



# Minutes

<b>Meeting Title:</b>	<b>St Ives. Town Deal Board</b>
<b>Date:</b>	17 <sup>th</sup> September 2024
<b>Time:</b>	17:00 – 19:00
<b>Location:</b>	St Ives Guildhall
<b>Chaired by:</b>	Andrew Baragwanath (AB)
<b>Attendees:</b>	<p><b>Voting Members:</b> Libby Buckley (LB), Cllr Linda Taylor (LT), Steve Cross (SC), Johnnie Wells (JW), Steve Hynes (SH), Lynn Fox (LF), Karen Fielding (KF)</p> <p><b>Non-Voting Members:</b></p> <p><b>CC Officers:</b> Emily Kent (EK), Matthew Pitt (MP), Danielle Hunt (DH), Jessica Morris (JM),</p> <p><b>Observer:</b> Emma Gibson (EG)</p> <p><b>Presenters:</b> Trisha Hewitt (TH), Charlotte Tomlinson (CT), Rebecca Riley (RR), Paul Maycock (PM), Catherine Roberts (CR), Elizabeth Gilbert (EG)</p>
<b>Apologies:</b>	Andrew George MP (AG), Rowena Swallow (RS), Louise Dwelly (LD)

Minutes		Action
<b>1</b>	<b>Consent of all present to record meeting</b>	
1.1	<ul style="list-style-type: none"> <li>Consent was given by those present for the meeting to be recorded.</li> </ul>	
<b>2</b>	<b>Welcome and Apologies</b>	
2.1	<ul style="list-style-type: none"> <li>Apologies were noted as above.</li> </ul>	

<b>Minutes</b>		<b>Action</b>
<b>3</b>	<b>Declaration of potential conflicts of interest</b>	
3.1	<ul style="list-style-type: none"> <li>No new potential conflicts of interest were declared.</li> </ul>	
<b>4</b>	<b>Minutes of last meeting and action tracker</b>	
4.1	<ul style="list-style-type: none"> <li>The minutes of the last meeting were agreed as an accurate record of the meeting.</li> </ul>	
4.2	<ul style="list-style-type: none"> <li>The minutes of the extraordinary meeting were agreed as an accurate record of the meeting and approved.</li> </ul>	
<b>5</b>	<b>Matters arising not covered on the agenda</b>	
5.1	<ul style="list-style-type: none"> <li>No matters arising not covered on the agenda were raised.</li> </ul>	
<b>6</b>	<b>Governance Update</b>	
6.1	<ul style="list-style-type: none"> <li>MP asked the Board to note the contents of the Governance paper,</li> </ul>	
6.2	<ul style="list-style-type: none"> <li>MP updated the Board on the membership position of the Board as per the written paper:</li> </ul>	
6.2a	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>The Board were under the required membership total by a count of one,</li> </ul> </li> </ul>	
6.2b	<ul style="list-style-type: none"> <li> <ul style="list-style-type: none"> <li>The PMO had advertised the Board membership positions available and only one application had been submitted,</li> </ul> </li> </ul>	

Minutes	Action
6.2c  6.3  6.3a  6.4	<ul style="list-style-type: none"> <li>○ The Board were recommended to appoint the sole applicant, Phil Barnett, as a member of the St Ives Town Deal Board for a full membership term.</li> <li>● <b>Following careful consideration, it was unanimously agreed that:-</b> <ul style="list-style-type: none"> <li>● <b>Phil Barnett be appointed to serve as a Board Member for a single three-year term.</b></li> </ul> </li> <li>● <b>ACTION: PMO to write to Phil Barnett to inform him of his appointment to the St Ives Town Deal Board.</b></li> </ul> <p style="text-align: right;"><b>PMO</b></p>
7 7.1  7.1a  7.1b  7.1c  7.1d	<p><b>7 Communications Update</b></p> <ul style="list-style-type: none"> <li>● TH provided an update on the communications progress across the Town Deal Board over the summer period: <ul style="list-style-type: none"> <li>○ A newsletter had been circulated recently,</li> <li>○ Board recruitment had been broadcast across the communication channels,</li> <li>○ St Ives transport update event had been held,</li> <li>○ There had been good engagement on the mini films that had been released,</li> </ul> </li> </ul>

Minutes	Action
7.1e	<ul style="list-style-type: none"> <li>○ Trisha would continue to produce the mini films with all of the projects as they went through their delivery phases.</li> </ul>
8	<p><b>Programme Overview Report</b></p>
8.1	<ul style="list-style-type: none"> <li>● JM asked the Board to note the contents of the written report,</li> </ul>
8.2	<ul style="list-style-type: none"> <li>● All projects across the programme were now contracted and the majority had begun delivery. Spend had accelerated to reflect this across the programme.</li> </ul>
9	<p><b>Expressions of Interest for Potential Residual Cornwall Council Match Funding</b></p>
9.1	<ul style="list-style-type: none"> <li>● Board members with a conflict of interest were asked to recuse themselves from the discussion,</li> </ul>
9.2	<ul style="list-style-type: none"> <li>● MP updated the Board that following the extraordinary Board meeting in August, the Board had agreed for Cornwall Council (CC) officers to invite expressions of interest for the potential residual CC match funding,</li> </ul>
9.3	<ul style="list-style-type: none"> <li>● The potential residual funding would be entirely made up of CC match funding,</li> </ul>
9.4	<ul style="list-style-type: none"> <li>● Board members discussed the two options in the written paper and the option for them to propose an alternative recommendation if appropriate,</li> </ul>
9.5	<ul style="list-style-type: none"> <li>● <b>Following careful consideration, Board unanimously agreed to endorse option one that: -</b></li> </ul>
9.5a	<ul style="list-style-type: none"> <li>○ <b>A recommendation to Cornwall Council to approve the use of the residual CC Match Funding to uplift the</b></li> </ul>

Minutes	Action	
9.6	<p style="text-align: center;"><b>Enterprise Fund project for deployment within a final funding round.</b></p> <ul style="list-style-type: none"> <li>• The Board members with a conflict of interest re-joined the meeting.</li> </ul>	
<p><b>10</b></p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.3a</p> <p>10.3b</p> <p>10.3c</p> <p>10.3d</p>	<p><b>Project Updates</b></p> <p><b>Enterprise Fund</b></p> <ul style="list-style-type: none"> <li>• Catherine Roberts asked Board Members to note the contents of the written report,</li> <li>• <b>Following careful consideration, the Board unanimously agreed to endorse the proposed criteria recommended by the Enterprise Grants Working group for Round 3 as set out in the written paper.</b></li> </ul> <p><b>Low Carbon Transport</b></p> <ul style="list-style-type: none"> <li>• Paul Maycock provided an update on the position of the project to the Board: <ul style="list-style-type: none"> <li>○ The St Ives exhibition was held on 11/09/2024,</li> <li>○ Overall, there was support for the strategy to reduce traffic within the town centre,</li> <li>○ The Barnoon Car Park Low Carbon Survey was undertaken in July which showed an overall objection to the switching of permit holders to the Island Car Park,</li> <li>○ The majority disagreed that the proposed measures would change congestion and parking demand,</li> </ul> </li> </ul>	

Minutes	Action
10.3e	<ul style="list-style-type: none"> <li>○ CC were reviewing the outcomes and feedback from the survey to make a determination on the car parking shortly,</li> </ul>
10.3f	<ul style="list-style-type: none"> <li>○ A statutory consultation is being prepared for the Traffic Regulation Order (TRO) process and dates would be confirmed when these were submitted,</li> </ul>
10.3g	<ul style="list-style-type: none"> <li>○ Updated figures from Cormac were showing a potential overspend which was largely due to utility provisions and risks associated with the delivery.</li> </ul>
10.4	<ul style="list-style-type: none"> <li>● Board Members felt that existing permit holders should not be compelled to switch from Barnoon to the Island Car Park. The Board felt that those who would prefer to switch should be allowed to do so.</li> </ul>
10.5	<ul style="list-style-type: none"> <li>● Board Members queried what changes would be implemented to Library Corner and pressed the importance of making a change to the area with the Town Deal funding,</li> </ul>
10.6	<ul style="list-style-type: none"> <li>● CC Officers assured the Board that changes would be implemented to Library corner following review of the data captured by the VivaCity cameras, to ensure that any changes would be effective. Changes to Library Corner would be implemented at the end of the programme.</li> </ul>

Minutes	Action
10.7	<ul style="list-style-type: none"> <li>• <b>Action: Low Carbon Transport project leads to liaise with the Digital Trail team to ensure that appropriate pedestrian signage was installed across the town.</b></li> </ul>
	<p><b>The Guildhall</b></p>
10.8	<ul style="list-style-type: none"> <li>• Charlotte Tomlinson updated the Board on the status of the project:</li> </ul>
10.8a	<ul style="list-style-type: none"> <li>○ The project had experienced some delays,</li> </ul>
10.8b	<ul style="list-style-type: none"> <li>○ Following a value engineering exercise, option two for the project still remained over-budget,</li> </ul>
10.8c	<ul style="list-style-type: none"> <li>○ An expression of interest for potential residual match funding had been submitted,</li> </ul>
10.8d	<ul style="list-style-type: none"> <li>○ The team were hopeful that works would be started on site in October,</li> </ul>
10.8e	<ul style="list-style-type: none"> <li>○ Two new staff members had been recruited as part of the project and they had been successful in implementing engagement with the projects across the Town.</li> </ul>
10.9	<ul style="list-style-type: none"> <li>• Board members noted the contents of the report.</li> </ul> <p><b>St Ives Theatre</b></p>
10.10	<ul style="list-style-type: none"> <li>• Board members noted the contents of the report.</li> </ul>

Minutes	Action	
<p>10.11</p> <p><b>CLT</b></p> <ul style="list-style-type: none"> <li>• Board members noted the contents of the report.</li> </ul> <p>10.12</p> <p><b>St Ives Orchard</b></p> <ul style="list-style-type: none"> <li>• Board members noted the contents of the report.</li> </ul> <p>10.13</p> <p><b>St Ives Rugby Club</b></p> <ul style="list-style-type: none"> <li>• Board members noted the contents of the report.</li> </ul> <p>10.14</p> <p><b>Leach Pottery</b></p> <ul style="list-style-type: none"> <li>• Board members noted the contents of the report.</li> </ul> <p>10.15</p> <p><b>Live West</b></p> <ul style="list-style-type: none"> <li>• No written report was submitted,</li> </ul> <p>10.16</p> <ul style="list-style-type: none"> <li>• JM updated the Board that the project had signed their contract and that the project was being delivered.</li> </ul> <p>10.17</p> <ul style="list-style-type: none"> <li>• <b>ACTION – an update from LiveWest was requested for the next meeting</b></li> </ul>		
<p><b>11</b></p> <p>11.1</p> <p>11.2</p>	<p><b>‘A.O.B’ – 3 days’ notice to be provided in writing to the Chair</b></p> <ul style="list-style-type: none"> <li>• No other business was submitted.</li> <li>• The meeting closed at 18:10</li> </ul>	
<p><b>12</b></p> <p>12.1</p>	<p><b>Date of Next Meetings:</b></p> <ul style="list-style-type: none"> <li>• Tuesday 26<sup>th</sup> November 2024, 17:00 – 19:00</li> </ul>	