

**Burton upon Trent Town Deal Board Minutes**

**Friday 27<sup>th</sup> January 2023**

**Board Members Present**

Ben Robinson                      Chairman  
 John McKiernan                  Parish Council Representative  
 Dennis Fletcher                  Parish Council Representative  
 Mick Clifford                      Burton Civic Society  
 Cllr Conor Wileman              Staffordshire CC  
 Harry White                         Brewery Heritage  
 Wayne Mortiboys                 Staffordshire CC  
 Cllr Philip White                 Staffordshire CC  
 Ross Playle (via Zoom)         (on behalf of MP)

**In Attendance**

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

**Apologies**

Cllr G Allen                         East Staffordshire BC  
 Cllr B Ashcroft                      East Staffordshire BC  
 Cllr A Clarke                         East Staffordshire BC  
 Kate Kniveton MP                  Member of Parliament  
 Shaid Hussain                      Business and  
     Community  
     Representative

<b>Agenda Item No.</b>	<b>Subject</b>	<b>Decision / Discussion / Recommendation</b>	<b>Action Points</b>	<b>Date Action Required</b>
1	Welcome and Apologies	The Chairman welcomed the Board to the meeting and noted that apologies for absence had been received from Councillor G Allen, Councillor Mrs B Ashcroft, Councillor A Clarke, Kate Kniveton MP and Shaid Hussain.		
2	Declarations of Interest	There were no declarations of interest at the commencement of the meeting.		
3	Minutes of 16 <sup>th</sup> December 2022 Town Deal Board meeting and Matters Arising	<p>The minutes of the previous meeting were approved as a correct record.</p> <p>The Chairman requested an update on the completion of the register of interest forms from members. It was agreed that an update would be forwarded to the next meeting.</p> <p>The Chairman also requested that the clerk chased up the appropriate members regarding their non-attendances.</p> <p>TD confirmed to Members that Lynn Howgate has now left her role at Coopers Square Shopping Centre and so would no longer be on the Board.</p>	AD	ASAP

Agenda Item No.	Subject	Decision / Discussion / Recommendation	Action Points	Date Action Required
4	Election of Town Deal Board Chair and Vice-Chair	<p><b>Resolved:</b></p> <p>That Ben Robinson was appointed Chairman of the Town Deal Board.</p> <p>That John McKiernan be appointed the Vice-Chairman of the Town Deal Board.</p>		
5	Burton and south Derbyshire College Project Update	<p>TD informed Board members that he had received a statement from John Beaty and gave a brief update of the project on behalf of John.</p> <p>He reported that in terms of the college project, they have now signed their grant agreement, have established their own internal project board meeting, now meeting on a monthly basis. They have also started their equipment procurement plan, being implemented with a view to complete by May 2023. He reported that there was no significant problems and they were still planning to launch in September 2023.</p>		
6	High Street Project Programme Update	<p>TD provided an overview of the two specific elements: the recap of the project budget and the key programme milestones for the High Street Project. He also outlined the target dates for the Washlands Visitor Centre, Trent House/Public Courtyard and the Museum Heritage Centre.</p> <p>He reported that the Carling House demolition and the public realm courtyard are programmed separately. It was also noted that Andressey Passage and Garden of Remembrance, the Library cladding and canopy works and the 22 first homes were not programmed at this time.</p>	TD	Ongoing
7	Cycle Network Enhancement Project Update	<p>WM updated the Board on the dedicated cycle route at Station Street in this financial year, also the design for the next phase and when it would commence. It was also confirmed that the funding was available for this project.</p> <p>He reported that Staffordshire County Council would be communicating with the public with a press release the following week.</p>		
8	Date of Next Meeting	To be confirmed.		

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9	Any Other Business	<p>MC enquired whether discussions have taken place regarding the cladding at the Library.</p> <p>TD to provide a highlight report at the next meeting.</p> <p>CW requested a review of the project leads to reaffirm the projects and to update the terms of reference at the next meeting.</p> <p>TD reminded Board members that project leads were required to provide a highlight report at the next meeting.</p> <p>CW requested that Board members gave consideration as to whether project leads were required as the Board in full could discuss all the projects as a whole, and would it be prudent to discuss in a few months' time.</p> <p>CW requested that the term of reference be updated to reflect the changes of the Town Deal Board.</p>		