

Minutes

Meeting Title: St Ives Town Deal Board Meeting

Date: 14th September 2021

Time: 17:00 to 19:00

Location: Microsoft Teams

Chaired by: Sarah Stevens (SS)

Attendees: Members: Libby Buckley (LB), Naomi Copperwait (NC – joined 17:18), Steve Cross (SC), Neil Davis (ND), Karen Fielding (KF), Su Hodgson (SH), Joanna Ireland (JI), Poppy Naylor (PN), Rowena Swallow (RS), Derek Thomas MP (DT), Pam Vincent (PV – left 18:11),

Officers: Beth Briggs (BB), Rebecca Collings (RC – Arup), Claire Hurley (CH), Emily Kent (EK), Iain Mackelworth (IM), Phill Woods (PW).

1. Apologies: Kirsty Arthur (KA), Andrew Baragwanath (AB), Gareth Jones (GJ), Vanessa Luckwell (VL), Cllr Andrew Mitchell (AM), Johnnie Wells (JW).

Minutes

Action

2. Declarations of Interest

- LB declared an interest in the Leach Pottery
- SS noted that from the beginning of October she would become St Ives BID Manager.

3. Ratification of Chair and Vice Chair elections

- The Board unanimously ratified the election of SS as Chair for the forthcoming year.
- The Board unanimously ratified the election of LB and GJ as Vice Chairs for the forthcoming year.

4. Minutes

- Item 7, page 3 – SS invited CH to update the Board as to what had been finally agreed for submission to Govt following vote by Board to allocate funding savings to contingency fund.
- CH advised that clarification from Govt had led to an understanding that all funding had to be allocated to a specific project and could not be placed into a separate contingency fund.
- Those projects within the clusters of projects that were too small to be able to go through the Full Business Case (FBC) had been moved out of the

main fund and into the delegated fund, allowing them a much more feasible route to delivery. This would therefore deplete the remaining available delegated funding and therefore the saving had been used to return the remaining about to the original agreed fund total.

- CH noted that Jim Cooper (JC) had been in discussion with eBikes about this transition to the delegated fund and that she would also ask him to ensure this was picked up with the Community Café project.
- **ACTION 1:** CH to follow up with JC re. Community Café. CH
- It had also been identified as necessary to ensure the value of the transport projects was preserved in order to ensure feasible delivery.
- Match funding of delegated fund projects was queried, with CH advising that requirement would be flexible based on local need and intervention rates of projects.
- The minutes of 22nd July were agreed as a true and accurate record of the meeting.
- The minutes of the Extraordinary meeting of 5th August were agreed as a true and accurate record of the meeting.
- SS advised that she had requested PW look into feasibility of a face-to-face /hybrid meeting. PW advised he was seeking internal guidance in light of rising Covid cases in the area, and would provide a response.
- **ACTION 2:** PW to follow up on face-to-face meetings. PW
- SS also advised that she was arranging an informal gathering for Board Members, provisionally on 14th October at 6pm and would be instructing BB to send dates shortly.
- **ACTION 3:** BB to circulate Board invitation to St Ives informal gathering. BB

5. Feedback from Towns Fund Board Development Session

- RC provided a summary of discussions at the session, with a slide pack to be circulated with the minutes.
- It was noted that the session had also been recorded and a link to this shared with the Board.
- **ACTION 4:** BB to circulate slide pack with the minutes of the meeting. BB

6. Programme Management Office – project progress report

- Reports were circulated with the agenda pack.
- CH took Members through the presentation she had circulated and updated on the activity that had taken place since the previous Board meeting.
- CH welcomed feedback from the Board as to the level of the detail being provided and noted that, due to the turnaround of paperwork prior to Board meetings, there may be information available at the meeting that was not available within the paperwork, due to the pace of project development work.

- CH noted that risks would be raised with the Board as and when they needed to be made aware and that the project development detail would be dealt with in the project design meetings, rather than Board meetings.
- There would be an opportunity for Board Members who wished to be more involved day-to-day to be invited to join stakeholder groups, working groups or attend project team meetings.
- CH advised that the post of Town Deal Commissioning Officer had been recruited for St Ives and Penzance, but a name was not available at this point due to the live recruitment process being ongoing. They would be introduced at the next Board meeting.
- CH also noted that Melissa Burrow (MB) who had been recruited into the Town Deal Commissioning Officer position for Camborne and Truro had extensive transport experience so was currently focussing on the St Ives transport project. She had recently visited St Ives and met with SS, and was picking up the wider transport context with VL and DT.
- CH advised that a cashflow grant had been received by Cornwall Council from Govt which was being used to support project leads in cashflowing their project development. The application process for grants was now live.
- CH advised that a consultancy had also now been recruited to offer business case development support to project leads. Contractual arrangements were ongoing so the name of this company could not be shared at the present time, but the company would be engaging local (Cornwall based) consultants to work with project leads in the production and development of FBCs.
- Risk mitigation around planning requirements for projects was discussed, with CH advising that she had established a Strategic Planning Performance Agreement (PPA) with senior planning colleagues in order to meet regularly and appraise projects requiring planning, including identifying any projects requiring their own individual project PPA.
- CH identified the Rugby Club project as one that required Board input to support development going forward and invited Board members to put themselves forward should they wish to take part.
- **ACTION 5:** Board Members to volunteer for Rugby Club working group.

Board

7. St Ives Town Deal Delivery Plan

- This item was covered under item 6 above.

8. Comms strategy update

- A paper was circulated with the agenda pack.
- CH noted that the feedback from Boards had been recognised and a revised strategy had been worked up, including a sum of funding being delegated to the Board by the PMO for local comms provision.

- CH recommended that the Board reconvene its Comms subgroup in order to take forward the recruitment of local comms provision and work up a plan going forward.
- **ACTION 6:** Board Members to get in touch with BB if wishing to join Comms subgroup (and Rugby Club group as per item 6 above).
- Board sight of project level comms strategies was queried, with CH advising that projects would be encouraged to consider and advise of this during project development and that the comms post in the PMO team would be responsible for having oversight of these activities.
- **ACTION 7:** CH to ensure project levels comms message communicated to team members in PMO and project leads.
- SS raised the possibility of an engagement event to allow members of the public to see how the projects were developing etc.
- SS noted that she had been in discussion with Ghost Consulting about the possibility of putting out an update from the Board. Members felt this would be a positive approach to ensure continued engagement and CH advised that she was supportive of the Board doing this.

Board

CH

9. Revised Terms of Reference

- A paper and draft ToRs were circulated with the agenda pack.
- PW advised that these had been developed in consultation with Arup.
- PW advised that, per feedback, the word 'advisory' in relation to the Board was being replaced with 'strategic' as a more accurate representation of the key role of the Board during the delivery phase.
- SS requested that the number of days relating to papers being sent out etc. be amended to 'working days'.
- The wording around Extraordinary meetings was also to be amended to include reference for the need to call an extraordinary meeting at shorter notice should there be essential business need.
- SS requested a link to the Nolan Principles be included.
- **ACTION 8:** PW/BB to make amendments to draft ToRs as above.
- Subject to these minor amendments, the Board agreed to adopt this document as the new set of Terms of Reference for the St Ives Town Deal Board going forward.
- Membership of the cross-board steering group was discussed, with Board Members being invited to email PW with their willingness to form part of this group (up to a maximum of three members).
- SS requested that the Code of Conduct be shared with the revised Terms of Reference.

PW / BB

10. Town Deal Work Programme

- Papers were circulated with the agenda pack.
- PW advised that this forward plan document was an opportunity for the Board to see what was coming up, and also have input into future agendas.

- Board Members were encouraged to contact PW/BB with suggested agenda items.
- It was noted that project leads would be invited to future meetings to present on their projects prior to submission of FBC.

11. AOB

- Subgroups – Any Board Members wanting to get involved with Comms / Rugby Club subgroups, contact PW.
- SS would also like to see wider support around health, and also young people.
- Any Board Members is interested in getting involved in those groups should contact SS.
- **ACTION 9:** Board members to contact PW if wishing to get involved in Comms / Rugby Club subgroups.
- **ACTION 10:** Board members to contact SS if wishing to discuss other subgroups including young people / health.
- SS advised that she was looking to survey BID levy payers re. delegated fund but no longer had a paid account.
- SS suggested the possibility of all four towns combining funding out of their newly allocated comms budgets to purchase a survey monkey account.
- Members considered engaging with project leads in terms of distributing surveys and expressed concern that people would receive too many if everyone was sending them individually.
- It was noted that these issues would be picked up by the Comms group.

Board

Board

12. Items for next agenda

- Members to send to BB/PW.

13. Date of next meeting

- 5pm, Tuesday 2nd November
- Informal drinks, 6pm on Thursday 14th October.