

Minutes

Meeting Title: Penzance Town Deal Board

Date: 5th October 2020

Time: 08:15 to 10:35

Location: Microsoft Teams

Chaired by: Martin Tucker / Rob Parsons

Attendees: Voting Members: Nicole Broadhurst (NB – left between 9.04 and 9.30), Dick Cliffe (DC), CC Tim Dwelly (TD), Henry Garfit (HG), Hester Hunt (HH), Emmie Kell (EKell – left at 10.25), CC Jim McKenna (JMck), Cornelius Olivier (CO), Rob Parsons (RP), Sarah Shaw (SS – left at 10.26), Susan Stuart (SSt), Martin Tucker (MT – left between 9.30 and 9.47), John Williams (JW, Subs. For Derek Thomas), Tim Wotton (TW), Rachel Yates (RY – left at 10.25).
Non-Voting Members / Officers: Beth Briggs (BB), Claire Hurley (CH), Emily Kent (EK), Jess Morris (JM), Mark Roberts (MR – Conscious Creatives – left at 9.56), Phill Woods (PW).

Apologies: Voting Members: Derek Thomas (DT – subs. sent)

Minutes

Action

1 Welcome and Apologies

- Apologies noted above

2 Declaration of Interests

- MT reminded Members of importance of declaring interests, either at this point, or during the meeting should anything not on the agenda come up during the meeting.
- PW advised that best practice was for Members to remove themselves from the meeting during discussion/voting on items in which they have an interest.
- MT noted that he and RP had met with the Cornwall Council auditor who was conducting an audit, and that a report would be presented in due course.

- RP declared an interest in the proposed Skills and Resource Centre and anything relating to Newlyn Harbour.

3 Minutes of the Last Meeting

a) Minutes of Board meeting – 7th September

- Page 4 - RY noted that discussions with the schools were general in nature and not specific to the Town Deal.
- **ACTION:** BB to amend final minutes.
- Minutes approved for accuracy by Board.

BB

b) Minutes of Extraordinary Board meeting – 21st September

- Minutes approved for accuracy by Board.

4 Matters arising not covered on the agenda

a) Minutes of Board meeting – 7th September

- It was noted that actions had been completed and/or were due to be covered later on the agenda, other than:
- Page 3, item 7 – FAQs – MR advised that these had not yet been completed as they were still establishing what the questions might be, and formulating answers.
- Page 3, item 7 – Biogs of Board members – disappointment was noted that this task had not been completed by all Members.
- MD advised that a workaround had been found but any Members wishing to submit their biog needed to do so by the end of the working day. He stressed the importance of focus on vision for Pz.
- MT requested all Board members who had not yet submitted to do so by the end of the day.
- **ACTION:** All Members who had not submitted a biog to do so on Monday 5th October.

ALL
MEMBERS

b) Minutes of Extraordinary Board meeting – 21st September

- Page 2, item 3 – MT noted that the letter of thanks would be produced later that day.

5 Town Investment Plan to include:

a) Proposals received

i. Pz Harbour

- It was noted that this project was the first phase of a wider project aspiration which would go beyond the remit of the TIP.
- RP noted commitment from Pz Harbour to get to full business case, with support from the Board, to meet deadline.

- It was noted that Pz and Newlyn Harbours were working together, and RP had offered assistance to Pz Harbour Master.
- It was noted that the idea of building homes listed at the end of the proposal was aspirational and not part of the current proposal. Members requested that this information be removed from the proposal to prevent any misunderstanding.
- Members agreed that this project progress to scoring.

ii. The Ganges

- There were concerns over deliverability of this project, both in terms of delivery body and timescale.
- Members sought clarification as to whether the proposal was the compulsory purchase of the building, and what the purpose of the building would be once purchased, and who would deliver that.
- It was noted that Cornwall Council would support the compulsory purchase in terms of facilitation but would not fund the project.
- CO commented that there was public support for this project and residents would support the spend.
- Members requested clarification of the costs involved in the project.
- There was some discussion about the match funding referred to in the report, with EKell advising that grants programs were currently on hold due to covid recovery and, once resumed in April 2021 there would be a significant backlog. She also felt the fund referred to in the report may not still be in existence.
- TD advised that Cornwall Council funding would be reliant on certainty of heritage funding being available. He felt that this would take it outside deliverability of full business case.
- Members felt further clarification was required on who at Cornwall Council was going to take ownership of this project. There was agreement that CH was not in a position to work on this proposal.
- It was agreed that, before Members make a decision on progressing this project to scoring, CO seek agreement from Cornwall Council as to their willingness to lead on the project.
- It was agreed that CO update the Board by the final project deadline of 15th October.

b) Update on outstanding proposals and request for Board to support proposal development

- CH shared an update on her screen.
- CH thanked Members for taking the time to review the four projects to date. She noted that all had been fed back to proposers.
- CH reminded Members of the CLGU requirement to see strategic nature of projects and how they connect.

- It was noted that deliverability was key and there was a need to balance the risks of delivering challenging but strategic projects.
- The limited capacity of resource and Officer time were noted, with the Board needing to take ownership of project development through to full business case, post-TIP submission.
- Members noted that CH was not available w/c 12th October due to need to work on TIP preparation.
- Members were asked to provide support during this time in terms of progressing proposals.
- **ACTION:** All Members to provide support to proposers as required.
- CH advised that she had pulled together a rough estimate of the total sum of projects received, or highly likely to be received, to date. She noted the need to take stock next month and look into sourcing more match funding.
- PW reminded Members that although the available sum was £25m, the Government advisors had reiterated the need for a cohesive TIP and approval would be more likely if a lower figure was applied for if all projects fit together well within an overall strategy, rather than finding projects to 'gap fill' up to £25m.
- PW also noted that a submission of over £25m would be open to an additional level of scrutiny.
- There was discussion around the ability to embed development costs within the £25m and PW confirmed that Government had indicated that capitalising costs would be possible, with some cohort 1 towns having now set this precedent.
- CH noted the previous agreement by the Board to authorise £5k spend on heritage study had been paused. She hoped to get clarification on this during the meeting, and it was noted that this would be covered under Budget, later on the agenda.

**ALL
MEMBERS**

c) Feedback on projects scored to date

- Covered under item 5(b) above

d) Any further update – CH

- Covered under item 5(b) above
- MT had to leave the meeting; RP took Chair.

6 TIP Theme reports

a) Communications Group – MR

- MR reported that the competition deadline had been extended to 31st October and urged Members to share with their networks in order to boost entries.

- MR also requested that Members share the announcement regarding the Accelerated Fund via social media.
- Sustainability was discussed, with MR advising that he was working to reverse engineer the accelerated projects through the Cornwall Council climate change decision wheel in order to demonstrate the projects' fit.
- For the main TIP projects, MR offered support in utilising the SDG and decision wheel and asked that subgroups consider and report back to the Comms group.
- RY noted that she had sent the SDGs and decision wheel to the Board, including a link explaining how these should be applied.

b) Transport Working Group – RY

- RY advised that a working group had been formed to deliver the bike hub project. A further update would be provided at the next meeting.
- RY advised that Cornwall Council had put together costs for the projects being considered for the main TIP and the next stage was to consider more detailed plans which was happening at the next meeting, taking place later that day.

c) Enterprise/Skills Working Group – HG

- HG advised that progress had been made with the discretionary fund and having produced a brief, the group had met with CDC as agreed at the last Board meeting.
- This meeting had resulted in the decision that offering grants rather than loans was preferable.
- HG proposed that the Board submit an EoI with CDC as the delivery partner.
- The discretionary fund would consider sectors including green tourism, creative tech including screen sector, marine, green transport and building improvements, with a recommended figure of £5m funding.
- It was proposed by DC seconded by JM and agreed by the Board that this proposal be taken forward.

d) Regeneration/Land Working Group – SS

- Item not covered.
- MT, having returned to the meeting, took the Chair.

7 Budget – Capacity fund update

- CH noted that, should the Board commit to the £5k spend for the heritage study, the remaining capacity fund would be £31k.
- Members considered this spend, considering that the necessary groups could be encouraged to discuss the matter amongst themselves.
- MT commented that he would like EKell input and as she had left the meeting, he would do so and share the result of this conversation via email.

8 Accelerator Fund update

- It was noted that contracts were currently being drawn up to progress projects.
- Resource for deliverability was queried, with PW advising that PW and EK did not view delivery as the Board's role and that responsibility should sit with the delivery body.
- PW noted that Glenn Caplin-Grey (GCG) was working on these considerations.

9 AOB

- MT noted that he would be giving deadlines for the submission of papers for Board meetings in future, noting that time in meetings could be saved by enabling Board Members to review papers in advance.

10 Date of next meeting

- 8.15am on Monday 2nd November via Microsoft Teams.