



Camborne Town Deal Board

Date: Friday 28th May 2021

Time: 10.00am-13.15pm

Location: Microsoft Teams Meeting

Chaired by: Val Dalley (VD)

Attendance:

Chair: Vacant

Vice-Chair: Val Dalley (VD)

Co-ordinator: Len Smith (LS)

Business and Community representatives: Rose Goodship (RG), Tonia Lu (TL – left at 12.01pm), Anna Pascoe (AP)

Camborne Town Council: Cllr Zoe Fox (ZF), Rose Hitchens-Todd (RHT)

Cornwall Councillors: Cllr Philip Desmonde (PD), Cllr John Morgan (JM), Cllr Peter Perry (PP – left at 12.37pm)

Cornwall Council Officers: Beth Briggs (BB – Towns Fund Support Officer), Matthew Brown (MB – Strategic Planning Manager, left at 12.01pm); Charlotte Caldwell (CC – Communities Link Officer), Emily Kent (EK - Head of Economy Skills & Culture), Iain Mackelworth (IM - Head of Investment & Growth), Phill Woods (PW – Place and Regeneration Manager)

Local Enterprise Partnership: Mark Duddridge (MD – left at 11.30am)

Member of Parliament: Archie Azis (AA – subs. George Eustice, GE)

Non-voting Members/observers: David Atherfold (DA – left at 11.23am), Trevor Dalley (TD)

Minutes**Action****1. Welcome and Introductions**

- RHT opened the meeting as retiring Vice Chair.
- Newly elected Cornwall Council Members JM and PP were welcomed.
- The Board agreed that Board Members who no longer held seats on Camborne Town Council (TD) and Cornwall Council (DA) were permitted to attend the meeting as observers but would not have voting rights. The recruitment process for new Board Members was being finalised and both TD and DA were welcome to apply to the Board in a new capacity.
- RHT extended thanks to retiring Board Members for their contributions, and those who have chosen to remain for their ongoing support.
- Special thanks were extended to AP as outgoing Chair for her leadership through the TIP development and submission.
- The Board agreed that a card or letter should be sent to each retiring Member.

2. Apologies

- Apologies had been received from Glenn Caplin-Grey (GCG), Amanda Hall (AH), and Justin Olosunde (JO).

3. Declarations of Interest

- RHT declared an interest in West Cornwall Works, It's Possible Camborne CIC and Camborne Town Council.
- VD declared an interest in the Donald Thomas Centre and It's Possible Camborne CIC.
- AP declared an interest in Camborne BID.
- CC declared an interest in the Youth Cafés Cornwall CIC
- MD advised that he was Chair Elect for Coastline Housing.

4. Election of Camborne Town Deal Chair for May 2021-22

- PW advised that if no Chair was elected during the current meeting, the Vice Chair would become interim Chair and the item would be added to a future agenda.
- There were no nominations for Chair.

- The Board noted that the Chair should be a private sector representative if at all possible. The possibility of nominating RHT was raised, with RHT confirming that she would be unable to accept such a nomination.
- The Board agreed to proceed with the Vice Chair election and that the elected Vice Chair would act as interim Chair whilst new private sector and community members were recruited to the Board, at which point, Chair nominations would be invited.

5. **Election of Camborne Town Deal Vice Chair for May 2021-22**

- A nomination for VD was proposed by RHT, seconded by AP and unanimously agreed by the Board.
- Chair of the meeting was passed from RHT to VD.

6. **Board Attendance Register**

- This document was noted.

7. **Minutes of last meeting and matters arising**

a. **Minutes of meeting held on 27th April 2021**

- AP felt that the wording in the minutes did not adequately reflect the discussion in the meeting, as follows:
- Page 4 – resolution to allocate £750 per month for two months for local comms provision. AP felt that the agreement to engage this provision was not subject to internal discussions at Cornwall Council and any provision by Cornwall Council would work with this contracted local comms provision.
- Page 7 – Buzz Station. AP felt that the wording in the minutes did not reflect the sentiment in the meeting that SH had repeatedly requested more frequent ‘as it happens’ updates or that the extraordinary Board meeting was expected to happen as soon as possible.
- VD noted that the extraordinary meeting had been arranged. AP felt that the duration between agreeing to hold the meeting and the meeting being arranged was not acceptable.
- The minutes of the meeting held 30th March 2021 were agreed by the Board as an accurate record, subject to noting the above comments from AP.

b. Action update tracker for information

- It was noted that Cornwall Council had produced this document to track actions coming out of meetings.
- RHT proposed that meetings be recorded automatically to ensure a record of the meeting to aid minute production. Members agreed with this approach going forward.
- **ACTION:** BB to record future meetings. BB
- LS updated that the project matrix had now been produced so this action was complete. The action re. subgroups was not yet complete, pending recruitment of new members to the Board and establishment of the Programme Management Office (PMO).
- LS confirmed that the comms procurement had been progressed.
- AP commented that the action from March/April Boards, as requested by herself and PD for Cornwall Council to provide a PMO organisation chart for members has been missed off the actions log, and not provided.
- It was noted that this item would be discussed later on the agenda.
- **ACTION:** BB to add to action tracker, IM/PW to follow up.

8. Buzz Station, to include:

a. Update on the Bus Station acquisition work

- MB apologised for the delay in circulating the paper whilst ensuring the most up to date picture for the Board.
- The Board reiterated their frustration in the lack of development reported by Cornwall Council.
- IM advised that a site visit at Longrock was being undertaken that week to inform the ongoing work of reviewing the site spec.
- A revised proposal was being prepared and information/feedback on this would be available in around two weeks' time.
- There was discussion around delaying the extraordinary meeting scheduled for 10th June until more information would be available on the negotiations.
- AP felt the level of updates received by the Board was not acceptable.

- IM apologised and understood the frustration but assured the Board that work was ongoing on a daily basis.
- The point at which the Board must make a decision on the way forward for the Buzz Station project was discussed, with IM advising that as long as work on alternative options was being conducted in parallel the decision final decision did not need to be made at the extraordinary meeting.
- PD requested site of the Arcadis report originally commissioned on the site and queried the existence of a hazard risk assessment and the inclusion of various details within the Arcadis report around due diligence including presence of mine shafts, sewers, pollution, asbestos.
- IM could not recall the detailed content of the report but advised that the reports would be circulated to the Board again as soon as possible.
- PD requested it be minuted that he wished for Cornwall Council due diligence report to be delivered within two weeks.
- IM reiterated that he would revisit the original report for this detail and share that information with the Board as soon as possible.
- **ACTION:** IM to circulate Arcadis report information.
- PD reiterated AP's earlier criticism of the level of reporting back to the Board regarding the Buzz Station negotiation process.
- IM reminded Board Members that this was an ongoing confidential and commercially sensitive process but noted their comments and would aim to be as open as possible going forward.
- PD requested information on the Arcadis readiness review (post submission assessment), what the cost was, what procurement process was followed and how this aligned with Cornwall Council's resolution to keep money in Cornwall.
- IM did not have the cost to hand but assured Members that the procurement was done through the Cornwall Council framework. Procurement is heavily regulated at a national level and Cornwall Council uses that to set rules and procedures for procurements.
- IM reminded Members that there had been a time implication to this piece of work so there was the need to

IM

source a company with the capacity to undertake this work quickly. He assured Members that Cornwall Council use local suppliers where possible but have to do so in consideration of the regulations and requirements of the work.

b. Buzz Station Plan B work

- A report was circulated prior to the meeting.
- MB presented the Board with slides outlining the town centre boundaries, access routes and proximity of suggested alternative locations for the Buzz Station or its component parts.
- Potential vacant buildings were discussed, as was the option of repurposing lesser used carparking space.
- Members suggested exploring the feasibility of the Trevithick car park/building which it was understood had recently been up for sale.
- It was noted that the meeting was no longer quorate and therefore the recommendations within the report could not be voted upon.
- AP felt that the information had not been provided far enough in advance of the meeting.
- Members agreed that these decisions would be deferred to the extraordinary meeting scheduled for 10th June.

9. Stage 2 – Roles and Responsibilities

- A report was circulated with the agenda pack.
- PW provided an overview of the report, outlining the three-week turnaround of the Heads of Terms, once received from Government.
- PW advised that he had consulted with Arup regarding the changing role of Boards across the country and how that transition was being managed, noting that the role of the Board was essential and that they remained ambassadors for the TIP and would ensure that the delivery of the projects remained true to the vision set out in Stage 1.
- PW advised that the Terms of Reference were currently under review to ensure they were fit for purpose for stage 2.
- RHT requested that MB bring a schedule of works and costs for the works recommended in his report to the extraordinary meeting.
- **ACTION:** MB to provide information at meeting on June 10th.

MB

10. Delivery Team (PMO) and Business Case Development

- IM advised that the feedback from Town Deal Boards and further considerations by Cornwall Council had led to the proposal for the second stage of recruitment as outlined in the report circulated prior to the meeting.
- This would include access to a 0.5 FTE dedicated Officer for the town.
- IM advised that, in addition to the proposed recruitment, specialist consultancy support would be brought in to support project leads in producing their full business cases in line with the Green Book five case model.
- This was a shorter-term intense piece of work than the proposed longer-term support provided by the PMO and it was to ensure adequate support for project leads as well as consistency of business cases, which would be assessed by Cornwall Council as accountable body and then by MHCLG. It was important to ensure appropriate support during this vital stage.
- The proposal was for each Town Deal Board to contribute the remaining balance of their capacity fund budget to provide cashflow to allow this process to begin, with that funding being replenished once Cornwall Council was able to start drawing down funding.
- The tender process for this procurement was queried with IM advising that, due to its value, this would be a fully open tender process. The full brief had not yet been produced but would invite consultants to price based on initial support required for applicants as well as checking and reviewing business cases.
- The recommended sum of £40k was queried.
- EK advised that this amount had been suggested from the start based on the predicted remaining balance following recruitment of a Coordinator, Comms provision etc. She reiterated that investment was needed in support of full business cases and would be replenished on draw down of funding, providing the Board with a £40k pot in future.
- IM advised that the cost would be determined by the tender process.
- An additional extraordinary Board meeting was requested to cover the remaining items on the agenda due to the meeting going over time. Members requested that this take place within two weeks.

- PW advised that with half term the following week, this timeframe might not be achievable and that it would be beneficial to line up the next meeting with the anticipated receipt of the letter from Government.

11. **Balance of Board Membership and Recruitment of new Board Members**

- A report was circulated with the agenda pack, which PW provided an overview of.
- It was noted that, in order to ensure the right balance of public sector, private sector and community representatives, a recruitment exercise to invite new private/community members was prudent.
- There was consensus that those wishing to remain on the Board as private/community members, having previously represented public sector bodies, be invited to reapply through the same recruitment process.
- AP requested exit interviews be conducted with those who have stepped down as she wasn't aware why LB was no longer a Member. PW confirmed she had resigned due to time pressures.
- AP also requested that the Board consider diversity.
- PW advised that it was up to the Board to come to a consensus about any additional organisations they would like to see represented on the Board and Officers could then invite nominations from those organisations.
- Members present felt that an immediate recruitment process should be undertaken by Cornwall Council to attract new private/community members.
- **ACTION:** PW/BB to circulate updated advertisement.

BB

12. **Capacity Funding Expenditure Update**

- LS outlined a number of minor changes to the previous month's report, resulting in a total additional expenditure of £2k, and noted that he would circulate the updated report following the meeting.
- **ACTION:** LS to circulate updated report.

LS

13. **Any other business**

- VD reiterated the sentiment earlier in the meeting in thanking the Board Members who had stepped down, and welcoming the new Members.

14. Items for next agenda

- Any Member wishing to add an item to the next meeting agenda should email BB, copying VD, up to seven days prior to circulation of the agenda.

15. Date and time of next meeting

- Extraordinary Board meeting – 10th June.
- Next ordinary Board meeting – 21st June, it was noted that this may be moved dependant on decision from MHCLG.
- The suggestion of moving the extraordinary meeting was raised again, with PW advising that Officers would advise as to most appropriate timings as soon as possible.
- **ACTION:** PW/BB to follow up on meeting dates.

PW / BB