

Minutes

Meeting Title: St Ives Town Deal Board

Date: 28th July 2020

Time: 08:30 to 10:30

Location: Microsoft Teams

Chaired by: Sarah Stevens

Attendees: Members: James Butterworth, Andrew Baragwanath, Libby Buckley, Steve Cross, Neil Davies, Vanessa Luckwell, Cllr Andrew Mitchell (joined 08:57), Poppy Naylor, Sarah Stevens, Rowena Swallow, Linda Taylor, Derek Thomas MP (joined 08:46)
Officers: Beth Briggs, Lucy Davis, Emily Kent, Phill Woods, Louisa Philpott (Arup)

1. Apologies: Cllr Tony Harris

Minutes

Action

2 Minutes of Last Meeting

- Agreed as a true and correct record of the last meeting
- Matters arising:
 - 30 second introductory clips for social media – reminder to Board to each produce one and send to LD
 - SS and LD working up visions and objectives which would then be circulated to sub groups.
 - RS to provide input into wording.

SS/LD

RS

3 Declarations of Interest

- SS referred Members to the Nolan Principles which had been circulated with the agenda.
- LB – Leach Pottery
- RS – Malakoff, not on agenda but should it come up under discussion of other items

- SS invited each Member present to provide an overview of their roles and interests, within 1 minute, to familiarise the Board as to potential interests they had in items, whether registerable or not.

4 Project Proposals

- **Overview project list (circulated ahead of meeting)**
- LD updated that the Board were now at the stage of looking at several specific projects.
- A number of EoIs had come in for review
- There were a number of project ideas which were currently at a more aspirational stage and were being discussed by the appropriate sub-groups.
- SS proposed that the Board has a good workable vision and objectives, which should be circulated to subgroups to give direction and guidance from the Board. It was important the projects under consideration by sub-groups were a good fit with the Board's overall objectives.
- **Proposal for half day session – our emerging 'narrative'**
- SS proposed that a 2 hour to half day online session for the whole Board be arranged to look at the whole picture
- It was noted that the proposal to date had been for EoIs to be reviewed by the relevant sub group and then brought to the Board. It was felt that it may be more appropriate to consider them the other way around, going to the Board first and then going out to the sub-group. It was agreed that this was a good way forward.
- It was noted that EoIs were coming in on a regular basis and it was agreed that LD would circulate these between Board meetings in order to keep up momentum. This would allow them to be reviewed, with a decision on each to be brought back to the Board.
- **ACTION:** BB to circulate a Doodle Poll to establish suitable date for overview session.
- **For agreement in principle to proceed:**
 1. **Leach Pottery**
 - LB reiterated her interest in this item and left the meeting.
 - LD noted that she had circulated the EoI for this project.
 - RS provided an overview on this project: The Pottery would be leading on this, with the proposal being for commercial studio space and community facilities. He noted possible links with the Skate Park and Orchard.

BB

- Total project cost in the order of £300k. There was further costing work to be done, so it was noted that this sum could rise, to up to £500k.
- It was noted that the project had also had confirmation of ERDF funding in principle from CLLD and that if the project was approved by the Board, this would then form a fully funded project.
- Members agreed that this was a very positive project, utilising space not currently in use.
- The idea of a community kiln was appealing, particularly as there was no one at the school who was currently able to operate the kiln there.
- It was noted that the project was open and community minded, with links to previous initiatives around apprenticeships.
- EK asked that the leach add more information about the apprenticeship they currently offer and any apprenticeship opportunities the new community space and kiln might bring.
- Members agreed to proceed in principle with this project.
- LB re-joined the meeting.

2. St Ives School Sports and Well-being Centre

- JB reiterated his interest in this item and left the meeting.
- SS noted that there was a logistical issue with this item in that JB is the Chair of the relevant sub-group.
- The EoI had been circulated to the Board.
- The project was proposed to cost in the region of £9m which made it the biggest project being considered by the Board.
- It was noted that there was co-funding for this project and approximately £80k had already been invested.
- The school were looking to get a land valuation with the view to putting this up as match.
- The proposal was for a new sports facility, including a pastoral hub, with a focus on young people but with the potential to be open to the wider community. It was considered essential that support should include families/carers.
- The space could be utilised as a multiuse space, to include digital hub/business space.
- It was noted that the school was not looking to run the new facility and that the EoI included details of the groups that the project was linking with, although it was also noted that this list was not exhaustive as SS was aware of groups not included in the list.
- EK expressed a concern that the EoI hadn't identified the economic viability of the existing leisure centre and any impact this new facility would have. Would they consider it to be a different market or was there a risk of attracting users of the existing facility.

- VL mentioned that St Ives Tennis club had recently received funding from Cornwall council and that the School should talk to them as well as the leisure centre.
- DT confirmed that he had previously had conversations about the possibility of this project even before the Towns Deal. He noted that he would meet with JB separately regarding Government support.
- For wellbeing side of the school project it was suggested that the School should link with NHS and local GP practice.
- **ACTION:** LD was due to have a meeting with JB and noted that DT would be brought in on this.
- There was concern over the management of the facility. RS commented that there was potential crossover with the workstation hub and was concerned that the proposed business hub was a potentially duplication.
- **ACTION:** RS to link with Matthew Pound, and link in with LD and DT.
- Members agreed to proceed in principle with this project.
- JB re-joined the meeting.

LD/JB/
DTRS/MP/
LD/DT

3. St Ives Community Land Trust affordable homes

- This project was looking for a total of £612k and had currently secured £500k so was therefore seeking £112k funding.
- The project was looking to deliver six affordable flats, to be rented at socially affordable rates.
- It was noted that this project was nearly shovel ready but that there had been issues with securing planning due to flood risk and the ground floor not currently being used as residential accommodation.
- The Environment Agency had conducted a desktop exercise and reported that it was looking likely that an agreement would be reached, but that the project had already worked up an alternative plan should planning not be successful.
- Members agreed to proceed in principle with this project.

4. Bay to Bay Cycle route

- It was noted that this had not come in as an EoI, but via Cornwall Council and that it had been briefly discussed at the last Board meeting.
- AB raised concerns as to the size of this project and that there needed to be more linkage. He felt that a feasibility study was required but that it was an opportunity to do something with legacy.
- It was noted that this was a joint project with Penzance as the aspiration was to join the two Towns.

- DT reported that as soon as the Town Fund had been announced, he had been approached to ask if it could be used to deliver this whole scheme.
- DT felt that the time was right to get companies such as GWR and Network Rail to sit down and establish the appetite to make this happen, and that the project could then be scoped for delivery.
- The success of the Camel Trail was mentioned as a success story of this type of approach.
- **ACTION:** DT to work with AM and LD to progress
- **ACTION:** LD to arrange sub group meeting with Penzance Town Deal Board.
- Timescales were queried for this project, with concern that the ability to draw down on TIP funding may not align with project delivery.
- LP clarified that a cash flow forecast would be produced for each project, and funding could be drawn down over five years.
- Members agreed that this was a positive legacy project but required further investigation.

DT/AM
LD
LD

5. Zero carbon Transport Hub

- LD reported that this was wider issue which had already been covered. She noted that conversations were ongoing and that Arup were being brought in.
- Members agreed to proceed in principle with this project but with further investigation required.

5 Sub Group updates

- SS noted the time constraints in the meeting and, rather than going through each report, invited sub-group Chairs to comment on any specific items they wished to draw the Board's attention to.
- **Culture and Heritage**
 - Heritage Centre – RS reported that an in-principle decision was needed about the Heritage Centre proposal and how to take the project forward. She noted that there was a huge amount of potential but with a number of outstanding issues. She noted that this would be discussed further at the sub-group meeting.
 - Malakoff building – RS asked for a lead from the Board as to how to tackle the issue of bringing this forward as an EoI.
 - SS advised that it would be up to RS to submit an EoI highlighting the considerations and that she would advise that was done soonest.
- **Young People and Skills**

- JB noted that a meeting of this group needed to be arranged now the school year was over.
- SS noted that this was a key group and needed to look to meet regularly.

- **Comms**

- Members considered it was a good idea to go out to the community and get them behind it.
- it out to community? If community behind it, gives impetus to go further.
- PN advised that any projects requiring feedback should be going out for public engagement.
- The Board looked to PN for her expertise and asked that she contact the Board with suggestions.
- PN noted that receipt of the 30 second social media clips from each Member would assist her in progressing public engagement and image.
- **ACTION:** Board Members to send PN 30 second introductory video clip.

ALL
MEMB
ERS

- **Non-functioning sub-groups**

- LD proposed that the non-functioning Sports and Sustainable Tourism groups be dissolved as their remits were covered under other groups and this would allow a more streamlined approach.
- Members agreed to dissolve these two groups.

6 Update on £500,000 Accelerator fund

- LD updated that her current focus was working with PW and EK on this proposal.
- PW advised that that the submission deadline was 14th August but prior to that date, it was required to be reviewed by DLT by 5th August and then a Cornwall Council Section 151 Officer.
- LD advised Members that the proposal was progressing well.
- LD was working with the Town Clerk at St Ives Town Clerk on the Skate Park, their planning consultant was putting in an application and costings had been received.
- LD was working with the Harbour master to come up with costings and go through the procurement process.
- PW noted that the current pace of work was unprecedented and that the input of the Board was really appreciated.
- The Board advised LD that if she required any support from them it would be forthcoming.
- PW noted that approval of the final proposal would be required and that this could be done via email. Members were asked to please copy

all Members in on their replies in order to facilitate an open approval process.

7 Board applications

- SS reported that, at the last Board meeting, the Board had given her and LD a mandate to recruit two new Board members.
- SS noted that CVs had not been circulated as this had not been the previous practice, but assured the Board that the two proposed new Members had been through the same recruitment process.
- SS noted that the CVs and cover letters could be shared with Members on the Town Deal SharePoint site.
- Gareth Tudor was a teacher at St Ives Primary School and had lived in St Ives since 2011. He was passionate about helping young people and noted the he was available over the summer holidays, and was keen to join the Young People sub-group. He also had an interest in housing.
- Gareth Tudor was nominated by ND, seconded by AB and agreed as a Member of the Board.
- Ian McChesney lived in Halsetown and was an active member of the Digital and Transport and Energy subgroups and was therefore already working with Board Members.
- Ian McChesney was proposed by AB, seconded by SC and agreed as a Member of the Board.
- **ACTION:** LD to formally notify both Members and LD/BB to follow up on necessary paperwork.

LD

8 Workstation CIC

- Larry Magor (LM), Chair of Workstation CIC, joined the meeting to present the business plan
- LM advised that he had been an original Director of the company and had since been elected Chairman.
- He noted that all Directors of the company were volunteers, with the exception of RS who was the full time Project Director.
- LM reported that the CIC had been awarded £3.25m by the Coastal Communities Fund, with two-thirds of this being capital funding, which had been received by Cornwall Council as the funding body.
- LM advised that the original project had been based on acquisition of the Malakoff Building but the decision was later made due to ongoing complications with this acquisition to expedite the project by acquiring the former Chellevs building instead as the best workable solution.
- LM advised that planning had now been approved and the building was being prepared for development.
- The plan is to refurbish the work centre by mid-2021. The space will

be across four floors, as well as housing the CIC office. There are plans for 60 work stations, although he noted this may necessarily reduce to 40, post Covid. There would be a café for office workers, an open plan attic floor, and an extension housing a 50-attendee events space.

- The next stage was to finalise plans for social media, website and branding, produce a marketing plan, recruit staff (up to 11 posts have been approved) and continue with community engagement.
- LM noted that an EoI would be submitted on the Malakoff building with the view to this forming one of the 'spokes' of the CIC's hubs and spokes vision.
- ND indicated that he would like to talk further with LM and RS in terms of the Digital sub-group to ensure they were working together.
- SS enquired as to whether LM would be prepared to share the CIC's community engagement findings and get an idea of partners. LM confirmed that he would be happy to share this information.

9 Budget and finance

- **Budget updates**
- PW apologised for not having circulated a summary prior to the meeting. He noted that he was currently working to update the figures and would circulate an accurate and itemised update as soon as this was ready.
- **Capacity funding – when do we start spending it?**
- PW noted that a paper had been circulated to the Board the previous day and apologised for not making it available sooner.
- PW highlighted key point from the report to Members. He noted that St Ives had been awarded £140k Capacity Funding to develop the TIP.
- PW noted that there were many aspects of support that would be received from Arup which should be utilised as much as possible as this would not require use of capacity funding. He noted that the list (although not exhaustive) had been circulated to Members.
- It was noted that the capacity funding pot was also to be utilised for detailed business case development following TIP submission so it would be prudent to protect as much of this fund as possible for that purpose.
- PW noted that Cornwall Council's procurement process would need to be followed and that procurement with a value of over £10k required DLT approval.

- Procurement values of £25-50k would require a tender process which could be facilitated via Bloom, and that this would incur a standard 5% charge.
- PW referred to the table on the final page of the report which outlined this information.
- LD noted that the Board had not yet given authorisation to start using the capacity funding. She noted that any expenditure would be subject to approval of any recommendations by the Board.
- PW noted that LD had produced a forward plan and would be able to map out the required support which would identify the gaps between needs and Arup support.
- LP advised that if the Board was able to provide a list of prospective requirements, she could begin formulating service requests.
- **ACTION:** Sub-group Chairs to compile list of possible assistance required and submit to LD.
- Once Arup assistance had been established, Cornwall Council would be consulted to see where they were able to provide support and capacity funding would be considered for the remainder.

Sub
Group
Chairs

10 Any Other Business

- SS enquired as to whether Board Members were open to face-to-face meetings.
- Some Members indicated their preference to continue with online meetings.

11 Date and Time of next meeting

- Date to be confirmed, but it was noted that 4 weeks' time would fall on **25 August**.