



Minutes

Meeting Title:	St Ives. Town Deal Board
Date:	Tuesday 27 th February 2024
Time:	17:00 – 19:00
Location:	The Guildhall
Chaired by:	Gareth Jones (GJ) – Co-Chair
Attendees:	<p>Voting Members: Rowena Swallow (RS), Johnnie Wells (JW), Kirsty Arthur (KA), Cllr Andrew Mitchell (AM), Andrew Baragwanath (AB), Lynn Fox (LF), Cllr Linda Taylor (LT)</p> <p>Non-Voting Members: Louise Dwelly (LD)</p> <p>CC Officers: Emily Kent (EK), Jessica Morris (JM), Matt Pitt (MP), Danielle Hunt (DH), Matt Game (MG)</p> <p>Presenters: Elizabeth Gilbert (EG), Catherine Roberts (CR), Kieren Couch (KC)</p>
Apologies:	Derek Thomas MP (DT), Karen Fielding (KF), Pam Vincent (PV), Libby Buckley (LB)

Minutes		Action
1	Consent of all present to record meeting	
1.1	<ul style="list-style-type: none"> Consent was granted by those at the meeting for the meeting to be recorded. 	
2	Welcome and Apologies	
2.1	<ul style="list-style-type: none"> Apologies were noted as above. 	
3	Declaration of potential conflicts of interest	
3.1	<ul style="list-style-type: none"> Cllr Linda Taylor declared a conflict of interest with ST-00108. 	
3.2	<ul style="list-style-type: none"> Cllr Andrew Mitchell declared a conflict of interest with ST-00110. 	
3.3	<ul style="list-style-type: none"> JM declared a conflict of interest with ST-00112. 	
3.4	<ul style="list-style-type: none"> GJ declared a conflict of interest with the LiveWest project. 	

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4	Minutes of the last meeting and action tracker	
4.1	<ul style="list-style-type: none"> The minutes were agreed as an accurate reflection of the previous meeting. 	
5	Matters arising not covered on the agenda	
5.1	<ul style="list-style-type: none"> No matters not covered on the agenda were raised. 	
6	Board Governance	
6.1	<ul style="list-style-type: none"> MP presented a paper on Board Governance: <ul style="list-style-type: none"> The Board were asked to consider whether they should advertise for further recruitment of Board Members but that they should note that this would increase the minimum number of attendees required at meetings to meet the quoracy figure, 	
6a.1		
6a.2	<ul style="list-style-type: none"> MP highlighted that GJ's membership term was due to expire in March 2024 and that a decision would need to be made in regard to the Chairman structure and membership going forward. 	
6.2	<ul style="list-style-type: none"> GJ opened a discussion on the item of his impending end of term as Co-Chair of the Board: <ul style="list-style-type: none"> GJ referred to the email that he had circulated to Board Members notifying them in regard to the expiration of his membership as Chair, MP confirmed that the Board could either continue with the setup of two Co-Chairs or adopt the traditional method of a Chair and a Vice Chair, MP highlighted the preference for the Chair to be an individual from the private sector as detailed in the Terms of Reference, Johnnie Wells and Andrew Baragwanath both expressed an interest in putting themselves forward for the position of Co-Chair, ACTION: The Board to vote at their May meeting on the Charing arrangements for the Board going forward. It was noted that the Board was not quorate so in accordance with previously agreed procedures all decisions made by Board Members present at tonight's meeting would be: <p>Issued to all Board Members with the recommended actions agreed at the Board Meeting and with the opportunity for any absentee Board Members, to voice their concerns within three working days,</p>	
6b.1		
6b.2		
6b.3		
6b.4		
6b.5		Board Members
6b.6		
7	Communications Update	
7.1	<ul style="list-style-type: none"> Jess Morris highlighted the key points of the written report: <ul style="list-style-type: none"> The local community had given their views on the Low Carbon Transport proposals for St Ives, 	
7a.1		

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7a.2	<ul style="list-style-type: none"> ○ A St Ives TD newsletter was issued on 5th February and sent to 427 subscribers and promoted via Facebook, Twitter and LinkedIn. 	
7a.3	<ul style="list-style-type: none"> ○ Following the engagement events, 222 additional people have subscribed to the St Ives Town Deal newsletter. 	
7.2	<ul style="list-style-type: none"> ● GJ expressed his thanks to Aurore Parkin for all the hard work that she had put into the communications work on behalf of the St Ives Town Deal during her time at CC. 	
8	<p>Enterprise Fund</p> <p>Project Update</p> <p>8.1</p> <ul style="list-style-type: none"> ● CR asked the Board to review and agree on the following recommendations made by the Enterprise Grants Working Group as follows: <p>8a.1</p> <p>8a.2</p> <ul style="list-style-type: none"> ○ A. To combine the allocated grants for Tier 1 and Tier 2 and ○ B. To retain any unallocated Tier 1 and 2 budget for a small targeted round later this year. <p>8.2</p> <ul style="list-style-type: none"> ● The Board unanimously agreed to endorse option 1 in relation to further invites for Tier 3 applications: <p>8b.1</p> <ul style="list-style-type: none"> ○ Invite any new EOIs to submit applications within 3 months, but make them aware that currently more applications have been extended invites than the fund is able to support. All existing invites would also be given this message. <p>8.3</p> <ul style="list-style-type: none"> ● The Board noted the Enterprise Grants Team and the PMO will manage the anticipated reduction in the “number of Enterprises receiving grant” output and liaise with DHLUC. <p>8.4</p> <ul style="list-style-type: none"> ● A notification would be issued to all Board Members with the recommended actions agreed at the Board Meeting and with the opportunity for any absentee Board Members, to voice their concerns within three working days, <p>8.5</p> <ul style="list-style-type: none"> ● CR noted that by the May Board, the EOI team would have a clearer understanding on the commitment of the scheme. <p>Project EOIs</p>	

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8.6	<ul style="list-style-type: none"> • EG asked the Board to discuss the Tier 3 EOIs as included in Appendix B and to make a decision as to whether to invite to full application or not for each project as follows: 	
8.7	<ul style="list-style-type: none"> • ST-00108 	
8c.1	<ul style="list-style-type: none"> ○ Cllr LT recused herself from the discussion and declared a conflict of interest. 	
8c.2	<ul style="list-style-type: none"> ○ 4 Board Members voted in favour for the project to proceed to the full application stage. 	
8c.3	<ul style="list-style-type: none"> ○ 3 Board Members voted against the project proceeding to the full application stage. 	
8c.4	<ul style="list-style-type: none"> ○ 1 Board Member abstained. 	
8c.5	<ul style="list-style-type: none"> ○ <i>The decision that the project should proceed was therefore approved.</i> 	
8.8	<ul style="list-style-type: none"> • ST-00110 	
8d.1	<ul style="list-style-type: none"> ○ Cllr AM recused himself from the discussion and declared a conflict of interest, 	
8d.2	<ul style="list-style-type: none"> ○ <i>Board Members unanimously decided that the project should not proceed to full application.</i> 	
8.9	<ul style="list-style-type: none"> • ST-00112 	
8e.1	<ul style="list-style-type: none"> ○ Johnnie recused himself from the discussion and declared a conflict of interest, 	
8e.2	<ul style="list-style-type: none"> ○ 1 Board Member voted in favour for the project to proceed to the full application stage, 	
8e.3	<ul style="list-style-type: none"> ○ 6 Board Members voted against the project proceeding to the full application stage, 	
8e.4	<ul style="list-style-type: none"> ○ 1 Board Member abstained from the vote. 	
8e.5	<ul style="list-style-type: none"> ○ <i>The decision that the project should not proceed was therefore approved.</i> 	
<p>A notification would be issued to all Board Members with the recommended actions agreed at the Board Meeting and with the opportunity for any absentee Board Members, to voice their concerns within three working days.</p>		

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<p>9</p> <p>Programme Overview Report</p> <p>9.1</p> <ul style="list-style-type: none"> • JM advised the Board that all projects were moving into delivery with the LiveWest project and Low Carbon Transport being the final funding agreements that required completion – this would be done prior to the end of April deadline, <p>9.2</p> <ul style="list-style-type: none"> • There was a positive outlook across projects, <p>9.3</p> <ul style="list-style-type: none"> • The Board noted the intention of the Accountable Body to establish and communicate a deadline of 30 April 2024 for the remaining projects to enter into funding agreements in order to safeguard the delivery of funding within the town. 	
<p>10</p> <p>Project Updates</p> <p>Low Carbon Transport</p> <p>10.1</p> <ul style="list-style-type: none"> • Matt Game introduced himself to the Board and explained his role to oversee the progression of transport projects across all four Cornish Town Deals, <p>10.2</p> <ul style="list-style-type: none"> • Cllr LT shared some of the concerns that she had received from local residents who were unsatisfied or concerned by the transport proposals, <p>10.3</p> <ul style="list-style-type: none"> • KC explained that the project was addressing the concerns shared by residents, <p>10.4</p> <ul style="list-style-type: none"> • JW noted that a lot of the concerns raised by residents were the result of misinformation and that through continuing dialogue, a lot of the concerns would be alleviated, <p>10.5</p> <ul style="list-style-type: none"> • KC explained that by the May Board the scheme would be past the internal CC governance procedures and that the project would enter the delivery stage by November, <p>10.6</p> <ul style="list-style-type: none"> • MP reminded the Board of the delivery timeline and the deadline of completion following two years from starting in April 2024, <p>10.7</p> <ul style="list-style-type: none"> • LD asked CC officers to liaise with St Ives Town Council on future communications to local residents to allow the Town Council to help ease concern, <p>10.8</p> <ul style="list-style-type: none"> • ACTION: JM to share the next transport working group with Board Members who wished to join. <p>10.9</p> <ul style="list-style-type: none"> • KC asked the Board to endorse the recommendations as outlined in the written report as detailed below: <p>10a.1</p> <ul style="list-style-type: none"> ○ The Board are recommended to support all currently considered 	<p>JM</p> <p>KC</p>

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10a.2	<p>interventions to move forward into detailed design and delivery, subject to CC Internal Governance approvals.</p> <ul style="list-style-type: none"> ○ The Board are recommended to note the challenges relating to one-way changes and the use of rising bollards and the likely need to adapt the design to de-risk delivery whilst achieving the objectives. 	
10.10	<ul style="list-style-type: none"> ● 5 Board Members voted in favour to proceed with the above recommendations, 2 Board Members abstained from the vote and therefore the interventions would progress to the next design stage. 	
10.11	<ul style="list-style-type: none"> ● A notification would be issued to all Board Members with the recommended actions agreed at the Board Meeting and with the opportunity for any absentee Board Members, to voice their concerns within three working days, after which the wishes of the Board would be actioned by the Accountable Body in accordance with the previously agreed process for inquorate meetings. 	PMO
10.12	<p>The Guildhall</p> <ul style="list-style-type: none"> ● No comments or queries were raised on the written report by Board Members. 	
10.13	<p>St Ives Theatre</p> <ul style="list-style-type: none"> ● No comments or queries were raised on the written report by Board Members. 	
10.14	<p>CLT</p> <ul style="list-style-type: none"> ● No comments or queries were raised on the written report by Board Members. 	
10.15	<p>St Ives Orchard</p> <ul style="list-style-type: none"> ● No comments or queries were raised on the written report by Board Members. 	
	<p>St Ives Rugby Club</p>	

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10.16	<ul style="list-style-type: none"> No comments or queries were raised on the written report by Board Members. <p>Leach Pottery</p>	
10.17	<ul style="list-style-type: none"> No comments or queries were raised on the written report by Board Members. <p>Live West</p>	
10.18	<ul style="list-style-type: none"> No comments or queries were raised on the written report by Board Members. 	
11	A.O.B	
11.1	<ul style="list-style-type: none"> ACTION: JM to send the St Ives Rugby Club meeting invitations to Cllr AM. 	JM
12	Date of next meetings	
12.1	<ul style="list-style-type: none"> Tuesday 14th May 2024 	
12.2	<ul style="list-style-type: none"> Tuesday 17th September 2024 	