



HM Government

Glastonbury Town Deal

Glastonbury Town Deal

Minutes of the Board meeting held on 3 February 2023

14:00 – 16:30 hours at Glastonbury Town Hall and using Teams

Present	Role/Representation
Dr Lynne Sedgmore, CBE	Chair
James Heapey (intermittent access to Teams)	Vice Chair and Member of Parliament
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 (by Teams)	Business Representative
Cllr Liz Leyshon	Somerset County Council and Mendip District Council
Kama McKenzie	Community Representative
David Ralph (by Teams)	Heart of the South West LEP
Dr John Revill	Strode College
Ian Tucker	Business Representative and Chair of BIRT
Cllr Michael White	Glastonbury Town Council
Richard Winterbottom	Business Representative
Apologies	Role/Representation
Jill Barker	Glastonbury Chamber of Commerce
Ian Black	Department for Work and Pensions
Paul Manning	Glastonbury Chamber of Commerce
In Attendance	Role/Representation
Chris Allen	Beckery Island Regeneration Trust (BIRT) Trustee
Jane Czornij	BIRT Company Secretary
Erin Davey (by Teams)	Cities and Local Growth Unit, DLUHC
Alex Dovey (by Teams)	Director – Project Management, Pick Everard
Kerry Haines (by Teams)	Mendip District Council - minutes
Julian Leney	Beckery Island Regeneration Trust (BIRT) Trustee
Kelly Knight	Mendip District Council
Tina McEwen (by Teams)	Glastonbury Town Deal Support Team
Conor Ogilvie-Davidson	Glastonbury Town Council
Julie Reader-Sullivan	Mendip District Council
Sheridan Robins (by Teams)	Parliamentary & Comms Aide to James Heapey MP
Jane Sharp	Mendip District Council
Gerard Tucker	Beckery Island Regeneration Trust (BIRT) Trustee
Apologies	Role/Representation
Richard Bates	Mendip District Council (Section 151 Officer)
Nathan Mode	Dome Marketing Ltd

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 Paul Manning, who is a member of Glastonbury Town Council and has an interest in St Dunstan's House Community Health & Wellbeing Centre.</p>	<p>Amended Declaration of Interests form was circulated with the Board papers.</p>
3	Bike Subscription Scheme	<p>Kelly Knight advised that, as part of the Glastonbury Town Deal consideration for access to bikes is important, she has done considerable research into the various schemes available.</p> <p>Kelly outlined a proposal from a company called Hurr-E-Cane, who are a company offering an electric bike subscription, potentially available to everyone in the area. The price is reasonable at £55.00 per month, so a commute to work was estimated at £1.40 for a return trip.</p> <p>Kelly went on to discuss the scheme more fully and asked the Board if they would be willing to agree to use some of the Town Deal funds to subsidise this mode of transport, making it more accessible to the community.</p> <p>Some discussion took place around the practicalities and administration of the scheme. Other local options were suggested and these will be investigated.</p>	<p>The scheme to be further investigated and brought to a future Board meeting.</p>

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		<p>Lynne summarised by asking the Board to consider the proposal, which could be set up within the Town Deal Support Team and eventually transferred to a future Legacy Body.</p> <p>The Board agreed that this was a sensible suggestion, for the scheme to be further investigated, and then reviewed at a future Board meeting.</p>	
4	<p>Presentation by Beckery Island Regeneration Trust (BIRT) on Progress of the Baily's Buildings Project and questions to follow.</p>	<p>Gerard Tucker, Acting Project Manager and BIRT Trustee, thanked the Board for the opportunity to present progress on the development of the Baily's Buildings Project.</p> <p>Gerard advised that much progress has been made and with some good news stories to share, such as the strengthening of the BIRT Board, regular weekly meetings which are well attended and solid relationships which have been built with some of the other Projects. Work continues with Activist, who are helping with match funding. Gerard went on to say that a recent meeting was held with a potential, anchor tenant who is seeking office accommodation for up to 25 people.</p> <p>Gerard referred to the issues and challenges they have faced, such as the detailed planning permission process and confusion around the procurement rules. Gerard went on to say that, following an agreed procurement route, BIRT Trustees intend to appoint Pick Everard to act as Project Managers for this project.</p> <p>Chris Allen advised that much time had been spent on reviewing the Grant Funding Agreement with Mendip District Council's, (MDC), Legal team as well as members of</p>	<p>The Support Team to work with BIRT on the GFA and Planning Application.</p>

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		<p>the Town Deal Support Team. Changes have been suggested, positive progress has been made and some of those amendments, where applicable, have been noted. Further discussion is required and subject to that, the GFA is, potentially ready for signature.</p> <p>Gerard summarised by saying BIRT are excited by this opportunity. However, they feel they are having to battle with a number of issues and hope to find a positive way forward.</p> <p>Alex, Pick Everard, confirmed they are willing and able to press ahead and work on this exciting project.</p> <p>Lynne said she felt there seemed to be a culture clash between MDC and BIRT and would be interested to hear comments from the Officers.</p> <p>Julie expressed her concern about the comments made by BIRT and said she found the tone of the presentation upsetting.(the detail is not provided in the above summary) Julie and the Support Team have worked hard to try and resolve issues for BIRT, in particular around the Grant Funding Agreement and the complicated Planning Application for a listed building.</p> <p>Lynne said that the relationship between this Project and the Officers differs in style and tone to the remainder of the Projects. Tina reiterated that the use of Frameworks, as well as the procurement process, have been covered in all of the presentations previously shared with projects.</p> <p>Some further discussion took place around the concerns and challenges, including any sensitivities around the</p>	

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		<p>proposed anchor tenant and it was agreed that both parties would like to find a way forward.</p> <p>Lynne congratulated BIRT on the hard work they have put in, as well as their continued focus and hopes that BIRT can now agree to sign the Grant Funding Agreement.</p>	
5	Board discussion after BIRT presentation	<p>Some discussion took place around the Grant Funding Agreement. The GFA's had been previously shared with the Board and Tina clarified that MDC had responded to all of BIRT's questions.</p> <p>After further discussion, all reflected on the fact that the relationship needed to be different and more collaborative moving forward.</p> <p>Julie advised that a number of clauses have been re-written by MDC's legal team to make it clear and easier to read. The GFA is ready for signature; agreement to sign before 24th February 2023 is required, with official signature(s) to follow, by 3rd March 2023.</p> <p>Erin said it is important that all projects sign the GFA and from an HM Government perspective any large consequences from failing to sign would need to be approved by HM Government.</p>	<p>The Support Team to finalise the GFA and circulate to all projects with clear deadlines for committing to sign.</p> <p>Lynne and Julie will meet with BIRT to clarify any consequences as a result of failure to commit to sign the GFA. And to update BIRT on the discussion held by the Board</p>
6	Chairs Opening Remarks	Lynne expressed her thanks to everyone attending.	
7	Minutes and Matters Arising from meeting on 2 December 2022	<p>Minutes of the meeting on 2 December 2022 were agreed.</p> <p>Progress on Matters Arising from that meeting was noted.</p> <p>Lynne advised that the Board recruitment process has slowed down and suggested that Julie and</p>	Board members to let Tina know if they would like to take part in the process and if they have any suggestions for future Board Members.

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		<p>Lynne pick it up if Board members are in agreement. Board members to let Tina know if they would like to take part in the process and if they have any suggestions for future Board Members.</p> <p>Lynne went on to say that HM Government have confirmed we need to abide by the guidance relating to publication of minutes, however, there would be no expectation to put confidential information into the public domain.</p> <p>The Board were asked for name suggestions for The Legacy Body.</p>	<p>Board Members to supply suggestions for names for a future Legacy Body.</p>
8	Situational Report including Comms and Finance update	<p>Jane presented the Situational Report, which is now in a new format as requested by Board members. Jane said it is an experiment initially but hopes that the Board find it usefully and easy to navigate.</p> <p>The Risk Register page in this document will also be submitted to HM Government on a twice yearly basis.</p> <p>Lynne thanked the Support Team for their hard work carried out on this report. The Board agreed the new format was informative and helpful. They expressed their approval of the revised more detailed format, and appreciation for all the hard work involved by the Support Team.</p> <p>A discussion took place around The Enabling Project with some members of the community having approached Board members for information. Any such queries should be directed to Julie Reader-Sullivan.</p>	

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		<p>Jacqueline shared her concerns about the positioning of the Enabling Project; photos of evidence, are available, of the flood in very close proximity to the neighbouring property. As such, the proposed site does not seem a suitable or sensible option.</p> <p>Tina advised that the Glastonbury Open University site should go live by the end of next week. Tina went on to say we have started working with local schools and will give more information at a future Board meeting.</p> <p>Lynne advised that Media Training for the Board is being organised towards the end of March or beginning of April. Lynne went on to say that there will also be a Governance Review being arranged for around the same time.</p> <p>Lynne asked Erin to give us an update on her role. Erin advised that she is moving to the London area team on promotion at the end of this month, so will be handing over to a colleague to attend these meetings. Lynne thanked Erin for all of her hard work, expressed how helpful she has been and wished her huge success in her new role.</p>	
9	Confidentiality, Feedback	<p>Lynne thanked everyone for attending.</p> <p>Lynne advised that the detail of the BIRT discussion following the presentation remains confidential, as does the Situational Report.</p>	
10	Future Board Dates	Lynne asked the Board to take note of the new meeting dates, which will now take place every 6 weeks.	Regular email updates to continue between Board meetings

	Agenda Item	Discussion	Action
		All at 2pm in person and by Teams (unless otherwise agreed) <ol style="list-style-type: none"> a. 17 March 2023 b. 28 April 2023 c. 9 June 2023 d. 21 July 2023 e. 22 September 2023 f. 1 December 2023 	