

Minutes

Meeting Title: Penzance Town Deal Board

Date: 13th September 2021

Time: 09:00 to 10:45

Location: Microsoft Teams

Chaired by: Martin Tucker

Attendees: Voting Members: Dick Cliffe (DC), Tim Dwelly (TD), Jonathan How (JHo), CC Thalia Marrington (TM – left at 10:20), Will Elliott (WE – subs. Derek Thomas MP, joined at 09:59), Cllr Andrew George (AG), CC Jim McKenna (JMc), Jess Morris (JM), Rob Parsons (RP), Derek Thomas MP (DT – left at 10:01), Martin Tucker (MT), Tim Wotton (TW), Rachel Yates (RY).
Non-Voting Members / Officers: Jarrad Barter (JB), Beth Briggs (BB), Rebecca Collings (RC – Towns Fund), Hester Hunt (HH), Claire Hurley (CH), Emily Kent (EK – left at 09:29), Phill Woods (PW)

Apologies: Henry Garfit (HG), Sarah Shaw (SS), Susan Stuart (SSt)

Minutes

Action

1 Welcome and Apologies

- Apologies had been received as noted above.

2 Declaration of Interests

- No interests in items on the agenda were declared.

3 Minutes of the Last Meeting

- The minutes of the Board meeting held on 26th July 2021 were agreed as a true and accurate record.
- It was noted that the same initials had been used for James Hardy and Jonathan How (JH), and Jess Morris and Cllr Jim McKenna (JM). BB noted that she would amend this on the final minutes and address going forward.
- **ACTION 1:** BB to amend final version of minutes.

BB

4 Matters arising not covered on the agenda

- Item 5, page 2 – M noted that he and RP needed to follow up on discussion with DT re. any Govt. feedback around funding award.
- All other actions had been completed.

5 Programme Management Office – project progress report

- Reports were circulated with the agenda pack.
- CH advised that she would be covering items 5 and 6 together as a single item.
- CH took Members through the presentation she had circulated and updated on the activity that had taken place since the previous Board meeting.
- Multiple positions had been recruited to the PMO, with JM being announced as the new Commissioning Specialist from October 2021.
- Melissa Burrow (MB) would be leading on other towns but, due to her background in transport and planning, she was picking up on the transport led projects across the four towns in the interim.
- CH advised that Jim Cooper (JC) remained in post as interim cover, working directly with project leads.
- It was noted that the BID would be invited to nominate a new Board representative following JM departure.
- JM raised that the Board would need to consider who on the Board would take the lead on / contribute to the projects she was currently working on – Transport, Enterprise Grants and Regen.
- **ACTION 2:** MT, RP and CH to discuss approach going forward.
- The tender for Full Business Case support had gone out to open tender and the application deadline had passed. CH advised that, due to ongoing contracting arrangements, she was not yet in a position to advise as to the company who had been awarded the contract but confirmed it was a London based company who would be using locally based consultants. She advised that the company had scored highly on social values and that the evaluation process of all tenders had been conducted by herself and two independent people not involved in Town Deal.
- It was hoped that contracting would be completed this week and the consultants could get to work with Leads on FBCs very soon.
- CH advised that the application for cashflow assistance had been sent to all Leads and JC was working directly with project leads to establish need.
- CH advised that other live/soon to be live recruitments included a central comms post (further discussion on comms under item 7), a support officer, a contracts manager and an analyst role.
- CH introduced JB to the call, as the new apprentice on the PMO team.

- Microsoft Projects Online (MSPO) was currently being implemented by the PMO team to manage all projects/programmes centrally.
- Deadline for all FBCs to be submitted to Govt was June 2022, but CH noted the internal assurance process prior to submission meaning that project leads were being asked to submit by March/April 2022.
- JMc requested a note to be circulated regarding Transport projects and how they were fitting with wider transport projects/strategy in Penzance.
- **ACTION 3:** CH to provide transport update at next Board. CH
- Risk mitigation around planning requirements for projects was discussed, with CH advising that she had established a Strategic Planning Performance Agreement (PPA) with senior planning colleagues in order to meet regularly and appraise projects requiring planning, including identifying any projects requiring their own individual project PPA.
- Risk of increase in construction costs was discussed, with Board members noting how important it was for all projects to mitigate for these increased costs and delays, and that all contractors engaged to deliver projects have a process in place.
- There was concern over Government's view on the construction costs of such funding projects.
- DT commented that Govt. is seeing prices start to level off so were perhaps not too concerned about the long-term effects of this, and also that he was also aware that Govt. should be cognisant of the potential skills shortage.
- **ACTION 4:** DT to speak to special advisor for Towns Fund to establish what their expectations are as to how individual towns prepare for this. DT
- CH confirmed that these risks would be incorporated into the Full Business Case for each project.

6 Penzance Town Deal Delivery Plan

- This was covered under item 5 above.

7 Comms strategy update

- A report was circulated with the agenda pack, outlining the strategy going forwards and indicated the funding sum being delegated to the Board by the PMO for local comms provision.
- **ACTION 5:** Comms group to reform, with the addition of TD Board

8 Feedback from Towns Fund Board Development Session

- RC provided a summary of discussions at the session, with a slide pack to be circulated with the minutes.
- It was noted that the session had also been recorded and a link to this shared with the Board.

- **ACTION 6:** BB to circulate slide pack with the minutes of the meeting. BB
- JMc thanked RC for the helpful meeting and requested that the future revenue to sustain capital projects be borne in mind going forward, as raised by TD earlier in the meeting.
- CH noted that she was engaged with Cornwall Council asset managers for CC led projects to ensure they were informed early in the process in terms of longer-term maintenance. For non-CC projects, this was a key part of Full Business Case.
- TD noted that wider funding, outside Town Deal and Future High Street Fund (FHSF) were discussed and felt that the Board remit should be wider than the Town Deal.
- CH confirmed that FHSF would be reported at future Boards. She noted that capacity would be an issue in terms of putting information from wider sources on the agenda and encouraged the Board to consider resourcing of this.
- **ACTION 7:** BB / CH to add FHSF to future agendas and provide report.
- PW advised that this was being considered in the background and would be brought back to Board at a later date. The Terms of Reference could be approved in the meantime and amended at a later date. TD wished to avoid too many iterations of the ToRs and felt this wording should be added prior to approval.

9 Revised Draft Terms of Reference

- A report was circulated with the agenda pack.
- TD requested a track changed version of the ToRs.
- **ACTION 8:** BB to circulate marked version. BB
- TD commented that he would prefer not to have another round of changes down the line and proposed some suggested wording to include in this version.
- TD also suggested a name change from Penzance Town Deal Board to Penzance Town Board.
- The Board felt that these considerations were more fundamental than could be decided within the current meeting and it was agreed that the marked-up Terms of Reference and TD's proposed wording be circulated for consideration by Board Members prior to the next Board meeting.
- It was noted that the wording suggesting the Board was 'advisory' in nature was being amended to reflect the Board's role was strategic in nature.
- PW confirmed that the Board had a key strategic role and would see all the FBCs prior to submission to CC/Govt. They continued to have a key role in moving projects forward, approving paperwork, challenging information etc.

- The PMO team, led by CH, had picked up the operational responsibility for facilitating and overseeing delivery of projects but the Board's role was still key going forward.
- Board makeup was discussed, with PW clarifying that the guidance had not changed in terms of 1/3 split of public, private and community sectors. He also noted that Steve Jermy had been identified as the new LEP representative.
- **ACTION 9:** PW/BB to circulate documents and add Terms of Reference to next meeting agenda.
- **ACTION 10:** BB to include Terms of Reference on next meeting agenda.
- Membership of steering group to also be discussed and agreed at the next Board meeting.

PW / BB
BB

10 Enterprise Grant Scheme

- JM advised that CDC was still working through the deliverability of funding outcomes and, once finalised, information would be circulated to the Board in advance of the next Board meeting.
- **ACTION 11:** BB to add to next agenda.

BB

11 Town Deal Board Draft Work Programme

- A draft of the Work Programme was circulated with the agenda pack, with an updated version shared by BB during the meeting. It was noted that this was a dynamic document that would be updated regularly and shared prior to each Board meeting.
- The Board was happy with the presentation of this information and the concept of each project lead being invited to attend a meeting to discuss their project in more detail prior to submission of FBC.
- **ACTION 12:** CH to talk to projects re. attendance at November / December Board meetings.

CH

12 Items for next agenda

- Enterprise Grant Scheme
- Terms of Reference
- Future High Street Fund update
- Board to email BB with any further requests

13 Date of next meeting

- Monday 1 November, 9am.
- MT noted that the proposed date of the May 2022 meeting fell on a bank holiday, and the Board therefore agreed to push this meeting back a week to 9th May 2022.
- **ACTION 13:** BB to amend May 2022 Board meeting date.

BB