

CLERK’S REPORT – A. PARTICIPANTS IN THE DESIGN GROUP MEETINGS. B UPDATE ON COUNCIL MEETINGS RELATED TO THE CATTLE MARKET MAKERS PROJECT.

A. Participants in the Design Group Meetings

Tuesday 15 December 2020 - James Griffin, Matt Willis, Ben Mundy (PCA), Rachel Brooks, David Ambler, Simon Cassidy, Sandra Mitchell, Julian Smith, Lindsay Knuckey, Arron Jones, Steve Vinson and Yvette Hayward

Monday 25 January 2021 - James Griffin, Matt Willis, Rachel Brooks, Sandra Mitchell, Julian Smith, Lindsay Knuckey, Arron Jones, Steve Vinson and Yvette Hayward.

Friday 12 February 2021 - James Griffin, Matt Willis, Ben Mundy (PCA), Rachel Brooks, Simon Cassidy, Julian Smith, Lindsay Knuckey, Arron Jones, Steve Vinson, Yvette Hayward, Debbie Mynott, Nicky Harwood, Jenni Phillips and Rosie Leo (Krowji).

B. Update on Council Meetings Related to the Cattle Market Makes Project

This is an update of the previous updated list of meetings put to Council on 25th August 2020 and 12th May 2020. Those are on page 2. Below are the recent dates.

Date of the Meeting	Status of the Meeting	Issue Discussed	Approval
02 Mar 2021	Special Council	Submission of Planning Application	
23 Feb 2021	Council	Tenancy at Will Lease – final clause	Approved Approved
12 Feb 2021	Design Group	Look at layout	
26 Jan 2021	Council	Lease – presented	Approved subject to final clause
25 Jan 2021	Design Group	Layout recommendations	
7 Jan 2021	Special Council	Our Solicitors advice to approve lease	Request further modifications
22 Dec 2020	Council	15 Dec 2020 Design Group recommendations	
15 Dec 2020	Design Group		
8 Dec 2020	Special Council	Location of the project. Set up a Design Group.	Agreed the location and the membership of the Design

			Group to look at.
24 Nov 2020	Council	Workshed update on demolition – CLLC Timeline and location updates	
27 Oct 2020	Council	Our Solicitor reports no adverse content to lease	
29 Sep 2020	Council	CALC advice on approval obtained	Reobtained approval
25 Aug 2020	Council	Covid19 impact	Approved continuation

CLERK'S REPORT – SPECIAL COUNCIL

Note – This is a special meeting of the Council to discuss and approve the Cattle Market Makers Project for submission to the Community Lead Local Development. To assist councillors there is in this report and attached the following:

- 1. Background and Context** – the reasons behind progressing an application.
- 2. Development of Cattle Market Makers Application** – how the project has progressed in terms of meetings and area of work.
- 3. Documents** – attachments to the agenda – some of these as indicated are for consideration and approval this evening. The rest are for the information of councillors if you are particularly interested.
- 4. Dates Relevant to the Cattle Market Makers Project** – including decisions and reporting progress.

1. Background and Context – Cattle Market Makers (CMM) CLLD Project

- The Town Council has adopted aims and objectives to make the town a thriving, commercial and creative hub. The regeneration of the former cattle market site has been adopted as the priority activity for the Town Council help creative businesses to develop, support people in deprivation and to bring footfall into the town centre.
- The regeneration of brownfield sites was well supported by members of the public during the Neighbourhood Plan consultation.
- The town centre has lost employment during the last decade for a number of reasons.
- The town has grown in terms of the numbers of houses built but without corresponding growth in employment opportunities. The provision of employment opportunities in the town centre would help make the town more sustainable as a community.
- There is good demand for smaller business units in the town centre with full occupancy in our own business units, those units in the former cattle market and the Liskerrett Centre. Enquiries for small units are being received on an ongoing basis. Several recent demand studies show a need for workspace in the town centre. This includes the November 2019 Creative Kernow survey of

Liskeard based creative industries that indicated 18 businesses are interested in business premises.

- The idea of theming the project as a creative industries workspace came originally from the external facilitator of the Town Council aim and objectives setting Sue Brownlow (14th May 2019).
- There has been ongoing investment by businesses in their own property for their own occupation. However, it is a number of years since the last set of workspaces was provided for provided for letting to small businesses. (20 workspaces in 2003).
- The CLLD funding has been provided to limited parts of Cornwall for those areas suffering from some of the highest levels of deprivation in the country. There has been relatively limited levels of drawdown of the grant resources and this cattle market makers project will help to draw a significant proportion of the funds for the CLLD area into Liskeard.

Broader Context of Joint Working with Cornwall Council and Liskeard Town Council – Memorandum of Understanding

30th October 2018 Town Council Meeting – Mayor Councillor Christina Whitty – Deputy Mayor Councillor David Ambler.

245/18 FORMER CATTLE MARKET SITE – MEMORANDUM OF UNDERSTANDING WITH CORNWALL COUNCIL – Adam Birchall (Head of Sustainable Growth and Innovation – Cornwall Council) and David Read (Liskeard / Looe Community Link Officer – Cornwall Council). It was agreed that the report would be in PART I unless “Commercial in Confidence” issues arose necessitating it being transferred into PART II. The Town Clerk reminded that the town council was currently represented on the Cornwall Council cattle market working group. That the Memorandum of Understanding would provide the framework for ongoing joint working. That progress reports would go to the Town Council’s Planning Committee (depending on content) in PART II.

Councillor Smith proposed, Councillor Holmes seconded and the council RESOLVED to adopt the Memorandum of Understanding for joint working with Cornwall Council on the redevelopment and regeneration of the former cattle market site.

Adam Birchall set the context and rationale of the Cattle Market Working Group.

He drew attention to certain elements in an indicative plan of the former cattle site:

- The purchase of the former ATS building by Cornwall Council to enable road access and visibility improvements and a potential expansion of the doctors’ surgery.
- The need to maintain a protected corridor to access the Liskerrett Centre.
- The location of a site for 1,000 square metre workspace project (which the Town Council had indicated an interest in making a £100,000 investment in a joint project with Cornwall Council).
- The location of a supermarket or later living.

- The potential location of a community / arts centre. Cornwall Council having found funding for a viability appraisal.
- The importance of maintaining the maximum amount of car parking.
- Experience had shown that when a town adopted an agreed and coordinated approach, Cornwall Council found it much easier to invest its resources in support of the town.

Councillor Powell proposed, the Deputy Mayor (Councillor Ambler) seconded and the Council RESOLVED to go into PARTII.

246/18. PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

Pursuant to Section 1(2) of the Public Bodies (admission to meetings) Act 1960 and having regard to the confidential nature of the business to be discussed, the Press and Public be excluded from the meeting for the following item of Business.

Former Cattle Market site – “Commercial in Confidence” Discussions.

20.22 the Council came out of PARTII. It was agreed that:

- a). The Neighbourhood Plan sets a clear policy favouring town centre retail, and Cornwall Council strongly supports that
- b). The work that has been done on masterplanning the Cattle Market, plus the funding expected to be secured for part clearance, means that it represents a demonstrably deliverable site for retail
- c). The demand study conducted by the Town Council indicates a number of high quality employers wanting to locate or expand in Liskeard, and the Cattle Market is also a suitable site for those, such that is anticipated that we will have a healthy competition for space and uses on the site.
- d). The combination of significant demand evidenced for the town centre site, plus the clear policy steer in the neighbourhood plan, means we are hopeful of securing a good receipt for the site
- e). The priority of the Town Council and Cornwall Council is to ensure that marketing of parts of the site encourages high quality employers and or retail uses, and both Council's remain receptive to all uses that will drive foot fall to the Town Centre.

247/18 AGRI-HUB AND EMPLOYMENT LAND DEMAND ASSESSMENT -

Following discussion: Councillor Smith proposed, the Deputy Mayor (Councillor Ambler) seconded and the council RESOLVED with regards recommendation a). 15 – 20 acres employment site – to support Cornwall Council on the site acquisition and servicing of a significant employment site. Thereafter, to work with Cornwall Council and with suitable private sector partners to provide phases of built offices, workshops and factories to meet local and inward investing business need.

Councillor Smith proposed, the Deputy Mayor (Councillor Ambler) seconded and the council RESOLVED with regards recommendation b). the two smaller privately owned employment plots, to support the current owners in the development of these

sites. As they will be in the short term, the stop gap to cover the time that the larger project will take to deliver.

Following discussion, Councillor Cassidy proposed, Councillor Powell seconded and the council RESOLVED with regards recommendation c). Agri-Hub – support the landowner and a local farming cooperative (Cornwall Quality Livestock Agricultural producers) in the progression of the project.

Councillor Goldsworthy returned to the meeting.

2. Development of Cattle Market Makers Application

The Town Council agreed in principle to develop an application at the Finance, Economic Development & General Purposes Committee 21st May 2019 Minute 602/18 – “Councillor Brooks proposed, Councillor Goldsworthy seconded and the Committee RESOLVED to adopt the resolutions made in PARTII as set out below.

ACCOUNTABLE BODY STATUS PROJECT 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.“

A series of meetings were then held, involving the Mayor, Deputy Mayor, Town Clerk and others with the local primary schools, the Lighthouse Centre and Community Treasure Chest, the Liskerrett Centre, Adult Education, Liskeard Together Project, the Growth Hub and Skills Hub to discuss how we could work together on the project. All expressed support and were keen to be involved or to liaise with the project.

Vicky Reece-Romain from the Culture Team at Cornwall Council was also very helpful in contributing to the Expression of Interest and she facilitated a very positive workshop for local creative businesses to discuss the demand for support and identify what sort of support they would find helpful.

All of this fed into the Expression of Interest, which was agreed by the Town Council on 24th July 2019 Minute 124/19 and accepted on 10th September 2019 by the CLLD, with a set of conditions, which are set out in the main application form.

The major work then started on the main application, and working this up required further discussions with partners.

In particular we met with Plymouth College of Art to discuss how they could input to the project, including providing advice, technician support and a satellite ‘Fab Lab’ with 3D printers etc. This led to the development of a draft Memorandum of Understanding with PCA.

We also had a series of discussions with Cornwall Council officers to discuss the thorny question of how the containers could be commissioned and installed in a way

which met CLLD requirements, the economic development aims and internal policies of the respective councils and did not involve a lengthy procurement process. As part of this, the Town Council produced a partnership discussion document (a later version of which was discussed at the Town Council meeting on 28 April) which set out options for a way forward. This led to an approach where Cornwall Council, in addition to providing almost all the match funding for the revenue items for the project, would also buy the containers and lease them to the Town Council on a peppercorn rent. To submit the application the Town Council needed to calculate costs associated with the commissioning, purchase and installation of the containers. To make this possible, Cornwall Council commissioned Arcadia to carry out a costing exercise.

This partnership discussion document is forming the basis for two formal documents. The first of these is the draft memorandum of heads of terms (lease agreement) which was draft-ed by the Town Council and is presented for agreement at the meeting. The second is a Collaboration agreement which relates to the partnership for the overall project. This is currently being drafted with support from Cornwall Council legal department and will be brought to a Town Council meeting in May or June.

We would be getting a large chunk of the whole CC match funding pot, and this is subject to a separate application (similar to the main CLLD app) which will need to be signed off by the CE of LEP and Service Director for Economic Development and Enterprise plus the portfolio holder, hence the close working.

At the same time, a large piece of work has been undertaken by Yvette to complete the financial spreadsheets required by the application, and following requests from councillors, a six-year cashflow and a risk management document have also been produced with the aim of minimising risk to the Town Council from this large project.

3. Documents

Because of the nature of this application, there are a large number of documents to consider. To help in understanding how these fit together, this section lists the relevant documents by category.

Documents already agreed:

Expression of Interest (attached) – 24th July 2019 – Finance, Economic Development & General Purposes Committee Minute 124/19 resolved to submit the EOI.

Sustainability Policy (not attached) – 28th April 2020 Council - Minute 558/19.

Documents which the meeting is asked to agree

Draft CLLD full application form (attached)

Draft CLLD spreadsheets (attached) –

- ERDF Project Costs

- ESF Project Costs
- Milestones
- Business Cashflow

Draft memorandum of heads of terms with Cornwall Council (attached)

Equality & Diversity policy (attached)

Documents which are provided for background but are not part of the application and do not need to be formally agreed

Summary figures spreadsheet (attached)

6 year cashflow spreadsheet (attached)

Explanation of spreadsheets (attached)

Risk assessment document (attached)

Draft job descriptions for the project roles (attached)

Arcadia costing – (attached) Can councillors please treat this as a PARTII. It is included to give everyone an idea of the costings but that not all the information is accurate - the site identified within the Cattle Market is not the one we're likely to use, it is not expected that the containers will be moved after 3 years and the timescales are only indicative. We have been told that in reality a lot of the items in the Gantt chart could run concurrently rather than being sequential.

Documents which will be brought forward at a later stage for Town Council agreement (in line with CLLD advice)

Lease

Collaboration Agreement between Cornwall Council and Liskeard Town Council

Terms of reference for the proposed project board.

MOU with Plymouth College of Art

4. Dates Relevant to the Cattle Market Makers Project.

ECONOMIC DEVELOPMENT WORKING PARTY - NOTES 9TH APRIL 2019

1. ATTENDING – The Mayor Christina Whitty, Deputy Mayor David Ambler, Rachel Brooks (Mayor elect), Simon Cassidy (town councillor), Christina Hunnings (Growth Hub), Melanie Barwis (Downton Originals), Clare Dallison (Mama Mango), James Shrubsole (Neighbourhood Plan), Stephen Vinson (town clerk).

4. CORNWALL COUNCIL – APPOINTMENT OF A MAJOR PROJECTS OFFICER SOUTH EAST CORNWALL – Cornwall Council had confirmed that their Major Projects Officer (covering the South East Cornwall area) would only be working on the cattle market project in Liskeard and not the business park and associated business workspace identified in the Neighbourhood Plan and shown to be needed by the 2018 Demand Study. Two proposals made been informally

received that an application be submitted to the Community Lead Local Development (CLLD) for 3year European Social Fund “Creative Industries / Artisan Food Business Engagement Officer” and the other proposal “Economic Development Officer” type post that had previously been considered by the town council. A meeting had been organised to discuss this further. This would be in context of the recent Government guidance note indicating that it would guarantee the European funding element of any project approved before 31st March 2020. It would also be necessary to consider the potential impact should the town council lose Power of Competence at any point. (Post meeting note: to retain the General Power of Competence two thirds 66% of councillors must have stood for election. Currently, 12 out of 15 councillors 80% have stood for election.

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 – at that stage the estimated project cost was £300,000. The role being suggested was for the Town Council as Accountable Body to a wider partnership. Hence, at the stage the item was referred to as the “Accountable Body Project”

602/18 – Councillor Brooks proposed, Councillor Goldsworthy seconded and the Committee RESOLVED to adopt the resolutions made in PARTII as set out below.

ACCOUNTABLE BODY STATUS PROJECT 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.

25th June 2019 – Town Council – received an update which indicated that a “demand study or assessment of the current and potential size of the creative industries sector locally would be necessary to determine that the level of outputs claimed was likely to be achieved. A provisional listing is being drafted” This was researched by Creative Kernow and produced the attached report in November 2019.

24th July 2019 – Finance, Economic Development & General Purposes Committee considered the Expression of Interest and resolved to:

124/19 – The Mayor proposed, Councillor Cassidy seconded and the Committee RESOLVED to adopt the resolutions made in PARTII as set out below.

ACCOUNTABLE BODY STATUS JOINT PROJECT – CATTLE MARKET MAKERS PROJECT - 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.

ECONOMIC DEVELOPMENT WORKING PARTY – NOTES 31ST JULY 2019

1. ATTENDING – The Mayor Councillor Rachel Brooks, Councillor David Ambler, Councillor Julian Smith, Christina Hunnings (Growth Hub), Lisa Hutchings – (Skills Broker Executive – Cornwall Marine Network), James Shrubsole – Neighbourhood Plan - John Hesketh, Steve Vinson (Town Clerk).

5. TOWN COUNCIL AIMS AND OBJECTIVES – PROJECT WORK PLAN – NEIGHBOURHOOD PLAN PROJECTS – * (Town Council Aims and Objectives attached). Noted that the Town Council has the regeneration of the cattle market as number one priority for the regeneration of Liskeard. In addition, to the points prompting prioritisation below: an additional point was made in bold:

- Historic opportunity – the release of the site for re-purposing for the first time in over a 100years (1905-2018 – use as a cattle market).
- 3.2 acres – it is a large and important site for the town centre.
- Brownfield site – community consultations in relation to the Neighbourhood Plan show a strong desire to use brownfield sites for development in preference to greenfield.
- The Neighbourhood Plan has a specific policy regarding the cattle market. This includes the identification of the site as a key town centre location under the sequential test for retail uses.
- Employment Land and Sites and Premises Demand Study (October 2018) – jointly commissioned piece of work, indicated among other types of premises, a need for especially good quality office space in the town centre to enable local businesses to expand and new businesses to be started. This will be a relatively small part off the overall site. It will be close to the town centre shops to encourage lunch time visits.
- Footfall and Spend – the investment on the cattle market site will boost footfall and spend in the town centre. This should be by increasing the number of businesses and employees. In other phases, elements that attract increased numbers of visitors should also boost footfall.

6. CATTLE MARKET MAKERS PROJECT – COMMUNITY LEAD LOCAL DEVELOPMENT FUND APPLICATION – Noted that the Expression of Interest was submitted and that Community Lead Local Development Panel was due to consider at its 5th September 2019 meeting.

17th September 2019 – Finance, Economic Development & General Purposes Committee. The positive response from the Community Lead Local Development Programme to progress to a full application was reported.

29th October 2019 – Town Council – discussed possible management options for the 3 projects progressing at the stage. The Workshed, CLLD workspace and event area. Minute 269/19 “The Mayor proposed, Councillor Taylor seconded, and the Council RESOLVED to adopt the resolutions made in PARTII.

269/19 FORMER CATTLE MARKET SITE – That as a general principle local management should be more effective. Further work needs to take place on how

that can cooperate and the Town Council should play a role in that. If projects were to be considered, they should be financially self-supporting”.

17th December 2019 – Town Council – received a presentation from Judith Hann the CLLD Programme Manager and a number of pertinent points were in the questions and answers.

385/19 CATTLE MARKET MAKERS PROJECT – COMMUNITY LEAD LOCAL DEVELOPMENT (CLLD) (Judith Hann Programme Manager – CLLD) – Judith Hann provided an update which included:

- Following our submission of the Expression of Interest funding had been ring fenced towards the project.
- The local Community Lead Local Development group considered applications on a monthly cycle.
- An application of the size proposed by the Council could take 3 – 4 months to assess. It was one of the largest applications to be received. It was the only application from a Town Council.
- There was an ability to make a cashflow loan at 0% rate of interest to assist projects (if the Town Council were to purchase rather than lease the containers this would be necessary.)
- There was a CLLD budget from which Cornwall Council could support the project (for example, should the project be more easily delivered as a 45% rate of grant an outright purchase and Town Council ownership rather than a 72% rate of grant on a lease of a Cornwall Council owned set of container units.)
- Other projects were known to being developed by various parties, whilst the Programme Manager thought that a more complete application and spreadsheets could be worked on when meetings had taken place with ISO spaces and Cornwall Council and submitted in January, later in the year applications timescales would start to get too short to deliver with the programme period.

In discussion it was noted,

- VAT advice would be needed in regard the various options.
- Would Corporation Tax be levied if the Town Council made a surplus?
- As some of the hours of the Town Clerk, Responsible Financial Officer and Accounts Clerk could be booked against the CLLD project this might help the Council in budget and precept setting. (although if the Council employed someone to backfill this would be cancelled out.)

Councillor Powell proposed, Councillor Cassidy seconded and the Council **RESOLVED** to express support for the submission of the bid and to ask for a special meeting late in January to fully consider it. The draft ‘narrative’ would be circulated to

councillors for consideration. The spreadsheets would be worked up further following meetings with ISO spaces and Cornwall Council and the Programme Manager.

28th April 2020 – Town Council – received an update and made the resolution to hold a Special Council meeting on 12th May 2020.

555/19 COMMUNITY LEAD LOCAL DEVELOPMENT – CATTLE MARKET MAKERS PROJECT

– a). To update on progress. The Mayor noted that further information had been previously circulated by e-mail including a more detailed breakdown of costs and income for the project. The RFO/Deputy Town Clerk explained the report and clarified some of the points raised.

- Income included fees and hire charges for space and equipment as well as rents for the workshops themselves.
- The posts were fixed term contracts directly linked to the availability of the ERDF and ESF funding. When the funding stopped the posts would finish.
- For the meeting at which the application and spreadsheets were being considered there should be an income and cost analysis for the ongoing financial situation.

b). to comment on the Partnership discussion document – The Mayor spoke to the draft paper and the following points were made:

- The Partnership discussion document would go on to form the basis of a heads of terms for a lease.
- It should be clear that only the staff employed for the Cattle Market Makers project would provide support to the larger Cornwall Council workspaces project.
- Cornwall Council, Liskeard Town Council would be the main partners along with the Plymouth College of Arts.
- Rent comparisons had been conducted with the Cattle Market small units (all occupied) and the Liskerrett Centre (all occupied and a waiting list).

c). to confirm that a special meeting of Council will be held on 12th May 2020 to consider the application and draft heads of terms – Agreed

12th May 2020 Special Town Council – following consideration of the reports and spreadsheets there was much discussion and questions and answers and the following resolutions were passed.

579/19 CLLD APPLICATION – CATTLE MARKET MAKERS PROJECT – DRAFT SPREADSHEETS – The Responsible Financial Officer (RFO) spoke to the written report and answered the questions on various issues as below. Judith Hann provided responses to the relevant points:

1. Contingency Sum – Question. Unforeseen costs are always incurred in capital projects. How will these be covered from the precept? Answer. Contingency costs are ineligible for CLLD funding and therefore cannot be included in the project

submission. At the advice of the CLLD programme management the costs are all at the top of the cost range to provide a margin. It was noted that, should it become necessary, there are mechanisms in place to allow, an increase up to 10% the amount of grant after it has been approved. Increases of more than that amount would need to be referred to the Local Area Action Group for approval and would require there to be monies left in the programme.

2. Virement – Question. Would it be possible to vire money between budget headings or would that need programme approval? Answer. Budget headings should not be too fine grain but of a more generic nature to assist in project administration. Virement between generic ERDF budget headings is possible. Virement between generic ESF budget headings is possible. It is not possible to vire from ERDF to ESF or vice versa.

3. Cashflow – Question. The sheets show the majority of the money provided to the Town Council at the start of the project. Could that not be extended to cover all of it? Answer – Cornwall Council are providing the match funding from the CLLD pot. 90% would be provided to the Town Council up front. However, public funds being involved a small retention of 10% was prudent.

4. Spreadsheet – Question. The Spreadsheets are very complicated and interrelated. How will they be checked? Answer. When the spreadsheets are received by the CLLD programme they are checked by the CLLD programme team then passed to a Junior Appraiser for a full appraisal. A senior Appraiser will then check and consider any items raised by the initial assessment.

580/19 RISK ASSESSMENT: - The RFO spoke to the written report and provided an update and answered questions:

A. Financial Cashflow – The cashflow had now been calculated since the report was written. This showed the peak cashflow months as April 2021 and July 2021 when £141,000 would be required. The Councils current reserves are £376,000. The Risk Assessment should be amended to “these will be covered by the current levels of general and nominated reserves”.

B. Financial Stability – Question. What assumptions had been made regarding the income streams. Answer. The unit occupancy had been calculated at 80% The hire charges 25% by the end of year 1, 40% by the end of year 2 and 60% by the end of year 3.

C. Covid19 – Question. – Can the Risk Assessment be amended to add in Covid19 and the impact that it might have on the small business sector locally. Answer. Yes. Judith Hann noted that the current application period ran to March 2023. There were Europe wide talks on the extension of the project completion to September 2023 and the financial completion to December 2023. This still had to be confirmed in writing.

D. Clawback – should be included in the Risk Assessment table as well. It might have a financial impact if the project is not delivered.

581/19 DRAFT JOB DESCRIPTIONS – Both posts would have to be advertised and the relevant ERDF/ESF logos included in the advert and copies of the advertisements kept for future audit purposes. Reference was made to the Manager receiving enquires from businesses after the completion of the Cornwall Council Phase 1 Workshed and the Manager referring suitable tenants to the Phase 1 Workshed and possibly managing the units. It was noted that these would be brought back to a later meeting for approval.

582/19 ARCADIS COSTING – The Mayor explained that this document was included to indicate how the project might be delivered. The Principal Development Officer Arron Jones had said stages in the Programme shown as running consecutively could in fact be run concurrently to reduce the programme period overall. It was clarified that the project has not yet been tendered. That it will be tendered through the Cornwall Council framework which is itself already ERDF/ESF compliant.

Assuming that there was even a local contractor capable of delivering the project, it would be anti-competitive to indicate in the advert that preference would be given to local contractors.

583/19 DRAFT HEADS OF TERMS – These should include:

- Rent Review – removing the mention of Rent Review.
- Reserve a Right of Pedestrian and Vehicle Access at all times across the Cornwall Council owned land.

584/19 EQUALITY AND DIVERSITY POLICY – Noted.

The Mayor confirmed that the following would be brought back to future meetings:

- Grant Offer Letter – from the CLLD programme.
- Collaboration Agreement – with Cornwall Council
- Plymouth College of Art – Memorandum of Understanding.
- Project Body Terms of Reference –
- Job Descriptions.

585/19 CLLD APPLICATION – CATTLE MARKET MAKERS PROJECT (VOTES BY ELEMENT

The Mayor explained that a vote would be held for each aspect of the CLLD application. This was agreed.

Application Form – 9 Councillors voted to support, none voted against.

Spreadsheets – 9 Councillors voted to support, none voted against.

Draft Heads of Terms (as amended) – 8 Councillors voted to support, none voted against.

Equality and Diversity Policy – 10 Councillors voted to support, none voted against.

24th June 2020 – Town Council

47/20 COMMUNITY LEAD LOCAL DEVELOPMENT (CLLD) – CATTLE MARKET MAKERS PROJECT a. 12th May 2020 Special Council Following the advice from the Cornwall Association of Local Councils (CALC), the Town Council voted on the individual aspects of the project that had been presented at the 12th May 2020 Special Council meeting.

The Mayor proposed, Councillor Cassidy seconded, and the Council **RESOLVED** to RATIFY the application form as submitted.

The Mayor proposed, Councillor Cassidy seconded, and the Council **RESOLVED** to RATIFY the spreadsheets as submitted.

The Mayor proposed, Councillor Cassidy seconded, and the Council **RESOLVED** to RATIFY the draft Heads of Terms as submitted.

The Mayor proposed, Councillor Cassidy seconded, and the Council **RESOLVED** to RATIFY the Equality and Diversity Policy.

b. draft Heads of Terms and c. Collaboration Agreement – The Mayor reported that the wording of these had not yet been finalised and a meeting was being sought with Cornwall Council to do so. Community Lead Local Development (CLLD) Programme Management had indicated that they could work with draft documents when assessing the application. If necessary, they could issue a grant offer letter with conditions that the completed Head of Terms and Collaboration Agreement were received.

It was agreed that the Heads of Terms and Collaboration Agreement would be presented to the 28th July 2020 Town Council meeting for approval.

d. Memorandum of Understanding (MoU) Plymouth College of Art – The Mayor proposed, Councillor Smith seconded, and the Council **RESOLVED** to approve the draft Memorandum of Understanding with Plymouth College of Art.

e. Specialist VAT Advice – Following consideration of the options, Councillor Smith proposed, Councillor Cassidy seconded, and the Council **RESOLVED** to appoint Contractor A to provide specialist VAT advice. The budget to come from the General Reserve.

f. Feedback from the CLLD Programme Management – It was noted and commented that there would be an opportunity cost to setting up the project. The Town Clerk will provide further information on the expected impact on his time.

6th August 2020 – Special Council

107/20 COMMUNITY LEAD LOCAL DEVELOPMENT (CLLD) - Following discussion, the Mayor proposed, Councillor Shand seconded and the Council RESOLVED to 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 as due to be presented on the 25th June 2020 Council. Councillors should be invited to submit questions to be considered by the solicitor and these and the cost of this advice to be discussed at the Mayor, Deputy Mayor and Chairs meeting on 11th August 2020.

RECOMMENDATION: That the application and supporting documents are approved for submission