## MINUTES

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| **1.** | **Introductions and Apologies** | **By Whom** |
| **1.1** | As CC is no longer able to attend these meetings, VF to liaise with CC to discuss an appropriate deputy.  The chair welcomed Callum McGinnis (CM) George Helmore (GH), Jack Thompson (JT) to the Board as youth engagement representatives and round table introductions were made. | VF |

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| **2.** | **Minutes of Last Meetings and Matters Arising** | **By Whom** |
| **2.1** | The minutes of the last meeting inaccurately reflected attendees which will be amended, SC queried previous comments made at the previous meeting which were not reflected within the minutes. | **AR** |
|  | **Matters arising** |  |
| **2.2** | Summary Business cases had been agreed upon and submitted to Towns Fund awaiting validation. Cabinet approval for additional borrowing is needed to commence the work at Strand Land and Assembly (Debenhams). It was clarified that the Town Deal budget would not fund acquisition costs. PB will update the Highlight report to provide clarity of funding. VF Recognised the timeline and milestone issues on the reports and asked that they be amended. | **PB** |

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| **3.** | **Town Deal Highlight report** | **By Whom** |
| **3.1** | PB explained the change in profile and the accompanying change report. An underspend was reported for this financial year as spending on some schemes needed to be pushed back into the next financial year. There is currently a significantly low level of spending against the original forecast profile. A new spend profile is reflected in the change paper that also explains the fund's reallocation from the Coastal Corridor project to other schemes on the list of Town Deal Funded Projects for the Core Area scheme, Pavilion, and Harbour Public realm. VF added that the highlight report had not been updated to reflect the change as the change occurred at the beginning of the week, this has since been added to the list of Town Deal funded projects. |  |
| **3.2** | **Youth Engagement**  Of the 3 selected new members, 2 should be chosen from within the community board group to attend future Board meetings on a rota basis. | **Com. Board** |
| **3.3** | **Strand Land Assembly (VTC 3)**  SC asked about the location of the kiosk, and this was confirmed to be the section dividing the ground floor. JB asked for more information on the scheme’s intended use as this hadn’t been made clear. AD confirmed that the current intention is a food and drink offer subject to planning. The planned use was then queried as Torquay offers a lot of outlets with the same use.  The practicalities of construction work taking place simultaneously at the Strand and Debenhams sites operating next to another were then discussed. Valid points were made around ensuring there is cross working to reduce duplication of construction work and related costs. The Logistical planning of moving bus stops and other transport issues needs to be considered. The group were reassured that project managers are working closely together to ensure no clash of physical work.  SC asked if it was possible to have the design drawings to which AD confirmed that these will be available through social media channels, Torbay Councils’ website and the Kiosk’s window, all will be added to the communications plan by EF. AD responded by informing all that the public will be presented with drawings via social media along with the Torbay Councils’ website and in the window of the kiosk. EF to add this to the communications plan. AD is happy to attend the community Board following an invitation to answer general questions. | **EF** |
| **3.4** | **Harbour Public Realm (VTC5)**  NM reported that the cost plan was considerably higher due to inflation, this work is out to tender and should fall within this financial year with the removal of the Vaughan parade resurfacing scheme. PB confirmed with LF that there is a 10% contingency in place, if additional funding is needed then this would be from section 106 money. The Virement of budget from the Coastal corridor project will bridge the gap by adding an additional £250k of funding. |  |
| **3.5** | **Coastal Corridor (Active Transport)**  Discontinued scheme and recommended reallocation of funds to Harbour Public Realm, Pavilion and Core Area Public realm schemes. This change request is captured in the Project Adjustment form to be submitted to Town’s fund. |  |
| **3.6** | **Core Area Public Realm (GPO Roundabout)**  The original budget was insufficient to deliver full TIP ambition and the additional funding from the Coastal corridor raises the total budget and will make a significant impact on the outcome. PB stated that there will be an opportunity to shape the design for this scheme when a design team is appointed. The board agreed to the GPO scheme and requested that we explore the potential for s106 to increase the available funding. PB to put in a request to the Council’s capital and growth board. The comms team will be briefed on the vision of schemes once known, there will also be public engagement. | **PB** |
| **3.7** | **Edginswell Rail Station (BCP1)**  Potential VAT leakage. Once solved this work will proceed. The small delay was not seen as a major issue concerning the timeline. PB to add detail to milestones. | **PB** |

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| **4.** | **Project Change Report** | **By Whom** |
| **4.1** | The change report outlines how and why projects fit in with the town deal visions and the summary business cases had been submitted and forward funding was offered for the next spending forecast. The Board confirmed the agreement of the draft change paper project adjustment, this had been discussed with Henry Seymour and is awaiting final submissions. This will enable the drawdown of further funding.  PB will update the risk register to reflect all the above. |  |
| **PB** |

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| **5.** | **Any Other Business** | **By Whom** |
| **5.1** | Add changes to the next meeting agenda, communications update, and project update.  JB requested for AD to attend Community Board to answer questions, and AD accepted. JB to send invitations. | **JB** |

**Date of Next Meetings: Friday 25th March 2022, 15:30 – 17:30**

**Minutes recorded by: Terri Johnson, TDA**