

Minutes

Meeting Title: Penzance Town Deal Board

Date: 11th November 2021

Time: 09:00 to 11:00

Location: Microsoft Teams

Chaired by: Martin Tucker

Attendees: Voting Members: Todd Barden (TB), Dick Cliffe (DC), Tim Dwelly (TD), Will Elliott (WE – subs. Derek Thomas MP, joined 9.00), Henry Garfit (HG), Jonathan How (JHo), Jim McKenna (JMc), Jess Morris (JM – left 11.01), Sarah Shaw (SS), Susan Stuart (SSt), Derek Thomas MP (DT – left at 09.30), Martin Tucker (MT), Tim Wotton (TW – left 09.57), Rachel Yates (RY – left 11.16),

Non-Voting Members / Officers: Jarrod Barter (JB), Beth Briggs (BB), Rebecca Collings (RC – Towns Fund), Sarah Corbett (SC), James Harding (JH - left 11.00), Hester Hunt (HH – left 10.58), Claire Hurley (CH), Emily Kent (EK – left 10.45), Phill Woods (PW)

In attendance: Miki Ashton (MA, Morrab Gardeners' House – left 09.57), Nicole Broadhurst (NB), Trevor Humphreys (TH, Morrab Gardeners' House – left 09.57), Sam Jackman (SJ, Morrab Gardeners' House – left 9.57), Catherine Roberts (CR, Cornwall Development Company - joined 9.30 and left 10.29)

Apologies: Cllr Andrew George (AG – joined 9.00 and left 10.58), Rob Parsons (RP), CC Thalia Marrington (TM – joined 9.10 and left 9.58).

Minutes

Action

1 Consent to record

- Consent to record the meeting was given.

2 Welcome and Apologies

- Apologies had been received as noted above.

- The Board were advised that BB was moving to a new role and SC would be the new Town Deal Support Officer. MT thanked BB for all her work supporting the Board.
- TB was introduced as Interim Manager of Penzance BID. It was noted that he had full voting rights as Jess Morris' replacement representative on the Board.

3 Declaration of Interests

- No new declarations of interest were made in addition to those made at earlier meetings.

4 Election of Vice Chair

- The Chair informed the board that RP had stepped down from the Board and a new Vice Chair would be elected at the December board meeting. Nominations and expressions of interest were to be collected in the meantime.
- MT expressed his personal thanks to RP for his support as Vice Chair.

5 Minutes of the Last Meeting and Action Tracker

- The minutes of the Board meeting held on 13th September 2021 were agreed as a true and accurate record.
- CH gave an update on progress against the action tracker which had been circulated in the agenda pack.
- Actions 5.2 and 5.3 were to be covered later in the meeting in items 8 and 11.
- Action 5.4 – DT reported that work on this action was ongoing.
- All other actions had been completed.

6 Matters arising not covered on the agenda

- There were no matter arising.

7 Project Lead presentations

Morrab Gardeners' House

- MA, SJ and TH took the Board through their presentation about the Morrab Gardeners' House project, a copy of which was circulated after the meeting. The project team then took questions from the Board.
- Board members raised a number of questions which SJ and TH responded to. Regarding future funding of the project, SJ advised that this was being modelled and they saw pop up shops, renting space and events as potential sources of income. She also advised that links with disadvantaged communities were being developed and ways to engage with social prescribing were being explored. The team also

saw social media as an important method of engagement and would be linking with existing groups. SJ noted that the project would incorporate vocational training and they were looking at how they could help apprentices who would be working on the project progress into jobs.

- Regarding project costs, TH advised that the project had increased in size and had been re-priced accordingly. The contingencies and inflation budget had also been increased quite significantly.

Enterprise Grant Scheme

- Cat Roberts (CR) gave a presentation to the Board about this project, a copy of which was circulated after the meeting.
- In the following discussion SS queried whether businesses should make one combined application or separate ones if they wished to apply for funding for more than one activity. CR said they would encourage combined applications where appropriate and she would take this point back for further consideration.
- Board members felt that larger projects should be approved by the Board and that clarity would be needed around the type of projects that could be funded. It was noted that it would be useful if larger projects could be brought to the Board for consideration as soon as possible.
- **ACTION 1:** CR to see if an expression of interest process could be set up for larger projects. CR
- It was noted that the working group would develop greater clarity around the type of projects that could be funded.

8 Programme Management Office – project progress report

- The Penzance Programme Highlight Report and Strategic Risk Register had been circulated with the agenda. CH talked through the Highlight Report noting that:
- Penzance Harbour project was progressing well and a working group was being formed to support the development of the project.
- Mutual Ventures were supporting all non-Council led projects to develop their business cases and had completed baselining with all projects except Newlyn Harbour Skills Hub, but CH was hopeful that progress would have been made by the next meeting.
- JM updated the board on the sustainable transport projects noting that Cormac had been selected to carry out the design work and a working group had been set up. Information about the projects would be brought to the Board as they were developed further.
- CH noted that the cashflow facility was open to support projects to the develop robust business cases. Projects led by Cornwall Council

were utilising it and the PMO would be urging non-Cornwall Council projects to access it where appropriate.

- She also advised the Board that Aurore Parkin had been appointed as Communications Lead at the PMO and would be meeting with the Penzance communications group.
- CH flagged increasing costs in the supply chain as a significant risk that would need to be managed at programme level. She noted that cost increases were being seen across Cornwall and as projects were becoming more defined it was becoming clear that many were more expensive than initially anticipated. She advised that there were many different ways of managing this and suggested that it be discussed at the next meeting. In the meantime, the PMO would gather all the relevant information, including the impact on outcomes and report at the next meeting.
- **ACTION 2:** PMO to report on cost escalation at next meeting
- **ACTION 3:** Board to consider approaches to managing cost escalation in preparation for the December board meeting.

CH
Board
members

9 Town Centre Regen Project Development Progress

- CH provided an update on the Town Centre Regeneration project, noting that it encompassed projects funded by both the Town Deal (the Waterfront and Market House) and the Future High Street Fund (Andrewarthas and Lou's Shoes).
- It had been agreed that Treveth (Cornwall Council's development body) would become the accountable body to take the projects forward. The PMO had received a proposal from Treveth and would be working with them, the Town Deal Board and elected members to ensure all were content with the proposed plans for the projects.
- **ACTION 4:** CH to report on progress on the Town Centre Regen project at a future meeting, when appropriate.
- SS asked if the Lou's Shoes building had been acquired and CH advised that this was in progress.
- SSt noted that they were still working to acquire the Market House and Lidl and considering how Market House could be used to create a dispersed community hub.

CH

10 Revised Terms of Reference and Board remit

- PW talked through the report, which had been circulated to the Board. It recommended that Town Deal and Future High Street Fund (FHSF) activity should form one Board, but detailed discussions of wider funding opportunities should not be included in the Town Deal Board's remit.
- The Board discussed the paper and there was support for extending the Board's remit further, to include other funding streams outside

the Town Deal and Future High Streets Fund in order to provide the most coordinated and strategic approach for Penzance, although it was noted that it would be important that the Board did not become too large to be effective.

- PW advised that another town had incorporated a wider remit into their terms of reference (ToR) and this had been taken into account when preparing the proposed ToR, however he was happy to continue to develop the ToR and suggested there may be other ways to bring a wider representation from other funding streams, organisations or partnerships to the Board.
- **ACTION 5:** PW and MT to meet and review the Terms of Reference and bring a revised proposal to the next Board meeting.

PW/MT

11 Board Member project / stakeholder support

- CH advised that board members were sought to act as project sponsors, providing a link between projects and the Board.
- The following project sponsors were agreed:
 - Penzance Harbour – as chair of the project working group JMc would be the project sponsor.
 - Town Centre Regeneration – SSt was already involved and HG, DC, JHo agreed to join the working group.
 - Morrab Gardeners' House – DC
 - Newlyn Skills Hub – tbc
 - Sustainable Travel – working group in place, no sponsor needed
 - Enterprise Grants – working group in place, no sponsor needed
- **ACTION 6:** Any board member interested in becoming the project sponsor for Newlyn Skills Hub to contact the Chair.

Board members

12 • Future High Streets Fund update

- No update was given.

13 AOB

- SS clarified that she and SSt sit on the Town Deal Board in their own right, rather than as representatives of Penzance BID and the BID Board had decided that the BID Manager (Todd Barden) was best placed to represent them (the BID Board) at Town Deal Board meetings. Since the previous BID Manager had had voting rights, TD would have voting rights in the same way.

12 Items for next agenda

- Terms of Reference
- Board project sponsors
- Managing cost escalation

13 Date of next meeting

- 6th December 2021, 9am – 11am

Meeting ended 11.23am