



Minutes

Meeting Title:	St. Ives Town Deal Board
Date:	23/11/2023
Time:	17:00 – 19:00
Location:	Guildhall
Chaired by:	Libby Buckley (LB) - Vice-Chair
Attendees:	Voting Members: Gareth Jones (GJ), Johnnie Wells (JW), Cllr Linda Taylor (LT), Rowena Swallow (RS), Libby Buckley (LB), Kirsty Arthur (KA), Karen Fielding (KF), Pam Vincent (PV), Derek Thomas (DT), Cllr Andrew Mitchell (AM), Other: Charlotte Tomlinson (CT), CC Officers: Matthew Pitt (MP), Emily Kent (EK), Jessica Morris (JM), Danielle Hunt (DH), Aurore Parkin (AP), Presenters: Catherine Roberts (CR), Elizabeth Gilbert (EG), Kieren Couch (KC)
Apologies:	Andrew Archer (AA), Andrew Baragwanath (AB), Louise Dwelly (LD), Trisha Hewitt (TH), Lynn Fox (LF), Guy Pace (GP)

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1.	Consent of all present to record meeting	
1.1	Consent was given by all to record the meeting.	
2.	Welcome and Apologies	
2.1	LB welcomed the attendees to the meeting,	
2.2	The apologies were noted as above,	



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3.	Declaration of potential conflicts of interest	
3.1	AM declared an interest in item 8 as he had a personal relationship with the applicant of the EOI,	
3.2	JW declared an interest in item 8 as he had a personal relationship with the applicant of the EOI,	
3.3	KA declared an interest in item 9 as she sat on the Town Council's Facilities Committee.	
4.	Minutes of last meeting and action tracker	
4.1	The minutes of the last meeting were agreed as an accurate record,	
4.2	GJ noted that it was great to see all of the actions completed on the tracker.	
5.	Matters arising not covered on the agenda	
5.1	No matters not covered on the agenda were raised.	
6.	Board Governance	
6.1	MP referred to the letter circulated by GJ & LB with the call for a higher rate of attendance by Board Members to ensure that the required quoracy would be met,	
6.2	The Chair thanked the Board for the high level of attendance at the Board meeting and noted that the meeting was quorate,	
6.3	MP suggested that a Board paper would be brought to the February meeting that would outline the recruitment plan for the Board, and this would outline an aim to begin recruitment in April 2024, around 12 months since the last round,	
6.4	MP noted that the Board would also need to consider who would Chair the Board from May 2024 onwards.	
7.	Communications Update	
7.1	The main focus of the Communications plan was around the Low Carbon Transport engagement which was due to take place on the 27th November,	
7.2	There would be a questionnaire available online for attendees to utilise during and after the event,	
7.3	CT advised that due to the demand for the engagement within the town, St Ives Town Council were looking at adding further dates for further engagements in the future,	

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7.4 - The project progress across the programme was positive and a good feedback liaison with the project leads was being maintained, 7.5 - The Board thanked Aurore Parkin for all the hard work that had gone into organising the public consultation event.	
8. Enterprise Fund Project Update 8.1 - CR provided an overview of the key points as highlighted in the report: 8a.1 - Round two launched in October 2023 and closed in November 2023, 8a.2 51 applications had been received through this round, 8a.3 - The projects submitted in this round were now going through the appraisal process, 8a.4 - Round one was closed, apart from the projects that were awaiting planning permission, 8.2 - CR asked the Board to consider and decide on the most suitable options, as set out in the paper, in respect to different scenarios from applications: <u>Scenario 1</u> 8.3 - Where the combined grant value of a second Tier 1/Tier 2 application would fall within the maximum amount/ % rate for that tier and the activity and outputs of the second project are distinct: <u>Options:</u> 8b.1 a) these projects would progress through to decision based on standard scoring criteria. 8b.2 b) Or, put decisions on the projects on hold until the end of the round and support at that stage if funds remain. Following careful consideration of the presented scenario, it was agreed, that: 8b.3 - In the instance of scenario 1, option A would be implemented.	

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8.4 <u>Scenario 2</u> • Where the combined grant value of a second Tier 1 application would mean that the overall grant would be a Tier 2 project and the activity and outputs of the second project are distinct and not disaggregated (i.e., not just an expanded first project or split to maximise the grant): <u>Options:</u> 8c.1 a) consider the second application on its own merit and progress through to decision based on standard scoring criteria. 8c.2 b) Or progress now but cap the value of the second grant to the % rate of Tier 2 i.e., 65% instead of 75% 8c.3 c) Or, put decisions on these projects on hold until the end of the round and support at that stage at full intervention if funds remain 8c.4 d) Or, put decisions on these projects on hold until the end of the round and support at that stage at the lower intervention rate i.e. 65% instead of 75%. 8.5 • Following careful consideration of the presented scenario, it was unanimously agreed, that: ○ In the instance of scenario 2, option D would be implemented, <u>Scenario 3</u> 8.6 • Where the combined grant value of two Tier 2 applications or a Tier 1 and a Tier 2 application, would make it a Tier 3 project if applied for together: <u>Options:</u> 8d.1 a) the Board reviews the second project for consideration to consider potential disaggregation and to determine whether to cap the value of the second grant to the % rate of Tier 3 i.e. 55% instead of 65% or 75% (depending on whether the application was a Tier 1 or Tier 2) 8d.2 b) or allow such projects to progress for decision on its own merit but automatically cap any second application resulting in an overall Tier 3 grant rate at 55%?	

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8d.3 c) Or allow such projects to progress for decision at the appropriate rate for that tier based on standard scoring criteria? 8d.4 d) Or, put decisions on these projects on hold until the end of the round and support at that stage at full intervention if funds remain 8d.5 e) Or, put decisions on these projects on hold until the end of the round and support at that stage at the lower intervention rate i.e. 55% instead of 65% or 75%. 8.6 • Following careful consideration of the presented scenario, it was unanimously agreed, that: ○ In the instance of scenario 3, option A would be implemented, Project EOIs 8.7 • Cllr Johnnie Wells and Cllr Andrew Mitchell recused themselves, 8.8 • EG presented the submitted EOI as part of the Tier 3 round of application: 8e.1 ○ ST-00090 8e.2 ○ The strategic fit for the project was rated Good, 8.9 • EG asked the Board to consider the EOI and feedback, 8.10 • Following careful consideration of the grant, it was unanimously agreed, that: 8f.1 ○ ST-00090 should not proceed to Full Application Stage and that the Enterprise Grants Team would provide feedback to the applicant on why it could not proceed to full application at this stage	
9. Programme Overview Report 9.1 • JM asked the Board to note the contents of the report; 9.2 • The Board are requested to agree that in the event the Board is inquorate, and in line with other Board processes related to inquorate meetings, discussions and consensus reached at the meeting will be circulated via written procedure and a decision	

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9.3 taken by the Accountable Body to ensure the continued timely delivery of the St Ives Town Deal programme. • JM asked the Board to note the passing of the deadline set by the Board in regard to the Old Vicarage Flats project and provide clear instruction to the Accountable Body on the actions to be taken in relation to this part of the St Ives Town Deal programme: 9a.1 ○ KA recused themselves, 9a.2 ○ EK summarised the recent timeline of activities between the Accountable Body and the project in respect to the contract navigation, and advised the Board that as SRO for the project, there would be a risk to loss of funding should an agreement not be reached in the short term, 9.4 • Following careful consideration of the recommendation, it was agreed that an extended deadline to the 15th December 2023 be set for the contract to be signed with the Old Vicarage Flats project.	
10. Project Updates Low Carbon Transport 10.1 • KC provided an update and presentation on the Low Carbon Transport project: 10a.1 ○ There would be a public engagement session held on Monday 27th November to review the proposals with the public and answer any questions that people may have, 10a.2 ○ The scheme would consist of multiple considerations that would look to reduce the impact of vehicles on St Ives, through creation of a coherent strategy and an introduction to interventions that would encourage walking, cycling and the use of public transport. 10.2 • The Board noted the potential difficulties that would arise at the engagement session but that the wider benefits that would arise following the changes, would improve the use of the town for the public. 10.3 • ACTION: DH to send out the presentation slides to Board Members. 10.4 • ACTION: for the additional dates of the consultation to be	DH KC

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10.5 10b.1 10b.2 shared to the Board. • The Board unanimously agreed to: ○ Endorse and support the public engagement on the schemes set out in this report; and ○ Note the exhibition planned to take place on the 27th November at the Library. The Guildhall Project 10.6 10c.1 10c.2 10c.3 10c.4 10c.5 • CT provided an update in support of the written report for the project: ○ A two-stage tender process had been launched at the time of the report and this had closed on the 10th November, ○ The Guildhall were working with the compliant tenders, ○ Work had been completed within the building to remove items ahead of the upcoming work, ○ The project was at RIBA stage 4, ○ The construction was due to start in the Spring of 2024, The meeting concluded at 19:34.	
11. 11.1 11.2 11.3 A.O.B • JM informed the Board that the CMP had withdrawn from the delivery of the Digital Heritage Trail: • JM asked the Board if a working group could be developed with Leach Pottery to take this matter forward, • The Board endorsed the utilisation of the current St Ives Town Council Culture working group to take this matter forward.	
Date of next meetings • Tuesday 27th February 2024 • Tuesday 14th May 2024	