**Redditch Town Deal Board**

**Minutes**

**Friday 3 July 2020**

**10:30 – 12:00pm**

1. Welcome and apologies

Apologies:

Minute taking: James Horne (NWedR)

1. Appointment of Chair & Adopt TOR
* Adam Freeth appointed as chair of Redditch Town Deal Board.
1. Minutes of the last meeting
* Board members agreed the previous minutes
1. Town Deal Board Governance
2. Updated Governance structure
* OP Project delivery team on Item 4a is to be dotted arrow not solid arrow as it is engaging not direct reporting
1. Updated Terms of Reference and Town Deal boundary
* OP- Town centre master planning, Railway quarter and Matchborough and Winyates were agreed at the beginning of the year to form key parts of the town’s deal, which still stands.
* SL - Will non-government groups in Redditch engage with stakeholders as part of the TD or will Redditch BC lead the public engagement?
* OP – NWedR will re-circulate governance documents and request comments via email.
1. Towns fund guidance
	* OP emphasis on Clean Growth as it is a core principle - Net zero emissions on by 2050
	* Primarily capital (90%)
	* Three priorities still remain:
	1. Urban regeneration
	2. Skills and enterprise infrastructure
	3. Connectivity
	* OP repeats item 5a town’s fund guidance summary
	* 2 years between TIP and funding agreed
	* OP reconfirmed to AF that the fund is capped at £25 million
* OP clear structure to follow in development and submission of TIP
* Board agreed that Jan 2021 cohort submission would be advantageous
* £1 million additional capital funding allocated to Redditch to be spent by the end of the financial year (page 41-45). Deadline 14th August 2020 to agree plan for spending
* LB and OP MHCLG webinar to confirm ideas for the £1 million
* Unsure whether the coordinator or MHCLG colleagues would attend TDB meetings. OP will clarify in time for the next meeting.
* Board members noted that it is important for MHCLG colleagues to be present at key junctions of the Town’s deal plan to ensure we are on the correct path
* AF - large guidance documents should be summarised and circulated before TDB meetings. OP agreed to action for the next meeting

6. External support – Towns Fund Delivery Partners

* LB - Multi-disciplinary team appointed to support TIP and TD
* Rebecca Collins from Nicolls Group is the Town Deal Coordinator for Redditch
1. Town Deal
	1. Overall programme
	2. Phase 1 programme (TIP development)
	3. Risk register
* OP note that the quality of the TIP should exceed the quality requirement set out in the detailed guidance
* SG asked if we can view TIP submission in the first cohort to get feedback and guidance to support our own development. OP – need to check with TD coordinator but we should be able to as they are public documents
* OP will provide key for red, yellow, green, grey in item 7c
1. Town Investment Plan submission date
* OP - End of January 2021is preferred to allow enough time to provide a high quality TIP
* SG – Are other towns submitting later – do we know the spread of planned submissions? OP – We do not know but will ask TD coordinator; we should know by next TDB meeting as there is a requirement to notify MHCLG which cohort Town deal’s will enter into
* Board agreed End of January 2021 would be the best time to submit
1. Capacity funding allocation
* Up to £1 million is it our intention to secure that? OP - yes
* AF – asked OP for a further breakdown
* OP clarifies the purpose of Redditch investment prospectus – a range of marketing suite and engagement events to introduce the plan
* Concerns raised that the £5,000 allocation is on the low side
* OP – allocations are indicative. Once conversation is held with TD coordinator a more accurate funding allocation amount can be provided
* Board agree that the master planning allocation is appropriate and should proceed
* Table section 4 in item 9 ‘Development and Implementation of stakeholder engagement plan’ includes engaging with the public
* OP to provide more plain/simple English in the briefing items
* PA – clarity on what the first £1 million could be spent on?
* OP – OP and LB to attend webinar and attend meeting TD coordinator to present and test some initial ideas. It is not desirable to rush any projects which could create poor publicity.
* PU - WLEP are keen to be involved and can offer capacity in support the capacity funding allocation workstream
* LB working on stand alone TD website – will seek profiles from board members in due course and circulate website link.
1. AOB
* OP advised the master plan will clarify the key areas for development
* £40,00 from GSLEP enabling fund
* LB to circulate the Town centre boundary in a PDF document
1. Date of Next Meeting – Friday 31st July , 11am
* Preference to use Zoom instead of Skype
* Suggestion to have a meeting in person – County and Ruth at Redditch would suggest a zoom meeting would be best at present due to the risk of spiking across the country
* Board agree to hold the next meeting via zoom