



## Bridgwater Town Deal Board

24<sup>th</sup> July 2024

2.30pm to 4.30pm

Hybrid

Bridgwater House/Teams Meeting

### MINUTES

#### 1) Introduction, Apologies and Minutes of the Last Meeting

##### Attendees:

- Paul Moore,
- Cllr Bill Revans,
- Cllr Mick Lerry,
- Cllr Ros Wyke,
- Ruth Lambert,
- David Mears,
- Cllr Gill Slocombe,
- Gavin Roberts,

##### Supporting the board:

- Nathaniel Lucas,
- Lara Bell,
- Jaycee Ellis,
- Nick Tait,
- Jackie Gill,

##### Apologies:

- Andrew Harper,
- Paul Edwards,
- Paul Hickson,

Previous minutes agreed as correct.

## 2) Engine Room Site Visit - Completion

- Board Members visited the Engine Room Project to see the completed works that the Town Deal Funding has supported.

## 3) Step Up - Town Hall Space

- Board Members visited the Town Hall to see the space that has been proposed for the Step-Up project.

## 4) Bridgwater Step Up

- The Board agreed, in principle, at the last board meeting that the Town Hall location would be the venue to house Step-Up, subject to further work being done around the Operating Model.
  - DM stated that in the wider development of the Town Hall, a Business Case has been put together, detailing the requirement of income per square foot.
  - DM also stated that there are tenants already interested in the allocated space.
- Cllr RW stated that she would like to hear from the Property/Estates Team and the Enterprise Centre team as clarity would be needed around the operating model. Cllr RW requested to see the business case.
  - NL addressed that he would look to set up a meeting with officers from Property and the Enterprise team.
  - NL stated there is a business case for the Towns Fund Step-Up Project, however, at the time it was made, it was conceived around another location which we unfortunately lost. A revision of this business case will need to be amended for the Town Hall location. The financial options are still yet to be worked through. NL to meet with DM, the Property Team and the Enterprise Team next week if diaries allow.
- Cllr BR checked the minutes of the last meeting as there was confusion over the location of the Step-Up Project. Cllr BR asked for this to be clarified. Will the entrance to Step-Up be where the entrance of the Carnival Centre is now?
  - As the Accountable Body, Cllr BR reiterated that it is crucial that the financial information was provided to the Bridgwater Town Deal Board.
- Cllr RW asked for a discussion outside of this board meeting with NL.
  - Cllr RW will also speak to the Enterprise and Property/Estates Team to try to speed up the decision-making process.
- PM summarised that the board are unable to make the decision on this today as a business case for the new location is needed. The board hasn't changed its view that the Town Hall is still the best location for this project.
  - LB asked when the deadline was for the decision.
  - DM replied that mid-October was the latest to inform him of a decision.
- Cllr ML asked if the location change needed to be shared with MHCLG.
  - NL responded that Government would need to be informed of the change through a Project Adjustment Request when the location was confirmed.

**Action** The Business case to be shared with Board members before the next meeting.

#### 5) Amended Terms of Reference

- Board Members were circulated an Amended Terms of Reference document prior to the meeting.
- Board Members made the following observations points:
  - Point 3.1, '*Other relevant local organisations, such as FE colleges or NHS Somerset?*' Cllr GS requested change *or* be changed to ***and***.
  - There is still a reference to DLUHC, due to the recent change in Government, this will be reverted to MHCLG.
  - Point 5.7, '*minimum of 5 clear working days for a Board meeting*', RL requested this be changed to a minimum of 7 days.

#### 6) Programme Comms Update

- Due to time constraints, this agenda item will be written in an email update.

#### 7) Celebration Mile Project Adjustment Request

- Celebration Mile project is well underway.
- A formal Project Adjustment Request is required for this project for the Enterprise Space which was originally to be sited in the Colonnades of Angel Place.
  - Somerset Council will be submitting this document to MHCLG.
  - NL has had conversations with local leads and this Project Adjustment Request will be managed at a local level, reducing the risk of change.

#### 8) AOB

NT gave a brief update on the docks due to the time constraints of the meeting.

- Due to the SC Conservation Officer leaving the authority, additional Heritage Support is being sourced.
- The current priority for the project is to feedback to WSP and review the Active Travel plans that WSP have been working on.
- The team have a couple of options for the silt removal/management which need to be reviewed.
- Project Management is also being sourced.

The chair thanked everyone for their time.

Meeting closed 4.40pm

## Actions

Date	Action	Completed
24/11/2023	Board meetings Bi-monthly interim reports to be sent out	Complete
24/11/2023	Skills audit for Board members	Complete
24/11/2023	Complete Partnership Agreement - JE	This has superseded as the project has progressed.
24/01/2024	Share Environment Agency Agreement with the Board - NL	
24/01/2024	Share finance details of the projects with the Board - NL	Closed
24/01/2024	NL to look at other funding options and explore the use of the Town Hall for Step Up	Complete
27/03/2024	Discussion with Alison and Peter RE Docks link to Firepool / Taunton Garden Town	
27/03/2024	NL to provide list of contact to BA for Moon Project	Completed
27/03/2024	Step Up NL to shared Options report before next meeting	Complete
27/03/2024	Cllr Bill Revens to contact Ian Liddel-Grainger re meetings.	Superseded due to change in MP. JE has contacted new MP to become a board member
29/05/2024	Skills audit to take place	In progress – NL sent email to Board Members
29/05/2024	Election of Vice Chair	To be taken before the end of the year
29/05/2024	Regular newsletter to be prepared	Complete
29/05/2024	JE to investigate physical signage	Complete
29/05/2024	PP & NT to speak to PH regarding Resources	Ongoing
29/05/2024	Town Deal Finance item on agenda for next meeting	
24/07/2024	The Step-Up Business Case to be shared with Board members before the next meeting.	