



HM Government

Glastonbury Town Deal

Glastonbury Town Deal
Minutes of the Board meeting held on 2 September 2022
1400 – 1630 hours at Avalon Plastics and using Teams

Present	Role/Representation
Dr Lynne Sedgmore, CBE	Chair
Ian Black (by Teams)	Department for Work and Pensions
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)
Jacqueline Cross	Community Representative with NHS background
Paul Knight	Business Representative
Cllr Liz Leyshon	Somerset County Council and Mendip District Council
Paul Manning	Glastonbury Chamber of Commerce
David Ralph	Heart of the South West LEP
Dr John Revill	Strode College
Ian Tucker	Business Representative
Cllr Michael White	Glastonbury Town Council
Sheridan Robins (by Teams)	Parliamentary & Comms Aide to James Heappey MP
Richard Winterbottom	Business Representative
Apologies	Role/Representation
James Heappey	Vice Chair and Member of Parliament
Alison Leaverland	Strode College
Kama McKenzie	Community Representative
Darryl Mitchard	Melhuish and Saunders
In Attendance	Role/Representation
Elizabeth Spence (by Teams)	Cities and Local Growth Unit, DLUHC
Kerry Haines (by Teams)	Mendip District Council - minutes
Tina McEwen	Glastonbury Town Deal Support Team
Conor Ogilvie-Davidson	Glastonbury Town Council
Julie Reader-Sullivan	Mendip District Council
Apologies	Role/Representation
Richard Bates	Mendip District Council (Section 151 Officer)
Nathan Mode	Dome Marketing Ltd
Jane Sharp	Mendip District Council

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 and any changes notified to Tina have been made to the Project Declaration of Interests form.	Tina to resend the Project Declaration of Interests form asking all Board Members to update their entries.
3	Chairs Opening Remarks	<p>Congratulations to Liz who has been appointed as the Somerset County Council representative.</p> <p>Lynne advised the last two papers, papers 3 and 4, will be handled in reverse order at this meeting.</p> <p>Lynne reminded the Board that all projects have been submitted to Government and we have received notification of the agreement to re-allocate the funds from Transport & Travel.</p> <p>Lynne advised that she has begun talking with other Town Deal Chairs who were in the first round and about to enter the delivery phase. Lynne will say more about this at the Board development day on 2nd November.</p>	
4	Minutes and Matters Arising from meeting on 29 July 2022	<p>Minutes of the meeting on 29 July 2022 were agreed. Progress on Matters Arising from that meeting was noted.</p> <p>Lynne reminded attendees that the Board Development day will take place on 2nd November 2022 at Abbey House from 9.30am-3.30pm.</p> <p>Legacy Body to be discussed at the next Board meeting.</p> <p>Thanks to everyone who has completed their skills audit and a reminder to those yet to complete it.</p>	Tina to put Legacy Body on October's agenda.

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5	Situational Report including Comms and Finance update	<p>Julie reminded the Board that the purpose of this paper is keep the Board appraised of progress on Projects and operational matters.</p> <p>Julie advised that the focus of the Support Team has now moved to working with Projects on preparing for the delivery phase. All Projects have been asked to produce a delivery plan by 15th September.</p> <p>Julie went on to say that we expect the first Planning Applications to be submitted in September and we are actively managing the workflow so that as they enter the Planning system, resource is in place to validate and progress applications.</p> <p>Some of the applications may have to go to Planning Board and Julie explained she is having conversations with the Planning team to consider whether or not MDC hold an extra planning Board meeting between February and March of next year to assist with the applications. Julie also advised that she is leading on a workstream, as part of the move to Unitary, looking at how the Planning team might be structured.</p> <p>Julie referred to Appendix 1, Project Updates. The Financial Summary, on page 2, details the reallocation of funds from the withdrawn Transport & Travel project.</p> <p>An additional site visit and meeting took place at Baily's Buildings on 2nd September, including David Ralph as the GTD Board link member for this project.</p> <p>Julie stated that a 'Meet the Suppliers' event is being held on 13th October which is an opportunity for The Life Factory and Baily's Buildings to encourage local</p>	<p>Tina to circulate the PowerPoint slide detailing the change to Sports & Leisure prefunding status.</p> <p>Julie to prepare a statement on the Enabling Project for the Board.</p> <p>Tina to circulate the Enabling Project Strategic Case.</p> <p>Julie to convene a regular group in order that Board Members can be appraised of developments relating to the Enabling Project.</p> <p>Tina to put the Grant Funding Agreement on the next Board agenda, for review.</p> <p>Tina to bring a summary of Project Operational Plans to the next Board meeting, for review.</p>

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		<p>businesses to indicate an interest in tendering for work on these projects, at the appropriate time.</p> <p>Julie directed the Board's attention to Appendix 2, Financial Update, where there was an error on the Glastonbury Sports & Leisure Hub project. This had been amended and was presented to Board members on a PowerPoint slide.</p> <p>Some discussion took place around the Enabling Project and what will be delivered as part of the Glastonbury Town Deal. Jon C said there is an imminent Glastonbury Town Council meeting and the article which was recently seen in Somerset Gazette is likely to be discussed at that meeting.</p> <p>Those present felt that Board Members needed to understand what the Enabling Project will deliver for the community. Julie outlined that this will be a council site, managed through a third party, supplying 35 pitches for the Non-Bricks and Mortar Community. David asked if the Board can have a written statement to confirm the details.</p> <p>Julie referred to the Strategic Case which contains much of the information requested during the discussion. It was agreed the Support Team would circulate the Strategic Case again.</p> <p>Julie advised that a consultation process is underway with stakeholders to try and ensure that the site meets their requirements, as much as possible.</p> <p>Details of how the site will be managed going forward will be included in the Operational Plan which is currently being worked on. Julie suggested those involved could attend a monthly meeting, which she</p>	

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		<p>would be happy to convene. Lynne and Michael W expressed their interest in being included.</p> <p>Liz advised that there is some helpful information on the Somerset Council website. Please click here:- https://www.somerset.gov.uk/roads-and-transport/glastonbury-unauthorised-encampments/#Unauthorised-encampments-in-Glastonbury-%E2%80%93-finding-a-solution</p> <p>Some discussion took place around the re-allocation of Transport & Travel funds and how this had been agreed. Julie confirmed that the Board were consulted. Discussion continued around the possibility of projects not going forward and assurance was given that, if this were to be the case, it would be discussed at future Board meetings and would have to follow the Government guidelines.</p> <p>It was agreed that the Support Team would provide an outline and confidential Grant Funding Agreement (GFA) for the next Board meeting.</p> <p>Julie advised the Support Team will bring a document to the next Board meeting which will summarise what we have received from each project in terms of the Operational Plans and our recommendation to you. David said it would be helpful if this information could be agreed by the project link prior to the Board meeting.</p> <p>Some discussion took place around the funding and when we could expect to receive it. It is understood that this will be during the Autumn. Julie said that the Support Team were currently reviewing the financial profiles for all projects.</p>	

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		Some discussion took place around how the pre-funding process works and Julie confirmed that all requests should be submitted to the Support Team, with any relevant back-up evidence, for approval by Section 151 Officer.	
6	Review of Vision, Terms of Reference and Code of Conduct	<p>Lynne asked the Board to review, discuss and agree the content of this paper. Lynne went on to draw the Board's attention to pages 4 and 5, Section 3, which confirms the role of the Glastonbury Town Deal with accountability, ultimately, being with MDC.</p> <p>Elizabeth advised that previously focus was on the development of the Investment Plan up to the delivery phase and that some other Boards nationally, are expressing a wish to amend their Terms of Reference. Elizabeth said there would be some guidance being issued shortly to assist with any future amendments.</p> <p>Lynne suggested a working group should be formed to look at guidance from the Government and any issues moving forward. David R, Michael W and Paul K would like to be included.</p>	Lynne to convene a working group to review the Vision, Objectives etc as outlined in Paper 2.
7	Safeguarding Statement	It was agreed that, as Kama had sent her apologies, this item would be carried forward to the next Board meeting.	Tina to put on October's Agenda
8	Diversity Statement	<p>The Board is asked to review, discuss and agree to content of this paper.</p> <p>The Diversity Statement was supported by the Board, subject to amendments.</p>	Tina to make amendments and re-circulate to the Board.
9	Confidentiality, feedback Future agendas: Finances, Legacy Body, Diversity	Lynne reminded Board members that information around the Enabling Project should be treated as being confidential.	

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	Statement, Safeguarding Statement	Lynne also reiterated the financial details are confidential.	
10	Future Board Dates	<p>Lynne asked the Board to take note of the new meeting dates, which will take place every 6 weeks from 29 July 2022 meeting.</p> <p>All at 2pm and by Teams (unless otherwise agreed)</p> <ul style="list-style-type: none"> a. 21 October 2022 b. 2 December 2022 c. 3 February 2023 d. 17 March 2023 e. 28 April 2023 f. 9 June 2023 g. 21 July 2023 h. 22 September 2023 i. 1 December 2023 	Regular email updates to continue between Board meetings