

# STAPLEFORD TOWN FUND EXECUTIVE BOARD

Friday 8<sup>th</sup> March 2024 at 10.00 am  
Council Chamber, Beeston Office

## PRESENT:

Ian Jowett (Chair)	WMD Ltd
Darren Henry (DH)	Broxtowe MP
Zulf Darr (ZD)	Broxtowe Borough Council
Councillor Richard MacRae (RM)	Broxtowe Borough Council
Councillor John McGrath (JM)	Broxtowe Borough Council
Councillor Ross Bofinger (RB)	Broxtowe Borough Council
Councillor Sue Paterson (SP)	Stapleford Town Council
Councillor Teresa Needham (TN)	Stapleford Town Council
Elaine Bell (EB)	Sewing Bee
Barbara Demetriou (BD)	Demetriou & Demetriou
Keith Brown (KB)	Concept Painting Contractors
Tom Spink (TS)	MyPad

## OBSERVERS

Melanie Phythian (MP)	Town Fund Policy Advisor
Jonathon Little (JL)	Broxtowe Borough Council
Sam Comerie (SC)	Broxtowe Borough Council
Ruby Sharp (RS)	Broxtowe Borough Council
Faustina Graca (FG)	Broxtowe Borough Council
Stuart Baird (SB)	BakerBaird
Lee Sycamore (LS)	AtkinsRealis
Chris Stinson	GEDA
Colm McVeigh	GEDA

## APOLOGIES:

Paul Sweeney (Vice Chair)	Robert Ellis Estate Agents
Ruth Hyde	Broxtowe Borough Council
Ryan Dawson	Broxtowe Borough Council
Melissa Morrell (MM)	Voluntary sector
Jan Goold	Voluntary Sector
Alex Strongman	Darren Henry's Constituency Office

	ACTION
<b>Welcome and Introductions (Chair)</b>	

	<b>ACTION</b>
The Chair welcomed everyone to the meeting.	
<b><u>Apologies of absence (Chair)</u></b> Apologies of absence were received and noted.	
<b><u>Agree Minutes of previous Meeting (Chair)</u></b> The minutes of the previous meeting dated 8 <sup>th</sup> December 2023 were agreed.	
<b><u>Procedures (Chair) – a) declarations of interest, b) membership, c) code of conduct, d) website profiles</u></b>  <u>Declarations of interest (Vice-Chair)</u> There were no declarations of interest.  RM queried NCC representation on the Executive Board. SC confirmed formal invitation was sent to the Chambers of Commerce and Cllr Neil Clarke from NCC to become an Executive Board member and we are awaiting a response.  <u>Updated Member Code of Conduct (SC)</u>  Due to a number of new memberships, an updated Code of Conduct has been circulated as part of the papers linked to this meeting. SC asked all members to sign and return this as soon as possible.	
<b><u>Communications and Publicity Update (BakerBaird)</u></b>  SB from BakerBaird provided a Communication and Marketing update and assured a significant increase in content being released in the next few months in regards to the Stapleford Town Deal due to the timings of the project milestones and events.  SB informed Executive Board of leaflet being developed to be sent to local residents in Stapleford and to update via social media channels to provide an update on the projects and progress being made.  SB requested for the Executive Board members support and to provide key dates to produce additional content to go alongside the ongoing Stapleford communications.  SB made reference to the good news stories of the Stapleford Town Deal projects; including story on one show feature with Rise Wise and noted the Steven Gerard Academy (SGA) coming to Stapleford being a feature point. JM suggested to continue promote the educational side of the SGA and not just football elements.	

	<b>ACTION</b>
<p>DH recommended sharing the spending of the individual projects along with the updates and to provide an update on cricket pitch relocation.</p> <p>TN responded to propose to give an explanation on the limitation of the grant and how these need to be spent on these particular projects and justification as to the reasons this funding cannot be spent on other arising issues in the area, such as pot holes.</p> <p>SC confirmed that the timing of the communication is crucial and we will include an FAQs to answer any key questions that might be raised. Production of leaflet is proposed to follow the completion of the Library Learning Facility project in May 2024.</p> <p><b>Decision:</b> Approval of the production and distribution of the leaflet for circulation in May 2024.</p>	
<p><b><u>Delivery Board Updates</u></b></p> <p><u>Community Pavilion and Young Peoples Centre (SC /LS - Atkins Realise)</u></p> <p><b>Main Building:</b></p> <p>LS provided an overview of the execution of a competitive tender process. Summarising that as the second stage of the restricted tender process, there were twelve applications for the first stage, of which seven were shortlisted, five bids were submitted for the second stage. Welland procurement working with the Council throughout this process. Next steps are move into the delivery phase and finalise contract discussions.</p> <p>SC provided indicative delivery timescales as initial guidance.</p> <p>LS introduced GEDA representatives Chris Stinson and Colm McVeigh.</p> <p>CM – GEDA provide an update on the anticipated next steps which includes discussions with legal, design development, project efficiencies and value engineering. CM specified that start dates cannot be confirmed as is dependent on the next steps being completed. However, the project expected to be completed by Summer 2025.</p> <p>JM proposed recognitions on designs to be taken into consideration</p>	

	ACTION
<p>DH stated that critical to the project's success is the public engagement need and expressed the desire for a big event to be held after May 2025</p> <p>SC noted a public engagement in line with AGP pitch was considered but a softer approach will be taken. The pre-election restrictions on media comments being a consideration post May is an opportunity for online and physical engagement with all key stakeholders to be involved.</p> <p>GEDA discussed other development they have been completing within the local area and expressed enthusiasm related to start on this project and engagement with the local residents.</p> <p>JL asked what is anticipated to be GEDA's biggest challenges and how the Council and Executive Board can assist.</p> <p>CM responded that GEDA identified the highlighted the high number of key stakeholders and the importance of stakeholder's communication and engagement. In addition, the requirement for quick decision making to prevent any project delays.</p> <p>SC emphasised one of the key parts of the tender bid quality questions was the stakeholder management involvement which was considered in great detail.</p> <p>RM noted there has been limited communication with Washington Drive as key stakeholders.</p> <p>SC confirmed attendance at next Washington drive committee meeting and further Communication will be coordinated with support from BakerBaird, internal communications and marketing colleagues and GEDA. SC shared latest CGIs for the Hickings Lane Development.</p> <p>Discussion took place about GEDA's take on local employment and apprenticeships and was guided to Maria Ward In Economic Development for any help. RM added by proposing GEDA to attend Jobs fairs.</p> <p>CM – GEDA confirmed that they have and are open to apprentices and definitely will open to attend any Job fairs. Emphasising on objectives to promote the industry on the fairs</p> <p><b>Action:</b> RM to send SC job fair dates for engagement. SC to pass on contact details to GEDA for any future events.</p>	<p><b>RM/SC</b></p>

	ACTION
<p><b>Skate park:</b></p> <p>RM queried if Archers field will be the skate park location and if decision has been made following public engagement.</p> <p>SC confirmed that a response will be provided to residents and a decision will be made once further details have been confirmed. Broxtowe are working with Skate Nottingham who are currently reviewing the queries, site alternatives and other grant funding options. In addition, they are bidding for Sport England grant funding to provide pop-up Skate events in the meantime.</p> <p><b>Football Foundation and Artificial Grass Pitch:</b></p> <p>SC confirmed AGP planning application will be submitted in March to go to Planning Committee in May for a decision. All documents and images will be available in the planning portal and these will be communicated via for social media and other methods of communications that are allowed throughout the pre-election period limitations.</p> <p><u>Library Learning Facility (SC)</u></p> <p>SC confirmed the expected start on site for the external works is due the end of March 2024. To be completed by May 2024. Detailed design has been shared previously.</p> <p>The Stapleford Library will remain open throughout the duration of the works and the Nottingham County Council are also working with VIA EM to time their works in Church Street in line with this.</p> <p><u>Enterprise Hub Building (SC)</u></p> <p><b>Derby Road Car Park</b></p> <p>SC updated that enabling works for the party wall works started on site to be completed by the end of March. Discussion took place about the options for the local street art to be incorporated.</p> <p>A process has started to appoint Focus as the project manager for car park and main building. We are currently reviewing procurement options and a decision should be made imminently.</p> <p>RM proposed briefing local artists on what we need and have them as an option. JM mentioned connection to local contractors and proposed finding a famous woman in Stapleford and incorporate name supplied as a woman's mark.</p> <p><b>Action:</b> SC to feedback on next step regarding to this.</p>	<p>SC</p>

	ACTION
<p><b>Main Build</b></p> <p>SC shared latest designs and plans currently being developed as part of the RIBA stage 2 design process and that designs were taken to delivery board for approval for the next stage. All feedback was take into consideration and the next step is a decision on the public toilets and changing places being a part of the scheme.</p> <p><b>Decision:</b> All in favour of including public toilets and changing space to the scheme.</p> <p>DH noted that the toilets should be paid by Broxtowe Borough Council and potential match funding could be sourced.</p> <p>ZD noted funding decision needs to got to cabinet through required procedures.</p> <p>BD added her concern from shop owners regarding competition brought by maker's space.</p> <p>SC responded that ambition is that these spaces will complement the current retail offer and can be small maker's spaces and workshops with a retail offer. Additionally, a market and demand report has been updated and which support the building offer and the commercial space designs allowed the space size to changed depending on the need. Also, there is still the allowance to scale back the building if there is significant pressure on the budget.</p> <p>RM brought attention to Victoria street consultation needs addressing.</p> <p>JL confirmed he will personally attend the consultations and provide a letter update as promised at CAT meeting.</p> <p><u>Street Improvement Scheme (SC)</u></p> <p>SC updated that project meetings with NCC and VIA EM project confirmed that the current scheme is undeliverable within the current budget and timescale.</p> <p>An options appraisal was completed to consider a reduce the scheme which will still focus public realm outputs and benefits. SC shared indicative CGIs of alternative scheme, including improved public realm of c.650 sqm as well as declutter and review of street furniture.</p> <p>RM noted that that the speeds and road are not good. Particularly on the road outside the pound stretcher. And memorial square needs to be noted.</p>	<p><b>JL/ZD to discuss</b></p>

	ACTION
<p>SC confirmed that memorial will remain unchanged and reiterated the location of the scheme cannot be changed.</p> <p>RM noted we are waiting on VIA EM and NCC. We have been greatly let down by NCC not attending Executive Board meetings.</p> <p>SC confirmed alternatives contractors have been however this is not an option. We have had meeting to agree that they need to remain as key stakeholders throughout the design and delivery.</p> <p>RM concluded a one level street will be better for events and safety. Asked for timeframe due to planning of events and the Christmas market. Also mentioned art funding could be applied for and match funding could be provided once we get approval.</p> <p>SC to informed that events that can still go ahead this year and this have been communicated with the events team.</p> <p><b>Decision:</b> Approval to submit the Project Adjustment Request for the recommended amendments to the scheme.</p> <p><u>Cycle Network and Associated Infrastructure (SC)</u></p> <p><b>Cycle Hub:</b></p> <p>SC updated the funding for RideWise to end this March 2024. SC provided a summary of RideWise business proposal which have been taken previously to delivery board, further updates and recommendations have been taken on board to ensure the sustainability and self-funding of the cycle hub.</p> <p>JM indicated that there would be a benefit to contact Erewash council to invite their MP to support and explore other sources of funding available.</p> <p><b>Action:</b> DH to contact the Erewash MP and SC to contact James Dawson.</p> <p>DH recognised RideWise are keeping Sunday services free. So we should promote their services.</p> <p>SC confirmed that they are in trial with pays as you can for additional income and clarified RideWise funding if approved is not being relocated from any other project but to come from the programme RDEL budget.</p> <p><b>Decision:</b> Approval to support RideWise being funded for the next financial year with an allocation of this to resource future grant funding to make the project sustainable.</p>	<p>DH/SC</p>

	<b>ACTION</b>
<p><b>Cycle Network</b>  SC updated that meeting and consultation with Nottingham County Council and Active Travel England. Following this process, a number key critical additional items were required leading to the project exceeding the budget, and outside the timeframe. Therefore making the project unviable.</p> <p>An amended project has been assessed and proposed to Executive Board which would generate active travel improvements and emphasise improvements in pedestrians e.g. better junctions, additional crossings, adding street furniture and cycle storage.</p> <p>SC presented three options for scheme adjustment where option 3 focused on improving all junctions in Pasture Road and Hickings Lane and adding a puffin crossing indicatively by Albany school.</p> <p>SC to take it back to cycle working group et al. and decide the items to be prioritised.</p> <p>RM proposed getting the local school involved.</p> <p>SC noted a 6 week lead time to take this to NCC Cabinet members and lead time on public consultation to be accounted for within the project programme.</p> <p><b>Decision:</b> Approval of option 3 and all approved Project Adjustment Request to be submitted.</p> <p><u>Town Recovery Grant scheme (SC)</u></p> <p>SC updated that the project is now completed and any underspend is to be reviewed and support the High Street Rental Auction process, following the pilot scheme and implementation.</p> <p>RM made and observation in regards to a number of grant recipients who had moved</p> <p>JL noted that if the fund where used for improvements to the building then there won't be claw back as these will benefit the next occupiers. If spent on items, then we will attempt to claw back.</p> <p><b>Action:</b> SC to investigate the mentioned grant receivers.</p>	<p><b>SC/CWG</b></p> <p><b>SC/ PW/Legal</b></p>
	<b>ACTION</b>
<p><u>Programme Issues/PAR (Risks/Budget/Timelines) (JL/SC)</u></p> <p><b>Project Adjustment Request</b></p>	



	<b>ACTION</b>
<p>SC summarised significant changes to Cycle Network and Associated Infrastructure and Street Scene. The new car park (Derby Road) to be moved to Street Improvement Scheme project. All other approved changes will be in the project adjustment request.</p> <p><b>Action:</b> Project Adjustment Request forms will be circulated ahead of DLUCH submission.</p> <p><b>Risks/Budget/Timelines</b></p> <p>DH requested project spent that has been circulated in previous meeting to be circulated again.</p> <p><b>Action:</b> SC to circulate project spent summary at the next meeting.</p> <p>RM raised if there is any project at risk of not being completed.</p> <p>SC responded that the changes proposed including the Street Improvement Scheme and Cycle Network and Associated Infrastructure should reduce this risk however, these project still require support from the Highway Authority and key involvement and this is one of the key risks. SC reiterated to the continued attempts to engage and support the project delivery.</p> <p>JL mentioned more colleagues starting in April to ensure project delivery.</p> <p>JM emphasised the need for communication to reiterate the pot of money being used for the projects not being related to potholes.</p>	<p><b>SC</b></p> <p><b>SC</b></p>
<p><u>AOB</u></p> <p>N/A</p>	
<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>1. Friday 6 June 2024 at 10.00 am</p>	

MEETING CLOSED AT 12 NOON