

# Public Document Pack



**North East  
Derbyshire**  
District Council

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Date: Wednesday, 9 June 2021

To: **All Members of the Clay Cross Town Board**

You are invited to attend the next meeting of the Clay Cross Town Board to be held on **Friday, 18 June 2021 at 9.00 am through the Zoom Meeting Platform**. Access credentials to the meeting will be sent to you separately.

Yours sincerely

A handwritten signature in black ink that reads "Sarah Skuberg".

**Joint Head of Corporate Governance and Monitoring Officer**

## **A G E N D A**

**1 Apologies for Absence**

**2 Declarations of Interest**

Members are requested to declare the existence and nature of any disclosable pecuniary interests and/or other interests, not already on their register of interests, in any item on the agenda and withdraw from the meeting at the appropriate time.

**3 Minutes of Last Meeting (Pages 3 - 7)**

To approve as a correct record and the Chair to sign the Minutes of the Clay Cross Town Board held on 30 April 2021.

**4 Terms of Reference - Working Groups (Pages 8 - 16)**

To agree the Terms of Reference for the Clay Cross Town Board Working Groups – **to follow**

**5 Amion - Business Case Development Consultants**

To receive a presentation from Amion.

**6 Update on Submission**

Verbal Update from Karl Apps, Head of Economic Development, Regeneration and Housing Delivery.

7 **Any Other Business**

8 **Date of Next Meeting**

The next scheduled meeting is to be held on 17 September 2021.



North East Derbyshire  
District Council

***We speak  
your language***

Polish

***Mówimy Twoim językiem***

French

***Nous parlons votre langue***

Spanish

***Hablamos su  
idioma***

Slovak

***Rozprávame Vaším  
jazykom***

Chinese

**我们会说你的语言**

If you require  
this agenda in  
**large print**

or another  
format  
please call  
us on

**01246  
217753**

If you require an adjustment to enable you to participate in or access the meeting please contact the Governance Team at least 72 hours before the meeting starts.

## CLAY CROSS TOWN BOARD

### MINUTES OF MEETING HELD ON FRIDAY, 30 APRIL 2021

#### **Present:**

Gary Golden (Chair) (in the Chair)  
Councillor Carolyn Renwick (Vice-Chair)

Councillor Nigel Barker – Councillor for NEDDC  
Councillor Jeremy Kenyon – NEDDC  
Councillor Geoff Morley – NEDDC  
Marie Cooper – Cooper Brown Enterprises  
Tom Goshawk – D2N2 LEP  
Andrew King – Treasurer for Clay Cross Town Centre Group  
David Malone – Chesterfield College  
Lee Rowley – MP for North East Derbyshire  
Anthony Walker – Walker Hire  
Philip Webb – Investors in Community

#### Also Present:

Karl Apps	Head of Economic Development, Regeneration and Housing Delivery
Asher Bond	Governance
Joe Bradley	Executive Assistant
Martin Derbyshire	Members ICT and Training Officer
Lee Hickin	Joint Director of Corporate Resources and Head of Paid Service
Simon Hollyworth	Chesterfield Arts Project
Andrew Johnson-Smith	Chesterfield Arts Project
Will Lindley	Chesterfield Arts Project
Lucy Maycock	Chesterfield Arts Project
Jane Wells	Chesterfield Arts Project
Melanie Phythian	DBEIS

#### **CXT Apologies for Absence**

**B/1/2**

**1-22** Apologies for absence were received from Councillor A Dale, Nick Holland (Minofern LTD) and Gill Callingham (Director of Growth & Economic Development at NEDDC).

#### **CXT Declarations of Interest**

**B/2/2**

**1-22** There were no declarations of interest.

**CXT Minutes of Last Meeting**

**B/3/2**

**1-22** RESOLVED – That the Minutes of the Clay Cross Town Board held on 5 March 2021 be approved as a correct record and signed by the Chair.

**CXT Accelerated Project Update**

**B/4/2**

**1-22** The Head of Economic Development, Regeneration and Housing Delivery provided an update to the Board on the Council's progress on projects funded by the Accelerated Projects budget.

The Board heard that the District had been granted £500k in order to accelerate projects within the Town Investment Plan, and that this work had already began.

The site around the Bridge Street Depot had been cleared, which had created a 1.2k acre development platform.

Demolition of the former junior school had been deferred due to an ecological issue with bats, surveys were due to resume in May and the programme due to begin in August and be completed by October.

North East Derbyshire District Council's and Derbyshire County Council's respective Estates Departments had been working together on the valuation of the former Constabulary Building, upon completion of this, further progress on the purchase would be made.

The Board heard that the former snooker club on Broadleys had been identified as a potential project in the event that any of the funds went underspent. A valuation had already been carried out and a successful dialogue had been established with the current trustees of the club.

The Board enquired as to when progress would begin to be made on the former constabulary building and if any of the space at the Bridge Street Depot would be offered to the businesses that were being relocated from Clay Cross.

The Head of Economic Development, Regeneration and Housing Delivery informed the Board that it would take between 12 to 18 months for progress to be made on the former constabulary building while the business case was developed. During that time, the building would be leased to Derbyshire County Council.

The Board also heard that a variety of options were being considered in relation to the Bridge Street Depot but no decisions had been made at that time.

RESOLVED – That the Board members noted the positive progress made on all accelerated projects

**CXT** **Art Project Update**

**B/5/2**

**1-22**

Jane Wells from the Chesterfield Arts Project provided the Board with a verbal update on the project.

Jane Wells introduced the team working on the Art Project:

- Lucy Maycock, Delivering the Community Engagement Workshops
- Simon Hollyworth, A Different Light Collective
- Will Lindley, A Different Light Collective
- Andrew Johnson Smith, A Different Light Collective

The Board heard that Lucy Maycock had worked with pupils from Sharley Park Community Primary School, Foundation Art and Design Students from Chesterfield College, and residents of the Old Vicarage Care Home. Lucy had worked with 70 people, delivered 19 workshops and 95 pieces of artwork had been created which would form the content for the digital projections. 20 Art packs had also been distributed from a local foodbank.

The Art Project should have been completed by the 31<sup>st</sup> March 2021 but due to the national lockdown, the projections had been rescheduled to the 22-25 September 2021. The final event on the 25 September would feature a possible road closure which would allow for art workshops, street performers and a digital game alongside the projections.

In order to retain a high profile for the event over the summer, a public exhibition would be created and would tour local venues such as the library, North East Derbyshire District Council Office and Chesterfield College. This exhibition would feature a short film which was then viewed by the Board.

The Portfolio Holder for Economic Growth praised the work done on the art project.

Melanie Phythian echoed those remarks and informed the Board that the Towns Fund Delivery Partnership were running an 'Our Town Story' promotion which would showcase the impact being made on towns across the country. She suggested that the Board should consider showcasing the art project in this promotion.

**CXT** **New Board Members - Ratification**

**B/6/2**

**1-22**

The Head of Economic Development, Regeneration and Housing Delivery updated the Board on the new Members.

The Board had lost part of its private sector representation due to the impact of the Coronavirus Pandemic, because of this, the Board was happy to welcome four new members.

The three new members who were present introduced themselves:

- Marie Cooper                      Cooper Brown Enterprises

- Anthony Walker Walker Hire
- Philip Webb Investors in Community

**CXT Ten Projects to be Taken Forward**

**B/7/2**

**1-22**

The Head of Economic Development, Regeneration and Housing Delivery sought the Board's approval to take the 10 projects forward to business case development. This would need to be submitted by 24 May 2021.

RESOLVED – The Clay Cross Town Board endorsed the ten projects identified in 1.2 of the report to be taken to full business case development.

**CXT Any Other Business**

**B/8/2**

**1-22**

The Head of Economic Development, Regeneration and Housing Delivery informed the Board that invites for the Working Groups would be sent out on the week commencing 3 May 2021. These groups would generate work that the Business Consultants would need and help to bring forward the stakeholders views.

The Board was encouraged to let the Head of Economic Development, Regeneration and Housing Delivery know if they wished to be included in any additional working groups to those which they were currently on.

Members of the Board enquired as to what involvement was expected from the private sector, what specific groups individual members should be involved with and if the private sector members could recommend people from their networks.

Members heard that working groups had been established for all 10 projects, which private sector members were free to join and represent the business sector, they would also ensure that communications were accurate and bring in a different perspective to the groups.

Membership of the working groups had been constructed based around identified skills relevant to each group. However, members were free to join any group which they felt they could bring value into. Members were also encouraged to recommend any additional individuals they felt would be valuable additions to the groups.

Details of the groups would be circulated following the meeting.

It was also agreed that a method of sharing enquiries would be set up.

**CXT Exclusion of Public**

**B/9/2**

**1-22**

RESOLVED - That the public be excluded from the meeting during the discussion of the following item of business to avoid the disclosure to them of exempt information as defined in Paragraph 3, Part 1 of Schedule 12A to the Local Government Act 1972, (as amended by the Local Government (Access to Information) (Variation) Order 2006).

**CXT** **Business Case Development Consultants**  
**B/10/**

**21-** The Board was updated on the tendering progress of the Business Case  
**22** Development Consultants.

**North East Derbyshire**

**Clay Cross Town Board**

**18th June 2021**

**Working Groups – Terms of References**

**Report of Gill Callingham, Director of Growth and Economic Development**

**Classification:** This report is public

**Report By:** Bryan Harrison

**Contact Officer:** Bryan Harrison

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**PURPOSE / SUMMARY**

To update Board members on the establishment of a number of working groups and to seek approval for their associated Terms of Reference.

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**RECOMMENDATIONS**

1. That the working groups and their respective Terms of References are approved

Approved by the Portfolio Holder - [Click here to enter text.](#)

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**IMPLICATIONS**

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**Finance and Risk:** Yes  No

**Details:**

[Click here to enter text.](#)

On Behalf of the Section 151 Officer

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**Legal (including Data Protection):** Yes  No

**Details:**

[Click here to enter text.](#)

On Behalf of the Solicitor to the Council

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**Staffing:** Yes  No

**Details:**

[Click here to enter text.](#)

On behalf of the Head of Paid Service

## DECISION INFORMATION

Decision Information	
<b>Is the decision a Key Decision?</b> A Key Decision is an executive decision which has a significant impact on two or more District wards or which results in income or expenditure to the Council above the following thresholds:  <b>BDC:</b> Revenue - £75,000 <input type="checkbox"/> Capital - £150,000 <input checked="" type="checkbox"/> <b>NEDDC:</b> Revenue - £100,000 <input type="checkbox"/> Capital - £250,000 <input type="checkbox"/> <input checked="" type="checkbox"/> Please indicate which threshold applies	No
<b>Is the decision subject to Call-In?</b> (Only Key Decisions are subject to Call-In)	No
<b>District Wards Significantly Affected</b>	None
<b>Consultation:</b> Leader / Deputy Leader <input checked="" type="checkbox"/> Cabinet / Executive <input checked="" type="checkbox"/> SAMT <input type="checkbox"/> Relevant Service Manager <input checked="" type="checkbox"/> Members <input type="checkbox"/> Public <input type="checkbox"/> Other <input type="checkbox"/>	Yes

**Links to Council Ambition (BDC)/Council Plan (NED) priorities or Policy Framework including Climate Change, Equalities, and Economics and Health implications.**

A number of the projects within the Investment Plan are low carbon initiatives

## REPORT DETAILS

### 1 **Background** (reasons for bringing the report)

- 1.1 Following the appointment of consultants Amion to prepare detailed business cases for the ten projects identified in the Clay Cross Investment Plan the Board

requested that a number of working groups were established to oversee this process.

1.2 In total, it is proposed that a total of 5 new working groups are established to join the two already in place. Sharley Park Leisure Centre working group was in place prior to the Town Deal initiative and the Skills and Enterprise Working Group was established to support the production of the Investment Plan. The five additional working groups proposed are:

- Clay Cross Creative
- Clay Cross Rail Station Feasibility
- Communications and Community
- Low Carbon
- Town Centre Regeneration

1.3 A Terms of Reference has been produced for all seven working groups and are attached as appendices. The purpose of each Terms of Reference is to: establish the scope and role of the working group; identify which of the ten Investment Plan projects the group will oversee and deliver; be clear on governance and reporting processes; ensure that all relevant stakeholders and disciplines are represented on the group.

## 2 Reasons for Recommendation

2.1 The working groups are seen as a vital requirement to progress the individual business cases, as such their establishment and their respective Terms of References should be approved.

## 3 Alternative Options and Reasons for Rejection

3.1 Not having the working groups in place would seriously impact on the production of the individual business cases, so no other options are viable.

## DOCUMENT INFORMATION

Appendix No	Title
1	Working Groups Terms of References
<p><b>Background Papers</b> (These are unpublished works which have been relied on to a material extent when preparing the report. They must be listed in the section below. If the report is going to Cabinet (NEDDC) or Executive (BDC) you must provide copies of the background papers)</p>	
<p><a href="#">Click here to enter text.</a></p>	

## **Clay Cross Town Deal**

### **Youth Board**

#### **Terms of Reference**

##### **1. Constitution**

The Youth Board was agreed at a full meeting of the Clay Cross Town Board held on 18<sup>th</sup> June 2021.

##### **2. Membership**

- 2.1 The Clay Cross Youth Board shall consist of
  - a. Young people from the Clay Cross area who will be supported by the Skills and Enterprise Working Group.
  - b. North East Derbyshire District Council
  - c. Clay Cross Parish Council
  - d. D2N2 Careers Enterprise Company
- 2.2 The Clay Cross Youth Board may comprise of representatives of organisations agreed by the Town Board, and these may include
  - a. Local businesses
  - b. Local Youth Groups and Sports Teams
  - c. Universities and Further Education Colleges
  - d. Academies and Schools
- 2.3 Only one 'organisation' member may represent their organisation. NEDDC may have a number of supporting officers in attendance
- 2.4 A Youth Board member will no longer be a member of the Clay Cross Youth Board if:
  - a. The Board Member gives written notice to the Chair.
  - b. It is agreed by the Board that it is in the best interests that their membership is terminated, as set out in Schedule 1 below (Clay Cross Youth Board Code of Conduct).
- 2.5 Youth Board 'organisation' members may send a substitute to represent their organisation in their absence, agreed by either the Youth Board Chair or Vice Chair in advance of the meeting. The substitute must adhere to all the requirements as laid out in the agreed Terms of Reference.
- 2.6 A Chair and Vice Chair will be nominated for the Clay Cross Youth Board. A young person from the Youth Board will represent this group and will report directly to the Clay Cross Town Deal Board

### **3. Responsibilities**

- 3.1 To represent young people aged between 11 and 25 years old who live in the Clay Cross area
- 3.2 To be Youth Ambassadors for the Clay Cross Town Deal.
- 3.3 To be consulted with and make recommendations to the Town Board on the different projects within the Town Deal.
- 3.4 To increase levels of community engagement by young people

### **4. Administrative Support**

- 4.1 Administrative support to the Youth Board will be provided by NEDDC.

### **5. Quorum**

- 5.1 The minimum number of attending Youth Board members for the meeting to take place is 5 voting members, including the Chair. The meeting must include young people of Clay Cross and representation from North East Derbyshire District Council. If this number of people does not attend then the meeting can continue but no substantial recommendations can be made.

### **6. Frequency of Meetings**

- 6.1 Meetings will be held monthly initially to build up project momentum. The frequency of meetings will be reviewed after six months. Meetings may be in person, or virtually.

### **7. Conduct**

- 7.1 Youth Board members will act in accordance with the Clay Cross Youth Board Code of Conduct as seen in Schedule 1.

### **8. Notice of and invitations to meetings**

- 8.1 At least five clear working days before a meeting, a copy of the agenda and associated papers will be sent to every member of the Youth Board. The agenda will give the date, time and place of each meeting and the agenda items for discussion.

### **9. Voting**

- 9.1 Recommendations must be made based on all of or the majority of the Youth Board members being in agreement. The Chair will have the casting vote.

### **10. Minutes**

- 10.1 The Chair will sign the minutes from the previous meeting at the current meeting - after it has been confirmed by the Youth Board that the notes are accurately recorded. There will be a list of agreed action points which may also be discussed.
- 10.2 Minutes will be made available to the public.

## **11. General Matters**

- 11.1 Youth Board members may occasionally be asked to attend NEDDC meetings which NEDDC members attend.
- 11.2 Youth Board members will be asked to sign and return the Clay Cross Youth Board Code of Conduct (Schedule 1) and Declaration of Interests on an annual basis.
- 11.3 The Youth Board will be provided with appropriate and timely training and mentoring.
- 11.4 Third parties may be invited by the Youth Board to observe meetings.
- 11.5 The Youth Board may from time to time receive information that is classed as confidential or be of sensitive nature that must not be shared under Data Protection and Freedom of Information legislation.
- 11.6 Members of the public may wish to contact the Clay Cross Youth Board. Such requests will be managed by the Clay Cross Town Board Delivery Team and details will be published on the Clay Cross Town Deal website.

## **12. Review**

- 12.1 The Town Deal Board may amend these terms of reference at any time and will review them on an annual basis.

## Clay Cross Youth Board Code of Conduct

This Code of Conduct is based on the Clay Cross Town Board Code of Conduct. It sets out the expected behaviours required by the Youth Board Members.

The role of the Clay Cross Youth Board is to

- Be consulted with and make recommendations to the Clay Cross Town Board.
- Be Youth Ambassadors for the Clay Cross Town Deal

When acting in a Youth Board member capacity, all members must be committed to behaving in a professional way to achieve best outcomes for our residents:

### **Selflessness**

- All members should act solely in terms of the public interest.

### **Integrity**

- All members must avoid external inappropriate influences and should report these if they do happen.

### **Objectivity**

- All members must act and make recommendations impartially, fairly and on merit, using the best evidence and without discrimination or bias.

### **Accountability**

- All members are accountable for their decisions and actions to the public.

### **Openness**

- All members must make recommendations in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for doing so.

### **Honesty**

- All members should be truthful.

### **Leadership**

- All members should exhibit these principles in their own behaviour and be prepared to challenge others poor behaviour if it occurs, supported by the Skills and Enterprise Working Group.

### **Conflict of Interests**

A conflict of interest arises where a Youth Board Member, a close associate, a friend, immediate family, a business or organisation has an interest in a matter which is the same as, connected to, or may be affected by the matter being discussed. Any conflict of interest must be declared. A Register of Interest will be maintained by the Secretary to the Clay Cross Town Board.

### **Registration of Gifts and Hospitality**

Any gift or hospitality worth £50 or more, either offered or received by a Youth Board member in connection with their official duties as a Youth Board member and the source of that gift or hospitality (or offer) within 28 days of receiving it. Corporate gifts or hospitality are acceptable such as through attendance at events or conferences.

### **Complaints**

Where a person believes that the conduct of any Board Member of the Clay Cross Town Board or Youth Board does not meet the standards above, a complaint may be made either by email [Sarah.Sternberg@bolsover.gov.uk](mailto:Sarah.Sternberg@bolsover.gov.uk) or in writing to:

Head of Corporate Governance and Monitoring Officer, North East Derbyshire District Council, 2013 Mill Lane, Wingerworth, Chesterfield, Derbyshire, S42 6NG.

The complaint should set out as follows:

- The nature of the complaint
- Details of how the Board Member was acting in an official Clay Cross Town Board or Youth Board capacity.
- Details of which Nolan Principle has been breached any why
- If relating to a conflict of interest, details of how the conflict has occurred and impact of that conflict.

A Joint Strategic Director will review the complaint and determine if the Clay Cross Town Board or Youth Board Member was acting in an official capacity and if the complaint was proven, whether a Nolan Principle would have been breached. If both these criteria are met, the complaint will be referred to the Chair (or Deputy Chair in their absence or if the Chair is subject to a complaint) of the Clay Cross Town Board

### **Removal of a Clay Cross Youth Board Member from the Board**

In the event Clay Cross Youth Board Members conduct falls short of that expected and a breach of the Code of Conduct has taken place, the Board may remove that Board Member from the Clay Cross Youth Board.

The Youth Board Member will be given at least 14 clear days' notice in writing of the meeting of the Town Board at which the resolution will be proposed and the reasons why it will be proposed; and

The Youth Board Member will be given a reasonable opportunity to provide an explanation either in person and/or writing. The Board Members must consider any

explanations made by the Youth Board Member and inform them of their decision following such consideration.

There shall be no right of appeal from a decision of the Board's decision to terminate the membership of a Youth Board Member.

**Further information**

Please e-mail any further queries to [Sarah.Sternberg@bolsover.gov.uk](mailto:Sarah.Sternberg@bolsover.gov.uk)

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