

**STOCKSBRIDGE TOWN DEAL BOARD MEETING**  
**ACTION NOTES**

**MEETING OF WEDNESDAY 13<sup>th</sup> JANUARY 2021**

**10:00 – 11:30**

**Dransfield House (DH)**  
**Fox Valley, Sheffield S36 2AB**  
**and via Zoom**

**Board members attending:**

- Mark Dransfield, Dransfield Properties (MD) **(DH)**
- Dave Cates, representing Miriam Cates MP for Penistone and Stocksbridge (DC)
- Gillian Duckworth, Director of Legal & Governance SCC (GAD)
- Cllr Julie Grocutt, Sheffield City Council and Stocksbridge Town Council (JG)
- Colin Blackburn, South Yorkshire LEP (CB)
- Graham Silverwood, Stocksbridge Training and Enterprise Partnership & Stocksbridge Community Leisure Centre (GS)
- Chris Bell, Don Valley Railway Trust (C Bell)
- Ian Sanderson, SLR Outlets (IS) **(DH)**
- John Crawshaw, Crawshaw's Butchers (JC) **(DH)**
- Tom Newman, Steel Valley Project (TN)

**Also attending:**


- Justin Homer, Area Lead, Sheffield City Region (Cities and Local Growth Unit) (JH)
- Cassie Houlden, Amion (CH)
- Amanda Holmes, Communications Director, Dransfield Properties (AH) **(DH)**
- Kate Clark, Senior Project Officer, SCC (KC)
- Joy Grant, Project Support Officer, SCC (JCG)

**Apologies:**

- • Miriam Cates MP for Penistone and Stocksbridge
- • Mick Hood, Liberty Speciality Steels

	<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 minutes of the previous meeting were formally approved prior to the meeting. There were no issues arising.</li></ul>	
<b>2</b>	Governance Declaration of interest – to declare any interests in items on the agenda	<p><b>Governance:</b></p> <p><b>Declaration of Interest:</b></p> <p>GS declared an interest in the accelerated funds for SCLC. TN declared an interest in Oxley Park.</p>	

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	ITEM	ACTION NOTES	Action Owner/s
3	Update on towns fund budget and commissioned work GAD to outline the updated situation with the “seed fund” budget	 Stocksbridge Towns Fund Costs v6.xlsx  The spreadsheet above provides the latest update for information.	
4	Update on graphic design work for the Bid (AH)	CB to send the trails map to AH for the Graphic Designer to work on.  MD to forward the agreed version of the trails map to CH.	<b>CB</b>  <b>MD</b>
		TN to send through the trails map for the Graphic Designer to put on the plan. TN/CB to review this at a separate meeting.	<b>TN/CB</b>
		A discussion took place around the visual presentation of the TIP as this will be judged by the government appraisers on how well it communicates the message.	
		MD suggested that CH put together on these headers what graphics she needs or images so we can get a bank together and agree that for the submission. These will also be needed to be uploaded to the website for the community to understand what we are bidding for.	
		AH has been unable to progress the graphic design work as the content of the bid has taken priority. GAD highlighted that of the funds available, the Board had already approved an allocation of up to £5k for the visual presentation of the bid. AH is liaising with Carly Stratford at the Council re the level of detailed spend required and how this can be done quickly and appropriately. GAD to pursue this matter with Carly.	<b>GAD</b>
5	Draft TIP for approval and follow up from latest Check and Challenge session - CH	<u>Manchester Road Phase 1</u>  CH reported on recent movements following the check and challenge session with the Towns Hub. The key issue they highlighted was around the money allocated to the Manchester Road Phase 1 project and the lack of matched funding. Discussions have taken place to reshape the project and the Towns Hub have agreed that a revised version of the document can be submitted.	
		IS provided an update which will include a new visual of all three phases (Blocks 1a, 1b and 1c). IS outlined that there were proposed changes to the flexible space to be let for any purpose.	

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		Fit-out of co-working space could be shown as matched funding because the Operator would be expected to deliver the fit-out as part of the rental deal with £1m worth of match.	
		AH has received a letter of support, expressing an interest in the scheme from a representative of the Lottery Community Fund.	
		DC has received a letter of support from Sheffield Tech Parks which he circulated via the chat. They are interested in taking over the facilities management of the building but also the operations so helping nurturing the businesses that are going to be co-working and create that environment and the vibrancy needed to get those businesses growing and get the employment count up. This will help strengthen the bid significantly in terms of job growth.	
		CH to gather all the information presented and package it up in a revised summary of the scheme to run past the Towns Hub.	<b>CH</b>
		MD to liaise with the SCR Mayor's office re a letter of support for matched funding.	<b>MD</b>
		<u>Highways</u>  GAD reported that the highways team know what is required to support the bid. Although there are limited resources to get things worked up at this stage, she was confident that there is sufficient information for the bid.	
		CH reported that the check and challenge session described it as a very strong project because it is understood that it is part of catalysing the longer-term development of Manchester Road and will encourage private sector investment.	
		Zac Tudor is working on highways concept images which align with the costings. He is working from the FPCR drawings and the masterplan which will support the bid and strengthen the bid in terms of what can be delivered at Manchester Road.	
		<u>£25 m Allocation – Proposed Programmed</u>  CH screen shared the revised proposal resulting from the additional monies freed up from the revised ask for Manchester Road Phase 1 from the Towns Fund which would mean that if the ask comes down by £2m then some money could go to an enhanced walking and cycling trail, additional investment at Oxley Park, and the Little Don River project. If £0.5m is allocated to the Little Don River, then TN is confident that he can bring in matched funding from the Environment Agency. YW are keen to put in investment at Underbank if the towns fund can match that. CH suggested that at the meeting next week that matched funding be sought from YW for the cycle trail. TN to obtain a letter of support from the EA to assist with the bid.	<b>CH</b>  <b>TN</b>

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	MD to forward his costings for Manchester Road Phase 1 to CH.	<b>MD</b>
	There is the existing investment which CB is asking for support further down the Upper Don Trail. CB to email his PowerPoint presentation to everyone showing the links into Stocksbridge.	<b>CB</b>
	JH posted in the chat:  It's been mentioned, but important for any amends to the project list to robustly track back to the evidence base and public/business consultation. And for the purpose of the TIP itself, you don't need to be 100% clear on every source of match - the more detail the better, but you can flag that you are actively exploring options, with estimates if need be.	
	CH resumed her PowerPoint presentation and added that if the Manchester Road ask is reduced by £2m then we need to decide what to do. CH screen shared her revised proposal. A discussion took place around the re-allocation of the £2m.	
	IS provided an update on the funicular following the receipt of firm quotes the cost of which is now expected to be around £1.5m including contingencies.	
	CH to adjust the red figures to prepare a 2 <sup>nd</sup> draft reflecting the updates for the Little Don River project, cycling and walking trails and the funicular.	<b>CH</b>
	CH to check all supporting information, including visuals and images for each of the projects listed.	<b>CH</b>
	<b>Key Actions:</b>  GAD to check if a letter of permission is required from Amey for the highways work for this scheme.  GS/KC to provide photos for the multi-user sports facility to AH.  KC to provide a schedule of the shortfall on Oxley Park so that the budget could potentially be increased. The revised figure to be provided by the end of this week. There was a show of hands and this was fully supported so it could be delegated to the Chair and CH.	<b>GAD</b>  <b>GS/KC</b>  <b>KC</b>
	JH commented in the chat on the health and wellbeing:  While the check and challenge was very supportive of the small allocation for the "health and wellbeing study" - you may still need to be careful about any stand-alone revenue/feasibility study project, as I gather that these have not been strongly supported elsewhere. I can liaise with Cassie/Gillian if helpful on the tactics around this....as it's small in the scheme of things, there may be options to deal with it in the "main TIP" rather than the project list.	

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		Based on the discussions re the reshaped programme, CH to revamp the front end of the draft TIP to make it fit with what has been decided today and respond to the comments that were provided by the Towns Hub and then there will be a draft TIP to circulate by the end of the week.	
6	Consultation update – feedback to the public following consultation process	<p>MD outlined that in addition to the feedback to the communities there has been a request for feedback to the Town Council at their meeting tomorrow evening.</p> <p>JG has been updating the Town Council on the outline of the projects and on the process being followed but now they require more detail to get them on board. JG highlighted that the feedback from the Hub had been very helpful. The biggest disappointment was that not all the money will be spent on the high street and public transport as these are the things that the Town Council receives concerns or issues raised about all the time.</p>	
		There was a discussion around what should be presented to the Town Council with the main outcome being it should focus on the objectives of the fund and getting the buy in at that level rather than specific details.	
		The masterplan and the architectural design show where we are going subject to the consultation, and the visuals of all the schemes coming forward. CH has a map showing the topography and how it varies from one part of town to another. The map would be a good way of showing the spread of projects and summaries of the project.	
		JG to invite MD, GAD, GS, DC, and AH to attend the Town Council meeting tomorrow evening.	<b>JG</b>
		The purpose of the meeting is to give them an outline indication of where we're going with everything. AH to make a note of the individual questions and concerns raised which will then be sent round to the Board and with their individual areas they can then give a detailed response back to the Council Members on any subjects raised.	<b>AH</b>
		CH to post a summary version of the bid online following submission.	<b>CH</b>
		CH to break down into the different elements and circulate to each Chair to sign off within 2 working days so that it can then be uploaded to the website.	<b>CH/ Chairs of Sub Committees</b>
7	Accelerated funding project – Oxley Park – Final Business Case – Kate Clark	KC screen shared the update on the accelerated funding projects for sign-off of the works. The elements included today are for the leisure centre, and car park frontage works which were subject to planning permission. The playground scheme went out to tender and was returned before Christmas and a tender evaluation done for that delivering the improvements across the leisure centre and Oxley Park and bringing together the car park, cycle parking, new play facilities, and footpath network in the park.	

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		<p>KC reported:</p> <ul style="list-style-type: none"> <li>The planning permission has now been approved</li> <li>The total project cost is now £514,267 but final business case approval is required for £468,439.</li> </ul> <p><b>Risks and Issues</b></p> <ul style="list-style-type: none"> <li>Meeting the deadline at the end of March.</li> <li>A big concern is the ground conditions on the area where footpaths are running. Weather conditions have created a very soggy site which may delay the start of the playground and footpath works in some areas, but this will be assessed over the next 2 weeks.</li> <li>GAD has already contacted JH about the potential delay, and we know what we need to do to ask for an extension of time. The necessary steps have been taken to secure the money.</li> <li>KC outlined that once it has been approved by the Finance Board at the end of January then the Contractors for the works will be formally appointed.</li> <li>JH suggested a forecast of what is expected across all elements of the scheme in advance of the 31<sup>st</sup> March deadline and the shortfall against the budget. If the money isn't fully spent within the year it just needs to be shown how much is remaining and what steps are being taken.</li> <li>GS thanked KC for her work on this project. KC thanked GS for this help and support.</li> <li>KC to provide her list for Phase 2 before the end of the week and photos of what the centre looked like prior to spending money on it.</li> </ul> <p><b>Final Business Case approval required:</b></p> <p>The Board formally approved this final business case by a show of hands and the motion was carried.</p>	<p><b>KC</b></p>
<p><b>8</b></p>	<p>Interim governance – the role of the Board and sub committees post TIP submission</p>	<p>An additional Board meeting to be scheduled for Wednesday 27<sup>th</sup> January 2021 at 10am to formally sign the bid off and to allow time for any revisions before the 29<sup>th</sup> January deadline.</p> <p>CH to receive all information for the submission from all parties by Friday 15<sup>th</sup> January 2021.</p> <p>CH to formally present the draft TIP to everybody and circulate this by Monday 25<sup>th</sup> January 2021.</p>	<p><b>JCG</b></p> <p><b>ALL</b></p> <p><b>CH</b></p>

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9	AOB	<p>CB asked for a letter of support to link up bridleways and footways.</p> <p>There was a show of hands and the motion was carried. MD to progress the letter in his capacity as Chair.</p> <p>JG declared a conflict of interest as the Cabinet Member for Planning and GAD declared a conflict of interest as an Officer of the Council so neither took part in the vote.</p>	<b>MD</b>
		<p>MD thanked everyone for their support and belief in this project. As Leader he will do his very best to ensure that a strong, compliant bid is submitted.</p>	
		<p>MD asked that JG speak to the Mayor on Friday to provide support in securing the landholdings.</p>	
		<p>MD outlined that he wanted to make sure that the buildings provided are for the benefit of the community and that he wished to create a Board to run these buildings for the community and for any money to be recirculated within the community for certain things as bids come forward over the years and the community becomes more self-sufficient and that it is a great legacy to be given. He would like to take that further forward once the bid has been submitted and some of the money could be used to get some legal guidance, working in conjunction with GAD once the high level meetings have taken place so that frameworks can be put in position to present to the government, to demonstrate our compliance, but specialist advice would be needed to put this framework together.</p>	
		<p>Sub Committees to be stood down now.</p>	
		<p>CH to provide a timeline of events following the successful submission of the bid.</p>	<b>CH</b>
		<p>GAD to investigate the impact of the Community Investment Levy on this project and provide feedback.</p>	<b>GAD</b>