

# Minutes

<b>Meeting Title:</b>	<b>St Ives Town Deal Board Meeting</b>
<b>Date:</b>	7 <sup>th</sup> December 2021
<b>Time:</b>	17:00 to 19:00
<b>Location:</b>	Microsoft Teams
<b>Chaired by:</b>	Sarah Stevens (SS)
<b>Attendees:</b>	Members: Libby Buckley (LB), Neil Davis (ND), Rowena Swallow (RS), Karen Fielding (KF), Gareth Jones (GJ), Pamela Vincent (PV), Steve Cross (SC – joined 5.30pm)  Officers: Sarah Corbett (SCo), Claire Hurley (CH), Emily Kent (EK), Vanessa Luckwell (VL), Jessica Morris (JM), Phill Woods (PW).  Presenting: Catherine Roberts (CR, Cornwall Development Company), Phoebe Sampson and Elise Langley (PS and EL, St Ives Community Orchard)
<b>Apologies:</b>	Su Hodgson (SH), Andrew Baragwanath (AB), Kirsty Arthur (KA), Poppy Naylor (PN), Derek Thomas MP (DT), Naomi Copperwait (NC), Joanna Ireland (JI), Johnnie Wells JW)

## Minutes

## Action

### 1. Consent to record meeting

- All present gave their consent for the meeting to be recorded.

### 2. Apologies

- Apologies were given as noted above.
- The meeting was not quorate, but as no decisions were required the Board members decided to continue.

### 3. Declarations of Interest

- LB declared an interest in the Leach Pottery
- SS declared an interest in St Ives BID
- GJ declared an interest in Live West
- EK declared an interest in Cornwall Council and Cornwall Development Company

#### 4. Minutes and Action Tracker

- Item 6, action 3 – **ACTION 1:** JM to circulate the updated Transport PID to the Board JM
- Item 9, action 5 – CH had not met with MWJV to discuss how projects report in more detail to the Board, but had an update that she would circulate. **ACTION 2:** CH to circulate update with more detail about the projects' progress. CH
- All other actions had been completed or were to be covered later in the meeting.
- The minutes of the last meeting were agreed as an accurate record. Proposed by GJ and seconded by RS.

#### 5. Town Deal Project Lead presentations

- EK gave an update on the current position regarding Cornwall Development Company (CDC). As of 1/4/22 it is expected that CDC would no longer be the economic delivery vehicle for Cornwall Council. Projects and staff would move into the Council and activity would continue to be delivered. Cornwall Council had written to the Chair of St Ives Town Deal Board to confirm that successful delivery of Town Deal projects remained a priority.

##### Delegated Fund

- CR gave a presentation updating the Board on the Delegated Fund.
- There were no questions and SS advised that there would be an opportunity for members of the Board to join the project sub group in the new year.

##### Community Orchard

- EL and PS gave a presentation updating the Board on the Community Orchard project. Discussion followed.
- LB, EL and PS felt it would be useful for them to meet other projects nearby before full business cases (FBCs) are completed to ensure links between projects are expressed in FBCs.
- It was noted that the project's construction plans were not costed yet. EL and PS advised that they would be getting quotes when a quantity surveyor is appointed using cashflow funds.

#### 6. PMO update

- The Highlight Report and Risk Register had been circulated with the agenda pack.
- CH noted that the Vertical Farm project remained red on the risk register because a viable site had not been identified yet. She noted that if a site

could not be found the Board would need to consider reallocating the funds.

- Cost escalation – CH’s report and professional opinion from MWJV had been circulated in the agenda pack. CH talked through the report, including the approaches the Board could take to managing increasing project costs. She recommended reviewing all the full business cases together after 31/3/21, rather than on a rolling basis, so the Board could decide if they needed to scale back or reject any projects to fit the available funding, while maintaining the impact of the Town Deal. This would require one or two extra Board meetings in April.
- The Board discussed the proposal and approved CH’s recommendations.

## 7. Bristol best practice visit

SS updated the Board on her recent visit to Bristol with EK and her team to learn from projects there. Key points included:

- Co-production was a recurring theme – working on an equal basis with stakeholders to create a project that works for all.
- The importance of storytelling and looking for opportunities for communities to get involved
- Not fearing mistakes and having the flexibility to change
- Solving problems as a community
- Allowing time for projects to produce change

- **ACTION 3:** SC to circulate SS’s report on the visit to the Board.

SC

## 8. Communications update

- SS reported that Aurore Parkin (Programme Management Office’s Engagement Lead) had produced a communications strategy for the four Town Deal towns.
- The St Ives Town Deal communications sub-group had met and felt they needed to recruit someone to provide communications support and connect the projects.
- It was noted that the budget for communications was limited and more clarity on the role would be useful.

## 9. AOB

- **ACTION 4:** Additional Board meetings to be scheduled in April.
- A working group for the Rugby Club project had been formed and the project was moving forward. They were seeking clarity from Planning on what was possible on the site and consultation with the community would follow in the consultation phase.

SC

**10. Items for next agenda**

- Feedback from working groups.

**11. Date of next meeting**

- 1<sup>st</sup> February 2022, 5pm-7pm

**12. Items for information**

- The items circulated with the agenda pack were noted.

Meeting ended 6.52pm