

Glastonbury Town Deal Board

Minutes of the Board meeting held on Friday 6 November 2020 On Zoom

Present	Role/Representation
Robert Richards	Chair and Glastonbury Festivals
Jill Barker	Glastonbury Chamber of Commerce
Cllr Simon Carswell	Mendip District Council
Katherine Clarke	Street & Glastonbury YMCA/Redbrick
Jacqueline Cross	Community Representative with NHS background
Cllr Liz Leyshon	Somerset County Council (alternate)
Paul Manning	Glastonbury Chamber of Commerce (alternate)
Lucy Martin	Department of Work and Pensions
Kama McKenzie	Community Representative
Katy Quinn	Strode College (alternate)
Dr Lynne Sedgmore	Community Representative
Cllr Ian Tucker	Glastonbury Town Council

Apologies	Role/Representation
James Heappey	Vice Chair and Member of Parliament
Cllr David Hall	Somerset County Council
David Ralph	Heart of the South West LEP
Did Not Attend	
Nick Oliver	Cooper and Tanner
Darryl Mitchard	Melhuish and Saunders

In Attendance	Role/Representation
Cllr Jon Cousins	Mayor of Glastonbury
Anwen Jones	Cities & Local Growth Unit (BEIS/MHCLM)
Tina McEwen	Glastonbury Towns' Fund Support Team
Julie Reader-Sullivan	Mendip District Council
Sheridan Robins	Parliamentary & Comms Aide to James Heappey MP
Henry Seymour	Cities & Local Growth Unit (BEIS/MHCLG)
Jane Sharp	Mendip District Council
Gerard Tucker	Glastonbury Town Council
Julie Wooler	Representing Paul Hickson (Somerset County Council)

Apologies	Role/Representation
Jenny Pitcher	Mendip District Council
Paul Hickson	Somerset County Council

Minutes:

Agenda Item	Discussion	Action
1. Welcome and Introductions	Robert welcomed everyone to the meeting. Apologies had been received from James Heappey, David Hall and David Ralph.	
2. Chairs Opening Remarks	Robert welcomed everyone to this meeting.	
3. Proposal to co-opt a new Board Member – Liz Leyshon	<p>Liz left the meeting and a brief discussion took place supporting Liz to be co-opted to the Board on the basis of her heritage and community experience. Robert proposed and Ian seconded. This is not in her County Council or District Council role</p> <p>Liz re-joined the meeting and was congratulated on her role.</p>	
4. Minutes and Matters arising	Tina said that she had received a number of Conflict of Interest forms and would chase the rest.	Tina to chase the return of Conflict of Interest Forms.
5. Accelerator Fund Projects	<p>Robert asked Jane to give an update on progress.</p> <p>Two contracts with the Accountable Body (MDC) are agreed and signed, the rest are in progress.</p> <ol style="list-style-type: none"> 1. Red Brick Building – Contract signed. First payment paid and second imminent (these total half the grant). Good progress is being made. The roof is fixed, metal windows renovated and the front elevation being cleaned. Sorting out the floor has started, including replacing rotten sections. 2. Herbies Field – Contract signed. Grant paid in full to Glastonbury Town Council (GTC). Work should commence on-site w/c 9 	Jane to continue to work with Accelerator Projects in terms of progress and contracting.

	<p>November and is due to be completed by end November.</p> <p>3. Town Centre Refurbishment – Contract signed. No grant paid yet. GTC has a task and finish group which is meeting weekly. New LED Christmas tree lighting has been ordered. Other works are pending, and orders being progressed, including to refurbish the toilet block. The effectiveness of the one-way system trial will be reviewed, as this will have an impact on placing of planters, etc.</p> <p>4. St Edmunds Community Hall – Contract is almost finalised. No grant paid yet. Emma George is contact with Environmental Health at MDC in relation to the kitchen refurbishment and with the Tree Officer at MDC in relation to the outside space. GTC is delivering initial maintenance works (as annual maintenance, not grant-funded).</p> <p>5. The Walk & Pilgrims Way– Contract is almost finalised. No grant paid yet. The work programme is being progressed by the Glastonbury Conservation Society which is working with other organisations on the project.</p>	
6. Communications Update	Julie advised that Facebook Page should be available today for the Town Deal. The MDC website has a Town Deal page. Kama and Katherine will provide some support in terms of Instagram.	Julie and Tina to continue to progress communication matters.
7. Role of Mendip District Council as	Robert asked Julie to brief the Board. Julie covered the role of the Accountable Body (MDC)	Julie to ensure all minutes from Board meetings are on the MDC website.

<p>the Accountable body.</p>	<p>as outlined in the guidance provided by Government, including Board roles and responsibilities.</p> <p>Some concern was expressed that the Board minutes did not seem to be on the MDC website.</p> <p>There was further discussion about the Role and Responsibilities of the Board. Tina agreed to circulate the previously agreed Terms of Reference as a reminder.</p>	<p>Julie organising that Board members will have access to documents via a secure drive.</p> <p>Tina to circulate the Board Terms of Reference.</p>
<p>8. Update on Town Investment Plan activity so far.</p>	<p>Tina updated on the process and progress made.</p> <p>Tina updated on the timeframe moving forwards and provided an overview on the work with Cluster Groups in order to define projects</p> <p>Clarification was provided that the information provided so far is in the public domain.</p> <p>It was suggested that a 'puzzle' graphic could be developed to explain process and progress.</p>	<p>Julie and Tina to provide a communications update to be provided on progress regarding Accelerator Fund projects and Cluster work for Board members to use with their communities/organisations</p> <p>Tina to work with a graphic designer to produce a 'jigsaw puzzle' graphic.</p>
<p>9. Strategy Analysis STEEP and SWOT</p>	<p>Tina briefly talked through these and it was agreed to circulate the documents and for all to provide their comments and amendments to Tina</p>	
<p>10. Any other business</p>	<p>Comments included confirmation that James Heapey MP is very much involved in the process and speaks with the Chair and the Delivery Team on a regular basis.</p>	

	Board members were reminded that attendees, those who have apologised and those who have not attended, along with their roles are included in every set of minutes. It was confirmed again that a Business Advisory Group would be set up in due course.	
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1. Future Board dates – all at 2pm and by Zoom

- a. 4 December 2020
- b. 8 January 2021 suggested

Ongoing Outline Plan on page 3.

Activity	Outline	Outline Timescale
1. Communication Plan	Press releases and social media	Will update at 6 November Board
2. Contracting process for Accelerator Fund	For contracting following notification about Accelerator Fund. Currently identifying 'contractable' bodies and people resource to assist.	Underway with Legal Department at MDC. People resource to ensure delivery and spend by 31 March 2021.
3. Community engagement	Exploring possibility of a survey Developing Call for Expressions of Interest to be returned by end September	Continuing through process of developing the Town Investment Plan
4. Background work for (Town Investment Plan) TIP.	The Support Team have a range of technical, background information to prepare that forms part of the bid. We will be keeping you updated on progress re that, as well as asking for your help! These sections include things like context analysis and strategy. This process will be ongoing until the bid is submitted.	Vision, cluster development etc.
6. Development of full projects following sift and Board meeting	Team to work with Project Clusters after 16 October Board meeting	Review of Progress at 6 November Board meeting
7. Full draft TIP	Work ongoing.	To Board for 4 December To Cities and Local Growth Unit before Christmas if possible.
8. Tidying up of draft TIP	During January	Final submission deadline 29 January 2021.