

Minutes

Meeting Title: St Ives Town Deal Board

Date: 29th June 2020

Time: 8.30-10.30

Location: Microsoft Teams

Chaired by: Sarah Stevens

Attendees: Andrew Baragwanath (AB), Lucy Buckley (LB), Phill Woods (PW), CC Andrew Mitchell (AM), CC Tony Harris (TH), Lucy Davis (LD), Emily Kent (EK), James Butterworth (JB) Poppy Naylor (PN), Rowena Swallow (RS), Vanessa Luckwell (VL), Sarah Stevens (SS), Neil Stevens (NS), Derek Thomas (DT), Neil Davis (ND), Steve Cross (SC),

1 Apologies:

David Rodda (DR)

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Action

2 Minutes of Last Meeting

- These were discussed and have been agreed.
- Actions- All complete.
- All other actions will be covered later in the agenda.

3 Declarations of Interest

- Nothing to declare at this point.

4 Government update Content of the TIP

- Further guidance has been sent out and PW is drafting a summary of that.
- The guidance will show what the process is for the agreement and the guidance has useful diagrams.
- Focus is now on the Investment Plan and getting it out.
- PW is looking at getting this out this week.
- A meeting is being held with the consultations who are helping with this to make sure we are ready to proceed with TIP.

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- Funding is through National Government for the investment plan. Extra resource is in place which will be going through the budget.
- Consultations seems to be happening at the moment and need to be considered. Consultations are important for getting this Investment Plan going forward and previous consultations will be reviewed.
- Ideas are being put forward for decision making.

Business cases – what is needed and support available

- There is some match funding and co funding options.
- These will have to be drafted for engagement purposed. Community engagement would be beneficial in order to get things right.
- Would we need to look into resources for submission date and what is currently in place?
- We are not in competition with other towns fund looking at the Guidance which has been sent through.
- We have to inform the Government of which date we are going for and a date needs to be agreed for finalising the submission.
- Question over whether co funding from the council will also be looked into.

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Submission date – October or January?

- There are 3 dates for submitting which is July, October and January.
- October dates seem to be a good date to work to, but this is a board decision to make on when the TIP gets submitted. October is preferable for a strategic point of view and concerns whether it would be rushed.
- The report is going to Cabinet for decisions and PW has informed the board he is drafting this.
- Will we be including fund report for July?
- We need to get a time on this and community engagement will be made, and they will be included for this.
- We need to make sure the submission is written well and not rushed and January seems to be a more achievable date as this allows time to make sure the submission is written well, and we have considered the engagement opportunities and feedback.
- January has been agreed by the board and if things change the board will be informed.

Minutes**Action****5 Communications and Marketing****Update on Ghost Consulting and comms activity**

- There is a new website set up and LD will share the link in the group chat of this meeting which replaces the old website.
- Karen has rewritten the Comms plan and there is a lot of information provided in to that which has been positive and has been received well.
- Next steps will be going out with an online survey which will include more specifics like training opportunities for young people and that will be going in July.
- This will also allow EOI's to be sent through and also subgroup information. Responses will be in by the end of July and will be shared with the board.
- The sub groups are working well with ideas and providing information.
- Next major consultation is due in October.

Board to send networks and mailing lists to Lucy for email communications

- If you are on mailing lists for surveys can they shared with LD and make sure GDPR is being followed for this.
- This can be useful for future surveys going forward.

30 second video clips

- More of these would be beneficial if the board would like to add something to this.
- One video has been created by Sarah which has been placed on social media.
- SS has given permission for her clip to be shared on other closed social media pages.
- Social media pages have been created to get the message out. A little bit of blurb will be added to the Facebook pages.

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6 Vision and Objectives	
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Agree draft vision and objectives	
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| <ul style="list-style-type: none"> • The workplan has been updated and will be worked on through the process. • The vision and objectives have been refereed to through the process for the workplan. Can an investment plan be written based on those objectives set? • LD has updated the documents and has asked for opinion from the board for feedback and if all agree on what has been discussed. LD will have support to revise the Vision and Objectives. • The draft seems to be positive and living wage has been discussed- are we talking foundation living wage or real living wage which are two separate wage. • Penzance Town Deal have done some work on this. DT will contact EK for the information for the information from Penzance Living wage work. • The objectives could be cut in half and linked into to make one objective which will reduce to 3 objectives. • Higher quality of life or better quality of life would be Worthing adding in. • Linking the teams for Town Deal would be beneficial to get ideals and pull thoughts together. • Support Officer post is being short listed this afternoon. Support can be brought in from other teams to help with the projects for Town Deal which can be provided from Economic Growth. • LD will send out a general email today due to other items needing to be sent to the board. | DT |
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7 Subgroup Updates	
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| <ul style="list-style-type: none"> • This will be a standing item going forward and will be discussion on specific projects and where each project is in terms of progress. • The sub groups are working well and VL has provided admin support. • Information coming out from the Sub Groups for LD includes some of the information provided by LD and updates will be provided once a month ahead of the meetings. • Second communication links is between the lead of the sub groups to LD which informs her of progress being made so far. • LD has requested engagement comments from discussions that have been taken place outside the board be shared among the board and the outcomes from that. | |
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- Sub groups should be talking to each other as some of the projects link and it will be a useful way of them knowing where each group is.
- Transport and energy project could take up the full £25million funding.
- Cycle paths are being looked into. Electric locomotives have been put forward. Growth sales of electric bikes have been noticed.
- Developing the Branch lines could increase the chance of fibre being introduced. LD has sent out the bay to bay infographic. There has been an interest from a bike hire company to have something in St Ives which will be for hire.
- Linda has summarised the projects and some overlap. The summary is accurate.
- Trying to find out if we can have a micro finance pot put in place.
- PW has offered to link LD in with Oxford Innovation.
- Digital-don't want to duplicate digital work that has already happened or can we work alongside someone.
- Element of digital training will be involved and how will we provide that? This will be mainly revenue not capital.
- Culture haven't got a lead at the moment and they have also mentioned digital in their sub groups. There needs to be a collective for Culture and Heritage. Rowena has offered to act as Lead on Culture sub group.
- Young People- One meeting so far which has been positive. This has linked into other groups such as apprenticeships and sports partnerships.
- Fishing Sub Group-SS has had a meeting with the harbour master and spoken to some of the fisherman on site.
- LD will send out updated documents and send to the board in a separate email

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Board Members

- SS will speak to comms about new board members.
- Heritage and Culture sectors could be worth working together on. Support groups who pass on projects.
- Conflicts of interest-Some members will be submitting some projects to the boards and we need transparent and open about and declare conflicts of interest.
- We can have 8 boards members and up to a maximum of 12 members.

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Budget

- Nothing has changed since the last meeting.

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10 Any Other Business

- Nothing to add.

11 Date of next Meeting

- Tuesday 28th of July 8.30-10.30