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| **RESTRICTED PLEASE DO NOT CIRCULATE** |
| **Meeting Title** | Torquay Town Deal Board |
| **Date/Time** | 10th September 2021, 9.30am – 12.00am |
| **Location:**  | <https://us02web.zoom.us/j/85676939000?pwd=VkMvUjdWR1gyTmNoeTV4SVE5UlF5Zz09>  |
| **Attendees** | Vince Flower (VF) – Chair, Julie Brandon (JB), Cllr Swithin Long (SL), Andy Robertson (AR), Paul Bassi (PB), Jim Parker (JP), Kevin Foster (KF), Alan Denby (AD), Steve Parrock (SP), Arron Rodger (ARo)- Minutes.  |
| **Apologies:** | David Ralph, Henry Seymour, Mike Watson, Jason Garside, Carolyn Custerson. |

## MINUTES OF MEETING

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| **1.** | **Introductions & Apologies**  | **By Who** |
| **1.1****1.2** | VF thanked the Board for their attendance and noted apologies from David Ralph, Henry Seymour, Mike Watson, Jason Garside, Carolyn Custerson.Paul Bassi (PB) was introduced at the meeting. PB has been at TDA for four weeks and is Regeneration Project Manager for the Town Deal. PB thanked TDA for a warm welcome and reinforced to the group the short-term work focus would be on the business cases for each project. |  |

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| **2.** | **Minutes of Last Meetings and Matters Arising** | **By Who** |
| **2.1** | Inaccuracies of the previous minutes (9.7.21) were noted. AR to amend and reissue the previous minutes considering JP & CC’s attendance as well as the amendment of wording to accurately reflect JB’s point at 3.4. | **ARo** |
| **2.2** | 4.5 – Feedback from MHCLG has been requested. AD is scheduled to have a catch-up meeting with Henry Seymour regarding the 1st tranche of funding. | **AD** |
| **2.3** | Business case summaries deadline to MHCLG in mid-November, around the 16th. It was reported that an extension of 1 week will be requested. AD would like to bring summarised versions of the business cases to the October meeting but move this to 15th October. The summaries will be a 5/6-page document. Project leads will also be invited to join the meeting.  | **AD** |
| **2.4** | Minutes were approved pending changes from AR. |  |

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| **3.** | **Town Deal Highlight Report** | **By Who** |
| **3.1** | **Lightplay**The Programme is scheduled to complete on 22nd October 2021. There remains some risk associated with this date due to supply chain issues for parts for the lights. More will be known at the end of September. October 29th and November 12th were signalled as potential dates for the launch event for LightPlay. After discussions, the 2nd of November was agreed to be the preferred date. Cllr SL recommended inviting the Civic Mayor to the opening event. | **AD** |
| **3.2** | SL requested a brief overview of changes to the Town Deal Plan to be shared along with the comms plan when this meeting has taken place. VF agreed. | **AD** |
| **3.3** | **Strand land assembly & demolition (VTC3)**An options assessment has been proposed for an alternative scheme that is hotel and leisure focussed. A third party, responsible for the proposal believes there is a niche in the market for a 4-star hotel. A verbal summary will be reported back to TDA/TC, and this will be discussed outside of this group. Reports however will come back to this group.The first proposal is mixed-use. The likeliness is that plan A, a residential scheme, will be proceeded with.  |  |
| **3.4** | **Harbour public realm (VTC5)**Tender documents are being prepared with the intention to be issued by 23rd September. This could be an 8 month start with a pause over the summer school holiday months (2022). The risk is that the works would not be concluded due to build inflation. Another potential risk was raised with the deliveries to the harbour area. KM will check the designs regarding the allocation of delivery areas and report back. | **KM** |
| **3.5** | A January start with a 2-phase scheme was suggested. The group agreed that the work for this scheme would continue through the summer months with no break to the scheme with adequate signage detailing the works at hand. AD will test this notion with CC from a tourism perspective.  | **AD** |
| **3.6** | Noted was that the Supply chain and materials issues are expected to negatively impact on the programme by 6-8 weeks potentially requiring phasing of works  |  |
| **3.7** | The Arts Commission was well received by the Community Board. SC showed supportiveness but questioned the figure and asked if this was affordable. It was confirmed that a budget had always been allocated to the Arts Commission as this was determined as essential back in workshops that took place in 2017/2018 regarding the public realm. Only recently has there been a definition as to what the commission would look like. It was seen as a potential big positive impact as this would be the first local art piece in several years. This displays how the arts and culture sector is valued locally and could act as a catalyst for new things. The shadow board was also enthused about this. SC committed to the commission and her concerns were noted. The Arts Commission has now been advertised with the accompanying press release here: <https://www.torbay.gov.uk/news/pr8475/>  |  |
| **3.8** | **Edginswell rail station (BCP1)**This is proceeding as planned.  |  |
| **3.10** | A risk was confirmed as omitted from the register; 1. Insufficient capacity. The appointment of Paul Bassie wads the cause for the removal of risk. |  |

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| **4.** | **Any Other Business** | **By Who** |
| **4.1** | Helena Davison has recently started at TDA for the regeneration team and will be looking at tier 1 contractors in construction to aid with the construction skills shortage. |  |
| **6.2** | There have been wave 1 cohort sessions. Information of which was shared via email. 770 projects were compared to others. AD will take direct questions about this. |  |
| **6.3** | Future meetings were discussed, October 15th was suggested as the date for the next meeting. Once confirmed this will be arranged. Next year’s meetings were confirmed as quarterly. | **ARo/AD** |
| **6.4** | Copies of the governance structure with dates, framework and frequency of reporting was requested. AD will send these documents to the group. An agenda item for the next meeting was confirmed to be Date & Governance. SC noted that her preference would be monthly. | **AD** |

**Date of Next Meetings: Friday 15th October via zoom.**

**Minutes recorded by: Arron Rodger**