

Minutes

Meeting Title: Penzance Town Deal Board

Date: 6th December 2021

Time: 09:00 to 11:00

Location: Microsoft Teams

Chaired by: Martin Tucker

Attendees: Voting Members: Todd Barden (TB), Dick Cliffe (DC), Tim Dwelly (TD), Will Elliott (WE – subs. Derek Thomas), Henry Garfit (HG), Cllr Andrew George (AG – joined 10.03, left 10.30), Jonathan How (JHo), Steve Jermy (SJ – left 10.35), Jim McKenna (JMc), Thalia Marrington (TM), Sarah Shaw (SS), Susan Stuart (SSt), Tim Wotton (TW), Rachel Yates (RY)

Non-Voting Members / Officers: Jarrod Barter (JB), Sarah Corbett (SC), James Harding (JH), Hester Hunt (HH), Claire Hurley (CH), Emily Kent (EK), Jessica Morris (JM), Phill Woods (PW)

Presenters: Chris Jones (CJ), Chris Turner (CT)

Apologies: Cllr Andrew George (AG – joined meeting 10.03–10.30), Steve Jermy (SJ – joined meeting 9.00-10.35)

Minutes

Action

1 Consent to record

- Consent to record the meeting was given.

2 Welcome and Apologies

- Apologies had been received as noted above.

3 Declaration of Interests

- No new declarations of interest were made in addition to those made at earlier meetings.

4 Minutes of the Last Meeting and Action Tracker

- The minutes of the Board meeting held on 1st November 2021 were agreed as a true and accurate record, with one amendment – the

spelling of Todd Barden's name was to be corrected.

- **ACTION 1:** SC to correct spelling of TB's name in minutes of last meeting. SC

Action Tracker

- Item 7, action 1 – regarding the expression of interest process for the delegated fund, the Board were advised that Catherine Roberts (Cornwall Development Company) would bring a proposal to the Board with the business case for the project.
- Item 11, action 6 – SJ expressed an interest in being a sponsor for the Newlyn Skills Hub project, as well as TM, and was accepted.
- All other actions were to be covered later in the meeting or had been completed.

5 Matters arising not covered on agenda

- None

6 Appointment of Vice Chair

- JMc nominated SSt who confirmed she was willing to take on the role.
- JMc proposed SSt to be Vice Chair, TD seconded the proposal and all were in favour.
- JMc suggested the Board write to Rob Parsons (RP) to thank him for his work on the Board.
- **ACTION 2:** MT to write to RP on behalf of the Board. MT

7 Project Lead presentations

Ponsandane Park and Bike – Jessica Morris

- JM gave a verbal update, noting that the project was moving quite quickly. It is linked to another project to extend the sidings at Ponsandane; construction was expected to begin in Spring 2022 and the aim was to deliver the park and bike project during the construction stage.
- JM advised that detailed designs of the park and bike scheme would be available in early January, planning permission would be obtained and the business case would be brought to the next Board meeting (31st January 2022) for approval.
- JM confirmed that all full business cases needed to come to Board by 31st March 2022, but they hoped to bring this one sooner in order to deliver the project alongside the work on the sidings.
- TD suggested that images of planned developments should be made available as soon as possible and project teams needed to be prepared for negative feedback. JM assured TD that she was

working with Network Rail's communications team and would publicise the plans when detailed designs were available.

- JM advised that they would have to go through a procurement process to find a supplier to run the e-bikes.
- It was raised that bike stores at other sites have damaged Perspex walls – could other materials be used? JM advised that there were plans to put branded vinyl on the end walls which would strengthen them and hide any damage.

Penzance Harbour – Chris Jones and Chris Turner

- CJ and CT took the Board through their presentation about the Penzance Harbour project, a copy of which has been circulated with these minutes. The project team then took questions from the Board.
- **ACTION 3:** SC to circulate the presentation to the Board, although it must remain confidential. SC
- The Board asked a number of questions which CJ responded to. He advised that when it is redeveloped the west side of the harbour will be leisure focused and looking at the implications for public access to the harbour, CJ felt that the development would enhance access.
- SJ offered to speak to the Board about Floating Offshore Wind (FLOW) at the next meeting to give members the opportunity to ascertain what it might mean for the harbour.
- CJ gave the Board an open invitation to visit the harbour and discuss the project with him.

Market House and the Waterfront – Susan Stuart

- SSt gave a verbal update regarding the purchasing of the properties and discussions with Treveth regarding the mechanism for purchase.
- SSt raised a concern that the project might now need cashflow funding and CH confirmed that it would still be available.
- The Board agreed that meetings were needed with senior leaders at Treveth re. the purchase of the sites and Cornwall Council re. the risk to delivery of Conservative funding for Cornwall.
- **ACTION 4:** MT to arrange meetings with Treveth and with Linda Taylor, Leader of Cornwall Council. MT
- **ACTION 5:** JM to speak to Tim Mulholland on this matter. JM
- DC asked if officers could put a value on all the Town Deal projects that needed support from Treveth and are now at risk.
- **ACTION 6:** MT to discuss projects at risk with CH to understand the situation with other projects. MT
- **ACTION 7:** MT to contact Phil Mason, Cornwall Council about this matter. MT

- JM advised that the Board needed to decide on the SPV and the exit strategy for the projects as this was something Treveth were asking for and lack of an exit strategy posed a risk to the projects.
- **ACTION 8:** The board agreed for SSt to seek legal advice on the SPV model/constitution and report back to the board with the options. SSt

8 Programme Management Office – project progress report

- The Penzance Programme Highlight Report and Strategic Risk Register had been circulated with the agenda.
- CH talked through slides on cost escalation and outlined various approaches to the issue. She noted that a situation could arise in which not all projects are affordable given increased costs and the Board would have to decide whether to scale back or reject some projects, while retaining the strategic impact of the Town Deal funding.
- CH proposed keeping the deadline of 31st March 2022 for submission of full business cases, but rather than appraising them on a rolling basis, hold an extra Board meeting and review them all together so the projects can be considered as a whole.
- TD asked whether funds could be moved from one project to another and CH advised that this had been raised with Government colleagues and although they had not given a definitive answer, if a good rationale was put forward this might be possible.
- The Board accepted CH's proposal for an additional Board meeting and a revised schedule for submission.

9 Revised Terms of Reference and Board Remit

- PW presented his paper on the revised Terms of Reference (ToR) which had been circulated in the agenda pack. The paper sought agreement of the revised ToR and asked the Board to consider forming a working group to focus on funding other than the Town Deal and the Future High Streets Fund.
- The Board discussed the proposal and TD asked PW if he could share the advice he had received from Government on the ToR.
- **ACTION 9:** PW to share advice received from Government on ToR with TD. PW
- MT noted that the criteria for Levelling Up and the Shared Prosperity Fund were unknown, but when they are published the working group could consider them and the remit of the Board could be widened. He proposed that the Board accept the revised ToR, with the option to amend them later if necessary.
- SSt proposed that the ToR be adopted and DC seconded. The majority were in favour.

10 Board Member project / stakeholder support

- CH advised that Board sponsors had been found for all projects. TM and SJ were now supporting the Newlyn Skills Centre project and additional sponsors for Land Use and Regen had been found.
- JM reminded Board sponsors that they needed to engage with the development of the project business plans.

11 Future High Streets Fund (FHSF) update

- CH updated the Board on progress.
- Coinage Hall – CH and other CC officers were asking Treveth to continue work on this project. The land transfer to Treveth was in progress. The business case information that would allow FHSF grants to be made to the project was in progress.
- Backlands – site allocated for housing. Cornwall Council had purchased Poundland which was a key element of the FHSF work to bring together parcels of land for development.
- CH was seeking confirmation as to whether Merlin Cinemas would be able to go ahead with the project. If not, the funding would have to be reallocated.
- DC asked for an update on town wide wi-fi and Geosense. CH advised that the grant funding agreement for Geosense was in place and wi-fi would follow.
- SSt asked if the purchase of Andrewartha's and Lou's Shoes were also not progressing because of delays with Treveth.
- **ACTION 10:** MT to include these properties in his discussions with Treveth and Cornwall Council. MT

12 AOB

- None

12 Item for next agenda

- Update re meeting with Treveth

13 Date of next meeting

- 31st January 2022, 9.00am-11am

Meeting ended 10.55am