

Burton upon Trent Town Deal Board Minutes

Thursday 24th March 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
 Cllr Steve Sankey (via
 zoom) East Staffordshire BC
 Valerie Burton (via
 zoom) Community Representative
 Cllr Philip White Staffordshire CC
 Cllr Victoria Wilson (via
 Zoom) Staffordshire CC
 Sam McKewan (via
 zoom) Representing Kate Griffiths MP
 Lynette Howgate Cooper Square Shopping Centre
 Nik Hardy Business Representative

In Attendance

Andy O'Brien East Staffordshire BC
 Mark Rizk East Staffordshire BC
 James Abbott East Staffordshire BC
 Thomas Deery East Staffordshire BC
 Wayne Mortiboys Staffordshire CC
 Andrea Davies East Staffordshire BC

Apologies

Kate Griffiths Member of Parliament
 Chris Plant Chamber of Commerce

Agenda Item No.	Subject	Decision / Discussion / Recommendation	Action Points	Date Action Required
1	Welcome and Apologies	<p>The Chairman welcomed the Board to the meeting and noted that apologies for absence had been received from Kate Griffiths MP and Chris Plant.</p> <p>The Chairman welcomed Councillor Steve Sankey to his first meeting. Councillor Sankey had been appointed to the Board to fill the vacancy, following the resignation of Councillor D Goodfellow as Leader of the Council.</p>		
2	Minutes of 3 rd March 2022 Town Deal Board meeting and Matters Arising	The minutes of the previous meeting were approved as a correct record.		

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3	Declarations of Interest	There were no declarations of interest at the commencement of the meeting.		
4	Project Updates	<p>AOB informed the board that the Council had agreed a set of projects which made up the Towns Fund programme, the detail of which had been discussed at the last meeting.</p> <p>JA provided an update to the meeting on the next steps. The documents would be submitted later that day. A project summary document for each of the 4 approved projects would be submitted, including:</p> <ul style="list-style-type: none"> • Information on the general conditions arising from the Heads of Terms, signed off in 2021 to be satisfied within the programme (such as details on stakeholder engagement; show that business cases had been taken through the appropriate local assurance processes; and show that the Council as the accountable body had carried out relevant impact assessments in order to meet public sector equality duties). Those conditions applied to all the projects providing information on all these points within the submission; • A programme level equality impact assessment which will be updated at regular intervals as necessary throughout the programme; • Information on the benefit cost ratio for each project, demonstrating the value for money for each of the projects; • Key milestones; • Interdependencies; • Risks and mitigation measures; • Information on how the business cases had been appraised. <p>The Board noted that Project D contained a specific condition within the Heads of Terms, requiring a delivery plan to be submitted</p> <p>Civil Servants had advised officers to submit the documents based on the current programme and at the same time submit the Project Adjustment form, containing the withdrawal of the 2 projects. A meeting had been arranged with Civil Servants the following day, in order to provide clarity with regard to next steps.</p> <p>AOB provided an update on Project C and advised that the key parties were meeting during the next week, to understand the needs and requirements of the university to enable them</p>		

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		<p>to move forward in a direction that everyone was happy with.</p> <p>It was agreed that the Board be updated on progress in relation to other initiatives for the Burton Market Hall and the Burton Library as a stakeholder and this would be a standing item on future meeting agendas.</p>	Standing Agenda Item	Ongoing
5	Date of Next Meeting	The next meeting would take place on Thursday 21 st April 2022.		
6	Any Other Business	The Chairman advised that he had spoken to Parish Councillor Dennis Fletcher who had agreed to re-join the Board and would be invited to attend future meetings.		

DRAFT