



Camborne Town Deal Board

Date: Tuesday 30th March 2021

Time: 10.00am-12.30pm

Location: Microsoft Teams Meeting

Chaired by: Anna Pascoe (AP)

Attendance:

Chair: Anna Pascoe

Co-ordinator: Len Smith (LS)

Partner Group Chairs: Comms & Engagement: Sue Bradbury (SB); Creativity: Tonia Lu (TL); Finance & Future Planning: Samantha Hughes (SH); Vision: Charlotte Caldwell (CC)

Business and Community representatives: Val Dalley (VD), Amanda Hall (AH)

Camborne Town Council: Cllr Trevor Dalley (TD)

Cornwall Councillors: Cllr David Atherfold (DA – left at 11.44am), Philip Desmonde (PD – arrived 10.12am, left 11.21am)

Cornwall Council Officers: Beth Briggs (BB – Towns Fund Support Officer), Matthew Brown (MB – Strategic Planning Manager); Emily Kent (EK - Head of Economy Skills & Culture), Phill Woods (PW – Place and Regeneration Manager)

Local Enterprise Partnership: Mark Duddridge (MD – present 10.06-10.13am, 10.44-10.55am, 11.07-11.15am);

Member of Parliament: Imogen Gardiner (IG – subs. George Eustice, GE – left at 11.16am)

Other attendees: Louisa Philpott (LP, Arup – left at 11.13am)

Minutes

Action

1. Welcome and Introductions

- AP requested that the meeting be recorded for RHT and other Members not present to be able to watch afterwards. Members consented and BB commenced recording.

2. Apologies

- Apologies had been received from Glenn Caplin-Grey (GCG), George Eustice MP (GE – Imogen Gardiner), Cllr John Herd (JH), Rose Hitchens-Todd (RHT), Justin Olosunde (JO) and Paul White (PWh)
- It was noted that, in the absence of JO as Prosperity Chair, VD would speak on item 9(b).

3. Declarations of Interest

- DA declared an interest in West Cornwall Works
- VD declared an interest in the Donald Thomas Centre.
- CC declared an interest in the Youth Café
- SH declared an interest in any items concerning Camborne Town Council.
- AP declared an interest in any items concerning Camborne BID.

4. Board Attendance Register

- This document was noted.

5. Minutes of last meeting and matters arising

- The minutes of the meeting held on 22nd February 2021 were agreed by the Board as an accurate record.

6. Business Case Development Support – Presentation by Arup

- LP shared a slide presentation with the Board and it was noted that this would be circulated to all Members following the meeting.
- **ACTION:** BB to circulate slides on next Board Bulletin
- LP advised that queries for Arup should go through the Coordinator and would be directed to the correct person at Arup dependant on the query and the expertise required to address the query.
- LP confirmed that Arup's contract was currently due to expire in October 2021, but also confirmed that MHCLG representatives would remain on hand to respond to queries.

7. Programme Management Office (PMO) Presentation

- IM made a presentation to the Board outlining the proposed PMO.

- IM advised that Cornwall Council were keen to get moving on the PMO due to the amount of work required across the four towns and were looking to commence recruitment before the Easter break.
- This position would provide the main point of contact for the Board and would followed by additional support.
- IM confirmed that this would be funded by all four Boards with the 1.5% allocation built into each of their TIPs.
- The request for a full-time coordinator for Camborne was discussed, with IM explaining that the PMO would be driven by the specialisms required across the life of the Town Deal which would evolve throughout the process. Expertise in contracting, finance capacity, delivery management would all be required across all four towns.
- The PMO was therefore envisaged to be specialism driven rather than town specific. The core team was envisaged to be made up of approximately four staff, with additional support being brought in as needed to solve specific problems.
- IM advised it was not therefore feasible to have a full-time position dedicated to each of the four towns and was not envisaged as part of the PMO set up as different Board requirements would be covered by different experts and coordinated via the Delivery Manager.
- Some Members expressed their feeling that a dedicated full-time Coordinator for Camborne was required and that the recruitment of this position was urgent.
- AP stressed the amount of work being undertaken by the volunteer Board and felt that a part-time Coordinator was not sufficient.
- An organisation chart and details of the tendering/recruitment process of the PMO were requested.
- IM reiterated that Cornwall Council is the accountable body for all four TIPs and therefore needed to ensure the appropriate contracting and financial governance throughout the life of the projects.
- The Board was assured that regular reporting would keep them updated as to the PMO's activities.
- AP enquired as to Board involvement with the recruitment process and stated that the Board should be involved throughout the process and was dissatisfied that they had not been during the recruitment of the Coordinator and Administrator currently offering their services to the Board.

- IM noted that the Board was entering a different phase of the process and suggested that the PMO may well offer the support needed for this phase which could not be demonstrated until the PMO was operational. Until that point LS contract had been extended by Cornwall Council to cover the interim period.
- IM reminded Members that the PMO was to deliver projects across all four towns and therefore all Boards would need to have equal involvement.

8. Risk Register

- LS presented the draft risk register, noting that colour coding/RAG rating had not yet been applied.
- LS noted AP's experience in risk.
- LS advised that, now his contract had been extended by Cornwall Council he would progress this piece of work.

9. Partner Group updates:

a) Comms and Engagement

- The Comms contract was discussed and the recommendation that the Finance and Future Planning Group be tasked with producing a tender document for a new Comms contract.
- SH enquired as to a template for this document and LS advised that he and Cornwall Council would support.
- It was noted that the decision would be taken on this item following sight of the capacity budget update under item 12.

b) Prosperity Partners

- VD outlined the recommendations set out in the report that had been circulated with the agenda pack.
- **Recommendation 1:** Formation of five project delivery subgroups
- LS noted that this had come from advice he had received during a seminar regarding readying the Board and project leads to commence business case development and be able to offer necessary support.
- **Recommendation 2:** Dedicated resource to support Camborne Town Deal Board
- **Recommendation 3:** Funds left in the capacity fund to support Recommendation 2 in terms of immediate commencement of recruitment of delivery co-ordinator for Camborne Town Deal.

- **Recommendation 4:** Alternate TIP proposals to mitigate risk on key Buzz Station project
- Members were keen to see the same concept as the Buzz Station replicated on alternative sites should that be necessary.
- LS noted caution as the timescale for delivery would mean this was difficult to achieve.
- Due to the financial implications of some of these recommendations, the Chair noted that item 12 would be brought forward in order to inform these decisions.

10. **Place and Regeneration Manager's Update**

- PW advised that there had been no communication from Govt. and news was likely to follow the May election.
- PW advised the Board that Cornwall Council were putting resource into conducting a post-submission assessment exercise to assess all projects across the four towns.
- PW also confirmed that Cornwall Council was continuing to resource LS position in order that he be available to offer support until the PMO was in place.
- PW provided an update on the activity in his wider team around other funding streams and wider place shaping, noting that there were links with Camborne's neighbouring communities and two-way learning that could be of benefit.
- PW noted that there was information on the Cornwall Council website if Members were interested in learning more, and members of his team would be happy to discuss connections further.

11. **Chair's update**

- AP reminded members about the virtual social on Thursday April 1st.
- AP advised that she would not be standing as Chair for the forthcoming year and invited any Member who might be thinking of standing to speak to PW, LS and herself to ask questions and get an understanding of the role.
- AP noted that the April meeting would be her last as Chair.

12. **Capacity Funding Expenditure Update**

- LS shared the latest version of the update with the Board, noting that BB has updated the staff cost actuals but that otherwise spend remained the same as previously reported/agreed.

- LS noted the £10k balance took into account the £40k allocated for business case development.
- AP felt that the funds available including the £40k which had been reserved were for Board use up to Heads of Terms and should therefore be spent as ongoing costs would be covered by the TIP funding.
- LS advised that he was not aware that funding would be made available during the 12 months of full business case development and that the £40k sum had been allocated as development funding.
- It was hoped that project leads would be in a position to offer some resource to develop their projects, but support from the Board may well be required.
- It was noted that PMO office resource would also be available.
- AP noted BB's confirmation that the meeting was inquorate with only nine voting members present.
- AP advised that she would consult RHT as vice chair, decide what could be achieved via written procedures and discuss whether an extraordinary meeting of the Board would be necessary, and communicate to the Board as soon as possible.

13. Accelerated Fund Information Report

- A report was circulated with the agenda.
- MB took Members through the key points of this report.
- AP noted that, because the meeting was not quorate, the recommendations in the report could not be voted on. She requested BB add these to the list of recommendations for written procedures/extraordinary meeting.
- AP wished to note that, should the Prosperity Partners take forward the appraisal of alternative sites, she would like additional human resource to be made available.
- SH enquired into the frequency of meetings taking place and requested more regular 'as-it-happens' updates rather than being updated at monthly Board meetings.
- VD wished to note her disappointment that more Members had not been able to attend the Board meeting.

14. Process Overview Information Report – Annual election of Chair/Vice-Chair and Review of Board Membership

- A paper was circulated with the agenda pack.

- PW picked up the main points and advised that the current Chair and Vice Chair were elected at the May 2020 meeting and the annual vote would therefore be taken at the May 2021 meeting.
- AP requested that an email nomination process be conducted before the May meeting.

15. **Any other Business**

- A paper had been circulated to Members the previous day.
- PW outlined the main points from this paper.
- Members were unhappy with the timescale of this paper and request for decision. AP advised that she had been unhappy with the advice from Cornwall Council that the information be presented to the Board at the meeting rather than being circulated via email.
- IM noted that the timeline for spend was Q1, so unfortunately a short turnaround was unavoidable.
- CC noted that this was an opportunity to spend £200k on Camborne and that constructive discussion would be most beneficial.
- Members felt that a discussion outside the meeting to come up with a proposed list of projects, which the Board would then agree, was the best way to proceed.
- CC, AH, SH and TL indicated their availability to meet with LS on the coming Thursday morning in order to progress discussions.
- AP requested that BB and LS facilitate these discussions.

16. **Date and time of next meeting**

- TBC.