



Minutes

Meeting Title:	Truro Town Deal Board
Date:	14 th September 2023
Time:	15:00 – 17:00
Location:	MS Teams
Chaired by:	Alan Stanhope (AS)
Attendees:	<p>Voting members: Phil Allen (PA), Bert Biscoe (BB), Cllr Chris Wells (CW), Alun Jones (AJ), Nigel King (NK), Cllr Loic Rich (LR), Nick Seaton-Burridge (NSB), Rachel Hammond (RH), Simon Hendra (SH), Derek Green (DK), Nigel Knuckey (NK2), Cheryl yn Mackrory MP (CM), Rob Nolan (RN), Carole Theobald (CT), David Walrond (DW), Cllr Chris Wells (CW), Phil Allen (PA), Sarah Wetherill (SW), David Pollard (DP), Lisa-Smith Walker (LSW), Karen La Borde (KLB)</p> <p>CC Officers: Emily Kent (EK), Rachel Picken (RP), Helen Nicholson (HN), Matt Pitt (MP), Aurore Parkin (AP), Danielle Hunt (DH1), Jon Mitchell (JM), Christopher Jones (CJ), Mark Harvey (MH), Dan Thairs (DT),</p> <p>Other: Charla Symons (CS)</p> <p>Presenters: Kieren Couch (KC)</p>
Apologies:	Glenn Caplin-Grey (GCG), Cllr David Harris (DH), Joe Saffer (JS), Anwen Jones (AJ), Tim Wood (TW)

Minutes		Action
1	Consent of all present to record the meeting	
1.1	<ul style="list-style-type: none"> Consent was given by all to record the meeting. 	
2	Welcome and Apologies	
2.1	<ul style="list-style-type: none"> AS welcomed all meeting attendees. 	
2.2	<ul style="list-style-type: none"> An extended welcome and introduction was given to Mark Harvey 	

Minutes	Action
<p>(MH) as the newly appointed Commissioning Officer for the Truro and Camborne Town Deals.</p> <ul style="list-style-type: none"> ○ MP and MH gave an overview of MH’s role across the Town Deal Programme and MH confirmed that his start date in the role would be the 18th September 2023. <p>2.3 • Apologies were noted as above.</p>	
<p>3 Declaration of potential conflicts of interest</p> <p>3.1 • There were no declarations of potential conflicts of interest.</p>	
<p>4 Minutes and action tracker</p> <p>4.1 • The minutes from the last meetings were agreed as a correct record.</p> <p>4.2 • Action: CW requested an amendment to the attendee list from the extraordinary meeting in June as there was a duplication of his name.</p> <p>4.3 • The statuses of the actions on the action tracker were noted and accepted by the chair and all with a request that Board Members who had requested to be consulted in the design of the soft play area in Lemon Quay were consulted when this stage in the project had started.</p> <p>4.4 • Action: Jon Mitchell to consult noted Board Members in the discussions around the design elements of Lemon Quay.</p>	<p style="text-align: center;">DH1</p> <p style="text-align: center;">JM</p>
<p>5 Matters arising not covered on the agenda</p> <p>5.1 • No matters were declared.</p>	
<p>6 Programme Overview Report</p> <p>6.1 • MP gave a high-level overview of the progress of the projects across the Truro Town Deal.</p> <p>6.2 • MP noted that the PMO report included in the agenda pack, outlined the contracting status across the projects. The PMO paper was summarised by MP:</p> <ul style="list-style-type: none"> ○ Two out of seven contracts had been signed, these were the Royal Cornwall Museum and Truro Harbours and Lemon Quay. ○ All other agreements were at an advanced stage in the process: 	

Minutes	Action
<p>6.3</p> <ul style="list-style-type: none"> ▪ Green Transport was in the process of being signed ▪ Truro City Council was awaiting details around the contract of the Boscawen Park Project, with a hope that this would be signed within the next month. ▪ The contract for The Hive was anticipated to be signed in the forthcoming weeks. ▪ There was a meeting scheduled for the beginning of October with the Truro Town Deal Chairman, Truro City Council and the CIC, to discuss concerns raised around the contract and scheme for the New Life for City Buildings project. ▪ Discussions with Truro Community Hub were ongoing with the project lead and his team to discuss concerns with the funding gap and ways to resolve this so that the project could enter into contract. <p>6.3</p> <ul style="list-style-type: none"> • BB raised a concern regarding standardised funding agreements in place across the programme, with the view that the agreements could have a negative effect on certain projects' progress. <p>6.4</p> <ul style="list-style-type: none"> • MP confirmed that: <ul style="list-style-type: none"> ○ There was a standardised funding agreement in place across all four towns, ○ That the agreement in place across the programme was similar to previous public funding agreements issued by Cornwall Council, ○ Some projects had queried elements of the contracts across the portfolio. Through dialogue it had been possible to overcome any challenges and the same approach was being applied in Truro; ○ There were discussions in place with all Truro projects that had raised a question on the funding agreements with progress being made to resolve all queries, ○ The primary risk for the Board to be made aware of in relation to funding agreements, as highlighted in the projects own report, was the funding gap within the Truro Community Hub project. <p>6.5</p> <ul style="list-style-type: none"> • AS raised concern around the timeline outlined in the PMO report of the end of December 2023 to complete all grant funding agreements. 	

Minutes	Action	
6.6	<ul style="list-style-type: none"> • MP outlined the complexity of the grant funding agreements in place and signalled a hope that the agreements would be achieved ahead of the end of December deadline. 	
<p>7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p>	<p>Project Updates</p> <ul style="list-style-type: none"> • AS highlighted the agenda note that no project reports had been received at the time of dispatch from New Life for City Buildings or Boscawen Park. • BB, the Truro City Council representative for the Town Deal Board, explained that the reports had not been completed as the City Council were managing a resourcing issue. • AS invited Board Members to raise any questions they might have on the written project reports included in the agenda pack. • Truro Community Hub <ul style="list-style-type: none"> ○ No questions raised. • Pydar Regeneration <ul style="list-style-type: none"> ○ AS noted, that the money for the project had been spent. ○ BB queried the project spend as the GFA had not yet been completed. ○ MP clarified that Treveth, as lead organisation for the Hive Project, have taken the decision to proceed with the works at risk in order to maintain their overall programme. This was an option available to all projects subject to them having the available funds to do so. No Town Deal Funding had been released in advance of a funding agreement. ○ Action: RO asked the Board to note the distinction between the wider Pydar project and the Town Deal element which should be referred to as “The Hive”. • Royal Cornwall Museum <ul style="list-style-type: none"> ○ AS noted that the GFA had been signed and that the project was underway. ○ AS queried where the funding for the roof repairs would be funded from. 	<p>ALL</p>

Minutes	Action
<ul style="list-style-type: none"> ○ MP explained that the museum had a wider project ongoing at the same time and that funding for elements beyond the Mineral Gallery was being pursued through other funders. 	
<p>8 Presentations</p> <p>8.1 • Truro Harbours, Lemon Quay. Presented by Jon Mitchell & Kieren Couch</p> <p>8a.1 • JM reported that:</p> <ul style="list-style-type: none"> ○ The full business case was accepted by the Town Deal Board in the extraordinary meeting on 28th June 2023. ○ Engagement session with Truro City Council (TCC) was held on 2nd August 2023. ○ TCC raised some concerns on the designs which the design team were working on following the session. JM felt positive that all concerns raised would be worked through. ○ Further engagements had been held with the event team and other key stakeholders. ○ Next steps were to continue with detailed design for the scheme. ○ The ICB date with Cornwall Council was scheduled for November 2023. ○ The key risks, as highlighted in the project report, were: stakeholder engagement, budget and the removal of the Compton Castle. <p>8a.2 • KC summarised that the key message from the joint subgroup held the week prior, was a focus on the attractiveness of the space to draw people in and this had been taken forward by the design team.</p> <p>8a.3 • AS noted that feedback had been given from the engagement session with TCC that there was disengagement and a gap in the detailed understanding of the project amongst TCC.</p> <p>8a.4 • Action: Alan and Matt to contact the TCC regarding a meeting.</p> <p>8a.5 • Assurances for the safeguarding considerations of the Quay were raised by Board Members.</p> <p>8a.6 • JM assured the Board that safeguarding assurances would be made and the required stakeholders consulted with throughout the design phase.</p>	<p>AS, MP</p>

Minutes	Action	
8.2	<ul style="list-style-type: none"> • Truro Harbours, Lighterage Quay. Presented by Kieren Couch. 	
8b.1	<ul style="list-style-type: none"> • KC outlined that the joint subgroup meeting the week prior to the Board meeting, had covered a detailed and current position of where the project was. 	
8b.2	<ul style="list-style-type: none"> • KC reported the following key points: <ul style="list-style-type: none"> ○ The Environment Agency had raised initial concerns around the integration with their strategically important asset of the flood gate for Truro. ○ Viewpoints on the bridge from Natural England, another key statutory body, were expected. Their support would be key for the delivery of the structure. 	
8b.3	<ul style="list-style-type: none"> • CJ highlighted the below points to Board Members: <ul style="list-style-type: none"> ○ Operation time of the bridge in full operation for a boat to go through would be ten minutes. This would equate to twenty to thirty minutes of staff time per vessel. ○ There were three recommendations in the project report: <ul style="list-style-type: none"> ▪ Endorse continued efforts of the design team, ▪ Endorse the proposal for the bridge to be operated remotely from either the harbour office on Town Quay or Malpas Marina, ▪ Endorse the proposal to segregate the vehicle and pedestrian access subject to further discussions with local crane companies. 	
8b.4	<ul style="list-style-type: none"> • PA informed Board Members that stakeholder consultation with a more detailed design had commenced. The detailed design showed harbour users both the benefits and the potential drawbacks from the project. 	
8b.5	<ul style="list-style-type: none"> • AS summarised the risks as outlined on the project report with the main risks identified, dependent on meeting outcomes with key stakeholders such as the Environment Agency. 	
8.3	<p>Truro Harbours, Town Quay. Presented by Chris Jones & Kieren Couch.</p>	
8c.1	<ul style="list-style-type: none"> • KC provided an initial update: <ul style="list-style-type: none"> ○ Following successful endorsement of the business case, MWJV met with RO & CJ to discuss improvements to the spatial planning of the Town Quay. The design update 	

Minutes	Action
<p>following the meeting was underway, and this would be available to clients in the next week. This would allow the project to progress into the delivery phase.</p> <p>8c.2</p> <ul style="list-style-type: none"> • RO provided an update on the Penrose building: <ul style="list-style-type: none"> ○ CC had positive engagement with Lambert Smith Hampton regarding joint marketing of the Penrose Building and were confident of finding a tenant, ○ An instruction for LSH to jointly market the building required the agreement of the owners (Rowe Group) and Alder King because CC cannot market the building of another party without permission, ○ Permission was not forthcoming and therefore joint marketing of the space has not proceeded, ○ In light of this and given the timescales for TD funding, Board endorsement is sought to providing the current owners of the building a firm deadline of the end of the year to find a tenant / accept an offer for the freehold purchase of the site, ○ Should an agreement to purchase not be possible then the reallocation of funding assigned for the purchase of the Penrose building and implications for the Harbours and Lemon Quay project would need to be considered at a future Board meeting. <p>8c.3</p> <ul style="list-style-type: none"> • RO asked the Board to accept the proposal that if the sale of the Penrose building could not be reached by the end of December 2023, then CC would terminate the current agreement with Alder King, and look to acquire the building and source a tenant via different strategies. <p>8c.4</p> <ul style="list-style-type: none"> • CJ provided further narrative on the Town Quay risks as outlined in the risk register: <ul style="list-style-type: none"> ○ The sale of the Penrose building was currently down as a high risk, this was mainly due to the income stream the building would provide to fund the river dredging and support the operation of the lighterage key lifting bridge. ○ The harbour office had been giving a red risk rating due to the fact that the surveys had not yet been completed in a detailed manner. CJ anticipated that once completed, the risk would reduce to amber. 	

Minutes	Action	
8c.5	<ul style="list-style-type: none"> • [REDACTED] 	
8.4	<ul style="list-style-type: none"> • Truro Harbours, Green Transport. Presented by Kieren Couch. 	
8d.1	<ul style="list-style-type: none"> • KC provided an overview of progress and key focus points: <ul style="list-style-type: none"> ○ The main constraints were: ○ Malpas Road: the design team were looking to add an enhanced walking-cycling provision where space would allow alongside the riverbank. ○ The section at Lighterage Hill was at a critical point in the project in order to achieve a connection with the lifting bridge. The gradients of the hill were not favourable. A stronger walking connection with measures to enhance the safe cycling provision were proposed. ○ Works at Newham Road had progressed since August 2023. The required work was due to be installed by the end of December 2023. ○ An overview of the proposals to install an at-grade crossing at Morlaix avenue was given. 	
8d.2	<ul style="list-style-type: none"> • KC noted that the critical path of the crossing would be around local member support. 	
8d.3	<ul style="list-style-type: none"> • AS asked the Board to give their views on the values of the crossing and the subway upgrade. 	
8d.4	<ul style="list-style-type: none"> • A number of views were expressed for and against with a recognition by the majority of Members present that the crossing would make a strong contribution to the Town Investment Plan vision and objectives. 	
8d.5	<ul style="list-style-type: none"> • AS highlighted the importance of gathering public opinion on the crossing. 	

Minutes	Action	
8d.6 8d.7 8d.8	<ul style="list-style-type: none"> • KC confirmed that no fixed dates had been set for a public consultation but that a plan to hold a consultation in November 2023 had been discussed. The Board had a strong preference for public consultation to take place as soon as possible and to have started in advance of the next Board meeting. • AS summarised that more information on the crossing would be needed ahead of an overall Board viewpoint and then endorsement. • Action: Board Members to raise queries with Kieren Couch and Andrew Archer on the crossing. KC would look to provide a briefing document for Board Members with further information on the crossing summarised. 	Board Members
9 9.1	<p>Communications Update</p> <ul style="list-style-type: none"> • AP provided an update: <ul style="list-style-type: none"> ○ The new Board Members had been added to the webpage. ○ An anniversary video was under production to update the public on the progress made across the four towns. ○ Board Members would have sight of the video prior to public release. ○ The video would be followed by a press release. ○ Six weekly meetings with project leads were ongoing. ○ Media training was undertaken the week prior to the Board Meeting. AP would circulate new protocols to Board Members to aid in liaison with the press. 	
10 10.1	<p>A.O.B</p> <ul style="list-style-type: none"> • No A.O.B was submitted. 	
11. 11.1	<p>Date of Next Meetings:</p> <ul style="list-style-type: none"> • Thursday 16th November 2023 	