



Camborne Town Deal Board

Date: Monday 26th July 2021

Time: 2.00pm-4.15pm

Location: Microsoft Teams Meeting

Chaired by: Val Dalley

Attendance: **Chair:** Val Dalley (VD)

Vice-Chair: Vacant

Business and Community representatives: John Cosgrove (JC), Trevor Dalley (TD), Rose Goodship (RG), Louise Hinds (LH), Tonia Lu (TL – left at 2.17pm), Anna Pascoe (AP)

Camborne Town Council: David Atherfold (DA), Zoe Fox (ZF), Rose Hitchens-Todd (RHT)

Cornwall Councillors: Cllr Philip Desmonde (PD), Cllr John Morgan (JM – left at 4.03pm)

Cornwall Council Officers: Beth Briggs (BB – Towns Fund Support Officer), Matthew Brown (MB – Strategic Planning Manager); Charlotte Caldwell (CC – Communities Link Officer), Glenn Caplin-Grey (GCG – left at 3.55pm), Claire Hurley (CH – Town Deal Delivery Manager), Iain Mackelworth (IM - Head of Investment & Growth), Phill Woods (PW – Place and Regeneration Manager, left at 4.02pm)

Non-voting Members/observers: Samantha Hughes (SH – Camborne Town Council), Cllr Stephen Rushworth (SR – left at 3.58pm), Len Smith (LS – left at 2.29pm),

Minutes

Action

1. **Consent of all present to record meeting**
 - Unanimous consent to record meeting.

2. **Welcome and Introductions**

- Welcome to all present, including new Members.

3. **Apologies**

- Apologies had been received from Mark Duddridge (MD), Amanda Hall (AH), and Cllr Peter Perry (PP).

4. **Declarations of Interest**

- VD declared an interest in the Donald Thomas Centre and It's Possible Camborne CIC.
- RHT declared an interest in West Cornwall Works, It's Possible Camborne CIC and Camborne Town Council.
- CC declared an interest in the Youth Cafés Cornwall CIC.
- AP declared an interest in Camborne BID.
- SH declared an interest in Camborne Town Council.
- DA declared an interest in West Cornwall Works and Camborne Town Council.
- ZF declared an interest in Camborne Town Council.

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

- RHT nominated VD to continue at Chair, having acted as interim Chair since May.
- The Board agreed VD as Chair of the Board.

6. **Board attendance register**

- This item was noted.

7. **Minutes of the last meeting**

- The minutes of the meeting held on 21st June 2021 were agreed by the Board as an accurate record.
- AP queried the action to issue thank you cards to retiring members. VD advised they would be going out after the meeting.
- PW confirmed that a part 2 (confidential section) of a Board meeting was permitted, as long as it appeared on the agenda and there was clear reasoning for it. This would be made clear in the revised Terms of Reference which would be shared with the Board in September.

- It was noted that clearer information around voting/quoracy would also be included in the revised ToRs.

8. **Action Tracker**

- PW noted that this document accompanied the minutes for information, to make actions clear.

9. **Project prioritisation**

- A report and appended costings spreadsheet had been circulated in advance of the meeting.
- CH first provided a brief update on the Programme Management Office (PMO). She advised that offers had been made to candidates who had applied for the Commissioning Specialist posts but that she was not currently able to advise further due to this being a live recruitment.
- CH hoped that the candidate would be in place in time for the next Board meeting.
- CH also advised that a potential apprentice had been interviewed. Again, she was not in a position to comment further at this time.
- CH advised the Board that LS was providing interim support whilst PMO recruitment was still underway.
- CH also advised that a 12-month delivery plan would be presented at the next Board meeting.
- LS then talked the Board through his report and outlined his suggested project funding allocations. He advised that, after removing the BID project which had not approved by Government (BID life cycle) and removing the allocation that had (since TIP submission to Govt) been awarded via accelerated fund/Cornwall Council freedom and flexibilities, the remaining reduction could be achieved by applying a pro-rata reduction on 3% across all projects (excluding the Buzz Station).
- AP was concerned that project leads had not been consulted with regards to any reduction.
- LS advised that, until the Board had approved this approach, he was not in a position to tell project leads this was the case. However, he had spoken to all project leads, explained this methodology and the possibility of needing to reduce funding and all had been understanding of this, and none had advised it would hinder their ability to move forward.

- It was noted that projects could value engineer costs down, or seek additional match funding.
- AP then queried the financial profile of the PMO and wondered if there was a commitment to the full 1.5% contribution from each town being spent.
- VD advised that, as the PMO was still being recruited, Cornwall Council would not be in a position to advise on cost savings at present.
- VD noted the extensive discussion that had been held at the previous meeting, and the importance of making a decision on the funding allocation to allow CH the time to prepare the paperwork for return to Govt.
- The Board agreed to adopt the recommendation in LS paper, applying a 3% reduction to all approved projects, with the exception of the Buzz Station.
- AP voted against this decision.
- **ACTION:** CH to prepare paperwork in line with Board decision.

CH

10. Board Subgroups

- A report was circulated prior to the meeting and PW provided an overview.
- There was consensus among Members that a Comms group was key, to ensure engagement at a local level, with Cornwall Council supporting alongside from a programme level.
- Members also felt that a group dedicated to progressing the Buzz Station was important.
- CC suggested a 'resilience' group to manage relationships going forward. It was noted that this role had previously been undertaken by Chairs of previous subgroups.
- RHT suggested that a scope should be drafted and brought back to the Board with clear expectations of what was required against roles performed by the PMO.
- **ACTION:** PW to work with RHT to produce Board Subgroup scoping paper.
- VD suggested that any Members interested in taking part in subgroups should email BB.
- **ACTION:** Board Members to email BB if interested in joining subgroups.
- AP queried current comms support.

PW /
RHT

ALL

- PW advised that interim support had been taken on by Ghost Consulting who was also working on a longer-term comms strategy at programme level.
- PW advised that Cornwall Council could facilitate publishing messages online should the Comms subgroup be able to provide content.
- RHT requested that a copy of the latest capacity budget be circulated after the meeting.
- **ACTION:** PW to circulate capacity budget.

PW

11. Buzz Station Progress Report

- A report was circulated prior to the meeting.
- IM noted the commercially sensitive nature of the live negotiations and requested that the report and information remain confidential within the Board.
- IM advised that there was a meeting scheduled for the following day where, if the proposed £2m allocation from the Board from their Cornwall Council match funding was agreed within the present meeting, a revised offer could be made to First.
- The Board requested a representative be present at the meeting the following day. It was agreed that VD would attend if other commitments allowed, otherwise an alternative representative would attend in her place.
- **ACTION:** Officers to arrange nominated VD access to meeting with First on 27th July.
- SH requested notification in future as to when meetings were happening, and updates as soon as possible after the meetings.
- AP enquired as to whether JLL had been approached as long-term operator of the Buzz Station. MB advised that this would be done via the normal procurement route and there had therefore not been any conversation about this to date.
- GCG noted that the Board would be involved with this decision in due course.
- The Board agreed the recommendation within the report to allocate £2m of the Cornwall Council match funding allocated to the Buzz Station project be used to facilitate the acquisition of the site.
- RHT requested it be minuted that the Board would have the responsibility of securing £2m additional match funding to ensure the community would not miss out on the £2m agreed to facilitate the Buzz Station acquisition process.

IM / VD

- **ACTION:** Board to consider at future meeting sources of additional £2m match funding as appropriate. BB to add to future agenda. ALL / BB
- MB then updated Members with regards to the alternative plans for the Buzz Station.
- Ward Williams Associates (WWA) had been engaged and had recently made a site visit with the Chair to familiarise themselves with the two alternative sites.
- The intention was to have a draft report on feasibility work available for the September Board meeting.
- Cormac Solutions was currently undertaking a parking assessment to establish net parking requirements.
- Alternative parcels of land were being explored.
- The Board agreed that the 'Plan B' work should continue in tandem in recognition that 'Plan A' may be unsuccessful due to risk in acquiring the land.
- **ACTION:** MB to continue 'Plan B' work.

12. Correspondence – letter from BID Camborne

- VD noted that matters had moved on since the letter had been received but invited AP to speak to this item. The letter had been circulated prior to the meeting.
- AP was pleased that matters had progressed but noted her disappointment in the time taken for this to happen.
- RHT noted her concern that Board Members felt compelled to act outside the Board and that BID had felt the need to send such a letter. She commented that Members needed to feel that Board meetings were a productive space to raise concerns.
- Members were invited, should they have concerns between Boards, to contact VD as Chair in the first instance.
- PD advised on the large amount of concentrated effort on the Buzz Station project behind the scenes at Cornwall Council.

13. Items for next agenda

- Vice Chair nomination/vote
- **ACTION:** BB to add to agenda.
- Members were invited to email BB with any items they wished to add.
- AP noted a previous email with questions and items for the agenda and requested a response to this email.

14. **Any other business**

- Members requested more regular updates in between meetings.
- **ACTION:** BB to work with Chair and Officers to circulate updates.

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

- Monday 20th September.
- PW noted that future dates would shortly be circulated for the rest of 2021.