

Minutes

Meeting Title: Camborne Town Deal Board

Date: 24th April 2020

Time: 0930 to 1130

Location: Skype

Chaired by: David Rodda (DR)

Attendees: Cllr Dave Biggs (DB), Cllr Trevor Dally (TD), Simon Caklais (SC), Cllr David Atherford (DA), Charlotte Caldwell (CC), Val Dalley (VD), Rose Goodship (RG), Matthew Brown (MB), Cllr Phillip Desmonde (PD), Sue Bradbury (SB), Tonia Lu (TL), Sam Hughes (SH), Justin Olusunde (JO) and Chloe Lorraine (CL).

Apologies: Glenn Caplin-Grey (GCG), George Eustice MP (GE), Cllr Paul White (PW) and Anna Pascoe (AP)

Minutes

Action

1 Welcome and Introductions

- DB (as interim chair) explained that he was suffering from a very sore throat and asked whether DR would chair the meeting on his behalf. DR welcomed everyone to the meeting asked everyone to introduce themselves and explained some “ground rules” that would help to manage the Skype meeting format.

2 Declarations of Interest

- DR asked the board whether there were any declarations to be made for this meeting. None were recorded.

Minutes	Action
3 Minutes of the last meeting	
<ul style="list-style-type: none"> • The minutes of the last meeting were agreed as a true and accurate record of the last meeting. • The only matter arising related to the need to ensure that the board has representation from at least one business that is trading in the town. DR explained that the terms of reference allows the board to co-opt additional members to fill any skills or knowledge gap and it was felt by all that the addition of another private sector representative would be useful especially if they have direct trading experience in the Town. It was agreed that the Camborne BID would be the best organisation to identify likely candidates and it was agreed that Anna Pascoe would be asked to suggest three candidates for consideration at the next board meeting. 	AP
4 Code of Conduct	
<ul style="list-style-type: none"> • DR introduced the Code of Conduct which after a short discussion was agreed by all. • DR then requested that board members send him a copy of the signature page electronically to demonstrate their agreement to abide by the code and when the board meets physically again hard copies would be available to sign. The final version of the document will be circulated with the minutes to facilitate this. • DR also asked board members to complete the register of interest (annex 2 of the document) and return to him asap. 	<p>ALL Board Members</p> <p>CL</p> <p>ALL Board Members</p>
5 Terms of reference	
<ul style="list-style-type: none"> • DR introduced the terms of reference for the board which after a short discussion was agreed by all. • The final version will be circulated to all with the minutes. 	CL
6 Election of Chair and Vice Chair	
<ul style="list-style-type: none"> • DR outlined a suggested process for electing the chair and vice chair of the board. This would include the following steps:- <ul style="list-style-type: none"> ○ A nomination form would be circulated to members seeking a proposer and a seconder for each nominee ○ Once these had been received DR would contact the nominees to ascertain whether they wished to stand and if they did to request a short “pen picture” that could be sent out with the 	

Minutes**Action**

- voting form.
- Circulate a voting form to members so that they could cast their vote for the chair and vice chair
- Returned voting forms would counted by DR with the result being communicated to the board at the next meeting.
- The process was agreed by the board and it was agreed that DR should expedite the process asap.

DR**7 Update on the Town Deal Lead for Camborne**

- DR informed the board that the process of appointing the lead for Camborne and that Chloe Lorraine started in post on the 17th of April.
- Chloe introduced herself to the board, outlined her background and said that she was looking forward to working with the board to maximise the benefit of the Towns Fund opportunity.
- Chloe was welcomed by all.
- DR also explained that whilst currently he is leading the Towns Fund work for Cornwall Council and is line managing the four Town Deal leads this is only because the post of “Place Shaping and Regeneration Manager” within the Economic Growth Service is currently vacant. The service is in the process of recruiting to this post and once in place the Towns Fund work would transfer to them. In the interim DR would stay involved and handover to the new postholder as soon as they are in post.
- PD asked a question about how areas around Pool could benefit from Chloe’s work. DR explained that the scope of the Town Deal Lead is restricted to the coverage map and projects that are eligible/form part of the Town Investment Plan. Therefore for Pool only the area within the red line detailed in annex 1 of the terms of reference are in scope and that she cannot work on any projects that are not part of the Town Investment plan.

8 Update on the Towns Fund

- DR informed the board that:-
 - The Camborne Town Boundary has been changed slightly and this had been agreed with MHCLG and would be circulated to all for information.
 - Further detailed guidance has yet to be issued by MHCLG but it has been confirmed that the Towns Fund is not going to be repurposed as immediate Covid 19 support funding.

CL

Minutes

Action

- It is likely that the Covid 19 outbreak will inform how the Towns Fund can be used as part of the medium term recovery phase of Government support and is therefore still an agreed policy priority.
- Timescales are likely to slip as many staff in MHCLG have been moved across to immediate Covid 19 duties. The advice is to carry on working to the agreed timescales and submit the TIP when ready
- A question was asked about whether there was a conflict of interest for CL as she is only working part time on the Towns Fund work whilst also working on other CC projects in other towns. DR responded that the only potential conflict was demands on CL's time as the Camborne Town Deal money can only be spent in the coverage area of the Camborne Town Deal Board. There is no risk that a project in another town could access the budget allocated for Camborne. In terms of time DR will work with CL to ensure that the peaks and troughs of workloads would be managed and assured the board that they would get the entirety of the 0.5FTE post allocated to them.
- DR confirmed that at this stage there is no further detail on eligibility of projects but stated that he would circulate it as soon as it became available.
- A question was asked about whether it is possible to collaborate with other Towns in Cornwall that are bidding for Towns Fund support. DR responded that the guidance does allow Towns located near each other to work together on projects that are mutually beneficial to both Towns. In addition, it is highly likely (and desirable) to jointly procure outside contractors where necessary in order to achieve best value.
- A question was asked about the capacity funding budget which DR said he would cover under a different agenda item.
- In order to help those new to the board it was requested that DR circulate the "readiness checklist" that was submitted to Government in December 2019. DR said he would circulate this with the minutes but stressed that this should be viewed as a "point in time" and that even if a project is listed in the checklist that it does not guarantee that it would be included in the Town Investment Plan. Equally if a project is not listed in the checklist it does not mean that it cannot be added at a later date.

DR

Minutes**Action****9 2020 Workplan**

- CL talked the board through her proposed workplan (that had been circulated prior to the meeting) which detailed the key aspects of the task and the timescales involved.
- It was noted that given the short timescale to complete the work it was likely that some sub-groups would need to be formed to work on some key items, such as the Vision for the Investment Plan, the Communications /engagement activity and the Method of Prioritising the Projects. DR noted that a sub-group had been formed in Penzance to complete the prioritising activity and this work could be shared with us.
- The board were in general agreement with the workplan but asked for the following:-
 - a) Dates of future board meetings to be inserted and set from the start
 - b) Work to begin on project identification and prioritisation as soon as possible with the suggestion that a sub group could be set up to look at this. CL stated that she had already begun this process and would pull together a briefing note for the board on projects she had identified to date for consideration at the next meeting, noting of course that this would be an iterative document that changes as projects are identified. CL
 - c) A central repository for papers would be useful and would help the work of the board. Various options were discussed but CL confirmed that as CC cannot access many of the options we would be using Sharepoint and that she was in the process of setting up a Sharepoint site for the Camborne Town Deal Board. Details with individual links for access to folders will be circulated when it is live. CL
- JO asked whether ESIF funded projects could be used as co-funding as there have been some at the College. DR confirmed that he was hopeful that they could but that he could not be certain until the guidance was issued. JO to send details of spend within the plan area in the last two years and for the next 4 years. JO

Minutes**Action****11 Communication Plan and Budget**

- DR outlined the need for the board to publicise its membership, coverage area and details of how it intends to undertake the process of developing the Town Investment Plan for Camborne. It was agreed that any press release should wait until the chair and vice chair have been identified.
- CL noted that we would need to publish the agendas and meetings of the meetings so they are publicly available. It was suggested that this should be at a location that is NOT on the CC website and suggestions of other locations would be welcome.
- DR/CL agreed to bring a more detailed comms plan and a draft press release back to the next meeting of the board.
- The broad allocation of the capacity fund budget was also agreed with more detail required as we progress through the process.
- A question was asked about whether local contractors could be used for any external work. DR stated that as Cornwall Council is acting as the lead Council that CL would have to follow CC procurement rules. This was challenged by PD but as CC procurement rules allow for work to be procured openly local contractors could bid through that process.

DR/CL

He also confirmed that the “framework” system used by Cornwall Council (in short an approved list of contractors) would only be used where it delivered best value. CL will report planned expenditure at each board meeting and so would also detail the suggested procurement route to be used.

DR also confirmed that in some cases other organisations (the BID or the Town Council) may wish to lead a particular piece of work and if this was the case they could follow their own procurement rules and the funds would be transferred to them by CC. He also confirmed that it would not be possible for the board to directly appoint any external contractor without following a robust and open procurement process.

9 AOB

- TL asked for more detail about the process for electing the chair and vice chair. DR outlined the proposed process and said that he would start this as soon as possible.
- TL also asked how projects can be identified for inclusion in the

Minutes

Action

Town Investment Plan. DR responded that in his view this will be a mix of existing work, new projects or ideas that are identified over the course of the next few weeks and months as the work of the board becomes more visible and then finally when the draft Town investment plan is put out for consultation. In short it's an iterative process and the board members can play their role in this by promoting the Towns Fund opportunity through their networks.

- TL also asked for clarity on what sources of eligible match funding might be. DR responded that this could be cash and/or the value of land or buildings but that further guidance on this is awaited.

5 Date of Next Meeting

- **Date & Time to be confirmed when all members have responded to recent request by CL** (Microsoft Teams likely to be used if all members are able to use this software).