

Minutes

Meeting Title: Penzance Town Deal Board

Date: 24th May 2021

Time: 08:15 to 10:00

Location: Microsoft Teams

Chaired by: Martin Tucker

Attendees: Voting Members: Dick Cliffe (DC), CC Tim Dwelly (TD), Henry Garfit (HG), James Hardy (JH), CC Thalia Marrington (TM), Megan McClary (MM – subs. Derek Thomas MP) Jess Morris (JM), Rob Parsons (RP), Sarah Shaw (SS), Susan Stuart (SS), Martin Tucker (MT), Tim Wotton (TW – joined at 09:08), Rachel Yates (RY).
Non-Voting Members / Officers: Beth Briggs (BB), Claire Hurley (CH), Emily Kent (EK), Iain Mackelworth (IM), Phill Woods (PW).

Apologies: CC Jim McKenna (JM), Derek Thomas MP (DT)

Minutes	Action
<p>1 Welcome and Apologies</p> <ul style="list-style-type: none"> • Apologies had been received as noted above. • MT thanked Cornelius Olivier and Emmie Kell for their contributions to the Board. • MT congratulated CH on her appointment as Town Deal Delivery Manager at Cornwall Council. • MM and TM were welcomed to their first Board meeting, MM as substitute for DT, and TM as newly elected Cornwall Councillor for Mousehole, Newlyn & St Buryan. 	
<p>2 Declaration of Interests</p> <ul style="list-style-type: none"> • There were no declarations of interest. 	
<p>3 Election of Penzance Town Deal Chair for May 2021-22</p> <ul style="list-style-type: none"> • MT was unanimously voted in as Chair for the forthcoming year. 	

- MT felt that the Board had submitted a very strong TIP and hoped to hear positive news very soon.
- MT noted that the next stage was to focus on project delivery, having now agreed the projects. He asked the that Board remain unified as a Board to achieve this.

4 Election of Penzance Town Deal Vice Chair for May 2021-22

- RP was unanimously voted in as Vice Chair for the forthcoming year.

5 Minutes of the Last Meeting

- The minutes of the meeting held on 26th April 2021 were agreed as a true and accurate record.

6 Matters arising not covered on the agenda

- **Page 2, Item 4** – date of announcement still not known.
- **Page 2, Item 5** – Project updates – CH provided Members with an update from the previous meeting.
- The timeline CH tabled at the previous meetings was still accurate in terms of the process going forward.
- **Page 2, Item 6** – JM advised the Board that all equipment had arrived for ShopMobility, and the booking mechanism was being developed via Love Penzance site. Manning of the scheme, i.e. issuing people with the equipment they have booked.
- JM invited ideas from the Board as to how this could be managed.
- Conversations with eBike providers was suggested.
- **ACTION:** JM and RY to explore this option, and then explore voluntary option dependant on outcome of these discussions.
- TD queried the installation of the cycle hubs. JM advised that this was subject to delays in delivery of materials. JH confirmed installation of these is on Cormac's programme.
- TD requested a schedule of what is going where.
- **Page 3, Item 7** – SS advised that works being undertaken with the first grant needed to be completed before the next application could be made.

JM / RY

7 Stage 2 – Roles and Responsibilities

- PW provided an overview of the paper which was circulated with the agenda pack in terms of Stage 2 of TIP delivery.
- PW noted this was a working document and welcomed comments from the Board.

- Arup had been sharing their experience with working with other Boards across the country in terms of the transition.
- PW noted that the Terms of Reference were being reviewed to ensure they were fit for purpose, as their focus was currently on TIP development which was now complete. These would be shared with the Board in due course.
- SS enquired as to whether CDC be invited to sit on the Board as an observer due to working relationship in terms of procurement for projects and delivery of the discretionary fund.
- **ACTION:** PW to check on this proposal in terms of governance. PW
- IM then provided an update on the Programme Management Office, following consultation with Boards and Arup and set out the next phase of recruitment as set out in the paper circulated to the Board prior to the meeting.
- IM noted that the resource would be monitored, and inclusion of the Future High Street Fund for Penzance would be factored in.
- Fast tracking of projects was discussed, with PW advising that fast track project summaries could be submitted to Government early to facilitate fast track delivery. The length of time for money to be released by Govt following submission of project summary was a factor.
- Ponsandane was a particular concern given requirement for Cormac to break ground by September.
- **ACTION:** PW and JM to follow up on Ponsandane project timeline. PW / JM
- The Board supported the proposed staffing structure and recruitment process.
- The Board supported the commitment from remaining capacity budget towards cashflow of staffing structure as set out in the report.

8 Balance of Board membership and recruitment of new Board Members

- PW provided an update as per the report circulated with the agenda pack.
- Members hoped that a new LEP representative would be nominated.
- **ACTION:** MT to follow up with LEP MT
- TD queried the number of Cornwall Councillors eligible to sit on the Board. PW advised that all Cornwall Councillors with an overlap between their ward and the Town Deal red line were eligible for a seat.
- RY raised the importance of community representation and felt that additional community members should be recruited.
- It was noted that new members, including new Cornwall Councillors, should they wish to join the Board, would need to be brought up to speed.
- Members agreed that recruitment should be undertaken for an additional community member.

- **ACTION:** PW/BB to update recruitment paperwork and circulate to Board and on social media/website. BB
- **ACTION:** PW to speak with to James Hardy (CLO), and with the Cornwall Councillors who had not yet taken up their seats on the Board. PW / JH
- There was discussion around balance of the Board in terms of Town Council representation compared to County Council representation.
- **ACTION:** MT and PW to discuss further the balance of public sector Board membership. MT / PW
- It was noted that the skill set of the Board should reflect the delivery stage of the TIP.

9 Budget update

- CH provided an update.
- The quote from Cormac for the Ponsandane Sidings project had been received.
- The Board agreed to allocate up to £21k for this project to facilitate fast track delivery, subject to interrogation of full quote which had just been received.
- It was noted that the Board had earlier agreed to allocate remaining budget (confirmed by CH as £35.4k) in the budget to facilitate cashflow.

10 AOB

- Future meetings – would Board prefer to return to face-to-face meetings.
- **ACTION:** BB to send out poll to Members to establish preference for meeting type, and times/days going forward. BB
- TD raised the issue Town Deal Board support for progressing the Mounts Bay Academy re. contribution from Cornwall Council to release funding and for Penzance Regeneration Partnership to increase its contribution.
- MT noted that the Regeneration Partnership was meeting that evening and would be a decision for them. The Board did not object to MT offering the Town Deal Boards support of this message.

11 Items for next agenda

- JM requested items regarding the Town Deal ‘Entity Board’ and enterprise grant project.
- PW noted that, if an offer letter was received from Govt there would be the need to organise an extra meeting.
- TD suggested a discussion regarding future Boards in Penzance, and their scopes, going forward.
- JMck requested that MM seek DT thoughts on the impact on Penzance of Isles of Scilly Levelling Up Fund bid.

- **ACTION:** MM to follow up with DT in time for the next Board meeting. MM
- **ACTION:** BB to add above items to next ordinary meeting agenda. BB

9 Date of next meeting

- Monday 28th June, 8.15am.
- Extraordinary meeting in the meantime, pending announcement of funding offer.