

Burton upon Trent Town Deal Board Minutes

Friday 18th November 2022

Board Members Present

Ben Robinson	Chairman
John McKiernan	Parish Council Representative
Mick Clifford	Burton Civic Society
Cllr George Allen	East Staffordshire BC
Cllr Bev Ashcroft	East Staffordshire BC
Nik Hardy	Business Representative
Dennis Fletcher	Parish Council Representative
Shaïd Hussain	Business and Community Representative
Cllr Conor Wileman	Staffordshire CC
Harry White	Brewery Heritage

In Attendance

Andy O'Brien	East Staffordshire BC
James Abbott	East Staffordshire BC
Thomas Deery	East Staffordshire CC
Wayne Mortiboy	Staffordshire CC
Monica	
Henchcliffe	East Staffordshire BC

Apologies

Cllr Adam Clarke	East Staffordshire BC
Philip White	Staffordshire CC
Kate Kniveton MP	Member of Parliament
Lynne Howgate	Cooper Square Shopping Centre

Agenda Item No.	Subject	Decision / Discussion / Recommendation	Action Points	Date Action Required
1	Welcome and Apologies	The Chairman welcomed the Board to the meeting and noted that apologies for absence had been received from Councillor Adam Clarke, Lynne Howgate, Kate Kniveton and Philip White.		
2	Minutes of 28 th October 2022 Town Deal Board meeting and Matters Arising	The minutes of the previous meeting were approved as a correct record.		
3	Towns Fund Programme Summary Update	TD updated the Board on the Towns Fund Programme which comprises of four projects, namely: <ul style="list-style-type: none"> • High Street Project (D) • Canal Towpath Project (G) • Cycle Network Enhancement Project (H) • College Specialist Offer Project (J) 	TD	

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		<p>The annual cost was outlined in the report circulated prior to the meeting, and the planned completion years for each project.</p> <p>The report also included summary updates from each of the project sponsors ahead of commencing project delivery and the associated progress reporting process that would be put in place for the Town Deal Board to monitor progress. The updates represented a summative position for each of the four projects in advance of grant agreements being signed and completed, which will take place over the next few weeks.</p> <p>Following the completion of grant agreements, each project would formally enter on to the Towns Fund Programme from a monitoring perspective, meaning that delivery inception meetings would be arranged with the identified project leads and the project sponsors would start submitting monthly highlight reports on progress to the Council (as Accountable Body) and the Project Leads. This would not commence until the grant agreements were in place, which may be ready for the December Town Deal Board Meeting, if not then the January meeting.</p>		
4	Programme Theory of Change and Progress	<p>A chart outlining the Change Progress was circulated prior to the meeting. The original list of eight interventions had been reduced to four, following the termination of the Regional Learning Centre (C), the Library Relocation € and the Washlands Bridge (F) projects, as well of the non-acceptance of Project K by Government.</p> <p>AOB reported that at this time, it was prudent to consider whether the remaining four projects still achieve the ambition of Burton upon Trent Theory of Change, noting that the Government had accepted the prioritisation of the four projects. A chart outlining the challenges and opportunities, the strategic objectives, the core themes and the output families was circulated with the report.</p>	AO'B	
5	Towns Fund Governance Guidance from Government	<p>A supplementary guidance on the role of the Town Deal Board was circulated prior to the meeting. Section 4 outlined how Town Deal Board would sign off each stage of the Town Investment Plan and Town Deal and what the Board was responsible for.</p> <p>The expectation of the Department of Levelling Up, housing and Communities is that the Town Deal Board would continue to work to the principles in the guidance, but they recognise that as towns move into delivery of their projects, some additional guidance may be useful. It was noted that the Towns Fund Delivery Partner provided a useful to consider how they operated moving forward. It was also expected that the Board would continue</p>	TD	

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		<p>meeting regularly to discuss progress, to ensure that the projects were staying true to the vision of the Town Investment Plan, and to work through risks and issues together.</p> <p>An annex outlining the Town Board roles and responsibilities was attached to the report. The Town Deal Board should have a document published on the Lead Council's website which sets out the roles and responsibilities on the governance and decision making processes for the Town Deal Board, the Town Deal Board Chair and Lead Council. A Code of Conduct policy, a Conflict of Interest Policy, Transparency and the Town Deal Boards Membership, which reflected the diversity of the town and surrounding area must also be published on the Lead Council's website.</p> <p>MC asked if the Board would consider recruiting a Marketing person to report some positive information as there has been a lot of negative information being circulated about the projects at present.</p>	<p>It was agreed that the Board would look at appointing some communication support for the Town Deal Board.</p>	
6	Date of Next Meeting	<p>The next meeting would take place on Friday 16th December 2022 at 3.00pm</p>		
7	Any Other Business	<p>HW expressed his concerns regarding the public meeting regarding the National Brewery Centre Closure to be held by the MP. He asked if the Trust could attend the meeting or erect a stand to express their views because of the negative information that has been put out.</p> <p>It was agreed that HW would have a discussion with the MP to regarding the participation of the Heritage Group and ESBC at the public meeting.</p>	HW	