

Morley Town Deal Board

Agenda

Tuesday 23rd January

14.00 – 16.30

Large Banqueting Suite, Morley Town Hall

No	Item	Owner	Time	Paper
1	Welcome, apologies and membership changes	Chair	14:00	
2	Declarations of interest - updated	Chair	14:05	Item 1
3	Minutes of the last meeting and matters arising	Chair	14:10	Item 2
4	Correspondence/FOI log	Chair	14:25	Item 3
5	Questions from public (if sent in advance)	Chair	14:20	Item 3
6	Feedback from Town Deal Board working groups: <ul style="list-style-type: none"> - Skills, Education & Employment - Transport, Greenspaces, Health & Wellbeing - Town centre, Placemaking & Culture 	Chair/ Vice Chair of working groups	14:25	Verbal
7	Spotlight on White Rose Innovation Hub	Munroe K / LCC	14:55	Presentation
8	Highlight report: key updates	LCC Officers	15:40	Item 4
9	AOB	ALL	15:55	
10	Confidential items (public exempt) The information contained in these appendices is intended to be designated as being exempt from publication and considered in private as it relates to the financial and business affairs of the Council and other parties. It is considered that the release of such information would, or would be likely to prejudice the Council's commercial interests in relation to property transactions. It is considered that the public interest in maintaining the exemption from publication outweighs the public interest in disclosing this information at this point in time. It is therefore considered that this element of the report should be treated as	LCC Officers		

	<p>being exempt from publication under the provisions of paragraph 10.4(3) of the Council's Access to Information Procedure Rules.</p>			
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Date of next meeting – Tuesday 19th March 2024

Board Attendees

Gerald Jennings - Director, G.R. Jennings Properties Ltd (Chair)
 Steven Foster – Director, Land Securities (Vice Chair)
 Councillor Robert Finnigan – Morley Town Council
 Councillor Andrew Hutchison - Morley North ward member
 Councillor Jane Senior - Morley South ward member
 Office of Andrea Jenkyns MP
 Rachael Kennedy – Co-opted Member
 Lalit Surywaski - Community representative
 Christine Hirst - Community representative
 Mukesh Patel - Community representative
 Mark Casci - West and North Yorkshire Chamber of Commerce
 Dawn Ginns – Resident, Morley
 Dan Merrick - Community representative
 Matthew Wood - Morley Chamber of Trade & Commerce
 Councillor Helen Hayden – Executive Member, Infrastructure and Climate
 Adam Brannen – Head of Regeneration

Apologies

Martin Farrington – Director of City Development, Leeds City Council
 Mark Goldstone – Head of Policy and Business Representation, West and North Yorkshire Chamber of Commerce
 Lorraine Coates/Ryan Kaye, Area Lead – West Yorkshire, Cities & Local Growth Unit

Invited attendees

Helen McGrath – Senior Project Manager, Leeds City Council
 Libbi Watson - Career Grade Officer, Leeds City Council
 Miriam Browne – Programme Executive, Leeds City Council
 Chris Gosling – Project Manager, Leeds City Council
 Sam Lewis – Principal Regeneration Officer, Leeds City Council
 Mark Mildren – Munroe K
 David Aspin – Munroe K

1. Welcome and apologies

- 1.1. Chair’s welcome.
- 1.2. Notes of attendance and apologies.
- 1.3. Notes of membership changes.

2. Declaration/conflict of interests

2.1. Board members to declare any interests of relevance to the meeting agenda for documenting on the register. Note this has been updated since the last Board meeting.

3. Minutes of the last meeting and matters arising

3.1. Minutes have been circulated to members and published in advance for comment.

Board members are asked to agree the minutes of the November Morley Town Deal Board meeting.

4. Correspondence/FOI log

4.1. Board members and Council officers to declare any correspondence of relevance to the meeting agenda for documenting on the register.

5. Questions from the public

5.1. Chair to present any questions from the public sent in advance of the meeting for Board members and Council officers to respond to. Any other questions raised during the meeting will be taken away and responded to within 5 days.

6. Feedback from Town Deal Board working groups

6.1. The Chairs/Vice Chairs of each of the working groups to feedback on project progress from their working groups.

7. Spotlight on White Rose Innovation Hub

7.1. Munroe K to present an update on the project progress.

8. Highlight report

8.1. Nominated Council officers to attend and present key updates on project progress, risks and finance.

9. Any Other Business

10. Confidential / exempt items under the agenda

10.1. Members of the public to leave the meeting. Council officers to present the confidential items to Town Deal Board Members.

ITEM 1 - Morley Town Deal Board - Declarations of interests

Last updated

20-Dec-23

Name	Board Member role	Employment, office, trade, profession or vocation carried on for profit or gain	Sponsorship - Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by me in carrying out my duties as a member, or towards my decision expenses.	Contracts - Any contract which is made between the relevant person for a body in which the relevant person has a beneficial interest and the relevant authority - (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.	Land - Any beneficial interest in land which is within the area of the relevant authority	Loans - Any loan or facility which I or others to occupy land in the area of the relevant authority for a month or longer.	Corporate tenancies - Any tenancy where (to my knowledge) - (a) the land is the relevant authority and (b) the tenant is a body in which the relevant person has a beneficial interest.	Securities - Any beneficial interest in securities of a body where - (a) that body (to my knowledge) has a place of business or land in the area of the relevant authority; and (b) either - (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of the class.	Any other interests	Last updated	Any actions taken
		Non Executive Director at Henry Scott Inc. Non Executive Chair at Social (Leeds) Director at G R Jennings Properties Ltd with wife (the company carries out some consultancy work for Morley Council)	None	None	None	None	None	None	None	Dec-23	
Councillor Jane Searc	Morley South Ward Member	Member of Leeds City Council Self-employed Foster carer (WV01)	None	None	Interest withheld under Section 52 of the Localism Act				Member of Morley Town Council Morley Town Deal Board	Dec-23	
Councillor Andrew Hutchinson	Morley North Ward Member	Member of Leeds City Council FALSAFE SMC FALSAFE UK Chap Projects Faulklands Online Member of Fire Authority Board	None	None	Interest withheld under Section 52 of the Localism Act			Faulklands SMC Faulklands UK	Member Morley Borough Chair of the Finance and general purposes committee for Morley Town Council Assistant Scout Leader of Drighlington Scouts and the Chairman of the Drighlington Scout Group. Vice Chair Morley Town Centre Management Board Chair of the Heritage and Culture for Morley Investment Plan (Town Deal) Member of Morley Town Deal Board Member of Morley Town Council	Dec-23	
Councillor Robert Thompson	Morley Town Council representative	Councillor for Temple Newsam and Executive Member for Sustainable Development and Infrastructure Leeds City Council	None	None	Interest withheld under Section 52 of the Localism Act				Independent Group Member GMG Member of Morley Town Council Member of Drighlington Parish Council USA General Assembly	Dec-23	
Councillor Helen Hagden	Leeds City Council Executive Member	None	None	None	None	None	None	None	None	Dec-23	
Andrew Jenkins	Member of Parliament, Morley and Outwood	Member of Parliament for Morley and Outwood, Director of the National Centre for Higher Education Policy, University of Bolton	None	None	None	None	None	None	See the House of Commons Register of Members Interest	Dec-23	
Clare Giles	Community representative	Confederation of British Industry (retired)	None	None	None	None	None	None	None	Nov-23	
Mark Goldstone	Business representative	Leeds Advanced Manufacturing (LTC) (owner/part)	None	None	None	None	None	None	None	Dec-23	
		Senior Director, Lead Securities, Venice Row Shopping Centre, Leeds. Leeds Business Improvement District (BID) - Board Director Child Friendly Leeds - Ambassador The Tetley Contemporary Art Gallery, Leeds - Board Trustee	None	None	None	None	None	None	None	Nov-23	
Steven Foster	Private sector representative	None	None	None	None	None	None	None	None	Dec-23	
Bartholomew	Private sector representative	Partnership Parkvale Electrical Ltd	None	None	None	None	None	None	None	Dec-23	
		-founder and CTO Director of Parkvale Ltd Company number 11117011 Volunteer roles: Director of Parkvale Grammar school Chair of Leeds South west and Morley Conservative association Member of Morley Fairtrade committee Governor South Primary school Director Morley Indians CIC Board member Healthwatch Leeds	None	None	None	None	None	None	None	Dec-23	
Laila Torgansvalli	Community representative	None	None	None	None	None	None	None	None	Dec-23	
Richard Papp	Community representative	None	None	None	None	None	None	None	None	Dec-23	
Clare Hill	Community representative	None	None	None	None	None	None	None	None	Dec-23	
Don Morley	Community representative	None	None	None	None	None	None	None	None	Dec-23	
Mark Cress	Business representative	None	None	None	None	None	None	None	Council's main declaration of interests process	Dec-23	
Martin Tomlinson	Director of City Development, Leeds City Council representative	None	None	None	None	None	None	None	None	Dec-23	
Matthew Wood	Business representative	Director at Inspired Design, Wetherham	None	None	None	None	None	None	None	Dec-23	

ITEM 2

Morley Town Deal Board

Final Minutes

Tuesday 14th November 2023

14:00 – 16:00

Large Banqueting Suite, Morley Town Hall

Board Members

Steven Foster	<i>Director, Land Securities (Vice Chair)</i>
Councillor Robert Finnigan	<i>Morley Town Council</i>
Councillor Andrew Hutchison	<i>Morley North Ward Member</i>
Councillor Jane Senior	<i>Morley South Ward Member</i>
Jacob Sharp	<i>Office of Andrea Jenkyns MP</i>
Rachael Hutchison	<i>Morley Town Centre Manager</i>
Lalit Surywaski	<i>Community Representative</i>
Christine Hirst	<i>Community Representative</i>
Mukesh Patel	<i>Community Representative</i>
Mark Casci	<i>West Yorkshire Chamber of Commerce</i>
Dawn Ginns	<i>Resident, Morley</i>
Dan Merrick	<i>Community Representative</i>
Mathew Wood	<i>Morley Chamber of Trade and Commerce</i>
Mark Goldstone	<i>Head of Regional Policy, CBI</i>
Adam Brannen	<i>Head of Regeneration, Leeds City Council (deputy for Martin Farrington)</i>

Apologies

Martin Farrington	<i>Director of City Development, Leeds City Council</i>
Gerald Jennings	<i>Director, G.R Jennings Properties LTD (Chair)</i>
Councillor Helen Hayden	<i>Executive Member, Sustainable Development and Infrastructure</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>Regeneration Officer, Leeds City Council</i>
Libbi Watson	<i>Career Grade Officer, Leeds City Council</i>
Claire Newton	<i>Senior Project Officer, Leeds City Council</i>
Stephen O'Malley	<i>Project Support Officer, Leeds City Council</i>

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 6 members of the public present at the meeting.
- 1.2 A new Board Member from the Morley Chamber of Trade and Commerce was welcomed to the Board meeting. **ACTION** - Matthew Wood to select a working group to attend. It was thought the Skills, Education and Employment working group would be most relevant.

2.0 Declaration of interests

- 2.1 The Chair gave a reminder for board members to update the declarations of interest register and inform LW via email if any updates or changes. **ACTION** – LW to circulate declaration of interest form.

3.0 Minutes of the last meeting and matters arising

- 3.1 The previous minutes of the September meeting were agreed to be an accurate record.
- 3.2 All actions from the previous meeting have been actioned or are picked up as part of the agenda of the meeting.

4.0 Correspondence log and questions from the public

- 4.1 Two emails were received from the public in advance of the meeting. The first email was regarding a pocket park design on Commercial Street. The Chair of the Skills, Education and Employment working group responded to say that this example given to students, as part of the Growing Talent Morley programme, is not being developed as a pocket park following earlier public consultation. This was simply an example to give the students a hypothetical case study to learn from. Other points related to Morley Bottoms and a planning application at White Rose Park which will be responded to directly. **ACTION** – SF/HMc to raise this point at the next Ahead Partnership Steering Group.
- 4.2 The second email was from the Troy Road Residents group, regarding an increase in Troy Road traffic. The Highways traffic engineer was present at the meeting and explained that a traffic count survey is going to be undertaken. Once the data has been received, a survey report will be produced. Once the surveys have been completed, a meeting will be arranged with Highways officers and the residents group to update them. This will be taken outside of Morley Town Deal Board business and dealt with as a Highways and Transportation related issue.
- 4.3 A Board Member requested the data to show that Corporation Street traffic flow has actually improved following the installation of the upgraded signals. This will be done as part of the monitoring and evaluation of all Morley Town Deal schemes.
- 4.4 All other correspondence, including a FOI from the MP's office has been completed

5.0 Spotlight on Morley Town Hall

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- 5.1 This item was brought forward in the agenda. Colleagues from the Council's LCC'S, Arts, Events and Venues team attended the meeting and presented on the potential vision for the Morley Town Hall once refurbished. A copy of the presentation is attached to the minutes. The Chair reiterated that the ideas presented were for illustrative purposes only and to provide an overview of how the space could potentially be used in the future.
- 5.2 Board Members thanked them for their presentation and noted that extensive community consultation was undertaken at the start of the project and the team should be able to access that. **ACTION** - RH to share previous community consultation with Arts, Events and Venues team.
- 5.3 Another Board Member asked that the funding for the Town Hall would not just be for maintenance issues and this was confirmed as correct by the Chair of the relevant working group.
- 5.4 Cllr Finnigan noted that neighbouring Kirklees Council were closing some cultural assets and could potentially attract residents from those communities to future Morley events at the Town Hall.

6.0 Feedback from Working Groups

6.1 Skills, Education and Employment

- 6.1.1 The working group chair gave an update on the Morley Learning and Skills Centre. A press release regarding the acquisition of the St Mary's in the Wood United Reformed Church was issued on 13th November. Board acknowledged and thanked the great work by the team to get to this point which marked a major milestone for the Town Deal.
- 6.1.2 The Chair of the working group noted a request by the previous occupants to include the name St Mary's in a part of the new Learning and Skills Centre building. This was being looked at by Luminate/Leeds City College and a room etc could be named in that way.
- 6.1.3 Board requested a site visit before the next board meeting in January or March 2024. **ACTION** – LW to organise site visit with team. It was noted PPE would be required and may not have enough for all Board Members.
- 6.1.4 The working group chair gave an update on the White Rose Innovation Hub project. The planning application is due to be submitted before the end of the year to the Local Planning Authority. The grant application is still ongoing. The final grant application to be brought to a future Board meeting for endorsing although the contractual and legal agreement is between Leeds City Council and Munroe K. **ACTION** - A workshop between Munroe K, Morley Town Deal Board working group members and Leeds City Council to be arranged to review how the Innovation Hub will remain connected to Morley in the future.
- 6.1.5 It was noted that Leeds Beckett University have a new pot of funding available. **ACTION** – RH to put Morley Chamber of trade and Commerce in contact with the University.
- 6.1.6 Ahead Partnership are continuing to promote and engage in activities with the Growing Talent Morley programme. Ahead Partnership worked with 25 students from Years 10 and 12 at Woodkirk Academy earlier in the year and have produced a promotional video which Board thought was a really positive piece.

6.1.7 The Morley Jobs Fair was held on Thursday 5th October with more than 300 visitors attending. Employment and Skills are monitoring how many job positions were filled through the jobs fair. The Chair personally noted that the White Rose Centre had successfully recruited over 40 jobs following the event. Potential for Employment and Skills team to carry out the fair annually going forward.

6.2 Transport, Greenspace, Health and Wellbeing

6.2.1 The Chair of the working group gave an update on progress with the parks projects. Hembrigg Park is now completed. However, there has been an opportunity to enhance it further with make a safe space for women and girls funding. Lewisham Park will be the second park to have a make a safe space for women and girls included too. It is to be recognised these will be the first two parks across the city to have this space. It was noted by the MPs office that need to ensure the messaging on this is correct when publicising safer spaces for women and girls so do not get targeted negatively. Cllr Finnigan noted that will ensure any communication will be tailored and appropriate.

6.2.2 The planning application for Dartmouth Park is to go in to enhance the botanical gardens. Churwell Park is due to start on site by end of January 2024. Discussions are still ongoing with Greenbelt, the current owners of Springfield Mill Park. Pocket parks are also under development and delivery.

6.2.3 The Beryl Burton Greenway scheme is progressing and resolving some ongoing issues.

6.2.4 The first phase of public realm and highways projects have undergone consultation over the summer and are currently reviewing and analysing the feedback, particularly for Commercial Street with feedback opposing the one way outline proposal.

6.2.5 The issue with the Morley Bottoms resurfacing works was raised by Board. The Highways engineer explained that the ground condition at the time was not stable due to a water leak and resurfacing shouldn't have been undertaken. Cllr Hutchison has requested a report from Highways on what exactly went wrong. **ACTION** – CW to take this back to the Highways team and a report to be circulated or brought to a future Board.

6.2.6 It was noted that there is an output for 27,000 new trees to be planted across the programme. The project lead is currently looking at opportunities for third party land for these trees to be planted on as well as external funding. **ACTION** – CN to re-look at target output for new trees and take into consideration the red line boundary of the Morley Town Deal.

6.3 Town Centre, Placemaking and Culture

6.3.1 Cllr Hutchison expressed concerns on current performance and progress on the Town Hall project. This is to be discussed in the confidential part of the meeting.

6.3.2 The Heritage Investment Fund grant project now has approval for launch to interested shopfronts and businesses. A social media campaign is due to be launched as well as a letter drop to targeted properties. The Heritage Officer noted that approx. 13 properties were initially interested in taking up the grant and had started to appoint architects. This is a key milestone for the project and a review of grant uptake will take place in Spring 2024.

7.0 Highlight Report

- 7.1 It was noted that the Board had received project updates on all 6 projects as above.
- 7.2 The Programme Manager noted that a monitoring and evaluation reporting return was being produced for the Towns Fund team in the Department of Levelling Up. This would need Board to review and the Chair to sign off. **ACTION** – HMc to distribute return for review before end of week commencing 27th November.
- 7.3 The Programme Manager highlighted several high risks which are under review regularly and also gave an update on the financial position. Currently have an underspend this financial year however, once all schemes start construction the spend should increase significantly in the next financial year. Reforecasting of financial spend to be looked at as well as potential for reallocation of funds across the programme. The Programme Manager and the Capital finance lead regularly meet with the Towns Fund representative to keep them updated on progress, risk and finance.
- 7.4 A Board Member requested to know how much private and public funding was being leveraged as part of the Town Deal and for this to be included in future reports. **ACTION** – HMc to include in future finance section of highlight report.
- 7.5 The Programme Manager referred to the annual satisfaction survey analysis which has been produced by Mott Macdonald. A user-friendly infographic is to be produced to be shared back with respondents. LCC will identify how through the projects we are providing potential solutions to any of the key findings and issues raised. Overall it was a fairly positive response for the baseline year, which will then be repeated each year throughout the Town Deal programme.

8.0 AOB and confidential items

- 8.1 Cllr Finnigan and Cllr Senior are currently working on a project with Morley Rugby Club, to create opportunities for girls and women playing rugby as there is no appropriate changing rooms at present. They asked board for any help and support to enhance the opportunity for girls and women. Rachael suggested they contact Sport England and has offered her support in writing a bid to them.
- 8.2 The public part of the meeting was closed for any confidential items to be discussed.

9.0 Date of next meeting

- 9.1 Tuesday 23RD January 2024, 2pm-4pm, Morley Town Hall, Large Banqueting Suite
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Morley Town Deal
Item 3 - Freedom of Information & General Enquiries Log

Request	Sender	Response Owner	Date of enquiry	Response Issue Date	Status
Update on Go Wild Consultation	Kimberly Frangos - LCC Locality Officer	CM	09/06/22	09/06/22	Closed
My Dentist - Funding Request	Richard Tempest - DFS	MB	08/06/22	24/06/22	Closed
Morley Bottoms Details	Clifford Ward	DB/CW	18/06/22	25/06/22	Closed
Lewisham Park - Cricket Wicket	Louise Bentley	MB	23/06/22	24/06/22	Closed
Tender appraisal	Conception Architects	DB	21/07/22	22/07/22	Closed
Scatcherd Park	Stephen Wainwright	CM	21/07/22	26/07/22	Closed
Bench - Morley High Street	Charles George	JW	06/12/22		Closed
Working Group Request	Jill Mac	HMc/GJ	09/01/23		Closed
	Jeff Scales	HMc	01/02/23		Closed
	Lynne Foxcroft - FOI Request	SL	16/02/23	22/02/23	Closed
MNCAF6XIF (request for external spend with consultants)	FOI	HMc	13/04/23		Closed
Train Service / Access to Train Station	Denis Page	CN / WYCA	26/07/23		Closed
Case Reference: MB58PAI8Z - external contracts and declarations of interest of MTDB Members	Andrea Jenkyns MP	HMc	12/10/23	01/11/23	Closed
Morley pocket parks, highways and planning application	Lynne Foxcroft	HMc/GJ	06/11/23	25/11/23	Closed
St Mary's church - Could you please explain why this has firstly been approved and why it has been listed as an undisclosed sum. The fact that the sum is undisclosed suggests a secretive underhand action.	Chris Morgan	CC	04/12/24	Dec-23	Closed
repairs to the road surface at the junction of Queen Street with Brunswick Street at Morley Bottoms.	Lynne Foxcroft	CW	04/01/24		Open
Morley Bottoms	Lynne Poulter	CW	16/01/24		Open
Morley Bottoms	Claire Greenhalgh	CW	17/01/24		

Morley Town Deal Board

Item 4 Highlight Report

Programme Sponsor:	Martin Farrington
MTDB Chair:	Gerald Jennings
Version:	Final
Reporting period:	7 th November 23 – 16 th January 24
Author:	Helen McGrath / Libbi Watson
Date of Board:	23 rd January 2024

1. RAG status update

Area	RAG status	Explanation
Programme overall		
Progress	AMBER	Some schemes completed in 2023. Other projects progressing into design and delivery in 2024.
Risks	AMBER	Key risks flagged below.
Issues	AMBER	Some key issues flagged below.
Budget	AMBER	Some underspend currently on projected grant profiles. Potential reprofiling for remainder of 23/24.
Resources	GREEN	All resources in place across the programme team currently.
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.
- To endorse/ discuss the opportunity to move funds from the Greener and Connected programme into a flexible contingency pot that can be accessed by other projects with known affordability gaps.

3. Programme Management

Comms and stakeholder engagement

- A Winter 2023/24 newsletter is due to shortly be finalised and circulated digitally and via print. The Comms and Engagement working group are currently looking at the most cost-effective ways of reaching most people.
- Consultations are planned for Spring 2024 for remainder of projects. See relevant project updates below.

Monitoring and evaluation

- The DLUHC Towns Fund return was approved and submitted on 4th December 2023.
- Monitoring and evaluation plans are being updated for each project, with the support of Mott Macdonald.
- Project outputs and outcomes, following a schemes completion are now being monitored against the original baseline.

4. Project updates

4.1 Heritage Investment Programme

Progress in this reporting period

- The Subsidy Control Assessment for the subsidy scheme has now been published on Government's transparency database.
- The scheme comms has launched, expressions of interests (EOIs) submitted; this includes a mixture of shopfronts but also larger properties that could be subject to the flexible fund.
- Planning has been submitted for one property for shopfront refurbishment on Queen Street. The first grant agreements expected to be drafted and taken to Heritage Regeneration Board for a decision in the coming months.
- The Shopfront Design and Maintenance guide and Conservation Area Appraisal & Management Plan has received all comments from relevant services.
- Flexible Fund – A meeting has been held with owner of St Mary's in the Wood burnt out church site and architect. Architect is exploring feasibility of leisure option to develop the site. Further options for the fund now being investigated following EOIs.

Activities planned for the next reporting period

- Drafting first grant agreement and securing approval to enter into agreement prior to works starting on first property.
- Final draft of Design and Maintenance Guide and CAAMP being produced by consultants. Approval from Planning Board will be sought on final document.
- Engagement diarised for potential flexible fund options (larger bespoke improvements) and continued engagement with property owners to determine scope and eligibility of potential grant-funded works to individual shopfronts.

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	Nov 23	Open		LCC
Soft launch of grant	Sept 23	Nov 23	Open		LCC

Review of grant uptake	April 24		Open		LCC
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4.1 Morley Learning and Skills Centre

Progress in this reporting period

- The Design Team (led by Bowman Riley) have been appointed by Luminate and will review the RIBA Stage 2 proposals before commencing Stage 3 designs. Luminate's internal design team will hold design responsibility to the end of RIBA Stage 2, at which point the retained multi-disciplinary design team will assume responsibility for design development. Project viability assessment to be undertaken at the end of RIBA Stage 2.
- Discussion on-going with Luminate regarding the project delivery structure. Subject to confirmation from Luminate, the proposal is likely to involve the Council commissioning a company controlled by Luminate to develop the scheme design proposals and to provide a project management service on behalf of the Council. Approval to the envisaged delivery structure will be required in accordance with the Council's Contract Procedure Rules.
- Intrusive surveys of the building substantially complete. No major issues identified that will prejudice design proposals
- Luminate has submitted a high-level design/development programme which envisages a start on site in December 2024, with all refurbishment and fit out works complete by September 2025. Programme to be confirmed following appointment of design team.
- Discussions continue regarding contractor procurement. Expressions of interest from contractors on Medium Lot 1 of the YorTender Framework (£4m-£10m) have been sought and the level of interest received in tendering for the works supports using the YorTender framework. The form of contract has yet to be determined.

Activities planned for the next reporting period

- Complete all surveys of the building.
- Finalise project delivery structure.
- Review RIBA stage 2 proposals.
- Representatives from Luminate and the design team to attend Programme Board on 23 March to present RIBA 3 proposals.
- An update setting out the proposed contractor procurement strategy will be brought to a future Board.
- Engagement with the Local Planning Authority, the Council's Access Officer and the Morley Inclusive Design Group will be undertaken to inform the development of the design proposals.
- Consultation on the project likely to be undertaken in Spring 2024.

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	Nov 23	Closed		Tenant/LCC

Complete acquisition of property	Aug 23	Nov 23	Closed		LCC
RIBA Stage 2 Completion	Jan 24		Open		Tenant/LCC
RIBA Stage 3 Completion	March 24		Open		Tenant/LCC
Submit Planning and Listed Building Application / Consultation undertaken	April 24		Open		Tenant
Secure Planning and Listed Building Consent	July 24		Open		Tenant
Tender period	July 24		Open		LCC
Contractor appointed	Nov 24		Open		LCC
Start on site	Dec 24		Open		Contractor
Handover and completion of works (including fit out)	Sept 25		Open		Contractor

4.2 Morley Town Hall

Progress in this reporting period

A number of key activities / risks have been significantly progressed within the reporting period:

- Improved co-ordination with the Town Hall Decarbonisation project, now on-site.
- Establishment of a technical solution to the current power demand issue, finalisation subject to ongoing discussions with Northern Power Grid.
- Rationalisation of the design to provide a more efficient and logical layout, responding to consultee input and statutory body requirements.
- A site visit with Arts, Events and Culture team undertaken to establish audio / visual specification.
- Inspection of the roof voids for timber condition.
- Ongoing consultation with Ward Members.
- Discussions held with LCC Procurement to determine route to market, anticipated that existing frameworks will be utilised and a fully designed scheme to be tendered. This is subject to feedback on 'expression of interest' submission in January 2024.
- RIBA 2 programme indicates a December 2024 mobilisation period with a view to a January 2025 start date, with construction anticipated over a 54-week contract period. Subsequent confirmation over operational parameters communicated to LCC Lettings Dept., with usage of the two halls to cease from December 2024.
- Discussion have taken place with Asset Management regarding building decant and relocation, they are to progress discussions with 'end users'.

Activities planned for the next reporting period

- Receipt of RIBA Stage 2 report with updated programme and cost plan, to be reviewed by Council and working group. Scheduling of post-RIBA 2 consultation with statutory bodies etc.
- Design freeze targeted for the end of RIBA Stage 3.

- A risk and procurement workshop to propose options with potential for early contractor involvement, being cognisant of lessons learned from Kirkgate Market and Leeds Town Hall.
- A Tender Strategy report to be produced following the outcome of Procurement discussions.
- Public consultation to be planned for Spring 2024, including engagement with building users and local community.
- Team to continue to engage and coordinate works with the decarbonisation team.
- Commencement of critical survey package.

Milestone	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
RIBA Stage 2 completion	Dec 23				
RIBA stage 3 (developed design) commence including planning and listed building consent	Early 2024		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	July 2024		Open		NPS/LCC
Contractor appointed	Sept 2024		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

- Council officers continue to meet on a fortnightly basis with Munroe K.
- Munroe K have submitted their planning application for the build and are anticipating this to be determined in the next 8 weeks (end of February 2024).
- A revised grant application has been shared with the Council and Council officers are reviewing this to see whether any further information may be needed.
- A Memo of Understanding (MOU) between the Innovation Hub project, the Skills Centre project and the Skills, Education and Employment sub-group of the Town Deal Board is being drafted. This would outline information sharing, collaboration and engagement principles between all the parties.
- A construction programme has been provided which shows a start on site following planning determination and appointment of main contractor with a 12 month programme.

Activities planned for the next reporting period

- Continue to seek legal advice on this matter and the grant contract will be conditional upon public procurement regulations being followed if relevant
- Final grant application to be agreed.
- MOU to be agreed.
- Planning determination.

Milestone	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
Final grant application signed/approved	End of Feb 24		Open		LCC/Munroe K
Planning application submitted	November 23		Open		Munroe K
Planning determination	Feb 2024		Open		LCC
Preparation of tender and spec	Dec/Jan 24		Open		Munroe K
Tender period	March 24		Open		Munroe K
Contractor appointed and lead in	April/May 24		Open		Munroe K
Start on site	TBC		Open		Contractor
Handover and completion	TBC		Open		Contractor

4.4 Greener & Connected and Station Gateway

Progress in this reporting period

A number of key activities / issues have been significantly progressed within the reporting period. A prioritisation of the remaining schemes for completion is being undertaken by Council officers and will be presented to a future working group for discussion.

Parks/greenspace schemes

- **Lewisham** - works progressing at Lewisham and due to be completed by April 2024.
- **Churwell** - Works due to commence in February 2024.
- **Cottingley** – match funding bid to be submitted by April 2024. Consultation planned for Spring 2024.
- **Scarth Gardens/Scatcherd** - consultation planned for Spring 2024.
- **Springfield Mill** – ongoing acquisition discussions to enable scheme to progress now moving forward. A briefing with Executive Members and Ward Members to be scheduled prior to any approvals.
- **Beryl Burton pocket park** - Groundwork progressing with the detailed design and will share with Highways once completed.
- **Bruntcliffe pocket park** - Initial consultation completed with Victoria Primary School. Wider consultation in Spring 2024.
- **Tree planting** - currently working with the White Rose Forest to explore match funding opportunities. In the process of identifying suitable land (preferably in private ownership) for large quantities of tree planting. There is a risk that not all the tree planting outputs may be deliverable. An update will be presented at a future Board meeting once all the options have been reviewed.

Beryl Burton Greenway

- Groundworks finalising the designs for phase 1 of the greenway. Arboriculture Impact Assessment and method statement completed. Lighting design finalised and due to be submitted to planning for approval.
- Funding agreements currently being drafted with West Yorkshire Combined Authority and Munro K with a view to having them finalised by the end of the January.
- Public Rights of Way in the process of drafting the Public Path Creation Agreements for phase 1.
- Still awaiting confirmation regarding Network Rail approvals for phase 1. Looking at the possibility of using the existing Asset Protection Agreement for the station. Network Rail have confirmed a Basic Asset Protection Agreement will be required for phase 2.

Highways schemes

- Corporation Street signals are complete. Vehicle flow has improved since the new signals have been installed.
- Commercial Street is being redesigned to take into account the instruction not to include a one-way system and to reduce costs for reinvestment back into the programme. Scheme will now include the eastern footway only, but retain the crossing point/street trees outside the Library which will complement the new Skills Centre.
- Detailed design of Albion Street has identified some issues with the existing carriageway. Revised design is taking place with colleagues in Maintenance - a larger contribution is being sought.

Public realm schemes

- Queen Street pedestrian area and New Pavillion junction - RIBA stage 4 designs are currently being reviewed by Council officers (highways, drainage, parks). NPS will then complete a full cost review of schemes.
- Town Square - RIBA stage 2 concept design has commenced. Public consultation planned for Spring 2024.
- Station Road - RIBA stage 4 designs are currently being reviewed by Council officers (highways, drainage, parks). NPS will then complete a full cost review of schemes.
- Albert Road and Queen Street North - Public consultation planned for Spring 2024. Currently at RIBA stage 3 which is due to be completed by end of February 2024.
- Healthy Streets - please see separate briefing note at **Appendix A** to be presented to Town Deal Board for discussion and endorsement.

Activities planned for the next reporting period

- Ongoing design development on schemes.
- Prepare for public consultation on remaining schemes.
- Prepare procurement documents for public realm contractor procurement.
- Complete all necessary agreements and approvals for the Greenway to start on site.
- A detailed programme for all Greener and Connected and Station Gateway schemes will be shared at the next Town Deal Board.
- The prioritisation exercise on remaining schemes will be completed and shared at the next Town Deal Board. Following that any necessary project adjustments to be undertaken.

5. Risk register

Project	Risk description	Risk rating	Action/mitigations required	Owner
Heritage investment	Building owners' ability to provide match funding leads to funding withdrawal.	Medium	Grants will be offered to building owners based on application. Risk is then transferred in terms of project delivery. A review of the project will be carried out in April 2024 to see if any changes are required.	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.	High	Early engagement to be undertaken with landowners and alternative delivery and contingency plans identified where land cannot be acquired/accessed. This is now a risk for the tree planting outputs.	LCC
ALL	Cost inflation of wider supply chain and economic downturn leads to delays and cost increases.	Very High	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 and match funding envelope does not meet all the objectives and deliver all outputs/outcomes.	Very 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. Looking at all match funding opportunities and flexibility of moving grant funding allocation between projects.	LCC
Heritage schemes	Volatile market conditions coupled with complication / lack of appetite for specialised works results in risk of tender price inflation and / or lack of interest in delivering the scheme.	High	Early engagement with suppliers to understand timeframes and difficulties with supply chain. Identify where procurement packages could be joint together.	LCC

6. Finance update

Project	Towns Fund Grant allocation (£)	Match funding secured to date (public and private)(£)	Match funding unsecured to date(£)	Total budget allocation(£)	Total spend to date (Dec 23)(£)	23/24 forecasted grant spend (£)	24/25 forecasted grant spend (£)	25/26 forecasted spend (£)	Comments
Heritage Investment Programme	£1,700,000	£0	£287,500	£2,074,076	£76,810	£60,690	£790,500	£790,500	Low spend to date, revised cashflow to represent a more realistic spend profile to reflect milestone dates. Starting to see some grant uptake now.
Greener & Connected	£9,900,000	£863,836	£436,164	£11,200,000	£1,313,366	£980,700	£3,900,000	£4,194,800	11.4% spent to date. Revised cashflow to reflect milestone dates.
Station Gateway	£2,400,000	£461,000	£0	£2,861,000	£80,474	£204,845	£1,079,900	£1,079,800	Low spend to date, revised cashflow to represent a more realistic spend profile to reflect milestone dates. More match leveraged so some grant can be moved.
White Rose Innovation Hub	£1,900,000	£0	£3.1m	£5,000,000	£28,597	£200,000	£1,771,400	£0	Low spend to date, revised cashflow to represent a more realistic spend profile.
Adult Learning & Skills Centre	£4,500,000	£0	£700,000	£5,200,000	£547,039	£523,637	£2,000,000	£1,875,500	Low spend to date, revised cashflow. Includes purchase of building.
Morley Town Hall	£3,900,000	£457,000	£0	£4,357,000	£150,410	£49,600	£1,000,000	£2,700,000	Further recashflow in October 23 taking account of anticipated spend to reflect up to date milestone dates.
Totals	£24,300,000	£1,781,836	£4,523,664	£30,692,076	£2,077,560	£2,019,471	£10,541,800	£10,640,600	

As part of the Morley Town Deal original Town Investment Plan 'Healthy Streets' were identified through consultation and engagement on the Greener and Connected programme. This consultation exercise was designed in two phases: the first around idea generation and a second phase seeking feedback on project ideas. During the second phase, an outline of each project was provided so those responding could indicate their priority projects.

Healthy Streets, low traffic neighbourhoods have been successfully delivered in other parts of the city through Highways and Transportation funding such as 'Leeds Streets for People' and 'Active Travel Neighbourhoods'.

The Healthy Streets scheme currently has an allocation of £1.5m from the total funding allocation to Greener and Connected. No match funding has been identified for this scheme at the moment. However, a funding bid was submitted in November 2023 for circa £40k of match funding. The outcome of this bid is expected by the end of January 24.

The original Public Realm Strategy document indicated a broader zone for Healthy Streets. The zone was focused mainly around Lewisham Park. Following an initial analysis of the streets, it was agreed that some of the streets in the original zone were in a reasonable condition and some streets including the B6123 required more substantial infrastructural investment. As a result of this, a more consolidated zone was created. This meant a greater concentration of interventions that would create a more defined and legible approach of 'joined up' elements.

The consolidated zone places emphasis on streets around Lewisham Park, Seven Hills Primary and the defined housing and street typology around this area. The scope includes Peel Street, Ackroyd Street, Clough Street and South Parade.

The objectives of the scheme are to:

- improve the pedestrian experience by creating a connected network of attractive and green walkable streets with additional tree and street planting.
- promote lower vehicle speeds through narrowed carriageways, new crossing points and limiting vehicle access during certain times of the day.
- On street parking would also be consolidated to create space for street trees and seating.

The total outputs from this scheme are a fairly low percentage of the total across greener and connected. The scheme would deliver 2.3km of improved path and cycleway and circa 30 trees. These outputs will potentially be fully or partially met through some of the other Greener & Connected schemes.

No detailed design work has been done through designers Reform/Civic so design development is at an early stage. Therefore, abortive costs are minimal.

Consultation feedback

As part of some initial consultation residents and businesses on the targeted streets were invited to an 'in person' consultation session at Morley Community Hub and Library with council officers and consultants on 22nd November 2023. This was done via a leaflet drop to circa 800 properties. There was a very low turnout in numbers with approx. 20 people attending. Most of the feedback received was in relation to issues with on-street parking and vehicular speed so predominantly highways related issues.

An online consultation platform on commonplace was open for 3-4 weeks for online feedback and received 12 responses.

Some initial consultation was planned also with Seven Hills primary school. This has been paused, however it could be arranged at a future date.

Out of 800 properties/households targeted the feedback was very poor.

Wider transport context

In a wider piece of work Highways and Transportation are looking to deliver 'Leeds Streets for All'. This involves gathering inputs from residents on any issues related to their local community. This includes how people access transport facilities, if people feel unsafe walking, wheeling or cycling, the attractiveness of a street and issues relating to vehicular speed.

Morley is being targeted for consultation later in 2024 through the online platform Commonplace. [Ardsley & Robin Hood, Morley North, Morley South, Rothwell | Commonplace](#). The purpose of this consultation is to gather data on local community issues. This information will be used as a basis to create a Local Area Transport Plan using the feedback collated.

There is currently no identified capital budget for implementation. However, as funding becomes available and the priorities identified align with transport strategies, there may be the opportunity for investment.

Recommendations

More work, including officer and consultant time, is required in order to get the community engaged with this scheme, but appetite for any imminent changes currently seems low. There are a number of recommendations for how we should now proceed taking this forward which we would like Programme Board approval:

1. Pause work on Morley Town Deal Healthy Streets whilst the wider piece of work within Highways and Transportation is concluded and a Local Area Transport Plan produced. Other funding opportunities to potentially be identified.
2. Review how the outputs that would have been delivered by the Healthy Streets schemes can be delivered through other schemes in order not to lose the outputs altogether from Greener and Connected.
3. Look to move the ringfenced grant allocation of £1.5 million to a programme wide contingency risk pot. This will be used for Morley Town Deal projects where there is a known funding viability gap or to mitigate the risk of cost inflation on schemes. This would have to be done in liaison with DLUHC as part of the project adjustment process and with the endorsement of the Morley Town Deal Board.
4. Report to the Morley Town Deal Board and working group for this project the above agreed recommendations from LCC Programme Board.
5. Board to note that an ongoing prioritisation exercise is being undertaken for all the remaining Greener and Connected and Station Gateway schemes which will be presented at a future Board meeting.