

**Sandwell Towns Fund Superboard  
West Bromwich Local Board Meeting Minutes**

Please note where the meeting notes make reference to commercially sensitive material this will be indicated next to the agenda item. A version of the minutes with commercially sensitive content redacted can be made available.

# West Bromwich Town Deal Local Board

## Meeting Notes

**Details: Monday 14 June 2021 | 14:00 | Microsoft Teams Meeting**

### Local Board Member/ Representative Attendees:

Chris Hinson – Sandwell Business Ambassador (Chair)  
 Adam Lane – West Midlands Police  
 Danielle Hawthorne – Young Persons Representative  
 Emma Chetcuti (CEO) – Multistory  
 Jane Bailey – Sandwell College

Leona Bird – SCVO  
 Monica Shafaq (CEO) – Kaleidoscope  
 Shane Ward – West Bromwich African Caribbean Centre  
 Wendy Brookfield – Greets Green Community Enterprise

### Attending in Support:

Alex Oxley - SMBC Regeneration  
 Andy Miller – Project Lead, Walking and Cycling Infrastructure  
 Chris Hilton – SMBC Land and Asset Management  
 Emma Parkes – SMBC Towns Fund Programme Office  
 Jane Lillystone - SMBC Neighbourhoods

Joshua Singh - SMBC Regeneration  
 Kelly Thomas - SMBC Employment Strategy and Partnership  
 Rebecca Jenkins - SMBC Town Funds Programme Manager  
 Santokh Singh – SMBC Neighbourhoods  
 Tariq Karim – SMBC Youth Service

### Superboard Members and SMBC Cabinet Members Attendees:

Jude Thompson – Chair of Sandwell Superboard  
 Alex Moore – MP Nicola Richard’s Office  
 Nicola Richards MP – MP for West Bromwich East

Councillor Jackie Taylor – SMBC Cabinet Member  
 Councillor Steve Melia – Town Lead Member

### Apologies Received:

Jenna Langford – SMBC Regeneration  
 Lisa Hill – West Bromwich BID  
 Rob Lake - Albion Foundation  
 Simon Griffiths – Sandwell College

Tammy Stokes - Interim Director - Regeneration and Growth  
 Andrew Bent – The GAP Centre  
 Andrew Lawley - Sandwell & West Birmingham CCG  
 Steve Clay (CEO)– YMCA

Please note where the meeting notes make reference to commercially sensitive material this will be indicated next to the agenda item. A version of the minutes with commercially sensitive content redacted can be made available.

Ref.	Description	Officer to Action
1.0	<b>Welcome, Opening Remarks, Feedback from Superboard Meeting and Declarations of Interest</b> The Chair will welcome attendees to the meeting, make opening remarks, provide any feedback from Superboard meeting and ask for declarations of interests.	Chris Hinson
1.1	<u>Welcome</u> The Chair welcomed board members to the virtual meeting, expressing her gratitude for continuous attendance. The Chair welcomed additional attendees who joined the Local Board, of which included: - <ul style="list-style-type: none"> <li>Adam Lane - West Midlands Police Representative</li> <li>Jude Thompson - Chair of Sandwell Towns Fund Superboard</li> <li>MP Nicola Richards - Superboard Member and MP of West Bromwich East</li> <li>Alex Moore - MP Nicola Richards Office Representative</li> <li>Jane Bailey - Sandwell College and Project Lead for Sandwell Mechanical Engineering Centre and Representative in Simon Griffith's absence.</li> </ul>	
1.2	Apologies recorded above.	

Ref.	Description	Officer to Action
1.3	<p><u>Opening Remarks</u>            The Chair described the outcomes for the meeting as per the agenda, of which focused on receiving an update on the Governance Review, a detailed discussion on Tranche 2 projects, the Town Level Equality Impact Assessment, the Digital Den Full Business Case documentation and to receive a brief update on other West Bromwich Towns Fund projects.</p>	
1.4	<p><u>Declarations of Interests</u>            Declaration made by Emma Chetcuti.            Declaration regarding the Urban Greening Project Discussion. This is a pecuniary interest and Emma will be asked to leave the board meeting at the point of discussion within item 4a) and will be called back into the meeting once the agenda item has passed.</p>	
1.5	<p>Declaration made by Wendy Brookfield.            Declaration regarding the Digital Den Project as Project Lead. Wendy will be asked to provide an update of progress to date under agenda item 6.</p>	
2.0	<p><b>Minutes and Action Log</b>            To confirm the minutes of the meeting held on 4 May 2021 as a correct record and to review outstanding actions recorded on the action log.</p>	<b>Chris Hinson</b>
2.1	<p><u>Minutes of the last meeting</u>            Board members agreed minutes are of a true record.</p>	
2.2	<p><u>Action Log</u>            No update required. Actions are ongoing recommendations.</p>	
2.3	<p>A query was raised in regard to sharing the minutes of the meetings. It currently states that minutes of the Local Board are not for wider circulation due to reference to commercially sensitive material.</p>	
2.4	<p>The Local Board were informed there are councillor's that are not Local Board members, who have keen interests in topics discussed via Local Board, for example the Walking and Cycling Infrastructure project proposals. As the minutes of the meetings cannot be shared with non-board members, it becomes difficult to share updates and receive feedback from those with keen interests. It was asked if this position would continue, or if minutes of the meetings can be shared in the near future.</p>	
2.5	<p>Board members were informed that minutes are marked up as they may contain commercially sensitive information as an element of conversations at this board includes information around financial dealings of individual organisations. In preparation of the Town Investment Plans submission, many parts of the discussions were commercially sensitive.</p>	
2.6	<p>For future minutes, it will be made clear to board members which parts of the minutes contain reference to commercially sensitive information. The intention is for Local Board minutes to be shared with Superboard once they have been confirmed by the Local Board and will therefore be published on the Councils Management Information System (CMIS).</p>	
2.7	<p><b>Action: Programme Management Office to confirm the position on sharing Local Board minutes of the meeting with non-board members.</b></p>	<b>Rebecca Jenkins</b>
3.0	<p><b>Governance Review Update</b>            To receive a verbal update on the Governance review for Phase 2 and Phase 3 of the Towns Fund Programme following the circulation of the briefing paper.</p>	<b>Chris Hinson and Rebecca Jenkins</b>

Ref.	Description	Officer to Action
3.1	A briefing note had been circulated to Local Board members in May 2021. The briefing note outlined the proposals for the Towns Fund Governance Arrangements for Phase 2 and Phase 3 of the programme.	
3.2	The recommendations were in response to Government guidance around the Towns Fund Programme and to update arrangements as the programme enters Phase 2 Full Business Case development stage. Further updates were included to reflect lessons learnt.	
3.3	<p>The key points that were drawn out within the briefing paper were: -</p> <ul style="list-style-type: none"> <li>a) Ensuring more people have the involvement in the formative stages of project development. The recommendation is to broaden the membership of the Local Board to include Superboard members, SMBC Cabinet Members and SMBC Deputy Town Lead Members</li> <li>b) Update around conflicts of interests. This is relevant where a Local Board member is the project lead, delivering a project within the Towns Fund</li> <li>c) The Governance Review paper will be presented to SMBC Cabinet on 16 June 2021 for approval. Local Board were asked for final comments. No comments were forthcoming.</li> </ul>	
3.4	The Chair invited Jude Thompson, Chair of Sandwell Towns Fund Superboard, to join the discussion. Jude informed board members that he will join Local Board meetings periodically.	
3.5	Jude advised there were amendments made to the Governance originally which meant the decision-making authorities would sit at Superboard level and not Local Board. This was due to many of the Superboard members not realising they could attend Local Boards. The Governance proposal ensures Superboard and Local Board combined will be part of the decision-making processes and in line with recommendations by Jude and others key stakeholders including Towns Fund superboard members, local board members and the council's governance services.	
3.6	<p>The chair provided an update on the Superboard meeting that was held on 17 May 2021: -</p> <ul style="list-style-type: none"> <li>a) Approval received by Superboard for the Full Business Case finalisation for the Digital Den project and Sandwell Civil and Mechanical Engineering Centre project.</li> <li>b) Agreement received by Superboard for Project Confirmation Tables and Monitoring and Evaluation Plans for each project.</li> <li>c) An update on the Accelerated Funding Programme was presented.</li> </ul>	
3.7	The chair invited Josh Singh to provide an update on the Outdoor Market Redevelopment project. Josh informed board members that the contractor for this scheme had entered <a href="#">The Energy Awards 2021</a> . The scheme has been shortlisted within the Public Building Energy Project of the Year category.	
3.8	There are ongoing snagging issues following the installation of the new market stalls, that are being resolved with the traders.	
4.0	<p><b>Tranche 2 Projects Focus Session</b></p> <ul style="list-style-type: none"> <li>• Urban Greening</li> <li>• Walking and Cycling Infrastructure</li> </ul>	Josh Singh - SMBC (Urban)

Ref.	Description	Officer to Action
	<p>The purpose of this item is for Local Board to:</p> <ul style="list-style-type: none"> <li>i. receive an update from the project lead(s) and to make input and comment on the direction of the project</li> <li>ii. input to draft proposals for consultation and engagement.</li> </ul> <p><i>Board Members are asked to come to the meeting prepared with any questions, issues and suggestions in relation to these projects to shape the developing business cases, and with input around which groups of stakeholders should be engaged</i></p>	<b>Greening Project Lead) and Andy Miller - SMBC (Walking and Cycling Infrastructure Project Lead)</b>
4.1	<p>The Chair introduced this item prior to handing over to project leads, outlining the importance of these discussions to shape the projects and encouraged all board members to input into and voice comments and any concerns.</p>	
4.2	<p><b>Urban Greening</b>          Emma Chetcuti left the Local Board meeting at 14:17 hours.</p>	
4.3	<p><u>Input into the Full Business Case</u>          Project Lead, Josh Singh, provided Local Board members with a recap on project details including the location, costs and update on works: -</p> <ul style="list-style-type: none"> <li>a) Project Costs: £1.22m Towns Fund Ask and £0.095m Match Funding</li> <li>b) Location: Princess Parade, Corridor adjacent to Bull Street Development Site/ Queens Square, New Square, Corridor towards Dartmouth Park.</li> <li>c) The first phase will focus on the public realm infrastructure, creating green space routes through the town centre with an aim of making a more attractive place for private sector investment, residents and visitors and increase leisure value opportunities.</li> <li>d) The second phase will focus on a linear run of trees and introduce a Walking and Cycling Infrastructure to Bull Street area. Ongoing discussions are being held with New Square for the third and fourth phase.</li> <li>e) The outdoor market scheme via accelerated funding programme has transformed part of the high street and provides an example of what the Urban Greening project will achieve.</li> <li>f) Officer working groups are ongoing and a landscape architect has been appointed to work up early stage designs for phases 1 and 2 of the project.</li> <li>g) The project team are working with the council's Procurement Services to develop a quotation brief for the 3-year Cultural Programme. Once finalised, this will be published as a Tender on the council's In-Tend Supplier Portal.</li> <li>h) Issues/ Concerns: The project team aim to run a small consultation event to invite public views, ideas and comments to help inform designs which will support the finalisation of costings for the Full Business Case, ahead of the Superboard's consideration and approval of the projects Consultation and Engagement Plan in July 2021.</li> </ul>	
4.4	<p>Local Board members were asked if they had any concerns around one component of the consultation activity commencing ahead of the plan being put to Superboard for approval. No objections were made.</p>	

Ref.	Description	Officer to Action
4.5	It was agreed a conversation should take place outside of the meeting with Jude, Chair of the Superboard, to discuss the consultation that needs to commence imminently.	
4.6	<u>Emerging Design Ideas</u> Josh Singh presented a visual presentation on progress to date and early stage design ideas, asking local board members for their ideas and thoughts on the proposals. The discussion included: -	
4.7	<u>Princess Parade</u> Parklets: The team are in discussion with architects to look at the opportunity to lay materials on top of the existing concrete paving along the high street to improve the paving and introduce parklets. This is an upcoming trend across the country where you can introduce interesting seating and planting areas.	
4.8	The parklets are built on existing surfaces (e.g. parking bays) and attract people to sit down and introduce greenery onto the high streets at a low cost. The revenue to maintain the parklets will need to be considered during the Full Business Case development stage to include maintenance costs and expectations. There is potential to discuss with local businesses whether there are advertisement or sponsorship opportunities.	
4.9	Natural Play Space: The team are considering the installation of a natural play space on the high street and would welcome input to get an idea of the design of this. Discussions with the Police in particular need to take place.	
4.10	SUDS: Another design feature that has been discussed within the team is the introduction of SUDS and how this can be integrated within the project. SUDS are Sustainable Urban Drainage Systems that aim to align modern drainage systems with natural water processes, for example taking rain water and running this directly into planters. Potential developers could also use this element. In addition, discussions have taken place on how to make a feature of the existing water fountain. Further conversations need to take place to check if it's possible to bring this back into use.	
4.11	Paving: The blue wave on the plan presented (slide 6) is an example of a design feature which overlays a material on top of the pavement to add colour and vibrance to the high street. It was suggested that a competition could take place with residents/ local schools to design this element.	
4.12	<u>Bull Street (Green Edge)</u> Nature corridor: The green edge is planned for the area along Bull Street and past the redevelopment site. The early design ideas include a 5meter linear avenue running along with dedicated pedestrian, cycling and nature corridor.	
4.13	The plans include a mixture of tree planting and wild flowers which has the potential to be high impact but low maintenance. The introduction of SUDS features have been considered through the nature corridor.	
4.14	This phase will need to be programmed in with the Bull Street and Retail Diversification Projects in regard to timings, operational issues and access. Early design plans have been sent to New Square and are in discussion for the opportunity to utilise the adjacent land.	
4.15	CityTree: The team are currently evaluating the opportunity to include CityTree furniture onto the high street.	
4.16	The furniture combines natural moss filters with smart IoT technology, providing an immediate reduction in air pollution and fresh, clean air. Integrated sensor	

Ref.	Description	Officer to Action
	technology controls the moss supply and measures performance & environmental data in real time.	
4.17	The CityTree also provides seating, built in Wi-Fi and charging points. This could be a statement feature of the Urban Greening project. It can also be used as an information touch point, for communication of town related news and local business advertisements. Additional signage can be attached to the roof to maximise advertising space.	
4.18	Josh reminded board members this is an early design stage idea and many more conversations need to take place to see if this is an investment that could be incorporated but would like Local Board members views.	
4.19	Local Board members were asked for their feedback, questions, comments and ideas. The discussion included: -	
4.20	<p>Parklets:</p> <ul style="list-style-type: none"> <li>a) The placement and location of parklets should be taken into account. For example, to strategically place them so they're not always in shade, to place them near bike/ scooter stops and in line with retail outlets where members of the public can purchase refreshments.</li> <li>b) The parklets are a really good use of existing space and could be very popular for people that work in the town in addition to visitors. They have been implemented in other towns which are very popular and well respected by people that use them.</li> <li>c) There may be concerns of security, particularly during the winter period. There are options to take the parklets down and reduce the number over this period, however discussions will need to take place with the Police representatives.</li> <li>d) There may be increased litter, in particular where placed near food outlets. Additional waste bins should be taken into account and conversations to take place with SERCO to ensure bins are placed in the right locations.</li> <li>e) Consideration to involve young people in the discussions and designs of the parklets. This may help the way they treat and look after them.</li> </ul>	
4.21	<p>CityTree:</p> <ul style="list-style-type: none"> <li>a) It was asked if planting trees would suffice to filter the air. There are great statistics for the CityTree infrastructures. They provide better air quality than just planting a tree and filter more impurities out of the air, producing better results.</li> <li>b) It was asked if the CityTree can include digital signage. There are different designs which can provide advertisement opportunities via LED screens or information boards.</li> <li>c) Currently seating is at capacity on the high street. It's important to create open access to seating for all.</li> </ul>	
4.22	<p>Natural Play Area:</p> <ul style="list-style-type: none"> <li>a) There are large gatherings at the end of the school day by local school students. It was suggested that conversations should take place to consider the management of this and how the area will be looked after.</li> <li>b) The play area is a great idea. With more visibility the safer it can become. The more people are seen, it's easier to monitor activity.</li> </ul>	

Ref.	Description	Officer to Action
	<p>c) There is a youth dance group who operate in the town centre who could be consulted on the play area plans. Shane Ward agreed to pass details onto Josh Singh.</p>	
4.23	<p>Paving: a) Bright coloured paving will bring a vibrant atmosphere to towns and high streets. It's a great idea to introduce a design competition with local schools.</p>	
4.24	<p><u>Draft Consultation and Engagement Plan</u> The draft Consultation and Engagement plan had been circulated to board members ahead of the meeting.</p>	
4.25	<p>There will be a short-term consultation activity with the wider general public and then approach to consultation via the cultural programme provider to engage with residents, schools.</p>	
4.26	<p>As discussed earlier, the team aim to carry out a short-term consultation activity commencing ahead of Superboard on 22<sup>nd</sup> July and will be discussed with Jude outside of this meeting.</p>	
4.27	<p>Local Board members were asked if they wish to add anything to the plan. No suggestions were made.</p>	
4.28	<p>Emma Chetcuti re-joined the meeting at 14:58 hours.</p>	
4.29	<p><b><u>Walking and Cycling Infrastructure</u></b> Project Lead, Andy Miller, provided Local Board members with a recap on project details. The three Walking and Cycle routes were previously identified via the Sandwell Cycle and Walking Infrastructure Plan.</p>	
4.30	<p>The three routes are: -  a) Linking Roebuck Lane, Birmingham Street and Sandwell Valley via Europa Avenue. b) Linking Birmingham Canal to West Bromwich Town Centre via Spon Lane (tying into Urban Greening Project) c) Linking Hill Top to Tipton and Walsall Canal via Harvills Hawthorne area.</p>	
4.31	<p><u>Route 1 - Roebuck Lane</u> The first phase of this route has been implemented via the accelerated funding scheme with works focusing on Europa Avenue from Beeches Road. It's a two-way segregated cycling route. This runs down to the main circuit of Europa Avenue. The intention is to then continue the route through the centre of this area (known as the greenway by local residents).</p>	
4.32	<p>Further consultation is required following prior to implementation following the feedback from the initial consultation activities carried out. The consultation and Engagement Plan will incorporate this in addition to key stakeholders including walking groups, cycling groups, local cycling outlets.</p>	
4.33	<p>Works will include light segregation along Roebuck Lane, renewal of signs and lighting.</p>	
4.34	<p><u>Route 2 - Spon Lane</u> This links the existing canal cycle route to the town centre where Spon Lane meets the ringway and leads towards Dartmouth Park via the Urban Greening Project.</p>	



Ref.	Description	Officer to Action
	<p>This is likely to be an on-carriageway cycle route, particularly due to the area is a 20mph zone.</p>	
4.35	<p>Works will include upgrading signage, road markings and installation of a tiger crossing on Spon Lane South adjacent to the canal access point. There will be light segregation of cycle lanes along Spon Lane South, with a cycle refuge at Grice Street. The team are looking to expand the 20mph zone to include the entirety of Spon Lane as this currently stops halfway.</p>	
4.36	<p><u>Route 3 - Hill Top/ Harvills Hawthorne</u> This route will utilise the existing carriageway due to the nature of the routes and space. Works will include upgrading signage, road markings and an improved cycle link through Bagnall Street under the Black Country New Road. There will be additional infrastructure to help pedestrians and cyclists cross junctions. The designs of the infrastructure is yet to be carried out and will form part of the consultation and engagement activities.</p>	
4.37	<p>Local Board members were asked for their feedback, questions, comments and ideas. The discussion included: -</p> <ul style="list-style-type: none"> <li>a) BikeMap, a website and mobile application that provides bike route information across the world, is a good software to get involved with. Jude has contacted BikeMap's marketing director to see what support they can offer in regard to consultation and providing information to members that are registered within the Sandwell area. Once Jude has received a response, Local Board members will be updated.</li> <li>b) If Local Board members know of Cycle groups, running clubs etc. that use the existing facilities, it's important to make contact to get their input. The BikeMap application also allows registered users to provide feedback on routes. It was recommended that feedback via the application is looked at.</li> </ul>	
4.38	<p><u>Draft Consultation and Engagement Plan</u> Andy presented the draft consultation and engagement plan to Local Board members, providing details of the key stakeholders including Local Board members, cabinet members, public health, residents, cycle and walking groups, local bike businesses.</p>	
4.39	<p>In regard to methods of engagement, there usual activities have been recorded (e.g. leaflets, letter drops, advertisements in bus shelters). The use of online consultation and social media is key for consultation particularly whilst lockdown restrictions remain. Online workshops would be a great way to engage with all key stakeholders on particular routes.</p>	
4.40	<p>Local Board members were asked for their feedback on the consultation and engagement plan and if they had any questions. The discussion included: -</p> <ul style="list-style-type: none"> <li>a) There are several Facebook groups that could be utilised (I live in West Bromwich, Walking to Wellness)</li> <li>b) Consideration for mobility action groups to be included within consultation and engagement activities. (To liaise with Councillor Steve Melia).</li> <li>c) The cycling franchise within Dartmouth Park should be consulted with.</li> </ul> <p>The Chair asked Local Board members to contact project leads should they have any further comments: -</p> <ul style="list-style-type: none"> <li>• Urban Greening - Joshua_Singh@sandwell.gov.uk</li> </ul>	

Ref.	Description	Officer to Action
4.41	<ul style="list-style-type: none"> <li>Walking and Cycling - Andy_Miller@sandwell.gov.uk</li> </ul> <p><u>Other Information</u> Andy informed board members the Cycle Hire Project will be implemented in West Bromwich and parts of Oldbury on 21 June 2021. Hired bikes will need to be returned to a docking station unlike the electric scooters. This is a West Midlands Scheme, for example a bike hired in Birmingham can travel and be docked in West Bromwich.</p>	
4.42	West Bromwich is the first town in Sandwell to receive this trial with the potential to continue in the future.	
5.0	<p><b>Draft Town Level Equality Impact Assessment (EIA)</b> To consider draft Town Level Equality Impact Assessment</p>	<b>Rebecca Jenkins</b>
5.1	The draft Equality Impact Assessment (EIA) was circulated to board members ahead of the meeting. The assessment has been conducted at town level to help guide the process and considerations at project level.	
5.2	At the end of phase 2 Full Business Case Development Stage, there will be a Town Level EIA that captures the accumulative impacts across the six projects, and then each individual project will have its own EIA.	
5.3	The assessment is both a product and process to ensure considerations to interventions and projects have no negative impacts on protected characteristics and if they do, to ensure mitigations are in place. The assessment is also designed to help identify where positive benefits can be bought to groups with protected characteristics.	
5.4	<p>The draft issue Local Board input. The Town Level EIA will then guide the considerations at project level, consultation and design details. A summary of the impact assessment includes: -</p> <ul style="list-style-type: none"> <li>a) Across all projects, we expect to bring economic benefits to all groups of residents</li> <li>b) There are no adverse impacts that have been identified at this stage</li> <li>c) There are specific projects where we can identify improvements for protected characteristics</li> <li>d) Specific benefits with those with disabilities. This includes high street improvements, walking and cycling provisions.</li> <li>e) Additional considerations to feed into the Town Level EIA following the completion of the Digital Den EIA, e.g. within the Race category, the Digital Den will provide positive impact through the offer of Level 1 English and Second Language provision.</li> </ul>	
5.5	<p>Local Board members were asked to provide feedback and input into the draft EIA. The discussion included: -</p> <ul style="list-style-type: none"> <li>a) In regard to digital access, it was suggested there is an expectation to look at the different communities and how they are/ are not accessing digital services. In addition, it's known there are groups with higher rates of unemployment than others and should be included within the EIA e.g. unemployment against males aged 16 - 24 is 6%, however the African Caribbean community is likely to be 16%.</li> </ul>	
5.6	<b>Action: Town Level EIA to be updated to include reference to data that is available around unemployment and its relation to groups with protected characteristics</b>	<b>Kashmir Singh / Emma Parkes</b>

Ref.	Description	Officer to Action
<p>6.0</p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p> <p>6.7</p> <p>6.8</p> <p>6.9</p>	<p><b>Digital Den Project – FBC Documentation</b>            Following Superboard’s agreement to finalise the full business case, to receive final draft of Full Business Case Documentation including project Equality Impact Assessment and Monitoring and Evaluation Plan. Local Board to make any final input / comment and make recommendation to Superboard to agree FBC.</p> <p>Local Board members received a copy of the Digital Den Full Business Case in advance of the meeting. Wendy Brookfield advised the project has not changed since the discussion at the last Local Board meeting and the project needs remain.</p> <p>The updates since the last Local Board meeting include: -</p> <p><u>Completion of the project level Equality Impact Assessment</u>            Wendy advised not all protected characteristics will show a tick for positive impact. This isn't due to the project having negative impacts, but some groups may not be picked up in the early stages of the project as explicit groups from the start.</p> <p>For example, there is positive impact for women, due to the need for women's only groups, creating a safe environment to learn skills and receive informal support to talk about wider issues in addition to the digital skills offer. The positive impact is there but may not be set out immediately.</p> <p><u>Monitoring and Evaluation Plan</u>            This information will feed into the Monitoring and Evaluation Plan. Wendy advised there is capacity to hold lots of information on who is accessing services, what services are being used etc. There are some refinements needed to ensure the right data is collated and submitted to Government.</p> <p><u>Consultation and Engagement Plan</u>            Consultation activities took place in the early stages of project development. This plan contains activity planned over the project delivery phase. Moving forwards, consultation will build on from the previous consultation and engagement findings, to prevent the same questions being asked and ensure groups, partners, residents know the timescales of the project.</p> <p>Wendy informed board members that a Community Centre Development role has been advertised to target the Digital Den project specifically.</p> <p>The Chair asked board members if they would like to make final comments on the Full Business Case documentation. No comments were forthcoming.</p> <p>The Digital Den Full Business Case Documentation will be presented to Superboard on 22 July 2021 for final sign off ahead of appraisal and cabinet approval.</p>	<p><b>Wendy Brookfield            – GGCE (Digital Den Project Lead)</b></p>
<p>7.0</p> <p>7.1</p> <p>7.2</p>	<p><b>Sandwell Mechanical Engineering Centre – Discussion around Shaftesbury House location and considering this change request.</b></p> <p>The original site identified for the Sandwell and Mechanical Engineering Centre was Phoenix Street. During early stage discussions following the TIP submission, Sandwell College were made aware of a potential opportunity to have the facility located on the High Street, location of Shaftesbury Site (previously known as Shaftesbury House).</p> <p>The council's highways and planning department have flagged no issues with this opportunity, however the proposal would need to go through the full planning approval process.</p>	<p><b>Jane Bailey/ Josh Singh</b></p>

Ref.	Description	Officer to Action
7.3	The purpose of the agenda item is to inform board members that a potential change request to Government may be forthcoming, should the location of the project change from Pheonix Street to the Shaftsbury Site.	
<b>8.0</b>  8.1  8.2  8.3  8.4  8.5  8.6  8.7  8.8  8.9  8.10  8.11	<b>Any Other Business</b> <ul style="list-style-type: none"> <li>• West Bromwich Town Hall short update</li> <li>• Retail Diversification Project short update</li> </ul> <u>Town Hall Quarter (Tranche 3)</u> An internal multi-disciplinary officer project team is in place and Full Business Case development is due to begin with consultancy support.  Proposals are in place for a dedicated project manager, in particular to start looking at additional funding streams to add to the Towns Fund funding.  A conservation officer will start informal discussions with Historic England in advance of the formalisation of the consultation and Engagement Plan which will be presented to Local Board members on 13 July 2021 for input.  Survey works including the Heritage Assessments will commence in due course. Scaffolding is being installed on the Town Hall Tower. Works on the Town Hall Tower should be completed by the end of this year.  An application has been submitted as part of a wider cultural bid for the wider West Midlands Region for additional funding via community renewal fund to get consultation around the night time economy strand, cultural programming and economic and social value investments and how this can link to the wider West Bromwich masterplanning.  <u>Retail Diversification Programme (Tranche 3)</u> Progress is underway to develop the Consultation and Engagement Plan. This will be presented to Local Board on 13 July 2021 for comments and input from board members ahead of Superboard on 22 July 2021.  The Full Business Case development is also underway. A dedicated agenda item will be part of the 13 July Local Board agenda for information sharing and Local Board input.  <u>Any Other Business</u> None to raise.  <u>Closing Remarks</u> The chair thanked board members again for their attendance and for their input into discussions as per the agenda items.  The chair confirmed that the Digital Den Full Business Case and supporting documents will be presented to Superboard on 22 July 2021 for approval and recommendation to SMBC Cabinet.  Board members were reminded that should they want to raise any comments/questions outside of the meeting, board members can contact the Programme Office at town_deal@sandwell.gov.uk.	
<b>9.0</b>	<b>Date of next meeting</b> Tuesday 13 July 2021 at 11:00hours.	<b>Information Only</b>