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**Project Team Meeting**

**23 Sept 2015**

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| **Present** | |  |
| James Staughton | | St Austell Brewery (Chair) |
| Tom French | | Cornwall Council – St Austell Bay |
| Peter Moody | | St Austell Printing Company |
| Ian Chalmers | | Phillips Frith |
| Jackie Swain | | CEG |
| Dan James | Eden Project | |
| Sally Foard | Cornwall College | |
| Fred Jackson | | St Blazey Town Team |
| Clare Harris | Cornwall and Isles of Scilly LEP | |
| Helen Nicholson | St Austell and Mevagissey Community Link Officer, Cornwall Council | |
| Tasha Davis | | St Blazey/Par/Fowey Community Link Officer, Cornwall Council |
| David Chadwick | China Clay Community Link Officer, Cornwall Council | |

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| **Apologies** | | |
| Anne Chapman | For Steve Double MP | |
| Doug Scrafton | Cornwall Council – Par/ St Blazey Gate; Par Bay Big Local | |
| John Hodkin | | IMERYS/ Eco-bos |
| John Kneller | | Market House |
| Dave Halton | | Chamber of Commerce |
| Malcolm Brown | | St Austell Town Council |
| Dick Cole | | LAG/ Cornwall Council – St Enoder |
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|  |  | **Action** |
| **1** | **Welcome and Introductions**  Sally Foard is joining the CIC as the rep from Cornwall College replacing Abid Hussain. |  |
| **2** | **Notes of the last meeting 22 July 2015**  The notes were agreed as an accurate record. JH has made available the information from Baxters about transport issues to Nigel Blackler, Cornwall Council. |  |
| **3** | **Clare Harris, Employment and Skills Manager, Cornwall and Isles of Scilly LEP**  Clare is recently in post, working in particular with the Employment and Skills Board of the LEP. ESF Operational Pan has been signed off. Current priority is the Cornwall Expo. Clare is happy to work with SABEF to help take forward the skills agenda of the Investment Plan. |  |
| **4** | **St Austell Bay Economic Investment Plan**  It was felt that the Plan is well presented and thanks were given to David Chadwick for editing it so that it is more reader friendly. It is very useful to have a document which pulls together all the projects and provides focus for SABEF.  There was discussion about how widely this should be made available. The funders have a copy, and some other stakeholders such as the Economy Policy Advisory Committee of Cornwall Council and the LEP should be included. HN reported that, as agreed at a previous meeting, it was going to be discussed at the St Austell and Mevagissey Community Network in September and the China Clay Community Network, and St Blazey, Fowey and Lostwithiel Community Network in October.  It was agreed that an executive summary would be useful and this should be circulated to businesses and stakeholders who took part, together with the results of the workshops. The Executive Summary would be produced by the end of October.  JS queried if there was support for SABEF to take this forward? Given the wide geographical area, there isn’t another organisation to do so. Support was expressed for SABEF to have this role.  TF reported that the Market and Coastal Town Initiative (MCTI) strategy for the area is going to be updated to reflect this work.  There was discussion about SABEF hosting a launch in an open meeting. There was support for an open meeting but it was agreed that this would take place after SABEF took some time to agree how to address the next steps. The aim was to have a high profile, formal launch in January 2016.  A Chapman has offered to help with project management. It was agreed that this should be accepted although it is important that SABEF is apolitical. A Chapman produced a report which was circulated outlining the actions that needed to take place and when – HN/TD/DC to meet with AC to discuss. The following actions were agreed:  Communication and engagement plan – HN/CD/ TD to do  Implementation Plan – JS to work on with AC  AC to liaise with Clare H about calls for EU funding.  There was discussion about the need for a full economic strategy. This Plan does not have a full evidence base, or a vision and aims. Economic intelligence reports are available and the information can be provided for the three different network areas. There is also skills research available, but there is more work to be done. SABEF has a start of the vision and aims in its Memorandum and articles.  SABEF members can share the document, and minutes of the meetings. It is important to communicate the plan with the message that the next steps are being worked on, which will be launched at a public event in Jan.  Another offer of help has been received from Esther Dudley, a design research co-ordinator at Plymouth University, and trustee of Cornwall Crafts Association. She allocated research time to help with the regeneration of the area. Further information is needed about what she can offer. Cornwall College also has expertise to offer to involve students in work on the projects of SABEF e.g. website, events etc. | **DC**  **JS**  HN/TD/DC/ AC  HN/TD/DC  JS/AC  AC |
| **5** | **Website**  JS outlined the work done to date on this project so that queries about the appointment of Control My Sales (web company owned by D Halton) was clear. A Working Group was set up to develop this project and produced a brief which went out to tender about a year ago. Three companies gave quotes which were expensive and more than the funding currently available. JS, PM and FG were members of the working group with Dave H for his expertise. As part of the process, DH was asked to quote as well by the rest of the working group but only after the three tenders were deemed not appropriate. The whole SABEF project team approved his tender. The next step was to secure the funding via private sector sponsorship – so far £12,000 has been pledged. Requests to the Town Council and BID are still outstanding. In addition, £10,000 is available from the Coastal Communities Team. A further endorsement of the appointment of Control My Sales was requested and agreed. A proper contract is needed and will be put in place. Consideration of VAT also needs to be included in the financial plans.  In due course a press release about the launch of this project would be released and which should explain how this achieves best value for SABEF.  The recently agreed CIC Articles include a section about Interests of trustees – this would be circulated and reviewed if necessary. It was suggested that a legal representative on the group would be useful. | **PM**  **IC** |
| **6** | **Greening Project**  JS secured support from Heligan to “green” the Wilkinsons wall as a key entrance way to the town. J Kneller reported that a meeting has taken place with White River Place and BID. The proposal is to use the tree (Eucryphia) around High Cross Church as a theme – additional trees will be planted up in White River and the Station. Heligan will produce some designs for this entrance way which will be costed up and then a way forward can be agreed. |  |
| **7** | **Project Clay Town**  A number of initiatives are being taken forward under this project:   * A colour scheme is being developed to promote to building owners and which will help brighten up the town. * An Education symposium – The Future of Ceramics education in Cornwall – is taking place on 6 Nov at Eden. 40 people expected. They will be considering documents produced as a result of the Stoke visit. The aim is that the course would be centred/ based in St Austell, rather than Camborne and would have links to Stoke. Camborne campus might host some of the courses where appropriate. * There are also plans to take forward an exhibition linked to the history of clay and the aim is for it to have an international profile. * Jenny Beavan is working on having an International Conference in this area. FJ offered contacts in TV to help progress this. * Designs for the roundabouts on the A391 are also being taken forward with Eden and Sue Hill. |  |
| **8** | **Legal structure**  IC reported that a Bank account is being opened with Barclays. Every CIC trustee has to complete forms and present them to Barclays in St Austell with ID, unless they already have an account with Barclays. | **ALL** |
| **9** | **Coastal Revival Fund**  It was reported that two Coastal Revival Fund applications were submitted – Market House and St Blazey Turntable and Roundhouse. The Clay Town project was not thought to be eligible. An announcement is expected in Nov and the scheme is over subscribed. |  |
| **10** | **AOB**  M Brown reported that the Cabinet has approved removing the Airport Development Fee at Newquay and this was endorsed yesterday by the Scrutiny Management Committee.  Trewhiddle has been given planning permission with fewer retail restrictions than was recommended by officers. The next steps are to have the S106 agreed. Then there is a period when legal challenge or central government intervention can take place. The detailed planning permission will have to follow.  It was requested that SABEF should have reports from the South East Cornwall Local Action Group. FJ reported that they will being going live in early Oct. HN to follow up. | **HN** |
| **11** | **Date of the Next meeting**  The next meeting will take place on 25th November at St Austell Print offices. |  |