

Minutes

Meeting Title: Truro Town Deal Board

Date: 4th September 2020

Time: 13.30 to 15.30

Location: Microsoft Teams

Chaired by: Carole Theobald

Attendees: Voting Members: CC Bert Biscoe (BB), CC John Dyer (JD), Roger Gazzard (RG), Cllr Derek Green (DG – left the meeting at 15.45), Rachel Hammond (RH), Cllr David Harris (HD – left the meeting at 14.57), Simon Hendra (SH), Alun Jones (AJ), Nigel King (NK), Nigel Knuckey (NK), Cllr Bob Nolan (RN), CC Loic Rich (LR), Mel Richardson (MR), Nick Seaton-Burridge (NB), Alan Stanhope (AS), Carole Theobald (CT), CC Dulcie Tudor (DT)

Officers: Beth Briggs (BBr), Glenn Caplin-Grey (GC-G), Lucy Jones (LJ), Josie Gough (JG – Government Advisor, BEIS), Emily Kent (EK), Mark O’Brien (MB), Jordan Rowse (JR – left the meeting at 15.43), Phill Woods (PW)

Poynton Bradbury Wynter Cole Architects Ltd.: Phil Allen (PA), Rachael Gaunt (RG) and Jessica Wood (JW) – all left the meeting at 14.47.

Apologies: Cherilyn Mackrory (CM), Harry Pickering (HP) and David Walrond (DW)

Minutes

1 Welcome and Apologies

- Apologies noted under Attendees above.
- Welcome to JG, working for the Cities and Local Growth Unit, who will be working with Truro going forward.
- Welcome to PA, RG and JW, attending the meeting to give a presentation on the Truro Harbour Village project.

2 Declaration of Interest

- No declarations of interest were declared

3 Minutes of the last Meeting

- Matter of accuracy: DH apologies were not recorded. Final version of minutes to be amended.
- **ACTION: BBr up update minutes.**
- It was noted that the action regarding the cost of Heads of Terms for the Pydar Community Centre project would be carried forward.
- **Action: LJ and PW to establish costs to produce Heads of Teams for Pydar project**
- It was noted that LJ had experienced issues with sharing the Love Truro documents due to file size and would work with BBr to share.
- **ACTION: LJ / BBr to circulate Love Truro documentation.**
- It was proposed by BB, seconded by RH and agreed by the Board that these minutes be adopted as an accurate record.

4 Matters arising not covered on the agenda

- RH – noted that she had a Comms matter to discuss and would raise under AOB
- DT raised concerns regarding the visuals shown to the Minister on his recent visit and felt it was Truro-centric and did not adequately reflect the inclusion of Threemilestone and Langarth.
- CT noted that, during the visit, a map of the redline had been shared which clearly identified the boundary as including those areas.
- DH advised that the Minister had enquired as to new housing and therefore Langarth was discussed.

5 Accelerated Funding Projects Submission

- It was noted that confirmation of the Accelerated Funding had now unofficially been provided, but official confirmation in writing from Government was awaited.
- It was understood that the money would be distributed by the end of September.
- There was consensus that it was important to coordinate the announcement and that this should be done through the Comms team.
- LJ shared the visual that had been submitted to Government as a reminder to the Board and advised that there was now work to be done with progressing those projects in the given timeframe.
- Members enquired as to the level of reporting they would receive on the progress of these projects.
- **ACTION: LJ to confirm how Leads would report back to Boards on these projects.**

6 Projects Progress Report

- AS noted that a report had been circulated to Members with the agenda pack outlining progress on all projects. He noted that there were four major projects with additional smaller projects and that each project had a lead Board member and working group.
- AS advised that the Minister had been excited by the range of projects.
- **Sustainable transport:** It was hoped that an announcement would be forthcoming on this project in the next 1-2 weeks.

- **Repurposing empty space:** AS noted that the Board were not currently in a position to progress this project.
- There was some discussion around the requirement for an entity to allow the Town Deal funds to be held and issued as grants to property owners to allow refurbishment/redevelopment. Members felt it would be an ideal situation to be able to establish a body that could carry on with this support beyond the Town Deal.
- DH enquired as to what advice had been sought from Arup and who was receiving this information. AS advised that Arup had provided a seminar. AS also advised that the question being asked of them was, should TTD be offered significant match funding for a project like this, how would that be managed. AS noted that he would follow up on this information the following week. DH requested notes from the seminar. AS noted that he did not have notes but would endeavour to get some.
- **Lemon Quay Piazza:** AS noted that he had seen the visuals for this project and he hoped there would be a presentation to the Board forthcoming.
- MB requested reassurance that, as land owner of a majority of Lemon Quay the relevant Cornwall Council services, including Environment, Transportation, Highways / Cormac and Property would be consulted. He felt they needed early sight of proposals in order to work to compliment any strategic plans for the area. He felt it was important for Cornwall Council Services to be comfortable with plans before they were made public.
- **Truro Quays Harbour Village:** Presentation to follow update.
- **Boscawen Park:** AS noted that visuals would be shared with the Board soon.
- RG commented that a response from the Environment Agency on this project was essential.
- LJ reported that she had been in discussion with them and was looking to set up a meeting/site visit to discuss EA involvement further.
- **ACTION: LJ to set up meeting with the EA and RG.**
- **Pydar:** AS noted that the project was currently awaiting planning and there were complexities due to Towns Fund involvement within a much bigger project. It was reiterated that robust HoTs were required to ensure Towns Fund money was ringfenced for the Community Centre portion of the project. AS reported that Arup had advised the Government would scrutinise HoTs.
- LJ noted that, as well as deliverability concerns, it was also important to ensure the economic outputs of the project aligned with those of the Town Deal. She noted there was work ongoing in the background.
- Members noted the importance of progressing this as a Town Deal project.
- **Culture and Heritage:** AS noted that this was a new group and BB was leading on this.
- BB advised that this group would be mirroring and complimenting the work of the Cultural Compact group who had been working on a cultural impact strategy for Truro.
- **Skills:** It was noted that the lead of this group DW was not in attendance but noted that this project group were in discussion with the Institute of Technology with regards to shaping a project proposal.
- **Business Enterprise:** Various projects being explored as per report, including discussions with Newham BID, the Truro Marine Hub and the progression of 5G.

Truro Harbour Village Presentation

- A presentation was shared with the Board.

- PA and RG talked through the presentation and the plans for the area in terms of transforming the quays to create a harbour village, with each interconnected quay being used for a different purpose.
- NK enquired as to possible restrictions around dredging to create the proposed sill.
- PA advised that the Harbour has permission to dredge to keep areas open and that this had been covered under the original Arup feasibility study, at which point neither the EA or Natural England raised any concerns.
- It was noted that this was an artist's impression of the site.
- RG recommended to the Board that visuals such as those presented were produced for other projects as it provided something tangible.
- RG noted the teams' thanks to all those involved in the Harbour project to date.
- PA, RG and JW left the meeting at 14.47.

7 Guidance for Project Group Leads

- A paper had been circulated with the agenda.
- AS noted that this paper had been produced having learnt from the process of assessing the Accelerated Fund proposals and that the paper outlined a recommendation for an alternative way of operating by combining the functions of the Project Assessment Group and Project Development Group and outlining the steps required to get projects ready.
- The idea is that Project Leads assess each project using the first two gateway checks and bring to the Board after that point.
- It was noted by Members that it may be necessary to have a series of shorter meetings in order to present all projects to the Board.
- It was agreed by the Board to adopt the proposal in the paper, subject to a sense check of language included.
- DT raised the issue of Pydar and offered to take the lead on this project.
- **ACTION: DT and LJ to discuss and DT to attend next Pydar meeting.**

8 TIP Development

- LJ reported that she had now received socioeconomic data from Cornwall Council to assist with the TIP draft.
- The first section of guidance has been shared with the Board regarding how the Board vision fits with Theory of Change.
- The second section is the project specific part which will come later, once projects have been agreed.
- LJ is planning on have the first draft ready to share with the Board in the first week of October.

9 Timeline and Work Plan Update

- LJ shared the timeline with Members and reported that this had been revised in line with the agreed January submission date.

- LJ noted the need to firm up with Agile PR what the timeline is in terms of comms and engagement, especially in terms of project based community consultation prior to TIP inclusion.
- LJ noted that the timeline would be sent to the board following consultation with CT/AS and that she would add in project specific timelines as these became clear prior to circulation to the Board.

10 **Towns Fund Capacity Budget**

- LJ reported that the four Cornish town Leads had been in conversation about the budget and all were aware of the future developments costs of projects. LJ noted that this was particularly important around projects as complex as the harbour village.
- LJ noted that the capacity funding did not equate to the value of the projects to be delivered and advised that there was going to be a meeting to discuss further.
- PW advised that officers were aware that, although it was welcome, the funding was not adequate. He assured the Board that conversations were ongoing within Cornwall Council about how to address this and it was a shared concern.

11 **External support procurement for project development**

- LJ advised that timescales were tight in order to get work done to progress projects for the TIP such as ecology surveys etc. in order to establish deliverability Due to the specialist services required it was necessary to procure external suppliers within a short timescale.
- The need to retain a Quantity Surveyor was noted, especially around the Lemon Quay project.
- LJ was therefore looking for Board approval to give delegated authority to CT and AS as Chair and Vice Chair to authorise this procurement between Board meetings in order to expedite this work, with them to provide regular budget updates to the Board.
- LJ reported that they were looking to commit £25k to engage RG and team to provide that work and support.
- It was agreed to give delegated authority to CT and AS as Chair and Vice Chair to authorise budget spend, reporting back to the Board.

12 **Any other Business**

- CT noted that the timetable for all subsequent meetings would be circulated to Members the following week.
- RH provided an update on Comms activity.
- Agile PR have been engaged to manage stakeholder comms including media liaison. They have requested that any communications from the media should now directed to her.
- RH happy to act as liaison point if Members would like to go through her.
- Update on Agile PR activities: work on branding; Stakeholder engagement; Building the website; the domain names have been purchased; full website expected within a fortnight.
- It was noted that there has been active interest from Radio Cornwall and Cornwall Live.

- Stakeholder mapping has begun, involving a small team of local business stakeholder who have been able to offer professional opinions.
- RH noted that she hoped to bring more information to the Board the following week.
- RH noted her role as bridge between the Comms and the Board, and that she planned to deliver a monthly engagement report.
- MB noted the importance of full public engagement in order to demonstrate how these projects had been devised and progressed. It was noted that a lot of community engagement had been undertaken via Love Truro which Agile PR were aggregating, but that they were also planning further community engagement on a localised scale, as well as digital evidential trail.
- RH reiterated that Members needed to be mindful about any engagement on social media and encouraged Members to refer any questions they see/receive back to Rachel at Agile PR.
- RH noted that outreach has been limited due to Covid, but plans were in motion for innovative ideas around this.
- RH encouraged Members to get in touch with any ideas around Comms.
- LJ noted that they were awaiting visuals to properly consult on a project specific basis, with the aim to have more ready by mid-September.
- It was noted that the themes would be published on the new website in the first instance, followed by detailed projects.

13 **Date of Next Meeting**

- CT noted that the meeting dates up to January 2021 would be circulated the following week, following examination of the updated timeline.