



Minutes

Meeting title:	St Ives Town Deal Board
Date:	Tuesday 28 February 2023
Time:	17:00 - 19:00
Location:	The Guildhall Street An Pol St Ives TR26 2DS
Chaired by:	Gareth Jones (GJ)
Attendees:	Members: Libby Buckley (LB), Johnnie Wells (JW), Andrew Baragwanath (AB), Karen Fielding (KF), Derek Thomas MP (DT), Louise Dwelly (LD), Kirsty Arthur (KA), Steve Cross (SC) Officers: Clare Connaughton (CC), Emily Kent (EK), Andrew Archer (AA), Matt Pitt (MP), Aurore Parkin (AP), Jessica Morris (JM) Presenters: Catherine Roberts (CR), Libby Buckley (LB), Andrew Archer (AA)
Apologies:	Cllr Andrew Mitchell, Rowena Swallow

Minutes	Action
1. Consent to record meeting Members present, gave their consent for the meeting to be recorded.	
2. Welcome and apologies Apologies were given as shown above,	
3. Declarations of Interest - LB had an interest in the Leach Pottery - JW had an interest in the Guildhall project and Digital Skills project - GJ had an interest in the LiveWest project	

- KA had an interest in Digital Skills project
- AB had an interest in St Ives Rugby Club

4. Minutes of last meeting and action tracker

4.1 The minutes from the meeting on 22/11/22 were agreed as a true and accurate record.

- Actions:
 - Media training – EK confirmed there were no training sessions currently planned, however, since Cllr Michael Evamy replaced Cllr Linda Taylor as the local member, there would be training scheduled soon, **Action ongoing**,
 - Discuss Protocol of local Councillors at meeting – EK and GJ had not discussed this, **Action – Carry Forward**.

EK

EK/GJ

5. Matters arising not covered on the agenda

5.1 A communication was received from Kidz R Us which expressed disappointment that they were overlooked for additional funding which was reallocated from the Future Farm project. The Board at the time recommended projects which would receive the reallocated funds.

5.2 It was agreed that:

- **MP to draft a response on behalf of the Board to Kidz R Us** following and share letter with the Board.

MP

5.3 It was advised that meeting quoracy would be reviewed at the Nominations Committee.

6. Board Governance (MP)

6.1 A Nominations Committee had been set up to enable re-elections of members whose 3 year-term had expired, and to recruit new members to ensure quoracy at Board meetings. This was agreed at November's Board meeting.

6.2 The Nominations Committee includes, GJ, LB, KA, and AB volunteered to be a member. A meeting has been scheduled for 08 March 2023. The Committee will then recommend to the Board, members who have confirmed they wish to serve a further 3 years on the Board, and those who decide not to sit for another term.

6.3 It was agreed that:

- Those members whose term had come to an end, were requested to write to the Chair to confirm whether they intended to continue for another term or resign, this will be done by written procedure,

- Cllr Michael Evamy would replace Cllr Taylor on the Board as a Public Sector representative, until Cllr Taylor was able to resume her position on the Board,
- Up to 4 new members would be recruited to assist with meeting quoracy: and
- GJ and LB would continue as Vice-Chairs which would be reviewed in September 2023.

SC and DT joined the meeting at 17:32.

7. Programme Overview Report

7.1 Going forward, project leads would be asked to complete an M&E dashboard, a template in appendix B was included with the papers. The data in the dashboard report would be escalated to DLUHC.

7.2 GJ requested assurance to the Board from St Ives Rugby Club that they would provide start and finish dates and more details. **JM noted this request and will ask the project lead for this information for the delivery phase.**

JM

7.3 There were other projects such as the Old Vicarage Flats which were scheduled to start in March 2023. Concern was expressed regarding the project remaining on programme given that St Ives had a construction ban during the Summer period.

7.4 JM stated that good progress was otherwise being made across the programme.

8. Project Updates

8a Enterprise Fund Grants (CR)

8a.1 At November's Board meeting it had not been possible to approve the recommendations requested by CR as the meeting was not quorate. JM had previously sent an email to Members to vote by written procedure. It was agreed that:

- The recommendations were carried based on responses to the written procedure and those in favour within the room,
- Recommendations received via email from Cllr Andrew Mitchell, Karen Fielding, Gareth Jones and Libby Buckley.

8a.2 CR reported the SLA required a signature and the accompanying documents had to be finalised. The online system had undergone testing and the next step was to issue guidance for applicants.

Action – CR to draft guidelines and Comms and direct to the Comms Group for review.

CR

8b Leach Pottery (LB)

- 8b.1 The project had progressed through RIBA Stage 3 and had moved to RIBA Stage 4. The slide deck illustrated drawings of the proposed studio with landscaping. Surveys revealed a sewer which will be moved and due to inflation, costs had increased.
- 8b.2 As a result of increased costs, Value Engineering (VE) had been scheduled, LB reported she had to carry out a risk assessment regarding the phasing of the project. There will be a decision made whether to keep the current studio open whilst work was in progress.
- 8b.3 LB reported that:
- A Project Manager (PM) had been appointed,
 - A wider concern regarding shortage of local contractors to undertake the work.
- 8b.4 The Board felt it would be wise for all St Ives Projects to begin early conversations with contractors to help mitigate any local supply-side constraints.

8c St Ives Transport (AA)

- 8c.1 A status report produced by the St Ives Low Carbon Transport Sub-Group was circulated to members separately to the agenda pack. The sub-group outlined their priorities:
- Pedestrianisation, by moving visitor parking out of town,
 - To make town centre carparks permit only for locals.
- 8c.2 **Pedestrianisation Priority** – The Board heard that there were technical and cost challenges were the town centre to be completely pedestrianised. A realistic option to consider would be to reduce traffic at certain times.
- 8c.3 A previous appraisal study had recommended the installation of moveable bollards which would be controlled by a back-office staff during seasonal months. This had been tested for a season during COVID using a crewed barrier.
- 8c.4 The recommendations were:
- An assessment of costs, to be outlined in a paper,
 - For a decision to be made on the removable bollards so they could consult with stakeholders,

AA

- 8c.5 **Town Centre Car Parking** – CC had responded to the proposal and highlighted concerns over the financial viability of the scheme. This aligned with a broader challenge across Cornwall.
- 8c.6 **Actions:**
- To produce a report for Service Director regarding the carparking proposals, and share it with this group, **AA**
 - Respond to the Transport sub-group report, the challenges to be addressed and an option would be agreed to take forward. **AA**
- 8c.7 Other possible options discussed by the Board:
- For Lelant Saltings Carpark to be re-opened as a long-stay option which would facilitate reduced traffic in the town centre,
 - It was proposed to create a low carbon hub at Trenwith which would entail buying / leasing a portion of land,
 - It was proposed electric hopper buses could be used to drop off visitors and St Ives TC highlighted the possibility to use a temporary pull-in at the Malakoff,
 - A cycle and walkway route could be created, which would be funded by new carparking tariffs.
- 8c.8 **Railway improvements which have been proposed:**
- A second platform at St Ives Railway Station to manage an increased number of travellers and assist the train staff, at a cost of £2.5m of Town Deal monies.
- 8c.9 The Transport Sub-Group were currently not supportive of this scheme. There were concerns regarding the loss of 60 carparking spaces and subsequent revenue for CC, though this could potentially be mitigated through EV parking revenue elsewhere,
- 8c.10 DT had a meeting scheduled with the sub-group and Network Rail the following week to discuss the issues. CC current strategy regarding carparking would remain in place. DT mentioned Members could also attend this meeting.
- 8c.11 A public consultation had been scheduled on 08 April 2023 and the public would be able to share any concerns and ideas for the transport proposals.
- 8c.12 AA advised the Board that there were numerous challenges to balance within the Town Transport Strategy.

8c.13 **Action – To provide comprehensive update report / presentation on Low Carbon Transport at the May meeting.** **AA**

9. **Communications Update (AP)**

9.1 **Activities which were covered:**

- A newsletter was published in January 2023, which had seen an increase in subscribers. There had also been an increase in followers on social media,
- A press release was released on the Rugby Club development and a video was being drafted and would be released in the next 10 days,
- Trish Hewitt drafted a press release on Old Vicarage Flats development and the Community Land Trust. A message was published regarding the planning permission for Kidz R Us,
- AP said she will produce a press release schedule for all projects and would be in touch with all project leads.

9.2 **Forthcoming event:**

- An event has been scheduled on 17 April 2023 in the library which would be an opportunity for the public to meet project leads to find out more about the town deal. AP asked leads to bring along any visual models and materials. AP had ordered 4 pull-up banners and flyers to promote the event,
- There would an opportunity for local businesses to attend the event in the evening and learn more about the Enterprise Grants,
- **Action – AP requested volunteers for the event and would send and agreed to circulate a rota**

AP

9.3 **Action - Cat Roberts to produce a paper for the Comms Group with details of how the Enterprise Grants would benefit recipients.** **CR**

9.4 It was agreed that SC would serve on the Communications Sub-Group.

10. **Any other Business**

10.1 JM mentioned the Enterprise Fund Subgroup was low on members and asked for a volunteer to join the subgroup. This can be discussed at the next meeting. **Action: Subgroup Membership to be added to next board agenda.** **CC**

The meeting concluded at 18:58.

Dates of next meetings:

Tuesday 16 May, 17:00 – 19:00

Tuesday 19 September, 17:00 – 19:00

Thursday 23 November, 17:00 – 19:00