ONE ILFRACOMBE BOARD MEETING

Draft Minutes

Item	Details
Date	Wednesday 27 May 2026
Time	09:30 - 12:30
Venue	Ilfracombe Centre (+ Via Teams)
Chair	Ken Miles – North Devon Council

1. Attendance and apologies

Present	
• Ken Miles – NDC Chair • Cllr Malcom Wilkinson - NDC • Cllr June Williams – ITC (Guest) • Rod Donovan – Independent • Andrea Beacham – NHS • Domine Dunbrook – NDC • Cllr Sara Wilson – DCC • James Lander – NHS • Kier Duffin – DCC • Pete French – Independent • Sarah-Jane Mackenzie-Shapland – NDC • Simon Kitchen – DCC • Cllr Paul Crabb – ITC	• Charmain Lovett – Project Officer - ITC / OI • Neil Ingram – Project Officer - ITC / OI • Mary Midson – Project Officer - ITC / OI • Laura Donovan – Town Clerk – ITC • Steven Seatherton – Programme Manager – ITC/ OI

Apologies
• Marc Rostock – NDH • Dr Sarah Williams – Combe Coastal • Insp Joey Lester – D&C Police • Kara Stevens – ITC • Jody Le Bredonchel – Ilfracombe Junior School

2. Programme update

The Chair opened the meeting at 09:30. The previous minutes were circulated and approved as a true record.

The Secretariat reported that meetings had taken place since the previous Board to track progress, with the main area of discussion being Board and governance arrangements, which were picked up later in the agenda.

The Board reviewed outstanding actions from the previous meeting:

- The consolidated programme dashboard and standard theme papers remain in progress and will be developed through Monday.com.
- Economy and Skills KPI data, pilot learning and sector development priorities have been added, with KPIs now included.
- Belles Place and the Link Centre business case were deferred to later agenda discussion.
- The campus model will be picked up through the Poverty Truth Commission and Closing the Gap work.
- The Town Centre vacancy and appearance baseline has been completed using the property database. The reporting route requires further refinement through IRB; Hannah Harrington has contacted Cllr Crabb about this.
- The Housing Charter work has been informed by the landlord forum; no further substantive update was given.
- Youth provision and youth voice work is ongoing and was covered under Ilfracombe Futures.
- Poverty Truth Commission continuity and Coastal Navigators Network alignment were covered later in the agenda.

Monday.com was discussed as the programme management tool that will support project tracking, reporting, action logs and Board visibility. The Secretariat will continue adding projects and activities from the theme groups into Monday.com.

3. Review of theme plans

3.1 Economy and Skills

Kier Duffin and Domine Dunbrook

- The first phase of work and skills activity has been delivered successfully, culminating in a well-attended Work and Skills Fair. DWP figures on people moving into work are awaited.
- A review session has taken place on the pilot period, supported by community learning consultation work. This is being used to shape the next programme of learning, training and work skills activity through to Christmas.
- A new partnership is being developed with the Landmark Theatre around arts, culture and creative sector development for young people. The proposed programme is expected to run for 12 weeks, for two to three days per week, and should include both creative and technical/theatre production routes.
- Work is also progressing with North Devon Homes around their employment and skills requirements.
- The Employment Hub has moved into the Library.
- The group noted that larger employers should be engaged more directly so that people completing training can be linked to employment and recruitment opportunities.
- Crisis and resilience funding has been secured to help address practical barriers to work, such as transport, interview clothes, childcare, and short-term gaps before first pay.

3.2 Closing the Gap

James Lander

- The group continues to focus on reducing health inequalities, but further work is needed to define which gaps are being closed and how progress will be measured.
- It was noted that long-term measures such as life expectancy are unlikely to show direct impact in the short term, so proxy measures will be needed, including access to services and experience of support.

- The Health and Justice / probation project has an agreed memorandum of understanding and funding. Ten people had been supported up to 30 April. A holistic needs assessment and team-around-the-person documentation have been finalised. Engagement has been challenging, so the project is being widened across North Devon while retaining Ilfracombe delivery wherever possible.
- Belles Place is currently on hold pending the Link Centre position. A partner meeting will be required to consider funding, sustainability and location.
- Devon County Council has changed its position on the Link Centre and now intends to keep and renovate the building. One Ilfracombe and Ilfracombe Town Council will work with DCC on future use and its role within the wider campus model.
- The campus model is being developed from Poverty Truth Commission learning. Work has begun with community commissioners and public sector partners, including a draft logic model and proposed public charter/community of practice approach.
- The One Public Estate business case is in final stages with consultants. The Board emphasised that the Link Centre, Landmark Theatre and health hubs should be included in the estate conversation and that the right people must be involved.
- Cllr Sara Wilson will take over as Chair of the Closing the Gap group, with James Lander supporting handover and continuing to focus on Poverty Truth work.
- A communications plan on poverty and related messaging is being developed by the NHS Trust and will be shared with partners.

3.3 Town Centre Regeneration

Neil Ingram

- The regular walkaround process is now in place, with weekly town centre checks and database updates to record and prioritise properties and issues.
- The route for escalation is through the Town Team, then IRB, then planning/enforcement where required. Examples were given where this process has started to work.
- Vacancy rates were reported as having reduced from 32% to 17%.
- The group is testing approaches to improve the appearance of vacant or poor-quality premises, including window dressing and visual improvements, working with IBTA.
- A longer-term strategic conversation is needed through IRB to establish a subgroup and clarify who needs to be involved.
- Community safety and ASB were recognised as cross-cutting, but the Board agreed that ASB should sit within the Town Centre Regeneration theme for coordination, given the link with CCTV, street marshals and high street experience.
- Pop-up convenience stores and related issues remain on the radar of police, trading standards and planning/enforcement partners.

3.4 Housing

Sarah-Jane Mackenzie-Shapland

- The Ilfracombe Healthy Homes project is focused on number 36 and 38 Oxford Grove and the Royal Mail building. Planning permission has been granted for all three schemes.
- Procurement of a contractor for 36 and 38 Oxford Grove is live, with an intended start on site in July and completion in December.

- The Royal Mail building is slightly behind, with procurement expected to start at the end of June and works expected to start in September.
- Homes England visited Ilfracombe to view both properties, with an application expected to follow to the Affordable Homes Programme.
- An offer has been accepted on 37 Oxford Grove, which would complete the three-property Oxford Grove position, with completion hoped for by the end of July.
- The Housing Charter remains a workstream and governance arrangements are being considered. The Housing and Infrastructure Group under Northern Devon Futures may be adapted to include an Ilfracombe focus.
- North Devon Council is working with the Museum on the Royal Mail building. The architects for the residential and museum/commercial elements need to align on utilities, sustainability and delivery.
- The basement damp and groundwater issue remains a key technical issue. The proposed solution may reduce usable height, so the Museum needs to confirm whether the resulting space remains fit for purpose.

3.5 Ilfracombe Futures

Charmain Lovett

- There has been a change in representation, with Jodie stepping back and Laura Mathews from Devon County Council taking his place, while Jodie remains involved.
- The Family Hub is focusing on the Better Start in Life programme, including school readiness and early years outcomes.
- The Junior School Thrive programme and a similar Family Hub approach are being developed to create shared community language and messaging around young people.
- Into the Blue funding is still being pursued, with plan A and smaller-scale options (plan B) depending on funding outcomes.
- The youth club is now running. The third session had taken place, with around 30 young people attending each time, which was considered positive given the Slade location.
- Additional funding is being sought to expand youth work and increase outreach over the summer, including possible activities at the skate park and seafront.
- One Ilfracombe agreed to provide a letter of support for Cerys Mason (youth worker) funding application.
- DWP is developing youth employment hub plans; this may connect to the wider youth hub and One Public Estate discussions.

4. Cross-cutting agenda

4.1 Current Ilfracombe ASB issues

- Ilfracombe Town Council has written to the Police and Crime Commissioner (PCC) regard the ASB issues within the town. A response has been received and will be fed back to Full Council for a response.
- A meeting is being arranged with Gardant Security, Barnstaple Town Council and Ilfracombe Town Council to discuss street marshals after the current contract ends in December and to explore future funding options.
- There may be PCC hotspot funding available, although details are not yet clear. It was noted that PCC funding has supported Barnstaple street marshals but not Ilfracombe street marshals.
- The Board discussed the wider perception of Ilfracombe and the need for proactive positive promotion of the town. North Devon Council offered communications support, and Ilfracombe Town Council will lead wider town marketing work through the culture/IBTA route.

- The Board recognised the need to balance honest action on ASB with the risk of negative press and second-order impacts on businesses and tourism.
- A question was raised about whether some issues should be framed as serious violence rather than ASB, as this may open different funding and intervention routes.
- The importance of keeping police engaged and feeding issues into the Community Safety Partnership was noted.
- Agreed: One Ilfracombe will send a coordinated response to the Police and Crime Commissioner on ASB/community safety.

4.2 Poverty Truth Commission - mapping

- James Lander and Steven Seatherton have started mapping all Poverty Truth Commission actions and outcomes against One Ilfracombe themes, accountable organisations and reporting routes.
- The purpose is to ensure that all agreed Poverty Truth Commission activity has a home, named responsibility and a route back to the Board.
- The mapping will be imported into Monday.com and shared with Northern Devon Futures to avoid duplication and align reporting.

4.3 Coastal Navigators Network

- North Devon Council reported on a meeting with the Coastal Navigators Network, who had presented findings from stakeholder engagement across four sectors: creative and digital industries; year-round visitor economy; pharmaceutical, healthcare and wellbeing; and clean maritime and green energy.
- The proposed workshop has been delayed until autumn so that the right national, regional, industry and place-based stakeholders can attend.
- NHS England funding for CNN has been withdrawn, and CNN has requested an additional £8,000 to deliver the workshop element.
- The Board questioned whether the original outputs have already been met, whether the workshop provides additional value, and whether One Ilfracombe/partners could deliver the workshop themselves rather than pay the additional funding.
- It was agreed that the grant funding agreement and original outputs should be reviewed, CNN should be asked to set out clearly what additional value the £8,000 would secure, and other areas should be contacted to understand where they experienced value from the CNN process.
- The CNN presentation will be circulated to Board members for feedback. A decision on any further funding will be taken by email or at a further Board discussion if required.

4.4 Belles Place - funding and sustainability

- Belles Place was covered within the Closing the Gap and Link Centre discussions.
- A partner meeting will be arranged to discuss funding for the current year, sustainability and future location/suitability of premises.
- The position of Belles Place needs to align with the Link Centre, One Public Estate and wider campus model work.

5. 2026/27 finances, project delivery and commissioned work

- The Board received a 2026/27 budget update. Funds held at 1 April were reported as just over £108,000, with projected wellbeing team contract income of £14,000, giving total projected income/funds of just over £122,000 before other potential project income.
- Ring-fenced expenditure was reported as just over £100,000, leaving an estimated carry-forward of approximately £21,000.
- Budget lines included One Ilfracombe running costs, One Northern Devon website/social media support, wellbeing contract/project costs, Wellbeing Wednesdays, programme management project costs, community development, youth project funding, spring clean activity, Into the Blue, transport project and remaining Poverty Truth Commission funding.
- Project delivery was considered covered through previous theme updates.
- The Primary Care Network commissioned work was noted. One Ilfracombe currently delivers approximately 151 hours per week of social prescribing across South Molton and Ilfracombe. The contract ends in May 2027 and early negotiations with the PCN will start next week.

6. Board and governance

- The Board discussed uncertainty around the Articles of Association, membership, directors, voting rights and quorum. It was noted that there is a need to map clearly who is attending in what capacity and who has voting rights.
- The current understanding from the summary of articles is that core members include Ilfracombe Town Council, North Devon Council, Devon County Council and the Fire Authority, with associate membership and independent directors also needing clarification.
- Companies House currently records five directors. Pete French noted that North Devon Homes may previously have been added as a full member and that historic records should be checked.
- The Board agreed that the up-to-date Articles should be reviewed and that Ken should work with the Secretariat, Pete French and North Devon Council legal support to clarify membership, directorship, voting rights and any necessary appointments.
- The Board discussed whether more independent directors or associate members are needed, including potential representation from Poverty Truth Commissioners, local businesses such as Pall/TDK, and people with relevant commercial, community or lived-experience skills.
- The question of whether the Articles remain fit for purpose was noted and should be considered as part of the review.

7. Next steps

- Suggested dates for the next meeting will be circulated.
- The next meeting should include an update on public sector reorganisation and PCC reorganisation, including how local partnerships such as One Ilfracombe are recognised and protected within any new structures.

8. Any other business

- Website: the One Ilfracombe website needs a full refresh and update. Work has started between Steven Seatherton and Neil Ingram, and this will be progressed as the theme groups, governance and reporting arrangements are updated.

- John and Sheila Rolls have resigned. The Board agreed that thanks should be sent for their support and contribution to One Ilfracombe. A letter will be sent to them to thank them for their support.

9. Decisions and agreements

Area	Decision / agreement
Previous minutes	Previous minutes approved as a true record.
ASB ownership	ASB/community safety coordination to sit within Town Centre Regeneration, recognising it remains cross-cutting.
Closing the Gap chair	Cllr Sara Wilson to Chair the Closing the Gap group, with handover support from James Lander.
PCC response	One Ilfracombe to send a coordinated response to the Police and Crime Commissioner on ASB/community safety.
Youth worker support	One Ilfracombe to provide a letter supporting Cerys Mason youth worker funding application.
CNN	CNN presentation to be circulated and further value/funding questions to be reviewed before any decision on the additional £8,000.
Governance	Articles, membership, directorship and voting rights to be reviewed and mapped before further decisions on independent/associate membership.

10. Action log

No.	Action	Owner	Timescale
1	Update Monday.com with projects, activities and action tracking from theme groups.	Steven Seatherton / Secretariat	Before next Board
2	Develop a small number of dashboard-level KPIs/measures for each theme.	Theme leads / Secretariat	Before next Board
3	Engage larger local employers in the Economy and Skills programme and link training routes to employment opportunities.	Economy and Skills leads	Ongoing
4	Progress the Landmark Theatre youth/creative/technical skills programme, ensuring technical production routes are included.	Economy and Skills leads / Landmark / Learn Devon	Programme development phase
5	Arrange Closing the Gap chair handover to Cllr Sara Wilson.	James Lander / Cllr Sara Wilson	Immediate
6	Arrange a partner meeting on Belles Place funding, sustainability and premises/location.	Steven Seatherton / partners	Within next month
7	Ensure the Link Centre, Landmark Theatre and health hubs are included in One Public Estate discussions, with the right local/community knowledge represented.	Kier Duffin / partners	Ongoing

No.	Action	Owner	Timescale
8	Progress Town Centre Regeneration subgroup and reporting route through IRB.	Neil Ingram	Next IRB stage
9	Prepare case studies/comms examples showing how town centre reporting/enforcement routes work.	Neil Ingram	Ongoing
10	Provide a One Ilfracombe letter of support for Kerry's youth worker funding application.	Charmain Lovett / Steven Seatherton	Immediate
11	Meet Gardant Security and partners to discuss post-December street marshal arrangements and funding.	Ilfracombe Town Council	Meeting arranged
12	Prepare and send One Ilfracombe response to the Police and Crime Commissioner on ASB/community safety.	Steven Seatherton / Laura Donovan	After partner input
13	Feed ASB/community safety issues into the Community Safety Partnership.	Relevant partners	Ongoing
14	Complete Poverty Truth Commission mapping and import into Monday.com.	Steven Seatherton / James Lander	In progress
15	Share Poverty Truth Commission mapping with Northern Devon Futures to align reporting and avoid duplication.	Steven Seatherton / James Lander	When mapping complete
16	Circulate Coastal Navigators Network presentation and request feedback from Board members.	Steven Seatherton	Immediate
17	Review CNN grant agreement and original outputs; ask CNN to set out the additional value of the proposed £8,000 workshop funding.	Andrea Beacham / Sarah-Jane Mackenzie-Shapland	Before funding decision
18	Speak to other areas that have worked with CNN to understand where the value was created.	Sarah-Jane Mackenzie-Shapland	Before funding decision
19	Review and map the Articles of Association, membership, directors, voting rights and quorum arrangements.	Ken Miles / Steven Seatherton / Pete French / NDC Legal	Before next Board
20	Send Articles of Association and relevant governance papers to Ken.	Steven Seatherton	Immediate
21	Consider independent/associate membership gaps, including Poverty Truth Commissioners and local businesses.	Secretariat	Following governance review
22	Add public sector reorganisation and PCC reorganisation to the next Board agenda.	Steven Seatherton	Next agenda
23	Progress refresh of the One Ilfracombe website.	Steven Seatherton / Neil Ingram	Ongoing
24	Send thanks to John and Sheila Rolls for their contribution to One Ilfracombe.	Steven Seatherton	Immediate