

Minutes

Meeting Title: Camborne Town Deal Board

Date: 28th May 2020

Time: 15.30 to 17.15 pm

Location: Microsoft Teams

Chaired by: Chloe Lorraine (CL)

Attendees: Anna Pascoe (AP), Matthew Brown (MB), Charlotte Caldwell (CC), CC John Herd (JH), Rose Goodship (RG), Tonia Lu (TL), Val Dalley (VD) Lauren Burt (LB) Sue Bradbury (SB) CC David Atherford (DA), Trevor Dalley (TD) and Katie Williams (KW).

Apologies: CC Dave Biggs (DB), Glenn Caplin-Grey (GCG), Justin Olosunde (JO), Samantha Hughes (SH), David Rodda (DR), CC Paul White (PW) and George Eustice MP (GE).

Minutes	Action
<p>1 Welcome and Introductions</p> <ul style="list-style-type: none"> • Introductions were made by CL. 	
<p>2 Apologies</p> <ul style="list-style-type: none"> • Noted above. 	
<p>3 Minutes of the Last Meeting and Matters Arising</p> <ul style="list-style-type: none"> • CL said that there should have been an item on the agenda for Declarations of Interest, but once asked none were confirmed. • Code of Conduct – CL confirmed the final versions has been issued and some were still outstanding. CL will follow up on those she needs to. CL • Terms of reference – CL confirmed this has been finalised now and issued to all. • Town Deal Boundary - CL confirmed the Town Deal Boundary has now been finalised with MCHLG and was circulated to all. 	

Minutes

Action

- **Readiness Checklist** – CL confirmed this has been circulated to all.
- **Projects Briefing Note**- CL confirmed that she put this together following the last meeting and circulated to all.
- **SharePoint Site** – CL mentioned that this has now been set up and a link has been sent around to all. CL said that you are having an access issues with the site to let her know.
- **Cornwall College Projects** – CL confirmed that this action has been completed but as it's commercially sensitive, we have been asked to not forward any further.
- **Communication Plan and Press Release** - will be discussed later.
- **The minutes of the last meeting** – were agreed as a true and accurate record of the last meeting.

4 Election of Chair and Vice Chair

- CL apologised if there had been some confusion with how the process would work by some of the members of the Board if they were expecting to receive voting slips, but since nominations had been received for just one chair and vice-chair there was no need for the voting slips to be issued.
- CL confirmed that the Chair is Anna Pascoe and Vice Chair is CC Dave Biggs.
- AP gave a brief introduction and explained that she would help to run the meeting from this point onwards.

5 Co-opting of other Businesses/LEP Membership

- CL explained that she had sent through details earlier in the day about the two possible candidates that Anna had suggested for co-opting on to the Board.
- AP gave a brief introduction to the two candidates Rachael Hilliard and Zoe Hall.
- There was a brief discussion about the suitability of these candidates and a few of the members said that had knowledge of both of these candidates over many years.
- There was a discussion about the fact that Zoe Hall also works full time for Cornwall Council and whether this would affect things. AP suggested All private members have full time jobs but said it would be for the managing authority to approve. CL said she will follow up with others next week and if needs be contact MCHLG for clarification.
- The candidates were proposed by VD (with the caveat that we would need to check about CC working) and seconded by DA.
- CL explained that if there were no issues, then both of the

CL

Minutes

Action

candidates would be invited to the next meeting in June and circulated the relevant papers including terms of reference and code of conduct etc to get them up to speed.

- CL explained that LEP Board member Simon Caklais has had to step down from the board and also Treveth Holdings due to personal reasons which he needs to attend to. She explained that the LEP will now need to nominate someone to replace Simon, which will be agreed at a meeting next week and it is hoped that the replacement will be able to attend the next meeting in June.

6 Update on Progress in the Last Month

- **Project Summary** - CL had explained that a lot has happened in the last month. The Project summary has been issued and maybe slightly out of date now.
- **Informal meeting** – CL said that this went well and was well received by those that attended it was a good opportunity to talk things through in a less formal meeting.
- **Old Fire Station** – CL said that telephone conversation has been had with Mike Bows of the old fire station. He wants to keep hold of the building and pass it on to his grandchildren but is keen to work with us for a community use for the building. He has previously had permission to divide the building into flats but couldn't bring himself to do that.
- **Camborne Bus Station** - CL said that a response has now been received from First about the Bus Station and a meeting is taking place tomorrow with some of the members to see what plans First have for the Bus Station site. CL explained that we need to keep these discussions broad and understand what their plans to see whether there is any scope for the site as part of the Investment Plan.
- **Donald Thomas Centre** – CL said that there has been promising exchanges regarding this grade 2 listed building. Val is a Trustee of the building and has been in contact with the solicitors to get hold of the deeds to see whether there are any restrictions on it being sold in future. The Trust that manage the building would like to sell it and use the proceeds to upgrade the Community Centre, so there would be a recycling of monies. VD will provide an update on this once the meeting with the solicitors has taken place next week.
- **Walking and Cycling Network** – CL said she had circulated details following the project being identified on the projects summary, she

VD

Minutes	Action
<p>explained that this project could be part-funded by the Council through LTP funds.</p>	
<ul style="list-style-type: none"> • Green Infrastructure Strategy – MB explained that this is being finalised and it links to the above project. He said it should be available in the next few weeks. CL said she was aware of this work and has received a draft but would share the final version of the strategy with the Board when it is available. 	CL
<ul style="list-style-type: none"> • Emergency Active Travel Fund – MB said that the Council is currently looking at projects that could use this emergency funding, he suggested that CL contact Rebecca Riley to find out more. 	CL
<ul style="list-style-type: none"> • Homes England Housing Sites – CL said that there are a number of housing sites that Homes England have in the area that she now has the details of. 	
<ul style="list-style-type: none"> • Writing to Private developers – CL said that she has written to the owners of the Old Fire Station, the North Lights Building at Tuckingmill, the Former Lidl and Church View Farm, to explain about the Towns Fund and to find out what their future plans are. 	
<p>7 Communications Strategy Update - Website/engagement approach</p>	
<ul style="list-style-type: none"> • CL said that a few comments had been received on the Communications strategy and a few concerns had been expressed by Cllr Desmonde. CL said that she had now responded to these concerns. 	
<ul style="list-style-type: none"> • CL said that the strategy can be finalised and circulated to all but we need to have a discussion about the website first. 	
<ul style="list-style-type: none"> • AP noted that given some of the exchanges that there had been between various members, it was felt that a standalone website would better suit the needs of the Board. 	
<ul style="list-style-type: none"> • It was agreed that CL would write up a brief/EOI for the work that we needed for the website up to a value of £5K, so that it could be agreed at the next meeting. 	CL
<ul style="list-style-type: none"> • CC suggested that she knew of some local talent that might be able to help us. CL explained that this procurement would need to be done via Bloom for the reasons we had explained before. CL said that any businesses could register on the Bloom site and find out about future opportunities for work. 	
<ul style="list-style-type: none"> • CL to share the details of Bloom with the Board and also the letter that can be sent to let people know what they need to do to register on the site so that it can be circulated with their networks. 	CL

Minutes

Action

8 Suggested work for the next month -

Sub Groups –

- AP suggested that it would be beneficial to create sub groups to support the work of the board.
- AP suggested three sub groups – **Vision, Creativity and Prosperity**.
- It was suggested that a fourth group might be needed around **Communication and engagement**.
- A question was asked about how these sub-groups would groups interact together?
- AP confirmed there would be no restrictions on whether you stick to just one sub group or not but proposed that there would be 3-5 members per sub group.
- It was confirmed that the sub groups would need a Terms of Reference and priorities that would need to be developed by AP/CL.
- Following a discussion about how these would best work it was agreed that one member for each sub group would need to feed into the vision sub group which would be the ‘parent group’ of all the groups. The visions sub-group would also be responsible for prioritising which projects went into the investment plan. AP/CL
- It was agreed that rather than discussing who would be on which sub-group now, that CL would send an e-mail to all and ask members to volunteer and respond within the next few days (to allow those that are not at the meeting to be involved too). CL

Engagement Survey-

- CL said that this is linked to the communications area. We want the community to be involved but we need to ask the right questions too and create the right framework.
- DA asked whether there was a statutory need to engage with people for the development of the Investment Plan. CL said that the guidance we have so far makes it clear we need to engage with all stakeholders to develop our plan.
- CL asked SB whether there might be other ways of doing this work. SB suggested that focus group might be a good idea and we could reach out to specific groups of different ages.
- CC suggested using volunteer groups for leaflet drops for those who aren’t digitally connected and noted that we need to use all those groups that have come about as a result of COVID-19.

Minutes**Action**

- CL said that she has drafted a press releases that should be issued this week if not next. CL would need to check the wording to ensure that it didn't specifically mention surveys incase these didn't happen in future. CL will share the final press release with all. CL
- CC said she will also share it on the Community Network Pages she maintains and the social media sites. CC

9 Any Other Business

- **Structure of the sub groups**- CC said that we need to remember that we need to work to get the investment plan in when we need to. AP agreed and said we need the sub-groups keep under review and they need to be kept nimble.
- **Future meeting dates** – were discussed and it was agreed that a mix of mornings and afternoons would be suggested but CL confirmed that Thursdays seemed to be the best day for more members to attend in future. CL would send out the future dates shortly. CL

10 Date of Next Meetings

18th June (9.30-11.30) Confirmed –

Future Dates

16th July (9-11am)

13th August (3-5 pm)

10th September (9-11 am)

15th October (2-4 pm)