

Morley Town Deal Board

Draft Minutes

Tuesday 12th September 2023

14:00 – 16:00

Large Banqueting Suite, Morley Town Hall

Board Members

Gerald Jennings (Chair)	<i>Director, G.R. Jennings Properties Ltd</i>
Cllr Robert Finnigan	<i>Morley Town Council</i>
Martin Farrington	<i>Director of City Development, Leeds City Council</i>
Rachael Hutchison	<i>Morley Town Centre Manager</i>
Cllr Jane Senior	<i>Morley South ward member</i>
Lalit Suryawanshi	<i>Morley Resident</i>
Christine Hirst	<i>Morley Resident</i>
Jacob Sharp	<i>Communications Manager, Office of MP Andrea Jenkyns</i>
Mark Casci	<i>West and North Yorkshire Chamber of Commerce</i>
Cllr Helen Hayden	<i>Executive Member, Infrastructure and Climate</i>
Mukesh Patel	<i>Morley Resident</i>
Dan Merrick	<i>Community representative</i>

Apologies

Sonya Midgley	<i>West Yorkshire Combined Authority</i>
Joshua Rickayzen	<i>West Yorkshire Combined Authority</i>
Steve Foster (Vice Chair)	<i>Director, Land Securities</i>
Reverend Anthony Lee	<i>Leader, Morley Community Church</i>
Mark Goldstone	<i>Head of Regional Policy, Confederation of British Industry</i>
Ryan Kaye	<i>Deputy Area Lead</i>
David Smith	<i>Munroe K</i>
Kully Sanghera	<i>Communications Manager, Office of MP Andrea Jenkyns</i>
Cllr Andrew Hutchison	<i>Morley North Ward Member</i>

Attendees

Helen McGrath	<i>Senior Project Manager, Leeds City Council</i>
Martin Gresswell	<i>Senior Asset Management Officer, Leeds City Council</i>
Chris Coulson	<i>Executive Manager, Leeds City Council</i>
Liam Riley	<i>Heritage Investment Officer, Leeds City Council</i>
Libbi Watson	<i>Career Grade Officer, Leeds City Council</i>
Kim Frangos	<i>Localities Officer, Leeds City Council</i>

Claire Newton
Mark Mildren

Senior Project Officer, Leeds City Council
Munroe K

1.0 Introductions and apologies

- 1.1 Apologies were noted as above. The Chair welcomed the members of the public to the Board meeting. There were 7 members of the public present at the meeting.
- 1.2 Rev Tony Lee has decided to step down from being a board member. The chair wanted it noted that thanks and recognition be given to Tony for all his hard work, dedication and involvement throughout his time as board member.
- 1.3 It also got addressed that it would be important and useful to have a business representative on the board. The board are supportive of this.
ACTION – HM to offer a board position to the Morley Chamber Of Commerce and Trade.

2.0 Declaration of interests

- 2.1 No declaration of interests were raised.

3.0 Minutes of the last meeting and matters arising

- 3.1 The previous minutes of the July meeting were agreed to be an accurate record.
- 3.2 Regarding action 5.4 it was noted that some primary schools in Morley North ward have still been hard to engage with so far in the Growing Talent Morley programme. **ACTION** – For Rachael Hutchison to contact Megan Lipp from Ahead Partnership to liaise with Cllr Finnigan.
- 3.3 In terms, of action 6.2.3, Corporation Street has been delayed and Cllr Finnigan was keen to know when the works would be completed. Noted that confirmation received from Highways that works should be completed by the end of this week (15th September).
- 3.4 Morley Bottom issues were also raised by Cllr Finnigan and CN to speak to Highways engineer for update. **ACTION** - Martin Farrington keen to know the remit for the surfacing works at Morley Bottoms when works were done, what vehicle access was it made for and the remaining residual issues. A briefing note to be provided to Martin.
- 3.5 All other actions from previous meeting have been actioned.

4.0 Correspondence log and questions from the public

- 4.1 There had been no further FOI's or correspondence since the last meeting when papers were published. However, since papers were published, there has been one FOI that LCC will be picking up and responding to by the deadline.
- 4.2 No further questions from the public were received in advance. The public had an opportunity to ask any further questions in the meeting, however none were raised.

5.0 Election of Chair and Vice-Chair and Board Member representation

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- 5.1 Board requires representation from a Town Council member, pending the outcome of the upcoming bi-election and this will be reviewed at the November Board.
- 5.2 Board agreed for Gerald Jennings to remain as Chair and Steve Foster to remain as Vice-Chair for another 12 months. To be reviewed again September 2024.
- 5.3 The chair reminded Members to review the Terms of Reference and code of conduct.

6.0 Spotlight on White Rose Innovation Hub

- 6.1 Mark Mildren from Munroe K provided an overview on the current position of the project. Munroe K have submitted a grant application to LCC and it is under initial assessment as more detail is required which they are working through.
- 6.2 Munroe K also noted that the planning pack is drafted and hopefully can be formally submitted by October if there are no issues with the pre-application process. Likely planning determination to be Spring 2024. Munroe K are keen to start on site as soon as possible following approval, with a 12-month timescale. **ACTION** - Chair as well as board members would like sight of the planning application.
- 6.3 Board were keen to know more of the detail of the grant agreement, including subsidies and benefits for Morley businesses and ongoing comms and engagement activity. They also picked up performance and outputs and it was noted that the grant agreement should include appropriate clauses and grant claw back if outputs are not met.
- 6.4 Members also discussed the ongoing involvement to be able to monitor and influence the innovation hub. **ACTION** – LCC and Munroe K to discuss Board requests as part of grant agreement application development. Munroe K to be invited to the November Board to present the planning application.

7.0 Feedback from Working Groups

7.1 Skills, Education and Employment

- 7.1.1 LCC gave an update on the Learning and Skills Centre with surveys currently being undertaken in the building. LCC have now received contract documents for the property acquisition which are under review with the Legal team to feedback. Expected to be finalised early October.
- 7.1.2 A high-level draft programme was discussed outlined below:
- Luminate design team established by end of October 23.
 - RIBA design stage 2 to be completed by December 23.
 - RIBA design stage 3 to be completed by February 24.
 - Building consent and planning application submitted March 24.
 - Planning determination by June/July 24.
 - Procurement of contractor by September 24.
 - Expected completion by September 25.
- 7.1.3 Board raised concerns over the expected completion date and wanted the team to be more ambitious and challenging to bring this forward. Noted that the Chair had already spoken to Leeds City College on this. As Cllr Hayden noted it also relies on the curriculum, staff and
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students being ready as a workstream in parallel. **ACTION** – CC to pick up concerns over timescale and feedback to team.

- 7.1.4 The Chair of the working group provided an update on the Jobs fair, on Thursday 5th October. There are now 13 businesses/organisations attending. HM noted the expectations of board members to visit throughout the day, **ACTION** – HM to send jobs fair invite out to all board members for information. **ACTION** – MPs office to share with their business forum.
- 7.1.5 Ahead Partnership have been commissioned for a second year and have engaged with every school apart from Fountain and Asquith. **ACTION** – LS to share Asquith contact with Ahead Partnership. Ahead Partnership will be sharing volunteering opportunities for Board members to get involved with at next stage of the programme. Ahead have met with LCC to discuss involvement across all projects. Also noted that a list of current consultants has been shared to engage with.

7.2 Transport, Greenspace, Health and Wellbeing

- 7.2.1 The Chair of the working group gave an update on progress with parks projects. Hembrigg is now completed. The planning application for Dartmouth will hopefully be submitted by the end of Sept. Works at Lewisham are due to commence end of September/early October and will be the first of the 8 parks to have a make safe space for girls and women’s area. Churwell to start on site in winter 2023. Negotiations are ongoing with Greenbelt, the current owners of Springfield Mill park.
- 7.2.2 The Greenway is progressing with most third-party landowners supportive however still facing some ongoing issues. Currently liaising with Network Rail regarding the required approvals.
- 7.2.3 Public realm and highways projects have undergone consultation over the summer with consultants currently reviewing and analysing. **ACTION** – CN to contact Jacob regarding further discussion on Safer Streets Funding.

7.3 Town Centre, Placemaking and Culture

- 7.3.1 Dan Merrick provided an update from the working group. **ACTION** – Matthew Sims from LCC to be invited to November Board Meeting to present future operating and business plan for Town Hall.

7.3.2 NPS have been appointed as the design team and surveys are currently being undertaken on the Town Hall. Should have information from the surveys by November to take forward. The team have also consulted with current building users to alleviate any issues or concerns.

7.3.3 By November there should be initial costings. Listed building consent will be required for the detailed design. By March 2024 should have consulted with the public on proposals. The technical design and procurement will be undertaken by September 2024, and currently discussing procurement method/route to be taken. Construction start likely from September 2024 to December 2025. Project lead did highlight the issue with the current market for undertaking works in heritage building and rising costs. This risk will be monitored.

Important to note, it will not be a full Town Hall closure, as scope is limited to certain areas. However, the lettings team will be taking no future bookings after April 2024. The

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- 7.3.4 decarbonisation team will also be working on site from December 2023 for 2 months on works which shouldn't affect operation of building.

LR presented a short update on the heritage investment programme which was noted by Board members. The grant scheme will be launched by the date of the next Board meeting.

- 7.3.5 On a general point it was noted that three of the major projects require planning applications and consent. The Council's area planning team could be consulted in advance to smooth the process and minimise any time delays.
- 7.3.6

Communication and Engagement

- 7.4 The Chair noted that the Comms and Engagement working group is going to change in format slightly. James Pawlowski, LCC Comms officer will now chair this meeting and all other working group leads will feedback to James once their own individual working group has met. Noted that Mark Casci has put forward his offer of continued support. **ACTION** – LW to ensure Jacob Sharp is invited to Comms and Engagement update meetings.
- 7.4.1

- HM provided an update on the recent comms and engagement activity undertaken including the promotion of the forthcoming Jobs fair, the publication of the first public newsletter and the increase in visitor numbers to commonplace website. There is now over 10,000 visitors on commonplace in comparison, to 4,000 last year.
- 7.4.2

- Board also noted that the annual satisfaction survey is now closed, receiving over 500 responses with analysis currently being undertaken by Mott Macdonald and that will be fed back to the Board.
- 7.4.3

8.0 Highlight Report

- 8.1 It was noted that the Board had received project updates on all 6 projects as above.
- 8.2 The programme manager highlighted several high risks which are under review regularly. Board identified some risks that could be reduced including planning and land/property acquisition risk. Other risks around potential change in government, seen as a risk as well as an opportunity. Inflation risk to remain high as consistent across all projects and will review further when tenders come in. Subsidy control law risk is currently being assessed on relevant projects.
- 8.3 The Chair is keen to keep risk highlights on the agenda for future meetings.
- 8.4 The programme manager also gave an update on the financial position. Currently not where we need to be at with spend this financial year however, once tenders start coming in for each of the projects and schemes start construction the spend should increase significantly. The programme manager and the finance lead regularly meet with the Towns Fund rep to keep them updated. It does seem to be a national picture that spend is being back ended to the two final years of the programme.

9.0 AOB and confidential items

- 9.1 None raised.
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10.0 Date of next meeting

10.1 Tuesday 14th November 2023, 2pm-4.30pm, Morley Town Hall, Large Banqueting Suite
