**Dudley Town’s Fund Board  
  
Friday 4th December 2020 – 10 am until 12 noon  
via Conference Call**

**Board Members Guest Attendees**

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| Andrew Lovett (Chair) | Traci Dix-Williams | Paul Brothwood | Bill Kirk |
| Marco Longhi MP | Jose Lopes | Lowell Williams | Vicky Smith |
| Neil Thomas | Katherine Sheerin | Jim Cunningham | Nick Allen |
| Helen Martin | Pete Bond | Cllr Patrick Harley | Ross Renton (Worcester) |
| Stuart Everton | Hugh Burton | Samantha Bright | Phil Thomas |
| Amanda Tomlinson | Nick Mallinson | Julian Pye |  |
| Cllr Ian Kettle | Derek Grove |  |  |
| Cllr Khurshid Ahmed |  |  |  |

**Minutes**

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| 1 | **Apologies for Absence**  Andrew Barratt, James Fleet, Clare Marshall, Steve Johnson, Sarah Middleton, Corin Crane |
| 2 | **Declarations of Interest**  None |
| 3 | **Minutes of the last meeting on 11th September 2020 action trackers.**  Agreed as a correct record  **ACTION**: **HM to provide Cllr KA with a copy of the options paper.** |
| 4 | **Matters Arising**   |  |  |  |  | | --- | --- | --- | --- | | Ref | Subject | Detail | Action | | 1 | Update on progress of the planning application | Request that the link is made with the architects of the VLR NIC scheme and to ensure building heights line through.  ***COMPLETED*** | BK | | 2 | Project Management and Delivery | Council to review with legal prior to securing appropriate approvals to proceed.  ***COMPLETED FOR STAGE 1 AND ONGOING*** | HM | | 3 | HEI Procurement | Outcome of panel to be reported to Board  ***COMPLETED AND ON AGENDA*** | HM | | 4 | Timeline and Risk Register | DMBC to lead on risk register and to present a dashboard of the risks at the next board meeting.  ***COMPLETED AND ON AGENDA*** | HM | |
| 5 | **Update from ARUP Hub Co-Ordinator on lessons learnt and bid requirements**  Feedback for board on learning points from TIPs submitted in previous cohorts.  Key points are to develop messages, ensure you demonstrate the golden thread, be visual and spatial in the presentation of the case, need to be very clear you have prioritised the right projects to address the challenges set out in the plan. Must be transformative and make a difference. Need to demonstrate stakeholder engagement and how this continues through business case and delivery.    A lot of further tips and guidance can be found on the Towns Hub webpages:- <https://townsfund.org.uk/about>  Impact of the Levelling Up fund on Towns Fund but not known.  Recommendation that the TIP evidence is supported by intelligence gathered by Delma Dwight and her team.  Confirmed that a draft TIP will be ready 18th December 2020 for circulation to the board for comments by 29th December. This is to allow comments to be collated and assessed by 4th January 2021 in readiness for board 15th January and submission 29th January.  **ACTION: DMBC to ensure draft when circulated be supported by a steer as to which areas comments are particularly sought so the effort can be prioritised.**  **ACTION: ALL to consider draft plan when circulated and to provide comments by deadline.** |
| 6 | **Update on progress of the Town Investment Plan and projects**  Paper presented which outlined the project prioritisation process (local criteria, treasury criteria and assessment results) for Board to understand the selection process and conclusions reached.  Ranking of Dudley Interchange project discussed and queried why not ranked higher why a key local and mayoral priority.  **ACTION: DMBC to action the agreement by board that DI project should be removed from consideration in TIP as the funding is to be found from alternative sources.**  Discussions concluded that it was important to include the rationale for the projects and the ranking and to ensure inform ward councillor. Also important to understand the break down of the scoring.  **ACTION: DMBC to update ward councillors on prioritisation process.**  **ACTION: DMBC to provide a breakdown of the scoring.** |
| 7 | **Worcester University**  Introduction to Board of partner Worcester University and a discussion around the aspirations for the facility and potential for community involvement.  Importance of partnerships highlighted and the potential for further opportunities as the project develops. |
| 8 | **Design development of the HEI project**  Update provided on the progress in design development of the facility and the most recent visual representations shared.    **ACTION DMBC to provide detail of Metro route through Castle Hill to be incorporated in visuals**. |
| 9 | **Communications/Update on Engagement**  Update to Board of the planned communications and engagement activity and the Stakeholder Mapping, and on the activity to date.  667 surveys completed online, 28 Mentimeter responses to two virtual events held so far with several more planned.   * Most people agree or strongly agree on the proposal for the tecton structures * Training and education and interpretation and archaeology are the most popular desired uses for the mixed use facility * 77.2% strongly agree/agree with expanding higher education in the town * 78.9% agree or strongly agree on aim of encouraging local people to study at home - helping to retain talent in the local area * 86.3% support improving and making the physical link between Castle Hill and the town centre much more attractive |

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| 10 | **Dashboard of Risk Register**  Update to board on the 13 high-level risks and mitigations. Key risks of land acquisition and finance remain. Appointed consultants to progress land matters and have done some preliminary work on costs. Discussions ongoing around student accommodation and programme issues. |
| 11 | **Any other business**  Future meeting dates to be confirmed in advance to aid diary planning. |
| 12 | **Date and time of next meeting**  15th January 2021  11.00- 13.00  Via Zoom |