



Minutes

Meeting Title:	St Ives. Town Deal Board
Date:	Tuesday 18 November 2025
Time:	17:00 – 19:00
Location:	Guildhall (Guildhall, Street an Pol, St Ives, TR26 2DS)
Chaired by:	Andrew Baragwanath (AB)
Attendees:	Voting Members: Cllr Andrew Mitchell (AM), Johnnie Wells (JW), Libby Buckley (LB) - <i>teams</i>, Cllr Luke Rogers (LR), Steve Hynes (SH), Karen Fielding (KF), Rowena Swallow (RS) - <i>teams</i> Non-Voting Members: Louise Dwelly (LD) CC Officers: Emily Kent (EK) – <i>teams</i>, Aaron Rodger (AR), Matthew Pitt (MP), Melinda Brown (MB) - <i>teams</i>, Catherine Roberts (CR) - <i>teams</i>, Elizabeth Gilbert (EG), Rebecca Riley (RR) – <i>teams</i>, Kieren Couch (KC), Clare Connaughton (CC) - Secretariat Observer: Trisha Hewitt (TH) - <i>teams</i>
Apologies:	Lynn Fox (LF), Phil Barnett (PB), Andrew George MP

Minutes		Action
1	Consent of all present to record meeting	
1.1	Consent was given to record the meeting	
2	Welcome and Apologies	
2.1	Introductions were made and apologies noted.	

Minutes		Action
3	Declaration of potential conflicts of interest	
3.1	Board Members present declared an interest in Town Deal projects in according to their standard declarations on the Register of Interest.	
4	Minutes of last meeting and action tracker	
4.1	26/11/24 – Pedestrian signage for digital trail when transport intervention commenced. AR to arrange meeting with two projects' leads. Update – With the change, this action was no longer needed. Action Closed.	
4.2	The minutes from Tuesday 20 May 2025 were approved as a true and accurate record.	
5	Matters arising not covered on the agenda	
5.1	None raised.	
6	Governance Update	
6.1	- The Programme was due to end at the end of March 2026, but Ministry of Housing, Communities and Local Government (MHCLG) had announced greater flexibility to Accountable Bodies to allow draw down of funding, and completion of projects - St Ives had spent 60% of its grant funding to the end of September 2025, - The programme was progressing well with most projects anticipated to complete during 2026. - The PMO presented recommendations to members to: - - the continuation of the St Ives Town Deal Board through to December 2026, - with three further meetings to be scheduled during 2026 to provide governance - oversight and programme assurance during the final year of delivery, - Amendments to the Terms of Reference to allow for extended terms for Board Members, the Chair and Vice Chair (as required).	
6.2	In response to a question regarding quoracy MP confirmed that the Town Deal Fund Guidance required a balance of sectors on the Board and that the quorum would need to remain 2/3rds to facilitate this.	

Minutes	Action
6.3 The Chair and PMO would continue to encourage attendance for future meetings. 6.4 The recommendations were approved. 6.5 In response to a question regarding a complaint from a local business MP confirmed that the complaints process had now been completed with the Local Government Ombudsman and MHCLG not raising any concerns. 6.6 MP noted the outcome of the MHCLG Deep Dive Audit in April 2025 and their satisfaction with the governance and overall management of the Town Deal Portfolio across Cornwall.	
7 Communications Update 7.1 There has been publicity across all projects in the last reporting period; • Low Carbon Transport – ○ ETRO launch, ○ Malakoff works, ○ Tempest and Higher Stennack schemes, ○ School Bike Shed. • Rugby Club – work had commenced on the new sports facilities, • Leach Pottery community tiles design, • Guildhall time lapse camera. 7.2 A newsletter will be issued shortly. The report was noted. 7.3 St Ives Theatre has extended an invite to Board Members to their production of Cinderella on Sunday 14 December 2025 at 2pm. 7.4 Overall coverage has been positive.	
8 Programme Overview Report 8.1 • MHCLG has confirmed the flexibility to spend grant funding up to March 2028, although the PMO was confident that projects would be completed before this time, • All projects are either in delivery or have been completed, • A list of projects' status was provided in the written report. 8.2 Programme Adjustments;	

Minutes	Action
• MP advised that an underspend of £186,900.34 had been reported in the Enterprise Grants budget, following a low response to round 4, this would leave £202,703 available for the round, subject to final decision making by Cornwall Council • It was Cornwall Council's intention to apply its residual match funding to the party wall costs between the Guildhall and Old Vicarage Flats Projects, • CC would be applying additional match funding to the Guildhall project as a de-risking payment to mitigate the additional costs associated with the interdependencies between the Guildhall and Old Vicarage Flats projects, • CC would be assisting the Old Vicarage Flats project with an application to ringfenced affordable housing funds to assist in de-risking that project. • The proposal was designed to safeguard delivery of the remainder of the programme.	
9 9a 9a.1 9b 9b.1 9c 9c.1	Project Updates a) The Guildhall (written paper) • The report noted. b) CLT (written paper) • Party Wall works were due to start on site imminently; • It was understood that the Community Land Trust would be re-financing the project, as suggested in their previous Board reports, to complete the project, • An application to ringfenced grant funding for affordable housing could assist this, subject to successful application, • In response to a question, MP advised that the Grant Funding Agreement between the Accountable Body and Grant Recipient was the governing document in relation to the funding and its use. c) Leach Pottery & Digital Trail • Scaffolding came down last week, there were some comments on the zinc cladding on social media, the cladding will weather in time so it will not be so shiny,

Minutes	Action
9d - There had been a delay on doors and windows, - The Kiln Shed was complete, and kilns were on order, - The Digital Trail had become a story trail, based on public opinion and will complete September 2026. d) Live West (no report submitted) 9d.1 - The Chair expressed disappointment that no report had been submitted by TW. The Chair undertook to write to Live West expressing the Board's dissatisfaction with this and hoped this would lead to greater engagement going forwards. 9e e) Low Carbon Transport (written paper) 9e.1 - Launch of the Experimental Traffic Regulation Order (ETRO) on 17 November 2025, has had positive comments from stakeholders, - Some elements of the Programme will extend beyond March 2026, due to factors such as seasonal restrictions in the town, - Work at the Malakoff had attracted criticism, since work started in the Summer 2025, then stopped for the visitor period, then restarted, - There had been previously undiscovered issues below ground which had caused delay, and some materials were bespoke, so took longer to produce, - LR felt Cormac could learn lessons from the delivery phases of this project, and how infrastructures were arranged. Members and residents were concerned that as the site is a landmark into the town, it was not ideal to still have construction machinery for a prolonged period, - JW thanked KC for his input into the traffic trial. 9f f) Enterprise Fund (written paper) 9f.1 - There had been less demand for round 4, and £186,900.34 CC match-funding had been handed back to PMO for the de-risking of the wider programme, leaving £202,703 available for use	AB/PMO

Minutes	Action
against Round 4 applications, subject to final decision making by Cornwall Council - The programme would end in March 2026, after which, case studies will be publicised. 9g g) St Ives Theatre (complete, dashboard only) 9g.1 Board members were invited to the pre-opening performance of Cinderella and were encouraged to support this. 9h h) St Ives Rugby Club (written paper) 9h.1 - Local contractors had been awarded for the clubhouse construction and for the pitch uplift, - Stone from the pitch ground works can be used for the Cornish Hedges, - Work officially commenced in September 2025, due to bedrock under the pitch, a slight redesign had to be done, however, the wet weather was not ideal for pitch construction, - For the new clubhouse, the design has been progressing, and planning conditions were being discharged, - The budget was very tight, with less contingency than desired, - KC has a meeting with CC Property and will find get more clarity on the housing element. 9h.2 KC left the meeting at 17:54. 9i i) St Ives Orchard (complete, dashboard only) The meeting concluded at 18:00.	
10 AOB There was no other business.	
Date of next meeting – Tuesday 03 March 2026 - <i>tbc</i>	