

## STAPLEFORD TOWN FUND EXECUTIVE BOARD

Wednesday 11<sup>th</sup> December 2024 at 10:00 am  
Council Chamber, Beeston Office

### PRESENT:

|                                  |                              |
|----------------------------------|------------------------------|
| Ian Jowett (Chair)               | WMD Ltd                      |
| Tom Spink (TS)                   | MyPad                        |
| Councillor Sue Paterson (SP)     | Stapleford Town Council      |
| Councillor Stephen Jeremiah (SJ) | Stapleford Town Council      |
| Elaine Bell (EB)                 | Sewing Bee                   |
| Keith Brown (KB)                 | Concept Painting Contractors |
| Sue Paterson (SP)                | Voluntary sector             |
| Melanie Phythian (MP)            | Town Fund Policy Advisor     |
| Ruth Hyde (RH)                   | Broxtowe Borough Council     |
| Zulf Darr (ZD)                   | Broxtowe Borough Council     |
| Paul Sweeney (Vice Chair) (PS)   | Robert Ellis Estate Agents   |
| Joelle Davies (JD)               | Nottingham county council    |

### OBSERVERS

|                       |   |
|-----------------------|---|
| Vicky McCourt (VM)    | Broxtowe Borough Council                    |
| Faustina Graca (FG)   | Broxtowe Borough Council                    |
| Ryan Vaughan (RV)     | Broxtowe Borough Council                    |
| Stuart Baird (SB)     | BakerBaird                                  |
| Julian Gladman (JG)   | VIA East Midlands                           |
| Ann Leigh-Brown (AL)  | VIA East Midlands                           |
| Daniel Gammons (DG)   | Liberty Leisure                             |
| Elizabeth Cooper (EC) | Broxtowe Borough Council                    |
| Leslie Ayooua (LA)    | Parliamentary assistant for Juliet Campbell |

### APOLOGIES:

|                                |                                   |
|--------------------------------|-----------------------------------|
| Barbara Demetriou              | Archmedia Accounts                |
| Jonathon Little (JL)           | Broxtowe Borough Council          |
| Councillor Richard MacRae (RM) | Stapleford Town Council           |
| Councillor John McGrath (JM)   | Stapleford Town Council           |
| Councillor Ross Bofinger (RB)  | Stapleford Town Council           |
| Juliet Campbell (JC)           | Member of Parliament for Broxtowe |

|   | ACTION |
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| <p><b><u>Welcome and Introductions (Chair)</u></b></p> <p>The Chair welcomed everyone to the meeting.</p> |        |
| <p><b><u>Apologies of absence (Chair)</u></b></p> <p>Apologies for absence were received and noted.</p>   |        |

|  | <b>ACTION</b> |
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| <p><b><u>Agree Minutes of previous Meeting (Chair)</u></b></p> <p>The minutes of the previous meeting dated 6<sup>th</sup> September 2024 were agreed as a correct record of the meeting.</p>  |               |
| <p><b><u>Procedures (Chair) – a) declarations of interest, b) membership, c) code of conduct, d) website profiles</u></b></p> <p><u>Declarations of interest (Vice-Chair)</u></p> <p><u>Membership</u></p> <p>VM noted Jan old a representative member of the voluntary sector proposed replacement Ian Hutchinson.</p> <p>RV confirmed Ian had rejected the invitation to become a member to futureproof his continued volunteer work and to work on potential collaborations with the council that could develop into conflict of interest.</p> <p>VM Noted a replacement will need to be made.</p> <p><b>Action:</b> Ec Dev team to propose new replacement at next exec Board.</p>   | <b>VM/FG</b>  |
| <p><b><u>Communications and Publicity Update (BakerBaird – SB)</u></b></p> <p>SB Noted, since the previous board meeting BB supported with Hickings Lane community Pavilion engagement in particular the artwork unveiling event we were impressed with Geda coordination with Albany school and delivery of the children’s artwork.</p> <p>Pencil works early engagement with the wider community ahead of the planning application that has now been submitted.</p> <p>Upcoming events and press releases will see Ride wise two-year celebration of the cycle scheme happening this Sunday at the cycle Hub.</p> <p>In January a wider public engagement coordination is expected it a leaflet drop to all houses in Stapleford to be approved and a Video update is also being reviewed.</p> |               |
| <p><b><u>Delivery Board Updates</u></b></p> <p><b><u>Community Pavilion and Young Peoples Centre (EC)</u></b></p> <p>EC introduced herself as the manager for the pavilion project taking over Vicky McCourt.</p>  |               |

|  | <b>ACTION</b> |
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| <p><b>Liberty Leisure (DG)</b><br/>           DG update the board on LL latest advances:</p> <ul style="list-style-type: none"> <li>- Tender for café operators will be live soon.</li> <li>- NHS engagement is underway supplementing the proposed gym use</li> <li>- Engagement with local scouts group as a potential tenant as well as holiday activity providers</li> <li>- Will be looking for expression interest for occupiers and users of the pavilion.</li> </ul> <p>Next steps will continue engagement with the Stapleford Town Football club and the Stephen Gerard academy<br/>           DG presented indicative best assumed budges for the first years of operation and noted an expected running deficit on year 1 of twenty-five thousand pounds.</p> <p><b>Main Building:</b></p> <p>EC updated the board of positive building progress on site with:</p> <ul style="list-style-type: none"> <li>- Steel frame being now completed.</li> <li>- Cap raking landscape is progressing ahead of schedule.</li> <li>- National grid to start work for new substation on site in the coming weeks.</li> <li>- Program to be completed in October 2025.</li> </ul> <p><b>3G AGP and MUGA</b></p> <p>EC noted the pitches will need to be completed by September 2025. Stephen Gerard academy has confirmed with will be relocating to the pavilion and temporary classrooms are to be sourced for start of school's season and will move into the pavilion completion at nearest opportunity.</p> <p>EC reiterated McArdle is the AGP and MUGA contractor while GEDA is covering the main build. Coordination meetings between the contractors are ongoing. Biggest hurdle so far has been the Drainage and levels agreement which has proved to be problematic. Contractors are working together to find a solution.</p> <p>Program for pitches shows McArdle on site in March 2025 depended on a S73 planning approval.</p> <p>IJ questioned if GEDA had been asked about being able to complete the pavilion sooner due to the later start.</p> |               |

|  | ACTION |
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| <p>EC confirmed GEDA had been asked and no progress had been made however elements such as the carpark landscaping and substation are ahead of schedule which could support an earlier finish.</p> <p><b>Cricket</b></p> <p>RV reconfirmed Talbot Landscape is the appointed contractor for the cricket works. Start date on site is weather dependent and is being appraised. Current completion date is expected for Autumn 2025.</p> <p><b><u>Active Travel Network and Associated Infrastructure</u></b></p> <p><b>wheels/Skate Park</b></p> <p>FG Confirmed public consultation held in October half term at Pastures road was a success with over 30 adults attending with young children taking part on skate Nottingham activities.</p> <p>It was noted that 100% of feedback received through the consultation was positive with no comments against Pastures road recreation grounds as the preferred site. This supports the previous Board decision to have Pastures Road as the new official location for the all Wheels skate park.</p> <p>FG updated the board on the Design and Build contractor tender with currently 3 really good contractors bidding will be completed through a final moderation meeting being held on the 12<sup>th</sup> of December. Contract official appointment will be done in March 2025 and completion is expected for September 2025.</p> <p>FG confirmed the wait period is related to the funding application for £100K submitted to the Community fund to support with the project and results will be announced in March 2025.</p> <p>VM Noted that the quality level of any of the bidders is excellent and whichever the outcome we will have a very good facility.</p> <p><b>Pasture Road tracks</b></p> <p>RV mentioned the skate park tender included an option to quote for the tracks in pastures road. Depending on the outcome of the tender either a direct award or a landscaping DPS will be the next steps.</p> <p>RV noted that same contractor that can undertake the works on Pastures Road Recreation ground could also do the works on new cycle route from Mills road to Pastures Road Rec ground. This would be through a DPS for a design and build as this might speed up timescales, current feasibility is being conducted.</p> |        |

|   | ACTION              |
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| <p>RV mentions that the Albany crossing is still underway with surveys by VIA, the works were to include central refuge on Kennedy drive is not possible.</p> <p><b><u>Questions Asked outside of the meeting form RM</u></b></p> <p>RM questions the pausing of the services of Ian Hutchinson</p> <p>RV confirms that this was a budgetary pressure with costings for works on Hickings lane cycle network coming higher alongside higher estimates for other cycle works it was deemed cautious to pause services until clearer understanding of the budgets.</p> <p>RM asks about the road on Mill road that is not adopted highways</p> <p>RV affirms that this is not understood to be council land therefore any improvements to this path/road are subject to landowner approval</p> <p><b>Action:</b> Council will look into ownership of this road.</p>   |                     |
| <p><b><u>The Pencil Works</u></b></p> <p>VM updated the board on the progress of the pencil works where:</p> <ul style="list-style-type: none"> <li>- Second stage tender moderation has been completed. Board will be informed of who won be the coming Monday with expected to enter a PCSA agreement by January to be on site by early March and to be completed in 12 months;</li> <li>- Planning application was approved on the 4<sup>th</sup> December committee.</li> </ul> <p>VM confirmed that upon local resident concerns on the potential antisocial behaviour on the new toilets these will be monitored and will have closing times and will be maintained to keep a new and astatic look for as long as possible. Also, special lighting will be applied to these toilet preventing needle use.</p> <p>PS mentioned the visit to maker's space Leicester the space here had an artisan and unique aesthetic. At the pencil works the interior finishes will need to have a potential almost like industrial final fit out.</p> <p>VM confirmed Estates are included in design meeting and the team will bring internal design options for board approval.</p> <p><b>Action:</b> VM/FG to present interior design options for board approval</p> | <p><b>VM/FG</b></p> |

|   | <b>ACTION</b> |
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| <p>SJ questioned if the space at the pencil works is appropriate for a maker's space.</p> <p>PS added that a consultation will be required in that regard. The Leicester hub had an independent run cafe alongside the hub. Stapleford needs a business meeting space like a café this can become that anchor we need.</p> <p>EB noted people need their own space on the workshop.</p> <p>SJ noted the way the room is layout needs to be give more thought.</p> <p>PS confirm internal designs have not been finalised.</p> |               |
| <p><b><u>Town centre Recovery Grant Scheme</u></b></p>  |               |
| <p>VM clarified following the approval to support UKSPF grants in Stapleford ten businesses had been granted funding with two out of ten needing to provide a final signature before funding is released to be action eminently and by the end of the week.</p>   |               |
| <p>VM confirmed the Grant scheme programme is 98% complete and final moneys will be saved for any need these businesses may have.</p>   |               |
| <p><b>Street Improvement Scheme</b></p>   |               |
| <p><b><u>Questions submitted before from RB and RM who sent apologies</u></b></p>   |               |
| <p>RB has concerns over the time pressures with the 80<sup>th</sup> Anniversary remembrance service in November, it will be a big event and need to ensure it can be hosted on the site.</p>  |               |
| <p>RV affirms that this time pressure has been noted and is forming part of the consideration moving forward.</p>   |               |
| <p>RB questions if VIA are needed to complete the works as the main square is owned by Broxtowe therefore they will not be needed for the construction of this section</p>  |               |
| <p>RV confirms that this can be the case although it may be cheaper and less risk associated with keeping them for the design of both elements.</p>   |               |
| <p>RB asks if there is any way of retaining or relocating planting at the back of the sight, furthermore there is a platinum jubilee tree which a lot of the public would like to keep.</p>   |               |

|  | <b>ACTION</b> |
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| <p>RV states this can be all brought up in more in-depth design and with further meeting onsite, furthermore could be included into street improvement scheme of adding more planting to the street.</p> <p>RM asks the question of adding more names to the war memorial on site already, in addition adding war memorial stone for Sherwood Foresters.</p> <p>RV responds mentioning this can be brought up in the more detailed design phase at meeting on site.</p> <p>JG from VIA EM presented an update on the feasibility study for the improvement of the VC Memorial square. He notes the program budget can see reduced cost related to risk to £900k. However, as it stands with risks the budget is sitting at £1.3m.</p> <p>At the next stage of the feasibility and to reduce this is to appoint a contractor and separate fixed price with regards to the site settings and surveys to ensure the program of works is set.</p> <p>Looking to the program contracts and be on site in mid-June 2025 for 16 weeks with near completion before the celebrations in November. We have a degree of confidence this could be achieved through a direct award framework.</p> <p>JG Pressed that following a competitive tender as note to be preferred would lead to a start on site in mid-august leading to timescale pressures. A solution that we looked into was to split the program and remove the junction improvements just apposition to the pencil works.</p> <p>AL described the initial design options presented with changes to the memorial area differing in terms of planters but overall layout to accommodate a minimum of 10 market gazebos.</p> <p>SP noted special level of attention needed to the current planters and incorporating these in the market design or ensuring the community groups can relocate these is very important.</p> <p>AL recognised that further discussions need to happen to redirect an or relocate the planters.</p> <p>IJ confirmed the budget for this project sits at £1m and questioned the design inclusion of glass balustrades.</p> |               |

|  | ACTION |
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| <p>VM reiterated that the budget can't be moved and is set at £1m. Also confirmed there is no large contingency pot we could call to a reallocation of funds from all other projects would not be feasible.</p> <p>IJ questioned if the cut could be achieved by VIA EM</p> <p>JG note the level of detailed design still needs work and to begin the process. What we are showing is a forecast for the works where we will be able to reduce the risks.</p> <p>IJ reiterated we don't have the budget for the designs and program presented.</p> <p><b>Action:</b> organise meeting on site with Executive board and other key stakeholders</p> <p><b>Carpark</b></p> <p>VM provided an updated where:</p> <ul style="list-style-type: none"> <li>- EV and disability parking points are set.</li> <li>- Carpark to open by February 2025.</li> <li>- Tarmac will be in place before Christmas.</li> </ul> <p>Overall carpark is ahead of schedule.</p> <p>VM also noted that if the carpark is ready ahead of the closure of Victoria street carpark then this will be available for free.</p> <p>PS noted if there can be an incentive policy to promote use of the new carpark that would be great.</p> <p>EB question the disabled parking bays available.</p> <p>FG confirmed there will be 4 EV parking spaces and 6 spaces will be available for disabled parking at the new carpark. some parking spaces will also be retained in Victoria street giving Stapleford more disabled spaces that there are available now.</p> <p>VM added, the new carpark and disabled spaces will be more an accessible on flat land and central to the high street compared to the existing spaces in Victoria Street.</p> <p><b>Program issues</b></p> <p>VM outlined the current program with spend commitment is increasing as we formally committee £75k through a PCSA and with a contract for the pencil work build by March 2025 committing further £6m.</p> <p>Main program concerns are around the Active Travel scheme as its not in contract as of yet.</p> |        |



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|   | <b>ACTION</b> |
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| <p><b><u>AOB</u></b></p> <p>PS proposed naming the new Derby Road Carpark as “Derby Road Central”</p> <p>Board approved.</p> <p><b>Action: Confirm with internal Carpark Team the name changing is official.</b></p>        | <b>VM/FG</b>  |
| <p><b><u>Date of next meetings</u></b> (Chair)</p> <p>The following meeting has been scheduled in the Council Chamber, Beeston Offices unless otherwise advised.</p> <p><b>Friday 7<sup>th</sup> March 2025 10:00am</b></p> | <b>ACTION</b> |
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