MINUTES OF CHEADLE TOWNS FUND BOARD MEETING

Date	2nd June 2023 at 15:30	
Venue	MS Teams	
Present	Brian Bradley - Chair, Partner Clarke Nicklin Sharon Seville - President, GM Chamber (Stockport) Cllr. David Meller - Cheadle East & Cheadle Hulme N. Labour Robert Botwright - Procurement Director, Circle Health Bridie Meehan - Cheadle CVP / Civic Society *Observers / Presenters* Cat Morris - Rail Programme Sponsor, TfGM Grace Popplewell - Cities & Local Growth Unit, BEIS & DLUHC Robert Goulsbra - Head of Development and Regeneration, SMBC Michael Fisher - Development and Regeneration, Manager, SMBC Gerrard Kelly - Station Project Manager, SMBC Christopher Palmiotto - Programme Support Manager, DfT Oliver Williamson - PA, on behalf of Mary Robinson	
Apologies	Cllr. Tom Morrison - Cheadle West & Gatley, Lib Dem Mary Robinson, MP - MP for Cheadle, Conservative Paul Richards - Director of Development & Regeneration, SMBC Phillip Gould-Bourn - Cheadle Village Partnership Simon Elliott - Head of Rail Programme, TfGM	
Item		Actions
1.	**Welcome and Introductions**	
	Brian Bradley undertook introductions and apologies were received as above.	Noted
	Verbal confirmation was given that no Board member had any declarations of financial and personal interest.	Noted
2.	**Actions from Last Meeting / Board Matters**	
	MF confirmed that Phillip Gould-Bourn would not be able to continue as the community representative on the Board.	Noted
	Bridie Meehan has been put forward to be the new community representative. Bridie introduced herself and outlined her long standing role with the CVP, Cheadle Civic Society and the wider community.	Noted

	Brian Bradley proposed that Bridie should join the Board and Sharon Seville seconded the proposal. Decision: Bridie Meehan formally became a Board member, replacing Phillip Gould-Bourn, from the date of this meeting. MF made the Board aware that a Towns Fund Half Yearly Progress Report to DLUHC is due on the 09/06/23. It will be based on the progress outlined in this meeting and is to be signed by the Town Board Chair and the Council's s151 Officer (Finance). Other actions covered under Item 3.	Agreed Noted
3A.	**Eco Business Park Project Update: Robert Goulsbra, SMBC**	
	RG reminded the Board of the scheme vision and progress to date. At the next Board meeting there will be more to feedback on how the design is progressing. RG confirmed that so far the design review is suggesting to retain most of the existing layout and design aspects. Once the design is finalised for planning application purposes, updated visuals will be available to share with the Board and the public. BB suggested that it would be useful to have a one page update on project progress against the milestones across the RIBA stages. He also suggested that a high level RAG rated risk register would be useful for the Board to see as part of this update. RG replied that a detailed Gantt chart exists but a high level summary could be extracted for the Board along with top risks. MF noted that the top three risks are also reported to DLUHC via Progress Reports.	Noted Noted Noted **Action** RG Noted
3B	**Station Project Update: Gerard Kelly, SMBC**	
	GK provided a scheme reminder and the following updates: • Planning conditions are currently being finalised before issue of the decision notice. • Rail Design: Network Rail (NR) are preparing a delivery programme and cost plan review. Detailed surveys are being scheduled to enable design development. Session are to follow with TfGM and Northern to confirm operational design requirements. • Systra are running the base timetable model with updated data. Initial results are expected in July. Once the outcome is reviewed, an Industry Working Group will be held.	

	• Highway design work is on-going with statutory services. Lighting and drainage designs are progressing as planned. • Land Agreement details are being progressed between SMBC and Circle Health Group, along with the replacement parking design. • GK also summarised the current delivery programme. SS / DM asked about the timetable for the planning decision notice. GK / RG replied that the Local Planning Authority was going through due process and they would let the Board know as soon as a Notice was issued. DM asked whether a Station update that could be undertaken for local residents. GK confirmed that there is a communication plan that will be enacted once key milestones have been met such as planning. BM also suggested that, at the right time, the Civic Society stall could be used at the Makers Market to help update people on the Station. BM asked about the proposed crossing arrangements to the Station. GK to circulate a description to the Board.	Noted Noted **Action:** GK / MF Noted **Action:** GK / MF
3C.	**Active Travel Project Update: Michael Fisher, SMBC**	
	MF provided an overview of scheme progress against the three work packages. Works are virtually complete with just some snagging and patches of tarmac to complete. Signal crossings are activated. Town Fund spend on the project at end of April was at 92%. MF outlined options for a community based opening event on Saturday 1st July, to coincide with the Makers Market and TfGM's 'It's your Move' campaign in Stockport on the weekend. To include advice and guidance, a led walk, bike services and non-standard bike demonstrations. SS, BM, and BB confirmed their attendance on the day. Others to confirm. MF to provide timings and more details.	Noted Noted **Action:** MF
4.	**Accelerated Fund Project Update, Michael Fisher, SMBC**	
	MF confirmed that CVP unfortunately do not have capacity to manage a Digital Information Point. MF to explore with CVP the use of any remaining funds allocated to the project. Seeking Board approval as required.	Noted **Action:** MF/ BM /BB

5.	AOB	
	BB outlined plans to improve the BT Exchange façade and to use interchangeable art work. BM expressed some ideas for messaging and community information. MF summarised next actions as: • Station: Report back to Board on outcome of timetable review when finalised • Station: Arrange Industry Working Group • Active Travel: Liaise on the details for the 1st July launch event • Eco Business Park: Share with the Board advance designs when ready • CVP to confirm options for residual funding • Submit Half Yearly Progress Report to DLUHC by 09/06/23	Noted Noted Noted
	Next Towns Fund Board meeting via MS Teams Friday 4th August 2023 at **3.30pm**	

Abbreviations:
AF – Accelerated Fund (Towns Fund) BCR – Benefit Cost Ratio BEIS – Department for Business, Energy & Industrial Strategy BREEAM - Building Research Establishment's Environmental Assessment Method CBRE – Property advisors CVP – Cheadle Village Partnership DIP – Digital Information Point DfT – Department for Transport DM – Development Manager FBC – Full Business Case Green Book – a five point business case tool used by Government HMT – Her Majesties Treasury HoT – Heads of Terms LEP – Local Economic Partnership DLUHC – Dept. for Levelling Up, Housing and Communities (formerly MHCLG) MCL – Mid Cheshire Line (railway) M&E Plan – Monitoring & Evaluation Plan NR – Network Rail NS – Network Space NSF – New Station Fund (Round 3) S / OBC – Strategic / Outline Business Case PF – Pell Frischmann RYR – Restoring Your Railway (Ideas Fund) SMBC – Stockport Metropolitan Borough Council SOBC – Strategic Outline Business Case SuDS – Sustainable Drainage System TfGM – Transport for Greater Manchester TIP – Town Investment Plan ToR – Terms of Reference