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## **Staveley Town Deal Board**

**14th May 2021**

### **Update on phase II**

#### **Introduction**

The paper provides an update on activity since the previous Board meeting and progress that project sponsors are making towards full business case development. It also sets out the returns due to government two months on from agreement of Heads of Terms and the potential for a fast-tracked project.

#### **Recommendations**

It is recommended that the Board:

- 1) Note the work undertaken since the last meeting.
- 2) Approve the returns being made to government including the financial profile and response to funding conditions.
- 3) Agree to receive a further recommendation regarding a potential fast tracked project by circulation and delegate final approval of this to the Chair.

#### **Background**

Since the previous meeting, a wide range of work has been undertaken which is covered in separate Board papers, including:

- Developing a draft Equalities Impact Assessment
- Setting up a Board working group to oversee the Communications, Engagement and Consultation activity
- Developing the Assurance Framework for the Town Deal
- Preparing reports on resources for Programme Management and securing approvals for these
- Developing proposals for using the capacity funding that was awarded in March and preparing to procure capacity for business case assurance
- Continuing to monitor and promote the Accelerator Projects

In addition to the above, engagement has continued with project sponsors to support the work required to develop full business cases. One to one meetings have taken place to discuss the business case process and what support is likely to be needed. These sessions



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have also included brokering introductions to other colleagues, for example within planning, where appropriate. As well as individual meetings, a further session with all sponsors was held to set out the wider investment context for the Staveley area, introduce key colleagues within Chesterfield Borough Council (CBC) who may be able to support project sponsors and outline the business case requirements as provided in the template which has been issued to all project sponsors. The Towns Fund Delivery Partner continues to support the engagement with project sponsors, attended the joint session and is now reviewing two of the draft business cases that have been prepared by sponsors.

## **Two-month return to government**

As set out at the March Board, following agreement to the Heads of Terms, government requested that a return was made within two months which would:

- Confirm the projects being taken forward for business case development together with their expected outputs and outcomes
- Provide a financial profile year-by-year including capital/revenue split and programme management costs for the programme
- Describe how any conditions included within the Heads of Terms would be met

More recently, government has provided guidance on monitoring and evaluation which includes a further requirement to make a return within the same timeline that provides a draft Monitoring and Evaluation plan and sets out which indicators from the monitoring and evaluation framework (which was only launched in April) are to be used to monitor each project. These requirements were not set out as the Heads of Terms were issued and therefore this additional work is still being undertaken and is not available for the Board to review in advance of submission. However, it is clear that the information returned with regard to monitoring and evaluation plans will only be draft at this stage, allowing time for this to be considered by the Town Deal Programme Board and endorsed at a future Staveley Town Deal Board before a final version is produced.

In terms of the rest of the return that will be made in line with the requirements above, this will confirm that all projects will be taken forward through the business case development phase (as agreed at the March Board) and existing information prepared for the Town Investment Plan (TIP) will be used to confirm the anticipated outputs and outcomes for those projects. Government acknowledges this project information will remain indicative while business cases are still under development.

A financial profile has been produced based on the TIP information and then reviewed by project sponsors given the time that has elapsed since the TIP was submitted. Care has been taken to balance realism about delivery timescales against the need to drive progress and start to draw down funding. Given that the Towns Fund award was less than the funding



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requested, the financial profile has then been adjusted to account for the shortfall in funding and agreed programme management costs. This adjustment has been made as a straightforward pro-rata reduction (of c. 7%) to all projects in order that the spreadsheet totals match the allocated funding (£25.2m). However, this does not mean that funding for each project will each be scaled by this amount as the Board agreed at its March meeting that it will consider how to address any remaining shortfall in funding once business cases are more fully developed. This position has been clarified with all project sponsors. The draft profile has been circulated separately as Appendix Two to this report.

To address the conditions that were set out within the agreed Heads of Terms, a short narrative response has been drafted. This is included here at Appendix One for the Board to consider and endorse as part of the overall return.

### **Timetable for business case approvals and fast track project**

During the engagement outlined above with project sponsor organisations, a timeline for developing each project business case has been requested. This will aid programming of the planned reviews of draft cases and more formal assurance of final business cases. It will also allow the Board and the Town Deal Programme Board to monitor progress and, if necessary, intervene to ensure that all cases are prepared and assured by March 2022. Despite a number of reminders, this information remains incomplete at the point of producing this report. A timeline will be set out at the Board meeting with as much information as is available.

In reviewing the timelines for business case development, the potential for any fast-tracked projects has been explored. At this stage it appears there is one potential project, or more accurately one element of a project. The first phase of the Staveley Miners Welfare Football Club project – redeveloping the car park on Inkersall Road opposite the Chantry Playing Fields – offers the potential for a fast-tracked approach. The Board was provided with an overview of this project at its March meeting and will recall there were two phases planned. The first of these would be to redevelop the parking area opposite the Chantry Playing Fields, improving access to the playing fields (including dedicated disabled spaces), making parking and crossing safer and reducing the significant number of instances of anti-social behaviour, vehicle crime and arson. The second phase of the project is the development of an education and skills hub at the Football Club, with funding being used to develop a new building at the site for this purpose. The indicative split within the overall funding requested for the project of £550k is likely to be £160k for the first phase (car park) and £390k for the second phase (skills hub).

As noted at the March Board meeting, the two phases are not heavily dependent on each other and follow distinct timelines, with the car park ideally in place in the autumn of 2021 to support the commencement of the 2021-22 season, and the skills hub ideally in place by



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the autumn of 2022 to allow for intake from the 2022-23 academic year. The club has already submitted for planning permission for the work on the car park and discussions are progressing in terms of the lease arrangements and procurement of works. The first phase of the project therefore offers an opportunity to build on the success of the 2020-21 Accelerator Projects and bring forward a fast-tracked project, demonstrating to stakeholders and local communities that delivery of the Town Deal is underway.

In order to consider this, the process set out in the Assurance Framework would still be required and a first-phase business case is currently being finalised by the project sponsor. This case would be assured by CBC directly (as permitted for a fast-track project within the framework) rather than seeking external assurance. Given the size and level of financial risk, this is considered to be sufficient to then inform consideration by the Town Deal Programme Board and, in turn, a recommendation to the Staveley Town Deal Board. Given the potential to fast-track, it is likely that this would need to take place prior to the next Board meeting in July. If the Board is willing to consider this fast-tracked project outside of its meeting cycle, then it is proposed that a recommendation from the Town Deal Programme Board is circulated to Board members with a week for any comments to be made. Pending those, the Board is asked to delegate to the Chair the final decision regarding approval or not of the business case. If approved, a signed-off summary document would be submitted to government to allow funding to be drawn down at the earliest opportunity and delivery to commence.

### **Next steps**

Following consideration at the Board and final review by the Town Deal Programme Board, the return to government will be signed off by the council's section 151 officer and submitted.

The business case for a fast-tracked phase of the Staveley Miners Welfare Football Club project will be considered by the Town Deal Programme Board in light of internal (CBC) assurance. A recommendation will then be made to Board members by circulation for comment within a week, prior to the Chair taking a delegated decision. If this is approved a summary document will be submitted to government to allow funding for the first phase of the project to be drawn down.

A more structured monitoring approach should be in place by the next Board meeting, allowing the Board to track progress against the planned timetable for business case development, assurance and approval. This will include monitoring against expenditure. A draft programme risk register is also under development and should come to the next Board for consideration.



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## **Appendix one – response to conditions set out in Heads of Terms**

We have considered the conditions of the Heads of Terms and can confirm our plan for addressing the conditions relating to specific projects and the overall Town Investment Plan as follows.

### **General conditions**

- 1. Assurance:** The business cases for projects will be taken through Chesterfield Borough Council, in line with local assurance processes.

A robust Local Assurance Framework has been produced and approved by the Staveley Town Deal Board and the Cabinet of Chesterfield Borough Council (CBC). The Framework sets out the local assurance processes including how business cases will be subject to external appraisal, considered by CBC as the Accountable Body and approved through the Staveley Town Deal Board.

- 2. Public Sector Equalities Duty:** Staveley will undertake programme-wide level impact assessment, relevant project-level impact assessment and relevant Environmental Impact Assessments

A programme level Equalities Impact Assessment (EIA) has been undertaken with the draft assessment noted by the Staveley Town Deal Board and the Cabinet of Chesterfield Borough Council (CBC). The assessment will continue to be updated as the programme is developed and delivered. It will be monitored by the Town Deal Programme Board and the newly established Communications, Engagement and Consultation (CEC) Working Group with a Board member as Chair who will report to the Staveley Town Deal Board. Reporting will be undertaken in line with the assurance framework. At the project level, business case development will include impact assessments in line with the Duty where relevant, with monitoring also undertaken as part of the wider monitoring and evaluation approach.

Environmental Impact Assessments together with any other assessments required will be undertaken where relevant by each project sponsor organisation as part of the work to develop project business cases. Early engagement with project sponsors is already taking place in order to determine which studies and assessments will be required in order to meet the conditions for a compliant Full Business Case.



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### **Project specific conditions**

- 3. Barrow Hill Rail Station.** Funding dependent on positive outcome of Restoring Your Railways Programme submission. The work to be integrated with that being done for the Barrow Hill Line as a whole.

The condition relating to funding is noted, though the timing for decision making for the Restoring Your Railways programme is not within the control of local partners. It is unclear at what stage within the DfT process a 'positive outcome' is sought (i.e. outline business case, full business case...) and clarification on this would be welcome.

Assurance can be given that the work for this project will be integrated within that for the wider Barrow Hill line restoration. Agreement on this has already been reached with the project sponsor, Sheffield City Region Mayoral Combined Authority. Subject to the outcome of the Strategic Outline Business Case for the Restoring Your Railways programme, the intention is to develop the business case for the Staveley Town Deal programme as one component of the wider Outline Business Case work planned for the wider Barrow Hill line proposals.

- 4. Staveley Hall, Conference Centre.** The Town Council must provide assurance that they will not breach their contractual obligations to the National Lottery Heritage Fund for the original project to conserve and restore the Hall. The project lead must engage with the Chesterfield Borough Council conservation officer and Historic England.

The Town Council and the Heart of Staveley Board are reviewing previous funding conditions in light of the new project proposals and will provide the necessary assurances as part of the business case development process for the conference centre.

Meetings have already been held between the Town Council as project sponsor and planning and conservation officers from the Borough Council to discuss the proposals, with pre-application planning advice provided. Further meetings are scheduled with Historic England in order for potential heritage and archaeological impacts to be identified and addressed. The outcome of those discussions will also feed into the business case for the project and be considered as part of the local assurance process.

May 2021