <li>• <b>Sustainability Sub Committee</b> - MD has reviewed the proposal for the River Studies. This Sub Committee to focus their consideration for any potential opportunities to deliver jobs and benefits to communities and the town centre rather than focus on the river at this stage.</li> <li>• <b>Industry and Skills Committee</b> – The Towns Fund website would provide a portal for information allowing people to log on and visit the Stocksbridge site. The website work commission is for a 12 month contract.</li> <li>• AH to circulate information about the website (<i>this has been actioned</i>). It is hoped that the website will be up and running by the end of August.</li> <li>• <b>Health and Leisure Sub Committee</b> – GS has been in discussions with football, tennis and cricket clubs re their requirements. GS also highlighted the need for indoor training facilities. The amalgamation of a social club for cricket, football and tennis would also make the indoor facilities more sustainable and purposeful.</li> </ul>	AH circulated 04/08/2020
11	Any other business	<ul style="list-style-type: none"> <li>• Northern College have submitted a briefing paper on their wish to link in with the Towns Fund bid by providing an adult educational skills College on the site.</li> <li>• GAD reported that the adult education budget will be managed in the future on a regional basis by SCR. .</li> <li>• GD advised of the Delivery Partner network available to us. Elle Dodd is our representative at FutureGov and is able to recommend the best approach in terms of our bid. There will be a need for more interaction with the delivery partners as the work progresses.</li> </ul> <p><b>Declaration of Interest</b></p> <ul style="list-style-type: none"> <li>• A formal declaration was not made at the meeting in relation to Item 8 by Graham Silverwood, however being aware of the conflict as a member of the Board of Stocksbridge Community Leisure Centre, he did not take part in the vote and has agreed to this note being added to the minutes to record his interest.</li> </ul>	
12	Date of next meeting	Wednesday 2 September 2020, 14:30 to 16:00 at Dransfield House and via Zoom.	