

COUNCIL OF THE BOROUGH OF HARROGATE DEPARTMENT OF DEVELOPMENT SERVICES		DISTRIBUTION
SUBJECT: BOROUGHBRIDGE INTERIM MANAGEMENT GROUP: MEETING NO. 4 1 DECEMBER 2005: BOROUGHBRIDGE COMMUNITY OFFICE	DATE: 20.12.05	
	REF: RC/LAR	

PRESENT

Keith Scott
Keith Boardall
John Brookes
Jane Barber
Paul Comerford – WSP Consultants
John Savage
Barry McCallum
Ian Hick
Mike Gardner
Lee Cornar – Mbed
Anamaria Wills - Mbed
Robert Newby – Yorkshire Forward
Nigel Avison – Harrogate Borough Council
Rachel Cudmore – Harrogate Borough Council

ACTION:

1. MINUTES OF THE MEETING HELD ON 15 NOVEMBER 2005

Agreed as a true record, with the following matters arising:-

- (a) **Mobile Cinema Project** – RC still to make contact with Awards for All to discuss a future application. RC
- (b) KS confirmed that he had attended the last Local Strategic Partnership (LSP) meeting and gave an update.
- (c) Paul Comerford agreed to forward electronic versions of the RMT Business Plan, for circulation by HBC. PC

2. RMT PROJECT REVIEW

- (a) Paul Comerford outlined the status of projects in the Delivery plan. It was explained that the plan was a flexible document which identified the next steps for projects, including potential obstacles in terms of delivery.

- (b) It was agreed that some of the projects in the plan were more worked up than others and that some may not come to fruition. However, it was emphasised that the focus should now be on project delivery. It was agreed that this would require further consideration and prioritisation by the new management group.
- (c) NA confirmed that Harrogate Borough Council's Cabinet had endorsed the Boroughbridge Renaissance Market Town Charter and are aware of the proposals identified in the Delivery Plan.
- (d) KB expressed concern that the LDF consultation process may not pick up all the potential sites and specific issues which had been identified via the CIP work. NA confirmed that the HBC Planning Section is already aware of the RMT proposals and potential sites identified for development. There will be opportunities to raise further issues on sites with the Planners in the New Year, as part of ongoing consultation.

3. KICK STARTING THE PROJECT DELIVERY PROCESS

- (a) In order to move projects forward, delivery options have to be identified. IH suggested establishing small project teams comprising interested individuals. This was agreed as the best way forward. The role of the project teams would be to expand project ideas and further develop the proposals identified in the RMT Business Plan.
- (b) The IMG agreed a need to identify what issues are holding projects back and to identify how Mbed could help to move things forward.
- (c) The discussion focused on the role of the partnership group and the role of individual project teams in relation to project delivery. The type of support required was also identified. The following points were identified:-

The role of a Project Team will be to:-

- Think and expand ideas.
- Develop proposals in the RMT plans.
- To work on packages of projects as identified by the Management Group.

The role of the Partnership Management Group, will be to:-

- Bring the interested parties together.
- To identify other partners to be involved in project delivery.
- To consider and discuss potential delivery options.



ACTION:

- To establish Terms of Reference for Project Teams
- To prioritise from the list of potential projects (considering realism, the need to achieve quick wins etc).
- Request support from Mbed where required.
- To identify links between projects identified in the RMT plans.
- To establish packages of projects for Project Teams to develop.
- Identify professional support required by Project Teams

The following areas of work were identified where additional support will be required:-

- * Identifying what professional support is required and how this can be sourced.
- * Understanding of Section 106 agreements and how these can be used.
- * Establishing likely cost of project delivery and appropriate sources of funding.
- * Support in “packaging” projects together.
- * Commissioning additional feasibility work and research to move projects forward.
- * Developing Terms of Reference for Project Teams.

4. SECTION OF MBED MENTOR

- (a) Anamaria Wills (Mbed Team Leader) outlined the role of Mbed in the RMT process and introduced Lee Cornar as a potential facilitator for the group.
- (b) The Mbed facilitator will provide support in the following areas of expertise:-
 - Partnership working
 - Project Management
 - Help in resolving blockages/barriers to delivery
- (c) Anamaria confirmed that the facilitator would attend a meeting at least once a month, for the first year, initially. The group would need to work with the facilitator to agree a formal Terms of Reference.
- (d) Lee outlined her experience and potential approach to working with the new Boroughbridge Partnership Group. After discussion, the group agreed to adopt Lee as their facilitator and NA agreed to



inform Mbed of the decision.

5. HOUSING PILOT STUDY

- (a) PC outlined the scope of the Housing Pilot Study, which is to explore innovative approaches to delivering housing (not specifically affordable housing).
- (b) PC explained that given the importance of providing affordable housing in Boroughbridge, this would be addressed in the study, along with issues relating to employer-led housing.
- (c) PC confirmed that he had been in discussions regarding one of the sites identified in the RMT plan. It was his intention to convene a workshop to examine issues related to the site and how these may be approached with reference to the RMT work.
- (d) PC wants to establish a 'reference' group for the Housing Pilot Study specifically relating to project BB1 in the RMT Business Plan. Keith Scott and Keith Boardall expressed an interest in becoming part of the group. RC to e-mail a request to members of the Interim Management group to establish interest. IH agreed to raise this with Boroughbridge Town Council. It was suggested that other volunteers could be invited at the meeting on 19/1/06.

RC

IH

6. DRAFT CONSTITUTION

- (a) Further amendments were agreed. This will be circulated via e-mail.

RC

7. COMMUNITY CONFERENCE

- (a) JB to liaise with the Chamber of Trade re 19/1/06 and to confirm the outcome as soon as possible.

JB

- (b) Objectives for the 19/1/06 meeting were agreed as follows:-

- To endorse the constitution
- To agree the Management Committee Membership
- To outline the potential work programme. This would include:-
 - (i) building packages of projects
 - (ii) establishing project teams
- To explain next steps and outline how people can become involved.

8. OTHER BUSINESS

- (a) RC provided information and an invitation to a 'Selling your Town Event' in Northallerton, which was being delivered by Mbed.



(b) NA suggested that a separate training event for Harrogate's RMT groups could be arranged to explore Section 106 agreements in the New Year.

ACTION:

NA