



Bridgwater Town Deal Board

1 August 2023
12:00pm – 1:00pm

Teams Meeting

MINUTES

1) Introduction and Apologies

Attendees:

- Paul Moore,
- Cllr Bill Revans,
- Cllr Mick Leery,
- Cllr Ros Wyke,
- David Mears,
- Ruth Lambert,
- Gavin Roberts,
- David Ralph,
- Justin Sargent
- Ruth Lambert
- Susan Aghiani
- Haf e Morris,
- Caradog Jordan-John,

Supporting the board:

- Joe Wharton
- Jaycee Ellis
- Jackie Gill

Apologies:

- Nathaniel Lucas
- Paul Edwards
- Peter Elliot
- Julie Wooler

Previous minutes agreed as correct.

2) Progress and Updates – Jaycee Ellis

All projects are moving forward.

- An updated reporting has been circulated to board – no comments have been received to date.
- The Carnival Project is progressing and currently liaising with Stantec regarding the RIBA stage 4 works.
- Internal discussions have led to the Step-Up project requiring more design and feasibility work for potential of utilising Bridgwater House before submitting a PAR to Government.
- There are 5 full-time Town Warden in post.
- Celebration Mile are close to appointing contractors and receive sign off for procurement.
 - ML asked about the delays with procurement and if have they been addressed?
 - JE replied that officers had to understand a new and complex procurement process which explains the delays. Officers now understand there and do not foresee any further delays.
 - NT added that the physical construction for Celebration mile is to start early in the new year. We will arrange key meetings with the Town Council and share how the project is progressing.
 - Cllr ML offered the Town Hall/ Victoria Park for use with any communications with the public.
 - Cllr ML, Stuart M and NT will visit Eastover and speak to businesses about this project.
 - DM stressed that no work should take place before Christmas, Snowflakes is on 25th November, Officers could have a stall to showcase the Celebration Mile.
 - PM said that early engagement with businesses is key to get people on board with the project.
- Ongoing Conversations with external stakeholders with the project team around Community Communications on the Docks/Walking & Cycling project.
- JE has been exploring the parameters of an information day on the Bridgwater Town Deal to meet the project partners/board members, find out more about projects and engage with us on the Town Deal.
 - Logistics are looking likely for an October event.

3) Updated Terms of Reference and Board Membership

- PM has reviewed the Terms of Reference; which were issued in 2019. Key Points we need to be asking is:
 - Who do we need on the Board?
 - Is everyone happy to continue serving on this Board?
 - What skills do we need on the Board?
 - What function does the Board have?
- PM added that the role of the Bridgwater Town Deal Board:
 - Was to be the body that shapes the vision, which the board has achieved since the 11 projects in the Town Deal have been signed off.



- To have a clear programme of interventions, which has been achieved.
- To co-ordinate resources and influence stakeholders, which still requires some continuing work.
- Serve as an advisory function to the Accountable Body (Somerset Council).
- The responsibility of the board is to attend board meetings.
- Further questions arise from this:
 - Does the board want to make the board meetings public?
 - Does the board want to invite people from other areas to the Board?
 - How does the board want to engage with the wider community?
- Cllr ML commented that the Board Membership is defined by projects, there is a possibility of working parties in the future. How do we engage with young people and get an understanding of what they would want to see? It's about going out to go out to different groups and businesses.
 - Cllr ML added that he is happy for the public to be involved at any stage. There is lots to do to make the Town Deal a reality for the people.
- DR raised:
 - How regular is the Town Deal Board reporting? Potentially quarterly? And what is the boards role?
 - What are the decisions does the accountable body want the Board involved with?
 - What is the boards role in regard to engagement for projects? Board members need to be fully updated, to be able to answer questions when approached by people.
- PM sees the Town Deal to be reported on monthly to capture a snapshot of where each project is in time.
- PM also added that there is a question around decision making, how does the board feed into this and what do they sign off?
 - Cllr ML replied that the Town Deal Board Members signed off the vision and going forward should be making decisions on any changes that are sought for projects.
 - PM agreed that The Board needs to be part of the Value Engineering.
 - NT added it would be valuable to bring the scope of the project to the Board so members can check the changes (if any) meets the vision.
 - DR suggested that the role of the Board has changed and should be that members ensure that the projects are held to account, checking if it matches the current budget and business case.
- There are some non-attendees in the core membership. It was suggested that the accountable body should undergo a skills audit of who is attending and look at additional members to invite to attend meetings.
 - PM agreed that a skills audit is a good idea. But we need to define our role first.
- Cllr BR responded that there needs to be a redraft of the Terms of Reference for the Board since the changes in local government April.
 - There should be a forum which includes the other Parish / Town Councils. There are a number of organisations who are not attending these meetings. Is there a need to revisit this?



- It is mentioned in the terms of reference that we should meet a minimum 4 times a year and the minutes should be publicly available.
- Board meetings should be about the delivery of the town deal and the board should focus on the accountability.
- DM added that the Town Deal intervention area includes the following parish councils:
 - Bridgwater Without Parish Council,
 - Puriton Parish Council,
 - North Petherton Town Council,
 - Durleigh Parish Council,
 - Wembdon Parish Council,
 - Chilton Trinity Parish Council,DM has offered if any additional support is needed to liaise with Parish/Town Council then to get in touch.
- Cllr RW stated that the Glastonbury Town Deal are further ahead and they have refreshed the Board as necessary.
 - Cllr RW also added that they have found there to be a 30%-40% uplift on construction costs so we will need to do re-visit projects on their budget.
- Cllr ML agreed that there needs to be a refresh of the Terms of Reference, and that the board could look at the local networks.

- Actions to take from the meeting:
 - Refresh Terms of Reference.
 - Refresh membership.
 - Review social media. Possible engagement with LinkedIn.
 - Talks with Dome Marketing regarding wider engagement. If members see posts please repost.
 - Skills audit review, work with Jaycee.
 - Book meeting for the rest of the year.

4) AOB

- Views have been expressed regarding the Bridgwater Town Deal PR and Comms. There is an ongoing plan with our contractor which is reviewed regularly, JE and JW to look into.
- Cllr ML suggested having Board Champions for each project.

PM Thanked everyone for all their contributions to the meeting.

Next Meeting is taking place on the 29 September 2023 starting at 3pm.