

Minutes

Meeting Title: Penzance Town Deal Board

Date: 21st September 2020

Time: 08:15 to 10:15

Location: Microsoft Teams

Chaired by: Martin Tucker

Attendees: Voting Members: Nicole Broadhurst (NB – joined at 08.24), Dick Cliffe (DC), CC Tim Dwelly (TD), Henry Garfit (HG), James Hardy (JH), Hester Hunt (HH), Emmie Kell (EKell), CC Jim McKenna (JMck), Rob Parsons (RP), Sarah Shaw (SS), Susan Stuart (SSt), Derek Thomas (DT), Martin Tucker (MT), Tim Wotton (TW), Rachel Yates (RY).

Non-Voting Members / Officers: Beth Briggs (BB), Claire Hurley (CH – left at 09:58), Emily Kent (EK), Jess Morris (JM), Louisa Philpott, Arup (joined at 09:04), Phill Woods (PW).

Apologies: Voting Members: Nick Hood (NH), Cllr Roger Harding (RH), Cornelius Olivier (CO), Derek Thomas (DT),

Minutes

Action

1 Welcome and Apologies

- Apologies noted above
- MT advised that the main purpose of this meeting was to focus on the project pipeline.
- MT noted that Louisa Philpott (LP) from Arup would be joining the meeting at approximately 9:00.

2 Declaration of Interests

- DC and EKell declared an interest in Penlee House
- RP reiterated his standing interest in Newlyn Harbour.

3 Accelerator Update

- CH advised that informal communication confirmed that the fund had been approved by Government, but that an official letter of communication was awaited before the news could be publicised.

- CT advised that the Prom works had been instructed at risk and that the development of the other projects was ongoing and awaiting formal confirmation.
- Officers were working with the legal team to produce third party contract where appropriate.
- SS noted that MR would draft a press release which could be published following release of the Government's central Comms.
- TD enquired as to whether streets had been invited to volunteer for bike lockers. RY advised that this would form part of the second phase and now that the group was aware the money was forthcoming, this would be investigated further.
- JMCK felt that a letter of thanks be sent to Officers for the work that went into the accelerated fund.
- **ACTION:** MT to write a letter of thanks
- **ACTION:** CH to provide list of names for distribution of letter.

MT
CH

4 Proposal pipeline review

- CH noted that a pipeline review document had been circulated with the agenda.
- CH advised that the main purpose of the meeting was to take stock of the current position and the projects that had been received to far, and decide as a Board which projects were suitable for the town deal and should therefore go through the detailed project assessment process.
- The main criteria was to consider the possibility of each project reaching full business case within 12 months, and whether there was an identified delivery body to deliver the project.
- CH noted that three Board members without an interest in each project would be invited to assess it and then feed their recommendations back to the Board.
- Once the list of projects to be included in the TIP had been established, these could then be prioritised.
- HG enquired as to whether it was acceptable for the Board to support a project, but offer less contribution than was being proposed. CH advised that conditions could be placed on projects, and the Board could offer less money but noted that if the project could not attract enough match funding, this may mean a project would not go forward.
- Board members noted the need to focus on value for money.
- Current projects included in review document:
- **Prom flood mitigation – Environment Agency:** CH noted they were seeking £5m towards a total project value of £10m. It was CH recommendation that this project progress to scoring.

- Members felt that more detail was required in terms of the proposal, biodiversity net gain and match funding timescales.
- It was noted that the total cost may contain a significant level of contingency funding and that clear costs needed to be understood for the TIP to avoid other projects losing out on funding.
- It was also noted that the idea of 'full business case' for the EA compared to the Town Deal needed to be explored in order to ensure achievability.
- Following discussion it was agreed by the Board to take this project forward to scoring, subject to detailed discussions with the EA and further information being available at time of scoring.
- **ACTION:** CH to follow up with EA.
- RP offered assistance in facilitating these discussions.
- Importance of consideration of any development on the previous Lidl site was noted.
- **Ritz – Merlin Cinema:** CH noted they were seeking £544k towards a total project value of £1.25m. It was CH recommendation that this project progress to scoring.
- Members felt that this was a good fit with the Towns Fund criteria and offered an opportunity in terms of a contribution to night-time economy and heritage.
- It was noted that Merlin had a strong track record for delivery and had already secured planning permission for an extension.
- Members considered the fit of this project with other resources in the town.
- It was noted that the proposers were also responsible for considering what would work best in terms of long-term sustainability but that this was something the Board wished to understand in more detail.
- CH advised that an expert in the Culture Team at Cornwall Council could be engaged to carry out an appraisal of the cultural offering in Penzance and Newlyn at a cost of approximately £5k.
- There was consensus amongst Members that this would be a sensible approach, but that Members should first pull together a map of current offerings to inform this piece of work.
- Following discussion, it was agreed by the Board to take this project forward to scoring, subject to an appraisal of existing cultural offerings.
- It was also agreed to authorise expenditure of £5k from the capacity budget to commission Cornwall Council to do an appraisal of Penzance/Newlyn cultural offering.
- **ACTION:** CH to feed back to proposer.
- **ACTION:** CH to commission appraisal work.

CH
RP

CH
CH

- **Penlee House – Penlee House Gallery & Museum (Penzance Town Council):** CH noted they were seeking £795k towards a total project value of £2.5m. It was CH recommendation that this project progress to scoring.
- There were concerns around the amount of unsecured funding listed.
- E Kell advised that a review of the operating model was going to be undertaken to ensure longer term sustainability.
- It was felt that the project fitted with the criteria of the Town Deal, but deliverability was not clear within the time frame.
- Following discussion, it was agreed by the Board to take this project forward to scoring.
- **Newlyn FISH Trust (Charity):** CH noted the amount of funding being sought was currently unspecified and the total project value was estimated at £8m but this was dependant on location. It was CH recommendation that this project does not progress to scoring.
- Members were supportive of the idea of the project, but there were concerns around the stage of development, the lack of detail over costs and the fact a site had not yet been identified.
- Members agreed that this project was not suitable for Town Deal and should not be taken forward to scoring.
- **ACTION:** CH to feed back to proposer.
- **Fishing Skills & Resource Centre – Newlyn Pier & harbour Commissioners (Partnered with Seafood Cornwall Training Ltd):** CH noted they were seeking £555k. It was CH recommendation that this project progress to scoring.
- There was some uncertainty about the total project cost – RP indicated £1.5m. Members were concerned that the proposers were undervaluing the project by not providing this total figure and noted that the proposer should be advised that it was important to provide accurate costings.
- Members felt that this was a valuable project which should be progressed to scoring, but that a much greater level of detail was required.
- **ACTION:** CH to feed back to proposer.
- There then followed some discussion around the timelines for scoring of projects.
- CH advised that the December Board meeting was the deadline for the draft TIP. To allow for information to be finalised in time for circulation of documents with the agenda pack, the start of November would be the deadline for receipt of all requested detailed information from proposers.
- EK advised that Officers were working on the timeline for January submission and would be able to circulate more detailed information

CH

CH

within the next few days. But she noted that TIP approval may need to be secured at the December Cabinet meeting.

- **ACTION:** CH to circulate timeline to the Board once available.
- CH recommended that the project scoring dates currently in the diary not be postponed until all information had been sought, but that as much information as possible be sought for these arranged dates in order to keep up momentum.
- CH noted that the proposal brief document also included a table of projects she was aware were forthcoming but that a proposal had not yet been received. Included in this list were:
 - **Sustainable Transport** – It was noted that this would be a Cornwall Council project. JMCK hoped that this could be developed fairly quickly and noted that he would discuss this at a meeting with Transport later that week.
 - **Penzance Harbour** – it was noted that this would form the first phase of a longer-term development.
 - **Town Centre Regen** – it was noted that this may come in as a single proposal or more than one, and the purpose was to target prominent vacant properties.
 - In terms of market house, SS noted that it was unlikely there was time to set up the required development trust for ownership of this building prior to the need to submit the proposal, but that good progress was being made in terms of negotiating acquisition of the building.
 - LP advised that Bradford on Avon had a model that SS might like to explore and provided relevant contact details.
 - SS noted that Lavigne Lonsdale were working on the outline feasibility of other town centre properties which would be complete by the end of September. They were also working on possibilities for the ex-Lidl site.
 - **SME Discretionary** – CH noted that, following agreement at the previous Board meeting, CDC were now working up a scoping document on this project. She noted that there was currently no proposer for this project and that a tender process could be considered.
 - **The Ganges** – it was noted that a proposal would be required to understand more about the costs and proposed use of the building.
 - **Oasis Nursery** – TD commented that this project would provide job creation as well as service and was shovel ready.

5 Any other Business

- PW advised that the capacity budget was being monitored and that he required consideration by the Board for CH ongoing allocation of

hours. The additional work required of CH to get the accelerated funding proposal submitted had resulted in her contracted number of days had been used more quickly than forecast.

- CH left the meeting for the duration of this discussion.
- PW advised that CH current allocation of hours would now take her work with the Towns Fund up to end October rather than January.
- PW asked the Board whether they would authorise expenditure of capacity funding to keep CH in post for three days a week until end January 2021.
- Members were unanimous that CH remain in post until January 2021 and that the expenditure be authorised.
- The capacity fund was then discussed more generally.
- PW acknowledged that the level of available funding was of concern across all four Boards and that Cornwall Council was investigating how additional resource could be brought in to assist.
- EK noted that Boards were being advised to retain £40k of their budgets for post-TIP development work.
- EK advised that a review of the budget would be undertaken with finance and the Board would be advised as soon as possible as to whether expenditure agreed in this meeting was feasible.
- **ACTION:** EK and PW to update Board on budget.
- It was agreed that the commissioning of the cultural appraisal be held until confirmation had been received as to remaining budget.

EK / PW

6 Date of next meeting

- 8.15am on Monday 5th October via Microsoft Teams.