



Minutes of the Chesterfield Long Term Plan for Towns Board

Monday 29th April 2024, 5:00pm, The Boardroom, Chesterfield College, Infirmary Road, Chesterfield S41 7NG

| Board Members: | |
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| Dominic Staniforth, Chair | Barber Harrison and Platt |
| Cllr Amanda Sarjeant | Chesterfield Borough Council |
| Julie Richards | Chesterfield College Group |
| Simon Wright | Banner Jones |
| Andrew Kelly | Parkside School |
| Angela Stansfield | Job Centre Plus |
| Jacqui Willis | Derbyshire Voluntary Action |
| Simon Davidson | Cheese Factor |
| Laura-Jo Owen | Adorn Jewellers |
| Cannon Patrick Coleman | Chesterfield Parish Church |
| Emily Bowman | Junction Arts |
| Hannah Grainger | Bottle and Thyme |
| Matthew Grainger | Bottle and Thyme |
| Officers in support: | |
| Karl Apps | Derbyshire County Council |
| Huw Bowen | Chesterfield Borough Council |
| Neil Johnson | Chesterfield Borough Council |
| Lynda Sharp | Chesterfield Borough Council |
| Michael Rich | Interim Project Support |
| George Pye | Thinking Place |
| Liz Wigley | DHLUC |
| Apologies: | |
| Cllr Carolyn Renwick | Derbyshire County Council |
| Theresa Channell | Chesterfield Borough Council |
| John Croot | Chesterfield Football Club Community Trust |
| Toby Perkins, MP | Chesterfield Labour Party |
| Kath Mitchell | University of Derby |
| Angelique Foster | Police and Crime Commissioner |
| Brad E Banks | DHLUC |
| Adam Holmes | DHLUC |

| Item No | Item | Action (by whom) |
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| 1. | <p>Welcome and Introductions</p> <p>Dominic Staniforth (DS) welcomed all to the first meeting of the Chesterfield Long Term Plan for Towns (LTPT) Board. As Chair he expressed his thanks to Chesterfield College for offering to host. He advised that he was pleased to have been asked to Chair the Board and that this was a role he had accepted. He is looking forward to working with the Board in the coming years to deliver positive change to Chesterfield through the delivery of the £20 million programme.</p> <p>By way of introduction, he asked Board members to introduce themselves and to explain their connection to Chesterfield as a place.</p> | |
| 2. | <p>Introduction to Long Term Plan for Towns</p> <p>Huw Bowen (HB), presented to the Board some background on the Long-Term Plan for Towns programme, highlighting the role of the Board, referencing the guidance that has been issued, the background statistics on Chesterfield as a place and the role that Chesterfield Borough Council will play as Accountable Body. HB advised that the Board had been allocated almost £20 million (75% capital and 25% revenue). From this, initial capacity funding of £250k has been made available to support the development of the Vision and 3-year Investment Plan.</p> <p>HB advised that the LTPT programme is different to the type of activity that the Council will normally get involved with. The Board are here to lead the programme, not the Council and the decision making on how to spend the funding sits with the Board, subject to assurance from the council. With this in mind, the Board members have been selected with reference to the guidance but also due to their profile or standing within the town as leading lights, representing their sectors.</p> | |

HB advised the Board that there is a need to deliver community engagement to inform how the LTPT money is spent across the three priority areas. He highlighted that there are a range of pre-determined projects set within the guidance as a starting point, but other project ideas could come forward, subject to development of a business case and DHLUC approval. The first priority for the Board is commencing the engagement to determine the Vision for the Chesterfield LTPT and to enable the development of the 3-year Investment Plan by the 1st August 2024 deadline.

HB advised that Chesterfield Borough Council welcome the designation of Chesterfield as a town within the LTPT programme and that the Council considers this a great opportunity for the Board to determine how to spend the funding to improve the place. He believes that this will lead to some exciting conversations around priority and focus of spend and activity. HB highlighted if all of the pre-determined interventions were to be delivered, based on population, this would equate to approximately 40p per head of population per intervention per annum.

HB explained that the Council has an active Growth Strategy and that it is already delivering a range of projects, schemes and initiatives that seek to improve the place and that these activities will continue to be delivered. He highlighted initiatives like the investment in Stephenson Memorial Hall and in the public realm in the Town Centre via the Revitalising the Heart of Chesterfield project.

DS asked whether there is an opportunity to add value to these activities and whether LTPT funding could be the “icing on the cake”? HB advised that there is a clear opportunity to use this funding to add value to these initiatives. He also highlighted that the Council has supported the delivery of Staveley Town Deal where early success was achieved through the allocation of

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| | <p>“Accelerator Funding”, to bring some early project activity forward.</p> <p>Action 1: Slides from the presentation to be shared with the Board.</p> | LS |
| 3. | <p>Developing the Vision, Workshop Session</p> <p>George Pye from Thinking Place, a specialist consultant that focus on place, delivered a facilitated workshop session with the Board.</p> <p>Action 2:</p> <p>Summary notes from the workshop to be shared with the Board.</p> | LS |
| 4. | <p>Draft Governance for Approval</p> <p>DS presented the item. He explained that the Board is required to have documents in place that provide an effective governance framework from which they can operate. Documents have been circulated prior to the meeting. These documents are:</p> <ul style="list-style-type: none"> • Terms of Reference • Code of Conduct & Conflict of Interest Policy • Declaration of Interest template <p>DS asked the Board to approve the documents. This was agreed by all.</p> <p>Action 3: As an action resulting from the approval of the documents, Board Members are asked to complete the Declaration of Interest forms that will be circulated following the Board meeting so that they can be retained on file.</p> | ALL |
| 5. | <p>Next Steps and Stakeholder Engagement:</p> <p>HB presented the paper that had been circulated to the Board, highlighting the next steps that need to be delivered to ensure that the Board is able to meet the 1st August 24, deadline for submission of LTPT Vision</p> | |

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| | <p>and implementation plan to Government. HB advised that the Board would need to meet monthly in this initial period to ensure that the deadline can be achieved. A key task will be to ensure we can enable effective engagement. An ask of the Board is that CBC use some of the capacity funding (£50k), to appoint at pace, a suitably qualified consultant to lead on the engagement activity.</p> <p>DS asked that the Board give approval to the allocation of capacity funding to enable community engagement activity.</p> <p>JR asked that the consultant would be procured in line with CBC policy. HB confirmed that CBC procurement policy would be followed. Emily Bowman (EB) added that local groups would be able to deliver some of this activity. Jaqui Willis (JW) agreed that local voluntary groups are well positioned to engage with communities, especially those that are hard to reach. HB agreed that this was the case and that over the 10-year LTPT programme, local groups and organisations should be used to best advantage in terms of engagement capacity building activity. For now, timescales require quick intervention to facilitate meeting the Government deadlines, hence why this proposed route is suggested.</p> | |
| 6. | <p>Any Other Business:</p> <p>Laura Jo Owen asked the Board that as a representative of independent businesses in the Town Centre, whether she is able to share updates on what has happened at the Board with her contacts. HB confirmed that this was appropriate as all Board members are effectively representatives for their sector. JW asked if the Board would be provided with standard questions/briefings so we can reach out to people with a shared message. HB confirmed that this would be the case and that the Board would need to develop shared communications protocols. This would be a subject for discussion at a future meeting.</p> | |
| 7. | <p>Date and Time of Next Meeting</p> <p>DS advised that the schedule of future meetings would be set following the meeting. As discussed, they would be monthly initially to allow the Board space to deliver the Vision and Investment Plan by the Government</p> | |

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| | <p>deadline of 1st August 2024. DS confirmed that to work with availability of Tony Perkins, MP that Thursdays at 5pm, are likely to be the chosen day of the week and time for future meetings, to ensure that Toby is able to attend and not in Parliament.</p> <p>Action 4: Chesterfield Borough Council to set date and times of future meetings and share with the Board as soon as possible.</p> | LS |
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