



Glastonbury Town Deal
Minutes of the Board meeting held on 25 March 2022
1400 – 1630 hours using Teams

| Present | Role/Representation |
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| Dr Lynne Sedgmore, CBE | Temporary Chair, then confirmed as Chair after Agenda Item 5 |
| Jill Barker | Glastonbury Chamber of Commerce |
| Cllr Simon Carswell | Mendip District Council |
| Cllr Jon Cousins | Community Representative and Mayor of Glastonbury (Glastonbury Town Council and Mendip District Council) |
| Paul Knight | Business Representative |
| Cllr Christine Lawrence | Somerset County Council |
| Alison Leaverland | Strode College |
| Cllr Liz Leyshon | Culture & Heritage and Mendip District Council |
| Paul Manning | Glastonbury Chamber of Commerce |
| Kama McKenzie | Community Representative |
| Katy Quinn | Strode College |
| David Ralph | Heart of the South West LEP |
| Cllr Ian Tucker | Glastonbury Town Council |
| Richard Winterbottom | Business Representative |

| Apologies | Role/Representation |
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| James Heapey | Vice Chair and Member of Parliament |
| Jacqueline Cross | Community Representative with NHS background |
| Darryl Mitchard | Business Representative |
| Yvette Naylor | Department for Work and Pensions |

| In Attendance | Role/Representation |
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| Richard Bates | Mendip District Council (Section 151 Officer) |
| Kerry Haines | Mendip District Council - minutes |
| Tina McEwen | Glastonbury Town Deal Support Team |
| Nathan Mode | Dome Marketing Ltd |
| Julie Reader-Sullivan | Mendip District Council |
| Sheridan Robins | Parliamentary & Comms Aide to James Heapey MP (for first part of the meeting) |
| Jane Sharp | Mendip District Council |
| Gerard Tucker | Glastonbury Town Council |

| Apologies | Role/Representation |
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| David Byford | Strode College and alternate for Katy Quinn |
| Jeanette Clarke | SWAP Internal Audit Services |
| Henry Seymour | Cities & Local Growth Unit (BEIS/MLUHC) |

Minutes:

| | Agenda Item | Discussion | Action |
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| 1 | Welcome and Introductions and apologies | <p>Lynne welcomed everyone to the meeting and reminded them that meeting was being recorded.</p> <p>Some Board and Support Team Members had attended Robert Richards Memorial Service on 11th March. All agreed that it had been a lovely, special event where they had been able to learn of his amazing achievements.</p> | |
| 2 | Declaration of Interests and Gift Register | <p>Declaration of Interest – Ian Tucker advised that, as he has declared an interest in BIRT, he would not participate in the voting when item 9 was discussed.</p> <p>Lynne advised that Item 9 on the agenda would be the discussion of the draft Business Cases for Cohort 1. Lynne is aware that two attendees have conflicts of interest: Ian Tucker and Paul Manning.</p> | Tina to circulate the completed Project Expression of Interest Form with the updates and presentations from this meeting. |
| 3 | Temporary Chairs Opening Remarks | <p>Lynne welcomed Richard Winterbottom, Paul Knight and Alison (Ali) Leaverland as new Board members.</p> <p>Richard introduced himself and advised that he had completed an induction with some of the GTD Support Team and had attended the recent events.</p> <p>Paul introduced himself and advised he does know some of the Board members. Paul thanked the Support Team and Lynne for the recent induction and online briefing session.</p> <p>Katy introduced Ali as the new representative for Strode College. Katy advised she is currently working her notice period and will leave Strode College at the end of May.</p> | <p>Katy to advise the Board when her successor has been appointed.</p> <p>Jon Cousins to continue as a Community Representative Board Member for the recommended term, recognising that, currently, he is also Mayor of Glastonbury.</p> <p>When a new Mayor of Glastonbury is appointed, that person will have the opportunity to be an Observer on this Board.</p> |

| | Agenda Item | Discussion | Action |
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| | | <p>Ali said hello to the Board and advised she is thrilled to be part of this work.</p> <p>Katy will advise the Board when her replacement has been recruited and Ali will attend in the interim period. Lynne thanked Katy for her hard work to date and, on behalf of the Board, wished her every success in her new role.</p> <p>Lynne confirmed that Jon Cousins is a Board member as a Community Representative and, is also currently the Mayor of Glastonbury.</p> <p>Tina advised the Board that Yvette Naylor from DWP is stepping down due to work commitments and that the DWP representative going forward will be Ian Black.</p> <p>Lynne acknowledged the success of the Open Day as well as the Chamber of Commerce event and thanked all those involved.</p> <p>Lynne stated that this is a technically focused meeting, looking at Quality Assurance, the Risk Register and ensuring the correct and robust processes are put in place.</p> | <p>Tina to set up induction process for Ian Black.</p> |
| 4 | Minutes and Matters Arising from meeting on 4 February 2022 | Minutes of the meeting on 4 February 2022 were agreed. | |
| 5 | Election of new Chair of the GTD Board | <p>Julie asked Lynne to leave the meeting whilst discussion took place around the appointment of a new Chair.</p> <p>Lynne left the meeting.</p> <p>Julie explained that no additional nominations had been received for the position and asked the Board members to vote.</p> <p>It was unanimously agreed that Lynne be made permanent Chair of Glastonbury Town Deal Board.</p> | <p>The Support and Comms Teams to amend documents</p> |

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| | | <p>Lynne re-joined the meeting and Julie confirmed Lynne's appointment and thanked her for all of her hard work to date.</p> <p>Lynne accepted the appointment and said that it is a joy and a privilege to be working on this programme and thanked the Board for their vote of confidence.</p> | <p>and communications as required to reflect Lynne's appointment as Chair.</p> |
| 6 | Board Terms of Reference –Paper 1 | <p>Tina explained that the Terms of Reference have been amended to reflect some changes to the length of term of office and number of terms for Board members and the Chair, revised process for the selection of a temporary Chair and revised process for the election of a permanent Chair. The situation regarding the Vice Chair was also clarified.</p> <p>The Board discussed and agreed these revisions, as per the recommendations in the paper.</p> | <p>Tina to amend the Terms of Reference, circulate for agreement, then update the Assurance Framework accordingly.</p> |
| 7 | Strategic Risk Register – Paper 2 - Julie | <p>Julie presented the Strategic Risk Register as part of the Board papers.</p> <p>The Board was asked to consider the Strategic Risk Register, to suggest any other risks that should be included and to agree the result, after discussion, along with the frequency of reporting.</p> <p>Paul Manning felt that Risk 1 has been scored relatively low. He advised that, based on other town deals, that is quite an optimistic figure.</p> <p>David Ralph felt that Risk 3 has been scored relatively low and the team need to think about some mitigation. Katy Quinn agreed.</p> <p>Kama McKenzie advised that, alongside the mitigation, timeframes should be identified, where possible, for the achievement of actions.</p> | <p>Julie to work with the Support Team on the suggested changes and to bring the document back to the next meeting for further review.</p> <p>Julie to work with the Chair and the Support Team to find a solution that will ensure continuity of Board Membership going forward.</p> |

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| | | <p>Some discussion took place around the likelihood of a de-scoping of projects, and the possibility of a conversation with the MLUHC Towns Fund contact.</p> <p>Christine Lawrence raised the risk of Board Members needing to stand down after the local elections on 5 May. Julie reminded the Board that we had hoped such Members would be able to continue until the end of June in any case. It now appears that this may not be possible, so Julie was asked to bring another solution back to the Board.</p> | |
| 8 | Assurance Framework – Paper 3 | <p>Julie presented the Assurance Framework as part of the Board papers and using a short presentation.</p> <p>The Board was asked to consider the first 14 pages of the Assurance Framework in detail and to agree it, subject to discussion, and the Terms of Reference being updated, as discussed earlier in the meeting.</p> <p>It was noted that the other documents appended as part of the Assurance Document were already agreed, public documents.</p> <p>There would also be further work on the Equality Duty for the Town Deal, recognising that the Somerset County Council Equality Commitment is included in the Assurance Framework.</p> <p>Katy Quin advised this is a really helpful document.</p> <p>After discussion, it was agreed that Liz Leyshon’s representation of the Board was as a Community and Heritage Representative.</p> <p>The Board agreed the Assurance Framework, subject to updating as above.</p> | <p>Tina to circulate the presentation and to update the Assurance Framework re Terms of Reference and detail on Board Membership.</p> <p>The Assurance Framework will then form part of the Board’s suite of underpinning documents.</p> |

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| 9 | Draft Business Cases for Cohort 1 Projects | <p>Jane and Tina shared a presentation.</p> <p>The Board was reminded that the draft Business Cases are being produced, in accordance with the HM Treasury Green Book format.</p> <p>Five full Business Cases, each consisting of five chapters, will be coming forward for review as part of Cohort 1: The Enabling Project, Baily's Buildings, Glastonbury Abbey Piazza, The Life Factory and Glastonbury Enterprise & Innovation Centre.</p> <p>A Fundraising Consultant has been appointed and is working with the projects to produce a strategy that form the foundation for attracting the required matched funding.</p> <p>Some of the projects will require planning permission and pre-app meetings are being held with Mott MacDonald' Planning Consultants and MDC's dedicated Principal Planner.</p> <p>Paul Knight asked if we would impose conditions on the projects as to how they are ensuring best value in term of procurement. Tina confirmed that all projects have had one to one discussions with MDC's Procurement Team, who are producing a dedicated Procurement Strategy for the GTD. The current MDC Procurement Strategy is appended as part of the Assurance Framework.</p> <p>In order to ensure that Business Cases could be considered between Board meetings, it was proposed that Task & Finish group should be set up to make recommendations to the Board on 29 April so that they would be able to sign off the Business Cases.</p> | <p>Tina to circulate:</p> <ul style="list-style-type: none"> • the presentation • details about timescale and how the Task & Finish Group will work. • All five Cohort 1 Business Cases to the whole Board at same time as they are sent to the Task & Finish Group. • Strategic questions as developed last year for the Board to use when considering the Business Cases. |

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| | | <p>It was agreed that the Board Task & Finish Group process would be chaired by Lynne Sedgmore and members would be the link Board Members for the Cohort 1 Projects. This membership would change for the Cohort 2/3 Projects although the outline process would be the same.</p> <p>It was recognised that the sign-off process would not be linear because of the timings of various meetings, so that the results from the MDC Scrutiny Task & Finish Group would also be available to the Board Meeting on 29 April.</p> <p>Tina reminded Members that the Board had developed a series of 'strategic questions' to be used when considering Business Cases.</p> <p>Seven further projects will be coming in outline to the April Board in a similar process to that being used here. Before the May Board meeting, a separate Task & Finish, also with membership consisting of the Board links to those projects group and chaired by Lynne will consider those projects in a similar way.</p> | |
| 10 | Situational Report including Comms – Paper 4 | <p>Jane presented the Situational Report as part of the Board papers.</p> <p>The purpose of the report is to keep the Board appraised of progress on the twelve projects and other operational matters relating to the Glastonbury Town Deal. The report included an update on the purchase of land for two projects: St Brigid's Chapel and Field and the Glastonbury Food & Regenerative Farm.</p> <p>Paul Knight asked how the purchase of the land would be handled. Jane advised that a clear process had been undertaken, including formal valuations and offers being made by</p> | |

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| | | <p>the MDC negotiator. For the St Brigid's project, the land will be owned by Friends of Brides Mound. It is in the early stages of conveyance and completion should coincide with the outcome of the Business Case.</p> <p>Some discussion took place around who would own that asset if the project were to fail. That should not happen, given that the purchase will not be finalised until the Business Case has been approved. A formal contract, with some conditions, will be put in place in order to pass funding from MDC to the project, which will then purchase the land.</p> <p>Jane went into further detail about the use of the SCAPE framework for procurement related to the Glastonbury Sports & Leisure project, which was currently at feasibility stage.</p> <p>Led by Lynne, the Board noted the progress around the development of the Business Cases and the passion and commitment that the projects themselves were demonstrating.</p> <p>After noting the Communications section of the report, the Board thanked Dome Marketing for the work that they had been doing and the fact that the GTD was now much more visible across all media channels.</p> | |
| 11 | Confidentiality, feedback | <p>Lynne clarified that the Situational Report and Business Cases remain confidential. She encouraged people to talk about the positivity around developments, however, the details were not to be shared.</p> <p>Lynne asked the Board to let her, or Tina, have any feedback that might be useful.</p> | Board Members to send feedback to Lynne or Tina |

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| 12 | Future Board Dates | All at 2pm and by Zoom (unless otherwise agreed) <ul style="list-style-type: none"> a. 29 April 2022 b. 27 May 2022 c. 24 June 2022 d. 29 July 2022 e. 9 September 2022 | Regular email updates to continue between Board meetings |