

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.

2. Development of Cattle Market Makers Application

The Town Council agreed in principle to develop an application at its meeting of 21st May 2019 Minute 602/18.

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 2020 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.

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 was 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.

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

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