

CHEADLE TOWNS FUND BOARD MEETING

MINUTES

Date	2 nd July 2021 at 3.30pm	
Venue	MS Teams	
Present	Marge Falconer - Executive Director, BMI Circle Health, Alexandra Hospital Mary Robinson, MP - MP for Cheadle, Conservative Cllr. Tom Morrison - Councillor Cheadle Hulme N. Lib Dem Rob Munro - Chair of Cheadle Village Partnership Sharon Seville - President, GM Chamber (Stockport) Caroline Simpson - Deputy Chief Executive, SMBC Simon Elliott - Head of Rail Programme, TfGM <i>Observers / Presenters</i> Rosie Jenkins - Cities & Local Growth Unit, BEIS & MHCLG (advisor role) David Hodcroft - GMCA Michael S. Fisher - Development and Regeneration Manager, SMBC Oliver Williamson - PA for Mary Robinson MP	
Apologies	Dr Viren Mehta - Cheadle Medical Practice Cllr. David Meller - Councillor Cheadle Hulme N. Labour Robert Goulsbra - Head of Development and Regeneration SMBC	
Item		Actions
1.	Welcome and Introductions	
	MF chaired the meeting Apologies received as above CS introduced the agenda and confirmed that the actions from the last meeting will be covered during this meeting	Noted
2.	Governance, Caroline Simpson, SMBC	
	CS - outlined the current position regarding the Chair of the Board and that the role is required to be from the private sector and lasts for 12 months. MF – said that she will still be in post over the summer and that she would be happy to continue to be Chair up to the planned Board meeting on the 3rd September. By that time, MF may know who would be best placed to represent BMI Circle Health. Board agreed that MF continue as Chair to the September meeting	Noted Agreed

	A summary of the Chair's expected role in Stage 2 to be circulated to board members.	Action: MSF
2A.	Project Business Case Updates: Station, Simon Elliott, TfGM	
	SE – outlined progress on the Station business case subject to DfT feedback on the Project Confirmation submission. • The Invite to Tender is ready to be issued for the Station OBC work with a view to appointing in August 2021 • The Network Rail Timetable Change Agreement work is to continue to December 21 • A Draft OBC submission is programmed for January 2022 with a FBC submission to follow in March 22 SE - confirmed that TfGM are undertaking a Mid Cheshire Line study to understand the wider implications and benefits for Greater Manchester of doubling the track. SE - also confirmed that formal feedback from the NSF application is still awaited so that the lessons can be fed into the station business case process. See the YouTube link below for an indicative Station animation (Ctrl, Click) New Train Station Animation Clip – YouTube MF – offered to help, if required, to progress the land deal RM – asked how people would access the south side of the station if the track was doubled in the future. SE – replied that options for access would be with a second platform accessed either from the south, with associated land requirements, or access from the north side via a bridge and two lifts. The design of the Station would not prejudice future line doubling, there would be passive provision.	Noted
2B	Project Business Case Updates: Eco Business Park, Caroline Simpson, SMBC	
	CS – confirmed that documents are in preparation to commission an expert team to undertake the Stage 2 detailed design, costings, appraisal and to submit for planning. Timetable to be formalised. CS – work was being progressed to consider how much of the existing depot function could be re-sited. CS - early market testing will help to de-risk the project and a marketing brochure will help with this process. CS agreed to	Noted Action: RG / MSF

	share with the Board and get sign off before the brochure is launched. SS – the Chamber can offer support promoting ideas to the business community. MR – stated that the Eco Business Park project is gathering lots of interest.	
2C.	Project Business Case Updates: Active Travel, Caroline Simpson, SMBC	
	CS - Heads of Terms have been agreed for the selected projects to be developed into business case submissions in March 2022. CS - feasibility designs are being progressed for public consultation. CS - reiterated that consultation proposals would be circulated to the Board so that it can be agreed and enhanced.	Noted Action: MSF
	SS – stated that their business database could be used to help with any future public surveys for any of the projects. RJ - confirmed that Towns Fund spend deadline was March 2026	
3.	Accelerated Fund Project Update, Michael Fisher, SMBC	
	MSF – provided a progress summary of the Accelerated Fund projects. Five of the ten are now complete and three will commence in July 2021. Ongoing Projects: <u>Ashfield Road Active Travel</u> scheme to start on site late July to coincide with school holidays. <u>School Streets pilot</u> - under investigation as part of a GM wide initiative for school streets. <u>High Street Parklet</u> - Parklet ordered but delays with manufacture due to high demand. Work programmed to commence mid-July. <u>Learn to Ride</u> - works to commence in July. <u>Digital Information Point</u> – exact cost of installation being confirmed. DIP to be commissioned Jul / Aug and installed Sep / Oct.	Noted

	MSF – the <u>Councillor Lane</u> project awaits final street furniture elements in July. Following some misuse of the junction and one-way lane the ‘No Entry’ signs have been relocated and additional road markings are to be installed. A Stage 3 Road Safety Audit will follow completion of these works. MSF – noted that overall projected spend is currently around £614,000 with £500,000 being Accelerated Towns Fund. MSF – confirmed that an on-line brochure will be produced with a summary of each project with before / after visuals.	
	MR – stated that she liked the SuDS project RJ – mentioned that many towns had delays with their accelerated projects	Noted
4.	Update on Towns Fund and Monitoring, Michael Fisher, SMBC	
	MSF – mentioned that a Project Funding letter will follow the Project Confirmation submission and that this should provide an agreed financial profile. MSF – informed the Board that a draft Monitoring & Evaluation (M&E) Plan was submitted to BEIS on the 24th May 2021. This covers all 13 projects. It will be revised once the outputs are confirmed from the business case work. The Evaluation element includes feedback from user surveys at the project level and a repeat public opinion survey at programme end. This will be part of a wider ongoing Communications Plan. RM – mentioned the use of a local representative to help support the detailed design stage of the Station. MR - agreed on the need to continue to host the Station Working Group as the business case progresses. MR – stated that monitoring and evaluation are important. Also, that it is important to keep people informed so that the Board can understand how the projects are working in practice. MF – agreed to the need for continued engagement, for example the need to consult new residents at Barnes Village. RM – said that the digital information point will also help to get messages out.	Noted
4.	Looking Forwards, Caroline Simpson, SMBC	
	CS summarised the next steps as: • Circulate updated Chair responsibilities	Noted Action: MSF

	- Continue to commission business cases and associated work - Reconvene the Station Working Group - When available bring forward project details to the next set of Board meetings - Develop a communication & consultation plan for each project.	Action: project leads
	Next Towns Fund Board meeting was arranged for <u>Friday 6th August 2021 at 3.30pm</u> via MS Teams.	

Abbreviations:

AF – Accelerated Fund (Towns Fund)
 BCR – Benefit Cost Ratio
 BEIS – Department for Business, Energy & Industrial Strategy
 CVP – Cheadle Village Partnership
 DIP – Digital Information Point
 DJP – Diamond Jubilee Park
 DfT – Department for Transport
 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
 MCL – Mid Cheshire Line (railway)
 M&E Plan – Monitoring & Evaluation Plan
 MHCLG – Ministry of Housing, Communities & Local Government
 NR – Network Rail
 NSF – New Station Fund (Round 3)
 S / OBC – Strategic / Outline Business Case
 PF – Pell Frischmann
 RYR – Restoring Your Railway (Ideas Fund)
 SMBC – Stockport Metropolitan Council
 SOBC – Strategic Outline Business Case
 SWOT – Strengths, Weaknesses, Opportunities, Threats
 SuDS – Sustainable Drainage System
 TfGM – Transport for Greater Manchester
 TIP – Town Investment Plan
 ToR – Terms of Reference