

# Minutes

<b>Meeting Title:</b>	<b>Camborne Town Deal Board</b>
<b>Date:</b>	16 <sup>th</sup> July 2020
<b>Time:</b>	9.00 am to 11.00 am
<b>Location:</b>	Microsoft Teams
<b>Chaired by:</b>	Anna Pascoe (AP)
<b>Attendees:</b>	Members: CC John Herd (JH), CC David Atherfold (DA), CC Philip Desmonde (PD), Justin Olosunde (JO), Rose Goodship (RG), Anna Pascoe (AP), Charlotte Caldwell (CC), Lauren Burt (LB), Matthew Brown (MB), Samantha Hughes (SH), Rachel Hilliard (RH), Sue Bradbury (SB), Val Dalley (VD) Tonia Lu (TL), Trevor Dalley (TD), Rose Hitchens-Todd (RH-T), Mark Duddridge (MD), Zoe Hall (ZH) Officers: Phill Woods (PW), Chloe Lorraine (CL) Louisa Philpott (LP) - Arup
<b>Apologies:</b>	CC Dave Biggs (DB), Glenn Caplin-Grey (GC-G), George Eustice MP (GE), CC Philip White (PW).

Minutes	Action
1 <b>Welcome and Introductions</b>	
<ul style="list-style-type: none"> <li>• Introductions were made by AP.</li> </ul>	
2 <b>Apologies</b>	
<ul style="list-style-type: none"> <li>• Noted.</li> </ul>	
3 <b>Declarations of Interest</b>	
<ul style="list-style-type: none"> <li>• VD declared she is a trustee of Camborne Community Centre with reference to the Donald Thomas Centre potentially being included in the Town Investment Plan (TIP). This was not a pecuniary interest.</li> <li>• PD declared an interest as his son's business, Desmonde Associates, may seek to tender for the board.</li> </ul>	

#### 4 **Board Attendance Register**

- AP noted the importance of sending apologies and the option of substitute attendees if unable to attend.
- It was noted that RH-T was currently substituting for DB and that sadly he was still in ill health. Members noted their warm wishes for DB and it was proposed by CC, seconded by VD and agreed that RH-T would assume the position of Vice Chair.

#### 5 **Minutes of last meeting and matters arising**

- The accuracy of the minutes was proposed by DA, seconded by SH and agreed by the Board as a true and accurate record.

#### 6 **Governance, Risk and Assurance Framework**

- CL was asked to support AP in regard to contacts within Cornwall Council for this item.

CL

#### 7 **Place and Regeneration Manager Update**

- PW shared the latest MHCLG guidance.
- PW noted the Board's decision in the Extraordinary Board meeting held on 9<sup>th</sup> July 2020 on Cohort 2 (October) submission date for the Camborne TIP.
- LP shared a presentation to the board. LP introduced herself to the Board and gave an overview of her role with Arup as part of the Towns Hub.
- PW advised that there was an invitation to tender to find a new Towns Fund Lead. This post is currently a 0.5FTE and the tender is currently going through CDC.
- PW noted that he was awaiting approval to increase Town Lead hours across the four towns as necessary, and on a case by case basis, should it be required at any point in the future.

CL

#### 8 **Chairs Update**

- AP gave an update and thanked CL for everything she had done as Towns Fund Lead
- CC noted that CL has been an asset to the Board.
- thstudio has been appointed for the design and build of the website.
- The survey has been completed and there is an online version and the link has been circulated to the Board.
- Subgroups will be called Partners going forward to reflect the programme of business and community specialists assisting with the Board's work.

- All Members to supply 100-word biographies and photos for Who's Who document.
- MB's team had put together an infographic for the Board and gave an update to the Board.
- The plan shows the Towns Fund area which includes gateway routes and key potential projects.
- Gateway signage will be included in the Board's scope of work.
- CC has created a Project Scoring Matrix to evaluate project proposals.
- RH-T, AP and RG met to scope creation of a Town Deal Lab to engage with the public.

ALL

## 9 Capacity Funding Expenditure Update

- CL tabled a report of funds spent to date.
- AP requested a full profiled report including committed spend.
- PD requested a full financial report be provided within two weeks.

PW

## 10 Government Announcement of £750,000 Accelerator Funding

- AP discussed the scoping paper for Project A-Void.
- Key to this is deliverability of projects before March 2021.
- Proposal to be submitted to Government by 14<sup>th</sup> of August.
- VD advised that meetings have taken place with Cornwall Council and First to start the negotiation process. It was felt that a deal was likely.
- PW advised the Board that at present MHCLG had not issued a template or formal criteria for the specification of Accelerator Funding submissions.
- It was proposed by SH, seconded by JO and agreed by the Board that the Project A-Void scoping paper be adopted as a working document for the accelerated funding submission.

## 11 Update from Vision Partners

- CC provided an update on the vision for the heart of Camborne.
- CC is working closely with Chris Hines from A Grain of Sand to develop two workshops which will shape the Board's vision, values and mission.
- Progress report was noted.

## 12 Update from Comms and Engagement Partners

- SB provided an update to the Board.
- It was hoped that website would be up and running by the 31<sup>st</sup> of July and thstudio has created a brand identity.
- The survey is online, and the link had been circulated to the Board.

- Comms and Engagement tender is due to go live this week.
- It was proposed by RH-T, seconded by VD and agreed by the Board to authorise expenditure of up to £30,000 to engage a Communications provider.
- Progress report was noted.

### 13 Update from Prosperity Partners

- Kim Conchie, CEO of Cornwall Chamber attended as a guest specialist and spoke about making Camborne famous again.
- Draft terms for the Bus Station was a key project to progress.
- Cycleways and walkways scoping has been led by JO in conjunction with James Hardy at Cornwall Council.
- Progress report was noted.

### 14 Update from Creativity Partners

- TL provided an update to the Board.
- Interim conversations have been held with Emmie Kell from Cornwall Museums Partnership around the location for their Tresorys Kernowek interactive archive.
- It was agreed that Camborne's heritage as well as contemporary history and innovations would underpin project developments for this group.
- Progress report was noted.

### 15 Delegated Powers for Routine Revenue Spend

- AP and PW noted that they had discussed a set of spend increments for delegated spend authority.
- Members agreed delegated powers of spending as follows:
  - > £1,000 = approval of Chair, 1 x sub-group Chair and TF Lead
  - > £5,000 = approval of Chair, 1 x sub-group Chair and P&R Manager
  - > £10,000 = approval of Chair, 2 x sub-group Chairs and P&R Manager
  - < £10,000 = to be requested to Board via relevant sub-group or, in extraordinary circumstances, agreed by a minimum of 4 Board members of which at least 2 must be Chair/sub-group Chairs and P&R Manager
- PW advised that Beth Briggs (BB) was starting on Monday 20<sup>th</sup> July as Towns Fund Support Officer.
- It was noted that CL would work with BB to produce and circulate a Delegated Spend Procedure based on the above.

CL/BB

**16 Any Other Business**

- AP updated the Board on an outline proposal from Everest Media regarding discussions to create an interactive charette portal for members of the public to be able to experience and feed back on project proposals with indicative costs of up to £30,000. Some Members felt this was an expensive project.
- It was proposed by RH-T, seconded by VD and agreed by the Board that this proposal be progressed through the Comms and Engagement Partner Group.

**17 Date and time of next meeting**

- Thursday August 13th – 3-5pm via Microsoft Teams