

Minutes

Meeting Title: Penzance Town Deal Board

Date: 29th March 2021

Time: 08:15 to 09:45

Location: Microsoft Teams

Chaired by: Martin Tucker

Attendees: Voting Members: Nicole Broadhurst (NB – joined at 08:30, left at 09:36), Dick Cliffe (DC), Henry Garfit (HG), CC Jim McKenna (JM – joined at 08:31), Jess Morris (JM – joined at 08:31), Rob Parsons (RP), Susan Stuart (SSt), Martin Tucker (MT), Tim Wotton (TW), Rachel Yates (RY).
Non-Voting Members / Officers: Beth Briggs (BB), Amy Carroll (AM – Arup), Claire Hurley (CH), Emily Kent (EK), Iain Mackelworth (IM), Phill Woods (PW – joined at 09:05).

Apologies: CC Tim Dwelly (TD), Cornelius Olivier (CO), Derek Thomas MP (DT)

Minutes

Action

1 Welcome and Apologies

- Apologies had been received as noted above.
- MT noted that the meeting was not quorate, and any decisions required would be agreed via written procedures following the meeting.
- It was noted that the agenda incorrectly listed JM as a non-voting Member. BB apologised for this error and noted correction for next agenda.

2 Declaration of Interests

- There were no declarations of interest.

3 Minutes of the Last Meeting

- The minutes of the meeting held on 1st March 2021 were agreed as a true and accurate record.

4 Matters arising not covered on the agenda

- Item 4, page 1 – the Board was not aware of a meeting having taken place.
- Item 5, page 2 – MT advised he had received interest from some Members.
- Item 5, page 2 – it was noted that Arup were present at today's meeting.
- Item 5, page 3 – PMO on agenda.
- Item 6, page 3 – CH advised that this action regarding Comms needed to roll over.
- Item 9, page 4 – BB had recirculated the meeting invitations.

5 Programme Management Office (PMO) presentation

- IM shared a presentation with the Board.
- IM noted that Cornwall Council was keen to progress and hoped to commence recruitment for the Delivery Manager and Specialist Commissioning roles before Easter.
- SS enquired as to the management/ownership of assets as the Board were already pursuing arrangements with CDC.
- IM made distinction between programme management (PMO) and project delivery (Board, project leads, CDC).
- It was noted that support also continued to be available from Arup in terms of green book business case support, which would be outlined in the presentation later on the agenda.
- MT noted that the Board looked forward to hearing about the PMO appointments.

6 Town Centre Regeneration Governance

- A paper had been circulated to the Board prior to the meeting.
- SS noted the recommendations in the report and asked the Board for feedback as to whether they agreed with this approach/remit.
- Members present agreed that SS and JM continue to work with CDC and Cornwall Council officers as set out in the report, with formal approval being brought back to a future meeting.
- MT thanked those who had put time into this item.

7 Project Business Case Development – Presentation by Louisa Philpott (ARUP)

- CH advised that Arup were continuing to offer support to the Board through business case development, until October 2021 and had created a template based on the green book five case model.
- AC then presented information (slides to be shared with the Board following the meeting).

- MT noted that there was a lot of work to do, and that timescales were an important factor.
- CH advised that she was already working on the plan on a page, as outlined in the presentation, and was also getting in touch with project leads.
- **ACTION:** CH to provide timeline at next Board meeting

8 Accelerated Fund Report

- CH advised that JM had been working to secure defrayment of funds.
- JM provide an update to the Board regarding reallocation of monies as a result of underspend on some projects and that, as agreed at the previous Board meeting and in consultation with MT and RP under delegated powers.
- JM advised that funding was now able to deliver dual purpose recycling bins and further prom works. Delivery was expected on these works by April 2021.
- JM extended thanks to JMCK and Cornwall Council for their support in achieving this. The Board in turn thanked JM for all her work.

9 Budget update

- CH provided an update on available funds.
- She noted that an area had been identified for immediate development work. Network Rail were undertaking works around the railway sidings and were able to undertake groundworks for the park and bike at the same time. In order for this to progress, a headline design was required.
- CH noted that she would circulate an email following the Board meeting with exact costs, as these were awaited from Cormac.
- The Board was supportive of this proposed use of funds, pending confirmation of exact costs.
- CH also requested authorised spend for CDC to put staff time into progressing the small grants scheme.
- It was agreed by Members present that the best approach was for CH to circulate an email outlining the true costs for both pieces of work, with confirmation that they could be achieved within the remaining budget, for Board agreement via written procedure.

10 AOB

- SS advised that Lavigne Lonsdale had now completed all work on the three-town centre regen projects and these were ready to go to planning pre-app.
- SS was seeking permission from the Board for SS and JM to sign off the pre-apps, ensuring they were exactly in line with the approved projects and budgets in the TIP.

- SS noted that the fees were covered in the capacity fund.
- Board Members present were supportive of this approach.
- SS also provided Members with an update on Market House and advised that should the acquisition proceed; they would be in a position to secure funding from Architectural Heritage Fund.
- The Board were supportive of SS putting together an application for this additional funding.
- CH advised the Board that CDC colleagues were looking at a pilot piece of work involving satellites. She noted that she could call a meeting to discuss the matter further with CDC.
- The Board was very supportive of this idea and looked forward to hearing more in due course.

11 Date of next meeting

- 08:15, Monday 26th April 2021.

DRAFT