

SCARBOROUGH TOWN BOARD

DATE: FRIDAY 28th FEBRUARY 2025

TIME: 11 AM -1 PM

VENUE: SCARBOROUGH TOWN HALL

AGENDA

1. APOLOGIES - CHAIR
2. DECLARATIONS OF INTEREST - CHAIR
3. MINUTES OF THE LAST MEETING (ATTACHED) AND MATTERS ARISING – CHAIR
4. UPDATED TERMS OF REFERENCE (ATTACHED) – CHAIR
5. SPRUCING UP SCARBOROUGH – LAUREN HOPSON-HAW 15 minutes
6. WEST PIER – HELEN JACKSON 20 minutes
7. STATION GATEWAY REVIEW – HELEN JACKSON 15 minutes
8. NORTH BAY MASTERPLAN – NEIL HUGHES 15 minutes
9. SQUARE ONE (BRUNSWICK) DEVELOPMENT – NEIL HUGHES 20 minutes
10. NEWBOROUGH (ARGOS) REDEVELOPMENT – JOE RUSSELL 10 minutes
11. SCARBOROUGH FAIR – JACKIE SPEAKMAN / JULIAN CADDY 15 minutes
12. A.O.B
13. DATE OF NEXT MEETING
 - FRIDAY 20th JUNE 2025 @ 11am

SCARBOROUGH TOWN BOARD

FRIDAY 06th DECEMBER 2024

10:00 @ SCARBOROUGH TOWN HALL

DRAFT MINUTES

Chair David Kerfoot CBE DL DK	Richard Flinton RF NYC
Vice Chair Richard Boyes RB via Teams Scarborough Business Partnership	Cllr Liz Colling LC NYC
James Goodall JG Scarborough Town Centre Team	Cllr Mark Crane MC NYC
Rosemary Du-Rose RDR Beyond Housing	Nic Harne NH via Teams NYC
Adrian Perry AP Scarborough and District Civic Society	Helen Jackson HJ NYC
Simon Bull SB Scarborough Business Ambassadors	Corrinne Macdonald CMac NYC
Caroline Routh CR Stephen Joseph Theatre	Kerry Levitt KLV NYC
Sam Pollard SP MHCLG	Jackie Speakman JS NYC
Amy Ball AB MHCLG	Chris Bourne CB Agenda Item 5 NYC
Rachel Drew RD ARCADE	Daniel Fisher DF Minutes NYC
Liz Philpot LP YNYCA	

1. APOLOGIES

- Alison Hume, MP
- Rachel Wood, North Yorkshire Police
- Matt Butterworth, CU Scarborough
- Chris Marson, Scarborough Athletic
- Sam Allum, North Yorkshire Sport
- Steve Bromham, Save9
- Clare Harrigan, Beyond Housing
- Mel Bonney, CaVCA

2. DECLARATIONS OF INTEREST

2.1. No declarations of interest.

3. MINUTES OF THE LAST MEETING AND MATTERS ARISING

3.1. Minutes of the meeting held on 20th September 2024 agreed as a true record.

4. LONG TERM PLAN FOR TOWNS UPDATE – David Kerfoot

4.1. DK provided an update on the LTPT following recent communication from Government. There were 5 key takeaways.

- 1) The LTPT will be retained but will be reformed.
- 2) All original 75 towns will still receive funding.
- 3) A revised prospectus and timeline will be issued in the New Year.
- 4) There will be an extra year to develop the projects, plus an extra £200K funding for 2025/26.
- 5) Programme delivery will commence in 2026.

5. STATION GATEWAY – Chris Bourne

5.1. CB presented a report on the Station Gateway project and the issues facing the project including the relocation of the shore supply, issues with the Engine shed roof, budget, and the legal complexities. Four options for a way forward were presented:

- 1) Full Scheme.
- 2) Reduced Public Realm.
- 3) Highways Work Only.
- 4) Station Works Only.

5.2. A design workshop will be held with DK & RB and NYC Officers in the New Year.

5.3. A discussion was held exploring the options. Option 2 can be viewed as the start of a phased approach to ensure the existing work and investment is not lost. Proposed highway works were reviewed, and clarifications were made. Concerns were raised around performing work on the busiest junction in Scarborough and the inevitable disruption this would cause.

5.4. Concerns were raised around the amount of money that is being spent not resulting in the desired increase in footfall in the town centre. A discussion around a coherent design language for the towns was held and the importance of other elements of the Station Gateway masterplan (demolition of Comet building), however expectations of future funding availability need to be managed.

5.5. The decision to pursue Option 2 of the report was made without objection.

6. LOCAL CYCLING, WALKING AND INFRASTRUCTURE PROJECT – Jackie Speakman

- JS provided a brief presentation on the LCWIP Cinder Track Connections project. The project has changed scope and two junctions originally included, Gladstone Road / Wykeham Street, Manor Road / Woodlands Ravine have been removed from the project as the benefits the alterations brought about did not justify the cost.

- SP queried if a Project Adjustment Request form will be completed and submitted for the changes. KLV advised it was within the 30% local decision criteria and asked if it would be required because there is no change to the project description and the outputs will still be met and even exceeded. SP to ask colleagues and feedback.
- The Board agreed the scope changes.

6.1. Questions were raised around the community's desire to retain the graffiti area under the Wykeham Street bridge. JS advised that the area is a designated graffiti area and community engagement shows that the retention of the graffiti area was a desired outcome but would investigate the extent of the designated zone.

7. SCARBOROUGH FAIR – Jackie Speakman

7.1. JS gave a verbal update on the plans for the second year of delivery of the project. Evaluation work is underway to establish the impact of the project and create a report on future possibilities for the project so it can continue once the Towns Fund funding finishes.

7.2. LC noted that the community outreach of the project has been excellent.

8. WEST PIER – Helen Jackson

8.1. HJ provided an update on the project. The planning application and tender process for the principal contractor will both be completed early 2025. The boat lift project will have a significant impact on the project. The question was raised if the planning application needs to be ceased and then resubmitted to account for the boat lift. The planning application will go ahead “as is” and then will be altered down the line as required.

9. BRUNSWICK CENTRE

9.1. Discussion was held around the Brunswick Centre redevelopment. It is progressing well, though there are significant financial challenges. The project has been very well supported in all the public consultation. It is also a hugely important project for the regeneration of the town centre. However, concerns were raised about the size of the funding gap and where funding support could come from.

10. A.O.B

10.1. DK discussed the most recent letters received by Bob Roberts which DK has responded to.

10.2. DF updated the Board on the FabLab PAR.

11. DATE OF NEXT MEETING

- 28th February 2025

SCARBOROUGH TOWN BOARD

TERMS OF REFERENCE

The Scarborough Town Board (STB) is not a formally constituted body and shall hold no monies or assets.

1. ROLE OF THE BOARD

- 1.1 The role of the STB is to oversee the delivery of the Scarborough Town Investment Plan and ensure the programme of interventions using the framework of the Towns Fund Prospectus are managed and delivered effectively. STB will co-ordinate resources to deliver economic growth by communicating and engaging with stakeholders where required.

STB will provide strategic insight on the challenges and opportunities facing the area and drive the priorities for investment. By identifying where its powers can be maximised the STB will deliver change and steer the long-term vision for Scarborough in conjunction with the Scarborough Town Centre Team, local residents and business community.

2. DUTIES AND TERMS OF REFERENCE

Investment Plan

- 2.1 The STB (previously known as the Scarborough Town Deal Board) is a strategic body created as a vehicle following Scarborough being identified as a Town that may benefit from the Government's £3.6bn Towns Fund. The STB brings together the private, public and voluntary sectors to provide strategic leadership to develop and deliver an Investment Plan and schedule of interventions to secure government funding, and which sets out a clear understanding of the area, focusing on its assets, opportunities and challenges. It will be the vehicle through which the vision and strategy for Scarborough is defined. The Strategy should align with the rest of the Borough and the local economic region.

- 2.2 Stakeholders will be engaged through the development of these themes:

- I. Promote Scarborough as a prime location for inward investment, international trade and to proactively help more locally based companies export their goods and services.

- II. Actively promote and support equality and diversity to ensure the needs and aspirations of all, regardless of age, sex, gender identity, disability, sexual orientation, race, socio-economic group, religion or belief, physical abilities, or learning abilities, or any other characteristic are met.
- III. Respond to opportunities that arise from government initiatives to support economic development within Scarborough;
- IV. Support the localisation agenda by negotiating freedoms and flexibilities with government on actions which encourage more local devolution and accountability;
- V. Co-ordinate and influence government and others on matters that benefit the economy.
- VI. Attend public consultation events
- VII. Attend events to promote the Scarborough Town Investment Plan and its interventions.

Long-Term Plan

- 2.3 Following the Government's announcement of the opportunity for Scarborough to benefit from up to £20m towards a Long-Term Plan for Towns (LTPT), the STB has been identified as the vehicle to lead that programme in line with the principles of the fund.
- 2.4 The area to be covered by the vision of the Long-Term Plan is shown on the plan attached at Appendix 3.
- 2.5 The Long-Term Plan should include:
 - a) a 10 year vision of longer term strategic priorities for Scarborough as well as a 3-year investment plan annex;
 - b) It should be supported and clearly evidenced by insight gained from community engagement;
 - c) the planned direction of travel for the regeneration of the town across the three investment themes:
 - Safety and Security;
 - High Streets, Heritage and Regeneration; and
 - Transport and Connectivity.
 - d) The list of interventions available to achieve regeneration (from the list or 'off menu').

2.6 The 3- year annex should include:

- a) the proposed interventions and powers the Board wishes to use;
- b) whether the interventions are from the list or 'off menu;'
- c) how the Board will use the interventions and how much they will cost; and
- d) how the interventions will meet the outcomes in the 10-year plan.

2.7 The Board Shall:

Delegate to the Chair of the Board the authority to make urgent decisions, having consulted by way of email with Board members, where a Board cannot be convened in a timely manner to consider a matter.

The decision shall be published as soon as practically possible once taken.

3. MEMBERSHIP

3.1 The members of the Board shall be appointed by the Board and may be removed at any time by the Board.

3.2 The STB must comprise of representatives of:

- a) The Member of Parliament for the constituency including Scarborough Town;
- b) All tiers of local government including two councillors from North Yorkshire Council);
- c) A senior representative from the police;

3.3 The STB may also comprise of representatives from;

3.3.1 Community partners such as:

- Community groups;
- Faith groups;
- Local charities;
- Neighbourhood forums;
- Youth groups;
- The local Council for Voluntary Service.

3.3.2 Local Business.

3.3.3 Key Local Employers and Investors.

3.3.4 Cultural, arts, heritage and sporting organisations.

3.3.5 Public agencies and Anchor institutions such as;

- Local schools, higher education and further education institutions;
- Government agencies.

3.4 Applications for new Board Members shall be determined by the Board at any time.

3.5 A Board Member shall cease to be a member of the STB in the following circumstances:

- a) Such Board Member gives written notice to the Chair of their notice of resignation;
- b) Such Board Member's death;
- c) Such Board Member's bankruptcy making of any arrangement or composition with their creditors, or liquidation, or in the case of an organisation, winding up, liquidation, dissolution or administration or anything analogous to any of the foregoing occurring in relation to a Member in any jurisdiction;
- d) Such Board Member is removed from membership by a resolution of the Board that it is in the best interests of the Board that the membership is terminated.

3.6 Board Members may be removed from the STB as set out in Appendix 1 (Scarborough Town Deal Board Code of Conduct). Any Board Member removed may not be reappointed.

4. THE CHAIR AND DEPUTY CHAIR

4.1 The Board shall appoint the Chair and Deputy Chair.

4.2 In the absence of the Chair, the Deputy Chair will assume the responsibilities of the Chair.

4.3 In the absence of both the Chair and Deputy Chair at a formal meeting of the STB, those present for the meeting of the Board will vote and appoint a Chair for that meeting only.

4.4 The STB Delivery Team (see 5.2) will consult the Chair on progress of works required to be undertaken on individual interventions and the developing Investment Plan.

4.5 The Chair may convene an informal meeting of all or some of the Board Members to

inform progress of a particular matter arising under the development of individual interventions.

- 4.6 The Chair and Vice Chair may meet third parties and attend events on any matter pertaining to the Investment Plan, Long-Term Plan and individual interventions to progress activity and outcomes.

5. ADMINISTRATION OF THE BOARD

- 5.1 North Yorkshire Council shall provide secretarial and administrative support to underpin the work of the STB.
- 5.2 The role of the STB Delivery team will be to facilitate and manage the work plan of the STB. The STB Delivery Team will consist of Officers of North Yorkshire Council and where appropriate external consultants and professional service providers, officers and staff of partner agencies.

6. SUBSTITUTES

- 6.1 Suitable substitutes representing Board members are permissible subject to prior agreement with the Chair.

7. ATTENDANCE AT MEETINGS

- 7.1 The Board will meet on a quarterly basis. The Board may meet at other times during the year as agreed between the members of the Board and may approve recommendations via written procedure.
- 7.2 Informal Board Meetings may take place from time to time. Other persons and external advisers may be invited to attend all or part of any meeting as and when appropriate as observers and shall be entitled to speak at the meeting with the prior permission of the Chair but shall not be entitled to vote.
- 7.3 With the prior agreement of the Chair, any Board Member may participate in a meeting by means of a conference telephone or similar communications equipment whereby all persons participating in the meeting can communicate with each other and participation in a meeting in this manner shall be deemed to constitute presence in person at such meeting and shall be entitled to vote and be counted in a quorum accordingly.

8. NOTICE OF MEETINGS

- 8.1 Meetings of the Board shall be called by the secretary to the STB at the request of the Chair of the Board. The agenda and papers for meetings shall be approved by the Chair.
- 8.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the matters to be discussed at the meeting shall be forwarded to each member and any other person required to attend no later than 5 business days before the date of the meeting. Any supporting reports and/or papers shall be sent to each member of the Board and other attendees (as appropriate) at the same time and minutes published on North Yorkshire Council's website.
- 8.3 The agenda and reports (that are not exempt under legislative arrangements) shall be published on the North Yorkshire Council website.
- 8.4 There will be occasions when the business of the meeting will be subject to confidentiality for reasons of commercial confidentiality or sensitivity, information provided by the government in confidence, information pertaining to individuals or third party information that is subject to common law duty of confidentiality. On these occasions the Chair will have the discretion to take the meeting into private.

9. QUORUM

- 9.1 A quorum shall be 5 Board Members present in person.
- 9.2 Where a decision must be taken under the provisions of 7.3 and 11.5 there must be a quorum of 5 in responses received from Board Members.

10. REGISTER OF INTERESTS

- 10.1 Arrangements for the Register of Interests are found within the STB Code of Conduct.

11. VOTING ARRANGEMENTS

- 11.1 Each member of the Board shall have one vote which may be cast on matters considered at the meeting by a show of hands. Votes can only be cast by members attending a meeting of the Board.
- 11.2 The general rule about decision-making by the Board is that any decision of the Board must be a majority decision at a meeting (or a decision taken in accordance with paragraph 7.3 and 11.5 of these Terms of Reference).

- 11.3 Where a conflict of interest exists as set out in the STB Code of Conduct, a Board Member may take part in the debate but may not vote.
- 11.4 Save where they have a personal interest, the Chair will have a casting vote. In this context, this refers to whoever is present and discharging the function of the Chair for the purpose of the meeting.
- 11.5 A resolution in writing, sent electronically to all Board Members entitled to receive notice of a meeting of the Board and signed by a majority of the members shall be valid and effectual as if it had been passed at a meeting of the Board duly convened and held and may consist of several documents in materially the same form each signed by one or more Board Member in the event a Board Meeting may not be convened in a timely manner.

12. COMMUNICATION AND REPORTING

- 12.1 The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, shall be minuted by the secretary of the Board.
- 12.2 Minutes of meetings of the Board shall be approved in draft form by the Chair and disseminated to Board no later than ten working days following the meeting. Minutes shall remain in draft until approval by the Board at the Board's next meeting.
- 12.3 Approved minutes of the Board shall be published on the website of the North Yorkshire Council, with the exception of minutes relating to items deemed confidential as set out in 8.4 above.
- 12.4 The Board shall produce an annual report about its activities.

13. THE BOARD'S RELATIONSHIP WITH NORTH YORKSHIRE COUNCIL (NYC)

- 13.1 The Board is responsible for;
- a) Oversight of the Scarborough Town Investment Plan.
 - b) Ensuring the programme of interventions within the Scarborough Town Investment Plan are managed and delivered effectively.
 - c) Coordinating resources and including stakeholders where required.
 - d) Development of the Long-Term Plan for Scarborough.

- 13.2 North Yorkshire Council remains the accountable body for all monies received through capacity funding and any other funding that will be allocated throughout the Towns Fund.
- 13.3 North Yorkshire will be represented on the Board by an Executive Member of the Council and / or The Chief Executive. They provide the link between the two bodies in the development of outcomes under those functions set out in 13.1.
- 13.4 The Board will be supported by the Scarborough Town Deal Board Delivery Team, which will be in the employment of North Yorkshire Council.
- 13.5 The Board may from time to time be required to attend both formal and informal meetings of North Yorkshire Council to provide updates and information pertaining to the development of the Town Investment Plan, programme of interventions and stakeholder engagement.
- 13.6 The Executive of North Yorkshire Council will receive reports on the progress of activities through its established quarterly performance monitoring.
- 13.7 The Board may make recommendations to the Executive of North Yorkshire Council from time to time and prior to the submission of the Long Term Plan.

14. GENERAL MATTERS

- 14.1 Board Members shall duly sign and return the STB's Code of Conduct (Appendix 1), and Register of Interests form (Appendix 2) on an annual basis.
- 14.2 The Board will have access to officer resources in order to carry out its duties through the STB Delivery Team.
- 14.3 The Board shall be entitled to invite relevant third parties to attend any meeting of the Board as observers and they may be entitled to speak at a meeting of the Board with the prior permission of the Chair but shall not be entitled to vote.
- 14.4 The Board shall give due consideration to all laws and regulations as appropriate.
- 14.5 The Board will, from time to time, consider projects and proposals of a "commercial in confidence" or sensitive nature that will not be for publication under existing legislative provisions (Data Protection and Freedom of Information). All Board Directors and invited third parties will observe the need for confidentiality in this respect.
- 14.6 The STB will be subject to the privacy legislation contained within Data Protection Act 2018, Freedom of Information Act 1998 and the Environmental Protection Regulations (various). Such requests will be serviced by North Yorkshire Council in

accordance with NYC policies and procedures.

- 14.7 If a Board Member is concerned in respect of any fraudulent, corrupt act, breach of the law or failure to safeguard public funds then this should be reported in line with North Yorkshire Council's Whistleblowing policy:

[Whistleblowing policy | North Yorkshire Council](#)

- 14.8 Members of the public may wish to contact the STB. Any such contact will be managed by the Scarborough Town Board Delivery Team and contact details will be published on the North Yorkshire Council website.

- 14.9 The Delivery Team may where appropriate, engage with the Chair and/or wider Board.

15. REVIEW

- 15.1 The Government may publish further guidance on the operation and function of Town Deal Boards and these Terms of Reference must be reviewed in accordance with any such guidance.

- 15.2 The Board may amend these terms of reference at any time.