

Minutes

Meeting Title:	Truro Town Deal Board
Date:	16 th September 2021
Time:	17.00 to 18.45
Location:	Microsoft Teams
Chaired by:	Carole Theobald (CT)
Attendees:	Voting Members: Rachel Hammond (RH – joined 17.09), CC David Harris (DH – left 18.10), Alun Jones (AJ), CC Rob Nolan (RN), Harry Pickering (HP – left 17.26), CC Loic Rich (LR) Officers: Beth Briggs (BBr), Melissa Burrow (MB), Rebecca Collings (RC – Arup, left 17.46), Claire Hurley (CH), Emily Kent (EK), Iain Mackelworth (IM), Phill Woods (PW)
Apologies:	CC Bert Biscoe (BB), Glenn Caplin-Grey (GCG), Derek Green (DG), Simon Hendra (SH), Nigel King (NK), Nigel Knuckey (NKn), Cherilyn Mackrory (CM), Nick Seaton-Burridge (NB), Alan Stanhope (AS), David Walrond (DW), CC Christopher Wells (CW)

1 Welcome and Apologies

- Apologies noted under Attendees above.
- All present consented to the meeting being recorded for the purpose of assisting with minute production.

2 Declaration of Interest

- None

3 Minutes of the last Meeting

- CT requested that actions be numbered going forward in order to refer to the actions more easily against the minutes.
- **ACTION 1:** BBr to update action tracker.
- It was proposed by LR, seconded by RN and agreed by the Board that the minutes of the meeting held on 22nd July 2021 be adopted as an accurate record.

4 Matters arising not covered on the agenda

- None

5 Feedback from Towns Fund Board Development session

- RC shared slides with the Board providing a summary of the issues raised at their session, and more widely across the four Boards. These slides would be made available with the minutes.
- **ACTION 2:** BBr to circulate slide pack with minutes.

6 Programme Management Office Update

- Reports were circulated with the agenda pack.
- CH took Members through the presentation she had circulated and updated on the activity that had taken place since the previous Board meeting.
- The tender for Full Business Case support had gone out to open tender and the application deadline had passed. CH advised that, due to ongoing contracting arrangements, she was not yet in a position to advise as to the company who had been awarded the contract but confirmed it was a London based company who would be using locally based consultants. She advised that the company had scored highly on social values and that the evaluation process of all tenders had been conducted by herself and two independent people not involved in Town Deal.
- It was hoped that contracting would be completed this week and the consultants could get to work with Leads on FBCs very soon.
- Multiple positions had been recruited to the PMO, with MB being announced as the new Commissioning Officer for Truro and Camborne.
- MB had background in transport and planning, and was prioritising the transport led projects.
- DH requested the names of senior Cornwall Council officers who would be responsible for the oversight of CC project delivery. CH confirmed that the PMO would be responsible for the 'heavy lifting' on these projects but colleagues in the relevant departments would remain engaged.
- **ACTION 3:** CH to confirm names of senior officers.
- CH advised that the application for cashflow assistance had been sent to all Leads.
- MWJV was carrying out due diligence and providing an assurance role for the Harbour/Quay project and working with Richard O'Donaghue, who was currently providing temporary officer support within the PMO team.
- Risk mitigation around planning requirements for projects was discussed, with CH advising that she had established a Strategic Planning Performance Agreement (PPA) with senior planning colleagues in order to meet regularly and appraise projects requiring planning, including identifying any projects requiring their own individual project PPA.
- Members queried whether project group meeting dates could be circulated.
- CH advised that (as covered under item 9 on the agenda) the project leads would be invited to attend Board meetings or, where necessary, an extraordinary Board meeting could be arranged.
- **ACTION 4:** CH to discuss Board engagement with project leads.
- The New Life For City Buildings project was discussed, with concern over the developments in the property and construction sectors potentially changing the nature/requirement for this project.

- CH advised that she was in discussion with Truro City Council about this project and the need had been identified to develop a business plan separately from the Full Business Case to identify these key questions.

7 **Communications – proposal for Board consideration**

- A paper was circulated with the agenda pack.
- CH noted that the feedback from Boards had been recognised and a revised strategy had been worked up, including a sum of funding being delegated to the Board by the PMO for local comms provision.
- CH recommended that the Board reconvene its Comms subgroup in order to take forward the recruitment of local comms provision and work up a plan going forward.
- **ACTION 5:** Board Members to convene Comms subgroup.
- Members enquired as to whether Agile PR could be engaged again, rather than going through a full tender process, given the previous work, knowledge and expertise.
- **ACTION 6:** CH to establish Cornwall Council procurement rules.
- RH raised her concerns over the comms strategy and level of funding being made available and offered to speak with Cornwall Council Officers to discuss further.
- CH noted that the PMO was in the process of recruiting for a comms specialist within the team who would be best placed to take this forward.
- **ACTION 7:** RH and CH to have conversation around comms strategy in first instance.

8 **Revised Draft Truro Town Deal Board Terms of Reference**

- A report and draft ToRs were circulated with the agenda pack.
- PW provided an overview of changes as outlined in the report.
- It was requested that the number of days relating to papers being sent out etc. be amended to 'working days'.
- **ACTION 8:** PW/BBr to amend wording in final version of ToR.
- As the meeting was not quorate, it was agreed by Members present that the new ToRs be agreed via written procedure, and that Members be invited to join the cross-board steering group at the same time.
- **ACTION 9:** BBr to circulate revised ToRs via written procedure.
- **ACTION 10:** BBr to invite Members to volunteer for cross-board steering group via email.

9 **Truro Town Deal Work Programme**

- A paper was circulated with the agenda pack.
- PW advised that this forward plan document was an opportunity for the Board to see what was coming up, and also have input into future agendas.
- Board Members were encouraged to contact PW/BB with suggested agenda items.
- It was noted that project leads would be invited to future meetings to present on their projects prior to submission of FBC.
- **ACTION 11:** CH to confirm with Roger Gazzard who the named project leads at Truro City Council are.
- **ACTION 12:** CH to invite project leads to attend future Board meetings as set out in forward plan.

10 **Any other Business**

- None.

11 **Items for next agenda**

- Comms
- Project updates

12 **Date of Next Meeting**

- 3pm, Thursday 4th November

13. **Papers for information**

- Document noted.