



A place to start,
to stay, to grow!

Staveley Town Deal Board

Minutes of the Meeting held on 15th January 2021 (12:00 – 1:00pm)

(Via MS Teams)

Attendance

Board Members	
Ivan Fomin (Chair)	MSE Hiller
Cllr Tricia Gilby (Vice Chair)	Chesterfield Borough Council
Huw Bowen	Chesterfield Borough Council
Mark Potter	Chesterfield Canal Trust Ltd
Cllr Paul Mann	Staveley Town Council
Mervyn Allcock	Barrow Hill Engine Shed Society
Sajeeda Rose	D2N2 LEP
Ian Wingfield	Springwell Community College
Peter Dewhurst	University of Derby
Julie Richards	Chesterfield College
Observer	
Melanie Phythian (MPH)	Towns Hub Policy Advisor, Cities and Local Growth Unit
Officers in support	
Lynda Sharp	Chesterfield Borough Council
Lindsay Wetton	Chesterfield Borough Council
Michael Rich	Chesterfield Borough Council
Allison Westray Chapman	Derbyshire County Council
Mark Evans	Staveley Town Council
Craig Busby	Office of Toby Perkins, MP
George Rogers	Chesterfield Canal Trust Ltd
Chris Carter	Office of Lee Rowley MP
Consultants	
ARUP assisting with Town Deal Development	Jade Tilley

1 Apologies

Neil Johnson	Chesterfield Borough Council
Kara Butler	Derbyshire Police
Lee Rowley MP	Member of Parliament, North East Derbyshire
Cllr Tony King	Derbyshire County Council
Angela Stansfield	Department of Work and Pensions
Toby Perkins, MP	Member of Parliament, Chesterfield



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1. Welcome and introductions and apologies (IF)

Ivan welcomed all Board Members and Officers to the meeting. Ivan noted that since the last meeting the Town Investment Plan (TIP) has been submitted.

Apologies were recorded as detailed above.

2. Declarations of Interest

IF asked for all Declarations of Interest. No declarations of interest were reported.

3. Minutes of the last meeting held on 27th November 2020 (IF)

Minutes were approved as an accurate record. All actions had been completed or within the agenda.

4. Policy Update

MPh confirmed that the Staveley TIP had been received and was mid way through the assessment process. She confirmed that Government wanted to make as many announcements as possible by the end of the financial year. Cohort 2A submissions (which includes Staveley TIP), are anticipated to be announced in February/March. Town Deals will be notified ahead of announcement.

With regards to financial support for capacity to facilitate the next stage of the Town Deal process, MPh advised that a budget has been allocated for this. Gov are establishing the mechanism for allocating this funding. Town Deals may need to make an application for this funding but it was anticipated to be light touch.

JT also confirmed to the meeting that additional support would be available from the Towns Fund Delivery Partner team to support the next stage of the Town Deal process, specifically to support the development of business cases. JT advised that she had circulated to LW a "Welcome to Stage 2" pack and that this can be circulated to the Board. The pack outlines the support that will be available, outlines peer to peer support with other Towns, workshops covering a range of issues as well as a continuation of one to one support as required.

Action LW to circulate the "Welcome to Stage 2" support pack.

Ivan thanked MPh and JT and confirmed that the support offered was very welcome.

JT asked that focus should also be on the social values section within the welcome pack. Her team are able to offer 3 types of support, including support with career and transition skills, support to develop a young persons panel and mentoring. IFn noted the support and highlighted that this could fit well with existing Chesterfield initiatives such as Made in Chesterfield and My Future. JR and IW also indicated existing work underway to which any additional support could link.

5. Preparing for Phase 2

MR made reference to the slide pack circulated with the meeting invite. He highlighted that as the slides were issued 7 days in advance of the meeting that they were now in part, in need of updating to include the updates just provided by both MPh and JT.



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MR presented the next steps in the Town Deal process, making reference to the guidance that had been previously circulated to the Board. Focus is on the need to ensure robust business cases are developed to “green book” standards. There is a need to determine how this process will be managed locally from an accountable body perspective but also from the project sponsors perspective. More detail will be brought to the next meeting.

MR advised that the CBC team would be in touch with all project sponsors to understand their capacity and support requirements in terms of developing business cases for their project. He advised that sponsors will need to start the business case development process as soon as possible. To ensure that the right package of support can be developed, a questionnaire will be issued to all sponsors w/c 18 Jan 21.

MR outlined the recommendations for Board approval as outlined below:

- 1 Note the requirements of the post-TIP process and agree to receive detailed proposals at its next meeting

This was approved.

- 2 Agree to update project sponsors on the likely requirements, set expectations regarding the early development of business cases and request an assessment of sponsor capacity to do this

This was approved.

Action LW to issue update and questions re support to all project sponsors

MPh advised the Board that within the TIP there are a range of projects. There are larger and smaller projects and it is not necessary for them to go through the same process. The process for developing business cases needs to reflect this and be proportionate. She suggested that JT and her team may be able to offer advice on this.

Cllr Mann confirmed that the Staveley Hall project had been developed adopting green book principles. A positive meeting had been held with MR to review how the project can proceed through the business case stage.

Cllr Gilby welcomed the conversation at the Board and that it was clear projects were not standing still. She added that this would make good use of the time period until the TIP is announced and will ultimately ensure a positive outcome for the Town Deal.

SR and JR both indicated support from their organisations for the work needed by sponsors to develop their business cases.

6. Communication & Engagement Strategy

LW highlighted that a Communication and Engagement Strategy had been submitted with the Town Investment Plan, as a supporting document. It is shared with the Board at the meeting today to highlight the document. It is key to ensure positive momentum in terms of communications. She advised that communications are being prepared for the accelerator projects that are in their delivery phase, to ensure local residents are aware of the progress that is being achieved.



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Moving forward, it might be of use to establish a communications sub – group. LW asked Board members to advise if they would be interested or whether they could share contacts with their own communications teams/leads within their organisations.

Action Board members interested in support communication and engagement work to contact LW

7. Town Centre Masterplan

MR updated the Board on the progress of the refresh of the Staveley Town Centre Masterplan. This is a key document that will support the development of the Town Centre projects contained within the Investment Plan. Procurement of specialist consultants to support the development of the Masterplan is underway. It is hoped that an appointment will be made by mid-February 21. Michael confirmed that Chesterfield Borough Council's Cabinet had approved funding to develop the Masterplan refresh. At the same Cabinet meeting, the Council (as Accountable Body) also ratified the Town Investment Plan submission.

MR advised that the timing of the Masterplan refresh would work well with the business case development timeline. He advised that it would be important for Board members to engage in the development of the plan and asked that those with a particular interest get in touch in order that appropriate support for the process can be provided. Progress would be fed back to the Board.

Action Board members keen to be more involved with the work on the town centre masterplan to contact LW

8. Accelerator Fund Project update

LW advised that good progress was being made by the Town Deal Accelerator projects. All should be on track to complete by the end of the financial year with the exception of Springwell Community College. This project has had an extension approved to allow alignment with the Football Foundation funding timeline (who are providing match funding for the project).

Planning permission for the drainage works at Staveley Miners Welfare Football Club is anticipated 1st February 21. Project activity will go live after approval granted.

LW highlighted the need to ensure promotion of the accelerator projects. IF asked whether social media is being used to do this. LW confirmed this was the case. The Communications Plan referred to earlier in the meeting highlights the ranges of approach to promoting the scheme.

Cllr Mann advised that Staveley Town Council has a staff member that has time allocated to researching and sourcing external funding. He referred to the Railway Club project that had not made the short list for Investment Plan funding. He advised that the project remain a live proposition and that positive steps were being made to deliver this project.



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9. Developing the Role of the Board and its Sub Groups

LW advised that between Board members there is a wealth of expertise and knowledge. Proposals for governance will be brought forward to a future meeting. The terms of reference may need to be refreshed to reflect business case guidance. As indicated for earlier items, membership for working groups for communication/engagement and the Masterplan refresh will be sought to ensure that the Board is engaged in as dynamic way as possible.

MPh advised that Clay Cross Town Deal had established a series of working groups based on themes. They have co-opted members from outside of the Board if they can offer specialist knowledge and expertise. There is one Board Member on each working group.

10. Any Other Business

No other business was raised at the meeting.

11. Date and Time of Next Meeting

Friday 12 Feb 2021 (10 – 12)