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**SABEF Executive Directors Meeting**

**24 July 2019**

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| **Present (D = Director)** |  |
| James Staughton (D) | St Austell Brewery (Chair) |
| Peter Moody (D) | St Austell Printing Company (Vice Chair) |
| Ian Chalmers (D) | Phillips Frith |
| Anne Chapman (D) | Market House |
| Dan James (D) | Eden Project |
| Tom French (D) | Cornwall Councillor – St Austell Bay division |
| Sally-Ann Saunders (D) | China Clay parishes |
| Jacky Swain (D) | CEG |
| Jenny Moore | St Blaise Town Council |
| Tristan Netherton | Chamber of Commerce |
| John Hodkin | IMERYS/ Eco-bos |
| Nikki Hotchin | St Austell Market House/ SABEF project manager |
| Mike Hawes | Me Loci – CCF Masterplan |
| Darren Hawkes | Darren Hawkes Landscapes – Garden Curator |
| Alex Murdin | Rural Recreation – Ceramic Curator |
| Helen Nicholson | St Austell and Mevagissey Community Link Officer, Cornwall Council |
| Tasha Davis | St Blazey/Par/Fowey Community Link Officer, Cornwall Council |
| Ed Coode | Coode Solicitors/ Coode Estate |
| Sara Gwilliams | St Austell Town Council |

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| **Apologies** | |
| Malcolm Brown (D) | St Austell Town Council |
| Dick Cole (D) | LAG/ Cornwall Councillor – St Enoder division |
| Richard Hurst (D) | White River Place/ St Austell BID |
| Jordan Rowse (D) | Cornwall Councillor – Par and St Blazey Gate division |
| Ashley Shopland (D) | IMERYS |
| Chris Taylor (D) | Cornwall College |
| Robin Andrew | Cornwall Council |
| James Mustoe | For Steve Double MP |
| Richard Pears | Chamber of Commerce |
| David Pooley | St Austell Town Council Clerk |
| David Chadwick | China Clay Community Link Officer, Cornwall Council |

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| 1. | **Notes of the last meeting**  R Andrew reported that information about the Brick clamp at Sticker was in a book which was with Dick Cole. H Nicholson will let Katie Bunnell know.  J Staughton reported that he had written to Wendy Earle who had acknowledged and thanked SABEF for the full response. | HN |
| 2. | **Chairman’s announcements**  J Staughton reported that a letter was received from Richard Bushman about a proposal for a theatre and summer festival at Porthpean. It was agreed to pass on to relevant contacts including Phil Webb, Kneehigh, Miracle, Charlestown harbour.  Geraint Richards, Head Forester from Duchy of Cornwall will be attending the meeting in September. He wrote recently to raise awareness of the Urban Tree Challenge Fund. A joint bid with Stoke was suggested. The Town Council needs to identify locations; they are planning an application next year. Cornwall Council are putting in an application this year. It was agreed to put in a joint submission next year along with the Town Council.  The project team have commissioned a local agency to provide a brand for SABEF’s work; with a hierarchy of projects so that it is clear how they fit together. This will be presented to the Directors in September. A presentation and information will be produced about the project which can then be used for publicity and communications. A Murdin and D Hawkes requested involved in the development of this brand. | JS  JS/ AM/ DH |
| 3. | **SABEF Coastal Communities Fund**  Project highlight report (see attached) – N Hotchin reported that the main focus in the last quarter was the garden festival and masterplan. Also the Brickfields project and the International Ceramic Prize were launched. There is also a baseline study being developed with Eden so that the impact of this project can be developed.  There have also been various meetings with Cornwall Council and the Town Council to discuss the details of some projects. This led to a meeting with the Green Infrastructure for Growth (GI4G) team who now have funding for this area and they have agreed to deliver some of the masterplan projects along the A391.  There is increasing social media presence and community engagement with follow up groups to the Shaping My Future event.  The focus of the next quarter will be the Whitegold Festival, Brickfields delivery and masterplan delivery. The first major horticultural project will be along the A391 with ground preparation for areas of planted turf from Pictorial Meadows which will be laid in November. Wildflowers will be also planted along the A391 by the National Wildflower Centre and this will link to the wildflower planting along the new A30 link road.  Masterplan – M Hawes referred to the documents circulated; once approved this will become an action plan. Horticulture will focus on the surrounding roads; ceramics in the town centre; making the garden town in the town centre is part of the plan for the future. The masterplan has a 3-5 year timescale and further funding will be needed for future phases.  This masterplan was presented to Cornwall Council; costs have been worked out on the basis of estimates by the curators or industry standards. The costs will be firmed up when tenders have been received; a contingency has been included.   1. Project facilitation fund – this includes staff costs and an allowance to both festivals for surveys, analysis, purchase of materials to help facilitate the delivery of the festivals. 2. A391 planting – With partners from the National Wildflower Centre and Pictorial Meadows, areas of flowers will be created for impact and increased biodiversity. It is hoped that the majority of this project will be paid for by the Cornwall Council GI4G team. They are working with the CCF specification. This is the priority for the GI4G, roundabouts may follow. There is funding for the roundabouts if GI4G can’t do them. 3. Mount Charles roundabout – concept designs have been done and costs are based on these. Following approval today, the next step is to tender for the work with more detailed designs. 4. Mevagissey roundabouts - Following a meeting with Cormac, this may expand in scope. The roundabout is being reviewed for safety reasons; there may be some budget to help with the redesign and Nigel Blackler is keen to do more. Design will aim to resolve maintenance issues about watering. 5. Pinetum landscape – concept designs have been done and costs are based on these. Following approval today, the next step is to tender for the work with more detailed designs 6. Town Centre artworks – The masterplan proposes to focus CCF funding for ceramics in the town centre and then expand outwards in the 5 year plan. A plan of the town centre locations was circulated. The Bee mosaic in Biddicks Court has been delayed due to structural issues with the wall and getting the tiles fired. It was suggested to contact Cornishware about firing. The first project is likely to be the bus shelter on Carlyon Road. Susan Elliott, a mosaicist, has been commissioned to design and deliver this project. There will also be smaller installations of street art in ceramics throughout the town which could be part of a town trail. Sites around Chandos Place are being reviewed. This is good for engagement with young artists and there is an example already of a kingfisher in Biddicks Court from a young artist from Falmouth. Illuminations in Alymer square are also being considered. 7. Whitegold and Clay Connections – this includes the Whitegold Festival, Brickfields, International Ceramic prize and Linear Park. Brickfields is important as a project to engage communities in the clay villages. There is also some budget for the Clay Trails and artists involvement in some of the greening projects. 8. Garden Festival and other items – this provides a budget for the Garden festival and other items for the garden project.   The total budget includes the in-kind contribution from Cornwall Council which will be used towards the costs of construction. There is £11,376 unallocated. The GI4G money will enable more projects to be delivered than has been envisaged.  J Moore asked if the Brit roundabout was included. This urgently needs redesigning and there could be a link to the STARR project which may be able to provide additional funding. There is an aspiration to get the roundabout improved in time for the Tour of Britain in 2020. J Rowse has also raised this. It was agreed that J Moore and J Rowse should meet with Darren H and Mike H.  J Staughton asked if the town centre artworks included trialling the Johnsons Tiles system. A Murdin agreed to follow up with Johnsons Tiles.  St Austell Station will be a separate project with separate funding. Initial support has been given to provide a design of improvements and costs. The CCF budget is too small to sort this out. Nigel Blackler (Cornwall Council) has agreed to lead on this.  E Coode commented that the Coode estate has land alongside the A391 and they would be willing to discuss future working.  I Chalmers asked who owns the Biddicks Court wall. This is owned by Julian Hocking, Nationwide print and he is contributing to the costs, but is not paying for everything.  I Chalmers comments that it is important to keep track of extra funding that is coming in; Anne C is monitoring this and will provide an update.  S Gwilliams commented that the Town Council budget will be set in Dec; if details of maintenance needed were provided in Sept/ Oct that would be very helpful. A Murdin commented that there is an aim for lifespan of 25 years; ceramics are very hard wearing so maintenance should be minimal. D Hawkes agreed to provide a maintenance schedule for roundabouts.  E Coode asked about the lifespan for planted turf from Pictorial Meadows. D Hawkes replied that, if well managed (requires one cut a year, and cuttings have to be removed), there are areas of planting which have lasted beyond 5 years. The on-going maintenance should not be more than previously. The planting mix changes over 5 years but there is still a high impact; this product hasn’t been used this far south so it may be different. The 2012 Olympic Park planting is still successful – it has evolved but it hasn’t been replanted.  D James commented that it is important to recognise the benefits of the wildflowers and to capture cost savings for grass cutting. S Gwilliams reported that the Town Council are looking at the costs of managing areas differently.  J Staughton proposed formal support for the masterplan; this was approved unanimously.  Financial report and Insurances – A Chapman circulated a budget update (appended). The budget presented was the one from the application; following approval of the masterplan, this would be changed to reflect those costs. The project is under budget so far; additional expenditure will come when projects move into delivery.  MHCLG were slow in sending grant payment for Q1; Q2 was applied for early and money has now been received.  SABEF has a licence from IMERYS for using Blackpool pit for 3 months. Following from the expanded work and liabilities of the Directors, Anne C has arranged for insurance cover for Directors and staff cover, legal expenses cover, public liability (£10 million), employers liability. Cost is £1100 per year.  Jackie S commented that this was a job that needed doing and congratulated Anne.  E Coode suggested that £20 million public liability is needed for a larger estate. A Chapman to investigate costs.  A Chapman also requested that the team inform the underwriters about the projects as they take place. | AM  JM/ DH/ MH/ JR  AM  AC  AM/ DH  AC  Team |
| 5. | **Financial report**  Ian C reported that there are now two separate bank accounts with Santander Bank. The new one is specifically used to hold MHCLG monies and the balance in the account at 23rd July was £105,880.67. There was a further amount due in for financial quarter 2 of £252,020 (Note: This has now been received on 26th July).  Our own bank balance stood at £50,856.04 and represents:  Website funds £210.15  Whitegold £3,824.67  Garden Festival £2,782.97 (overspent)  General funds £49,604.19  Two additional grants have been received:  £2000 for Clean Cornwall application for the Railway station clean up. This will include improvements to the north platform.  £2000 was also received from the BID for the Bee project.  N Hotchin reported that the BID and Town Council have also got funding for cleaning up projects in the town. |  |
| 6. | **CC funding**  No update – hasn’t been spent |  |
| 7. | **Green and Whitegold Group**  J Staughton commented that the Garden Festival was very successful and included the launch of the St Austell Garden Club which will hopefully be useful for volunteers in the future.  D James highlighted that the Green and Whitegold Group have been consulted and involved in the development of the masterplan, as well as supporting the development and delivery of the Garden Festival, International Ceramic Prize and Brickfields.  It has been noted that attendance has been low and that individual artists haven’t come along. Feedback from the artists is that they are now happy to hand the work over to the team. D James felt that it was important to continue to use those artists as sounding boards. The frequency and content of the meetings will be reviewed to ensure it remains useful. If other stakeholders should be added, suggestions should be given to D James. | All |
| 8. | **Website update**  P Moody gave an update: the website will be managed by High Yield from this month – this includes Whitegold and the Garden festival websites. The aim is to get to 3000 viewings a month; over 2000 were achieved around the time of the Garden festival after only a couple of months. The next steps are to increase the Google ratings. There is also a need to monetise some transactions and there is a plan being developed. Nic Andersen will try to get businesses signed up from Sept.  Website is reaching 5500 different people. |  |
| 9. | **Key messages to share**  J Staughton outlined plans for roadshows to share the plan – this can link with Community Networks and events. Where and when and what are still to be agreed from October onwards. N Andersen to work with H Nicholson and T Davis.  The importance of early positive communication about wildflower planting on A391 was highlighted. | NA/ TD/ HN  NH |
| 10. | **Any Other Business**  P Moody reported that he had met with Wheal Martyn about transferring an old kiln from Falmouth University to St Austell. Wheal Martyn have identified a building but need to apply for grant funding to improve it. A temporary store is available from IMERYS.  John Hodkin facilitated a meeting with the CCF team to look at Eco-bos / IMERYS sites in the area with a view to Oriscom adopting similar schemes.  Chris Taylor has agreed to lead on a meeting with Cornwall Sports Partnership about the ‘naturally active’ strand of the St Austell Place Story.  J Swain reported that Kneehigh are working from The Beach this summer.  Tom French gave congratulations to the team for the progress which is being made.  **Dates for future meetings – 9.30 a.m.**  25th September; 27th November at St Austell Brewery Conference Room |  |

