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**Glastonbury Town Deal Board**

**Minutes of the Board Meeting held on 28 April 2023**

**1400 – 1600 hours at Glastonbury Town Hall and on Teams**

**Attending:**

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| Dr Lynne Sedgmore, CBE | Chair |
| Jon Cousins | Community Representative and Major of Glastonbury (Glastonbury Town Council |
| Jacqueline Cross | Community Representative with NHS background |
| Paul Knight | Business Representative |
| Liz Leyshon | Somerset Council, Deputy Leader and Leader Member for Resources and Performance |
| Kama Mackenzie  | Community Representative |
| Paul Manning | Glastonbury Chamber of Commerce |
| David Ralph | Heart of the South West LEP |
| Sarah Probert for John Revill | Strode College |
| Michael White | Glastonbury Town Council |
| Ian Tucker | Business Representative |
| Richard Winterbottom | Business Representative |
| Ros Wyke | Somerset Council, Lead Member for Prosperity, Assets and Development |

**Apologies:**

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| Ian Black | Department for Work and Pensions |
| James Heappey | Vice Chair and Member of Parliament |

**In Attendance:**

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| Stephen Duross | Glastonbury Bicycles |
| Richard Greenwell | For James Heappey |
| Tina McEwen | GTD Support Team |
| Nathan Mode | Dome Marketing |
| Charlie Morgan | Glastonbury Electric Bikes |
| Conor Ogilvie-Davidson | Glastonbury Town Council |
| Julie Reader-Sullivan | Somerset Council |
| Jane Sharp | Somerset Council |
| Rob Taylor | Fusion |

**Apologies:**

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| Anna Blackburn | Somerset Council |
| Paul Hickson | Somerset Council |
| Jenna Hunt | Department for Levelling Up, Homes and Communities |
| Sheridan Robbins | Parliamentary & Comms Aide to James Heappey MP |

**Minutes**

| Item | Discussion | Action |
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| 1. Welcome, Introductions and Apologies
 | Lynne welcomed everyone to the meeting and informed them that it was being recorded. Apologies had been received as above.Lynne gave Ros Wyke a warm welcome. She is the Lead Member for Prosperity, Assets and Development in the new Somerset Council.Ros said that was delighted to join this Board and also sits on the Board for the Bridgwater Town Deal. She went on to say that she had maintained an overview of the Glastonbury Town Deal while she was the Leader of Mendip District Council and hoped to bring her commercial background as well as that in public life to this Board.Richard Greenwell confirmed that he was present for James Heappey who was detained on parliamentary business.Lynne mentioned that it was possibly Jon Cousin’s last meeting as Mayor depending on the May elections. Jon confirmed that he had followed the whole process thus far as Mayor and was excited to be staying on the Board as a Community Member.The Board honoured Nancy Hollinrake who had passed away recently. While not a Board Member, she had worked hard on developments at Beckery Island Regeneration Trust (BIRT). Ian confirmed that Nancy did most of the work for the initial Expression of Interest and that BIRT had dedicated the chimney of the Baily’s Buildings to Nancy. |  |
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| 1. Declaration of Interests and Gift Register – Conflict of Interest Form
 | There were no entries for the Gift Register although there were several changes to the Project Conflict of Interest Form, primarily due to resignations and the move to Somerset Council. Tina had made these amendments and will recirculate the form with the Draft Minutes.In relation to matters on the Agenda, Jon confirmed that he is a Director of Avalon Community Energy. | Tina to recirculate the Project Conflict of Interest Form with the Draft Minutes. |
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| 1. Project Update: Glastonbury Sports and Leisure Hub
 | Rob Taylor gave a verbal update about the Project. He is the Regional Manager of Fusion Lifestyle which holds a 50-year lease for the Tor Leisure site. The Project includes a number of sports clubs and seeks to upgrade outdated facilities. This Town Deal (TD) project provides an opportunity to invest significant capital funding and to establish a foundation from which to apply for match funding. The Tor Leisure site is unique and unusual in the middle of a town, providing much needed health and well-being space. Somerset Council leads this Project, rather than the sports clubs, and has appointed Alex Dovey from Pick Everard as the Project Manager. Somerset Council is the Project Lead, rather than the clubs. Morgan Sindall are currently working as Design and Build contractors. The Project has been remodelled twice due to increases in costs and feedback from the community. It will now only spend the funds from the TD in refurbishing the building itself. It is hoped that better facilities will encourage clubs such as the acrobatic one to return to Glastonbury. There will be a gym, studio, teaching and learning room, bar, community spaces. The Project is now looking for a second-tier design and build provider in order to maximise funds in line with the intention to stay within the TD budget. They have engaged with other Projects: Glastonbury Clean Energy re solar power and the Robert Richards Initiative re pathways to encourage people to enjoy being outside. Fusion Lifestyle itself is now signing off an extended lease for the Bowls Club and is about to do the same for the Cricket Club. It has made improved links with National Governing Bodies for the various sports, an important step for match funding. It is anticipated that building work will start around 1 October 2023 and that the building will reopen in Spring 2024 for the bowls, cricket and rounders seasons.Questions from the Board were as follows:Michael – would rain water from the roof be conserved to waterthe green? Rob will investigate and come back to the Board.Michael – would the Sea Cadets be offered more land from Fusion? Rob confirmed that they have a waiting list and that they would be offered more land.Jacqueline – pleased re linking in to other projects and asked if this had included the St Dunstan’s House Project. Rob confirmed that they were in dialogue and that there was the opportunity to run complementary services.Paul – would the Rider in the Sky (RITS) day still be held? Rob confirmed that he was in discussion with the organisers to hold a number of smaller events over a series of days.Sarah – was encouraged to see the links between sports and skills development. As the design and build process would be going back out to tender, she asked if during a three-month process, the priority would be to source local people. Rob confirmed that the intention would be to use local people where possible and that the value engineering was being done by Alex Dovey who was keen to get the project moving forward within resourcing.Liz stated that the Project would still be using a main contractor so that they take on the risk, especially regarding health and safety. The Project has been value engineered and descoped.Jane commented that the path around the field, for which there was considerable demand, would have the same timeframe as the build refurbishment.Ian asked a question about land drainage relating to the adjacent housing estate. Liz said that this situation had been investigated and that neither developer of the housing estate still exists, so addressing the drainage issue may need to be part of the paths work.Rob said that he will take this as an action although no flooding had occurred since 2012.Julie confirmed that additional work could be planned if more funding became available.Lynne summarised by commending the flexibility shown by the Project Team and their work with other Projects, giving credit to Liz Leyshon who helped those concerned to listen and to work through difficult relationships. She felt that the development had been extraordinary and would provide a good case study in the future. Tight budget management would form the foundation for applying for additional funding. She went on to acknowledge Rob’s leadership and clarity, saying that she was deeply impressed. Congratulations were offered on behalf of the Board and she would be happy to come to a meeting of the wider Project Group when appropriate to provide feedback. | Rob will report back to the Board on:-potential recovery of water from the roof-the drainage issueRegarding the e-bike scheme: the Support Team to take forward the proposal and to bring a final paper for decision in due course. |
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| 1. Presentation from Glastonbury Bicycles
 | Stephen Duross (Glastonbury Bicycles) and Charlie Morgan (Glastonbury Electric Bikes) attended for this Agenda item.Lynne opened this item by reminding the Board that Kelly Knight had already had an input into the scoping of this part of the Robert Richards Initiative Project.Stephen Duross said that he had seen a gap in the market for bikes in Glastonbury and that Kelly Knight had discussed the proposal for a local community e-bike scheme with him. Subsequently, Charlie Morgan of Glastonbury Electric Bikes had become involved as he had the infrastructure re booking etc. Moose, also based in Glastonbury would be able to supply the e-bikes.In talking with the Deputy Mayor and other members of Glastonbury Town Council, it appeared that it might be possible to establish a storage depot at back of the car park near to the Town Hall and to run the administration from the Information Centre. A proposal was put together for a scheme whereby the aim was to supply e-bikes inexpensively and to get people outdoors. Moose would supply the e-bikes, Stephen would do the maintenance and Charlie would manage the hire infrastructure. It is hoped to have multiple charging points around Glastonbury. For example: at the Sports Hub as above, the Red Brick Buildings etc.It appeared that it would cost c£55/week to hire an e-bike with local resident discount. For tourists the cost would be about £30/day.A proposal was sent to Kelly Knight which included costs that that are considerably lower than those for any of the national providers: 20 e-bikes @ £500 each plus lockers - £17,160 to start. This scheme could potentially be extended to adjacent towns but not under the Town Deal.A wide-ranging discussion ensued which included the following:* A Scheme like this could only be supported by the Town Deal if it took place within the GTD red-line boundary.
* Board Members were broadly supportive and thanked Stephen for taking the initiative.
* Jon Cousins pointed out that he was a shareholder in the Red Brick Buildings, The Snug and the Mental Health Network.
* The need for bikes for children and young people with challenges to be included.
* The importance of links to the Mental Health Network and nurses, along with social prescribing.
* Could pricing be adjusted/subsidised for those in need.
* The need to understand who exactly will own the scheme (be the umbrella organisation) and its assets and carry the risk.
* Is it worth having a demand study or simply starting with 10 bikes and seeing what happens.
* Will the Scheme pay its way?
* Had e-tricycles been considered?
* People will need to know where e-charging points are.
* Important to mindful of the speed with which technology changes.
* This could be a longer-term project under the Legacy Body, although supported by the Robert Richards Initiative at the start.

Stephen replied to the various points:* Work with the Life Factory provided a foundation for helping people with challenges.
* He already runs a community bike service in conjunction with the YMCA.
* With larger premises, courses could be run.
* The Scheme will pay for itself. The next stage is to develop a comprehensive business plan and to consider other options such as expansion and e-taxis.
* Dealing with the technology and future proofing was the reason for working with Moose.

Lynne summarised by thanking Stephen and Charlie, saying she was delighted with the progress on this matter, founded on partnership, which provided value for money and would enable local people to make a shift. She felt that Stephen and Charlie had addressed every question and also had points to take away.Lynne went on to confirm that the Board appeared happy in principle and asked the Support Team to take forward the proposal and to bring a final paper for decision in due course.Liz – reminded everyone that an e-bike hire scheme had been tried before using the Information Centre. She felt that a different approach would be needed as it was not a natural fit for people within the Centre and there were challenges relating to the return of the bikes on time. |  |
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| 1. Chair’s Opening Remarks
 | Lynne welcomed Nicola Fensham to the meeting and Nicky introduced herself, saying that she will be providing limited interim support as Kerry Haines has left the organisation and moved on to new challenges. A formal thank you was made to Kerry, who had worked with the Support Team for the past two years. |  |
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| 1. Minutes and Matters Arising from meetings on 17 March 2023
 | The draft Minutes of the meeting on 17 March were confirmed as an accurate record.Under Matters arising, Lynne confirmed that no other Town Deal Board were doing formal Board reviews. |  |
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| 1. Feedback on Board Recruitment and Board Development Process
 | Lynne notified the Board that both Simon Carswell and Jill Barker had resigned, which leaves a ‘business’ vacancy.Lynne further suggested that the Board undertake a transparent process for the recruitment of a new ‘business’ member, something agreed by Board Members.Julie also reminded the Board that all the initial recruitment of Board Members, for those not specified by government, had been undertaken through an open process in which she and the Town Clerk had undertaken the interviews.Recent recruitment had necessarily been more focussed due to specific requirements, time and lack of availability of officers.In the most recent recruitment, Lynne has asked for the names of young people to put forward. Unfortunately, all young people suggested had pulled out for various reasons.Nevertheless, Lynne and Jacqueline had interviewed three people who were in their thirties and forties, using a proper scoring process.One candidate, Samantha Cullen, who lives in Street, was recommended to the Board. She has significant governance experience, including consulting on that topic. Currently, she works as the Operations Manager for the Alfred Gillett Trust, which holds the Clark archive and is developing a new museum. She was also known to other Board and Support Members who supported the recommendation. Given her commercial experience, it was suggested and agreed that she should join the Board as a ‘business’ Member.Lynne further suggested that a transparent recruitment process for a young person should be commenced, agreeing to approach relevant organisations who work with young people.Lynne went to invite Jacqueline to tell the Board about an additional opportunity had arisen during the interview process. Jacqueline introduced another candidate, Emily Bond, who has a good community and contribution background and was highly motivated but lacked board experience. To support Emily and give her an opportunity, Lynne proposed that she join the Board as an ‘Apprentice Board Member’ and be mentored by Jacqueline. Lynne had done this before and it had worked well especially regarding succession planning.Liz agreed that this suggestion was sensible given the need for continuity and looking ahead to the Legacy Body. She preferred that the title should be changed from ‘Apprentice’ to ‘Associate’ Board Member.All Board members agreed with the proposals including the change of title. Lynne and Jacqueline were asked to take forward the invitations to the two successful candidates.Kama confirmed that she was also happy to be a mentor and that she would put together a list of suitable organisations to be approached for suggestions of young people. In the Board Development process being undertaken with Kerry Round, all but two Board Members have done interviews. Kerry is now writing the report and will provide feedback for the June meeting. | Lynne to invite Sam Cullen to join the Board.Jacqueline to invite Emily Bond to become an ‘Associate’ Member of the Board.Kama to send a list of suitable organisations to be approached for suggestions of young people to Lynne.  |
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| 1. Update on the Enabling Project
 | Julie provided a short verbal update covering the following points:* It was likely that the Project would move forward with a 35-pitch site (permanent and temporary pitches) at the original proposed location to the north of Porchestall Drove.
* The proposer of an alternative site had decided not to buy the land and had distanced themselves from this Proposal, although were still keen to support alternative sites.
* There was a need to review options and Julie had asked for planning advice and other tests on the alternative site.
* The Planning Advice was not encouraging,outlining complex issues including that the land encompassed the previous town tip and was not suitable for residential use.
* The alternative site was also further away from the Town Centre and not networked as well into the paths system.
* Further money would need to be spent to buy the alternative site.
* Julie will report back fully at the next meeting of the Board.

The Board asked that the proposer of the alternative site be kept in the picture and Julie confirmed that this would happen. They had been consulted originally as a courtesy, early in the process and full consultation will take place as part of the Planning Application when this is submitted. Julie also confirmed that most Planning Applications receive objections and that this one would be no different. Julie was asked to be mindful of the fact that the alternative site does not flood and that further investigation to explore all the details were reasonable, given that and the challenges that people in the town had experienced over the years.Julie will do a detailed paper for the next Board meeting setting all the options and details.Lynne summarised by welcoming the fact that a detailed paper will be presented to the next meeting.  | Julie to report back fully on the options for the Enabling Project at the next meeting of the Board |
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| 1. Situational Report including Grant Funding Agreement, Comms and Finance update
 | Jane presented the paper supported by Tina. Progress had been made in some significant areas and there were items of good news. After a prolonged process, 7 Grant Funding Agreements have now been signed, giving the relevant projects security re their grant funding. An Internal Grant Funding Agreement is being prepared by Tina for the other 4 Projects which have different governance arrangements.There continues to be slippage on some projects re: Planning Applications. 2 Projects have consent, 2 are still sorting out issues. 1 Project has recently had their Planning Application validated. The Baily’s Buildings Project still has matters outstanding for its Planning Application – including agreement of the ‘red line’ boundary and transfer of Morlands land to BIRT. The correct version of the ‘red line’ boundary for the Project (not the Town Deal) has now been received and the flood risk assessment has been completed.. It is not clear when this revised Planning Application will go to Planning Board and there will also need to be another round of consultation.Tina updated regarding the Food & Regenerative Farming Project which has just submitted their Planning Application. The Life Factory will submit in July having just completed a formal Pre-App and it is anticipated that St Brigid’s Chapel and Field will submit in the summer.Access to the new finance system has only just been made available due to the scale of challenges relating to the move to Somerset Council. A process is being set up for claims and projects are being kept updated, although all have sufficient funds at the moment.Lynne reminded the Board that there are a number of projects which are not on track and that it is the duty of Board is to ensure delivery. Jane reiterated that there are less than 3 years to go until the end of the Programme which is 31 March 2026. The Open University part of the Robert Richards Initiative should have a soft launch around the middle of May and a revised proposal for the Evaluation Study is being considered. A meeting with Strode College is booked for 9 May.  The Baily’s Buildings Project is the largest and much work is needed before it can start. Lynne stated that she needs a picture of where BIRT is in relation to the delivery of the Baily’s Buildings Project and wants the Board to be confident that BIRT will deliver it, supported by the Board.Paul K, who has considerable expertise in this area, has reviewed the plans for the Project and made a site visit. He said that he was astounded by the ambition of the BIRT Trustees. He was also worried about risk and procurement, especially if BIRT recruits directly for an individual project manager.Paul K felt that he was worried about over capacity of this type of business premise in Glastonbury and that there was a need for a demand assessment including an analysis of the type of potential occupiers, along with an understanding of inward investor activity elsewhere in Somerset.Lynne stated that she was also worried about BIRT’s progress in running the Project and informed the Board that a workshop planned with the BIRT Board, herself and Jane and Julie is planned for 12 May. She would like to hear that the Project is moving forward and that achievable plans are being put in place. Currently, she does not believe that the Project will be delivered, which is not a criticism but a statement about the current circumstances.Lynne invited Ian to comment which is did as follows:* BIRT want to do the best job for the buildings.
* They are working away, holding many meetings and dealing with challenging financial estimates.
* They have just gone out to tender for a new Project Manager and still intend to employ a main contractor. They hope to appoint the Project Manager by the end of May.
* The Plan is to get the buildings roofed and dry, and stabilised, plus to develop areas where they have potential tenants.
* They still need Planning Permission and also a bat licence. The reality that Planning Application will not be achieved until possibly July and the bat licence also needed.
* They are confronting issues and trying to resolve them, given the huge disparity in the range of financial estimates that they have received.

David asked what actions can be put in place to achieve the Project? The upcoming workshop will need to be frank re: capability which is not easy to achieve. He was glad that it was envisaged that the Project Manager would be appointed by end of May although similar statements have been made before and no substantive progress has been made.Lynne and Ros both indicated that they were concerned about the timescales and how BIRT would achieve the Project.Ian stated that the BIRT Trustees had needed to think differently because it appeared that there was not enough funding to achieve the ambition of the Project. They need to go out for procurement for PM and the Board is working hard. It was likely that the buildings could not be finished within existing resources but will be stable and some areas ready for tenants. Jane thought that the Project needed to be phased and other funds applied for. Ian stated that they could not apply for match funding until a better business plan was available and that no one expected that costs would be so high.Lynne reached agreement to extend the meeting until 1615 although some people needed to leave earlier.Richard reminded everyone that the costs would include figures for contingency etc and asked how BIRT would know that Project Manager would not become a single point of failure.Ian replied that BIRT intended to appoint a company to manage the Project in order to spread the risk.Lynne stated that the Board needs to see much quicker progress and clarity before the next Board meeting.  Without this, the Board would find it difficult to have confidence in BIRT delivering within timescales. Further discussion included:* The fact that all Projects have increasing costs and have had to adjust their plans accordingly, by revisiting their objectives and considering phasing.
* All want this Project to succeed and do not want to be in the position of needing to hand money back to government.
* Not all Projects are in this position, some have been really active and pushing their plans forward, recognising that it is a challenging process to do this. This does not appear to be the case for the Baily’s Buildings Project.
* The challenges were appreciated and it was good to see that the workshop was planned and there were some actions.
* The Board, whose role is to challenge where needed and monitor, should be able to see considerable progress by the next meeting.

Ian went on to say that the Board had to realise that whole Project was a risk and likely to be behind throughout the timescale, that BIRT were aware of the problems and yet, were fairly confident that they can deliver. They have the determination to make it happen.Lynne stated that the Board was supportive and also wanted the Project to be achieved.Jane confirmed that a demand assessment for space, will happen for business spaces across the TD in order that the reality of situation regarding provision of business premises can be understood.There were some questions about the Risk Register including whether or not it was live and shared with the Projects. Tina confirmed that it was reviewed every month and was based on ongoing work with the Projects and would be shared with them. David asked if the financial report include the final end of year reconciliation and Jane reported that it was close plus that she would have the final audited version for the next meeting.Jane confirmed that we need to report to government in June, will have audited version for June meeting. | Tina to finalise the ‘internal’ Grant funding Agreement. |
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| 1. Move to the new Somerset Council update
 | Julie provided the update as follows and will do so again at the next meeting:* There have been some issues as the new financial systems are implemented.
* The new CEO is Duncan Sharkey, Mickey Green is the Executive Director for this area of work.
* Paul Hickson is Service Director for Economy, Employment And Planning.
* Ros the Lead member for Prosperity, Assets and Development.
* Jane continues full-time as the Programme Manager.
* Julie continues in her current role.
* Nicky will provide some limited support and is responsible for the Somerset Business Hub and has other priorities.
* Tina has officially reduced her time to two days per week and is also currently doing some additional hours following the departure of Kerry Haines.
 | Julie to update again on the move to Somerset Council. |
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| 1. Confidentiality, feedback – one positive point and one development point about the meeting/Board
 | Lynne thanked everyone for their commitment in making things happen, including Conor for sorting the sound issues. She asked everyone to have a good weekend and Jacqueline also mentioned that the Open Day in March had been very good.The meeting closed at 1615 hours. Due to time, feedback was not sought on this occasion. |  |

**Future planned meetings – all Fridays and at 1400 hours:**

**Future agenda items: Legacy Body**

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| **2023** | **2024** | **2024** |
| 9 June | 2 February | **6 September** |
| 21 July | 22 March | **1 November** |
| 22 September | 17 May | **13 December** |
| 1 December | 28 June |  |

**Matters Arising from the meeting on 17 March 2023:**

|  | Agenda Item | Action | Result |
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| 5 | Board Development Process | Board Members to fill in questionnaires and agree a time for interview.Jenna to ask if any other Town Deals are doing something similar. | Done.Jenna confirmed that no other Town Teams are doing anything similar. |
| 6 | Update on the Enabling Project | Julie: to investigate ownership of the alternative piece of land, conduct surveys and bring a verbal report back to the next Board meeting.Julie and Jon: to discuss how GTC can help with this matter. | On this Agenda. |
| 7  | Situational Report | Tina to send an update to Board members when the GFA's have been received. | Done |
| 8 | Move to the new Somerset Council | Julie to update the Board at the next meeting. | On this Agenda |
| 9 | Confidentiality, Feedback | Tina to send out a Briefing Note on the Enabling Project.Kerry to produce a summary of the Board feedback to be emailed out to all Board Members. | Done |
| 10 | Future Board Dates | Regular email updates to continue between Boardmeetings. | Done |