



Camborne Town Deal Board

- Date:** Tuesday 27th April 2021
- Time:** 10.00am-12.00pm
- Location:** Microsoft Teams Meeting
- Chaired by:** Anna Pascoe (AP)
- Attendance:**
- Chair:** Anna Pascoe
 - Vice-Chair:** Rose Hitchens-Todd (RHT)
 - Co-ordinator:** Len Smith (LS)
 - Partner Group Chairs:** Creativity: Tonia Lu (TL – joined at 10.05); Finance & Future Planning: Samantha Hughes (SH); Vision: Charlotte Caldwell (CC)
 - Business and Community representatives:** Val Dalley (VD), Amanda Hall (AH), Zoe Hall (ZH – left at 10.59)
 - Camborne Town Council:** Cllr Trevor Dalley (TD)
 - Cornwall Councillors:** Cllr David Atherfold (DA – left at 11.50am), Philip Desmonde (PD)
 - Cornwall Council Officers:** Beth Briggs (BB – Towns Fund Support Officer), Matthew Brown (MB – Strategic Planning Manager); Glenn Caplin-Grey (GCG – Service Director, Economic Growth), Phill Woods (PW – Place and Regeneration Manager)
 - Member of Parliament:** Archie Azis (AA – subs. George Eustice, GE)

Minutes

Action

1. Welcome and Introductions

- AP thanked Members for their contributions to the Board over the past year.

2. Apologies

Apologies had been received from Sue Bradbury (SB - Comms & Engagement Chair), Mark Duddridge (MD – LEP representative), Justin Olosunde (JO – Prosperity Chair).

3. Declarations of Interest

- CC declared an interest in the Youth Café
- DA declared an interest in West Cornwall Works
- VD declared an interest in the Donald Thomas Centre and It's Possible Camborne CIC.
- SH declared an interest in any items concerning Camborne Town Council.
- AH declared an interest in It's Possible Camborne CIC.
- AP declared an interest in any items concerning Camborne BID.
- RHT declared an interest in West Cornwall Works, It's possible Camborne CIC and Camborne Town Council.

4. Board Attendance Register

- This document was noted.

5. Minutes of last meeting and matters arising

- The minutes of the meeting held 30th March 2021 were agreed by the Board as an accurate record.
- It was noted that all matters arising were covered on the agenda.

6. Capacity Funding Expenditure Update

- LS presented the budget update.
- PW advised that end of year accounts had been requested and he would send to the Board on receipt.
- LS advised that there was £50k remaining in the budget.
- RHT asked PW to confirm advice on where remaining budget should be spent.
- PW advised that the advice being provided to all Cornish Town Deal Boards was that all remaining funds should be spent on business case development.
- PW noted that the outcome of the post-submission assessment (PSA) being conducted by Arcadis was crucial in understanding the needs of each project to develop their business case.

- PW advised that a report was anticipated from Arcadis at the end of May.
- PD enquired as to the decision to engage Arcadis and their local knowledge. PW advised that they are providing this service to Town Deals nationally and speaking with each project lead to draw on local knowledge.
- The Board voted to allocate £40k of the remaining capacity funding, in principle to the full business case development. PD abstained from voting on this item.
- **ACTION:** LS to liaise with project leads in order to ascertain likely required support.
- PW noted that this should be done in close conjunction with Arcadis as this was a key outcome of their report.

LS

7. Accelerated Fund progress update

- A report on the Buzz Station and an infographic on Project A-Void had been circulated with the agenda pack.
- MB ran through the key points of the Buzz Station report and outlined the options and timelines currently under consideration.
- The confidential nature of this discussion, due to ongoing negotiations was noted.
- MB advised that a report, including a site specification, was expected from Arcadis within the next 10 days.
- The Board acknowledged the urgent need to consider alternative options.
- This report was noted, with decisions to be discussed under items 8 and 10(c) when considering recommendations coming out of written procedures and Finance & Future Planning subgroup.
- Project A-Void infographic was noted.
- AP noted that, in order to aid further discussion on the PMO and future planning, items 9 and 12 would be brought forward for discussion as the next two agenda items.

8. Consideration and agreement of items sent via written procedure (recommendations to Cornwall Council from Prosperity Partners presented at last Board meeting)

- LS talked Members through the outcome of written procedures.

- LS noted that the Board had, under the last agenda item agreed to an in-principle allocation of £40k of the remaining capacity fund to business case development, leaving just over £10k in the budget.
- First recommendation, Item 9(a) of Prosperity Partners paper – to appoint a comms lead for a 6-month period.
- The Majority of Members had indicated via written procedures that they were supportive of this recommendation.
- However, the Board noted that this remaining allocation was not sufficient to cover the same monthly expenditure as had been spent on Roscoe Communications input.
- Members discussed this issue and LS and PW provided input on the future PMO role in comms.
- Board members felt that the input in the coming months was around announcement of the Government decision and noted that a draft announcement had been produced.
- Members therefore considered that a lower monthly cost input was required.
- The Board agreed an initial budget of £750 per month for 2 months.
- PW advised that he would consult Cornwall Council comms team as to whether they had capacity to provide the level of input the Board required for this interim period.
- **ACTION:** PW to consult with Cornwall Council comms colleagues.
- Members agreed that the tender process, which would require one quote at this value, could be agreed under delegated powers via the Comms & Engagement Partners.
- **ACTION:** LS to work with Comms Partners re. recruiting for comms provision.
- Second recommendation, Item 9(b) of Prosperity Partners paper – broken down into four recommendations:
- Item 9(b) recommendation 1 – to form five new project-specific subgroups to assist project leads with business case development.
- The Majority of Members had indicated via written procedures that they were supportive of this recommendation.
- AP commented that the recommendation of new subgroups had not included a recommendation to discontinue the existing subgroups, resulting in a total of 10 subgroups, which was considered unwieldy.
- It was also noted that the makeup of the Board may change following the upcoming local elections.

PW

LS

- LS was asked to assess the requirement for the new subgroups against the existing groups and establish the skill sets required for the next stage.
- **ACTION:** LS to assess new vs existing subgroups and report back to the Board.
- Item 9(b) recommendation 2 and 3 – to support a dedicated Coordinator for the Board (role currently fulfilled by LS) and to fund this from the capacity budget.
- Members again noted that the remaining capacity budget, having agreed in-principle allocation of £40k to support business case development, did not allow sufficient capacity to support the funding of this role.
- PW reiterated that the requirements of this role varied from stage 1 (up to TIP submission) and stage 2 (HoTs, full business case development and project delivery and that any gaps in provision, although the hope was that the PMO could fully service this role, would be identifiable following establishment of the PMO.
- Item 9(b) recommendation 4 – progression of Buzz Station project.
- LS provided a breakdown of the Member responses to this recommendation and advised that, of the options available, Members wished to explore replication of the project at alternative sites, if necessary and that this exploration should involve both assessing availability of vacant properties and also those under control of Cornwall Council and private sector investors.
- It was noted that this item related to a proposal in the Finance and Future Planning Partners report, and therefore AP moved to item 10(c) on the agenda to discuss further.

LS

9. Programme Management Office update

- PW noted that a paper had been circulated to the Board the previous day. He apologised for the late circulation but advised that Officers had been working hard to set out this information based on the experience of Truro receiving their offer and the knowledge they had gained from correspondence from Government.
- PW advised the Board as to the process once an offer was received, with Heads of Terms (HoTs), a re-profiling of projects if necessary, based on sum awarded, and consideration of any conditions placed on any of the projects.
- Once an offer was made, there would be a two-month window for HoTs followed by a two-month window for project confirmation.

Then the 12 months to develop full business cases would commence.

- PW had spoken to Arup about their experience with the transition of Boards across the country from stage one to stage two. It was noted that engagement was key and that the Board remain key ambassadors.
- Where stage one had involved the Board developing ideas and strategy, stage two was about enabling delivery.
- An important element was ensuring the projects remained true to the Board's vision throughout development.
- The PMO and the expertise it will bring, was also key during this stage.
- PW noted that, in order to assist with programming work for the PMO, Officers would set meeting dates for the rest of 2021.
- **ACTION:** BB to circulate future meetings dates.
- AP requested an organisational chart showing lines of reporting within the PMO. PW advised that he would speak with IM in this regard and circulate as soon as possible.
- PW confirmed that the PMO would sit in the Economic Growth Service with oversight by IM. PW noted IM team experience of delivering programmes of funding.
- PW advised that the Delivery Manager would have a direct relationship with projects leads and with the Board. The PMO would also have a key role in regular reporting back to Government.

BB

10. Partner Group Updates:

a) Comms and Engagement

- A report was circulated with the agenda pack.
- It was noted that, in SB absence, RHT would report on this item.
- RHT noted that the earlier decision regarding Comms covered this aspect of the report and requested a quick response from Cornwall Council regarding potential interim provision options.
- RHT advised that a successful Deal Makers meeting had taken place where project leads had been invited to present about their projects.

b) Creativity

- TL noted that the group had received an interesting presentation from RG about her role in immersive tech.
- Information from RG would be circulated to the Board.

- TL advised that final year architectural College students were using Camborne, and the Board's vision, as a basis for their projects. She noted that students could be invited to present their ideas to the Board.

c) Finance and Future Planning

- A report was circulated with the agenda pack.
- SH advised that, due to current workload, she may require a deputy to assist with the stakeholder involvement with PMO recruitment.
- Any Members willing to deputise, or who would like to contribute suggestions of questions to ask, should email SH.
- Proposal of a single agenda item extraordinary Board meeting to discuss Buzz Station progress – Members agreed that this meeting was necessary and should be held as soon as was feasible.
- **ACTION:** BB to coordinate extraordinary Board meeting with Members and appropriate Cornwall Council Officers.
- SH reiterated her previous request for more regular updates.
- Other recommendations in the report had been covered under earlier agenda items.

BB

11. It's Possible Camborne CIC

- RHT advised that the CIC had been established by some Board members to create a space in which revenue activity could be supported.
- RHT noted that the activity of this group would be wider than the Board/TIP and would explore support of other projects.
- It was noted that no formal decision was required but RHT asked for an indication of Board interest in a formal presentation by the CIC allowing discussion of the relationship between the CIC and the Board, with a view to a possible draft Memorandum of Understanding to be considered in July.
- Members present were supportive of this approach.

12. Place and Regeneration Manager's Update

- It was noted that this item had been covered under item 9.

13. Chairs update

- AP advised that this would be her last meeting as Chair and reiterated thanks to Members for their commitment to the vision of the Board.
- AP advised she had attended a Towns Fund webinar on Evidence and Evaluation and would encourage the next Chair of the Board to engage in such meetings as she had found them very informative.

14. Any other Business

- RHT enquired as to the interest in any Board Members of becoming Chair for the forthcoming year.
- PW advised that, with the imminent local elections, purdah was a consideration in actively advertising.
- Following the election, there was the opportunity to take stock and evaluate the appropriate split of the Board in terms of public, private and community representatives.
- PW encouraged Members to use their invaluable local networks to encourage contacts to get involved. In the meantime, it would be helpful for existing Members to indicate their intention to remain on the Board, or step down.
- **ACTION:** BB to email all Board Members inviting confirmation of position on Board for forthcoming year.

BB

15. Date and time of next meeting

- **ACTION:** BB to communicate dates with Members.

BB