

## Morley Town Deal Board

### Draft Minutes

Tuesday 17<sup>th</sup> September 2024

14:00 – 16:00

Large Banqueting Suite, Morley Town Hall

#### Board Members

Gerald Jennings (GJ)	<i>Director, G.R Jennings Properties LTD (Chair)</i>
Steven Foster (SF)	<i>Director, Land Securities (Vice Chair)</i>
Councillor Robert Finnigan (RF)	<i>Morley Town Council</i>
Lalit Suryawanshi (LS)	<i>Community Representative</i>
Mark Casci (MC)	<i>West Yorkshire Chamber of Commerce</i>
Dan Merrick (DM)	<i>Community Representative</i>
Christine Hirst (CH)	<i>Community Representative</i>
Councillor Helen Irving (HI)	<i>Morley Town Council</i>
Mukesh Patel (MP)	<i>Community Representative</i>
Matthew Wood (MW)	<i>Morley Chamber of Trade and Commerce</i>
Sam Nicholls (SN)	<i>Community Representative</i>
Mark Swards (MS)	<i>MP (Leeds South West &amp; Morley)</i>
Adam Brannen (AB)	<i>Head of Regeneration, Leeds City Council (deputy for Director)</i>

#### Apologies

Councillor Jonathan Pryor (JP)	<i>Deputy Leader &amp; Executive Member for Economy, Transport &amp; Sustainable Development</i>
Martin Farrington (MF)	<i>Director of City Development, Leeds City Council</i>
Angela Barnicle (AB)	<i>Interim Director of City Development, Leeds City Council</i>
Councillor Jane Senior (JS)	<i>Morley South Ward Member</i>
Dawn Ginns (DG)	<i>Resident, Morley</i>

#### Attendees

Libbi Watson (LW)	<i>Career Grade Officer, Leeds City Council</i>
Miriam Browne (MB)	<i>Programmes Executive, Leeds City Council</i>
Helen McGrath (HMc)	<i>Senior Project Manager, Leeds City Council</i>
Liam Riley (LR)	<i>Heritage Investment Officer, Leeds City Council</i>
Finlay Ferguson (FF)	<i>MP Representative</i>

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**1.0 Introductions, apologies, membership and re-election of Chair and Vice-Chair**

- 1.1 Apologies were noted as above.
- 1.2 The Chair welcomed the members of the public to the Board meeting. There were three members of the public present at the meeting. The Chair welcomed Sam Nicholls to his first board meeting as an official board member.
- 1.3 The newly elected member of parliament, Mark Swards was welcomed to the meeting. Mark introduced himself and is enthusiastic about supporting the Morley Town Deal Programme. Mark Swards will sit on the Skills, Education and Employment working group. **ACTION** – LW to invite Mark and Finlay Ferguson (MP representative) to future working group meetings.
- 1.4 In-line with the Town Deal Board Terms of Reference the re-election of the Chair and Vice-Chair was discussed. Board members voted to re-elect Gerald Jennings as Chair and Steve Foster as Vice Chair of the Morley Town Deal Board for another 12 months until September 2025.

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**2.0 Declarations of interest**

- 2.1 An updated declarations of interest register is included in the board papers. The Chair reminded Board members to declare any new interests at the start of the meeting or under the relevant agenda item.  
**ACTION** - LW to resend declaration of interest form and other relevant paperwork to the new board members for completion asap.
- 2.2 The Chair raised a new conflict of interest relating to himself and involving his new position as Director at Luminate Property Development Company Limited. Formal written advice following a review by the Council's Head of Legal has been issued to the Chair.
- 2.3 The Chair noted he is in agreement with the advice given and therefore as Chair of the Board, that every time an item is presented relating to matters to which he is connected, or could be perceived to be connected (Luminate/Learning and Skills Centre and also Munroe K/White Rose Innovation Hub), and to which his interest applies, he will not:  
(a) Participate, or participate further, in any discussion of the matter at the meeting,  
(b) Participate in any vote, or further vote, taken on the matter at the meeting.
- 2.4 Where this occurs, the Vice Chair must take over the item in accordance with the requirements of the Town Deal Board Terms of Reference.
- 2.5 **ACTION** - A new Chair and Vice-Chair of the Employment, Skills and Education working group is to be elected at the next working group meeting. (Post meeting note the proposal is that Cllr Irving becomes chair with Matthew Wood as vice chair)
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**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 with the following amendments made.
- 3.2 **ACTION** – LW to make a correction to previous minute 1.2 (Cllr Charlotte Hill was the MP’s representative and Cllr Helen Irving is representing Morley Town Council).
- 3.3 Regarding previous minute 3.3, Cllr Finnigan questioned when the condition survey at Lewisham centre will be undertaken. **ACTION** – MB to pick up progress with the officer leading on this and provide an update to Cllr Finnigan and Cllr Irving.
- 3.4 **ACTION** – previous minute 5.6 to be carried forward, GJ to pick up with Matthew Wood regarding engagement with the Morley Chamber of Trade and Commerce as another opportunity for Ahead to engage with.
- 3.5 **ACTION** – previous minute 5.7 to be carried forward, DG to see if NHS can contribute and engage.
- 3.6 Previous minute 6.2 on commuted sums and maintenance was discussed by the Board. **ACTION** – Once officers and Board have the full picture regarding spend, adjustments and reallocations a comprehensive note is to be sent to the MP. MP Mark Swards to discuss with MHCLG/ Towns Fund as deemed appropriate, the potential for some of the grant allocation (capital monies) to be used for commuted sums (revenue monies). It was noted that there will be accounting implications relating to this that will need to be discussed with Council Finance colleagues and that the conditions of the grant would have to change for this to be viable, for example, funding to be spent on revenue costs and the ability to spend post March 2026. RIBA 3 cost estimates are to be finalised beforehand and the MP to receive the anticipated amounts required from officers in advance of any discussion. MP Mark Swards to also have a discussion with WYCA on revenue funding pots.
- 3.7 Previous minute 7.2.6 was discussed relating to the Board endorsement of the Morley Bottoms report. **ACTION** – LW to update the endorsement in the minutes to reflect the recommendations as agreed in the Morley Bottoms report from the July 2024 Town Deal Board meeting.

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**4.0 Correspondence log and questions from the public**

- 4.1 Three questions were submitted in advance of the meeting. The first question was regarding Morley Pavilion building and if there was any Morley Town Deal Funding to bring the building back into use as a music venue. The Board confirmed that the scope of the programme is now confirmed via the approved business cases and funding fully allocated. **ACTION** – A project response to be sent to the sender and HMc to also share email with MP Mark Swards.
- 4.2 The second question was regarding Troy Road traffic and has had a formal written response from LCC Highways Officer.
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- 4.3 The final question was regarding the usage and upgrading of Morley Town Hall. The Programme Manager has shared project proposals and information on the recent consultation that has been undertaken.

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## 5.0 Heritage Investment Fund Spotlight

- 5.1 The Heritage Investment lead presented an overview of the Heritage Investment Fund project. Board noted the difference between the flexible fund and heritage shopfront grant fund. In terms of the shopfront grant scheme 20 expressions of interest have been received to date and 2 shopfront grant agreements are in the process of being approved.
- 5.2 Branding has been designed, to display on hoardings when shopfront construction starts. This can be used across all Morley Town Deal projects. Comms piece to be undertaken when this first shopfront grant work starts. The Chair emphasised how important this was to highlight to the public.
- 5.3 The shopfront grant boundary has already initially been extended from Morley Bottoms to Queen Street. Potential to have the boundary extended further if there is market appetite to do so. **ACTION** – LR to review boundary extension and bring to the MTD board meeting in November.
- 5.4 The flexible fund continues to look at options around vacant buildings in the town centre.
- 5.5 It was also noted that the Morley Heritage Tour held over the August Bank Holiday weekend was well attended with the potential for another possible tour with Leeds Civic Trust. **ACTION** – HMc to see if any interest from heritage tour attendees to join inclusive design panel.

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## 6.0 Feedback from Working Groups

### 6.1 Skills, Education and Employment

- 6.1.1 HMc provided an update on progress on the Morley Learning and Skills Centre and Innovation Hub project. It was formally minuted that the Chair of the Board would recuse himself from participating in any discussion on matters retaining to the two projects.
- 6.1.2 The name of the new Morley Learning and Skills Centre was discussed. It was noted that Luminate intend to name the college 'Morley Adult Learning and Skills Centre.' It has been proposed that an existing stained-glass window will be retained to recognise the former use of the church building, potential to also explore a blue plaque with Leeds Civic Trust. It was reiterated this is an adult only education provider and not for 16+).
- 6.1.3 **ACTION** – HMc to ensure milestones table is updated on the highlight report for the White Rose Innovation Hub project, particularly for planning determination.

### 6.2 Transport, Greenspace, Health and Wellbeing

- 6.2.1 The Chair of the working group provided an update on all Greener and Connected and Station Gateway schemes which are noted in the highlight report.
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- 6.2.2 A discussion on the monitoring and evaluation of completed schemes was noted. There is anecdotal evidence that there is increased footfall on the greenway due to clearance works. The Programme monitoring and evaluation strategy will use methods such as surveys, photos, footfall counters etc across the programme to measure impact pre and post construction. **ACTION** – HMc to pick up potential promotion of the increased use of the Greenway with LCC Comms Officer.
- 6.2.3

- 6.2.4 A question was raised on the visible improvements to the route from Morley Station to the town centre. The project aims to make the route a greener and safer environment with more seating and improved signage making the overall experience more pleasant.

### **6.3 Town Centre, Placemaking and Culture**

- 6.3.1 The Chair of the working group provided an update on the Town Hall project. It was noted that the consultation undertaken in July was well attended. Planning and listed building application submitted on 4<sup>th</sup> September 2024.
- 6.3.2 It was communicated to the Board via the Chair of the Working Group that once the Morley Town Hall project has been completed it is understood that Arts and Venues propose to have their own team based within Morley Town Hall. Discussion was held on whether there should be a Town Hall Board of Trustees as part of legacy work. Board also discussed programming of events at Town Hall and suggested looking at other similar heritage event venues such as Old Woollen in Farsley, Batley Variety Centre etc.
- 6.3.3 Board asked for the latest project proposals and sketches to be shared again. **ACTION** – HMc to circulate link to commonplace on Morley Town Hall proposals as part of latest consultation undertaken.
- 6.3.4 Board noted the potential role of Crank Studios on the Board as an active stakeholder in the town. **ACTION** – Cllr Irving to liaise with Crank studios on future role on Board or working group.
- 6.3.5 Board noted that Town Hall will close to public lettings from end of December 2024. Early works and decanting of existing teams will be taking place from January onwards. **ACTION** – Morley Town Hall PM to attend the November board to provide clarity on programme and decant strategy.

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### **7.0 Highlight report and summary of endorsements**

- 7.1 The Programme Manager provided an update on programme wide comms and engagement activity including promotion of the annual satisfaction survey and next edition of community newsletter.
- 7.2 The next performance and monitoring return is due to be submitted by the end of November. **ACTION** – HMc to share with the Board once completed for review.
- 7.3 The key risks were briefly highlighted. **ACTION** – LW to include risk as an agenda item for the November board meeting.
- 7.4 **Board endorsed:**
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- The progression of the Beryl Burton gardens schemes as designed, including two additional parking bays.
  - The progression into the next design stage for Morley Town Hall, ensuring a budget compliant scheme and updated cost plan is shared.

7.5 **Board noted:**

- The progression of the White Rose Innovation Hub draft grant agreement letter which will be issued to Munroe K shortly, following internal officer approvals.
- Consultation feedback on Town Square based on initial findings and for the consultation report to be refined and shared with Board Members. Any changes to designs will be picked up in the next design stage.
- The relevant consultant appointments without competition to act as the design team for Morley Learning and Skills Centre and that a series of reports will be produced for relevant senior officer approval.

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8.0 **AOB**

- 8.1 The Board code of conduct to be shared with all working group attendees to follow. Chairs of working groups to remind all members of the groups that they need to comply with the Code of Conduct even if not Board members **ACTION** – HMc to share with working group chairs for discussion at next meeting.
- 8.2 The Chair mentioned the success of the Morley Jobs Fair in 2023 and the potential to repeat this in 2025. **ACTION** – New Chair of Skills, Education and Employment working group to discuss this at the next meeting.
- 8.3 The Board supported the Mass Transit south Leeds option.

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9.0 **Date of next meeting**

- 9.1 Tuesday 19<sup>th</sup> November 2024, 2pm-4pm, Morley Town Hall, Large Banqueting Suite
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