



Camborne Town Deal Board

Date: Monday 20th September 2021

Time: 3.30pm-5.30pm

Location: Microsoft Teams Meeting

Chaired by: Val Dalley

Attendance: **Chair:** Val Dalley (VD)
Vice-Chair: John Cosgrove (JC)
Business and Community representatives: Trevor Dalley (TD), Mark Duddridge (MD), Rose Goodship (RG), Amanda Hall (AH), Angela Hatherell (AHa), Louise Hinds (LH), Tonia Lu (TL), Anna Pascoe (AP)
Camborne Town Council: Rose Hitchens-Todd (RHT)
Cornwall Councillors: Cllr Philip Desmonde (PD), Cllr John Morgan (JM), Cllr Peter Perry (PP).
Cornwall Council Officers: Beth Briggs (BB – Towns Fund Support Officer), Matthew Brown (MB – Strategic Planning Manager), Melissa Burrow (Town Deal Commissioning Officer), Charlotte Caldwell (CC – Communities Link Officer), Emily Kent (EK), Claire Hurley (CH – Town Deal Delivery Manager), Phil Mason (PM – joined at 4.00pm, left at 4.18pm), Phill Woods (PW – Place and Regeneration Manager, arrived at 3.42pm)
Member of Parliament: Archie Azis (AA, subs. For GE), George Eustice (GE – joined 4.00pm)
Non-voting Members/observers: Rebecca Collings (RC), Samantha Hughes (SH – Camborne Town Council), Cllr Stephen Rushworth (SR), Len Smith (LS)

Minutes

Action

1. **Consent of all present to record meeting**
 - Unanimous consent to record meeting.

2. Welcome and Introductions

- MB was welcomed at the new Town Deal Commissioning Officer with responsibility for Camborne and Truro.

3. Apologies

- Apologies had been received from David Atherfold (DA).

4. Declarations of Interest

- VD declared an interest in the Donald Thomas Centre and It's Possible Camborne CIC.
- RHT declared an interest in West Cornwall Works, It's Possible Camborne CIC and Camborne Town Council.
- SH declared an interest in Camborne Town Council.
- CC declared an interest in the Youth Cafés Cornwall CIC.
- AH declared an interest in It's Possible Camborne CIC.
- AHa declared an interest in the Donald Thomas Centre, Camborne Contemporary Crafts Hub.
- JC declared an interest in Camborne Town Council.
- AP declared an interest in Camborne BID.

5. Election of Camborne Town Deal Vice Chair for 2021-22

- RHT nominated JC to as Vice Chair, TD seconded.
- The Board agreed JC become Vice Chair of the Board.

6. Minutes of the last meeting and action tracker

- The minutes of the meeting held on 26th July 2021 were agreed by the Board as an accurate record.
- The action tracker was noted.

7. Feedback from Towns Fund Board Development Session

- RC took the Board through a set of slides which would be shared with the minutes.
- **ACTION 1:** BB to share slides when circulating minutes. BB
- RC noted that a link to the recording of the development session was available.
- CC noted that an action coming out of that meeting was a discussion with CH regarding the Youth Café.
- **ACTION 2:** CH to follow up with CC re. Youth Café. CH

8. Buzz Station

- PM advised that the meeting with First the previous week had been productive, and that they were awaiting an in-principal decision by the

end of the week. The Board would be informed when this decision had been received.

- **ACTION 3:** PM to inform Board as soon as possible following receipt of decision from First. PM
- RHT enquired as to whether an extension should be requested from Govt. in order to allow more time to produce a business case, given the delays in acquiring a site.
- CH advised that, in order to get a clearer steer from Govt. on this possibility, a more concrete scenario would be helpful. Members agreed that the decision from First should be received before any decision / approach was made in this regard.
- RC advised that there was precedent of requesting extensions but that these were very much considered on a case-by-case basis.
- AP noted she felt Cornwall Council had disrespected the Board by not allowing representation into the meeting with First.
- VD advised that this had not been the case and that it was First, not Cornwall Council, who had requested that a member of the Board not attend the negotiation meeting at this point.
- GE noted his thanks to Cornwall Council officers for the hard work they had put into getting to this stage of negotiations. He also noted that he would assist with requesting an extension if required.
- MB reported on Plan B progress noting that more discussion would be had once the outcome of the First negotiations had been received.
- MB advised that a workshop had been held, with a second planned. He provided an overview of discussions and considerations around the alternative sites proposed and investigated (Rosewarne and Trevithick), highlighting concerns around risk of delivery should a site not under Cornwall Council ownership need to be acquired.
- The parking survey being undertaken, as previously reported had hit a slight delay but was ongoing and some feedback had been received in terms of estimated numbers of required spaces.
- A third potential site had been identified by Officers off Foundry Road, with planning and groundworks considerations being raised. Investigations were ongoing.
- AP requested MB produce a risk register for all three options. MB advised that the consultants would be producing these.
- The Board thanked MB for all his work on this project.

9. Programme Management Office update

- Reports were circulated with the agenda pack.
- CH advised that, going forward, projects would be reported based on a risk basis, allowing the Board to concentrate on mitigation strategies where required.

- CH was happy to receive feedback on the level of reporting provided. It was also noted that, due to the turnaround of papers in advance of the meeting, information may be out of date by the meeting and updates would be provided verbally where this was the case.
- It was noted that the PMO structure was provided in the slide pack, and that the Senior Responsible Officer (SRO) would be added into this structure.
- **ACTION 4:** CH to add SRO to PMO structure.
- CH updated Members with a project level overview.
- Avoid 2 had been identified as a potential fast-track project and it was noted that Camborne BID would be invited to present at the next Board meeting.
- CH advised that there had been some amendment to the Food and Farming project and they would also be invited to the next meeting to present and update on this.
- It was noted that there was the scope to change projects within the Town Deal and a process project leads would go through to achieve this.
- There was some concern as to how any disagreement between project leads and the Board would be in terms of any changes to scope. But it was hoped that consensus could be reached in such a situation and that having each project attend a Board meeting and present on their project allowed for such discussions to be had at an early stage.

CH

10. Comms Strategy Update

- A report was circulated prior to the meeting.
- It was noted that the reconvening of the Comms subgroup would be picked up under agenda item 12.
- There was consensus among members that the comms group convene prior to the next Board meeting, and bring recommendations to that meeting regarding how to move forward with local Comms including who should be appointed.
- **ACTION 5:** Comms group to discuss comms strategy and local engagement and bring recommendation to next Board

Comms

11. Revised Terms of Reference

- A report and draft ToRs were circulated in the agenda pack.
- It was requested that the number of days relating to papers being sent out etc. be amended to 'working days'.
- **ACTION 6:** BB to amend wording in final version of ToR.
- RHT requested that the Board Code of Conduct re reviewed in line with the reviewed ToRs.
- **ACTION 7:** PW / BB to review existing Code of Conduct.

BB

PW / BB

- The Board agreed to adopt the revised Terms of Reference, subject to minor amendment as above.
- The three Board Members to sit on the cross-board steering panel were discussed, with Members considering that VD and JC should sit on this panel as Chair and Vice Chair. AHa also volunteered to join this group.
- **ACTION 8:** VD, JC and AHa be invited to steering panel when convened.

Officers

12. Camborne Town Deal Subgroup Options

- A paper was circulated with the agenda pack.
- PW took Members through this paper and the recommendations were noted and agreed, that two subgroups be created in the first instance, one for the Buzz Station project and one for Comms.
- It was noted that the chair of each subgroup would report back to Board at each full Board meeting.
- It was agreed that VD and JC sit on the subgroups as ex officio, and that non-voting Members with skills and knowledge to contribute also sit on the subgroups but not be included in the six recommended Members on each Board.
- Buzz Station subgroup: TD, MD, TL, RG, PP and JM put themselves forward in addition to VD and JC as ex officio, plus CC and SH as non-voting advisors.
- Comms subgroup: LH, AH, RHT, RG and AHa put themselves forward in addition to VD and JC as ex officio.
- It was noted that those not present may wish to have the opportunity to put themselves forward and that should there be more than six voting volunteers for either group, the Chair and Vice would need to consider the membership of these groups further.
- **ACTION 9:** VD to email Board to confirm membership and Board members confirm to VD/BB their intent to join.

VD

13. Town Deal Work Programme

- A copy was sent out with the agenda pack.
- PW noted that this was for Board reference and was a dynamic document that would be updated as projects developed. It was also noted that the projects to attend each meeting would be updated as agreed.
- **ACTION 10:** CH to invite BID (Avoid 2) and Cornwall College (Food and Farming) to next meeting and update work plan accordingly.
- Board Members were welcome to recommend items for future agendas.

CH

14. Items for next agenda

- Presentation from Project A Void 2.
- Presentation from Food & Farming hub.
- Comms subgroup.

15. **Any other business**

- None.

15. **Date and time of next meeting**

- Monday 1st November, 3-5pm