

Torbay Heritage Place Programme Management Board

Terms of Reference

1.0 Background

- 1.1 In October 2023, Torbay was announced as one of 20 places set to benefit from a share of £200m targeted to unlock the potential of our heritage through the National Lottery Heritage Fund's Heritage Places Initiative. The Torbay Heritage Place Programme Management Board was established to oversee the development of the programme.
- 1.2 In 2024/2025 Torbay Council ran a development phase to work out the scope, objectives and governance of the main Torbay Heritage Place programme 2026-2033. During the course of this work, the National Lottery Heritage Fund and the results of stakeholder consultation recommended that the membership and remit of the Programme Management Board should be revised.

2.0 Purpose and Scope

- 2.1 The purpose of the Torbay Heritage Place Programme Management Board (THP PMB) is to oversee and set the strategic direction of the THP programme.
- 2.2 The THP PMB will monitor the programme via reporting from the THP Programme Steering Group.
- 2.3 The THP PMB will assess project proposals from the THP Programme Steering Group before funding applications are submitted.

3.0 Membership

- 3.1 The THP PMB will consist of the following elected members and senior officers:
 - Divisional Director Place Strategy
 - Cabinet Member for Place development and economic growth
 - Cabinet Member for Tourism, Culture and Events and Corporate Services
 - An Opposition Member
- 3.2 Non-voting advisory members are:

- One Torbay Culture & Heritage Forum member representative
- Head of Corporate Finance
- Economic Development Officer

3.3 The following members of the Torbay Heritage Programme Steering Group and officers will be invited to report to every THP PMB meeting:

- Strategic Lead: Culture & Heritage
- Principal Historic Environment Officer
- Torre Abbey Manager
- THP Historic Environment Programme Coordinator

3.4 Officers from other Council services may be invited to contribute to the group as and when necessary.

4.0 Chair and Meetings

- 4.1 The THP PMB will meet monthly at Torquay Town Hall, meetings will be in-person.
- 4.2 The THP PMB will be chaired by the Divisional Director for Place Strategy.
- 4.3 THP PMB meetings are not open to the public and can be attended by invitation only. Members can use the information provided and/or discussed during the meetings, unless the content is marked as confidential.
- 4.5 Meeting agendas are to be sent in advance with additional papers as appropriate to support the discussion during the meetings. Meeting minutes are confidential and will be circulated typically within a working week following the meeting.
- 4.6 Standing items will include progress reports from the THP Programme Steering Group members, review of project pipeline and assessment of new project proposals.
- 4.7 The meetings will be organised and administered by the PA to the Divisional Director for Place Strategy
- 4.8 The THP PMB will aim to reach all decisions by consensus. However, in the event that consensus cannot be reached, each member of the THP PMB will have a single vote.
- 4.9 If there are equal numbers of votes for and against, the Chair will have a casting vote. There will be no restriction on how the Chair chooses to exercise a casting vote.

5.0 Reporting

- 5.1 The THP PMB will receive reports from the THP Programme Steering Group, which comprises the following members:
 - Strategic Lead: Culture & Heritage
 - Principal Historic Environment Officer
 - Service Manager - Culture & Events

- Service Manager - Development Management
- Torre Abbey Manager

5.3 The minutes of THP PMB meetings are to be filed and made available to the external THP Programme Evaluator as required.

6.0 Review

6.1 This document is to be formally reviewed every two years but can be reviewed more often if considered necessary.

6.2 Points of revision to be agreed by THP PMB members.

Last Updated July 2026