



HM Government

Glastonbury Town Deal

Glastonbury Town Deal
Minutes of the Board meeting held on 2 December 2022
1400 – 1600 hours at Glastonbury Town Hall 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 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
Kama McKenzie	Community Representative
Paul Manning	Glastonbury Chamber of Commerce
Cllr Michael White	Glastonbury Town Council
Richard Winterbottom	Business Representative
Apologies	Role/Representation
Cllr Simon Carswell	Mendip District Council
James Heappey	Vice Chair and Member of Parliament
David Ralph	Heart of the South West LEP
Dr John Revill	Strode College
Ian Tucker	Business Representative
In Attendance	Role/Representation
Erin Davey (by Teams)	Cities and Local Growth Unit, DLUHC
Kerry Haines (by Teams)	Mendip District Council - minutes
Tina McEwen (by Teams)	Glastonbury Town Deal Support Team
Nathan Mode (by Teams)	Dome Marketing Ltd
Conor Ogilvie-Davidson	Glastonbury Town Council
Julie Reader-Sullivan	Mendip District Council
Jane Sharp	Mendip District Council
Julie Wooller	Somerset County Council
Apologies	Role/Representation
Richard Bates	Mendip District Council (Section 151 Officer)
Sheridan Robins	Parliamentary & Comms Aide to James Heappey MP

Minutes:

	Agenda Item	Discussion	Action
1	Welcome and Introductions and Apologies	<p>Lynne welcomed everyone and thanked Glastonbury Town Council for hosting this meeting.</p> <p>Apologies had been received as above.</p>	
2	Declaration of Interests and Gift Register	<p>No-one declared any gifts that required declaration on the Risk Register. There was one addition to the Project Declaration of Interests form, from Cllr Leyshon, who is a member of the Asset Management Group (AMG) at Mendip District Council (MDC). The AMG is dealing with potential land for parking at The Baily's Buildings.</p>	<p>Tina to amend the Declaration of Interests form.</p>
3	Chairs Opening Remarks	<p>Lynne expressed her thanks for all those involved in the recent Open Day, held at Glastonbury Town Hall.</p> <p>There was good attendance from the Board, the Project Leads and the general public. The synergy of the people in the room, talking to each other across the projects was an added value.</p> <p>Lynne went on to say that the Chamber of Commerce event held on 1st December was also a great success. Jill confirmed the event was well attended, with 21 businesses and 200 job seekers present.</p> <p>Lynne advised that Darryl Mitchard has formally resigned from the Board, so a replacement will be recruited. Lynne asked for two Board members to work with her throughout the recruitment process.</p> <p>Some discussion took place around the process and it was agreed that the Chair will invite a few people for an informal meeting, prior to going through a formal process.</p>	<p>2 members of the Board are asked to volunteer to help the Chair with the recruitment process of new Board Members.</p> <p>Julie and Lynne to agree that process.</p>

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		<p>Discussion moved to any potential skills gap in the Board membership, particularly around construction, and Lynne confirmed that this Board has all the skills needed. Lynne referred to the Skills Audit which she shared at the recent Board Development Day. A young, local person with some business knowledge and experience could be considered.</p> <p>Lynne drew the Board's attention to an article in the Glastonbury Hub about the Red Brick Building's fire safety improvements. Lynne explained that she, Tina and Julie met with the organisation to ascertain their perspective on it. Tina is working closely with the team at Red Brick Building and their Board will give us clear information and updates around this matter, which relates to Buildings A and B, rather than Building C.</p> <p>There was also a very good article in the Glastonbury Hub on the Abbey's proposed developments.</p> <p>Julie said that when something is reported inaccurately in a press article, we will challenge them, and have done so in the past, to ensure the article is amended accordingly.</p>	
4	Minutes and Matters Arising from meeting on 21 October 2022	<p>Minutes of the meeting on 21 October 2022 were agreed.</p> <p>Progress on Matters Arising from that meeting was noted.</p> <p>Item 3 - Lynne thanked Michael and Jacqueline for working with her on the tendering exercise for the Board evaluation process. An organisation, very experienced in Governance, has been selected to take this forward.</p> <p>All other items are on the agenda.</p>	

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5	Update on Board Development Day and new Guidance for Town Deal Boards	<p>Since the last Board meeting on 21st October, Board Members have participated in the Board Development Day on 2nd November. The purpose of the day was to consider the shift of focus and role of the Board as the Glastonbury Town Deal moves to the delivery phase.</p> <p>The Chair produced a summary paper which was reviewed by Board Members and changes made. The Board was asked to review, discuss and agree the contents of this paper.</p> <p>The Board agreed to formally accept the contents.</p> <p>Lynne drew the Board's attention to Appendix 1 which details the revised Towns Fund Guidance for the Board. The Board is compliant with most of the recommendations, however, there were two items worthy of discussion.</p> <p>The first one is the publication of Board minutes in advance of the Board meeting, which is not reasonable due to the confidential nature of some of the papers. Lynne expressed concern that, although some great work is being done, if the Board does not comply there could be repercussions. The second one is to publish draft minutes of the meetings within 10 clear working days, which is not the usual practice for most Boards.</p> <p>Erin advised that another Town Deal Board has recently pointed out the same scenarios and that she had gone back to the Central Policy team at DLUHC to suggest they change the Guidance.</p> <p>Some discussion took place around the possibility of having the papers split into Part A and Part B, with some information being able to be</p>	Board guidance criteria to be challenged with DHULC. Tina to draft an email.

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		<p>shared in advance of the meeting, or, alternatively, publishing redacted papers.</p> <p>Erin re-iterated that her team are doing what they can to see if the Guidance can be reconsidered.</p> <p>Kama wondered if this is something that James could pick up for us. The Board agreed to challenge the two points that are not adding value and the Board will, in the meantime, continue as usual.</p>	
6	Review of Strategic Risk Register	<p>The purpose of this paper is to provide the Board with an updated Strategic Risk Register</p> <p>The Board was asked to discuss and agree the contents of this paper.</p> <p>Tina advised that the Strategic Risk Register had been updated and reminded the Board that each of the Projects has a much more detailed risk register. The numbering starts at risk 2 as the original risk 1 has been removed as no longer relevant. The other risks have been reviewed and re-worded to highlight the fact that we have moved into the delivery phase.</p> <p>Tina said that as suggested at the Board development day, Projects will be asked to attend a Board meeting regularly to update around progress made and that we would ask them, as part of their presentation, to go through their risk register. Tina went on to say that the first and the last risks are about continuity as MDC goes through the Unitary process.</p> <p>A timetable has been prepared for projects to attend over the next 15 months, in order of availability and priority.</p>	<p>Risk Register to be reviewed at every Board meeting.</p> <p>Additional column and detail to be added to the Risk Register to identify changes and mitigation.</p> <p>Projects to be invited to Board meetings to provide regular updates on progress.</p>

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		<p>Some discussion took place around the Risk Register escalation process and mitigation. It was agreed that the risk register would be reviewed at every meeting, and the Board can be assured that any issues will be raised with an automatic escalation to the Board if and when the risk increases. It was also agreed that extra detail within the risk register to track any changes as well as mitigation will be included.</p> <p>A longer period of time to discuss each risk in more detail will be allocated at the next Board meeting.</p>	
7	Situational Report including Comms and Finance update	<p>Paper 3 updated the Board on progress regards projects and operational matters.</p> <p>Jane advised that the recent Open Day was a great success with good feedback from Projects around networking and linking up with others. The Open Day was well attended with Glastonbury FM broadcasting the event out to listeners.</p> <p>Some discussion took place around drawing the Projects together. Jon C noticed at the Open Day that projects were chatting to each other and connecting. The Support Team continue to work proactively and meet regularly with all Projects to discuss progress, including training and updating, as well as the overarching work around employment and skills, which is all having a positive effect.</p> <p>Liz congratulated Jane on the recent Paths Workshop where we were able to have representation from Wessex Water and Natural England; both contributed positively to the discussion.</p>	Baily's Buildings project to be invited to present at the Board meeting on 3 rd February 2023.

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		<p>Grant Funding Agreements have been sent to those projects being delivered by external organisations, in draft format, with an anticipation that they will be signed by the end of 2022. There has been some sensible feedback and the Support Team have agreed to discuss the project-specific details. Jane referred to withholding the 2.5% referenced in the Grant Funding Agreement, further information is detailed in Paper 3.</p> <p>Some discussion took place around land and buildings purchased by MDC, with a reassurance that procedures have been put in place to ensure the assets are retained for the purpose intended.</p> <p>Jane advised that another two Planning Applications had been submitted, in addition to the two submitted earlier. Details of how to view the applications are in Paper 3. Sports & Leisure is due to be discussed at the Planning Board meeting in December, with this being an example of a good project, enabling us to share learning and apply elsewhere.</p> <p>Activist continue to work with projects, including Glastonbury Abbey and St Brigid's Chapel & Field, and with Baily's Buildings as a possibility. The Food & Regenerative Farming Project is preparing a bid to the National Lottery Climate Action Fund which would enhance sustainability outcomes.</p> <p>Tina gave an update on the work that is being carried out around employment and skills. Ian B said that Job Centre Plus would be happy to support in any way.</p>	

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		<p>Paul K asked if it was possible to highlight the progress made by the Projects compared to the progress they advised would be made.</p> <p>Work continues on The Baily's Buildings Project. A core group of BIRT Board Members now meet weekly, along with monthly Board meetings.</p> <p>BIRT's architect is working on the detailed plans at RIBA, Stage 4 and there have been in-depth discussions about engaging a design team and how this might be procured. There is also a strong leaning towards utilising an external organisation to project manage, possibly through the SCAPE framework, which would de-risk the project.</p> <p>A funding gap has arisen as detailed costs have been produced. Work on addressing this gap will be easier now that office accommodation has been secured and access to documents in storage can be facilitated.</p> <p>Paul M advised that the decision to use an appropriate organisation to project manage is imminent.</p> <p>Some discussion took place around the fact that this is the biggest project, and therefore, high priority. The consensus of opinion was that the Baily's Buildings should be the first project brought to the Board for an update and to discuss progress made at the next meeting on 3 February 2023.</p> <p>Discussion moved onto the car parking situation and the possibility of acquiring some additional land at the Morlands site. This was recently presented to MDC's Asset Management Group. It had been</p>	

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		<p>agreed that Cllr Leyshon and Cllr Wyke carry out a site visit on 9th December 2022 to look at the car parking area, followed by an invitation to BIRT to attend MDC offices to deliver a 30 minute presentation as to whether, or not, there should be more car parking available.</p> <p>Liz wanted to express thanks to Julie and her colleagues at MDC for the enormous amount of work they've done around this matter.</p> <p>Lynne summarised by saying that this Board and the Projects are making good progress, which was really good news and thanks to everyone involved because it was a huge team effort.</p> <p>There has been considerable press coverage and it was agreed it would be helpful if each Board member could share, via their social media, the media posts and information relating to GTD.</p>	
8	Legacy Body Update	<p>Following ongoing discussions with the Board on the possibility of establishing a Legacy Body once the Glastonbury Town Deal has been delivered, the Board asked the Support Team to seek further advice on the advisability of doing this.</p> <p>Lynne, Julie and Jane met with Hempsons to discuss the report received from Hempsons and concluded that, in the light of their advice, a Community Benefit Society might not be the best structure for a Legacy Body because of the need to trade and implication for the government structure. Julie advised that various opportunities for trading are being explored and considered.</p> <p>The Board was asked to review, and note, the contents of Paper 4. The</p>	

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		Board is also asked to give consideration to a name for the Legacy Body, regardless of the type of organisation.	
9	Confidentiality, Feedback	<p>Lynne thanked everyone for attending and for a good discussion.</p> <p>Lynne advised that the Hempsons report is confidential and, therefore, not for sharing. The Risk Register and the Situational Report are both confidential.</p>	
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> <ol style="list-style-type: none"> a. 3 February 2023 b. 17 March 2023 c. 28 April 2023 d. 9 June 2023 e. 21 July 2023 f. 22 September 2023 g. 1 December 2023 <p>It was agreed to hold the Board meeting at Glastonbury Town Hall every other meeting, with the other meetings being held elsewhere.</p> <p>A suggestion that parking be made available in the Town Hall car park was agreed with attendees advising Conor of car registration details.</p>	Regular email updates to continue between Board meetings