



Glastonbury Town Deal Board
DRAFT Minutes of the Board Meeting held on 22 September 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
Kama Mackenzie	Community Representative
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
David Ralph	Heart of the South West LEP
John Revill	Strode College

In Attendance:

Anna Blackburn	Somerset Council
David Blackwell	Somerset Council
Nicola Fensham	Somerset Council
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
Paul Hickson	Somerset Council
Sheridan Robbins	Parliamentary & Comms Aide to James Heappey MP

Agenda Item	Discussion	Action
1. Welcome, Introductions and Apologies	<p>Lynne welcomed everyone to the meeting and reminded them that the meeting was being recorded.</p> <p>Indra declared an interest regarding Item 4: she is currently supporting the St Brigid’s Chapel and Field Project and is part of the team that will deliver the future management of the building that is part of the Project.</p> <p>Jon declared that he helped with fundraising for the Friends of St Bride’s Mound.</p>	
2. Declaration of Interests and Gift Register	<p>Lynne asked if there were any changes in the Declaration of Interests Table for the Gift Register. None were declared.</p>	
3. Project Update: The Life Factory – came second	<p>Lynne welcomed Rob Poizer to the meeting. He used a presentation to take the Board through his update on the Life Factory.</p> <p>He stressed that they were about people who have had the courage to stand up to be counted and about evoking community. They want to create a dynamic, living community space that draws people in: to come together, to eat and to learn.</p> <p>The Life Factory Team has taken the time to gather workable ideas from elsewhere, with a good example being the community canteen which would use food from the Food & Regenerative Farming Project, teach people to cook and encourage them to eat together. The Project is also about upskilling people regarding cooking, ceramics, media etc.</p> <p>They recognise that they are part of Beckery Village as a whole and will act as a link to several of the other Projects including the Baily’s Buildings.</p> <p>Rob then went on to set the context provided by the various worldwide emergencies and crises which make up our current reality. This project provides the opportunity to do something resilient that is relevant to Glastonbury.</p> <p>Thus far, they have set up a local construction company, Beckery Construction Co Ltd, to ensure that, as much as possible, GTD funds are spent locally. The provision of apprenticeships is at the heart of the Project.</p> <p>They have redeveloped shipping containers to provide their office and welfare site. These have been developed to a high standard so that they can be sold once the work has been completed.</p>	

Agenda Item**Discussion****Action**

They have started the stabilisation work as the building and are working closely with First Ecology regarding bat issues.

Next on the agenda are the achievement of Planning Permission, the Bat Licence, then commencing the main build. They feel that they are on target, with the end of October being a key date. Biodiversity Net Gain and the proposed legal 10% gain is causing concern as this will be difficult given lack of outside space.

In terms of timing, they intend to start the main build as soon as Planning Permission is achieved and are looking to open in Spring 2025.

They feel that they are on target for delivery and budget and will also demonstrate substantial value for money.

Sam reminded Rob that an early frost could affect the bat licence and that they needed to be mindful of such a possibility.

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

Rob said that they are still completing the bill of quantities to confirm the final costs. He was feeling optimistic given the nature of delivery and the way that they can control costs.

Jon asked about the original match funding which was in the Town Investment Plan (TIP). Rob said that they were expecting that doors can be open with existing funding although they will review this when the bill of quantities has been completed. Rob also confirmed that it was likely that a long-standing debit would be cleared and that this amount had been part of the match funding in the TIP.

Lynne said that it did indeed seem that they were making a lot happen for less, thus providing excellent Value for Money.

Richard asked a question behind the logic in establishing Beckery Construction Co Ltd.

Rob said that it was to employ local folk and to take on apprentices, giving people the opportunity for upskilling and learning. Currently, they have 8 site staff and 4 in the office. They can control spend and the letting of contracts but will also still be subcontracting.

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

Agenda Item

Discussion

Action

Rob talked the Board through the slide showing the relationships and confirmed there would be appropriate warranties between parties as required. The situation was working well so far.

Michael asked what will happen with community garden the space for which originally received Planning Permission for parking. Rob confirmed that the intention is to keep it.

Kama asked about parking. Rob said that it was difficult and was the same for all projects. The challenging part is taking control of their car park. They are intending to establish a new entrance that will deter campers and also have the informal arrangement with Whitbread to use the Premier Inn overspill car park.

Lynne said that she was encouraged by the amount of thought going into this Project.

There was then further discussion around various parking and highway issues.

Jane said that she was impressed with the bat tower. There are biodiversity issues across all projects and more to be done collectively around the environment issues.

Rob said that Simon Clarke might do a presentation in future about biodiversity gains across Beckery.

Lynne thanked Rob for the ‘crisis’ slide and was grateful that the Town Deal was part of preparing Glastonbury for this. She commended Rob on what has been thus far - a remarkable journey.

4. Project Update: St Brigid’s Chapel and Field

At the meeting, this Item was covered as Item 3.

Bob Croft from South West Heritage Trust (SWHT) led the presentation in conjunction with Project Partners, Serena Roney-Dougal from the Friends of Bride’s Mound (FOBM) and Simon Clarke from Somerset Wildlife Trust (SWT).

They were excited to be presenting to the Board as they had been working on this matter for a long time. The Project was about place and will unlock its heritage, myths and stories. Bob used photos to illustrate that the Project covers a Scheduled Ancient Monument, is a national site and has evidence of early monastic burials. There are strong links with the fifth century and with Glastonbury Abbey.

Jane to provide the Board with a simple summary as to why the scale and purpose of the building had changed.

David Blackwell to bear in mind as a ‘good news’ story.

Agenda Item**Discussion****Action**

A key part of the project is the piece of land at the front of the site which has been acquired by the Friends of Bride's Mound with GTD funds. The acquisition of this land will mean a new main entrance can be established and the building can be built.

Scheduled Monument Consent has been received this week, subject to workable conditions and something similar is hoped from the Planning Application.

Security is still an issue on this vulnerable site, but there is lots of potential in establishing the Round House as a meeting/education space. Once completed, it will be run by the Power of Doing CIC. The site will remain vulnerable and the numbers of visitors will be managed, particularly for bookings to the Meeting Centre.

Otherwise, the land on which the remains of the ancient chapel is located, is owned by Somerset Council and leased to SWHT and the adjacent large fields are owned by the FOBM.

Serena emphasised that the idea is to create a beautiful access and protect Bride's Mound. There will be separate access for SWHT to bring in equipment etc and a path for people with disabilities.

Paths are being proposed across the site and agreed. The team want all people to have the opportunity to enjoy it and its heritage, contributing to mindfulness and health and well-being.

Simon spoke about wilding areas and wetland creation. SWT's role is to help enhance both fields for biodiversity and to create habitats that will bring wildlife from Avalon Marshes. It will act as a gateway to what is beyond. The paths network is very important to enable people to move around the land easily. SWT have produced an initial scoping document which will evolve.

Simon went to say that a key aim for SWT is to build resilience within the partnership, particularly with volunteers, so they can carry on work once SWT takes a step back. Their work will raise the water table and create wet, boggy, reedbed areas. The relevant slide showed the lesser silver diving beetle, dragonflies, ducks and waders, reptiles, otters, and amphibians.

In terms of Match Funding, the team is also preparing a National Lottery Heritage Fund bid and talking with Historic England. Lots to do to meet 2026 deadline.

It was hoped that the Meeting Centre could be open by summer 2025, with work planned to start late 2024.

Agenda Item	Discussion	Action
	<p>Lynne thanked everyone for their presentation and said that it was great to see the three organisations working in partnership. She asked how long this project had been in development and Serena confirmed that the FOBM had been working to move the concept forward since 1981 and were pleased to have reached this final stage.</p> <p>Liz asked if there would be a path spur off the Glastonbury Way and it was confirmed that there would be.</p> <p>Indra stated that there will be information boards explaining all outside the Meeting Centre, which will be a passive information point. They are intending to hold Open Days and special events.</p> <p>Lynne thanked everyone for their contribution and asked David Blackwell to pick this up as a ‘good news’ story.</p> <p>Kama asked that the Board be provided with a simple summary as to why the scale and purpose of the building had changed.</p> <p>Julie double-checked the mantra of ‘scope, schedule and budget’ with the Project Team agreeing that they were on track.</p>	
<p>5. Celebrating Success – good news!</p>	<p>Lynne reminded everyone that this is a regular slot on the agenda, following recommendations from the Round Board Review.</p> <p>Much good news! Both at this point on the Agenda and in the Situational Report.</p> <p>Tor Leisure Paths:</p> <ul style="list-style-type: none"> • Liz had been contacted to say that someone was pleased to be able to cycle into town without going on a ‘A’ road. • Jane said that John Grimshaw had reported that the few people upset about the paths are now using them. Liz explained about John’s background and his role re the Somerset Circle. <p>Other good news:</p> <ul style="list-style-type: none"> • Julie mentioned that the live broadcast on the Facebook page about the Glastonbury Learning website had gone well and encouraged all to share the link across their own social media. Lynne said that she had enjoyed doing it. Sam had already listened to it. • Jane said that Glastonbury Abbey has secured more funding. In fact, £36k from the Benefact Trust includes a deprivation factor added to the ‘hoped for’ grant of £20k. 	

Agenda Item	Discussion	Action
	<ul style="list-style-type: none"> Liz had attended the Integrated Care Board where much had been said about the St Dunstan's Health & Wellbeing Hub of which members were supported. Lynne congratulated Jacq given her role with this project. 	
6. Chair's Opening Remarks	There were no opening remarks.	
7. Minutes and Matters Arising from meeting on 21 July 2023 – Summary Table is on page 2 of this Agenda	<p>The minutes of the last meeting were formally accepted.</p> <p>It was noted by the Chair that the potential Associate Board Member has not attended any Board meetings so far, including this one. If she is unable to attend the next meeting, then a decision will need to be made on any future involvement.</p> <p>Tina was asked to double-check titles of some people and to make sure that they were correct.</p> <p>Lynne and Michael have come to an agreement as to how they are going to work together.</p>	Tina to correct any errors in Member's titles.
8. Situational Report	<p>Jane introduced this paper which covers operational matters and now includes the Vision and Objectives.</p> <p>Jane confirmed that she is always happy to adapt and amend this document, especially now GTD is moving into the delivery phase.</p> <p>As with the presentations earlier in the meeting, there are many good things happening. The next report to government will show a positive picture regarding overall progress.</p> <p>In terms of general updates:</p> <ul style="list-style-type: none"> Jane mentioned that Tina was staying to the end of September in order to finish off some key pieces of work. The CEO of Somerset Council, Duncan Sharkey had visited Glastonbury at the end of August. He spent the morning with the two Glastonbury Division Somerset Council Councillors and the afternoon with the Town Deal. He met the Chair, Vice Chair and Officers. The Mayor also attended as did representatives from 3 of the Projects who each made a short presentation. Liz felt that this day, in two parts, had provided Duncan with a helpful introduction to Glastonbury and its most important issues. Joe said that the Glastonbury visit had been covered in a subsequent internal CEO update. 	<p>Jane to add percentages to the expenditure column.</p> <p>David Blackwell to keep abreast of exciting opportunities for press coverage.</p>

Agenda Item**Discussion****Action**

- Lynne said that it felt like he was impressed and that we were doing a good job.

Planning:

- Many projects are in the planning system. Some are about to succeed; some are taking longer. Common issues are around parking, biodiversity net gain and matters to do with water.
- The St Dunstan's House Community Health and Wellbeing Hub and the Food and Regenerative Farming Projects should hopefully receive their planning permission very soon.

Match funding:

- Most projects still need robust operational plans to secure more funding. Glastonbury Abbey, who are experienced at this, already has a good plan in place which has enabled them to achieve considerable additional funding.
- Lots of forward thinking and prepping taking place across projects.
- Future revenue funding is an issue for all projects.

Paths:

- Paths on the Tor field will be finished in the next few weeks.
- Jane had walked the potential Beckery route with John Grimshaw who felt that the proposed path from near the Round House, through Wessex Water land and to the Farm could be completed quickly once it was agreed.

St Dunstan's House Community Health and Wellbeing Hub:

- RIBA Stage 4 technical design work is going well. Spring 2024 start for construction is anticipated. Various consultants have been appointed to the design team, including a QS. Dowlas is also looking at match funding applications.
- Michael confirmed that the operational plan was under development. The rear part of building will require hard hats etc by end October. Links to the Abbey developments are being double-checked. Planning to start October, or as soon as Planning Permission has been received and finishing works by end June 2024.
- Conor was also positive about developing relationships re shared space.

Jane – will report on health and wellbeing with Jacq at the meeting and the joining up to do across the GTD programme. The intention is to hold a Project Leads meeting, possibly in November, to talk about health and wellbeing ambitions and to provide the opportunity for networking.

Agenda Item**Discussion****Action**

Concerns:

Julie:

- Highlighted that the government had identified three Projects of concern from the most recent 6-month report.
- These were the Baily's Buildings, the Enterprise and Innovation Centre and Glastonbury Clean Energy.
- These three projects have all had challenges.
- She was pleased to report that the Enterprise and Innovation Centre was now making good progress, it had been delayed by the merger of the Councils.
- The Clean Energy is refocussing on rooftop solar as ground-mounted solar had not proved possible.
- Baily's Buildings – BIRT need to ensure that everything is done regarding their Planning Application by 2 November in order to meet December Planning Committee deadlines. She was really concerned as there was still much outstanding. We want this project to succeed.

BIRT:

- Dowlas as Project Managers have made a big difference to moving this Project forward.
- Richard (who is the Board link with this Project)– no lack of passion, moving to point where there are external factors around planning statutory consultees such as Internal Drainage Board. Argue that government report is misaligned to progress. Conditions have to be agreed at Planning Committee. Will be December. If not done by 2 November, lead times mean that it won't be complete for December Planning Board.
- Lynne reminded everyone that there is a clear deadline and asked what could be done to unpick the outstanding issues.
- Richard felt that BIRT and Dowlas had done everything required and were now subject to external factors which were outside their control.
- Jane confirmed outstanding planning issues. In-hand were bat lighting plan, odour assessment, transport plan and LLFA feedback. The IDB had asked for an extension to comment.
- Paul K – asked how the pre-let interest was going? He had provided BIRT with a marketing brief. Was there any progress?
- Richard confirmed that there was ongoing dialogue with one organisation and that BIRT were in discussion with 3 agents.
- Jane said that Dowlas felt an anchor tenant would help to sell the site and are also supporting the potential anchor tenant on this matter. BIRT has been tasked with working on an operational plan to support funding bids, it will include rents, lease arrangements etc and the first draft was expected end

Agenda Item	Discussion	Action
	<p>October. Dowlas is preparing a match funding plan which should be in place in November.</p> <p>Julie went on to say that the whole GTD is moving into the delivery phase during which ‘scope, schedule, budget’ are absolutely key. She encouraged the Board to be asking questions on these issues whenever they could.</p> <p>Biodiversity Net Gain is subject to legislation which is due to be enacted during November, but there are no firm timescales as yet. A similar situation exists for the phosphates issue which is also expected to be covered by new legislation, the details of which are not yet known.</p> <p>Lynne summarised this paper for the Board and confirmed that Members were happy with the approach and reporting.</p> <p>Paul K said that it was great to have a document with everything available in one place. He asked if the expenditure on the last tab could be expressed in percentage terms and Jane agreed to add this in next time.</p> <p>Lynne said that the town will start to see construction happening very soon. She congratulated everyone on good progress and asked David Blackwell to initiate press coverage on the Glastonbury Learning Hub, the approval of the Supply Chain system and the Employment & Skills meeting on 12 October involving Projects, Somerset Chamber and Learning Providers.</p>	
9. Paper 2 Risk Policy	<p>Julie introduced the paper which outlines the Board’s strategic approach to risk.</p> <p>Lynne confirmed that all were content with approach and that the Risk Policy will be added to the Board Handbook.</p>	Tina to add the Risk Policy to the Board Handbook.
10. Paper 3 Board Handbook	<p>Julie introduced the Board Handbook which is a considerably edited and updated version of the Assurance Document. Ongoing, it will hold important documents in one place and provide a resource for Board Members, particularly new ones.</p> <p>There were some details, particularly around peoples’ titles which need to be corrected.</p> <p>It was a ‘living’ document and would be updated annually.</p>	Tina to add in the Risk Policy and correct the detail points raised by Board Members.

Agenda Item	Discussion	Action
	<p>Again, Lynne confirmed that, subject to these changes, the Board was content that the Board Handbook would become a key resource.</p>	
<p>11. Transition to the new Somerset Council update</p>	<p>Julie updated re her own position. This would be her last meeting as she was taking up a post as Chief Executive Officer for Headway Gloucestershire.</p> <p>Joe Wharton would maintain consistency within Somerset Council and Jane would lead the GTD.</p> <p>Lynne went on to thank Julie for her considerable contribution in making the GTD happen. She thanked Julie for her genuine dedication. Julie had been with GTD since the beginning and she had enjoyed working with her, adding she has the ability to hold a strategic overview and see the broader picture. Lynne was greatly admiring of her passion, commitment and perseverance.</p> <p>Julie thanked Lynne for her good wishes, promised to stay in touch and trusted that she would be invited to the openings of the various buildings.</p>	