

Minutes

Meeting Title: St Ives Town Deal Board

Date: 8th June 2020

Time: 1200 to 1400

Location: Microsoft Teams

Chaired by: Sarah Stevens

Attendees: David Rodda, Rowena Swallow, Neil Davis, Libby Buckley, Vanessa Luckwell, Emily Kent, Cllr Linda Taylor, Cllr Andrew Mitchell, , Andrew Barragwanath, Steve Cross, Lucy Davis, Poppy Naylor, Cllr Tony Harris, James Butterworth and Phill Woods

1 Apologies: Derek Thomas MP

Minutes	Action
<p>2 Minutes of Last Meeting</p> <ul style="list-style-type: none"> • Agreed as a true and correct record of the last meeting and no matters arising that are not covered on the agenda 	
<p>3 Declarations of Interest</p> <ul style="list-style-type: none"> • None 	
<p>4 Communications and Marketing</p> <ul style="list-style-type: none"> • LD updated the board on the progress of the “Request for Quotation” process. 8 companies made an enquiry and 3 submitted a response. The comms sub group met last week to consider the responses and chose a company called Ghost Consulting. LT asked where they were based, and it was confirmed that they are based in St Agnes. 	

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<ul style="list-style-type: none"> LD also raised the issue of the website for the St Ives Town Deal Boards work. Currently it is hosted as a page on the St Ives Town Council website which was a very useful initial position but as things progress it was felt that a dedicated website may be a better approach as it could be updated more easily and would be seen as being independent from the Town Council. JB agreed with this approach as did the rest of the board. 	LD
<ul style="list-style-type: none"> LD was tasked to speak to Ghost Consulting about options and return to the board with a proposal at the next meeting. 	Board Members
<ul style="list-style-type: none"> To assist the process LD also asked Board members to supply her with a photograph and a short pen picture about themselves that could be added to the website. 	Board Members
<ul style="list-style-type: none"> Methods of consultation were then discussed including the use of postal surveys. These are costly and with Covid 19 concerns there is an added issue about whether recipients would open/return them. The advice from Ghost Consulting is that other alternatives should be explored. SS reiterated the view that whilst electronic surveys have a place they do exclude those that are not digitally enabled and if the work of the board is to be inclusive it needs to provide a number of routes to input into the TIP development process. The board agreed that despite the concerns some form of postal engagement/leaflet drop would be useful. 	Board Members
<ul style="list-style-type: none"> JB asked whether any consultation would be open to young people. The board were fully supportive of this especially as the TIP includes a vision for the town for the next 30 years. It was suggested that a dedicated consultation process should be developed for young people and JB offered to engage the 600+ student body of the school (and their parent) in this process. JB agreed to work with LD on this as the added benefit would be that by working through the school the board could be assured that safeguarding matters will be fully considered. 	JB/LD
<ul style="list-style-type: none"> TH also stated that the Town Council ran an event involving young people back in Jan 2020 and he agreed to share the minutes of this meeting with LD 	TH

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5 Sub Groups

- LD gave an update on progress since the last meeting.
- The public Zoom meeting went well and it identified some new members who have asked to join the sub groups. It is suggested that a further public zoom meeting is held soon as part of the consultation process.
- Young People – not met yet but it was noted that the offer to work with the school would help to drive this important part of the consultation process.
- Digital Connectivity – meeting on the 8th of June. Research undertaken to date has identified a plethora of organisations involved in this activity so it makes sense to work with them to add value and reach to their activity. One key task for the group is to define what the board mean by the “digital economy” in St Ives as it has many definitions.
- Culture and Heritage – site visits have been held to some of the buildings that could be considered for inclusion in the TIP to gain a better understanding of the opportunities they present. All part of the process of identifying potential projects that could be included in the TIP.
- Business and Finance – discussions focussing on the need/role of micro finance that can help micro and small businesses to develop. This could also involve some form of delegated grant scheme/umbrella project that could offer business development grants and loans to businesses in the TIP area.
- Housing – looking at ideas and options in the town. Sites that have been refused planning permission for open market housing could be an option if the levels of affordable housing on them are increased as that may be more acceptable to the community. Land/buildings owned by CC are also being explored. AM reiterated the need to consider working with 3rd party deliverers on this theme as they will have much of the delivery capacity required.
- Food and Fisheries – a meeting has been held with the local fishing industry to explore needs and opportunities of this sector in St Ives. They are going to survey those involved to ascertain what support they might need to play their part in the regeneration of St Ives.
- Green Energy/Transport – on-going discussions with stakeholders about the potential for community energy options in the town. Less work on the transport side but identified that working with the tourism group on this activity will be key.

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- Sustainable Tourism – still at very early stage of discussions. Need to decide the future direction for tourism in St Ives which is a very emotive issues with strong feelings on all sides. General view that any activity in this area supported by the TIP should facilitate improvements in the social, economic and environmental credentials of St Ives (i.e. any activity looking to continue the status quo (peak season only) would not be supported).
- Sport Group – yet to meet
- LD reminded the board that she will not be able to attend every sub group so it is important that a record of key points is kept of any meeting so that it can be fed into the TIP development process. There is a standard template available and she asked that the board members attending the sub groups complete this as soon as possible afterwards.
- LT asked when the administrative support would be in place for LD. DR reminded the board that they had previously agreed to contribute 25% of the costs of admin support (to be shared equally with the other 3 towns) but that this post had yet to be advertised. LT asked for clarity on costs and timescales and DR/PW stated that they would confirm these asap.
- LD closed this section of the agenda with a request for sub groups to start to consider potential projects and themes in their work as very shortly these will be needed to populate the “delivery” section of the TIP.

Board Members

DR/PW

Board Members

6 Project Selection Matrix

- LD explained the detail of the matrix paper to the board. It was agreed that it was vital to use a robust but simple process. Priorities may need to be weighted and any scoring criteria used should take this into account. DR agreed to send LD previous examples he has used and to work with her to develop a process for the board to consider.
- JB stated that any weighting needs to be transparent and TH stated that any priorities developed need to reflect the Towns Fund Guidance.
- SS asked the board whether they were happy with the overall approach and the board unanimously agreed with the proposed approach.

DR/LD

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<p>7 Replacing a Board Member</p> <ul style="list-style-type: none"> • SS informed the board that unfortunately Raven Williams has resigned from the board due to work pressures. He has stated that he will engage with the work as a local business. • The board therefore has to re-recruit a board member from the private sector to ensure the correct mix of public, private and community/voluntary sector. • Various options are available to the board including revisiting the list of people who applied under the EOI process, co-option and advertising. DR outlined the process that other boards are following (i.e. asking the BIDS to identify people who run businesses in the high street). SS/SC/LD agreed to consider options and recommend a way forward and DR agreed to send SS the pack of applicants to the EOI process. 	<p>SS/SC/LD</p> <p>DR</p>
<p>8 Update from Government</p> <ul style="list-style-type: none"> • DR updated the board on communications between DT and the Secretary of State. The guidance is in the process of being reviewed to take into account Covid 19 implications and will be issued in June. 	
<p>9 Budget</p> <ul style="list-style-type: none"> • LD informed the board that apart from her salary the only cost to the budget was the cost of an advert in the St Ives Times and Echo (£80). • An allocation of £14k over 7 months has been allocated to cover the costs of Ghost Consulting. • A further £6k has been allocated to cover the cost of a website and other communication expenditure. • DR reminded the board that £10k has been allocated to cover the costs of administrative support but that the exact cost is likely to be less as this resource will be shared with other towns. 	

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9 Any Other Business

- RS informed the board that the owner of the Malakoff building are open to site visits for anyone interested in seeing the building. She also stated that the CIC is likely to bring the development of that building forward as a potential project for inclusion in the TIP. SC stated that Cross Estates is the agent for the site and will set up a visit for anyone interested but that it is vital that Health and Safety considerations are taken into account. He would limit the number who could visit at any one time and will also produce a virtual tour as well for those that cannot attend. DR reminded all the board that if they do visit the site they do so at their own risk and that there is no CC cover. AM asked RS whether the decision to bring forward the Malakoff as a project replaces the proposals for the old “Chellews” building. RS stated that it would be complimentary.

10 Date of next Meeting

- 29th June 2020 – 0830 until 1030 – Microsoft Teams