

MEETING NOTES

PROJECT NUMBER	70056211	MEETING DATE	30 April 2025
PROJECT NAME	NWRR	VENUE	MS Teams
CLIENT	Shropshire Council	RECORDED BY	AM
MEETING SUBJECT	NWRR Executive Board		

PRESENT	Andy Wilde (AW) James Walton (JW), Donna Payne (DP), Nigel Newman (NN), Matt Johnson (MJ)
APOLOGIES	Andy Begley (AB)
DISTRIBUTION	As above plus: Fay Rayward, Jo Hardie
CONFIDENTIALITY	Public

ITEM	SUBJECT
1.	Apologies
1.1.	Andy Begley and Cllr. Dan Morris. AW to act as Deputy Chair.
2.	Minutes of Previous Meeting – Actions update and content review in advance of publication
2.1.	<p>The minutes from the previous meeting have been reviewed.</p> <p>JW noted that the costs for the three scenarios were not included in the notes, following discussion at the last meeting about the NWRR Delay Impact Report.</p> <p>The Board considered whether it would be appropriate to release the NWRR Delay Impact Report following a recent request.</p> <p>The Board decided not to release the report at this time, as the costs included were indicative and remain commercially sensitive until actual costs are confirmed by a contractor.</p> <p>The Board agreed that ordinarily there would be no expectation or intention to publish an internally commissioned report.</p> <p>JW noted that the report may be released publicly once the scheme's position is finalised and future programme and costs finalised.</p> <p>Agreed that the minutes from the previous meeting should be published on the website, subject to review of redactions by Heather Jones.</p>
2.2.	Minutes for all previous Executive Board meetings have been published on the website.
3.	Current Programme Update

3.1.	<p>Planning and Section 106 Agreements</p> <p>It had been expected that the s106 agreements/side agreements would have been finalised in advance of this meeting, but two parties' agreements remain outstanding.</p> <p>MJ and [REDACTED] have met with clients and legal representatives and set a deadline of today for completion.</p> <p>The Board discussed opportunities for escalation as the scheme cannot progress to submission of FBC without the planning decision notice. Advice from Tim Collard is required about potential escalation options.</p>
3.2.	<p>WSP Support</p> <p>MJ updated that WSP fees incurred during the standstill period are still expected to be under the [REDACTED] estimated. Instructions are issued weekly by MJ and fees are monitored weekly by DP.</p>
4.	Draft Executive Board Terms of Reference
4.1.	<p>A Terms of Reference is required for project governance as requested in latest audit.</p> <p>Project Risk to be a standing agenda item at future meetings.</p> <p>The Board discussed meeting structure and appropriate attendees.</p> <p>The Board agreed for the draft governance structure to be amended to reflect the current governance with member inclusion at the Executive Board, and to be discussed further with the new administration.</p> <p>Draft governance to be circulated for agreement by email, for formal inclusion at the next meeting.</p>
5.	Project Status Review Update
5.1.	<p>The Board has previously discussed the possibility of undertaking a full-scale review of the project and how this could be procured.</p> <p>AW suggested that a review should be undertaken once the new administration's expectations for the project have been confirmed.</p> <p>JW advised that a review could be undertaken by Kier under the Term Maintenance Contract, if confirmation of independence is demonstrated, subject to advice from Tim Collard.</p> <p>Action for AW to seek advice from Tim Collard regarding procurement of a full-scale project review under Term Maintenance Contract.</p> <p>The Board decided not to carry out a full-scale project review at this time.</p>
6.	Finance Update
6.1.	<p>The project budget was locked at £34.58m at the end of October for drafting of the FBC.</p> <p>The project is currently working within the post-FBC production pre-construction budget of £4.3m - of which £3.6m has been spent.</p>

	<p>DP noted that if the full post-FBC production pre-construction budget is spent, this will be over the current delegation; the delegated budget assumed that the FBC would be submitted to full council in February and that a new budget would be in place by now.</p> <p>Currently £368k remaining of the post-FBC production pre-construction budget.</p> <p>Project spend is £38.3m to date. To date, 52.8% of the OLR delegated budget has been spent, and 98.8% for NWRR.</p> <p>In the last month, spend was £177k for ■■■■, £31k for SC own staff/QS costs, £13k for legal costs.</p> <p>WSP costs are expected to remain at around ■■■■ for this period.</p> <p>Kier final account on the current project is expected to be a further ■■■■</p> <p>Legal fees are estimated at a further ■■■■</p> <p>DP highlighted to the Board that spend may be over the delegated amount depending on final amounts and date of payment applications submissions, in relation to a decision on the future of the scheme/submission of FBC.</p> <p>Budget for 2025/26 includes the DfT grant of £35m. DP noted the delay in receiving funding from DfT in 2024/25.</p> <p>JW said the scheme should not commit above the available budget at this time – once budget is reached, the Board will decide how to proceed.</p> <p>The Board agreed for DP to continue monitoring and to provide an update at the next meeting.</p>
6.2.	Prior to submission of the FBC a budget review will be required. DfT require an update to the November baseline including inflationary elements.
6.3.	As previously considered by The Board, s106 contributions will be pulled into NWRR budgeting, in advance for the funds being paid by developer.
6.4.	No update on capital receipts.
6.5.	DP confirmed that £5m CIL funding has been pulled in, as agreed in the Medium Term Financial Strategy.
7.	Risk Update
7.1.	<p>Many of the high project risks are associated with the planning process and finance – both of which are in abeyance until planning permission is finalised and a new administration is in place.</p> <p>A full review of the project Risk Register to be undertaken by MJ and Saskia Richardson.</p> <p>An extract of the Risk Register showing the ten most significant risks to be shared at future meetings.</p>
8.	Comms Update
8.1.	JW confirmed that a specific induction briefing event for NWRR will be arranged for the new administration to ensure members are well informed on all aspects of the scheme.

	AW to include specific training areas for new members on the agenda for Leadership Board. Agreed that a separate cabinet briefing is required for the scheme.
8.2.	Support from [REDACTED] was paused at the start of pre-election period. NN recommended continuing support from [REDACTED], if FBC is to be progressed. MJ agreed with this proposal. The Board agreed that a discussion is required with the new administration before a decision can be made about [REDACTED] due to the financial implications.
9.	Actions and Decisions Summary
9.1.	Decision: Not to release the NWRR Delay Impact Report, due to commercial sensitivities.
9.2.	Decision: Not to carry out a full-scale project review at this time.
9.3.	Action: Risk Register to be reviewed by MJ and Saskia Richardson.
9.4.	Action: AW to include specific training areas for new members on the agenda for Leadership Board.
9.5.	Action: AW to seek advice from Tim Collard regarding procurement of a full-scale project review under Term Maintenance Contract.
10.	AOB
10.1.	Sam D to be updated regarding response to [REDACTED]