



HM Government

Glastonbury Town Deal

Glastonbury Town Deal Minutes of the Board meeting held on 27 May 2022 1400 – 1630 hours using Teams

Present	Role/Representation
Dr Lynne Sedgmore, CBE	Chair
Cllr Simon Carswell	Mendip District Council
Cllr Jon Cousins	Community Representative and Mayor of Glastonbury (Glastonbury Town Council and Mendip District Council)
Jacqueline Cross	Community Representative with NHS background
Paul Knight	Business Representative
Alison Leaverland	Strode College
Cllr Liz Leyshon	Somerset County Council and Mendip District Council
Paul Manning	Glastonbury Chamber of Commerce
Kama McKenzie	Community Representative
Darryl Mitchard	Melhuish and Saunders
David Ralph	Heart of the South West LEP
Dr John Revill (until 15:30)	Strode College
Cllr Ian Tucker	Glastonbury Town Council and Business Representative
Richard Winterbottom	Business Representative
Apologies	Role/Representation
Jill Barker	Glastonbury Chamber of Commerce
Ian Black	Department for Work and Pensions
James Heappey	Vice Chair and Member of Parliament
In Attendance	Role/Representation
Richard Bates	Mendip District Council (Section 151 Officer)
Erin Davey	Cities and Local Growth Unit, DLUHC
Nicky Fensham	Mendip District Council
Kerry Haines	Mendip District Council - minutes
Tina McEwen	Glastonbury Town Deal Support Team
Nathan Mode	Dome Marketing Ltd
Conor Ogilvie-Davidson	Glastonbury Town Council
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
Cllr Michael White	Glastonbury Town Council
Apologies	Role/Representation
Jeanette Clarke	SWAP Internal Audit Services

Minutes:

	Agenda Item	Discussion	Action
1	Welcome and Introductions and apologies	<p>Lynne welcomed everyone to the meeting. Apologies had been received as above.</p> <p>Cllr Michael White will be joining meetings as an Observer until Glastonbury Town Council make a formal representative appointment.</p>	
2	Declaration of Interests and Gift Register	<p>No one declared any gifts that required declaration on the Risk Register.</p> <p>Lynne advised her husband has become a member of the Red Brick Buildings Ltd Governance Board with effect from May 2022.</p>	All to update their entries on the Project Declaration of Interests table - Tina
3	Chairs Opening Remarks	<p>Lynne thanked Gerard for his hard work with the GTD, as he retires from his role as Town Clerk in Glastonbury Town Council. She also welcomed Conor Ogilvie-Davidson who is the new Town Clerk and will be joining meetings as an Observer.</p> <p>Lynne also thanked Cllr Christine Lawrence for her contribution, as she now steps down from her involvement with the GTD Board.</p> <p>Lynne advised that Cllr Jon Cousins has been re-elected as Mayor of Glastonbury, Cllr Liz Leyshon has been appointed Deputy Leader of the new Somerset Council, Paul Manning has been elected to Glastonbury Town Council and Cllr Ian Tucker has been appointed Alderman of Glastonbury. Lynne, on behalf of the Board, offered her congratulations to all.</p> <p>Lynne advised she recently attended a Glastonbury Town Council meeting with Julie and delivered a presentation to the Councillors. Lynne felt it had been positively received with some good questions and strong engagement.</p>	

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4	Minutes and Matters Arising from meeting on 29 April 2022	<p>Minutes of the meeting on 29 April 2022 were agreed.</p> <p>Matters arising from the previous minutes are on the agenda with a verbal update following the orientation day with OU.</p> <p>Tina advised it was a successful meeting discussing a website/ learning platform that can engage people in the town at all levels, as part of the Robert Richards Initiative (RRI) project. The vision is to cover sustainability matters, business development, employment and skills as well as health and wellbeing, using OU's Open Learn platform. Tina stated all are keen to work with Strode College and local schools as well.</p> <p>There would also be the potential to offer scholarships, with a limited number being offered initially. These could be picked up by the Legacy Body going forward.</p> <p>Jacqueline advised that there are currently some health & wellbeing proposals being developed and that it would be good to collaborate on these. John R said there will be plenty of opportunities to work collaboratively and advised that Strode College would like to be involved.</p> <p>Ian stated that, although the Transport & Travel project has been withdrawn, there is still a need for car parking. A suggestion was that land could be purchased with some of the money originally allocated to the Park and Ride idea.</p> <p>Lynne advised that, at the last Board meeting it was agreed that the Transport & Travel project was to be withdrawn, with the money re-allocated to other projects and that</p>	

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		<p>the process to do that was already underway with government. Lynne then stated that the Board were given a further period of time to come up with some alternative ideas.</p> <p>Some further discussion took place, and the Board agreed there are still parking concerns within the town. A suggestion was made to consider approaching Morrisons, as well as looking more widely at a scheme involving car parking in Wells, Glastonbury and Street. Perhaps a conversation with Mendip Community Transport would be advantageous.</p> <p>Lynne said that she heard a real willingness to consider alternative parking arrangements/schemes. Lynne stated the decision has been made, however, discussions can continue to see what else can be achieved to address the car parking issues, including within other projects.</p>	
5	Update on Fundraiser Activity	<p>Jane delivered a presentation summarising the headlines and progress made to date in developing the Funding Strategy, a document that will continue to evolve as work on the Town Deal progresses.</p> <p>The Activist Group have analysed and identified how much match funding is required, the funding already secured and a range of possible funding and financing sources.</p> <p>Jane advised there are some risks involved, detailed within the presentation, one of which is tax and VAT considerations. The next steps, for completion by Autumn 2022, include progressing the Funding Strategy recommendations and identifying extra capacity and</p>	Updates on the Funding Strategy to be included in future Situational Reports - Jane

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		resource to help support the TIP project teams.	
6	Review of Business Cases for Cohorts 2 and 3 Project	<p>Tina and Jane shared a presentation with an update for Cohorts 2 and 3.</p> <p>These have been through the Scrutiny Task & Finish group and where any amendments have required verification, the author has been consulted.</p> <p>A point to note is that Operational business plans are not part of this process.</p> <p>A statement covering the cost-of-living crisis has been added to all cases and the risk registers have been updated, as well as general spelling and grammar points.</p> <p>Full Business Cases in Cohorts 1, 2 and 3 will now be reviewed at an extraordinary Cabinet meeting on 20th June at MDC, in readiness for submission to HM Government by 30th June 2022.</p> <p>Paul asked that completed Business Cases are made available to the Board so that Board reviewers can see how they have been amended as a result of the Approval Process.</p> <p>David asked if some consideration could be given, at a future meeting, to operational planning and project delivery as the projects finish moving through the Approval Process.</p> <p>Lynne advised that she has attended the National Chairs' workshop about progressing to delivery.</p>	Full Business Cases to be sent to the Board when all amendments have been completed.
7	Draft Business Case for Cohort 4 Project, the Robert Richards Initiative	The final project, which is in Cohort 4, is the Robert Richards Initiative. We need a Board link for this project. The intention is to leave a legacy for Robert Richards.	The Support Team to ensure that this Cohort 4 Project moves through the Assurance Process.

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		<p>Cohort 4 follows a different timescale to the other projects, due to the late start. The papers will go out as per the previous process that we have used for cohorts 1, 2 and 3.</p> <p>This Business Case will be discussed at the MDC Scrutiny Task & Finish Group meeting on 14th July in readiness for sign off, by the Board, at the GTD Board meeting on 29th July. It will go to MDC Cabinet for 8 August and to government by 18 August.</p> <p>The aim is to establish a lively and engaging approach to dealing with environmental issues and green opportunities.</p> <p>It will form three parts:</p> <ol style="list-style-type: none"> 1. a unique element with OU to establish a learning platform 2. innovative sustainability work with Glastonbury Enterprise & Innovation Hub, Baily's Buildings and The Life Factory 3. green infrastructure comprising a network of multi-user paths and e-bikes. <p>Possible Board links for this project:</p> <ol style="list-style-type: none"> 1. Work with OU - Lynne 2. Innovative sustainability work - David Ralph, to be confirmed. 3. Green infrastructure work - Liz. 	<p>Support Team to involve Board links in the development and review of this project. - Tina</p>
8	Situational Report including Comms	<p>Jane advised that the purpose of this paper is to keep the Board apprised of progress on the projects and other operational matters relating to the Glastonbury Town Deal. All Projects have been working on their HM Treasury Green Book Business Cases which will be submitted to government in the Project Summary Form by 30th June 2022, after going through the Assurance Process set out by MDC.</p>	<p>Project Summary Forms to be included in the Board papers for 24 June – Tina</p>

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		<p>Jane advised that 10 of the Projects have had their full Business Cases prepared. The 5 projects in Cohort 1 were recommended for approval at the last Board meeting. 2 projects in Cohort 2 are on the Board agenda for discussion today, as well as 3 projects in Cohort 3.</p> <p>The final project, in Cohort 4, is currently in development.</p> <p>Jane advised that the Project Adjustment Form to Government has been submitted requesting that the £0.93m grant allocation be reused across the Programme on the basis of increasing prices to due high inflation and commodity costs.</p> <p>David felt the key included in the Project Updates table wasn't clear.</p> <p>Jane advised that there are some planning concerns, mainly that the work around the applications is not moving fast enough which could result in a backlog at MDC Planning Board.</p> <p>There are particular issues regarding delays in commencing the planning process with the Baily's Buildings and The Life Factory.</p> <p>Liz also raised the point that the process around unitary creates an added pressure.</p> <p>Nathan of Dome Marketing advised that the 20 minute, edited, final version of the video is due to be Premiered on Facebook at 7pm on 9th June, and will then be added to the GTD website, as well as some project specific videos.</p> <p>David will put the video through the LEP comms distribution and other channels if helpful.</p>	<p>The Support Team to advise Board members of decision regarding the Project Adjustment Form for the Travel & Transport project.</p> <p>Jane to amend the Project Update table key</p>

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		<p>Nathan advised he is currently working with ITV West on a case study about deprivation, particularly the cost-of-living crisis. He asked for volunteers who would be willing to be interviewed. Lynne advised that a focus on youth would be helpful and suggested that Board Members speak directly to Nathan or the Support Team.</p> <p>Kama asked if the film was intended to be a placeholder with future versions providing updates. It was agreed that this would be ideal and would be kept on the forward agenda.</p>	
9	<p>Confidentiality, feedback Future agendas: Finalisation of Business Cases, Legacy Body, Board KPI's</p>	<p>Lynne advised that the Land issue remains confidential.</p> <p>Jacqueline and Julie expressed huge thanks to Gerard for all his work and support.</p> <p>Lynne reiterated congratulations to all who have had recent successes especially to Ian for his appointment to GTC as Alderman, a recognition of his length and depth of service.</p> <p>If anyone has any feedback, following this meeting, please let Tina or Lynne know.</p>	
10	<p>Future Board Dates</p>	<p>Lynne asked the Board to consider meeting less frequently after the July meeting, however, meetings will continue to be held on Fridays. The Board agreed with this suggestion.</p> <p>All at 2pm and by Zoom (unless otherwise agreed)</p> <ol style="list-style-type: none"> a. 24 June 2022 b. 29 July 2022 c. 2 September 2022 d. 21 October 2022 e. 2 December 2022 f. 3 February 2023 g. 17 March 2023 h. 28 April 2023 	<p>Regular email updates to continue between Board meetings</p>

	Agenda Item	Discussion	Action
		i. 9 June 2023 j. 21 July 2023 k. 22 September 2023 l. 1 December 2023	