



Oldway Mansion and Estate Working Party Meeting Agenda

Thursday, 14 December 2017 at 3.30 pm
to be held in Board Room, Town Hall, Castle Circus, Torquay, TQ1 3DR

Membership

Councillor Mark Kingscote
Councillor Chris Robson
Councillor Lynn Sykes
Councillor Richard Haddock

Councillor Ian Doggett
Colleen Moon
Paul Hawthorne
Louise Gilson

1. **Minutes** (Pages 3 - 5)
To agree the minutes of the meeting held on Tuesday 26th September 2017
2. **Matters Arising**
 - Visit to Oldway Mansion for the Visitor from Heritage Lottery Fund/Members of the Working Party
 - Members of the Working Party
 - Planning Consent Position
3. **DCA Consultancy**
4. **Budget**
5. **Update on Current Repair Issues**
6. **Any Other Business**

Reference Information

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

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.



Minutes of the Oldway Mansion and Estate Working Party

26 September 2017

-: Present :-

Councillor Chris Robson (Chairman)

Councillors Ian Doggett, Richard Haddock and Lynn Sykes

(Also in attendance: Kevin Mowat, Louise Gilson, Colleen Moon, Mark Green and Lorraine Stewart)

60. Minutes

It was agreed that the minutes of the meeting on 26th July were an accurate record.

61. Matters Arising

Visit to Oldway mansion for the visitor for Heritage Lottery Fund - PH is happy to be a host for the Heritage Lottery Fund visit when it is organised. The visit will be arranged with DCA Consultants when they are in the area and when the Heritage Lottery Fund advisor can visit. KM advised that during all future visits it is necessary and appropriate that suitable PPE is worn including hard hats.

Action - LSt will contact Tim from Heritage Lottery to arrange visit and to cc Kate Farmery

Extension to Mayors deadline - KM advised that the Strategic Land Task Group meeting has been rescheduled so this meeting is still to be held. KM has been asked to look into the options for disposal of Oldway Mansion and Estate. However, at the same time he will be working alongside DCA Consultants to find a sustainable solution. An extension has been agreed with the Mayor until March 2018 to find the way forward towards a possible solution. The Mayor will wish to consider disposal options at the same time.

Members of the Working Party - CR is discussing with the Conservative Group the issue of an appropriate Conservative Councillor to join the Working Party.

Update on the Business Case brief – The consultancy brief tender applications were looked at by KM & the Council's Procurement Team and then the opportunity was given to CR & PH to look at the submitted bids and scoring. PH couldn't attend so CR met with Procurement and went through the applications. CR came to the same conclusion as KM and Procurement. KM read out the names of the

consultancy companies who entered into the tender process. The consultancy company who was awarded the work was named as DCA Consultancy Ltd. The contract start date is 2nd October 2017, for a four month period, and a meeting will be arranged with DCA and KM, PH and CR asap. DCA will also be invited to attend next Working Party meeting so they can share their method statement and approach with the wider group.

Action - PH to attend commissioning meeting

Planning Consent Position - KM advised that he did not have an update on the planning consent position. Carly Perkins is currently working on this matter.

Dead Tree on Oldway Grounds - Natural Environment have been emailed to ask them to look at the dead tree in the Oldway Estate

62. Budget

KM ran through the latest budget figures for Oldway Mansion and the Estate. The current budget for 2017/18 shows a forecast overspend of £65,198. KM is still looking at the issue of the scaffolding being purchased rather than rented and this change will result in a budget saving.

Action - KM will ask SH to provide the actual figures for 2016/17 expenditure to compare with the 2017/18 projected figures. LSt to request details from SH.

63. Update on Current Repair Issues

KM advised that there was a report of a leak when there was recent heavy rainfall but he does not believe that it is a major problem.

KM is pursuing the purchasing of the scaffolding via the TDA.

TDA are still monitoring the building and the security guard passes on any issues to the TDA who then report them to KM.

Action - KM to find out how often the TDA & IM visit Oldway Mansion

64. Any other Business

MG – Culture Board have recently launched a new magazine called 'The Shorely' and would like to know if they can write a piece about Oldway. KM agreed and advised that he will be organising a press release with Communications Team

about the appointment of DCA Consultants, with a quote from CR and RH or the Mayor.

Action - KM to organise a press release and KM suggested a quote from the Community Partnership.

KM advised that he is aware of the need to work on a Community Engagement Strategy to ensure that the correct message is being sent out to all interested stakeholders.

LG & LS would like to be invited to the next tour around Oldway Mansion. CR suggested that all members of the Working Party should be invited.

Chairman/woman