

## **Morley Town Deal Board**

### **Minutes**

**Tuesday 29 September 2020**

**15:30 – 17:30**

**MS Teams**

#### **Attendees**

Councillor Lisa Mulherin	<i>Executive Member, Climate Change, Transport and Sustainable Development, Leeds City Council</i>
Mark Goldstone	<i>Head of Policy and Business Representation, West and North Yorkshire Chamber of Commerce</i>
Councillor Robert Finnigan	<i>Morley Town Council</i>
Steven Foster	<i>Director, Land Securities</i>
Rebecca Greenwood	<i>Policy Officer, West Yorkshire Combined Authority</i>
Mark Harding	<i>Market Manager, Morley Market</i>
Gerald Jennings	<i>Director, G.R. Jennings Properties Ltd</i>
Rachael Kennedy	<i>Morley Town Centre Manager</i>
Reverend Anthony Lee	<i>Leader, Morley Community Church</i>
Cameron Stephenson	<i>Constituency Office Manager, Office of Andrea Jenkyns MP (Sub)</i>
Adam Brannen	<i>Head of Regeneration, Leeds City Council (Sub)</i>
Councillor Andrew Hutchison	<i>Morley North ward member</i>
Councillor Wyn Kidger	<i>Morley South ward member</i>
Councillor Neil Dawson	<i>Morley South ward member</i>

#### **Apologies**

Martin Farrington	<i>Director of City Development, Leeds City Council</i>
Andrea Jenkyns	<i>Member of Parliament, Morley and Outwood</i>

Dawn Ginns *Morley resident*

### **In Attendance**

Lorraine Coates *Area Lead, Leeds City Region, Cities and Local Growth Unit, BEIS/MHCLG*

Jessica Ashton *Senior Regeneration Officer, Leeds City Council*

Christopher Brown *Career Grade Officer, Leeds City Council*

Samuel Lewis *Principal Regeneration Officer, Leeds City Council*

Claire Simms *Regeneration Support Officer, Leeds City Council  
(Minutes)*

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## **1.0 Introductions, Welcomes and Apologies** **ACTION**

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1.0 Apologies were received from Martin Farrington, Andrea Jenkyns and Dawn Ginns.

2.0 Councillor Mulherin welcomed everyone to the first Morley Town Deal Board meeting and thanked all board members for their interest and applications. All board members then introduced themselves.

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## **2.0 Background, key processes and timescales**

2.1 Council officer Samuel Lewis gave a presentation providing contextual background on the Towns Fund and defining key processes and timescales for the development and submission of the Morley Town Investment Plan (TIP). Work has been undertaken over the summer to begin producing a longlist of projects that can be considered in the TIP process. There is a broad template for projects and the TIP will be drafted in parallel to other supporting work.

In terms of timescales, four board meetings have been scheduled and there will be a more interactive and less formal visioning session held with board members. A Council Executive Board report will need to be submitted before December 2020 and the Town Investment Plan submission date is at the end of January 2021. Government assessment and response will take place from January 2021 onwards. Project development and detailed business case will take up to January 2022. The final town deal agreement will be announced January 2022. Funding release and project delivery will take place 2022/23. Development of the bid is in three stages. The first stage is to develop the vision and from this the key themes need to be developed. This will feed into the TIP.

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## **3.0 Governance arrangements**

### **3.1 Chairperson**

It was confirmed that that Gerald Jennings had been nominated for the position of Chair. There were no other nominations. The Morley Town Deal Board voted to accept this nomination. The Board also voted that the term of the Chair and term of membership be for one year.

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**Resolved:**

- 3.2
- That Gerald Jennings be elected Chair of the Town Deal board.
  - That the term of office of the Chair and term of membership be for one year, to be confirmed following agreement with government of Heads of Terms for the Town Investment Plan

**Terms of Reference**

- 3.3 Draft Terms of Reference have been circulated as part of the Membership Pack. These Terms reflect the Government guidance as well as the Council's governance arrangements and processes. The Terms define the role of the Morley Town Deal Board, key processes, meeting and reporting arrangements. The Board members agreed the Terms of Reference.

**Resolved:**

- 3.4
- That the Terms of Reference were agreed by the Board Members.

All

**Code of Conduct**

- 3.5 The Code of Conduct was circulated as part of the meeting pack. The Register of Interests will be circulated after the meeting for completion by members. The Chair would like conflicts of interest to be a regular agenda item. The Board agreed that they would deal with any breaches of the Code of Conduct via the Chair and Leeds City Council's Democratic Services.

**Ongoing Board recruitment and equality, diversity, cohesion and integration considerations**

- 3.6 Ongoing recruitment to the Board may be required to ensure that the membership appropriately reflects equalities characteristics and reflects the population of the town. The Board members agreed to an ongoing recruitment process.

The Chair asked if there was a limit to the amount of Board members. SL advised that there wasn't a limit.

Rachael Kennedy informed the Board that she had been approached by a few businesses who said that the application process to the Board had dissuaded them from applying. The Chair will discuss this with the businesses if they contact him directly.

RK/GJ

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**4.0 Morley Town Investment Plan**

**4.1 Consultation and Engagement**

Jessica Ashton gave an overview of the consultation and engagement process. In September 2020, a partnership of Locality and Commonplace was commissioned to undertake a community engagement exercise focused on obtaining the views of residents and other stakeholders. The online digital engagement platform Commonplace (<https://morleytownsfundengagementmap.commonplace.is/>) will be used in phase 1 to allow local people to have their say. Participants will be asked to comment on the town's strengths, weaknesses and priorities for investment. A second commonplace site will be used in phase 2 to present individual project ideas under an agreed number of themes. Local people will be able to comment on the proposals and ideas generated by Phase 1.

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Stakeholder interviews will be used to target those in key representative roles or with an in-depth understanding of the town.

Resident interviews will be used to engage with communities and individuals that are unlikely to be reached by traditional or mainstream outreach

A Morley Town Deal Board Visioning Exercise will be facilitated in the form of an online workshop with the members of the Morley Town Deal Board. This will be an opportunity to establish a vision for the TIP, and to define key thematic areas of focus.

The Chair and Rachael Kennedy fed back that Locality were very good while conducting the interviews.

- 4.2 It was raised by Board members that not everyone has digital access or knows how to use a computer and physical collateral should be used to advertise the bid in Morley. JA will look into this further and report to the Board on progress

JA

- 4.3 The Chair asked the following questions which were answered by Council officers.

Q) Who would be facilitating the visioning sessions and if Locality and Mott MacDonald will be in a good position to give an update by the next Board meeting on 12 October.

A) The visioning sessions will be facilitated by Mott MacDonald and Locality. Mott MacDonald will be in a good position. Locality will have a good body of evidence and will be able to present feedback but the consultation will need to run for a longer period of time before the visioning session to give a good evidence base.

Q) Do we expect Mott MacDonald to give us pointers or hard recommendations?

A) It will be for the board to look at the data but Mott MacDonald can offer support with this.

Q) For how long have Mott MacDonald and Locality been commissioned?

A) Mott MacDonald have been commissioned until the bid is submitted. The commission is open ended so further advice can be drawn down from Mott MacDonald after the bid is submitted if needed. The Commonplace platform has been purchased until September 2021.

Q) Are all Board members clear about the boundaries of the bid?

A) SL will circulate a plan showing the bid area.

SL

- 4.4 **Economic baselining**

Mott MacDonald will first carry out a baseline analysis to assess the current economic performance and socio-economic conditions in Morley. It will set out the key economic characteristics, strengths, weaknesses, opportunities and key challenges faced for Morley. It will also provide an early assessment of how resilient the economy is likely to be to the COVID-19 pandemic and economic impacts of this crisis.

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The Board members agreed with the consultation and engagement and economic baselining recommendations.

#### **Project Longlist, Prioritisation and Development**

- 4.5 Projects will be identified and proposed through a number of sources, including the Town Deal Board, the Commonplace platform, the Government's MyTown website, stakeholder interviews and public engagement, and through Council services and partner plans and strategies. Mott MacDonald will then work with the Town Deal Board to carry out a project prioritisation process, which will help to inform the interventions that will go into the Morley Town Investment Plan. A discussion then took place about what projects should be prioritised. The Board were mindful that the right balance and quality of projects should be narrowed down instead of investing too much energy in projects that would be undeliverable or have little impact.

SL asked Board members if they could send him any project suggestions they have. SL to email Board members with this request so they can reply directly to him.

SL

#### **The Golden Thread**

- 4.6 It will be necessary to establish a 'golden thread' which draws a clear line between projects in the Town Investment Plan, the achievement of desired outputs and outcomes, and the realisation of the overall Town vision. This thread should run through the projects for which funding is sought. There are no recommendations for this item but Board were asked that the 'golden thread' be part of the conversation.

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#### **5.0 Accelerated funding projects**

- 5.1 On 1 July 2020 Leeds City Council received a letter from MCHLG offering a grant of £750,000 to fund capital projects in Morley that could be delivered and fully spent this financial year. Leeds City Council were given a deadline of 14 August 2020 to respond to this opportunity. The Town Deal project team worked with departments across the Council to identify suitable projects that could be delivered within these tight timescales. These include planned interventions to improve public realm at Morley Bottoms, extend pedestrianisation on Queen Street, upgrade infrastructure in two town centre parks and undertake a community culture programme in Morley.

The Board agreed with the accelerated funding projects outlined above.

- 5.2 JA to send the press release for the Accelerated Funding to the Board so they can circulate to their contacts.

JA

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#### **6.0 Future meetings and business**

The Board asked if Zoom can be used for future meetings.  
This will be explored through the Town Deal project team

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#### **7.0 AOB**

- 7.1 None

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#### **8.0 Date and Time of the Next Meeting**

Monday 12<sup>th</sup> October 2020 at 2.00pm

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