



Glastonbury Town Deal Board
Minutes of the Board Meeting held on 21 July 2023
1400 – 1600 hours at Glastonbury Town Hall and on Teams

In Attendance:

Dr Lynne Sedgmore, CBE	Chair
Jon Cousins	Community Representative
Jacqueline Cross	Community Representative with NHS background
Samantha Cullen	Business Representative
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
Ian Tucker	Business Representative
Michael White	Glastonbury Town Council
Richard Winterbottom	Business Representative
Ros Wyke	Somerset Council, Lead Member for Economy, Planning and Assets

Apologies:

Ian Black	Department for Work and Pensions
James Heappey	Vice Chair and Member of Parliament
Kama Mackenzie	Community Representative
David Ralph	Heart of the South West LEP
John Revill	Strode College

In Attendance:

Nicola Fensham	Somerset Council
Richard Greenwell	For James Heappey
Caradog Jordan-John	Department for Levelling Up, Homes and Communities
Tina McEwen	GTD Support Team
Conor Ogilvie-Davidson	Glastonbury Town Council
Julie Reader-Sullivan	Somerset Council
Jane Sharp	Somerset Council
Joe Wharton	Somerset Council

Apologies:

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

Item	Discussion	Action
1. Welcome, Introductions and Apologies – meeting is being recorded	Lynne welcomed everyone to the meeting.	
2. Declaration of Interests and Gift Register – Conflict of Interest Form	Conflict of Interest Form – Tina to put suitable wording in places where there is currently a dash and update re Richard’s involvement as Board Link with the Baily’s Buildings Project.	Tina to update Project Conflict of Interest Form and circulate to the Board.
3. Project Update: St Dunstan’s House Health & Wellbeing Centre	<p>Matt and Gemma Dowlas (Project Managers) of Dowlas Property Group and Cllr Lokabandhu (Chair of the Glastonbury Town Council Implementation Sub-Committee for the Project) attended. Other relevant people present at the meeting were Board Members: Cllr Michael White and Paul Manning, plus Ian Tucker and Jacqueline Cross.</p> <p>Conor Olgivie-Davidson introduced Gemma and Matt Dowlas who further introduced themselves and spoke to a presentation.</p> <p>They explained that they are committed to the local supply chain and went on to outline the St Dunstan’s House Community and Wellbeing Centre Project which has the potential to touch the whole community and to provide a template for others. The Centre will include health and wellbeing, event and gathering space.</p> <p>Dowlas are dealing with the last stages of the Planning Application process and are awaiting final revised drawings, following a meeting with Historic England to do with the balcony for which a way forward has been agreed. It is hoped that submission will take place next week. Other changes discussed with Historic England include the fact that the lift will now be inside, there is a new location for the front door and new steps up to the building. They reported that the Conservation Officer was also positive about these changes.</p> <p>Dowlas have been pulling Technical Team together and are holding the first design meeting on 4 August 2023, which will be the start of RIBA stage 4.</p> <p>The initial cost analysis shows that the estimated total cost of the Project is now £2.1m rather than £1.4m. All are</p>	Tina to circulate the presentation used by Dowlas.

focusing on addressing this funding gap and Dowlas recently hosted a funding workshop with the GTC Committee and key stakeholders. Further work includes a succinct Business Plan, a logo and promotional events. They are meeting with a local Foundation next week and have submitted an Expression of Interest for the Community Ownership Fund.

Part of the stakeholder engagement for this Project will be aimed at contractors. Dowlas have met with Somerset Chamber and will attend an event on 14 September called Construction Connections.

Construction work should start in March/April 2024 with a one-year build programme, so that anticipated completion would be Spring 2025.

Lynne thanked everyone for the presentation and opened the meeting to questions.

Richard asked for clarification of the total match funding needed and it was confirmed as £800k. They will shortly have a full Business Plan which will enable them to go out to Funders as above.

Liz asked where the lift will go and Connor confirmed that it will replace the staircase that was installed in 2015.

Michael clarified the situation re the balcony. Historic England thought it was historic but it apparently it dated from the 1950's or 1960's, which was confirmed by an engineer brought in by Dowlas. Historic England then agreed that there was an opportunity to restore the balcony to a more historic version, rather than to preserve the existing one.

Lynne commended Conor, the Officers and others involved regarding the balcony decision. Conor felt that it would improve the Project.

Sam asked that photos be taken which would provide another opportunity for community engagement.

Jacq reiterated that this was an exciting Project and an exciting time for the community.

Lynne felt that the development of the Project had been based on robust engagement with the community. She thanked everyone involved on behalf of the Board, especially Jacq for her time, energy and commitment.

Julie noted the links already made to share the good practice from this Project with the Bridgwater Community Hospital which is part of their successful Levelling Up Fund bid.

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| 4. Celebrating Success | <p>This Agenda item is a celebration of good news to be shared as per the Kerry Round Review:</p> <ul style="list-style-type: none"> • RRI Path work on Tor Leisure site started on Wednesday 19 July and will finish by end August. Community input had indicated the need for this work as people wanted somewhere to exercise and which people with disabilities would be able to use. • The purchase of land for St Brigid’s is nearly complete. • Lynne and Julie had attended the Town Deal National Conference. It was well attended and would perhaps be annual. Lynne and Julie received excellent feedback on their input and people were fascinated that there had been a Board review. Kate Willard had chaired that session and stressed that it was important that Boards and Accountable Bodies stood shoulder to shoulder. Altogether a useful day, with interesting projects reporting, some huge, although no ‘grass roots’ projects. It was apparent that this Town Deal was particularly complex. • Baily’s Buildings – moving to agreement on a range of matters including the red line boundary. • The CEO of Somerset Council would be visiting on 30 August to meet with the Officers and a few of projects. • Michael noted that a stall has been booked at the Frost Fair for St Dunstan’s House Community Health and Wellbeing Centre. | |
| 5. Chair’s Opening Remarks | As above. | |
| 6. Minutes and Matters Arising from meetings on 9 June 2023 | <p>Liz asked for a change of wording reference the meeting with developers to better reflect the situation.</p> <p>Subject to that change, the Minutes were approved.</p> <p>Matters Arising</p> <p>Jacq had followed up with Emily Bunn who is now in a position to join the Board as an Associate Member and will be mentored by Jacq.</p> <p>Tina updated regarding the meeting with schools and colleges. A new strategy will be developed as a different approach is needed.</p> | <p>Tina to amend the minutes of the meeting on 9 June and to update the copy on the GTD website.</p> <p>Tina to include Emily in upcoming Board communications.</p> |

The possible formation of Board Sub Committees was to be discussed in the second part of the meeting. Julie reminded the Board that there were few resources to service such groups.

Lynne and Julie met recently with the family who were concerned about the site proposed for the Enabling Project. They hope that we understand their challenges.

The Board's decision to use the original site was relayed to the family and the meeting went as well as could be expected, providing a basis for ongoing discussions.

The family continue to be constructive and to offer to support the costs of providing an alternative site, should one become available. They were notified that a Planning Application had not been submitted and that information would be shared with their Planning Agent.

Lynne was clear that everything had been done properly and that all was part of due process. It was confirmed that the family was concerned about having a residential site close to their own, given the nature of their business. They had withdrawn the proposal of an alternative site for a number of reasons.

Julie asked that Board Members notify her if they became aware of any other potential sites becoming available within the GTD red line boundary. Board Members were appreciative that all current issues had been explored thoroughly.

Ros reminded the Board that Mendip District Council had considered other land possibilities and some were withdrawn when the future purpose was indicated. Much time and resource had been spent and all were considered seriously.

Lynne thanked everyone for their contribution and confirmed that she and Julie will continue to engage with the family and to share information.

7. Election of Vice Chair

Michael had volunteered for the role of Vice Chair, was uncontested and was thus duly elected.

Lynne and Michael to clarify roles.

Lynne said that she looks forward to working with him. Michael felt that he has the time and can bring both interest and fresh eyes to the role, as well as being able to communicate between the Board and GTC. He is looking

forward to working with the Chair and the Board to bring all 11 projects to completion by March 26.

8. Situational Report including Grant Funding Agreement, Comms and Finance Update

Jane highlighted that good progress is being made across all projects. Regarding Planning Applications being submitted from the seven 'external' projects:

- St Dunstan's House Community and Wellbeing Hub is close to being finalised, as is that for the Baily's Buildings Project where an odour assessment will be completed in August.
- St Brigid's Chapel and Field are about to submit, as is the Life Factory.
- Glastonbury Clean Energy is not currently submitting a Planning Application as there are no immediate plans for a ground-mounted solar facility.

Other updates:

- Baily's Buildings Project:
 - Dowlas is now engaged as Project Manager and will be using a similar approach to that outlined for the St Dunstan's project.
 - The governance structure has also been revised. Jane attends Board Meetings and Richard attends the operational ones.
- The Risk Register will be updated by Jane and Jane by the end of August and will feed into the April – September report to government. The Support Team will continue to raise risks as they arise.
- Communications matters have now been handed over to the Somerset Council Team who have responded positively. Articles have appeared recently in South West Business Insider; the Somerset County Gazette and the next sequence of Glastonbury FM interviews are planned.
- Grant claims – 3 have been paid for copy invoices and forecast spend to end June. Two are ready for payment for the second quarter and two are in process of being approved. There continue to be delays because of the new finance system and although we are identifying these challenges, this is so that the Board is aware and can be assured that the issues are being raised at senior level. It is of course inevitable that when merging 5 organisations into one, with over 5,000 staff covering very diverse disciplines that there would be difficulties to overcome.

Jane and Tina to revise the Risk Register.

Further discussion on the Situational Report resulted in the following comments:

- Lynne – it is important the project receive funds as needed.
- Joe – Jane is doing a good job and being supported to manage through the challenges.
- Julie – funds have been paid as quickly as possible.
- Jon asked who the Communications link within the Somerset Council team is and it was confirmed as David Blackwell. Jon also asked about the phosphates issue which really only applies to the Enabling Project as none of the others involve residential provision.
- Michael asked for an update on how archaeology issues are being handled across the projects and was given a quick update. He also asked about progress regarding the Glastonbury Clean Energy Project which is not considering a ground mounted solar array currently. Both Liz and Michael mentioned the capacity issues in linking to the electricity grid in Glastonbury, which Julie confirmed as being replicated across Somerset.
- Jane updated regarding progress on the Glastonbury Enterprise and Innovation Centre which is going through Somerset Council processes at the moment.
- Lynne mentioned the fact that the Life Factory Project has created more jobs.
- Tina confirmed that the formal launch of the Glastonbury Learning website would be in September.
- Jon asked to an estimate of how much GTD money has been spent thus far and this was confirmed as circa £1.55m.

9. Transition to the new Somerset Council update

There was nothing further to add to the various updates and discussions that had taken place during the meeting.

Julie

Julie is still promoting GTD and the Somerset Chamber Supplier Platform which were covered in the most recent Scrutiny Report.

Lynne advised the Board that the July 2024 meeting date has been changed to 5 July.

Kerry Round has asked if she can write up her work with the GTD Board as a case study and it was agreed that this would be discussed as part of the next agenda item.

At this point (1515), the GTD Officers left the room and the meeting continued as an 'in camera' session for Board Members only. This is a confidential session and therefore will not be included in the public minutes

10.

11. Board Reflection Time on Kerry Round Paper

Lynne and All

12.

13. Confidentiality and Feedback

Lynne