

The Oldway Mansion and Grounds Steering Group (Working Party) Meeting Agenda

Monday, 13 February 2023 at 5.00 pm
to be held via Zoom Meeting - Virtual (meeting joining details can be found on the agenda
frontsheet or agenda reports pack)

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Membership

Jo Jones
Iris Butler
Councillor Darren Cowell
Tim Eley
Louise Gilson
Paul Hawthorne
Colleen Moon

Councillor Lynn Sykes
Councillor Chris Lewis
Councillor Swithin Long
Anna Tolchard
Kathy Hughes
Mary Jenkins
Councillor Cat Johns

1. **Minutes** (Pages 3 - 5)
To agree the minutes of the meeting held on 10 October 2022
2. **Matters Arising**
3. **Budget statement**
4. **Report on progress against the resilience project purposes** (Pages 6 - 8)
5. **Update on East Tower and associated buildings**
6. **Friends of Oldway Group update - to include a financial**

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or [Blackberry Playbook](#). For information relating to this meeting or to request a
copy in another format or language please contact:

Lorraine Stewart, Town Hall, Castle Circus, Torquay, TQ1 3DR

Email: governance.support@torbay.gov.uk - www.torbay.gov.uk

statement

7. Oldway Gardens Group Update - to include a financial statement

Reference Information

Standard Terms of Reference

- i) That an Oldway Mansion and Estate Working Party be established comprising 5 members, to be politically balanced and include the Executive Lead for Finance and Regeneration with terms of reference as follows:
 - 1) To review any condition surveys for buildings on the site;
 - 2) To review proposals for use of buildings and grounds;
 - 3) To ascertain community views in respect of these matters; and
 - 4) To make recommendations about how future use of building should be taken forward; and
- ii) That the Working Party identifies relevant members from the local community and relevant representatives from the business, public and voluntary sectors to be invited to meetings as advisors to assist with the work of the Working Party.

The Oldway Mansion and Grounds Steering Group (Working Party)

10 October 2022

-: Present :-

Kevin Mowat, Councillor Darren Cowell, Councillor Lynn Sykes and Councillor Cat Johns

(Also in attendance: Anne Brooks, Katherine Findlay, Dave Blanchard, Jo Jones, Iris Butler, Tim Eley, Colleen Moon, Chris Robson, Lorraine Stewart, Anna Tolchard, Kathy Hughes, Mary Jenkins, Yvette Ball and Emma Falconer)

339. Minutes

The minutes of the last meeting held on 24 August 2022 were agreed as an accurate record of the meeting.

340. Matters Arising

Covered in the agenda.

341. Budget

KM displayed the budget spreadsheet on the screen and ran through the highlights of the budget at the present time.

KM advised that the Government have indicated that there will be some assistance towards the energy costs which will help towards the budget allocated to energy consumption.

KM provided an update on the security requirements for the Mansion. KM asked all to continue to report any incidents that are happening at the Mansion and the Grounds to the TDA. DC asked LS to circulate the contact details to remind all of the correct contact details. ACTION – LS

DC asked what the position is with regards to the Oldway Reserve. KM advised that he will confirm this with JW. ACTION – KM/LS

342. Project Director Update

KF provided an update on the recent works. The majority of the recent work carried out has been in tendering for the Project Consultants Team. KF advised that she is hoping to announce the successful companies who have been awarded the contracts within the next few weeks and DC asked that KF liaises with EF to ensure appropriate communications are issued out. ACTION – KF/EF

KM updated that he has been discussing with KF about the idea of erecting an information board instead of a notice board on the Heras fencing to update the public on the progress of Oldway, with high level information and a QR code for a link to the website and social media pages.

343. Trust Update - to include a financial statement

No update to report.

DC advised that the Trust has met recently and KF is organising a benchmarking visit in November to Durlston Court.

344. Friends of Oldway Group update - to include a financial statement

KH updated that the tearooms are quiet at present which she believes is due to the Heras fencing going up, which is causing people to think that the tearooms is closed.

The financial situation has not changed and the account balance is still at around £23k.

Still awaiting the CIC to be completed for the tearooms.

KH updated that she may have to have 6 weeks off as she is expecting to be having an operation and is not sure if there will be anyone to cover.

KH asked if it is possible to have the gravel replaced outside one of the doors of the tearooms. ACTION – KM/TE

345. Oldway Gardens Group Update - to include a financial statement

TE updated that all is going well within the Gardens Group. Some of the sustainable plants are now coming back into flower.

The volunteer hours are totalling 17,000 hours. There are new volunteers joining the team regularly.

A recent donation has been offered of fish to be put into the pond within the gardens.

TE updated that today a meeting was held to discuss the Garden Maintenance Plan, which has now been agreed and has been put into place for the next 2 years. KM updated that SWISCo will now be working alongside the Gardens Group and Torbay Council to help implement the Garden Maintenance Plan. There will be some tree works carried out around the grounds and roads nearby.

TE advised that the account balance for the Gardens Group is just in excess of £20k.

JJ and TE advised that they have received contact by some of the asylum seekers who are now living within the Bay to ask if they can volunteer within the Gardens. DC commented that he believes that the offer of assistance should be welcomed.

346. Any other business

KM advised that he has asked the TDA to remove some of the old wire fencing by the old grass tennis courts to enable more open spaces within the grounds. KM is aware that the area is used by dog walkers as the area is fenced off but due to some of the fencing being damaged, he has made the decision to remove it.

KM advised that he will be looking at any maintenance requests that come through individually and will continue to apply for any funding that becomes available. KM also confirmed that many of the work packages will be well advanced by early Spring next year. This means that we will be closer to having a clearer plan for the future of Oldway.

Agenda Item 4

Katherine Findlay Heritage Consultancy

Building a resilient future for Oldway

Project Director's report to Oldway Working Party

Date of meeting: 13.02.23

Location: Zoom

Approved purpose	Progress Oct 22- Feb 23
Business development and income generation	
Analyse the potential future financial business model	Procurement process for business plan consultancy complete and successful applicants Carrie Blogg and Caroline Taylor appointed and commenced work. Conducted meetings with Registry service that will inform development of business model. Contact initiated with wedding event supplier contact to identify market for enhanced wedding offer at OM. Initial meeting South Devon College re possible partnership on catering & hospitality apprenticeships. Specialist advice on financial modelling being sought. Meeting with TDA re property usage and rationalisation by Torbay Council. Meeting with Alistair from Durlston Country Park as part of ongoing informal mentoring for wider project. Meetings held with Jacob Brandon and Martin Thomas of Torbay Culture & TC officer Phil Black. Meeting requested with Carolyn Custerson from BID. Awaiting LHC's baseline appraisal & development of initial concepts and site meeting on 23 Feb to align thinking across project team before further development of BP proposals.
Develop a masterplan for future use.	Procurement process for master plan consultancy complete and successful applicant, LHC Design, appointed. LHC commenced work - site visits and meetings with project team, along with baseline appraisal and development of initial concept options underway.
Develop 10-year business/sustainability plan.	In progress as above
Analyse potential structures for post-restoration operational management including the roles of Torbay Council, voluntary organisations and commercial operators	Discussions with Paul Palmer TDA very useful in highlighting issues that would need to be addressed if Oldway was used simultaneously by Council / commercial lettings concurrently. Considering operational requirements of wedding usage and staffing implications.
Governance, organisation review and development	
Support volunteers to review current governance and purposes of the existing groups.	Feedback from the Durlston trip (below) collated and report shared with all the participants. Conclusion drawn to seek advice from governance specialist. Hilary McGowan appointed to map the current landscape and make recommendations for the future structure of voluntary and community involvement. She carried out site visit on 23.01.23 and is completing online meetings with key stakeholders. Her report is expected by the end of Feb.

Support volunteers to explore how the existing groups can move forwards together to maximise the benefit to Oldway, volunteers and the community.	Members of the Oldway Gardens Group, Oldway Trust and Friends of Oldway visited Durlston Country Park in Dorset. They heard a presentation from staff and held discussions with rangers, volunteers and the chair of the Friends of Durlston as well as experiencing the site.
Facilitate the establishment of an appropriate structure that will enable volunteers and the community to fully participate in and help shape future operations at Oldway.	As above
Regularise the operation of voluntary groups on site through appropriate agreements with the landowner, Torbay Council.	Monthly meetings/walk throughs between OGG and Swisco initiated by TC ahead of governance review
Master planning, options appraisal and conservation management	
Review historical context and development of the site.	Procurement process for CMP contractor complete and successful applicant Avalon Planning & Heritage/Coreus Group appointed and commenced work. Initial significance diagrams drafted for internal discussion at 17th Jan workshop. Archive drawings requested. Draft significance diagrams (all floors of the mansion) to be circulated w/c 15 Feb, to be finalised after w/c 21 Feb once archive drawings available.
Establish the wider constraints on site including consents, funding constraints, ownership/covenants, current leases and agreements.	Advice being sought internally from TC/TDA.
Indicate ways in which Oldway might best suit all existing and potential users, increase footfall and attract visitors from beyond local area.	LHC (with project team) are undertaking site and context appraisal and developing vision and initial concept options for the mansion and gardens.
Define and evaluate options for both buildings and gardens along with their comparative capital and other development costs.	Draft proposals to be shared with project team on 23rd Feb, following which updated proposals will be developed alongside draft cost appraisal (LHC/Ravenslade, coordinating with Avalon/Coreus)
Develop operational model and historic fabric impact assessment.	
Consider phasing options with outline cost plan.	
Produce Conservation Management Plans for both the buildings and the gardens	Buildings CMP research on-going, including banqueting house and rotunda. Funding for gardens CMP finalised and original applicants asked to resubmit. Appointment of successful applicant being processed.

Communication and engagement	
Carry out appropriate and meaningful public and stakeholder engagement with emerging master plan and business plans	Procurement process for evaluation and consultation consultant complete and successful applicant Melinda Humphrey appointed. Timetable and key messages for stakeholder consultation and engagement being finalised. Community representatives meeting planned for 20th Feb to discuss programme for consultation.
Support volunteers to test pilot activities with wider audiences	Public engagement day to be planned for May 2023 including working with OGG and FoO as well as TC teams to offer pilot activities.
Create a unified identity for Oldway that will give shape to the restoration programme and provide a brand for future voluntary, public, civic and commercial activity on the site.	TC design team to create appropriate tools for Oldway within the Spaces to Thrive brand and use them where needed.
Establish regular, consistent channels of communication about Oldway in partnership with the Torbay Council communications department and volunteers.	Comms plan being finalised. Regular updates have been posted via social media and the Paignton Projects newsletter. Extensive regional media coverage of Jan 23 press release re Oldway and the Pavilion. A sign welcoming visitors to the grounds and promoting the NLHF project was commissioned and installed on the fencing along the colonnade.