

Minutes

Meeting Title: Truro Town Deal Board

Date: 09/12/2021

Time: 9:00 – 11:00

Location: Microsoft Teams

Chaired by: Bert Biscoe (BB)

Attendees: Voting Members: Nigel King (NK), Nick Seaton-Burrige (NSB), Geoff Rumbles (GR – joined 9:15, left 9:53), Alan Stanhope (AS), Jonathan Morton (JM – joined 9:31 and left 10:09), Rob Nolan (RN), David Walrond (DW), Rachel Hammond (RH), Simon Hendra (SH), Loic Rich (LR)

Officers: Sarah Corbett (SC), Claire Hurley (CH), Phillip Woods (PW), Helen Nicholson (HN – joined 9:28), Jarrod Barter (JB – joined 9:21), Melissa Burrow (MB), Iain Mackelworth (IM - left 9:50)

Observer: Rachel Picken (RP – joined 10:13)

Presenting: Bryony Robins (BR)

Apologies: Emily Kent (EK), Chris Wells (CW), David Harris (DH)

1 Consent of all present to record meeting

- All present consented to the meeting being recorded for the purpose of assisting with minute production.

2 Welcome and Apologies

- Apologies noted above.

3 Declaration of Interest

- There were no declarations of interest.

4 Minutes of the last Meeting and Action Tracker

- Item 6, Action 3 – query re bus Services across Lemon Quay has been answered
- Item 7, Action 4 – membership of project working groups had been addressed
- Item 8, Action 5 – CH to provide a report on cost escalation during the meeting
- Two actions were still in progress and all others had been completed

5 Matters arising not covered on the agenda

- None

6 Election of Chair

- CT had resigned from the position of Chair but was staying on the board.
- LR nominated AS to be the new Chair and NSB seconded the nomination. It was voted on and the Board approved the appointment of AS as Chair.
- AS nominated BB to be Vice Chair, NK seconded the nomination and the Board voted in favour. BB accepted the role of Vice Chair.

7 Project Lead Presentations

Truro Community Hub

- GR introduced himself as the project lead for the Truro Community Hub project and talked through his presentation.
- After the presentation, BB asked if the slides could be circulated.
- **ACTION 1:** GR/SC to circulate Truro Community Hub Slides to the Board.
- GR took questions from the Board and there was a discussion on planning progress.
- GR noted that they were intending to appoint a project manager which would help to maintain the project's momentum.
- In response to a question from BB, GR stated that the project's main risks were funding and Planning.

Royal Cornwall Museum

- Jonathan Morton (JM), Director of Royal Cornwall Museum, was joined by Bryony Robins (BR) to give a presentation about the Royal Cornwall Museum project.
- After the presentation, BB asked how they were going to approach the issue of continuing to add to the museum's collections. BR responded that they were continuing to collect, but it was unsustainable to collect indefinitely due to limited space to store objects, so they were thinking seriously about what was in their collections.

8 Board Member Project / Stakeholder engagement

- A paper on Board Member Project/Stakeholder Engagement had been circulated before the meeting.
- At the last meeting the Board agreed that board members would join the stakeholder groups for the six Town Deal projects and take an active role, acting as a conduit to the Board.
- Suggested representatives were named in the paper and had accepted the roles, subject to Board agreement. They were:
 - Boscawen Sport and Recreation Hub – NK
 - Green Transport – LR
 - The Hive – Chris Wells
 - Truro Community hub – BB
 - New Life for City Buildings – NSB
 - Lemon Quay – NSB
 - Truro Harbour – Phil Allen (PA) to be co-opted onto the Board

- AS noted that Truro Harbour and Lemon Quay had formed two stakeholder groups as it was a large project.
- AS proposed that the Board accept the representatives named in the paper and that they co-opt Phil Allen onto the Board to be the representative on the Truro Harbour stakeholder group. BB seconded the proposal and the Board accepted.
- NK suggested having terms of reference for the Board members working with stakeholder groups.
- **ACTION 2:** It was agreed that the Chair would work with the Programme Management Office to produce terms of reference and report at the next meeting.

9 Programme Management Office Update

- The Programme Highlight Report, report on cost escalation and Risk Register had been circulated with the agenda pack.
- CH noted there were two red risks in the Highlight Report:
 - Boscawen Park - the key risk was concern regarding the scope. Some work had been done to minimise the risks and CH felt this was now an amber risk, but would confirm at the next meeting.
 - **ACTION 3:** CH to confirm risk status of Boscawen Park for next board meeting.
 - New Life for City Buildings - a significant amount of work was needed to produce a robust business case. The project would be invited to present to the Board in the new year.
- CH talked the board through her report on cost escalation and approaches to managing this risk. Other risks affecting the programme including Planning and obtaining match funding.
- CH noted that it was possible that not all projects in the Town Investment Plan would be affordable and the Board would then have to decide which would go forward.
- She recommended revising the programme so that all projects would submit their business cases by 31/3/22 and the Board would consider them together rather than on a rolling basis, which would allow them an overview of the whole programme. An extra Board meeting would be needed in April 2022.
- The Board agreed to this approach.
- **ACTION 4:** SC to arrange date of additional Board meeting in April 2022
- BB noted that as construction costs were increasing quickly it was important to move to project delivery as soon as possible. He sought assurance that the PMO had good links to the Planning Dept.
- CH advised that the PMO had a Strategic Planning Performance Agreement with the Local Authority's Planning Service and was receiving advice and feeding it through to projects. Cashflow funding was also available to help with planning pre-applications.
- BB also noted that in preparing for programme adjustments, it would be helpful to have more information on the financial context and the impact of inflation on the value of the overall sum available.
- CH advised that the PMO would start getting information from projects about their funding and how costs had been arrived at, with a view to providing an update at the next meeting if possible.
- **ACTION 5:** CH to provide an update on project funding and how costs have been calculated at next Board meeting, if possible.
- **ACTION 6:** CH to share paper on Tender Price Inflation with project leads.

- DW noted that if a project became undeliverable it would be useful to notify the Board when that became apparent rather than waiting until a full business case had been submitted.

10 **Communications Update**

- CH updated the board, advising that RP and CT had met with Aurore Parkin and were working on a forward plan for communications.
- Agile PR's contract had been extended and they were to continue providing communications support for Truro Town Deal.
- As an employed officer of the Board, RP of Agile PR would attend board meetings from time to time as an observer to gain an understanding of the programme and the projects' development. She would be bound by the Terms of Reference and would maintain confidentiality.

11 **Any other Business**

- None

12 **Items for next agenda**

- Finalise date of extraordinary meeting in April 2022

13 **Date of Next Meeting**

- 3rd February 2022

14. **Papers for information**

The following papers were noted:

- Work Programme
- Capacity Budget Update

Meeting ended: 10:44hrs