

# Minutes

**Meeting Title:** Penzance Town Deal Board

**Date:** 7<sup>th</sup> September 2020

**Time:** 08:15 to 10:15

**Location:** Microsoft Teams

**Chaired by:** Martin Tucker / Rob Parsons

**Attendees:** Voting Members: Nicole Broadhurst (NB), Dick Cliffe (DC), CC Tim Dwelly (TD), Henry Garfit (HG), James Hardy (JH), Nick Hood (NH), 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 – left 8:15), Tim Wotton (TW), Rachel Yates (RY).  
Non-Voting Members / Officers: Beth Briggs (BB), Claire Hurley (CH), Emily Kent (EK), Jess Morris (JM), Mark Roberts (MR – Conscious Creatives), Phill Woods (PW).

**Apologies:** Voting Members: Cornelius Olivier (CO)

## Minutes

## Action

### 1 Welcome and Apologies

- Apologies noted above
- MT noted that he would like to adjust the order of items on the agenda, due to him having to leave the meeting early and that RP would take the chair at this time.

### 2 Declaration of Interests

- None declared

### 3 Minutes of the Last Meeting

- The minutes were agreed by Members.

### 4 Matters arising not covered on the agenda

- It was noted that actions had been completed and/or were due to be covered later on the agenda

## 5 Accelerated Funding

- It was noted that, although CLGU had advised of a successful application, official confirmation was awaited.
- CH advised that Cormac was proceeding with the Prom Works at risk.
- JM was continuing with background work on the Shopmobility project with BID
- NB confirmed that Penzance Town Council had agreed to take on the maintenance of the Green Gym and asked that the facilities manager at PTC be brought into discussions.
- CH advised that work was continuing in the background on the bike shelter project and noted that there was a budget request later in the meeting.
- CH asked for four Board volunteers to form a steering group for this project, to work with Rebecca Lyle at Cornwall Council. JMck and RY indicated their willingness to join this group. Other Members to contact CH if interested.
- JMck noted that he was keen to see the Green Gym located on the basketball courts at Newlyn Green. He also noted that s106 monies were being sought.

JMck / RY  
/ ALL  
MEMBERS

## 6 Town Investment Plan

- CH shared a presentation with the Board.
- CH advised that approval for Accelerator Fund projects was awaited from Government.
- CH advised that the draft TIP was coming together and would be refined as the final list of projects was established.
- CH advised that deliverability was key and the Board needed to be confident that a full business case for each project was achievable within 12 months, as was project deliverability by 2026.
- There was some discussion about the achievability of TIP submission by October, with Members feeling that deferring submission to January would provide additional time for CH to produce the TIP as well as allowing for more detailed work on the projects.
- It was also noted that this would allow for further information on the Future High Streets Fund and allow for project shaping based on outcomes from that funding.
- Members noted that it would be important to keep up momentum even if submission date was deferred.
- It was proposed by RP, seconded by MT and agreed by the Board that the TIP submission date be deferred to January 2021.
- **ACTION:** Officers to notify MHCLG of change of submission date.

CH / PW

## 7 Theme Updates

### Update – Communications Group

- MR provided a presentation to the Board.
- MR advised that the competition for 10-19 year olds had been launched, and urged Members to please share the zip file he had created in order to boost entries
- **ACTION:** Board members to share competition information with their networks. **ALL MEMBERS**
- It was noted that the new submission date would allow more time for engagement.
- MR advised that a series of social media takeovers was being coordinated.
- MR reported that the Comms group was working with CTI and further information would be shared at the next Board meeting.
- There was some discussion about communication to proposers who were close to submitting an EoI but had questions for the Board.
- It was agreed that a standard set of FAQs was the most appropriate format, and proposers should be encouraged to submit, at which point the Board could feed back with questions/requests.
- CH noted that there was an incoming proposal about a discretionary fund. Those projects which did not fit strategically for the TIP may be in a position to ally for a smaller grant from that fund.
- **ACTION:** MR to work with Comms group to produce set of FAQs. **MR**
- MR advised that he was working to create a before/during/after video around accelerator funding. He enquired as to whether anyone could put him in touch with someone he could speak to as a potential user of the Shopmobility scheme.
- **ACTION:** Any Board member with possible contacts to advise MR. **ALL MEMBERS**
- MR reminded Members that he required a photo of each board member along with a headline vision for Penzance.
- **ACTION:** All Members who have not sent MR their photo/line of text to do so by 21<sup>st</sup> September. **ALL MEMBERS**

### Update – Transport Working Group

- RY noted that she had circulated a report in advance of the meeting.
- RY noted the crossover of this group with the accelerated fund projects.
- It was noted that the Bay to Bay project unfortunately had to come out of the Town Deal as the proposed project went outside Penzance (and St Ives) red lines.

- Regarding safe cycling routes, general conversations were ongoing with both schools (although not specific to Town Deal).
- CH was working with Rebecca Lyle on costs and putting a proposal together.
- It was noted that discussions were ongoing with Cornwall Council as to possibility of charging points within bike shelters.
- The project was focusing on the town centre at this stage and sourcing of streets for bike hangers had not yet been undertaken.
- It was noted that more work could be undertaken once Government had officially confirmed accelerated funds.

#### **Update – Enterprise/Skills Working Group**

- HG provided an update on activities.
- Marine Skills Hub: it was noted that both harbours were important for consideration in this project
- Discretionary Fund: It was noted that CH was seeking advice on discretionary fund.
- Screen Industry Hub: discussions were ongoing with Screens Cornwall, the Hive at Falmouth University and a production company in London interested in developing a Cornish arm to their business.
- Tech Cluster: ongoing discussions with St Ives around what they want to achieve and how a joined up approach could work.
- 5G: DC advised he had been in contact with BT but with a sales contact and that discussions were required with project managers.
- **ACTION:** DC to establish suitable contacts at BT

DC

#### **Update – Regeneration/Land Working Group**

- SSt reported that the group was looking to identify zones/sites for regeneration, with current focus on Market House/Green Market.
- It was noted that if Coinage Hall was not picked up under FHSF this would have to be considered.
- SSt advised she was in discussion with Lavigne Lonsdale regarding Market House spatial strategy.
- Lavigne Lonsdale had been asked to produce a long list of potential properties, and SSt would work with JM to review this list by the end of September, engaging with property owners and identifying feasible properties.
- In relation to Market House, TD felt the group should prioritise the open spaces, feeling that appetite for work space may be limited.
- SSt noted the requirement to get to the point of agreeing HoTs.

- The former Lidl site was discussed and it was noted that a deliverable opportunity needed to be established. It was noted that housing was unlikely to be supported and that Environment Agency input should be sought.
- **ACTION:** SSt to ask Lavigne Lonsdale to connect with the EA.
- The Ganges project was raised. Members considered that there was a developmental deficit on this site and the only way the Town Deal could consider inclusion would be if the property was put into a development trust with Cornwall Council agreeing to cover the deficit. It was noted that it had previously been agreed at Cabinet to provide £400k for this project, but that was now under review.
- Members considered that this property posed significant risk in terms of acquiring as an asset and it was felt that this would be a liability to the Board.
- It was noted that a proposer would be welcome to submit an EoI in relation to the Ganges site, perhaps on the basis of seeking a heritage grant. Members considered whether a developer might see the site as a residential opportunity. Should an EoI be received, it would be considered by the Board.
- The issue of development trusts was discussed, and it was considered that one trust per property was likely to be required. More information was required as to exactly how this would look.

SSt

## 8 Project Assessment & Prioritisation

- CH advised that there were a series of meetings in the diary, working in line with the forward plan and the date of the Extraordinary Board meeting.
- CH wished to recognise the pressure on board members and her thanks for their input in getting to this stage.
- CH advised that she would be asking for Board Members without an interest in projects to go through the scoring process.

## 9 Budget

- CH advised of a number of required budget spends, as follows:
- SME Discretionary: Expert support to outline the programme including governance arrangements: approximately £5,000
- Spatial strategy: Refresh town centre & extend to include Lidl site: quote of just under £25,000
- Economic Appraisal: Each proposal BCR outlined: approximately £2,000 (further discussion required)
- TIP Production & Visual Narrative: £1.5K (within comms budget)

- Transport: Proposal development (engineer) & WEBtag BCR: £5,000
- CH advised that these spends would result in a remaining capacity budget of just over £49,000 and noted the importance of retaining funds to work up business cases following TIP submission.
- Members considered that these costs were all necessary in production of the TIP and agreed to give CH authority for this expenditure from the capacity fund.

CH

## **10 Terms of Reference**

- A request had been received from NH, the BID rep on the Board that JM be co-opted as a voting member of the Board due to his inability to attend the next few Board meetings.
- The Board agreed that JM be co-opted as a voting Member.

## **11 Any other Business**

- JMCK advised that the promenade works remain on course to reopen at the end of October.
- TD requested that Treveth be invited to a future meeting.
- RY asked for the Board's support in identifying people who had a positive message around the transport trial.

## **12 Date of next meeting**

- Extraordinary Board meeting at 8.15am on Monday 21<sup>st</sup> September via Microsoft Teams.