



Minutes

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| Meeting Title: | St Ives. Town Deal Board |
| Date: | 14 th May 2024 |
| Time: | 17:00 – 19:00 |
| Location: | The Guildhall |
| Chaired by: | Andrew Baragwanath (AB)- Chair, Libby Buckley (LB)- Vice-Chair |
| Attendees: | <p>Voting Members: Rowena Swallow (RS), Pamela Vincent (PV), Johnnie Wells (JW), Karen Fielding (KF) Kirsty Arthur (KA), Steve Cross (SC), Cllr Andrew Mitchell (AM), Cllr Linda Taylor (LT), Lynn Fox (LF)</p> <p>Non-Voting Members: Louise Dwelly (LD)</p> <p>CC Officers: Emily Kent (EK), Jessica Morris (JM), Matt Pitt (MP), Danielle Hunt (DH), Melinda Brown (MB), Kirsten Smith (KS), Catherine Roberts (CR), Rebecca Riley (RR)</p> <p>Observer: Trisha Hewitt (TH)</p> <p>Presenters: Kieren Couch (KC), Jonathan Molloy (JM)</p> |
| Apologies: | Derek Thomas MP (DT) |

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| 1 | Consent to record the meeting | |
| 1.1 | <ul style="list-style-type: none"> Consent was provided by those at the meeting for it to be recorded. | |
| 2 | Welcome and Apologies | |
| 2.1 | <ul style="list-style-type: none"> Apologies were noted as above. | |

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| <p>3</p> <p>3.1</p> <p>3.2</p> | <p>Declaration of potential conflicts of interest</p> <ul style="list-style-type: none"> • Libby Buckley declared a conflict of interest in relation to agenda item 5. • All St Ives Town Councillors and Rowena Swallow declared a conflict of interest to agenda item 10b. |
| <p>4</p> <p>4.1</p> <p>4a.1</p> <p>4a.2</p> <p>4a.3</p> <p>4a.4</p> | <p>Election of Chair</p> <ul style="list-style-type: none"> • MP provided an overview of the DLUHC Guidance stating that Board Chairs should come from the private sector. <ul style="list-style-type: none"> ○ There was a requirement for the position of Chair to be filled and MP indicated he had received one expression of interest from Andrew Baragwanath; ○ AB confirmed that he would be happy to fill the position of Chair for the Board and stressed the importance of ensuring that the Board continue to progress towards achieving the aims of the Town Deal. ○ There were no other nominations provided for the position of Chair, ○ Cllr Johnnie Wells proposed that Andrew Baragwanath be elected as Chair of the Board. 8 Board Members voted to elect Andrew to the position of Chair, therefore following a majority vote, AB commenced his position as Chair of the Board. |
| <p>5</p> <p>5.1</p> | <p>Election of Vice Chair</p> <ul style="list-style-type: none"> ○ There was a requirement for the position of Vice-Chair to be filled and MP outlined that Libby Buckley had offered to continue in her role as Vice Chair. |

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| 5.2 5.3 | <ul style="list-style-type: none"> ○ No other nominations had been received. ○ The Board unanimously voted to elect Libby Buckley to the position of Vice-Chair, therefore, LB continued her position as Vice-Chair. | |
| 6 6.1 6.2 | <p>Minutes of last meeting and action tracker</p> <ul style="list-style-type: none"> • The minutes of the last meeting were agreed as an accurate record of the last meeting, • The actions on the action tracker were noted and agreed as complete. | |
| 7 7.1 7.2 7a.1 7a.2 7a.3 | <p>Project update</p> <p>St Ives RFC</p> <ul style="list-style-type: none"> • Due to extenuating circumstances, this item was brought forward in the agenda, • Jonathan Molloy, the project lead for the St Ives RFC project provided an update on the project's progress: <ul style="list-style-type: none"> ○ The planning submission date for the hybrid application was June 6th 2024, ○ Contractor procurement was expected to be complete by June 2024 and the construction phase by 25th February 2025, ○ The project was progressing well in terms of the projected timeline of key milestones. | |
| 8 8.1 | <p>Matters arising not covered on the agenda</p> <ul style="list-style-type: none"> • No matters were raised. | |

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| <p>9</p> <p>Board Governance</p> <p>9.1 • Karen Fielding and Pam Vincent recused themselves from the room due to a conflict of interest in the item,</p> <p>9.2 • MP provided an update on Board Membership:</p> <p>9a.1 ○ There were three Board members with upcoming membership term expirations in July 2024,</p> <p>9a.2 ○ The Nominations Committee had met to discuss the reappointment of the Board Members,</p> <p>9a.3 ○ NC and PV were unable to continue with their term,</p> <p>9a.4 ○ KF was happy to extend her term,</p> <p>9a.5 ○ It was agreed that: -</p> <p>9a.6 ▪ Karen Fielding be appointed to the St Ives Town Deal Board for a further three-year term from the end of July 2024; and</p> <p>9a.7 ▪ Advertisements be placed for Board positions in order to ensure it is above the minimum Membership level set out in its Terms of Reference.</p> <p>9a.8 • NC & PV would continue their term until July 2024 and the Nominations Committee thanked them for their support over the Town Deal programme thus far.</p> | |
| <p>10</p> <p>Communications Update</p> <p>10.1 • Trisha provided an update on communications across the programme:</p> | |

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| <p>10a.1</p> <p>10a.2</p> <p>10a.3</p> | <ul style="list-style-type: none"> ○ A new newsletter would be circulated at the end of May and all of the projects would be included, ○ ACTION: TH to liaise with Melinda on a comms. opportunity for the St Ives Theatre project with Board Members, ○ As projects moved into delivery there would likely be an increased interest in the projects and an increase in communications activity. <p style="text-align: center;">TH</p> |
| <p>11</p> <p>11.1</p> <p>11a.1</p> <p>11a.2</p> <p>11a.3</p> <p>11a.4</p> | <p>Enterprise Fund</p> <p>Project Update</p> <ul style="list-style-type: none"> ● Catherine Roberts provided an update on the status of the Enterprise Fund project: <ul style="list-style-type: none"> ○ Demand had been high on the scheme, ○ Out of the £1.6 million budget, £882,000 was committed, ○ Two tier three applications were going to the working group that week, ○ The progress of the scheme was progressing on-track to deliver the outputs originally set out. |

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| 11.2 | <ul style="list-style-type: none"> • CR presented the recommendation as set out in the paper to the Board: |
| 11b.1 | <ul style="list-style-type: none"> ○ The Board are requested to agree to veer budget under Tier 3 to the budget for a Round 3 for Tier 1 & 2 to be launched later this year to meet demand and maximise the number of businesses benefitting from the scheme. |
| 11b.2 | <ul style="list-style-type: none"> ○ 8 Board Members voted to endorse the recommendation. Therefore, the above recommendation would be implemented. |
| <p>St Ives Training & Skills Capital Fund</p> | |
| 11.3 | <ul style="list-style-type: none"> • Board members who had a conflict of interest recused themselves from the discussion, |
| 11.4 | <ul style="list-style-type: none"> • CR and KS provided an overview of the Training and Skills Capital Fund: |
| 11c.1 | <ul style="list-style-type: none"> ○ One full application and business case had been invited to stage two by the Board. This had been received and was presented to the Board for consideration: ST-00042, |
| 11.5 | <ul style="list-style-type: none"> • CR summarised the recommendation as set out in the report: |
| 11d.2 | <ul style="list-style-type: none"> ○ The Board are requested to indicate their decision on whether to support the application received in response to the St Ives Training and Skills Capital Fund call (Appendix B). |
| 11.6 | <ul style="list-style-type: none"> • Following careful consideration of the application and supporting information from Grant officers, the Board proposed to defer the decision to allow the applicant more time to address some of the concerns raised. |
| 11.7 | <ul style="list-style-type: none"> • It was agreed that: - |
| 11e.1 | <ul style="list-style-type: none"> ○ A final decision be deferred up to 8 weeks to allow the applicant further time to provide additional evidence of |

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| 11.8 | <p>community engagement, engagement with teams at CC, sustainability of the proposed activity to be delivered and evidence of local demand.</p> <ul style="list-style-type: none"> • 6 Board members voted to support this recommendation and 1 Board member voted against this recommendation. <p>ACTION: DH to arrange an extraordinary Board meeting for around the first week in July for the Board to re-review the recommendation and make a decision on the application.</p> | DH |
| 12 | <p>Project Updates</p> <p>Low Carbon Transport</p> <p>12.1 • KC & RR provided an update on the current position of the project,</p> <p>12.2 • KC provided a presentation on the proposals of the Low Carbon Transport plan:</p> <p>12a.1 <ul style="list-style-type: none"> ○ The public consultation results clearly demonstrate support and a mandate for the creation of a Low Traffic Environment within the core of the town. However, there was very little support for the use of physical bollards and barriers. </p> <p>12.3 • The highways team had assessed the use of bollards throughout the town as undeliverable in the current technological and management constraints,</p> <p>12.4 • Trisha had been making good progress with key stakeholders to improve the comms. and feedback around the proposals,</p> <p>12.5 • VivaCity smart cameras were being rolled out across the town to monitor traffic,</p> | |

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| 12c.1 | <ul style="list-style-type: none"> ○ An allocation be made from the project budget of £250,000 to support implementation of the A30 VMS; |
| 12c.2 | <ul style="list-style-type: none"> ○ automated bollards be removed from the project and the communications strategy be implemented. |
| 12.14 | <ul style="list-style-type: none"> ● The Board considered options within the report in relation to the implementation of the bus gate at Library Corner, |
| 12.15 | <ul style="list-style-type: none"> ● Following careful consideration, it was agreed that: |
| 12.16 | <ul style="list-style-type: none"> ● In relation to the intervention at Tregenna Hill/Library Corner, the following actions be taken: |
| 12.17 | <ul style="list-style-type: none"> ● Continue to develop the technical design to a construction ready position and; |
| 12.18 | <ul style="list-style-type: none"> ● Develop the cost plan for this intervention and; |
| 12.19 | <ul style="list-style-type: none"> ● Cornwall Council retain the sum of £500,000 allocated to this item within the cost plan from its match funding contribution and; |
| 12.20 | <ul style="list-style-type: none"> ● Monitor the performance of the wider interventions post implementation, allowing accurate refinement of the assumptions, allowing confirmation of the likely performance and safety risk and; |
| 12.21 | <ul style="list-style-type: none"> ● Note that, if assessed at this stage to be safe and perform adequately, the intervention should be implemented. |
| 12.22 | <ul style="list-style-type: none"> ● Note that the likely timeline for implementation would be January 2027. |
| | <p>The Guildhall</p> |
| 12.23 | <ul style="list-style-type: none"> ● The written report was noted by Board members. |

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| <p>12.24 St Ives Theatre</p> <ul style="list-style-type: none"> The written report was noted by Board members. <p>12.25 CLT</p> <ul style="list-style-type: none"> The written report was noted by Board members. <p>12.26 St Ives Orchard</p> <ul style="list-style-type: none"> The written report was noted by Board members. <p>12.27 Leach Pottery</p> <ul style="list-style-type: none"> The written report was noted by Board members. <p>12.28 Live West</p> <ul style="list-style-type: none"> The PMO had been notified that there had been a change in director and that the contract would be signed and returned shortly. | |
| <p>13 Programme Overview Report</p> <p>13.1</p> <ul style="list-style-type: none"> The written report was noted by Board members. | |
| <p>14 'A.O.B' – 3 days' notice to be provided in writing to the Chair</p> <p>14.1</p> <ul style="list-style-type: none"> No A.O.B was provided. <p>14.2</p> <ul style="list-style-type: none"> The meeting concluded at 19:37. | |
| <p>15 Date of Next Meetings:</p> <ul style="list-style-type: none"> Extraordinary meeting, date TBC Tuesday 17th September 2024, 17:00 – 19:00 Tuesday 26th November 2024, 17:00 – 19:00 | |

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