

## **CLERKS REPORT - COMMUNITY LEAD LOCAL DEVELOPMENT (CLLD) – CATTLE MARKET MAKERS (CMM) PROJECT**

**NOTE - READING THE ATTACHMENTS** - This clerks report has been written to enable the project to be understood and supported at the 29<sup>th</sup> July 2021 Special Council meeting. The attachments provide useful additional detail in specific areas in which councillors might be interested and may wish to read further. However, the first attachment should be read to provide a note on the concept of the Cattle Market Makers project. It is helpful in setting the context that sets it apart from the immediately adjacent Cornwall Council Workshed office development which is being built over the next year or so.

The Town Council will be considering both of the grant offer letters from the Community Lead Local Development (CLLD) for the European Regional Development Fund (ERDF) and European Social Fund (ESF). It will also be considering two match funding offer letters from Cornwall Council to cover both the ERDF and ESF aspects of the project. Given that one condition of the grant offer letter is that it needs to be accepted within 30 days of the date of issue, it would be essential to clarify any questions that councillors might have and be in a position to accept both offer letters at the 29<sup>th</sup> July 2021 Town Council meeting.

- A. CATTLE MARKET MAKERS PROJECT (CMM) (see attached) – Note explaining the Cattle Market Makers Project concept.
- B. FINANCIAL BRIEF (see attached) – including a summary of all of the grant offer and match funding offer letters.
- C. RISK ASSESSMENT (see attached) –
- D. COMMUNITY LEAD LOCAL DEVELOPMENT (CLLD) (see attached) – Programme Management – Eligibility and Risk Observations.
- E. IMPLICATIONS FOR STAFF TIME AND OTHER PROJECTS -
- F. GRANT OFFER LETTERS (see attached) – i) CLLD ERDF and ii) ESF grant offer letters iii) Cornwall Council Match Funding offer letter to cover the ERDF spend. iv). Cornwall Council Match Funding offer letter to cover the ESF spend.
- G. PLANNING CONSENT – has been obtained decision notice attached.

**CATTLE MARKET REGENERATION CONTEXT AND BACKGROUND** – For over 20 years the provision of further business units in the cattle market was proposed by several studies and strategies as an essential way of bringing extra footfall and vitality to the town centre. Initially, this was seen as an ancillary and supporting role to the cattle market. This was the thinking behind the Town Councils' 2015 bid for grant funding under the Food Enterprise Zone to provide 25 business units.

However, the closure of the cattle market in late 2017 brought about a desire on the part of the Town Council and Cornwall Council to work jointly on the regeneration of the former cattle market which is a significant brownfield site.

The Town Council adopted a Memorandum of Understanding for joint working with Cornwall Council on the Cattle Market at its 30<sup>th</sup> October 2018 meeting. Thereafter, it has been working with Cornwall Council to progress the regeneration of the former cattle market.

Cornwall Council secured Government funding to hold a comprehensive community regeneration and site assessment on the former cattle market. This process referred to as the Charette took place over several months in 2019.

The “Charette” among a number of other things again identified a clear need for a range of business units to help diversify the economic base of the town and bring income and business development opportunities to the town centre.

Note\* that the initial location indicated for the workspace was completely within an extensive area of existing car parking. The actual location chosen and being developed is located largely in the area previously taken up by cattle market sheds and other buildings. As such it will have a drastically smaller impact on the other important use of the site which is car parking.

The Town Council is working with Cornwall Council, as the landowner, the provider of the local element of the match funding and the organisation possessing the economies of scale and technical capacity to develop a capital programme item.

Furthermore, specialist advice on the type of support including equipment and training unit fit out has been provided through joint working with the Plymouth College of Art. A Memorandum of Understanding (MoU) with them was approved by the Town Council on 24<sup>th</sup> June 2020.

**NOTE – CORNWALL COUNCIL – WORKSHED** – Cornwall Council are constructing a 17 unit high quality office development for rent to businesses. Our 8 mostly craft and ‘light manufacturing’ units are immediately adjacent to and compliment the Cornwall Council Workshed. Cornwall Council carried out a demand study to identify towns in east Cornwall in which there was sufficient market need for high quality office units. Liskeard was one of three towns identified as was the cattle market one of the suitable sites.

## **TOWN COUNCIL DECISION PROCESS TO DATE**

14th May 2019 – Meeting held with Sue Brownlow who suggested a possible project idea for a creative industries and artisan foods scheme in the cattle market. Initially, reusing existing old buildings to provide space and advice and support to creative industries / artisan foods businesses and pre business start-ups. The project as proposed was to go to the Community Lead Local Development programme.

21st May 2019 - Finance, Economic Development & General Purposes Committee – Minute 602/18 That the town council confirms support for a partnership bid to the Community Lead Local Development programme and confirms that subject to details set out in a contract offer letter, it would be willing to undertake the role of accountable body.

21st May 2019 - Finance, Economic Development & General Purposes Committee – Minute 594/18 Council Objectives and Priorities was to increase the number of good quality jobs and businesses, by supporting partners, in the delivery of the regeneration of the former cattle market and employment sites and premises projects in the short term of which is the Cattle market project.

24th July 2019 – Finance, Economic Development & General Purposes Committee Minute 124/19 That the draft Expression of Interest is approved for submission as the basis of a joint bid for European Regional Development Fund (E.R.D.F.) and European Social Fund (E.S.F.) for Liskeard.

29th October 2019 – Town Council – Minute 269/19 That as a general principle local management should be more effective. Further work needs to take place on how that can operate and the Town Council should play a role in that. If projects were to be considered, they should be financially self-supporting.

12th May 2020 Special Town Council Submission of an application and supporting spreadsheets and policies to the CLLD for the Cattle Market Makers project. Following a presentation by the Programme Manager from the Community Lead Local Development (CLLD) and extensive consideration of the reports and spreadsheets. Minute 585/19 the councillors voted to support the application form, spreadsheets, draft heads of terms, equality and diversity policy.

24th June 2020 – Town Council Minute 47/20 COMMUNITY LEAD LOCAL DEVELOPMENT (CLLD) – Cattle Market Makers project:

The Council resolved to ratify the application form as submitted.

The Council resolved to ratify the spreadsheets as submitted.

The Council resolved to ratify the draft Heads of Terms as submitted

The Council resolved to ratify the Equality and Diversity Policy.

The Council resolved to approve the draft Memorandum of Understanding (MoU) with Plymouth College of Art.

The Council resolved to appoint Contractor A to provide specialist VAT Advice. The budget to come from the General Reserve.

6th August 2020 – Special Council – Minute 107/20 Cattle Market Makers project. The Council approve as a working document the Collaboration Agreement. The advice of the Council's Solicitor should be sought on the Collaboration Agreement and heads of terms of the lease.

25<sup>th</sup> August 2020 – Council - Minute 121/20 – CLLD – Covid Impact. The Council resolved to confirm that the Cattle Market Makers project should proceed.

2<sup>nd</sup> December 2020 Council – Minute 297 / 20.a - Location for the Hub the Council resolved to agree to the basic location of the hub on the site indicated, subject to the design team looking into the detailed layout being rotated through 90 degrees and

put back to the boundary. This being subject to any grant, contract and planning issues on the neighbouring Workshed project.

297 / 20.b Membership of the Design Group – the Council resolved the membership of the Design Group as the Mayor, Deputy Mayor, Councillors Ambler, Cassidy and Smith.

7<sup>th</sup> January 2021 Council - Minute 328 / 20 – Location of the Hub - The Council resolved to agree to the location of the hub on the site indicated.

26<sup>th</sup> January 2021 Council – Minute 373 / 20 Lease – Subject to the inclusion of a form of text clarifying the relationship between the lease and the collaboration agreement at 11.1, the Council resolved to approve the lease.

23<sup>rd</sup> February 2021 Council – Minute 408 / 20 b.) Lease - following confirmation that the lease had been satisfactorily modified, the Council resolved to approve the lease.

409 / 20. c) Tenancy At Will Agreement – The Council approved the Tenancy at Will agreement.

2<sup>nd</sup> March 2021 Council – Minute 427/20 Planning Application – noting that the grant offer letter once received from the Community Lead Local Development (CLLD) program, would need to be approved by the Town Council, the Council resolved to confirm that the planning application as circulated should be submitted for the cattle market makers project.

27<sup>th</sup> April 2021 Council – Minute 509 / 20 – a. The Council resolved to approve the obtaining of specialist advice on “state aids” and confirm approval of the £500 fee. b. The Council resolved to approve the draft terms of reference including the amendments suggested and circulated prior to the Council meeting, of the Cattle Market Makers Group.

### **COMMUNITY LEAD LOCAL DEVELOPMENT (CLLD) – GRANT OFFER LETTER AND SCHEDULE OF CONDITIONS (see attached ‘Conditions on SE0032’)**

The Town Council has been working towards the provision of most of the items identified already by the CLLD programme management. The items below the outstanding points to consider and understand.

Condition – 1 (at the top of the first page) – 30<sup>th</sup> June 2022 closing date for eligible expenditure and activities - the CLLD Programme Management has indicated that it is usual for the year end of projects and programmes to be extended. However, formal notification of extensions in time do not usually occur until near the end of the programme.

Condition – 7 (at the top of the second page) - Safeguarding Policy is the only policy not yet updated. Hence, it is an agenda item on the 15<sup>th</sup> June 2021 Special Council.

Condition – 14 (mid-way down page 3) ESF – 3 posts are mentioned. These include the 2 new posts (Programme Manager and Project Assistant). The 3<sup>rd</sup> 'post' is the additional hours that Trudy will be working to provide the financial support including record keeping for the project. The funding can only cover the genuine additional hours.

### EXPLANATION OF ATTACHED DOCUMENTS

The following attachments include further details regarding various aspects of the Cattle Market Makers project, that the Town Council has looked at in detail during the 3 year course of the development of the project. Should any clarification be needed this would be welcome in advance of the Town Council accepting the grant offer letter.

- A. CATTLE MARKET MAKERS PROJECT (CMM) (see attached) – Note explaining the Cattle Market Makers Project concept. This should help to clarify the project as a distinct and different but complimentary project to the adjacent Cornwall Council Workshed. Of particular note, is that the Cornwall Council Workshed is purely a capital build construction of the units. Our Cattle Market Makers project, has both a capital build to provide the workspaces and includes revenue funding support for a time limited team of 2 staff. Their role will be to actively encourage people to convert their ideas into business start-ups and provide existing businesses with the advice and support to expand which could well be into their first business unit. The time limited team will help a greater number of sector relevant businesses than those who will take the units and hire the facilities. The intention will be to assist other business in the same sector to help build a stronger town profile in that economic sector.

There is also the facility to build on the work of the Liskeard Together project in accessing and supporting vulnerable and excluded individuals on a journey of bringing them closer to the mainstream economy through confidence building and team project work. The training rooms can be used for such purposes. Local community groups are supporting of recycled materials for the craft based project work.

- B. FINANCIAL BRIEF (see attached) – There are a number of supporting spreadsheets to cover the financial aspects of the project. These are available and attached. However, the Financial Brief provides a useful readable format summary on the financial side of things.
- C. RISK ASSESSMENT (see attached) – this is an update of that circulated to Council last year. It includes a range of potential risks and mitigations to the project. This informs on the depth of consideration of the project over the last 3 years.

D. COMMUNITY LEAD LOCAL DEVELOPMENT (CLLD) (see attached) – Programme Management – Eligibility and Risk Observations. The current Community Lead Local Development funding is time limited and restricted in many respects regarding eligibility in terms of use and even the possible location of the project within the town. The Programme Management have provided the following attachment to answer previous questions on the possible alternative use of the grant aid.

E. IMPLICATIONS FOR STAFF TIME AND OTHER PROJECTS – This project does involve significant further work to progress. This is not least in respect the Town Clerk and the Responsible Financial Officer/Deputy Town Clerk. This report outlines the impact of the project on staff time.

F. GRANT OFFER LETTERS (see attached) – i) CLLD ERDF and ESF ii) grant offer letter iii) Cornwall Council Match Funding. to cover the ERDF spend. iv). Cornwall Council Match Funding offer letter to cover the ESF spend. We have been very fortunate in securing both an offer of grant from the CLLD programme and the offer of match funding from Cornwall Council. As might be expected there are requirements of course to spend the funding on the eligible activities within the approved timescales.

G. PLANNING CONSENT – has been obtained decision notice attached.

## **Appendices**

Application form January 2021

Accompanying spreadsheets January 2021

Balance Sheet and Draft Statement of Account

**RECOMMENDATION: That the Town Council considers and accepts the ERDF and ESF grant offer letters from the Community Lead Local Development (CLLD) and accept both of the corresponding match funding offer letters from Cornwall Council that will fund the delivery of the Cattle Market Makers project.**