

# Minutes

**Meeting Title:** Penzance Town Deal Board

**Date:** 26<sup>th</sup> July 2021

**Time:** 08:15 to 09:40

**Location:** Microsoft Teams

**Chaired by:** Rob Parsons

**Attendees:** Voting Members: Dick Cliffe (DC), Tim Dwelly (TD), Henry Garfit (HG), Jonathan How (JHo), CC Thalia Marrington (TM), Megan McClary (MM – subs. Derek Thomas MP, joined at 09:07), CC Jim McKenna (JMc), Jess Morris (JM), Rob Parsons (RP), Tim Wotton (TW), Rachel Yates (RY).  
Non-Voting Members / Officers: Beth Briggs (BB), James Hardy (JH), Claire Hurley (CH), Emily Kent (EK), Phill Woods (PW)

**Apologies:** Sarah Shaw (SS), Susan Stuart (SSt), Derek Thomas MP (DT), Martin Tucker (MT)

## Minutes

## Action

### 1 Welcome and Apologies

- Apologies had been received as noted above.

### 2 Declaration of Interests

- RP declared an interest in Newlyn Harbour.
- HG declared an interest in Newlyn Art School.
- DC and JHo declared an interest in Penlee House.
- RY declared an interest in the Gardener's House.

### 3 Minutes of the Last Meeting

- The minutes of the Board meeting held on 28<sup>th</sup> June 2021 were agreed as a true and accurate record.
- The Project Prioritisation Summary document appended to the minutes, providing an overview of the options discussed at that meeting, was also taken as part of the minutes as a true and accurate record.

#### 4 Matters arising not covered on the agenda

- None

#### 5 Project Reprioritisation

- A report was circulated with the agenda pack.
- CH set out the two options that had been developed following the previous Board meeting and the Project Prioritisation Workshop which had taken place the previous week.
- CH provided a review of her report, which set out the rationale and impacts of each option in turn, noting that the recommendation in the report was to adopt the option 1 recommendation which would:
- Move Newlyn School of Art (NSoA) and Newlyn Gallery (NG) under Penzance Enterprise Grants (PEG); Remove Penlee House from main and invite under PEG at a reduced scale; take remaining balancing figure from Sustainable Travel Networks (STN).
- Option 2: Move Newlyn School of Art (NSoA) and Newlyn Gallery (NG) under Penzance Enterprise Grants (PEG); Reduce the offer to Penlee to £375K for a scaled back project; take remaining balancing figure from Sustainable Travel Networks (STN).
- TD enquired about any rationale from Govt regarding the reduction in funding from the original bid.
- Officers confirmed they had not heard anything formal and it was noted that as DT was not present, MT/RP would write to him asking if it was possible to find out any further information on the decision-making process.
- **ACTION:** RP to follow up with MT and write to DT accordingly.
- The transfer of smaller projects to the PEG scheme was queried, with some concern that this must be an objective process for all projects bidding. However, it was acknowledged that the projects in question had already been through the scrutiny of the Board and reached the criteria otherwise they would not have been included in the TIP.
- TD raised concerns about larger businesses applying to the PEG. JM advised that the way the scheme was set up meant a balance of larger and smaller businesses, noting that the scheme would not be deliverable from an administration point of view if providing all grants at the lower end of the scale due to the level of revenue spend allowed.
- Members noted that communication around these projects and this approach was key.
- It was noted that projects would further evolve as more information was gained during business case development and should any projects be ultimately undeliverable, funding could be reallocated further down the line, including to those that it was necessary to make reductions to

RP /  
MT

at the current time. It was noted that increased outputs would need to be demonstrated in line with funding increase.

- The Board agreed to adopt recommendation 1: Move Newlyn School of Art (NSoA) and Newlyn Gallery (NG) under Penzance Enterprise Grants (PEG); Remove Penlee House from main and invite under PEG at a reduced scale; take remaining balancing figure from Sustainable Travel Networks (STN).
- **ACTION:** CH to complete paperwork for return to Govt by 30<sup>th</sup> August based on adopted recommendation.
- It was noted that HG did not vote on the above item, having declared an interest in the item.

CH

## 6 AOB

- CH briefly outlined the next steps, including the PMO recruitment currently underway and advised that interim consultant support had been brought in to work with the project leads in the meantime to ensure business case development was starting in a timely manner.
- At the next Board meeting, CH would be presenting a delivery plan for the next 12 months, including project progress and risk register.
- RY queried the inclusion of the sustainability aspect and how that would look as part of business case development and whether carbon impact reporting would be included.
- CH confirmed that carbon savings was a metric to be reported on and she was aware that this needed thought and attention throughout the process.
- CH also noted that carbon impact and social values were included in the scope within the tender for consultants which were being procured to assist with business case development.
- RY volunteered to hold workshops on this theme for projects leads.
- TD enquired at to the previous request of the Board regarding additional support based on Penzance having Future High Street Fund (FHSF) to deliver in addition to Town Deal, how the two funds were going to be linked up, the future approach to wider funding and investment in the town and whether payment of real living wage was being requested from all projects.
- EK advised that the response to the support request was being considered, and that there was a wish for the PMO to become more established before being able to judge where any additional resource was required. She also considered that the joining up of the delivery may require on-the-ground support in the town, which may best be served by Cornwall Council supporting third parties within a partnership approach.
- EK noted that she and TD could continue that conversation outside the meeting.

- Regarding living wage, EK noted previous comments regarding adding conditions to grant agreements and considered that the Board may consider including this as one such condition.
- EK offered to work with a subgroup and bring recommendation of conditions back to the Board for consideration.
- JH advised that he and SSt had been in discussion with RIBA regarding a construction/architectural industry stakeholder event taking place in Penzance the same week as Tour of Britain. They were keen to link into Town Deal which was a good opportunity to promote to a wider audience.
- JH wanted to make the Board aware that a request for support/presentation as part of that event may follow.
- TW queried the mandated outcomes of the TIP and how this would be monitored going forward, whether there was risk of clawback of funding if outcomes were not delivered, and whether there was a proportionate decrease in expected outcomes due to the reduction in funding compared to the original bid.
- CH confirmed that the outcomes were proportionately reduced. CH was in the process of setting out monitoring and evaluation. She noted that there was a template from Govt but with scope to add local indicators.
- CH advised that the funding did not include advice on clawback but that they would certainly remain mindful of the responsibility to ensure project leads remained focussed on their outcomes.

## 7 Items for next agenda

- Penzance Enterprise Grants (PEG)
- Board Members to email BB to request items.

## 8 Date of next meeting

- BB advised on the outcome of the Board poll and advised that the next meeting was proposed as 9am on Tuesday 14<sup>th</sup> September.
- Several Members advised that this was not convenient and wished for meetings to remain on a Monday morning but preferred the slightly later start time of 09:00. It was noted that the earlier start time had historically been used to allow for DT travel schedule however a number of Members noted the childcare issues with attendance at an 08:15 start time proving difficult due to school runs etc.
- It was agreed that future meetings should take place at 9am on a Monday.
- **ACTION:** BB to circulate date of next meeting.
- PW advised that officers would be circulating a forward plan including meeting dates into 2022.

BB