

Morley Town Deal Board

Item 4 Highlight Report

Programme Sponsor:	Martin Farrington
MTDB Chair:	Gerald Jennings
Version:	Version 0.1
Reporting period:	14 July 2023 – 6 Sept 2023
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1. RAG status update

Area	RAG status	Explanation
Programme overall		
Progress	AMBER	Some projects progressing well into design or delivery.
Risks	AMBER	Key risks flagged below.
Issues	AMBER	Some key issues to resolve as outlined below.
Budget	AMBER	Some underspend currently on projected grant profiles. Potential reprofiling for 23/24.
Resources	GREEN	All resources in place across the programme team.
Benefits	GREEN	Monitoring and evaluation of projected benefits ongoing.

Key:

RED	Substantial problems encountered impacting cost, time and quality. Management action required
AMBER	Some problems being encountered which management need to be aware of
GREEN	On schedule and no problems being encountered

2. Recommendations required from Board

- To note ongoing progress with each of the projects.

3. Programme Management

Comms and stakeholder engagement

- The Inclusive Design Panel is due to meet shortly to look at some of the outline designs for Greener and Connected and Station Gateway public realm schemes.

- The annual satisfaction survey closed on Friday 1 September and the analysis of the survey results will be undertaken by Mott Macdonald and a report provided for the next Town Deal Board meeting. An initial review shows that 529 respondents completed the annual satisfaction survey.
- The summer had a busy period of consultation for Greener and Connected and Station Gateway. The team are now looking collectively at future project consultations to avoid busy public consultation periods on projects.
- Over the summer the first public newsletter was printed and circulated. The team are now planning the content for the next edition for Autumn 2023.
- The commonplace Morley Town Deal website has 1194 news subscribers, an increase of 319 over the past three months. In the last three months Commonplace has had 6645 visits (more than in the entirety of 2022), which contrasts with 2922 in the previous three-month period. Approximately 10% of those visiting commonplace became respondents (677) providing 1373 contributions. The peak visitor numbers came on 11 July, following the launch of the annual satisfaction survey and project consultation campaigns.
- In the year to date, we have had **10,703** visitors to the commonplace site. The total for 2022 was **4364** visitors.

Partnership working

- Ahead Partnership contract has been extended and the Programme Manager is meeting with the team to discuss outputs and outcomes for the second year of the programme in early September.
- Planning and preparation is underway for the Morley Jobs Fair to be held on Thursday 5 October. Currently have 5 exhibitors/businesses signed up and now promoting to visitors and attendees with paid for digital promotions as well as posters circulated around key hubs in Morley. The poster is attached at Appendix A.

Monitoring and evaluation

- The team is meeting with DLUHC regularly to discuss monitoring and evaluation requirements. The next Towns Fund return will be due December 2023.
- An update on progress with the Morley Town Deal will be taken to the October Executive Board meeting for information.

4. Project updates

4.1 Heritage Investment Programme

Progress in this reporting period

- A subsidy control assessment for the shopfront grant element of the scheme is currently with Legal for review. This is required as part of the delegated decision notice approval for the formal launch of the scheme.
- Contact has been maintained with property owners within the initial area of focus.
- Currently exploring procurement options for shopfront works - whether to task property owners with the procurement of architects or internally set up a competition to create a 'mini-framework' from which property owners can choose a 'pre-approved' architect.
- Buttress Architects are creating a version of their report on the site of the burnt-out St Mary's in the Wood church to be shared with the site owner, to encourage a decision on progressing the site. Buttress have suggested an enforcement strategy, but initial discussions suggest the site

would likely be low priority both internally and with partners such as Historic England (due to it being Grade II).

Activities planned for the next reporting period

- The Conservation Area Appraisal and Management Plan for the redrawn Morley Conservation area has been to public consultation and to Planning Board for review. Formal adoption of the proposed area is pending following final sign-off from Planning Board.
- Following approval, a press release and social media assets will form part of a comms campaign. This will include information on the scheme and relevant documents on the wider MTD project's Commonplace platform.
- The shopfront Design and Maintenance Guide will be shared with interested property owners to progress their interest further. This document is awaiting final review from Conservation before publication.

Milestone	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
Stakeholder engagement with shop owners and businesses	Ongoing		Open		LCC
Grant documentation finalised	Sept 23		Open		LCC
Soft launch of grant	Sept 23		Open		LCC
Review of grant uptake	April 24		Open		LCC

4.1 Morley Learning and Skills Centre

Progress in this reporting period

- The Council was aiming to complete the acquisition of the proposed building by end of July/early August 2023. However, the acquisition of the building has been delayed at the request of the current owners. Contract documentation has been received from the vendor's solicitor and the revised target date for completion is 2nd October 2023.
- Rider Levett Bucknall (RLB) have been appointed and undertaken a number of surveys in the building including lead paint and legionella testing, asbestos survey and a condition survey. All completed reports and surveys have been forwarded to the proposed tenant of the building for their information. A measured survey of the building (to include a 3D Revitt Model as well as 2D measured survey) is to be undertaken on 21 September.
- An indicative design/development programme is in preparation with key dates highlighted below based on the assumption that the design team are appointed by the end of October 2023.
- Initial discussions have taken place regarding the procurement strategy to be pursued for the appointment of the contractor and, the potential to seek early expressions of interest from contractors for the proposed works.

Activities planned for the next reporting period

- The Council to complete the purchase of the property
- Complete measured survey of the building
- Design team to be appointed.
- Proposed contractor procurement strategy to be agreed.
- Grant funding agreement between the Council and the tenant of the building to be agreed

Milestone	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
Grant Funding Agreement Completed	June 23		Open		LCC
Surveys to inform design development	July/August 23	Sept 23	Open		LCC
Design team to be appointed	July/August 23		Open		Tenant/LCC
Complete acquisition of property	Aug 23		Open		LCC
RIBA Stage 2 Completion	Dec 23		Open		Tenant/LCC
RIBA Stage 3 Completion	Feb 24		Open		Tenant/LCC
Submit Planning and Listed Building Application	Mar 24		Open		Tenant
Secure Planning and Listed Building Consent	June/July 24		Open		Tenant

4.2 Morley Town Hall

Progress in this reporting period

- NPS appointed to take design to next stages.
- Consultation meeting held on 17th August with stakeholders and business users of the building to advise the scope of works and likely programme.
- Meetings also held with officers working on the proposed and separately funded decarbonisation works.
- Start date on site for decarbonisation works is December 2023. Work due to take 2 months. Power outage work will be carried out on a weekend. Decarb team can work in live sites and will work in isolated areas.

Activities planned for the next reporting period

- Various surveys (asbestos/plaster/structural/electrical) to be undertaken in the areas within scope to inform the design. Access for building surveys has been agreed and programmed in September 2023.
- Ongoing developed designs.

Milestone	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
RIBA stage 3 (developed design) commence including planning and listed building consent	Nov 2023		Open		NPS/LCC

RIBA stage 4 commence (technical design, tender action)	Apr 2024		Open		NPS/LCC
Planning application submitted	Apr 2024		Open		NPS/LCC
Design sign off/consultation	Feb 2024		Open		NPS/LCC
Planning determination	July 2024		Open		NPS/LCC
Tender period	TBC		Open		NPS/LCC
Contractor appointed	TBC		Open		NPS/LCC
Start on site	Sept 2024		Open		Contractor
Handover and completion	Sept 25 – Dec 25		Open		Contractor

4.3 White Rose Innovation Hub

Progress in this reporting period

- Draft application from Munroe K received with a number of gaps and issues remaining to address in order to inform a second draft.
- Leeds City Council also need to undertake financial due diligence on the applicant as best practice for this level of grant.
- A planning application is anticipated for submission in September 2023. Munroe K have undertaken pre-application planning advice with the Local Planning Authority.

Activities planned for the next reporting period

- Submit planning application to Local Planning Authority.
- Design sign off.
- Final grant application to be produced with Munroe K.

Milestone	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
Cost schedule	March 23	27 June 2023	Open	Building and operating costs now received and internally reviewed by Munroe K	Munroe K
Final grant application drafted	Ongoing		Open		Munroe K
Legal and financial reviews	Ongoing		Open		LCC
Final grant application signed/approved	Ongoing		Open		LCC/Munroe K
Planning application submitted	September 23		Open		Munroe K
Design sign off	Oct-Nov 23		Open		Munroe K
Planning determination	Early 2024		Open		LCC
Preparation of tender and spec	Oct/Nov 24		Open		Munroe K
Tender period	Dec/Jan 24		Open		Munroe K

Contractor appointed and lead in	Jan/Feb 24		Open		Munroe K
Start on site	Spring 24		Open		Contractor
Handover and completion	Spring 25		Open		Contractor

4.4 Greener & Connected

Progress and activities

Parks/greenspaces

- The mural has been completed on the changing room building at Hembrigg Park. This has been very well received by the local community and had lots of positive feedback.
- Phase 1 works at Dartmouth Park have been completed. Groundwork held a focused consultation session with the 'Friends of Group' who were in support of the scheme with a couple of minor amendments.
- Another UK Shared Prosperity Funding allocation has been identified for one other park (possibly Hembrigg) confirmed for delivery this financial year.

Activities planned for the next reporting period

- Works are due to commence at Lewisham Park before the end of September.
- Planning application to be submitted for phase 2 works at Dartmouth park.

Milestone for parks projects	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
Start works at Lewisham park	Aug/Sept 23	Sept 23	Open		LCC/Groundworks
Planning application for Dartmouth submitted	July 23	Sept 23	Open		LCC/Groundworks
Start works at Churwell park	Nov 23		Open		LCC/Groundworks

Highways

- Slight delay on Corporation St signal upgrade due to a delay in delivering the signal equipment.
- Detailed design for Albion Street has been completed and prices are being reviewed. Businesses have been directly consulted.
- Consultation feedback currently being reviewed for Commercial Street prior to finalising the design – two options are available (with and without the northbound one-way). Highways and Transportation propose to advertise this one-way to determine what level of formal objections are forthcoming, and then Board can make a decision on the appropriate option.

Activities planned for the next reporting period

- Works expected to start on site late September on Albion Street.

Milestone for highways projects	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
Start on site with first highways scheme Corporation Street	April 23	Summer 23	Open	Delayed by a few weeks	LCC
Consultation on Albion Street and Commercial Street schemes	July 23	July 23	Open	Highways holding a third session in Sept	LCC/designers
Albion Street and Commercial Street works start	Late Sept	Autumn 23	Open		LCC/Contractor

Morley Greenway

- The team are due to meet with the agent of the remaining landowner on Wednesday 6th September.
- Currently working alongside Legal and Public Rights of Way team to draft and issue Public Path Creation Agreements to the affected landowners who are generally in agreement to the proposal. Still working with a few landowners who have concerns and working with them to reach a solution to mitigate these.
- Several meetings have been held with West Yorkshire Combined Authority (WYCA) and Munroe K (funders of the new White Rose station) to establish how all three parties can work in partnership to deliver the scheme financially and logistically.
- All parties have agreed for Leeds City Council to take responsibility for delivering the works with WYCA and Munroe K contributing match funding to a value of £500k. Written confirmation has been received from both parties confirming their match funding contribution.

Activities planned for the next reporting period

- Issue the initial draft Public Path Creation Agreement to those landowners who are generally in support of the proposal.
- Works to start on site on phase 1 w/c 25th September.
- Meet with Yorkshire Water and Network Rail to establish the process/agreement required for the proposed works on phase 1.

Milestone for Morley Greenway	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
Meet with all affected landowners and third parties	Ongoing	Ongoing	Open		LCC/third parties
Draft Creation Agreements	July 23	Ongoing	Open		LCC/landowners
Start on site – Phase 1	Aug 23	Sept 23	Open	Provisional date w/c 25 th Sept	LCC/Groundwork

Public realm

- Consultation reports drafted and shared with colleagues in Highways and the lead architects. Feedback to be jointly reviewed and considered as part of the next phase of design (RIBA 3).

- Currently working with procurement to confirm the various potential routes to market to include in the procurement strategy document.

Activities planned for the next reporting period

- Establish preferred procurement route and commence process.
- RIBA stage 3 design.

Milestone for public realm projects	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
Consultation on public realm schemes (phase 2)	Autumn 23		Open		LCC/Designers
Design sign off (scheme 1)	Winter 23/24		Open		LCC/Designers
Tender period	Winter 23/24		Open		LCC
Contractor appointed	Spring 24		Open		LCC
Start on site	Spring 24		Open		Contractor
Handover and completion	Winter 25/26		Open		Contractor

4.5 Station Gateway

Progress in this reporting period

- Consultation reports drafted and shared with colleagues in Highways and the lead architects. Feedback to be jointly reviewed and considered as part of the next phase of design (RIBA 3).
- Currently working with procurement to confirm the various potential routes to market to include in the procurement strategy document.
- Highways currently working on the designs for the First and Last Mile schemes. Costs will be obtained shortly.

Activities planned for the next reporting period

- Establish preferred procurement route and commence process.
- RIBA stage 3 design.
- Complete draft design and costs for First and Last Mile schemes.
- Draft funding agreement with Network Rail for First and Last Mile funding.

Milestone	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
Consultation on public realm schemes (phase 2)	Autumn 23		Open		LCC/Designers
Design sign off	Winter 23/24		Open		LCC/Designers
Tender period	Winter 23/24		Open		LCC
Contractor appointed	Spring 24		Open		LCC

Start on site	Spring 24		Open		Contractor
Handover and completion	Winter 25/26		Open		Contractor

5. Risks and issues

Project	Risk description	Risk rating	Action required	Owner
HIF	Grant level / rate of interest insufficient to interest owners in taking up the scheme leading to funding withdrawal.	High	Property owners are given sufficient time, assistance and information to ensure long term benefits of property value uplifts are fully considered. Will work with local stakeholders to identify the best way to engage and encourage take-up with businesses. Some initial market testing for demand has already been undertaken. A review of the project will be carried out in April 2024 to see if any changes are required.	LCC
HIF	Availability of materials due to ongoing supply chain issues across the construction industry in general and specialist heritage construction in particular leading to programme delay.	High	Early engagement with suppliers to understand timeframes and difficulties with supply chain. High level company checks can be carried out to understand economic situation. Include inflation in cost forecasting as well as risk/contingency budget and determine timing for final costs with contractor.	LCC
ALL	Land and property acquisition/access - risk relating to the ability of the Council and partners to acquire/access land required to deliver schemes which risks project delivery. Particularly relating to the acquisition of building for skills centre.	High	Early engagement to be undertaken with landowners and alternative delivery and contingency plans identified where land cannot be acquired/accessed.	LCC
ALL	Cost inflation of wider supply chain and economic downturn leads to delays and cost increases.	Very High	Early engagement with suppliers to understand timeframes and difficulties with supply chain. Identify where procurement packages could be joint together. High level company checks can be carried out to understand economic situation. Include inflation in cost forecasting as well as risk/contingency budget and determine timing for final costs with contractor.	LCC
ALL	Risk that what can be delivered within the grant envelope does not meet all the objectives and deliver all outputs/outcomes.	High	Work with partners on prioritisation and defining the scope of the projects to meet cost requirements and respond to outputs and outcomes. Risk and contingency to be included in budget.	LCC
ALL	There are a number of planning approvals to acquire on some projects which could lead to objections and delays	High	Work with Planning department through pre-application process to resolve issues. A delay to submitting planning permission on White Rose Innovation Hub.	LCC

ALL	Projects found to not be compliant with Subsidy Control law and challenged or facing judicial review	High	Robust evidence based assessment to be made once information is received	LCC
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Project	Issue description	Issue status	Action required	Owner
G&C	Ensure Morley Greenway proposal is affordable and meets TIP outputs	High	Groundwork currently working on final costings to ensure within budget. Exploring other funding opportunities.	LCC/third parties
Town Hall	Ensure design proposals are aligned with the outcomes set out in the Business Case approved by government	Medium	Design Team are developing the proposals and costs to ensure the outcomes are achieved	LCC/NPS
Skills Centre	Delays on acquisition of property starting to impact on the overall programme relating to the Morley skills college.	High	Ongoing meetings with property owner and agent to close out asap.	LCC/third party

6. Finance update

Project	Towns Fund Grant allocation (£)	21/22 actual spend (£)	22/23 actual spend (£)	23/24 actual spend (to end of July) (£)	Total spend to date on programme	Budget remaining (£)	23/24 forecasted spend (£)	24/25 forecasted spend (£)	25/26 forecasted spend (£)	Comments
Heritage Investment Programme	£1,700,000	£4,800	£53,510	£18,500	£76,810	£1,623,190	£460,690	£1,181,000	£0	Low spend to date, revised cashflow to represent a more realistic spend profile to reflect milestone dates
Greener & Connected	£9,900,000	£286,700	£704,553	£158,029	£1,149,325	£8,750,675	£1,880,700	£4,500,000	£2,528,004	11.4% spent to date. Revised cashflow to reflect milestone dates.
Station Gateway	£2,400,000	£15,300	£20,135	£0	£35,435	£2,364,545	£1,504,844	£859,700	£0	Low spend to date, revised cashflow to represent a more realistic spend profile to reflect milestone dates.
White Rose Innovation Hub	£1,900,000	£24,600	£3,997	£0	£28,639	£1,871,361	£200,000	£671,360	£1,000,000	Low spend to date, revised cashflow to represent a more realistic spend profile.
Morley Learning & Skills Centre	£4,500,000	£15,900	£84,939	£0	£100,863	£4,399,137	£523,636	£1,000,000	£2,875,500	Low spend to date, revised cashflow. Purchase of skills centre likely in 23/24.
Morley Town Hall	£3,900,000	£50,700	£99,710	£0	£150,397	£3,749,603	£300,000	£2,358,604	£1,091,000	Recashflowed taking account of anticipated spend to reflect up to date milestones.
Totals	£24,300,000	£398,000	£966,895	£176,529	£1,541,489	£22,758,511	£4,869,871	£10,570,664	£7,494,504	



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Thursday 5 October

Morley Town Hall, Alexandra Hall, 10am-3pm