

Minutes

Meeting Title: St Ives Town Deal Board Meeting

Date: 2nd November 2021

Time: 17:00 to 19:00

Location: Microsoft Teams

Chaired by: Sarah Stevens (SS)

Attendees: Members: Libby Buckley (LB), Steve Cross (SC – left 18.23), Neil Davis (ND), Su Hodgson (SH), Joanna Ireland (JI), Gareth Jones (GJ), Kirsty Kilmurray (KK – joined 17.31, Poppy Naylor (PN – joined 17.33), Rowena Swallow (RS), Derek Thomas MP (DT – left 19.31), Pam Vincent (PV).

Officers: Beth Briggs (BB), Melissa Burrow (MB – left 18.48), Rebecca Collings (RC – Arup), Sarah Corbett (SCo), Claire Hurley (CH), Emily Kent (EK), Vanessa Luckwell (VL), Iain Mackelworth (IM), Jessica Morris (JM), Phill Woods (PW).

Presenting: Jill Block (JB, Project Lead, St Ives Community Land Trust – left 18.48), Leanda Flower (LF, Community Investment Manager, Live West – left 18.47), Carl Harding (CHa, MWJV Architects – left 18.32), Tim Wotton (TW, Green Funding Manager, Live West – left 18.01).

2. Apologies: Andrew Baragwanath (AB), Naomi Copperwait (NC), Poppy Naylor (PN – would join during meeting), Johnnie Wells (JW).

Minutes

Action

1. Consent to record meeting

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

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 4, action 2 – PW advised that it was challenging to hold hybrid meetings in a community setting, but he would keep the Board informed.
- Item 6, action 5 – RS had contacted CH to put herself forward for the Rugby Club working group. No one had volunteered to join the Communications Sub Group.
- Item 9, action 8 – **ACTION 1:** PW to circulate updated revised Terms of Reference and related documents. PW/SCo
- All other actions had been completed.
- The minutes of the last meeting were agreed as an accurate record.

5. Town Deal Project Lead presentations

Old Vicarage Project

- Jill Block (JB), Project Lead for the Old Vicarage, gave a presentation about the project. A copy of the slides was circulated after the meeting.
- Following the presentation, SS noted the current high demand for builders and asked if the team had any builders interested in the work. JB advised that they had received one quote and were in the process of obtaining more.
- JB also advised that air source heat pumps and an electric vehicle charging point would be installed at the property.

Live West

- Tim Wotton (TW) and Leanda Flower (LF) updated the Board on the Live West project. A copy of their presentation was circulated after the meeting.
- Following the presentation TW clarified that although the project target was to retrofit 157 rented properties in St Ives that had an EPC (energy performance certificate) rating under EPC-C, they were aiming to over deliver and retrofit all 220 properties identified as having an EPC rating of less than EPC-C. He also noted that Live West was hoping this project would unlock further funding from the Department for Business, Energy & Industrial Strategy (BEIS) to retrofit properties with an EPC rating over EPC-C.

Rugby Club

- Carl Harding (CHa) talked the Board through his presentation about the Rugby Club project. A copy was circulated after the meeting.
- CHa advised that the project was at an early stage and they were looking at how the site could be used to accommodate two pitches for the Rugby Club, space for housing and sensitivity to the AONB and Heritage Coast designations which covered part of the site.
- He noted that a covenant applied to part of the site and prevented building on that land. JM advised that the PMO was liaising with relevant

departments of Cornwall Council regarding the covenant, but a view from the Board was required before it could be pursued further.

- MWJV had prepared four options for developing the site, as shown in the presentation.
- JM advised that the PMO was seeking a mandate from the Board to pursue an option that provided two pitches and maximised space for affordable housing and extra care accommodation.
- SS noted that it was difficult to give a view as they had not seen the plans in detail.
- JM advised that a working group was being formed to involve all stakeholders and they would provide the Board with more clearly defined options that they could look at in detail, but at this stage the PMO just needed a mandate to pursue an option that provided two pitches and prioritised affordable housing.
- Having discussed the issue, the Board voted on whether to support the approach JM had outlined and the majority (11) were in favour.
- **ACTION 2:** SCo to circulate presentations with minutes.

SCo

6. Low Carbon Transport Hub

- Melissa Burrows (MB) introduced herself as the Town Deal Delivery Commissioning Specialist providing project oversight for Truro and Camborne. She was also acting as project lead for some Cornwall Council led transport schemes including the Low Carbon Transport Hub which she was in the process of handing over to JM.
- MB gave a verbal update on the Low Carbon Transport Hub project.
- Project initiation commenced on 8th Sept 2021 and a Project Initiation Document (PID) had been produced, which had been circulated with the agenda pack.
- Mace Ward transport consultants had been commissioned and feasibility work was at an early stage, with delivery of options and feasibility expected in December.
- The priority for the project had moved away from the delivery of a second platform at St Ives Railway Station towards pedestrianisation of the town and the multi modal transport hub at the station. This reprioritisation had been prompted by liaison with Network Rail which identified that development of the second platform was at an early stage and this was considered to present a risk to Town Deal delivery deadlines.
- The feasibility work would link with any improvements Network Rail would be carrying out as part of their own programme of works. MB intended to maintain close links with Network Rail and had requested sight of any draft proposals for the second platform.
- SS questioned the move away from the delivery of a second platform as she has spoken to Network Rail who had advised that they were on target

to deliver it. MB advised that the PID could be updated when further information was received from Network Rail.

- **ACTION 3:** Cornwall Council to provide an updated Transport PID

JM

7. Programme Management Office Update

- Reports were circulated with the agenda pack.
- CH updated the Board noting that Mutual Ventures had begun developing businesses cases with non-Cornwall Council led projects the cashflow facility had been accessed by some St Ives projects.
- She flagged that the key risk (across all four Town Deals) was cost escalation driven by costs becoming clearer as projects' business cases were developed, plus cost escalation due to the pandemic and supply chain issues. This could mean that some projects would be unable to deliver their planned activity within their funding envelope, however there were various approaches to mitigating this risk that could be employed.

- **ACTION 4:** PMO to report on cost escalation in relation to St Ives projects and mitigation at next meeting.

CH

- JM noted that the Youth Worker project currently sat with the Leach Pottery project but might be better aligned with another. A number of possibilities were considered such as aligning it with the community orchard or Guildhall projects. SS advised that the Community Orchard was open to taking the project on.

- **ACTION 5:** JM to meet with Phoebe Sampson and discuss aligning the Youth Worker project with the community orchard.

JM

8. Comms update

- CH confirmed that a Communications Lead, Aurore Parkin, had been recruited to the PMO as of 1st November. AP would be meeting with towns and would be supporting the development of local communications strategies, allocation of budget and procurement of local communications management.
- SS noted that PN and NC had put themselves forward to join the Communications Sub Group.

9. AOB

- LB noted that project updates in the Highlight Report (provided by the consultants) were very brief. She suggested it might be useful for projects to provide a short report directly to the Board as this would allow them to flag issues that would not be picked up in the high-level update from the consultants.

- **ACTION 6:** JM, CH and LB to discuss how projects report to the Board.

JM/CH/

- SS noted that there would be a Delegated Fund meeting on Thursday 4th November, and that all Board members were welcome, but were not required to attend.

LB

10. Items for next agenda

- Presentations from Guildhall, the Community Orchard, St Ives Theatre, Low Carbon Transport and Delegated Fund for Renewal projects.

11. Date of next meeting

- 7th December 2021, 5pm-7pm

12. Items for information

- The items circulated with the agenda pack were noted.

Meeting ended 7.04pm