



Glastonbury Town Deal Board
DRAFT Minutes of the Board Meeting held on 1 December 2023
14.00 – 16.00 hours at Glastonbury Town Hall and on Teams

In Attendance:

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| Dr Lynne Sedgmore, CBE | Chair |
| Michael White | Vice Chair, Glastonbury Town Council |
| Emily Bunn | Associate Member |
| Jon Cousins | Community Representative |
| Jacqueline Cross | Community Representative with NHS background |
| Samantha Cullen | Business Representative |
| Emily Wynder | Associate Member |
| Indra Donfrancesco | Mayor of Glastonbury |
| Paul Knight | Business Representative |
| Liz Leyshon | Somerset Council, Deputy Leader and Lead Member for Resources and Performance |
| Paul Manning | Glastonbury Chamber of Commerce |
| Kama Mackenzie | Community Representative |
| Ian Tucker | Business Representative |
| David Ralph | Heart of the South-West LEP |
| Richard Winterbottom | Business Representative |
| Ros Wyke | Somerset Council, Lead Member for Economy, Planning and Assets |

Apologies:

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| James Heappey | Vice Chair and Member of Parliament |
| Jessica Jefferies | Department for Work and Pensions |
| Conor Ogilvie-Davidson | Glastonbury Town Council |
| John Revill | Strode College |
| Ian Black | Department for work and Pensions |

In Attendance:

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| Anna Blackburn | Somerset Council |
| David Blackwell | Somerset Council |
| Paul Hickson | Somerset Council |
| Jackie Gill | Somerset Council |
| Richard Greenwell | Constituency Support Officer to James Heappey MP |
| Jane Sharp | Somerset Council |
| Joe Wharton | Somerset Council |

| Agenda Item | Discussion | Actions |
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| <p>1. Welcome, Introductions and Apologies</p> | <p>Lynne welcomed everyone to the meeting and reminded them that the meeting was being recorded.</p> <p>Ian Black has stepped down from the Board, Jessica Jefferies is representing the DWP.</p> <p>Sasan is still our representative from DLUHC.</p> <p>Welcome to Emma Wynder who has joined the Board as an Associate Member, and to Jackie Gill admin support from Somerset Council.</p> | |
| <p>2. Declaration of Interests and Gift Register</p> | <p>Lynne asked if there were any changes in the Declaration of Interests Table for the Gift Register.</p> <ul style="list-style-type: none"> • Ian declared a business interest. • Lynne declared that her husband had retired from the Red Brick Building Board and that Lynne had been elected as Vice Chair of Strode College. | |
| <p>3. Presentation: Intro to Somerset Supply Chain Portal</p> | <p>Emma Rawlings of Somerset Chamber of Commerce gave a presentation on Somerset Supply Chain Portal www.somersetsupplychain.co.uk</p> <ul style="list-style-type: none"> • The portal matches work packages to suppliers within the Glastonbury Town Deal who are registered on the website. • It is based on experience of the Chamber's Hinkley Supply Chain work over c. 10 years. • This pilot has the potential to be rolled out to cover opportunities across all of Somerset. <p>Discussion points:</p> <p>Q: Would the suppliers need to update their information regularly?</p> <p>A: Only if they had received new accreditation. The system would flag if the Supplier had not been matched to any work packages in a long time and would be reviewed by admin.</p> <p>Q: Is it free to join the Portal?</p> <p>A: Yes, it is free to join and businesses do not need to be a member of the Chamber of Commerce.</p> <p>Q: How will suppliers know about the Supply Chain?</p> <p>A: An event will take place in the New Year promoting the portal and encouraging suppliers to register, will be PR and Comms support. Discussions happening with all Project Leads within the Glastonbury Town Deal about their procurement needs.</p> | <p>Jane to circulate presentation to the Board.</p> |

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| | <p>Q: How do people find out more?</p> <p>A: The Team will be available in Glastonbury Town Hall and the café at the Red Brick Building, days to be confirmed in the new year.</p> <p>Q: What about registering 'missing' trades?</p> <p>A: The system can provide details of supplier types and if there are specialist trades missing this will be highlighted. Engagement is needed with local trades to fill gaps.</p> | |
| <p>4. Celebrating Success – Good News!</p> | <ul style="list-style-type: none"> • Ian reported that BIRT's planning & listed building applications are going to Planning Committee on 5th December. The officer recommendation is approval. • Michael reported that St Dunstan House now has its planning and listed building consents. • Jane said 5 bids has been received for the Sports Hub with 3 from Somerset and 2 just outside county. | |
| <p>5. Chair's Opening Remarks</p> | <ul style="list-style-type: none"> • There will be a presentation from the Food & Regenerative Farming Centre team to the Board in the New Year, this project is exciting. • There will be a Cultural Awareness session on gypsies and traveller communities before the next Board Meeting on 2 Feb; it will start 12.15pm. • Lynne had written a letter to Somerset Council on the Board's behalf regarding the financial situation, and after a meeting she & Jane had had with Paul Hickson and Mickey Green was feeling positive with their assurances. | |
| <p>6. Minutes and Matters arising from the last meeting on 22/09/2023</p> | <p>There were queries around the presentation from The Life Factory given at the last meeting, these were:</p> <ul style="list-style-type: none"> • Paul Knight requested a copy of The Life Factory presentation from the last meeting. • Paul Knight asked about the relationship between The Life Factory and Beckery Construction Company. If The Life Factory is reliant on external sources of finance was that in place? • Jon Cousins asked about the original match funding which was in the Town Investment Plan and progress made about matched funding. <p>Jane reported the Handbook had now been reviewed and she would send it out to the Board.</p> <p>The minutes were agreed as a true record.</p> | <p>Jane to send The Life Factory presentation to Paul.</p> <p>Lynne to ask The Life Factory for answers to queries raised.</p> <p>Jane to circulate revised Handbook to Board.</p> |

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| <p>7. Paper 1: Situational Report.</p> | <p>Jane introduced the situational report which included:</p> <ul style="list-style-type: none"> • Clarity regarding St Brigid’s Chapel & Field roundhouse and why there had been changes. • The finance tab now has a column to show % spend against drawdown. <p>The council’s Chief Accountant had provided VAT advice for projects run by external organisations which is the VAT has to be reclaimed by them. If their VAT is irrecoverable then the grant can cover the gross amount paid. An advice note had been sent out.</p> <p>Five tenders for the Sports & Leisure Hub project received and they can all complete works in 6 months from the start date. The aim is to complete in July.</p> <p>The Abbey Piazza project is out to tender and aims is to complete in July 2024. They have progressed enabling works, including temporarily relocating their entrance.</p> <p>The enabling project is behind schedule on planning. Anna Blackburn (project lead) is in discussion with Somerset Wildlife Trust to see if they have land available to offset the new Biodiversity Net Gain legislation, which is due to be introduced at a date to be confirmed in January. It was suggested James Divall at Somerset Council could be contacted on BNG matters, if needed.</p> <p>There is a new tab to show the 3 projects of concern which includes facts on changes we can make and who decides, this is for your information.</p> <ul style="list-style-type: none"> • Baily’s Buildings: We very much hope planning consents are approved by end 2023, achieving this will be critical for making significant progress. • Enterprise and Innovation Hub: Somerset Council’s match funding has been withdrawn and the project will probably not go ahead. • Glastonbury Clean Energy: No site found for ground mounted solar, so looks like this cannot be delivered. Interest in rooftop solar includes Glastonbury Town Council, the hospital and all the schools. Several EV charging points can be delivered as well. <p>John Cousins has an interest in ACE. Part of the problem with ground mounted solar is the grid capacity. If ACE could find a site, the electricity produced cannot be put in the existing grid.</p> <p>David Ralph suggested looking at rooftop solar delivery and grid connection before reallocating any money.</p> <p>David Ralph commented that he sits on 3 Town Deal Boards as Chief Executive of the Heart of South-West LEP and this is the best situational report.</p> | <p>Jane and Lynne will review options for discussion at the February Board Meeting</p> |
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| <p>8. Paper 2: Scrutiny of Town Deal Drawdown Procedures</p> | <p>The Board welcomed the report and agreed projects should scrutinise their grant claims before submitting.</p> <p>Michael confirmed that he and Conor will offer help on this to external organisations in receipt of Towns Fund grant.</p> | <p>Michael and Conor will offer help and respond as required</p> |
| <p>9. Paper 3: Legacy Body</p> | <p>Lynne reminded the Board this was the body that would receive Town Deal surplus profits generated after the projects are completed. It would belong to the Town.</p> <ul style="list-style-type: none"> a) The Board had suggested forming a Community Benefit Society. It was thought there would be large sums of money, this now appears to be incorrect. b) The Lawyers suggested forming a charity. c) It was decided to go with option 2 and revisit this in 2025 a year before the Programme ends. <p>Paul remarked that we needed to set our objectives now, to enable better engagement from the Community.</p> <p>Indra remarked that we need to make sure the money goes to all the places it needs to go.</p> | |
| <p>10. Somerset Council Update</p> | <p>Lynne had written a 3-page letter to Somerset Council to raise concerns about the financial situation. After an hour's meeting before the Board Meeting with Mickey Green Executive Director Climate and Place and Paul Hickson Service Director, Economy, Employment and planning. Lynne has received assurances that the money for the Glastonbury Town Deal is ringfenced and will not have to go through the new procurement processes.</p> <p>Support has been guaranteed for the Glastonbury Town Deal projects with Jane Sharp and in addition Jackie Gill as admin support.</p> <p>Somerset Council's plan for the homeless is to provide modular homes on the car park at St Edmunds Hall. This was one of our Accelerator projects. The Board view was this would be detrimental to the project going forwards. We need to raise this as an issue through planning process.</p> <p>Joe Wharton is leaving Somerset Council, to take up a new position.</p> | <p>Jane to share Lynne's letter with Board.</p> <p>Jon Cousins to draft letter on St Edmunds Hall planning application and Lynne to send it to Somerset Council</p> |
| <p>11. Concluding Remarks</p> | <p>Lynne thanked everyone for their attendance and wished everyone a Happy Winter Solstice / Christmas Break.</p> <p>Meeting closed 16.07pm</p> <p>Next meeting on 2 February 2024 with 12.15 start.</p> | |

Item 6: queries around the presentation from The Life Factory

The answers received from Rob Poizer are:

Paul Knight asked about the corporate relationship between the Project and the construction company.

- Somerset Council is in contract with Red Brick Building Centre Ltd (RBBC)
- Beckery Construction Company Ltd (BCC) is a wholly owned subsidiary of RBBC set up to deliver Building C/The Life Factory.
- We are in the process of writing a JCT standard form contract between RBBC and BCC.
- NB. BCC is structured to comply with the recent (Oct 2023) building safety reforms.
- The recent additions to the board are a boon to governance in the organisation and focus on responsibilities.

Paul Knight asked if they were reliant on external sources of finance and, if they were, was that in place?

- If 'they' refers to BCC then yes, the construction programme is funded through the GTD.

Jon Cousins asked about the original match funding which was in the Town Investment Plan (TIP) and progress made about matched funding.

- We have established budget costs for the construction programme, albeit with some provisional sums still to be detailed.
- The method of delivery through the BCC vehicle (management contractor route) will demonstrate a number of beneficial factors, including value for money and substantial cost savings over going through, say, a traditional procurement route.
- Further, we have a substantial shortfall in funding.
- We are currently speaking to two specialist fundraisers, the level of matched funding required will only be possible from a small group of funders such as the Lottery.
- Timing - proceeding with an application shortly is timely - the structural repairs will be completed in the new year followed by the building envelope. Fit-out is programmed to start in Apr 2024 which the latter part of will require additional funding.