

Minutes

Meeting Title: Penzance Town Deal Board

Date: 26th April 2021

Time: 08:15 to 09:00

Location: Microsoft Teams

Chaired by: Martin Tucker

Attendees: Voting Members: Dick Cliffe (DC), Henry Garfit (HG), James Hardy (JH), Jess Morris (JM), Rob Parsons (RP), Martin Tucker (MT), Tim Wotton (TW), Rachel Yates (RY).

Non-Voting Members / Officers: Beth Briggs (BB), Claire Hurley (CH), Emily Kent (EK), Phill Woods (PW).

Apologies: CC Jim McKenna (JM), Sarah Shaw (SS) Susan Stuart (SSt), Derek Thomas MP (DT)

Minutes

Action

1 Welcome and Apologies

- Apologies had been received as noted above.
- It was noted that the meeting was not quorate but that items on the agenda were largely for information.

2 Declaration of Interests

- There were no declarations of interest.

3 Minutes of the Last Meeting

- The minutes of the meeting held on 29th March 2021 were agreed as a true and accurate record.

4 Matters arising not covered on the agenda

- Item 5, page 2 – PW advised that the two positions were currently being advertised with a closing date of 28th April.
- Item 7, page 3 – CH advised that the timeline would be presented later in the meeting.

- MT enquired as to whether any update had been received on a decision date by Government, given the announcement for Truro.
- PW advised that they were still being advised on a May announcement, following the elections.

5 Project updates

- CH presented a plan on a page and outlined to the Board the processes involved in stage two and how she had estimated the timelines of these for each project.
- CH advised that the sign off process would involve the Board, Cornwall Council as accountable body, and a one-page summary would be submitted to Government, along with a financial profile, assuming some re-profiling was required based on the sum awarded.
- Regen projects – CH advised that this tied in with the Future High Street Fund which was developing at pace.
- Sustainable Travel – she had included a series of business cases on the suggestion that this large project could be broken down by intervention. CH noted that she was having conversations with Cornwall Council Transport Team around the prioritisation of this project.
- JM noted the importance of prioritising the sidings as the first project due to importance of breaking ground in line with Cormac timelines.
- Newlyn School of Art and Newlyn Gallery – CH noted that she had identified these and potential fast track projects but would discuss this in more detail with HG.
- **ACTION:** CH to discuss projects with HG

6 Accelerated Fund Report

- JM advised that all Shopmobility equipment had been delivered and the venue had been finalised. This project was a few weeks off full delivery.
- The Green Gym was set up and operational and the feedback suggested that this was proving popular.
- Cycle shelters were in progress but there had been a delay due to issues with sourcing materials. Delivery expected mid to end May.
- The interpretation panels and map were in final design stage. The roll out of the recycling bins would be updated at the next meeting.
- CH noted that a local organisation had been in touch regarding cycle racks on their premises. She noted that although the timing did not work for accelerated fund roll out, it was good to see there was engagement and interest in adding to the sustainable travel network and contact would be maintained to discuss delivery under main TIP in due course.

7 Budget update

- CH noted that the budget update had not gone out with the agenda pack as she was awaiting final quotes regarding the Sidings project, which she had unfortunately not received. She noted that she had a query logged with Cormac.
- CH advised that SS was investigating Architectural Heritage Fund and that this would require £10k match funding from the capacity budget.
- CH advised that CDC had suggested conducting research to get up-to-date data given that their proposal was currently based on pre-existing data.
- CH noted that approval of all these costs would go over the remaining budget but that the Board was not in a position to make any decisions today given CH was not in possession of all accurate costings.
- **ACTION:** CH to circulate accurate costs as soon as received.
- Members noted that there was a query in with CLG as to how Cornwall Council might be able to facilitate draw down of grant funding to support business case development.
- PW advised that Cornwall Council were advising all four Cornish towns to focus their remaining funds on business case development, so he was supportive of CH suggested approach.
- Members noted the importance of ensuring the Board did not lose sight of their original aspirations and key themes, including social outcomes, social values, environmental considerations and sustainability and engagement with younger people (including apprenticeships/placements where appropriate), real living wage and the importance of local tendering.
- Members agreed that these should form part of a key checklist.
- EK advised that the Economic Growth team has a set of standard conditions which help drive their aims and the Board may wish to consider a similar set of principles and start to communicate with project leads that, if possible, the Board will be looking to include these.
- CH advised that she had received spreadsheets from Government outlining mandatory outputs and felt there was scope to add additional. She also suggested the options of including monitoring and evaluation on projects.
- CH noted that she had not yet had the opportunity to review these documents in detail and would advise the Board further once she had done so.
- **ACTION:** CH to update Board and follow up on checklist concept following review of Government reporting spreadsheets.
- Members noted that this matter would be discussed in more detail at the next Board meeting when it was hoped that the outcome from

Government, including any conditions placed on any of the projects, had been announced.

8 AOB

- The matter of new Cornwall Council Board Members following the local elections was discussed.
- JH advised that he would be conducting an induction with any new Members and they would be provided with an overview of activity in their electoral division. At this point they would be able to take a decision on their involvement with the Town Deal Board.
- PW noted that he would be happy to input into this process.

9 Date of next meeting

- Monday 24th May, 8.15am.