##  MINUTES

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| **1.** | **Introductions & Apologies**  | **Action** |
| **1.1** | Apologies were received from Andrew Robertson. |  |

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| **2.** | **Declarations of interest**  | **Action** |
| **2.1** | No Interests declared.  |  |

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| **3.** | **Minutes of the Last Meeting and Matters Arising** | **Action** |
| **3.1** | Minutes were reviewed.  | **AR** |

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| **4.** | **TIP Highlight Report** | **Action** |
| **4.1** | AD sought feedback on the financial summary. VF asked that the financial summary be amended and re-circulated. | **PB** |
| **4.2** | **Union Square:** AD advised of a meeting with TDA later today where a presentation will be given on a more detailed delivery strategy for the preferred option and thanked CB and his team for the work carried out over the last few weeks to move the programme forward. AD will share further detail at the May meeting. The project status is showing red which reflects the complexity of the project; however, it is moving in the right direction.The soft market testing which is referred to in the summary is important not only for Union Square but to determine what can be moved from the upper part of town to Union Square. The Community Board questioned on how this is relevant. AD highlighted its importance to meet the TIP objectives to create a high-quality vibrant town centre that these different options are considered. All Business Cases have been submitted and that Union Square is an update and yet to be sent. Due to timing, it was agreed with the Chair to provide a verbal commentary of the changes at the meeting followed by circulation of the document directly after the meeting. AD reiterated this Business Case is an update of the original Business Case previously submitted.The changes are set out in the Business Case which will shared directly after the meeting and should there be any questions, please contact AD.Potential funding sources identified are Homes England, Arts Council as well as private investors. There is also the opportunity to explore with Government through the levelling up partnership.AD will share the Business Case with the Board. Next steps will be that the Business Case and project adjustment will be submitted by the deadline. VF confirmed that the Business Case is an update signed off by the Board previously and for the Board to review the document and by exception revert to AD with any objections.DR queried that as the BCR has changed since January and is a material change does it require Council sign off as BCR is critical to Government. AD confirmed Council sign off is not required and PB advised that it was originally low however speaking to DLUHC it has now improved. ES confirmed that the BCR was lower than acceptable but with the work carried out thus far it has increased. The Council S151 will need to sign off before submission.LF asked on process and if the Board are being asked to approve the Business Case or flagging anything by exception that is a cause for concern and is there an executive summary that highlights the key changes. AD confirmed that the Business Case has already been approved but is looking to the Board to highlight any concerns. PB clarified that the development as it stands remains physically the same as the Business Case but with a slight change in the use allocations. | **AD** |
| **4.3** | **Strand Land Assembly and Demolition:** Contractors were approached for prices following soft market testing which showed a funding gap. To narrow this gap, the Project Board is looking at changing the scope of the specification which AD is uncomfortable with given the location and will have an impact on the value of the apartments and the attractiveness of the space for the town. Will also look to review planning contributions and if there is any private sector funding interest.The gap was not originally anticipated and has occurred due to cost increases, and it could be that the Council and the new administration will need to consider increasing their investment into the scheme. AD clarified to SC that this scheme has been signed off and it is for the Council as the responsible body to find a way forward to deliver the scheme and this update is for information only and no decision is required from the Board.DR asked what steps are being taken to reduce the risk to green. CB advised that the project team are preparing tender documents with tender returns due around June/July, with a start on site by late October. This will be brought forward if able. |  |
| **4.4** | **Harbour Public Realm:** Currently amber due to the overall cost from the preferred bidder which is over the budget. Work being undertaken to go through the costs and evaluate what can be delivered. Following this review an update will be provided to the May Board. Anticipated start date late May early June.JB if the Public Art competition winner been advised to pause their work; has it been considered that bronze has risen in price and budgeted for and if complete where is the piece stored which again will have a cost implication. AD confirmed that the artist has been kept fully informed and has not come forward as regards any cost increase. Council/TDA officers are due to visit the studio early May. |  |
| **4.5** | **GPO Roundabout:** PB tabled the existing and new layouts. The new layout followed consultations with public transport operators, allowing disabled and safe access for both buses and taxis. Pedestrian crossings have been improved and includes a cycle route. Cost on budget and start of scheme anticipated late Autumn.DR asked on comms strategy and are there specific requirements from Government on signage. PB confirmed there is a Spaces to Thrive branding in collaboration with the Towns Fund and the website. The outcome of the consultation will be published shortly and there will be ongoing promotions to alert the community of the imminent changes to this area. DR asked what contractor obligations are and are these included in the tender documents. AD advised the approach is to have boards above the standard minimum to tell the Torbay story which will have the appropriate Government logo. EF and comms team will liaise with contractors to set out the requirements. DB would also like to understand what the tender documents say on local labour agreements and social values. AD advised this links in with Build Torbay and AD will arrange for this to come back to a future agenda.CB confirmed that it is standard practice to embed in tender documents signage and social values which is scored and weighted on an individual project basis. DR expressed an interest to see a tender document.SL mentioned there is a very good story to tell on social values not only for Town Deal but other projects. JB asked following the Community Board is there a possibility to rename this location as part of the project given GPO is no longer relevant; could the planting colours reflect the area; ongoing maintenance costs; the turn from Madrepore Road as may be quite tight; congestion with the light sequencing of four sets of pedestrian priorities lights; managing expectations if this is the first of the projects coming forward given its smaller scale and would like feedback on the Fleet Walk consultations. VF clarified this is the second of the projects after the Harbour.PB advised that Highways have analysed Madrepore Road to ensure vehicles can navigate around the corners and around the roundabout. Planting can be further discussed with the landscaper to ensure the colour scheme reflects the environment and heritage. With traffic sequences the last Project Board discussed the opportunity to introduce a 20mph zone and the design is encouraging users to reduce speed. The scheme has been designed to accommodate the outcome of the Fleet Walk consultation. EF reported that there were 132 responses to the online and paper consultations and will share the data after the meeting. The face-to-face consultation asked, **‘if there was something they could change about Fleet Walk’**, the responses included a better link to the sea, homeless issue, cost of parking, number of buses, see additional planting, get rid of all traffic, more cafes at top of Fleet Walk and give the whole area a more modern look. The consultation was quite broad so the community weren’t given the impression it will be pedestrianised. JB moving forward, when will the Fleet Street consultation happen which was confirmed to be as after the May elections so sometime in the Autumn rather than before the Summer. JB hoped it would be over the summer months.SC within the document it states the bus company did not respond so is it taken as read it is accepted and will not come forward later with objections and when tendered is the opportunity open to the local workforce within the Bay. AD advised the scheme will be tendered through the Supply Devon framework which will enable local contractors to come forward. There is a social value commitment, and the preference will be for local suppliers, but the priority is to get the project underway, that is affordable, and which will mean some compromises. There is regular dialogue with Stagecoach and others on a strategic and operational basis.CB responded in terms of prioritising work within the local Bay is a given. The Project Team work closely with Council Procurement to give pace and maximise local employment opportunities for all ages.JP asked when there will be a shovel in the ground for this scheme. AD responded around September/October. The timeline is Harbour Public Realm, the GPO and Debenhams demolition. JP mentioned that feedback received is that all that is being done is cutting trees for the funding and urges some form of pictorial showing the end project together with a story not just this scheme but for all schemes as this was lacking for Torbay Road.EF confirmed that now a design has been finalised comms can start to design interpretation panels like Crossways and Lymington Road. Currently looking at what can be put in that space such as wrapping in empty shop windows. Internally this scheme is called GPO, but narrative will show Town Centre Public Realm scheme. The Harbour Public Realm Google Earth flyover and pop ups are ready to go once the contractor has been selected. Now dates are known communications will pick up. JP/EF to discuss further outside of the meeting. | **AD****EF****JP/EF** |
| **4.6** | **Pavilion:** No material updates. High level meeting has taken place with tenants on the partnership. A further meeting is scheduled and is hoped will discuss their financial offer. The Directors of the chamber requested more detail regarding a statement that was provided before a decision was made to support or otherwise. AD clarified that the statement was not seeking support. Once an offer is received, the Council will be the decision maker and if accepted, the Board and DLUHC can then consider the implications. It is hoped that by the next meeting AD will be able to set out options. SC clarified that from the last meeting she mentioned that she was unable to support any suggestions until a conversation was had with the other Directors and hence the request for more detail.JB commented that the Pavilion is the most popular with the community although appreciates the challenges. AD acknowledged the challenges for all the projects and will look to the new administration for speedy decisions that will enable the release of capital receipts to fill in the funding gaps. It will be for the new administration to decide on how they wish to prioritise. |  |
| **4.7** | **Edginswell Station:** Issues with rail provider and their design which is outside of the scope. The cost has increased significantly. It is appreciated the strategic importance of the scheme, but it is unaffordable. Discussions are ongoing. |  |
| **4.8** | **Stronger Futures:** There is nothing to bring to the Board’s attention but to note Ready for Work is being re-procured and re-configured in line with the UK Shared Prosperity activity that is underway. Cultural Landscapes procurement is imminent which will run from 01/12 to 02/02. |  |
| **4.9** | No comments on the risk register. |  |

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| **5.** | **Communications Update**  | **Action** |
| **5.1** | April will focus on the Comms Plan narrative and PR for the first two schemes to start on site together with messaging on the programme of works and the impact on traffic, businesses, and residents.Regeneration webpages content has been drafted and in the process of sign off.Working with colleagues on preparing a video for colleagues to show at the UK REIIF Conference to attract investment. Feedback will be shared at next meeting. |  |

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| **6.** | **Any Other Business**  | **Action** |
| **6.1** | The Chancellor in the budget announced the Levelling Up Partnership which is an invitation for Torbay and 19 other places to enter a partnership with the Government. There is a meeting arranged with official colleagues to look at the process. The budget text describes the purpose of the partnership which comes with an offer of funds but highlighted that his is not a gateway to further Government investment. There are indications within the budget and the approach which is called ‘Deep Dives’ to explain the ambition for the Place. A session on 11/04 will be used to work with ES and colleague to get a sense of how we would take this forward and what is needed to deal with some of the challenges within the Bay. The Government website shows a matrix on how these locations have been chosen. It is possible that Torbay has been chosen due to the difficulties it has in delivering schemes.ES followed up that this is a great opportunity. The details of scope are to be worked through and Torbay has been identified as one of the places most in need of levelling up. It is thought it will focus on specific investment interventions and to improve working partnerships with Government. The intention is to engage with the whole community and not just the Council. |  |
| **6.2** | AD advised that this is Paul’s last meeting and thanked him for his contribution to the Town Deal whilst at the TDA. VF echoed the sentiment from the Board and wished him well for the future and recorded the Boards thanks to Kevin Mowat as this will also be his last meeting. |  |
| **6.3** | VF thanked the Board for their attendance. |  |

**Date of Next Meeting: 2nd June at 9.30am (re-arranged from 19th May)**

**Minutes recorded by: Terri Johnson**