



Minutes

Meeting Title: St Ives Town Deal Board

Date: 11th May 2020

Time: 1200 to 1400

Location: Microsoft Teams

Chaired by: Sarah Stevens

Attendees: David Rodda, Rowena Swallow, Neil Davis, Clare Parnell, Vanessa Luckwell, Emily Kent, Cllr Linda Taylor, Cllr Andrew Mitchell, Derek Thomas MP, Andrew Barragwanath, Steve Cross, Lucy Davis and Poppy Naylor, Cllr Tony Harris (part of meeting due to IT issues)

1 Apologies: James Butterworth,

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2 Minutes of Last Meeting

- Agreed as a true and correct record of the last meeting

3 Declarations of Interest

- None

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4 Draft Workplan, Communications Plan and Press Release

- CP stated that her position on the board was to represent the LEP until they recruited additional board members who would be located closer to St Ives. This process was now complete and Poppy Naylor would be joining the board from this point forward.
- LT thanked CP for her input to date and the board welcomed PN to the group.
- The draft workplan was agreed by all in the knowledge that LD would keep it updated as a “live” document and update the board on a regular basis. LD
- ND requested that “culture and heritage” be added to the text of the press release and with this change the board agreed to text of the press release and asked for it to be issued asap. LD
- The date for submitting the Town Investment Plan for St Ives was discussed. The guidance in the Towns Fund Prospectus indicated that there would be three windows for submission (April, August and October) however, indications from Government are that these will slip due to Covid 19 pressures.
- Whilst it was the original aspiration of the board to submit in August 2020 all present recognised that the Covid 19 outbreak was having a deep impact on the town and do it was vital to balance speed with quality. All agreed that it would not be in their interest so submit a poor quality submission.
- After a discussion the board agreed that the submission date had to be driven by the need to ensure that a quality plan is developed. All present wanted to ensure that residents, businesses have the opportunity to inform the drafting process with a particular focus on engaging groups that are not normally involved (e.g. young people). Therefore it was agreed that aiming for the October submission date was the best option and if it is ready before that date it could be submitted early.
- DR updated the board on progress with the Towns Fund and stated that as yet there had been no further guidance from Government on the process and how the funds could be used.
- DT re-iterated that as agreed at previous board meetings he had written to the Secretary of State at MHCLG, Robert Jenrick MP, but had yet to receive a reply. He also confirmed that he had heard that timescales are likely to slip from those published due to Covid 19. He also confirmed that it is likely to be up to each Town Deal Board whether to focus their TIP on short/medium term interventions to

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help deal with the aftermath of Covid 19 or to focus on medium to long term interventions to help regenerate the town over a longer period.

- LD thanked the board for their input and stated that her intention was to start the Town Investment Plan process with a resident/business survey/consultation. This would help to promote the work of the board but also capture the thoughts and views of those involved which would help to shape the future direction of the work.
- LD informed the board that the Penzance Town Deal Board had agreed to procure the services of an external contractor to help with communications and engagement and asked the board for their thoughts on this matter. After a brief discussion there was general support for this approach as all present see the benefit of clear communication and increased levels of engagement. A budget of £20,000 was agreed for this work.
- LT proposed that DR, SS, SC and LD meet to discuss options and agree a way to progress this asap. The board agreed with this proposal.

LD

5 Sub Groups

- SS outlined that the board had a great deal of work to do and therefore the creation of some formal sub groups and/or task focussed “Task and Finish” Groups would be a useful way to assist LD in her role.
- Aligning the skills/interests of the board members with these groups and the following suggestions were made
 - SS - Young People and fishing
 - LT – Financial Services
 - DT, RS – Housing and business support
 - ND, RS – Digital, Creative, young people, banking and green transport
 - AM – Housing
 - RS – Co-funding and projects
- It was suggested that starting with a limited number of key groups would be a good start and then others could develop over time. EK suggested that if the board structured these groups around the “outcomes” they are seeking to achieve this may help to provide some focus for the work.

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- An initial list would include the following:-
 - Young people – in addition to being a priority in the communication work it was felt that as the Towns Fund was looking to help the town achieve a 30 year vision it was vital to undertake some direct engagement and visioning work with this cohort of residents. DR agreed but raised that any engagement work would have to take safeguarding considerations into account. SS agreed to speak to JB about this in order to identify groups that could be engaged and to ensure that safeguarding matters are fully taken into account. **SS**
 - Projects and Funding group – to develop an open and transparent process that could be used to identify, sort and sift ideas and projects that could be included in the Town Investment Plan. PN, LD, RS, SS SC, LT and DR agreed to meet and discuss this process. **LD**
- It was then agreed that SS/DR and LD should review the need for sub groups and develop a list that could be circulated to the group for agreement. **LD**

6 EOI and Project Selection

- As discussed previously in the meeting it was reiterated that this process needs to be open and transparent with project sponsors of new and innovative ideas having the same opportunity as those who were included in the “Readiness checklist” submitted in January 2019. The information sought from all projects would be the same and they would be scored on objective criteria to ascertain whether they should be progressed or not. All projects should come through LD rather than through different board members.
- The board agreed to allow the “Projects and Funding” sub group consider this process and DR advised that as each Town Deal Board in Cornwall was facing similar issue that it would make sense to compare notes with what the other towns are doing. However, the board agreed that this process needs to start asap so would like a firm proposal on how best to approach this topic at their next meeting and then promote it as part of the early communications work. **LD**
- The principle of a flexible intervention rate for projects was then discussed. If geared towards a higher intervention rate for those projects that deliver more of the outcomes the board is seeking to deliver it was felt that this might encourage more projects to come

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forward. For example should a project looking to create 12 month employment, paid at the Real Living Wage or above that helps to reduce the seasonality of the economy in St Ives be able to secure a higher intervention rate than one designed to create seasonal employment at the minimum wage. DR outlined an approach Cornwall Council and the LEP are proposing for inclusion in the work they are doing on the UK Shared Prosperity Fund. After a short discussion it was agreed that a flexible intervention rate rather than a fixed grant rate for all projects would be the boards preferred approach.

- ND stated that he would like to see EOI's come forward in the digital and creative sector and asked the board how they thought this could be achieved. It was felt that the communications activity could help to drive this process and then board members could use their contacts to stimulate interest in particular sectors/businesses/communities.

7 Lucy's Roles and Responsibilities

- It was felt by the board that this item had been covered sufficiently in the meeting.

8 Finance

- Apart from the salary costs relating to LD no expenditure has been incurred. LT asked for regular financial updates to be provided to the board so that they can keep track of expenditure. The board agreed that this would be useful.

DR/LD

9 Any Other Business

- LD informed the board that SC has agreed to host a "Zoom" call that would be open to anyone who wanted to find out more about the work of the board. This is due to be held on the 27th of May and all the board would be sent an invitation to participate. The purpose of the call is to provide any interested party with an opportunity to find out more about the Towns Fund.
- LD informed the board that a Sharepoint site has been created and board members were asked to try and access it to see if it works. This would host general documents that would be of use to the board.

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- It was also agreed that in order to keep track of any meetings relating to projects that board members attend that a file note should be sent to LD wherever possible.
- It was agreed that there was a need to consider the vision and objective for the Town Investment Plan as early as possible especially given Covid 19 implications. LD agreed to set up a meeting by the end of May.

10 Date of next Meeting

- 8th June 2020 – 0830 until 1030 – Microsoft Teams

LD