

## **CATTLE MARKET MAKERS PROJECT BOARD – NOTES**

### **WEDNESDAY 12 JANUARY 2022 at 14.00 MEETING BY ZOOM**

#### **Present:**

Mayor, Councillor Simon Cassidy

Deputy Mayor, Councillor Christina Whitty

Chair, Councillor Rachel Brooks

Vice-Chair, Annette Lee-Julian

Councillor Richard Dorling

Ian Hutchinson – Head of Development, Plymouth College of Art

Town Clerk – Stephen Vinson

Deputy Town Clerk / RFO – Yvette Hayward

#### **In attendance:**

Councillor Lori Reid

Councillor Naomi Taylor

Councillor Nick Craker

Project Manager – Alec Charles

#### **Apologies:**

Councillor Jane Pascoe

Councillor Julian Smith

Project Administrator – Jack Rockcliffe-King

### **1. Welcome and apologies**

The Chair welcomed board members and fellow councilors to the meeting. Apologies were received from Councillor Jane Pascoe, Councillor Julian Smith and Project Administrator Jack Rockcliffe-King.

## **2. Notes of previous meeting**

The notes of the previous meeting were accepted as an accurate record (proposed: Councillor Lee-Julian; seconded: Councillor Dorling). All actions from the previous meeting were addressed in the agenda. The PM noted that he had accepted the kind invitation to visit Plymouth College of Art extended at the previous meeting, and would be doing so on 14 January.

## **3. Update on capital build procurement process**

Apologies were offered to CMM Board members and LTC councillors for the delays to the tendering process and the resultant rescheduling of the workshop meeting to view the plans. The review of the tendering process had raised issues relating to ensuring that the capital element remained as cost effective as possible and to demonstrating environmental sustainability compliance. This had been the primary reason for this delay.

A meeting with the consultants on 6 January agreed that a timeline for the process would be provided by the consultants by 10 January. A further meeting on 11 January considered this draft timeline and addressed questions relevant to the ITT process. It was agreed that efforts would be made to ensure that this process be kept as short and swift as possible. Ongoing weekly meetings had been scheduled on Thursday mornings until early March, in order to maintain that momentum.

The project team noted that they were expecting to receive the revised invitation to tender document during w/c 17 January. It was understood that there would be no substantial changes to the design or specifications, but that the wording of the documentation would be revised to be brought in line with process requirements. It was noted that this open tender process would again seek the procurement of modular structures. The Board were assured that this would not affect the planning permission already granted.

It was anticipated that it would be possible to circulate the revised tender documents upon their receipt, and to schedule a half-day drop-in session for Board members and councillors to view the revised tender documents on the afternoon of Wednesday 19 January. During this period, colleagues from CDC/CLLD would also review the documentation to ensure compliance with the requirements of funding bodies. It was expected that this documentation should then be released to tender during w/c 24 January.

It was noted that the tendering process would remain open for 5-6 weeks to allow time for queries, responses and site visits, and that the scoring process itself should involve a representative of the Board/LTC, along with the consultants. The construction process itself would be envisaged as taking a maximum of 20 weeks. This should maintain a completion date in late summer.

The Board were assured that CLLD/CDC have been apprised of this timeframe and that CLLD/CDC colleagues have been involved in these discussions. The team were confident that any construction delays should be covered by ample capacity within the time-frame of the funding period; this had been addressed in discussions involving LTC, CLLD/CDC and the consultants.

#### **4. Update on website**

The Board were informed that the initial iteration of the website had been prepared for publication. This would include course information, general project information, information on business mentoring, profiles of makers who had so far joined the project's network, project news and contact details. The URL for the site had been designated as: [www.marketmakers.org.uk](http://www.marketmakers.org.uk). Board members and councillors would be informed as soon as the website went live. This was anticipated to take place shortly.

#### **5. Promotional activities**

The project manager was featured on BBC Radio Cornwall's breakfast show on 12 December. (This was his second appearance on the station to promote the project, following an initial appearance on 20 November.) Following a feature on 24 November, news items about the project also featured in The Cornish Times on 8 and 15 December. Traffic to the project's social media platforms remained robust, with 90 followers on Instagram (up 32% since the December report to the CMM Board), 36 on Twitter (up 29%) and 218 on Facebook (up 80%), with more than 400 engagements with Facebook posts during December. The PM had also published a blog commissioned by the urban masterplanner Charles Campion (of JTP) involved in the strategic development of the Cattle Market site; this was available at: <https://2020visionsbook.com/blogs/making-it-in-liskeard/>. The Mayor kindly commented on the positive reputation which the project had started to generate. The PM noted the positive support afforded the project by individuals and organizations in the town.

#### **6. After-school clubs and courses**

It was reported that, following the successful completion of DBS checks for the trainers involved, the project was ready to promote and deliver after-school club sessions, aligned with standard Covid-19 safety protocols. The project however continued to await the two schools' approval of the planned schedules; it appeared clear that ongoing pandemic uncertainties had delayed decisions necessary for the implementation of these plans. It was noted that, although current government guidance did not preclude the continuation of after-school-club activities, the team remained sympathetic to the priorities and pressures that would at this stage necessarily determine these schools' efforts to maintain the operation of their core educational provision.

It was reported that the team had also continued the processes of recruitment for the project's main skills courses. These processes had again been hindered by pandemic uncertainties. The project team had been informed by CLLD that other projects were experiencing similar issues across the sector. Progress had however been made with various feeder organizations (including Jobcentre Plus, Active Plus and Pluss). A leafletting campaign (which covered all residential areas in the project's core target zone, and a number of focused areas in the broader functional zone), as well as leafletting via the Food Bank and the Lighthouse Centre, and direct liaison with Liskeard Together, had kick-started the participant recruitment process.

The delivery of each course would be initiated as soon as there was a sufficiently sized cohort to make such delivery viable. In liaison with the CLLD, the project administrator was in the process of working with prospective participants on the completion of their paperwork and the submission of their relevant documentation. There were at the time of the meeting ten such prospective participants who appeared to meet the essential ESF criteria (the overall target for the year being 32 participants).

### **7. Enterprise engagement**

It was reported that the project has continued to build its network of local artists, craftspeople and creative businesses, several of whom had contributed their profiles to the growing Makers section of the project website. A number of these should qualify for formal mentoring and support as new enterprises or established businesses. In liaison with colleagues at CLLD, the project administrator was again in the process of working with prospective participating enterprises on the completion of their relevant paperwork.

### **8. Any Other Business**

No other business was raised.

### **9. Dates of future meetings**

The Board were asked to note the dates of future meetings:

- 9 February 2022, 14.00-15.30
- 9 March 2022, 14.00-15.30