



HM Government

Glastonbury Town Deal

Glastonbury Town Deal Minutes of the Board meeting held on 29 April 2022 1400 – 1630 hours using Teams

Present	Role/Representation
Dr Lynne Sedgmore, CBE	Chair
Jill Barker	Glastonbury Chamber of Commerce
Ian Black	Department for Work and Pensions
Cllr Simon Carswell	Mendip District Council
Cllr Jon Cousins (joined at 15:30)	Community Representative and Mayor of Glastonbury (Glastonbury Town Council and Mendip District Council)
Jacqueline Cross	Community Representative with NHS background
Cllr Christine Lawrence	Somerset County Council
Cllr Liz Leyshon	Somerset County Council and Mendip District Council
Paul Manning	Glastonbury Chamber of Commerce
Kama McKenzie	Community Representative
David Ralph	Heart of the South West LEP
Richard Winterbottom	Business Representative

Apologies	Role/Representation
James Heappey	Vice Chair and Member of Parliament
Paul Knight	Business Representative
Alison Leaverland	Strode College
Darryl Mitchard	Melhuish and Saunders
Katy Quinn	Strode College
Cllr Ian Tucker	Glastonbury Town Council and Business Representative

In Attendance	Role/Representation
Richard Bates	Mendip District Council (Section 151 Officer)
Erin Davey	Cities and Local Growth Unit, DLUHC
Kerry Haines	Mendip District Council - minutes
Lou Hawkins	Mendip District Council
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 Heappey MP (for first part of the meeting)
Jane Sharp	Mendip District Council
Gerard Tucker	Glastonbury Town Council

Apologies	Role/Representation
Jeanette Clarke	SWAP Internal Audit Services

Minutes:

	Agenda Item	Discussion	Action
1	Welcome and Introductions and apologies	Lynne welcomed everyone to the meeting. Apologies had been received as above.	
2	Declaration of Interests and Gift Register	No one declared any gifts that required declaration on the Risk Register. There were no further amendments to the Declarations of Interest table.	
3	Chairs Opening Remarks	Lynne welcomed Ian Black from Department for Work and Pensions as a new Board member. Lynne also welcomed Erin Davey who has joined us today on behalf of DLUHC and Lou Hawkins, Tendering Officer, Mendip District Council. Lynne advised the attendees that the meeting will be recorded. Lynne asked Tina and the Support Team to share recent good news. Tina advised that we have approached Open University (OU) to collaborate us on The Robert Richards Initiative (RRI). The response has been very positive, and we are excited and enthusiastic about this. Julie said we are in the early stages of negotiations and will bring a paper to the Board in due course when we more detail.	Tina to bring a paper on the potential collaboration with the OU to a future Board meeting. This is likely to be as part of the Business Case for the RRI.
4	Minutes and Matters Arising from meeting on 25 March 2022	Matters arising from the previous minutes are on the agenda. Minutes of the meeting on 25 March 2022 were agreed.	
5	Revised Procurement Strategy	Paper 4 is the draft Procurement Strategy produced for the Glastonbury Town Deal by Lou Hawkins and Steve Kingston at Mendip District Council.	Tina to add the GTD draft Procurement Strategy to the Assurance Framework.

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		<p>It has been developed following extensive consultation with all the Project Leads.</p> <p>The Board was asked to note the Draft Procurement Strategy in its current state of development, which will be added to the current Annex D, in the Assurance Framework. The Procurement Team will continue to work on the Strategy and updates will be brought back in due course.</p>	
6	Transport & Travel Project	<p>Paper 1 provided the background and summary from the WSP Feasibility Study.</p> <p>The Board was asked to discuss the options provided in the paper and decide on the way forward.</p> <p>The report has considered the feasibility of a Park & Ride site and operation in the town of Glastonbury. Unfortunately, the Feasibility Study concluded that the project did not meet the test for a viable Town Deal project.</p> <p>Option 4 was the recommendation made to the Board, which was to remove the project from the Glastonbury Town Deal and ensure it would be considered in the future by the Legacy Body and incorporated into future Tourism aspirations that could cover a wider area.</p> <p>Some discussion took place around car parking; Herbies Field was available for use for up 28 days per year. And, as part of the Robert Richards Initiative, there will be opportunities to encourage reduction in carbon emissions and use of e-bikes on an extensive network of paths when visiting the town.</p> <p>David Ralph asked about the financial situation and whether the funding allocated to this project</p>	<p>GTD Support Team to action the paperwork required to withdraw the Travel & Transport Project from the Town Deal and to request that the relevant funds are able to be reallocated to other projects.</p>

	Agenda Item	Discussion	Action
		<p>would be at risk, and whether or not we could share the funds between other projects. David stated he felt we should have certainty from HM Government before we committed to removing this project.</p> <p>Tina advised that we have had an initial discussion with DULHC to understand what the options would be for the Glastonbury Town Deal if this project was removed. The discussion held suggested this would be considered positively, given the current increases in costs, however, this would need to be a formal request to DLUHC.</p> <p>David stressed he was nervous with the wording 'remove' and wondered if the project could be suspended. Cllr Carswell stated that if the project was not viable, it should no longer go forward.</p> <p>Paul asked if it might be possible to obtain land which could be used as part of the Legacy to meet the need for parking, once the projects come to life, within the Town Deal. Kama agreed with Paul and re-iterated there is a bus service on the main road in the meantime.</p> <p>Cllr Lawrence stated that car parking is so important for a lovely town such as Glastonbury; and would be reluctant not to do this in some form or another.</p> <p>Cllr Leyshon wondered if there could be a possibility of overlap within the ACE project. Julie advised that the main issue was that there is no land availability.</p> <p>Lynne summarised the discussion and re-iterated that, reluctantly, the Board were accepting that this project cannot go ahead in its original form and should, therefore, be</p>	

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		<p>removed from the existing TIP outcomes.</p> <p>The Board agreed that the Park & Ride project would not progress within the Town Deal and Option 4 from the paper was accepted.</p>	
7	Revisit Strategic Risk Register – Paper 2 - Tina	<p>The Strategic Risk Register was circulated in advance of the meeting.</p> <p>The purpose of this paper was to discuss and agree the Strategic Risk Register for the Glastonbury Town Deal, following amendments made after the last Board meeting.</p> <p>The revised Strategic Risk Register was agreed by the Board.</p>	Tina to include the Strategic Risk Register in the Board's suite of strategic documents.
8	Review of Business Cases for Cohort 1 Projects	<p>Julie advised that the full Business Cases have been completed and circulated for the first 5 projects within Cohort 1.</p> <p>These have been through the Scrutiny Task & Finish group and, other than a few spelling and grammar inaccuracies, have been approved to go forward to the next stage of the Assurance Framework. Some points regarding consistency across Business Cases were also mentioned.</p> <p>Evidence of Need has come through as a strong theme and it was suggested that a sentence referring to the original Town Investment Plan be included.</p> <p>Other observations were the lack of forward business plans, increasing inflation and costs, evidence of match funding and need for contingencies, mitigation of risk and clarity on the use of buildings in the Beckery area.</p> <p>Richard W wanted to recognise the work that has been carried out from</p>	The Support Team to action specific points and ensure that the 5 Cohort 1 Projects continue to move through the Assurance Framework.

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		<p>a standing start, stating it is always easier to critique someone else's work. Consultation on these Business Cases will only enhance the good work already undertaken.</p> <p>David asked if Cohort 1 Business Cases were now all approved. Julie advised that, as part of the Assurance Process, these Cases will be recommended, along with the Cohort 2 cases, for sign off at Cabinet on 20th June 2022.</p> <p>David asked if they would be recommended to the Council or Scrutiny. Julie clarified that, as MDC is the Accountable Body, the business cases would be recommended to MDC's Cabinet.</p> <p>Lynne stated the process has been carefully monitored.</p>	
9	Situational Report including Comms	<p>Jane advised that the purpose of this paper is to keep the Board apprised of progress on the twelve projects and other operational matters relating to the Glastonbury Town Deal. All Projects are working on their HM Treasure Green Book Business Cases which will be submitted in the Project Summary Form by 30th June 2022, after going through the Assurance Process set out by MDC.</p> <p>Jane advised that Gerard Tucker will be taking on the role of Project Manager for The Baily's Buildings.</p> <p>Jane advised that the next two big challenges are securing planning permissions and match funding so that the projects can progress to the build phase.</p> <p>Jane advised that the GTD website is now live and internal training has been delivered in order for us to update the website within the team.</p>	Support Team to share the new video with Board Members.

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		<p>Jane also stated that a short video has been produced on the GTD and is currently being reviewed. It will be shared with Board members very soon.</p> <p>The Board is asked to note the content of the paper.</p>	
10	Draft Business Cases for Cohort 2 Projects	<p>Julie advised that preparation on the Business Cases for Cohorts 2 and 3 was underway.</p> <p>Julie shared a presentation which serves as a reminder to the Board about the HM Treasure Green Book 5 stage Business Case process.</p> <p>Julie advised that the Business Cases for 2 of the projects within Cohort 2 will be sent to Board Project Links and all Board Members by 3rd May 2022. These are:</p> <ul style="list-style-type: none"> • Glastonbury Food & Regenerative Farming • St Dunstan’s House Health & Wellbeing Hub <p>The next three will be:</p> <ul style="list-style-type: none"> • Glastonbury Sports & Leisure Hub • St Brigid’s Chapel & Field • Glastonbury Clean Energy <p>and will be sent as above on 17 May.</p> <p>Jill asked that any references to the Transport & Travel project, within the Business Cases of other projects, were taken out.</p> <p>David expressed a concern around the lack of land to accommodate the solar array for the ACE project.</p> <p>Completed Business Cases to be submitted to HM Government by 30th June 2022.</p>	
11	Confidentiality, feedback	Lynne confirmed that all of the Business Cases remain confidential. The details of the Situational Report	

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	Next agenda: Legacy Body, Business Cases, Board KPI's	<p>are not for sharing, however, by all means talk about the positivity.</p> <p>At future Board meetings, we will look at the Legacy Body and the KPI's for the Board.</p> <p>With regards to the Enabling Project, please do not disclose the location, it is confidential.</p> <p>Jacqueline C advised she has received an invitation to an event at Glastonbury Town Hall on 4th May and wondered if anyone else was attending. It was agreed by the Support Team this invitation probably relates to a protest group being in Glastonbury on that date.</p> <p>If anyone has any feedback, following this meeting, please let Tina or Lynne know.</p>	
12	Future Board Dates	<p>All at 2pm and by Zoom (unless otherwise agreed)</p> <ul style="list-style-type: none"> a. 27 May 2022 b. 24 June 2022 c. 29 July 2022 d. 9 September 2022 	Regular email updates to continue between Board meetings