**Dudley Town Deal Board  
  
Friday 11th September 2020 – 11 am until 1 pm  
via Conference Call**

**Attendees**

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| **Board Members** | Rob Ellis | **Guests** | Lowell Williams |
| Andrew Lovett (Chair) | Julian Pye | Nick Allen |  |
| Katherine Sheerin | Phil Thomas | Paul Brothwood |  |
| Derek Grove | Sarah Middleton | Samantha Bright |  |
| Pete Bond | Neil Thomas | Clare Marshall |  |
| Bill Kirk | Jose Lopes | Vicky Smith |  |
| Corin Crane |  | Jim Cunningham |  |
| Helen Martin |  | Steve Johnson |  |
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| **Apologies** |  |  |  |
| Marco Longhi | Stuart Everton | Nick Mallinson | Hugh Burton |
| James Pearson | Traci Dix Williams | Nathan Conway | Andrew Barratt |
| Jeremy Knight Adams | Martin Gorrick | James Fleet | Ian Smith |
| Vicky Harris |  |  |  |

**MINUTES**

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| 1 | Minutes of the last meeting on 19th June 2020 | Agreed |
| 2 | Update on actions from previous meeting – see tracker. | Updated as per tracker below |
| 3 | Update on progress of the planning application (for information) | Nick Allen presented the visuals of the site, design concept and early pre application discussions for information. Support of board for progress and indicative design work.  **ACTION**: BK request that the link is made with the architects of the VLR NIC scheme and to ensure building heights line through. |
| 4 | Project Management and Delivery | NT updated board on the 2 options for delivery and the issues related to both. Option 2 is the college taking the lead on behalf of the council.  **DECISION**: Board agreed to support Option 2.  **ACTION**: Council to review with legal prior to securing appropriate approvals to proceed. |
| 5 | HEI Procurement (for noting) | Legal advice taken on how to engage and a formal two stage process is underway. There have been three expressions of interest. Panel is convened for 18th September to assess the bids and hope to award after that.  **ACTION**: outcome of panel to be reported to Board. |
| 6 | Timeline and Risk Register (for information) | Work underway on the risk register – 32 risks identified and a workshop to be convened to work through the mitigations. Only high level risks will be reported to the Board, and two main ones being securing a HEI provider and the land acquisition.  **ACTION**: DMBC to lead on risk register and to present a dashboard of the risks at the next board meeting. |
| 7 | Scope of the bid submission (for approval) | LW provided an update on the decision to be made over the scale and massing of the facility and the impact that this has on the cost of the project against the fund cap of £25 m.  Absolute minimum size requirement of 4,000 sq m, the visuals shared indicate 5,000 sq. m. which is above the cost envelope and does not leave contingency for the cost of demolition, land acquisitions, remediation etc. This could add in the region of £5 m to the project cost.  The options are:-   * Scale the building down the budget. * Submit the bid for more than £25 m and accept that this will mean a more rigorous assessment process. * Submit for £25 m and seek alternative grant funding.   SM confirmed that there is a CSR pitch being made by the WMCA currently and that it makes no sense to trim down the budget  Board agreed the project should be of the scale required and not reduced to fit the Towns Fund allocation. Alternative funding routes to be explored such as CSR/WMCA and there may be further funds announced. BCC happy to work with the board on this.  **DECISION**: Board agreed to progress the project scaled on the basis of need. |
| 8 | Regen project updates from Board Members (for information) | VLR: Test Track 1 contract awarded and on site. Progressing to programme to receive prototype March 2021. NIC main build contract being let in next week to complete February 2022.  IOT – on site since February 2020, currently a few days ahead of programme and due to complete August 2021.  Portersfield – demolished Cavendish House and a couple of other adjacent buildings. Working with Council to resolve highways.  Zoo – awarded a £120k grant form Paul Getty Foundation for exploratory works to the 4 remaining Tectons.  Metro – forecasting delay to Q2 2024 but confident that can bring back on programme. Resolved elements around Network Rail.  BCLM – been open for 6 weeks, at 50% capacity. Main contractor on site. Working through a funding shortfall and optimistic of resolution. |
| 9 | Communications (for approval) | Draft communications and engagement strategy plan drafted. Further work to complete once narrative agreed. Wil include key messages, protocols on identified spokespersons and will come back to board for approval.  Towns Fund press release issues last week and good, fair coverage to date. |
| 10 | Any other business | **ACTION**: Date and time of next meeting to be confirmed. |

**ACTIONS**

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| Ref | Subject | Detail | Action |
| 1 | Submission of bid | Confirmation to MHCLG submission date. *Confirmed October (cohort 2) and since updated to confirm Cohort 3 in January 2021* | HM |
| 2 | Narrative | Council to commence discussions with consultants on bid development.  *Ongoing* | VS/PM |
| 3 | Ward Member | Local Ward Member to be updated on TF progress  Completed *Update sent and no responses received.* | HM |