



Glastonbury Town Deal Board
Minutes of the Board Meeting held on 9 June 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
Liz Leyshon	Somerset Council, Deputy Leader and Lead 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
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
Paul Knight	Business Representative
Ian Tucker	Business Representative

In Attendance:

Anna Blackburn	Somerset Council
Richard Greenwell	For James Heappey
Caradog Jordan-John	Department for Levelling Up, Homes and Communities
Tina McEwen	GTD Support Team
Nathan Mode	Dome Marketing
Conor Ogilvie-Davidson	Glastonbury Town Council
Julie Reader-Sullivan	Somerset Council
Kerry Round	Round Consulting
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

Minutes

Item	Discussion	Action
1. Welcome, Introductions and Apologies – meeting is being recorded.	<p>Lynne welcomed all and asked everyone present to introduce themselves as several new Members were present for the first time. She welcomed:</p> <ul style="list-style-type: none">- Indra Donfrancesco, the new Mayor of Glastonbury- Samantha Cullen, Business Representative- Caradog Jordan-John, Deputy Area Lead – Somerset South West Area Team, Department for Levelling Up, Housing and Communities- Joe Wharton, Assistant Director Major & Special Projects, Somerset Council <p>Apologies had been received from Ian Black, James Heapey, Paul Knight and Ian Tucker.</p> <p>Emily Bunn had been unable to attend the meeting as an Associate Member.</p>	Jacqueline to follow up with Emily Bunn.
2. Declaration of Interests and Gift Register – Conflict of Interest Form	<p>Lynne declared that she had been invited to attend Glastonbury Festival by Somerset Council. David and Liz made the same declaration and Liz also notified the Board that she had made a visit to the Castle Hotel in Taunton last week for a meeting to encourage conversations between property developers and Somerset Council.</p> <p>Ian T (not present) and Jacq had previously declared interests regarding the Enabling Project.</p> <p>Lynne encouraged all to complete their entry on the Conflict Interest Form including where there is nothing to report.</p>	Tina to circulate the updated Conflict of Interest table again.
3. Project Update: Glastonbury Abbey Piazza	<p>Janet Bell (Director, Glastonbury Abbey and Project Director for this project) and Nathan Ward (Project Manager) attended for this item.</p> <p>Janet introduced the Glastonbury Abbey Piazza Project, the purpose of which was to establish more appropriate visitor facilities, especially toilets and driveway. The driver is to improve perceptual and visual links with the Town. Particularly the perception that the Abbey is 'locked away' from the Town. The intention is also to bring environmental and tourism benefits to the Abbey and town.</p> <p>Plans include:</p> <ul style="list-style-type: none">• Demolishing the current ticket office and old storeroom to reveal St Patrick's Chapel which is	

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behind it and open up the whole of the Courtyard, so that it is before the pay barrier.

- Extending the current shop to include a café and toilets.
- Re-landscaping the entrance from the car park.
- Providing new interpretation of the Abbey in an etched cloister reconstruction in the reglazing of the shop windows.

Current costs for the Project stand at £1.7m, with circa £1m being covered by Glastonbury Town Deal. Janet and her team have been working on applying for match funding and have just been awarded just under £250k by the National Lottery Heritage Fund. Other applications are pending.

The Abbey has committed circa £400k itself.

Planning Permission for this Project was received at the end of January 2023 and Scheduled Monument Consent is also in place. Currently, the Stage 4 technical design is being developed, with the intention of going out to tender for the build work in August 2023. Key risks include the archaeology of the site, dealing with bats and scheduling the work around the tourist season. Work should be complete by the 2024 May Half-Term.

Board comments were as follows:

- Michael asked that the team be mindful of possible flooding issues when the temporary entrance was moved. Janet confirmed that a new Reception Hut would be established.
- Sam asked about the materiality of the stones. Janet confirmed that this was to be an editing of the building, with as much being recycled as possible and the only new materials being glazing and paving.
- Sam also asked what consultation with the community had taken place. Janet confirmed the Abbey had attended all GTD events and provided regular updates in their Members' Newsletter, taking any comments received into account. They were also about to produce a display for the current entrance area.
- Jon reminded the Board that Glastonbury Town Council has a grant scheme that could be used to address the needs of the bat superhighway.

Indra – asked if the bin store was to be demolished and suggested that events/interpretation could be developed around the bats. Janet confirmed that the bin store would stay as is.

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David – congratulated the team on achieving Planning Permission for this interesting and innovative project. He questioned whether or not all costs were included and Janet confirmed that they were at this stage. Nathan reminded the Board that costs could change as the tender exercise was carried out.

Janet -thanked the Board and the Support Team for their support, as well as the financial contribution from the GTD.

Lynne also thanked and congratulated Janet and her Team.

4. Project Update:
Robert Richards
Initiative and
Strode College

Sarah Probert, Head of Faculty for Higher Education at Strode College, who was also attending the meeting on behalf of John Revill, introduced this project to the Board. She used a presentation and distributed a hand out.

Sarah described the purpose of the project which was to establish a ‘connected learning and immersive experience’ room for the community using ‘state of the art’ technology. Strode College were excited about the project, which they hoped would achieve an early start at Glastonbury Town Council and would be a truly collaborative project.

The Project would be about connecting communities, removing barriers and enhancing digital innovation. It would be focused on environmental and sustainability content, essentially raising aspirations by using technology. Spaces would be presented in a digital format and shared widely including beyond community.

The Project would access £100k capital funding from the Robert Richards element of the GTD, with its focus on sustainability and bringing the green agenda to the community. Strode College would also be contributing substantial revenue funding to the Project.

It would establish links with other projects, including St Dunstan’s House Community & Wellbeing Project where it would hope to be based eventually.

Comments from the Board were as follows:

Jon was excited by the Project and wanted to know how it would interface with businesses/employers in town. Sarah said that it was about welcoming feedback and having two-way conversations so that reciprocal evolution occurred.

Tina to put this Project on the agenda for the meeting with schools on Thursday 15 June.

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	<p>Kama wanted to know if there would be connections and signposting from the Glastonbury Learning website which had been developed in collaboration with the Open University. Julie stated that doing this would need to be negotiated with the OU and linked across other narratives as well.</p> <p>Kama asked how schools could be informed and linked in. Tina confirmed that she would put it on the agenda for the meeting with schools to be held at 4pm on Thursday 15 June.</p> <p>David asked if there was an operating model for the Project and Sarah confirmed that details are still being worked up. One advantage of being based at GTC is that the building was already staffed.</p> <p>David confirmed that he was happy to support the Project.</p> <p>Jane reminded the Sarah and the Board that the Robert Richards Initiative also included three buildings with sustainability measures that could be used for content for this Project.</p> <p>Lynne thanked Sarah for her informative presentation.</p>	
<p>5. Chairs Opening Remarks</p>	<p>Lynne reminded everyone that it is two years since Glastonbury Town Investment Plan was approved, to the great benefit of the Town.</p> <p>Lynne formally opened nominations for the position of Vice Chair. Michael White has already stepped forward to volunteer for this position. Lynne invited any other Board Members who were interested to step forward as well and a vote would be held at the next meeting.</p> <p>Lynne notified everyone that she and Julie have been asked to speak about leadership and the GTD Board at the first national Town Deal Conference. She felt that it was a real honour and testament to the work of the Board itself. Lynne had also spoken at the national Further Education conference recently about the same matters.</p> <p>Julie has also been invited to speak about the GTD at the Local Government Conference in July.</p> <p>Those present felt that such recognition was good and beneficial for Glastonbury itself.</p>	<p>Tina to put Election of Vice Chair on next agenda.</p>
<p>6. Minutes and Matters Arising from the meeting on 28 April 2023.</p>	<p>The minutes were accepted as a true and accurate record.</p>	

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7. Feedback on Board Recruitment, the Board Development Process and Media Training	<p>Regarding Matters Arising, Kama asked it to be noted that she is still in process re contacting organisations involved with young people and Tina outlined progress so far with the 'internal' Grant Funding Agreement.</p>	<p>Tina to arrange a separate meeting to discuss the report.</p>
	<p>Kerry Round of Round Consulting joined the meeting for this Agenda item.</p> <p>Lynne welcomed and introduced Kerry and invited the Board to take part in a 20-minute discussion with her on clarification of her report. The Board agreed that subsequently they would give more time to the report in a separate meeting to review the content and their response.</p>	<p>Julie to consider the formation of 'common interest' sub groups.</p>
	<p>Kerry thanked the Board for the opportunity to join the meeting and for the time Members have given her in discussion and completing the questionnaire.</p>	
	<p>Regarding her report, she stressed the following:</p> <ul style="list-style-type: none"> - It was important to remember the positive. - The intention was to support and complement Board development. - The assessment of individuals was not involved. - There was much going on, well done to all concerned. - Everyone spoke positively about the Chair and Officers. 	
	<p>Kerry urged Board Members to read the Executive Summary in particular. The report was based on the opinions gathered through the process and all themes reflect the views from 5 or more people. The report contained many recommendations and not all were expected to be implemented. She suggested that a smaller group should be convened to review the report and decide which recommendations should be taken forward.</p>	
	<p>Key areas to be considered in a workshop day are to:</p> <ul style="list-style-type: none"> - Remind ourselves of purpose of GTD and the Board. - Review what constitutes a Conflict of Interests. - Remind ourselves of the good foundations that have already been laid and to extend them into a Board Handbook. - Consider the role of the Board, what people are supposed to be doing and how they should be working together. - Make sure that the Board papers are fit for purpose. - Consider the length of the meetings which might be too short to deal with everything. 	

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- Recognise that the Board is effective and could be even better.

Lynne – summarised to say that this is an effective Board and achieving positive outcomes. It had initiated this external review and was the first Town Deal Board to do so, which was why the Town Deal Conference people were interested. The issues arising were similar to those arising for other, non-Town Deal Boards and the fact that they are under review demonstrates that this is an effective Board.

Sam indicated that, as new Board member, she was excited and keen to move forward. Richard wondered whether 'common interest' groups might be useful going forward although reminded everyone that doing so would take considerable administration.

Lynne reminded everyone of the development sessions that Board has carried out so far and that the culture is to allow time for reflection and development.

All understood the challenges of an advisory board and it appears that the issue is managed well. Kerry felt that the Board needed to clear about its purpose and role, along with the importance of being responsible to the community. Although there are bound to be tensions, the Board's role is to constructively challenge.

Lynne suggested that the Board adopt the approach of 'meeting as if for the first time' at every session. Kerry added in the importance of coming to the meetings without expectations and treating people with respect.

Lynne and Board Members thanked Kerry for her work, in particular the time and energy that she brought to it, along with incredible value for money.

Lynne also reminded the Board that the points raised are niggles rather than major and said that she would make space for either a separate meeting or a longer one to discuss Kerry's findings.

Media Training – all had enjoyed the day and felt it to be beneficial although they would have like more time with the trainer. It was suggested that Board Members could mentor each other going forward providing a collective support mechanism. Liz offered to mentor Sam as a new Board Member.

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8. Update on the Enabling Project	<p>Julie introduced the paper, which was confidential and provided a summary of her recent verbal updates.</p> <p>The decision is to proceed with the original site, for which there is recent and upcoming publicity.</p> <p>The Enabling Project is important and Julie is also working with other TD projects and other groups outside the Town Deal.</p> <p>Liz felt that it was the most interesting of all the projects and its implementation will open up a wider conversation across the whole of Somerset. She noted that there were no transit sites for people with protected characteristics, so the project could be viewed as helping some groups to the exclusion of others. It would be important that all communications were handled sensitively when the Planning Application is submitted.</p> <p>Julie clarified that this project is not about solving a problem, it is about working with all parts of the community and she reminded the Board of the 'doughnut economic model'. There would be wide consultation, including with those who have protected characteristics, as the project progresses.</p> <p>Lynne asked all if there were any objections to the firm proposal in the paper. Details of this Project were out in community now and it was important that the Board was well briefed. She asked if the briefing paper on the Project still stands. Julie confirmed that it did and would be reissued to Board members and Observers.</p> <p>Liz said that she was interested in the way this project has become possible. It was innovative and exciting and would be delivered by one council, using its combined assets.</p> <p>Lynne advised GTD Board Members to refer people to the GTD website.</p> <p>Paul M asked how people will be referred for to use the site and Julie confirmed that a proper allocations policy developed with the housing team would be used.</p> <p>Lynne and Julie will meet with the proposers of the alternative solution to explain the situation.</p> <p>Ros confirmed that she was happy with the paper and left the meeting at this point.</p>	<p>Tina to reissue Briefing Paper on the Enabling Project.</p> <p>Lynne and Julie to meet with the proposers of the alternative site.</p> <p>Julie to take forward the decision outlined in the paper.</p>

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8. Situational Report	<p>Lynne invited Jane to introduce the report and distributed hard copies of the overview page. She mentioned that Kerry Round disliked the current format which Jane agreed to revisit.</p> <p>Jane covered the following:</p> <ul style="list-style-type: none"> - The Six-Month Report went in to government on time. It covers the financial year end with Mendip District Council and was signed off by Lynne, Joe Wharton and Nicola Hix, the new Deputy Section 151 Officer. The report provides evidence of significant funds coming into Somerset. - The first financial claims have been coming in from external projects and have been approved so money can be transferred.. The next claims will cover the period from July to September. - A meeting with Project Leads had been held that morning. - The purchase of the land for the St Brigid's Chapel and Field project was proceeding and it is hoped that the much-delayed purchase will happen soon. - All other projects are progressing. - Both The Baily's Buildings and St Dunstan's House Projects now have a Project Manager. The work will be delivered by Dowlas, a firm based in Cheddar. Dowlas have been working with Glastonbury Town Council since April 2023 and with BIRT since Monday 5 June. - Baily's Buildings: Dowlas had a kick-off meeting with BIRT on Wednesday. The aim now is to establish the design team, resolve the Planning Application which is not ready yet but could be approved with delegated powers, following some additional consultation and development of a travel plan. - St Dunstan's House: the Project is actively working on resolving drainage and balcony issues. <p>The Board raised the following points about the Baily's Buildings Project:</p> <ul style="list-style-type: none"> - Jon asked for clarification of the phrase 'red line boundary' and Jane explained that it could be either for a project, as in this case for the Baily's Buildings, or the whole of GTD. - Michael asked if the Baily's Buildings project would be phased? Jane said that doing so was under consideration but that there was not enough detail as yet, particularly on costs, to decide. - Julie stated that we have received a draft delivery plan for the Baily's Buildings Project. - Lynne referred to the high risk and profile of the Baily's Buildings Project. Richard Winterbottom is now the Board link for this Project and shethanked 	<p>Jane to revisit format of Situational Report</p>

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David for all he did as the previous Board link. Jane confirmed that Paul K has provided information on potential renters for the buildings when completed.

- Sarah asked if developments and progress at the Baily's Buildings would be recorded and Jane said that Mid Somerset Camera Club were to record much of what happens.

Lynne felt that there has been a shift resulting in a more confident phase of working together and that much was now positive after a phase of negative social media comments. Jane confirmed that a positive meeting with Project Leads that morning reinforced that view. Such meetings with Project Leads would be held quarterly.

Tina updated on the development of, with Somerset Chamber of Commerce, a Supply Chain System to support GTD. Using it will mean that small, local businesses have the potential to be involved in the delivery of the projects. Internal agreement has been reached and we hope to proceed quickly to contract.

Tina talked briefly about the 'Glastonbury Learning' Website which had been developed in collaboration with the Open University. The test site had been circulated for comment to Board Members and Project Leads. Tina will be reviewing all comments and suggesting amendments to the OU accordingly.

The 'Internal' Grant Funding Agreement is still evolving and, following the advice of the lawyers, will now be a much simpler document.

Two projects will start on the ground in the Autumn. The first phase of the paths for the Sports and Leisure Hub and Glastonbury Abbey.

Lynne thanked Nathan and Kirsty Mode of Dome Marketing for their support and contribution over the past two years as their contract is coming to an end at end of June. The communications work relating to GTD will now move to the internal team at Somerset Council. Lynne hoped that their support would be as good as that from Dome had been.

Kama also felt that Dome had done a good job and questioned what the new support in the future will be like. Julie reminded the Board that we were now in the delivery phase and needs would be different. On behalf of the Board, Lynne asked that the need for a continuing service was recorded.

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	<p>Lynne then went on to thank Jane for her contribution which had been delivered against all the odds.</p> <p>With regards to resourcing of the GTD Support Team, Jane has made a request internally for a Team Co-ordinator replacement, especially as current temporary support is limited.</p> <p>Lynne went on to say that Tina will also finish at the end of September and that she, supported by the Board, was concerned that there will be sufficient resource to run the GTD.</p> <p>Joe volunteered that his remit is to understand the total picture across all the large projects and is looking at risks and opportunities, as well as to bring the various teams together. He had already raised requests for more support using existing funding.</p> <p>Liz stated that the entire capital programme for Somerset will be reviewed this summer. These projects in the GTD are in much better shape while there could be issues with others. She also recognised that it was a difficult time for officers as people are 'at risk.' Some experience and corporate memory will be lost and she asked everyone to be considerate of Officers' position.</p> <p>Lynne confirmed that some members of the Support Team are in a difficult position but continue to work professionally. The Officers are excellent.</p>	
<p>9. Move to the new Somerset Council Update</p>	<p>This Agenda item was covered in the previous discussion.</p>	
<p>10.</p>	<p>Confidentiality and Feedback – Lynne reminded everyone that the paper and discussion on the Enabling Project was confidential, as was the report on the external review of the Board. She closed the meeting with thanks to everyone for their contribution.</p>	