

STOCKSBRIDGE TOWN DEAL BOARD MEETING

ACTION NOTES

MEETING OF TUESDAY 23rd MARCH 2021

18:00 – 19:00

via Zoom

Board members attending:

- Miriam Cates, MP for Penistone and Stocksbridge (MC)
- Gillian Duckworth, Director of Legal & Governance SCC (GAD)
- Cllr Julie Grocutt, Sheffield City Council and Stocksbridge Town Council (JG)
- 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)
- John Crawshaw, Crawshaw's Butchers (JC)
- Tom Newman, Steel Valley Project (TN)
- Dave Cates, Redemption Media (DC)

Also attending:

- Cassie Houlden, Amion (CH)
- Amanda Holmes, Communications Director, Dransfield Properties (AH)
- Kate Clark, Senior Project Officer, SCC (KC)
- Joy Grant, Project Support Officer, SCC (JCG)

Apologies:


- Mark Dransfield, Dransfield Properties
- Colin Blackburn, South Yorkshire LEP
- Mick Hood, Liberty Speciality Steels
- Justin Homer, Area Lead, Sheffield City Region (Cities and Local Growth Unit)
- Tammy Whitaker, Head of Property, SCC

	ITEM	ACTION NOTES	Action Owner/s
1	Welcome and confirmation of the minutes of the previous meeting and discuss any issues arising	<ul style="list-style-type: none">• MD was unable to attend the meeting. MC welcomed everyone to the meeting. The minutes of the previous meeting were formally approved prior to the meeting. There were no issues arising.	
2	Governance Declaration of interest – to declare any interests in items on the agenda	<p>Governance:</p> <p>Declaration of Interest:</p> <p>GS declared an interest in the accelerated funding project for SCLC.</p> <p>C Bell declared an interest in anything related to his Employer, Highways England.</p>	

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	ITEM	ACTION NOTES	Action Owner/s
3	<p>Public engagement/ Communications strategy</p> <ul style="list-style-type: none"> ➤ Correspondence from the public through the Towns Fund website (comments circulated to all separately) ➤ Public open consultation and feedback to the community ➤ Longer term communications strategy <p>Update on website</p>	<p>AH reported that there had been a flurry of communications received by JG, MC and Dransfield's.</p> <p>A discussion took place around the communications strategy with the key points being:</p> <ul style="list-style-type: none"> • Reserves from the initial funding be set aside to set up a simple email off the Welcome to Stocksbridge domain at an approx. cost of £40-£50 p.a. • AH suggested that there needs to be a proper strategy which provides clear messaging. • GAD advised that proper communications support is needed, and she is working on this with Laurie Brennan (Head of Engagement at SCC); DC and GAD to meet in the interim to discuss this further. • If anyone is approached individually for comments these should be forwarded to AH for her to deal with or send round to the Board if other input is required; GAD suggested that responses could also go via the Council. • MC suggested that there should be a description for each project on the website to direct people to with a clear, justified explanation of how the project has been chosen and how much it will cost. Once face to face consultations can take place as well that will help in calming anxieties. 	DC/GAD
		<ul style="list-style-type: none"> • GS suggested that the replies should emphasise the programme of projects which all link together in one way or another. • TN highlighted that the press release which focused on the funicular site did so without looking at the bigger picture; the story was positive overall and had raised the profile of the town as being innovative and forward thinking. • MC expressed a massive thanks to AH for the amazing job she has done 	
		AH has updated the towns fund website with the consultation information.	
4	Progress on Heads of Terms	<p>GAD reported as follows:</p> <p>The Heads of Terms for £24.1m have been signed off and returned to government ahead of tomorrow's deadline.</p>	
		With effect from 24 March 2021 there is 2 months to submit a more detailed plan for each project and 12 months to develop the business cases.	

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5	Availability of Seed Funding (Miriam Cates)	GAD received confirmation from government this week that they are not going to provide any funding for the development work which needs to be done over the next 12 months. An ask will go into the Council for it to be cash flowed so that £1.5m is taken out of the capital programme for 21/22 and then when this is received back from government next year it will be put back in 22/23. This would need to be taken through the approvals process to be signed off.	GAD
		MC reported that she is to still to discuss the availability of seed funding with the Minister, Luke Hall, because of the risk to the Council, and she wanted to get a stronger commitment from government on this.	MC
6	Accelerated funding project - Graham Silverwood/Kate Clark	KC screen shared photos of Oxley Park and Stocksbridge Community Leisure Centre for the project update as embedded below.  Oxley Park SCLC Project Update.pptx	
		GS remarked that KC's report was very thorough and thanked her for organising all the extensions to the contract.	
7	Next steps and formation of working groups / committees to work on specific projects	GAD reported that a high-level programme is being put together. Each of the projects will sit within that programme with an allocated Project Manager and an allocated Lead from the Council who will have responsibility for overseeing.	
		The 3 Subgroups proposed are: <ol style="list-style-type: none"> Connective Stocksbridge for a high-quality connected town centre which includes Manchester Road, Public Realm, walking and cycling improvements, and buses. (MD to Chair, IS/JC - Vice Chairs, MC - Deputy Vice Chair) Education and Skills which also feeds into the Manchester Road project. (DC to Chair, MH Vice Chair) Active Healthy Stocksbridge for the Leisure Centre, Sports Hub, Oxley Park, River Improvements, and Hydrotherapy. (GS to Chair, TN – Vice Chair) 	MD IS/JC MC DC MH GS TN

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7	Next steps and formation of working groups / committees to work on specific projects (continued)	<p>GAD asked for the Board's agreement on who is going to lead on each of the projects as listed below:</p> <p>Manchester Road – the Council.</p> <p>Public Realm – the Council.</p> <p>Funicular – the Council.</p> <p>Education – Multi Academy Trust. There is also a link to the Director of Education at SCC as it will need his sign off. Kevin Straughan who was previously involved with the Industry and Skills Sub Committee will also provide a link.</p> <p>DC agreed to take the Lead on this for the Board as it will be the Multi Academy Trust, the DfE and the Council.</p>	
		Leisure Centre – The Manager at SCLC will take the Lead.	
		Sports Hub – the Council. GS agreed that it was appropriate for the Council to take the Lead. MC suggested that this could be a role for the Sub Committee responsible for the sports projects so have a Project Manager on that and a subgroup of interested parties of which GS would be involved.	
		Oxley Park – the Council.	
		River Improvements – Steel Valley Project.	
		Wellbeing and Hydrotherapy Centre – the Leisure Centre to Lead.	
		Manchester Road project – MD to continue to oversee as the responsible Board member but the actual project needs to be handed over to the Council because it is the Council that will be acquiring the properties and taking the risk.	
		GAD outlined that the Council projects will be led by SCC appointed Project Managers but approved by the Board. A Programme Co-ordinator will be appointed as the main point of contact, for the length of the contract and will be responsible for making sure all the projects meet the milestones and for reporting progress to the Board.	
		A Construction Project Manager will be appointed in due course subject to an open tendering process in line with the Council's procurement regulations.	

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7	Next steps and formation of working groups / committees to work on specific projects (continued)	<p>CH flagged up that as well as the projects there were other commitments in the Town Investment Plan:</p> <ol style="list-style-type: none"> Cross cutting themes Health and Well-being - will be picked up by Active Healthy Sheffield – (JG to lead with support from GAD) Sustainability cross cutting theme – TN to lead. Comms - Lead to be decided. 	<p>JG GAD TN</p>
		CH outlined that in terms of the requirements of the submission a simple proforma issued by the government will need to identify the projects to be taken forward, the towns fund ask, the capital/revenue split, the financial profile by year, matched funding, and how those projects with a condition will be addressed.	
		GAD added that an Officer would be allocated to each of the projects to provide support to the subgroups with filling in information for the submission.	
		GAD emphasised that the main purpose of the subgroup is for the consultation element and to make sure that the Board are feeding in as needed.	
		JG added that the visuals TW will bring to the next meeting will make the process clearer and provide a better understanding.	
8	Date of Next Meeting	Due to the Easter break the next Board meeting is scheduled for Thursday 15 April 2021.	ALL
9	Any Other Business	None for this meeting.	