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**SABEF Executive Directors Meeting**

**7th November 2018**

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| **Present** | **Directors** |
| James Staughton | St Austell Brewery (Chair) |
| Peter Moody | St Austell Printing Company (Vice Chair) |
| Dan James | Eden Project |
| Ian Chalmers | Phillips Frith |
| Sally-Ann Saunders | China Clay parishes |
| Malcolm Brown | St Austell Town Council |
| Tom French | Cornwall Councillor – St Austell Bay Division |
| Anne Chapman | Market House |
| Richard Hurst | White River Place, Centre Manager and BID |
| Ashley Shopland | IMERYS (Director) |
| Jacky Swain | CEG |

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|  | **Attendees** |
| Richard Pears | Chamber of Commerce |
| Nikki Hotchin | Market House and SABEF manager |
| Mike Hawes | Mei Loci |
| James Mustoe | For Steve Double MP |
| Rob Andrew | Cornwall Council |
| Greg Slater | Cornwall Council |
| David Chadwick | China Clay Community Link Officer, Cornwall Council |
| Helen Nicholson | St Austell & Mevagissey Community Link Officer, Cornwall Council |
| Tasha Davis | St Blazey/Fowey/Lostwithiel Community Link Officer, Cornwall Council |
| David Pooley | St Austell Town Council |
| For Item 1: |  |
| Martin Searle | Cornwall Council |
| Andrew Richards | Cornwall Council |
| For Item 2: |  |
| Charlotte Bond | Kneehigh |

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| **Apologies** | |
| Tony Nethercott | St Blaise Town Council |
| Jordan Rowse | Cornwall Councillor – St Blazey Gate & Par Division |
| Dick Cole | Cornwall Councillor – St Enoder Division |
| John Hodkin | IMERYS/ Eco-bos |
| Raoul Humphreys | Cornwall College |
| Tristan Netherton | St Austell Bay Chamber of Commerce |

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| 1. | **St Austell Town Heritage Scheme**  M Searle and A Richards outlined the St Austell Town Heritage Scheme (presentation attached) including:   * Funding available and timescale * Programme management, administration and governance * Update on physical progress * Update on complementary initiatives   Thanks were expressed, particularly for linking with the Ceramics vision of SABEF. P Moody asked what difference this has made in other towns. Camborne had an eight year scheme and information and evaluation of the scheme is available on the website: <https://www.cornwall.gov.uk/environment-and-planning/strategic-historic-environment-service/heritage-led-regeneration/> .  R Pears commented how the information about buildings past and present demonstrates the need for this project.  J Staughton asked for a volunteer to join the Steering Group and represent SABEF. | All |
| 2. | **Kneehigh Coastal Communities Fund (CCF)**  C Bond outlined the history of Kneehigh which was started by Mike Sheppard in 1980. It has its base in Gorran Haven at The Barns, but tours internationally and nationally and has a turnover of £1.5-2 million. Kneehigh applied for Coastal Communities Funding for the following activities:   1. Training at the Barns: workshops for young people, practitioners and companies 2. Ayslum: using this theatre venue to extend the season in Sept/ Oct with a festival involving different theatre companies and to showcase Cornish and south west talent 3. Walk with me – an app which visitors and residents can use while walking around a location. Stories are told which are gathered during tea parties involving the local community.   D James congratulated Kneehigh on achieving success with this grant application and already there are links developing with the SABEF CCF programme. |  |
| 3. | **Notes of the last meeting 5th September 2018**  The notes were approved. Actions were reported as follows:   * Tourism BID – following up with Mel Richardson. this is being progressed with research. G Caplin (Cornwall LEP) has offered to help as well. M Brown reported that the Roseland hadn’t been successful in a similar initiative but that businesses in Roseland may be interested in a wider BID. * J Staughton wrote to Roger Preston. He is recovering quickly. * Letter of support for Par Track also written. Hopefully they will secure a large grant from Local Action.   M Brown circulated a Draft of Code of Conduct. This was thought to be useful if something goes wrong or if there is negative publicity. It primarily restates what is in the Articles of Association for SABEF and has a few additional clauses from the Cornwall Council code of conduct based on a national template. If agreed today, Simon Mansell (Cornwall Council Solicitor) will be asked to advise.  A Chapman felt that reference to the Localism Act is not necessarily appropriate for CIC directors. The spirit of the behaviours is OK.  Directors were asked to comment to J Staughton within a week, following which Simon Mansell would be consulted. It was clarified that this would be a supplementary code rather than change the Articles. M Brown was thanked for his work on this. | All  MB |
| 4. | **Chairman’s announcements**  The project team has given two presentations to the Town Council and officers from different departments in Cornwall Council recently. Both were well received; there is good support for SABEF and the projects going forward.  R Andrew commented that the meeting with CC officers helps to identify opportunities to work with other budgets to make the most of SABEF funding. No other town has done a similar presentation to other council officers – this is a pilot process. Local operational decisions can help deliver the wider picture.  Cornwall Place Board, chaired by J Staughton, is developing a Cornwall Ambassadors programme. Work on a St Austell Ambassadors programme has been stopped so as not to duplicate this work and activities of the local Chamber of Commerce. Matt Silver is the new Place board manager and a launch is planned on 5 March in Cornwall and London. Breakfasts are being arranged to work with businesses across Cornwall.  Future presentations are planned to be Dr Smith, St Austell Healthcare and Creative Civic Change in Par Bay BIG Local – Cornubia.  J Swain reported that she had recently attend “Talent Match Cornwall” representing SABEF. This programme works with young people and helping to address ASB issues. Lack of aspiration affects behaviour and achievements. Breakfast clubs at the Market House – signposting young people. One case study highlighted a young lad from Liskeard who was given access to a moped; as a result he started his own company – car valeting. The scheme is Lottery funded and funding is coming to an end. |  |
| 5. | **SABEF Coastal Communities application**  J Staughton thanked A Chapman for her work which resulted in the successful bid. A summary budget was circulated which is based on figures put together by Alex Murdin and Jane Knight. This information is confidential as this stage. The budget also keeps overheads at a minimum. The budget shows that the Greening project has a greater spend because the impact is assumed to be greater. The Wild flower garden route is being delivered by Cornwall Council as matchfunding to the scheme.  3 job roles are being advertised today: Project Manager, Garden Town curator and Whitegold curator. These will be sent out on via Linkedin and the website and for Directors to share – closure date is 21st Nov with a view to appointment ASAP.  The budget includes funding for festivals for next 2 years. There is an aspiration to lever in more money and work with partners wherever possible. A Richards suggested that joint work could take place in February as the Town Heritage Scheme is bringing Parasite back to St Austell. N Hotchin to take this forward.  G Slater commented that ESF monies are available. The Project manager role will include seeking partners and extra funding.  A Chapman outlined the governance: A Chapman will be the contact with the Ministry for Housing, Communities and Local Government (MHCLG). There is an option to request funding in advance into SABEF bank account and it is proposed that this should be requested. Phillips Frith will do the book-keeping but there is a need to appoint an independent accountant to check the expenditure claims. The SABEF Exec will be informed of expenditure and, at present it is anticipated to be £700,000 in the first year.  These proposals were agreed by the Board unanimously. A Chapman will complete the necessary forms and request the first draw down of funds.  The Grant Funding Agreement from MHCLG was circulated in advance to Directors. This needs to be signed and sent back but is not negotiable. A Chapman highlighted the restrictions on the use of the funding. These are:   * delivery of the business plan only * costs which are not eligible in section 6.2 * Expenditure of over £20,000 needs to have a report of a independent accountant. * Goods and services must comply with procurement procedures. If a single supplier is needed, this must have documented evidence. This is likely to apply particularly to artist commissions; there is a proposal to use competitions to ensure value for money.   It was agreed that J Staughton should sign the Grant Funding Agreement – this was agreed unanimously.  A Chapman requested feedback on the reports Directors wish to see in the future. Suggestions should be made to A Chapman but they shouldn’t be onerous. J Swain commented that regular concise updates to the Directors would be useful, not just at meetings as Directors meet partners all the time and so need to be informed.  J Staughton commented that 2 years is not a very long time to deliver the business plan. The first job is to convert the vision to practical action. The Project Team agreed that a masterplan is needed and have identified Mei Loci and Mike Hawes to do this work. Mike Hawes has worked with St Austell Print for 8 years as a landscape architect. He also has relevant experience with the public sector including a public realm strategy in Helston; the company has 6 architects based in Truro. M Searle commented that he has worked with Mei Loci in Helston and this was a positive experience. The funding commitment is less than £5,000 at present therefore doesn’t need to be competitively procured; there is no commitment to future stages. The results of masterplan will be shared with Directors and the rest of work will be tendered as a number of smaller contracts. The aim of the masterplan will be to provide information so that the curators have information to support delivery. It will also identify benefits of different projects/ locations and advise on priorities and easy wins. The masterplan can have a longer timescale, with a 2 year focus and other funding opportunities will be highlighted. Mike will be meeting with stakeholders, including the Town Council and Jane Knight. | HN  NH  AC  JS  AC  JS  MH |
| 6. | **Green and Whitegold Group update**  The first meeting was positive and stakeholders have agreed to work together under one group. Key priorities for the Garden Town are Pinetum, Biddicks Court, Heligan Corner, roundabouts and the wildflower corridor.  D James reported that Whitegold 2018 was successful with £40,000 of funding. Parasite mural in Biddicks Court is also funded. The festival was scaled up this year and is now a date in the calendar for many organisations. Next year it is hoped to trial the international prize competition. He thanked everyone for helping.  J Staughton reported that the next meeting of the Green and Whitegold group is next week at which the proposals for festivals next year would be discussed. These could be linked to the proposals for a festival by Kneehigh. |  |
| 7. | **Finance update**  I Chalmers circulated Annual Accounts to end June 2018. This is the 3rd year of operation but only 2nd year of trading.  Income matches expenditure – there is £20,000 being carried forward for the website and general administration.  I Chalmers recommended a separate bank account for the Coastal Communities Fund.  Recommendation: Accounts from 1 July 2017 to 30 June 2018 are approved.  A Chapman proposed the recommendation is approved This was seconded by A Shopland and this was passed unanimously.  I Chalmers was thanked for his work.  R Andrew requested that the Executive approved the expenditure agreed in the summer from Cornwall Council totalling £40,000 – this is a condition of the grant and should be spent across the whole of the 3 community network area. P Moody outlined that the website manager is being paid for from this funding and this was confirmed. | IC  JS |
| 8. | **Any other business**  St Austell Town Council has appointed a part-time community projects officer to work with community groups in the town. This will help with looking after and using Town Council assets. This will also help groups attract funding to projects in the town.  A Chapman is laying a wreath on behalf of SABEF at the St Austell Remembrance Parade on 11th Nov and welcomed anyone to join her.  A Shopland gave an update from John Hodkin: a detailed planning application has been submitted for West Carclaze garden village with determination expected in early 2019. Physical works are planned to start soon after. It was agreed to send a letter of support from SABEF for the planning application. M Brown abstained from this decision.  A Richards offered some of the analysis of public realm and outline scheme for Duke Street to be considered as part of the masterplan process.  M Brown reported that Adult Education Service has moved to Robartes Road in St Austell and the service is keen to promote its services in the area – M Brown to provide a leaflet.  Richard Hurst – Biddicks Court is a focus of work and it has been improved recently which should be recognised.  H Nicholson reported that the A30 link road planning application is due to be submitted in early December. It was agreed to send a letter of support. M Brown abstained from this decision.  J Staughton asked if consideration to moving the library to the town centre could be included in discussions. | JS  AR  MB  JS |
| 9. | **Dates for future meetings – 9.30 -11.30 a.m., St Austell Brewery Conference Centre**  Wed 23rd January  Tue 26th March (Venue change: St Austell Print)  Wed 22nd May  Wed 24th July  Wed 25th September  Wed 27th November  Green and Whitegold meetings will be in the intervening months at St Austell Print. The Project Team has monthly breakfast meetings. |  |