

Morley Town Deal Board

Agenda

Tuesday 19th November

14.00 – 16.00

Large Banqueting Suite, Morley Town Hall

No	Item	Owner	Time	Paper
1	Welcome, apologies and membership changes	Chair	14:00	
2	Declarations of interest	Chair	14:05	Item 1
3	Minutes of the last meeting and matters arising	Chair	14:10	Item 2
4	New correspondence/FOI log	Chair	14:20	Item 3
5	Questions from public (if sent in advance)	Chair	14:20	Item 3
6	Spotlight and walk around of Town Hall	Chris Gosling	14:30	Item 4
7	Feedback and any specific endorsements required 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	15:00	Item 4
8	Highlight report and summary of endorsements	ALL	15:30	Item 4
9	AOB	ALL	15:40	Verbal
10	Confidential items (public exempt) <i>Risk review across programme</i> 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	LCC Officers	15:45	Verbal

	<p>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 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 – 29th January 2024

Board Attendees

Gerald Jennings - Director, G.R. Jennings Properties Ltd (Chair)
Steven Foster – Director, Land Securities (Vice Chair)
Cllr Jane Senior - Morley South ward member
Cllr Helen Irving – Morley Town Council
Cllr Jonathan Pryor - Deputy Leader and Executive Member for Economy, Transport & Sustainable Development
Angela Barnicle – Interim Director of City Development
Office of MP – Finlay Ferguson
Lalit Suryawanshi - Community representative
Christine Hirst - Community representative
Mark Casci - West and North Yorkshire Chamber of Commerce
Dawn Ginns – Resident, Morley
Dan Merrick - Community representative
Sam Nicholls – Community Representative
Mukesh Patel – Community Representative

Apologies

Cllr Robert Finnigan – Ward Member
Matthew Wood - Morley Chamber of Trade & Commerce

Invited attendees

Helen McGrath – Programme 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
Claire Newton – Project Manager, Leeds City Council
Ryan Kaye, Area Lead – West Yorkshire, Cities & Local Growth Unit

1. Welcome and apologies

- 1.1. Chair's welcome.
- 1.2. Notes of attendance and apologies.
- 1.3. Notes of membership changes or additions.

2. Declaration/conflict of interests

- 2.1. Board members to declare any interests of relevance to the meeting agenda for documenting on the register.

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 September 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. Spotlight and walkaround of Town Hall

- 6.1. Project lead to present an update on the project and provide clarity on programme and decant strategy. A quick walkaround of Morley Town Hall will also take place.

7. Feedback from Town Deal Board working groups

- 7.1. The Chairs/Vice Chairs of each of the working groups to feedback on any other project progress from their working groups. If they are unable to the Council Officers will.

8. Highlight report and summary of endorsements

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 any confidential items to Town Deal Board Members.

ITEM 1

Morley Town Deal Board - Declarations of interests
Last updated

12-Nov-24

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 election expenses.	Contracts – Any contract which is made between the relevant person (or 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.	Licences – Any licence (alone or jointly with 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 landlord 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
Gerald Jennings	Chair of Morley Town Deal Board and private sector representative	Non Executive Director at Henry Boot Plc Non Executive Chair at Social (Leeds) Director at G R Jennings Properties Ltd with wife (the company carries out some consultancy work for Mustrae K) Director at Luminate Property Development Company Limited	None	None	None	None	None	None	None	Sep-24	Stood down as Chair of Education, Skills and Employment working group as declared conflict of interest. Will also not take part in any project discussion at Morley Town Deal Board on White Rose Innovation Hub or Morley Adult Learning and Skills Centre
Councillor Jane Senior	Morley South Ward Member	Director at Inspired Design Kitchens	Morley Borough Independent - May 2021	None	Interest withheld under Section 32 of the Localism Act	None	None	None	None	Dec-23	
Councillor Robert Finnigan	Morley North Ward Member	Member of Leeds City Council	None	None	Interest withheld under Section 32 of the Localism Act	None	None	None	Member Morley Borough Independent Group Member of Morley Town Council Member of Drighlington Parish Council LGA General Assembly	Dec-23	
Dawn Gims	Community representative	None	None	None	None	None	None	None	None	Jan-21	
Steven Foster	Private sector representative	Centre Director, Land Securities, White Rose Shopping Centre, Leeds. Leeds Business Improvement District (BID) – Board Director Child Friendly Leeds – Ambassador The Tetley Contemporary Art Gallery, Leeds – Board Trustee	None	None						Nov-23	
Lalit Suryawanshi	Community representative	-Co-founder and CTO -Director of Itchohealth Ltd -Company number 11317031 Volunteer roles: -Director of Heckmondwike Grammar school -Chair of Leeds South west and -Morley Conservative association -Member of Morley Fairtrade committee -Governor Aquila Primary school -Director Morley Indians CIC -Board member Healthwatch, Leeds	None	None	None	None	None	None	None	Dec-23	
Mukesh Patel	Community representative	None	None	None	None	None	None	None	None	Dec-23	
Christine Hirk	Community representative	None	None	None	None	None	None	None	None	Dec-23	
Dan Merrick	Community representative	Employed by the University of Leeds	None	None	None	None	None	None	None	Feb-24	
Mark Casci	Business representative	None	None	None	None	None	None	None	None		
Matthew Wood	Business representative	Director at Inspired Design Kitchens	None	None	None	None	None	None	None	Nov-24	
Clr Jonathan Pryor	Executive Member	Member of Leeds City Council Partner employed by Phoenix Dance	None	None	Interest withheld under Section 32 of the Localism Act	None	None	None	Leeds City College - Board of Governors Governor at Brusdon Primary School Member of the GMB Union Surgery held at Headingley Library, 1st Saturday of every month, 10am – 11am Opera North - Board of Trustees Leeds Rhinos Foundation - Board of Trustees Councillor surgeries held at Headingley Community Hub, Woodhouse Community Centre and All Hallows' Church Chamber of Commerce Leeds Arts Fund The Leeds Culture Trust Inclusive Growth Delivery Partnership Leeds University Court Leeds Jewish Welfare Board Cluster - Kirkstall / Headingley WVCA - Business, Economy & Innovation Committee WVCA - Culture Arts & Creative Industries Committee Morley Town Deal Board Yorkshire (Transitional) Flood and Coastal Committee (formerly Yorkshire Regional Flood Defence Committee)	Nov-24	
Clr Helen Irving	Morley Town Council representative	NHS England Head of IT (North)	None	None	None	None	None	None	None	Oct-24	
Angela Barnice	Director of City Development, Leeds City Council representative	None	None	None	None	None	None	None	Declared separately through the Council's main declaration of interest process.	Nov-24	
Sam Nicholls	Community representative	Director, Music Leeds Senior Lecturer, Leeds Beckett University	None	None	None	None	None	None	None	Oct-24	
Mark Searwads	MP for Leeds South West and Morley	Councillor	Donations from Gary Lubner, Unite the Union, Labour Together Ltd, Julia McNeal	None	None	None	None	None	Education Committee	Nov-24	

Morley Town Deal Board

Draft Minutes

Tuesday 17th 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 & Morley)</i>
Adam Brannen (AB)	<i>Head of Regeneration, Leeds City Council (deputy for Director)</i>

Apologies

Councillor Jonathan Pryor (JP)	<i>Deputy Leader & Executive Member for Economy, Transport & 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 (HM)	<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>

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.

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.

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.

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.

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 4th 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.

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.

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.

9.0 **Date of next meeting**

- 9.1 Tuesday 19th November 2024, 2pm-4pm, Morley Town Hall, Large Banqueting Suite
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Item 3

Morley Town Deal
Item 3 - Freedom of Information & General Enquiries Log

Request	Sender	LCC Officer assigned	Date of enquiry	Status
Update on Go Wild Consultation	Kimberly Frangos - LCC Locality Officer	CM	09/06/22	Closed
My Dentist - Funding Request	Richard Tempest - DFS	MB	08/06/22	Closed
Morley Bottoms Details	Clifford Ward	DB/CW	18/06/22	Closed
Lewisham Park - Cricket Wicket	Louise Bentley	MB	23/06/22	Closed
Tender appraisal	Conception Architects	DB	21/07/22	Closed
Scatcherd Park	Stephen Wainwright	CM	21/07/22	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
FOI request	Lynne Foxcroft	SL	16/02/23	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	Closed
Morley pocket parks, highways and planning application	Lynne Foxcroft	HMc/GJ	06/11/23	Closed
St Mary's Church	Chris Morgan	CC	04/12/24	Closed
Morley Bottoms	Lynne Foxcroft	CW	04/01/24	Closed
Morley Bottoms	Lynne Poulter	CW	16/01/24	Closed
Morley Bottoms	Claire Greenhalgh	CW	17/01/24	Closed
Troy Road	Julie Northway	CW	04/02/24	Closed
Morley Bottoms	Stephen Kershaw	CW	26/02/24	Closed
The Sportsman Inn	Steve Hitchcock	LR	07/03/24	Closed
Expression of Interest for The New Pavilion Skills Campus - Supporting Morley's Transformation	Nawaz Elahi	SL	16/04/24	Closed
Queen St improvements letter	Stuart Lunn	CW	07/05/24	Closed
Town Deal expenditure	Martin Edgerton	HMc/LW	08/05/24	Closed
Queen St improvements	Thomas Baxter	CN	21/06/24	Closed
Dartmouth Park improvements	Daniel Guthrie	CN	13/08/24	Closed
Churwell Park	Mark Gordon	CN	15/08/24	Closed
Morley Town Hall - Cafe	Bobby Geetha	CG	28/09/24	
Queen Street North	Robyn Wright Chadha	CN	30/09/24	Closed
Churwell Park	Mark Gordon	CN	14/10/24	
Programme Wide Information (Minutes, Town Deal Board dates)	Evonne Brown	LW	04/11/24	Closed

Morley Town Deal Board

Item 4 Highlight Report

Programme Sponsor:	Angela Barnicle
MTDB Chair:	Gerald Jennings
Version:	FINAL
Reporting period:	10 th September – 12 th November 2024
Author:	Helen McGrath / Libbi Watson
Date of Board:	19 th November 2024

1. RAG status update

Area	RAG status	Explanation
Programme overall		
Progress		Project progress noted below.
Risks		Key risks flagged below.
Issues		Some key issues flagged below.
Budget		Some underspend currently on projected grant profiles. Budgets reprofiled. Pressure on some project budgets, anticipated Project Adjustment Requests.
Resources		All resources in place across the programme team currently.
Benefits		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 Morley Town Deal Board

- To note ongoing progress with each of the projects below.
- To note that the November LCC Programme Board approved the following decisions which we now need Town Deal Board endorsement of.

1. Endorsement of the five project adjustment requests that will be completed and submitted for delegated approval in December 2024.
2. Endorsement of removal of Springfield Mill Park from the Greener and Connected programme due to there being no commuted sum for future maintenance. The relevant working group has also endorsed this.
3. Endorsement of the relocation of the Weaver Statue to the right-hand side of the Town Hall entrance next to the Miner Statue in advance of works beginning at the Town Hall. The relevant working group has also endorsed this, and the Conservation Officer has been consulted.
4. Endorsement of the final extension of the Heritage Investment Fund boundary down to Queen Street South.

3. Programme Management

Comms and stakeholder engagement

- The analysis of the Annual Satisfaction Survey 2024 has been undertaken, with 511 responses received. The key findings can be found at **Appendix A**.
- The Autumn/Winter 2024 Morley Town Deal newsletter is being drafted.
- LCC officers undertook a site visit in early November to the 6 Morley Town Deal projects with the new Town Deal Board and Executive Member, Cllr Jonathan Pryor.
- The Morley Town Deal commonplace website is <https://morleytowndeal.commonplace.is/> where all previous consultations and latest project proposals can be found.

Monitoring and evaluation

- The expected project adjustment requests across the programme, where there are proposed changes to outputs or budgets, are being drafted for delegated approval (Council and Morley Town Deal Board) and will be submitted in December 2024. A presentation at the meeting will outline these for Board.
- The next Towns Fund monitoring and performance return is in the process of being completed by the Programme Manager and will be sent to Town Deal Board members for review, before being signed off by the Chair of the Board as well as the Council's Section 151 Officer.
- Following a meeting with the Towns Fund team in the Ministry of Housing, Communities and Local Government (MHCLG) the following guidance has been issued. All Town Deal grant funds must be fully utilised by March 31, 2026. However, MHCLG will accept both defrayed expenditure and spend related to contractual commitments up to March 2027. The performance window in October 2024 will provide an opportunity to state planned expenditure across FY 2024/25, 2025/26 and 2026/27. This data will provide a clearer overall picture on spend and enable MHCLG to forecast more accurately across our final financial years. **Please note, this does not extend the overall fund.** All funding must be defrayed (financially complete) within a reasonable timeframe. In accordance with standard accounting practices, "reasonable" should be assumed to mean defrayal in fiscal year 2026/27.
- In terms of post fund monitoring this will continue for a period of two to three years following the closure of the fund. During this time, MHCLG will assess financial completions and evaluate output and outcome data before determining whether an additional third year of monitoring is

necessary. To reduce the burden on local authorities the intention is to further streamline the process by only collecting essential data points. The approach will be finalised and communicated to Local Authorities shortly.

4. Project updates

4.1 Heritage Investment Programme

Progress in this reporting period

- **Shopfront grants** - the grant agreements for the first two shopfronts are currently with Legal Services to draft and provide to grant applicants. Following entering agreements, the project is ready to start on site, with a programme of 10 weeks. The owner of 5 shopfronts has tendered for an architect and discussions have taken place regarding scope and match-funding ability. Two other property owners are progressing tendering for contractors directly for window and stonework repairs.
- **Flexible Fund** - A surveyor has been commissioned to provide a valuation for 88 Queen Street (former HSBC) to assist in providing a conservation deficit calculation to inform potential levels of grant. The planning application has been extended for the architect to amend layouts following feedback on impact to the historic fabric of the building. Once the new layout is supplied/planning granted the valuation report will be complete.
- **Boundary review** - Morley Town Deal Board supported an initial boundary for the shopfront grant scheme, which was extended from Morley Bottoms to the Town Hall in April 24. It is now proposed to extend to the rest of the Queen Street conservation area, to Fountain Street. This allows a year and a half for grant uptake. There is a pipeline of 14 properties for full shopfront restoration in the current boundary, and 4 have expressed interest in the proposed extended area, two of which are keen to press ahead with tenders. See **Appendix B** for the proposed boundary extension.

Activities planned for the next reporting period

- Monitor works and first two grant schemes and administer grant payments.
- A grant application may be received as part of the flexible fund, pending confirmation of conservation deficit and grant intervention rate.
- Continued engagement with pipeline property owners within extended boundary area to progress consideration of potential works.

Milestone	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
Stakeholder engagement with shop owners and businesses	Ongoing		Open		LCC
CAAMP and D&M Guide adoption	Sep 24		Open		LCC

Expected first grant agreements	July 24	Nov 24	Open		LCC/Property owners
Review of extended boundary	Nov 24	Nov 24	Open		LCC

4.2 Morley Learning and Skills Centre

Progress in this reporting period

- Work to complete RIBA stage 4 designs has commenced. The project team is currently in the process of finalising the appointment of the multi-disciplinary design team and quantity surveyor.
- Surveys to inform the development of the design proposals are substantially complete, with a fabric and structural repair survey to the facade, further site investigations, opening up works and paint analysis to be undertaken throughout November 2024. Structural roof and facade surveys of the building remain to be progressed. The condition of the building continues to deteriorate adding to project costs.
- Draft Planning/Listed Building conditions received and currently being reviewed before planning approval.
- An updated development programme is being drafted and will be shared with the working group shortly.
- The Director of City Development has approved the procurement strategy for the appointment of a contractor to undertake the refurbishment works via the YorBuild3 Minor Works Framework, Lot 2 and that the evaluation criteria to be used to assess tenders will be on a quality/price separated approach.

Activities planned for the next reporting period

- Finalise project costs.
- Start procurement stage early in 2025.

Milestone	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
Secure Planning and Listed Building Consent	Aug 24	Nov 24	Open		Tenant/LCC
Complete stage 4 design proposals	Dec 24		Open		LCC/design team
Tender period	Feb 25 – April 25		Open		LCC
Contractor appointed	May 25		Open		LCC
Enter into Agreement for Lease with Luminate	May 25				LCC/Luminate

Start on site	June 25		Open		Contractor
Handover and completion of works	May 26		Open		Contractor
Fit out completed	July 26		Open		Luminate

4.3 Morley Town Hall

Progress in this reporting period

- Work has commenced on RIBA Stage 4 (detailed design). In-line with previous Board approvals the design team have been tasked with identifying areas for potential savings to ensure the project is both affordable without compromising the key objectives. A mid-RIBA 4 price review exercise has been scheduled to ensure the project budget is in-line with expectations, where necessary this will be followed by a 'value engineering' workshop to identify areas for cost savings. Should this require fundamental changes to the project, and not just minor specification changes, an exception report will be collated to instigate further discussion on acceptance of the recommendations.
- Design work is progressing well, and all issues are being addressed as they arise. All surveys are now complete and are awaiting inclusion within the RIBA 4 proposals, with the smoke pellet test to the Alexandra Hall being the final item completed on the w/c 4th November 2024.
- A Building Condition Strategy report has been produced which identifies works currently in the cost plan that can be classified as 'legacy maintenance', and not specifically arising from the Town Deal refurbishment proposals. £457,000 of match funding from LCC relates specifically to maintenance works.
- Both the planning and listed building applications have a target determination date of 15th November 2024. Statutory consultee feedback has been positive thus far, with NPS and Page Park addressing queries raised as part of the RIBA 4.
- Discussion with Procurement has identified that the best route to market will be via the YORbuild framework, following receipt of the second round of 'expression of interest' to both YORbuild and Fusion 21. NPS will begin to collate the tender package and work up the contract documentation, in-line with Procurement requirements, as part of the RIBA 4 work package.
- It is anticipated that the procurement strategy report will be submitted in November 2024, in parallel to this the 'quality' criteria will be drafted and issued. With questions focusing on heritage and logistics. An 8-week tender period has been allowed for to ensure optimal market return.
- Start on-site is currently scheduled for April 2025. As the building closes at the end of December 2024 the period between January and March 2025 will be targeted for completion of the decant and the sub-station work (which also includes associated LCC side electrical work).
- Decant is in progress with all parties now having been engaged, communication is ongoing throughout this process. The site caretaker has now relocated, with the only issue remaining being the (life expired) CCTV equipment which will not move. The Children's Centre have agreed a room layout, and this is being scoped up and adapted as necessary. The Town Clerks new room is awaiting a clean from FM,

energisation of their internet provision (separate to LCC) and finals setup of the room. Councillor surgeries are to be modified to respond to bookable spaces on Outlook within the building.

- As part of the decant strategy the Project Team are in contact with Morley Operatic Society with respect to removal of their equipment from the Alexandra Hall.
- The full decant plan is attached at **Appendix C**.

Activities planned for the next reporting period

- Commencement of procurement stage.
- Ongoing identification of value engineering options.
- Closure of building from December 2024.
- Decant of building commences.

Milestone	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
Design sign-off/consultation	October 2024		Open		NPS/LCC
Planning determination	Late Nov 2024		Open		NPS/LCC
Building closure and decant	Jan to March 25		Open		LCC
Tender period	Jan to March 25		Open		NPS/LCC
Contractor appointed	April 25		Open		NPS/LCC
Start on site	April 25		Open		Contractor
Handover and completion	May 26		Open		Contractor

4.4 White Rose Innovation Hub

Progress in this reporting period

- Current stage of planning is in final negotiation and approval should be imminent.
- The Council have issued a provisional grant offer letter to the owner of the park, setting out conditions which must be met prior to a full grant agreement being entered into. The deadline for entering into the grant agreement is March 2025.
- The grant agreement process will be done in parallel with the contractor procurement, which is planned as a 5 month programme. Following discussion with Munroe K and Procurement there is

the intention to do a two stage tender on a restricted basis which will be project managed by Munroe K.

- The Council has been provided with an updated programme by the grant applicant. This shows the project following a public procurement route (5 months), starting on site in Quarter 2 (July) of 2025 with construction completing in Quarter 2 (July) of 2026.

Activities planned for the next reporting period

- Next steps will be to negotiate on any key issues in the terms. Financial due diligence will be required on their match funding and security.
- Commence procurement stage.

Milestone	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
Final grant application details	End of Feb 24	Oct 24	Closed		LCC/Munroe K
Grant agreement letter issued	Oct 24		Open		LCC
Grant agreement negotiation of terms	Nov 24 – Jan 25		Open		LCC/Munroe K
Grant agreement entered into	March 25		Open		LCC/Munroe K
Planning determination	May 24		Open		LCC
Preparation of tender and spec	August 24		Open		Munroe K
Tender period	Jan – May 25		Open		Munroe K
Contractor appointed and lead in	June 25		Open		Munroe K
Start on site	July 25		Open		Contractor
Handover and completion	July 26		Open		Contractor

4.5 Greener & Connected and Station Gateway

Public realm/Station Gateway

- **Queen Street Pedestrian area (QSP)** - The final amendments have been incorporated into the latest drawings. There are ongoing discussions around the use of Sustainable Urban Drainage systems and the proposed planters which the team is working through. The latest drawings have been shared with NPS for them to complete a cost review exercise. Scheme to then be approved at Highways Board in November.
- **Queen Street North (QSN)** - Targeted consultation with businesses has been completed. Feedback was broadly positive with some constructive suggestions that are currently being taken on board as part of the ongoing design.

- **Station Road (STR)** - Currently working through the RIBA 4 final amendments and queries with the design consultants.
- **Town Square (TS)** - This scheme is slightly delayed due to resources with the consultants design team and working on schemes simultaneously, as well as Highways colleagues internally. The Design Team have given a commitment to submit the Town Square RIBA 2 information in early November.
- The working group and Programme Board have endorsed the relocation of the Weaver Statue to the Town Hall right hand steps next to the Miner statue. The relevant approvals and governance will be needed in order for this to be done around April 2025 in advance of Town Hall works starting.
- Meeting arranged with the Inclusive Design Panel to present the latest designs for Queen Street North and Town Square.
- It is anticipated that QSP will start on site early 2025 and STR in Spring 2025 following the tender period.
- A phasing /rolling construction programme will be required to mitigate impact and disruption to town centre businesses and traffic volumes and this will be communicated well in advance.

Beryl Burton Greenway

- Phase 1 works still on hold currently until station works recommence. However, there is a plan for moving the station forward so the fortnightly meetings with Munroe K and WYCA have now resumed.
- All the planned clearance works on phase 2 southern route (Morley station to the White Rose Shopping Centre/Office Park) have now been completed.
- Recent on-site meetings have taken place with some of the affected landowners to discuss the proposals and the agreements. Most of the agreements have now been drafted with couple requiring some minor amendments following on from the onsite meetings.
- There have been ongoing discussions with Network Rail regarding the Funding Agreement for the First and Last Mile funding for phase 2 southern route.
- To note that the delivery of the Greenway phase 1 is reliant on match funding.

Greenspaces

- **Lewisham Park** – works all completed on the park. Surveys have been commissioned through NPS for Lewisham Community Centre.
- **Churwell Park** – works due to be completed by mid to end of November.
- **Dartmouth Park** – works are due to commence on phase 2 and the redevelopment of the Botanical Garden by the end of Nov.
- **Cottingley Junior Playground** – funding agreement received from Veolia and is being reviewed. Works due to commence by mid-November.
- **Scarth Gardens and Scatcherd** - moving onto detailed design.
- **Beryl Burton** – report due to go to LCC Highways board in November to approve the relocation of the disabled parking bays.
- **Bruntcliffe** – consultation feedback on the latest design from Victora Primary was positive. Work is planned to start early in the new year.

- **Springfield Mill Park** – to note the endorsement to remove this scheme from the project scope due to lack of funding to cover the commuted sum required to maintain the park. There’s also a risk that if LCC were to acquire the park, it would potentially set a precedent to others where developers are not fulfilling their s.106 obligations.
- **Tree planting** – White Rose Forest (WRF) have drafted a proposal to plant a combination of trees and hedgerows which equates to 1,000 trees. WRF have approved funding for the site for the current planting season. Further discussion required with the landowner regarding maintenance before we receive their final approval. Awaiting a response from another landowner regarding a proposal for next year's planting season.
- **Morley Urban Trails** – Highways have drafted an initial plan for several different routes to improve connectivity and access across Morley (primarily between the station, residential areas and the town centre).

Highways/active travel

- **Morley Bottoms** – agreeing on a final date with urban traffic management control for the switchover. This will be done before Christmas 2024. The signage will be removed at the same time.
- **Corporation Street** – traffic surveys are on order. A comparative report will be produced once the surveys have been completed.
- **Commercial Street** – all drawings completed and costs received. A report to Highways Board is to be submitted for approval. Expected start on site early 2025.
- Schemes will be procured through the Council’s existing minor works frameworks. Contractor availability for specific dates still remains largest risk. Once costs and contractor availability has been confirmed, correspondence will be sent to Ward Members and the working group with a proposed start date. A letter will then be sent out to all affected properties.

Activities planned for the next reporting period

- Ongoing design development on remaining schemes.
- Prepare procurement documents for public realm contractor procurement.
- Complete all necessary agreements and approvals for schemes prior to procurement.

Milestone	Planned date	Actual date	Status (open, closed)	Notes (achieved, cancelled)	Owner
All greenspaces/parks construction completed	March 2026		Open		LCC/Groundworks
Procurement for public realm schemes commence	Dec 2024 – June 2025		Open		LCC
Public realm schemes (town centre and Station Rd) start construction	Jan 2025 onwards		Open		Contractor
Public realm schemes completed	June 2026		Open		Contractor
Greenway works commence (phase 2)	Feb 2025		Open		LCC/Contractor

Greenway works completed (phase 2)	May 2025		Open		LCC/Contractor
Greenway works commence (phase 1)	June 2025		Open		LCC/Contractor
Greenway works completed (phase 1)	Sept 2025		Open		LCC/Contractor
Highways schemes start construction	July 2023		Open		LCC/Contractor
Highways schemes completed	July 2025		Open		LCC/Contractor

6. Finance update

- Note that spend to date is currently £3.74m. The Financial Manager has adjusted projected cashflow spend up to end of March 2025 and up to the end of March 2026. The towns fund return will now forecast the defrayed spend that will move into 2026/27 as per the updated construction programmes and milestones noted above.
- Match funding secured and unsecured is shown below.
- Regular monthly finance monitoring meetings are taking place with all six project leads and the overall Programme Manager to keep reviewing actual spend against forecasts.
- Meetings with the MHCLG Towns Fund team continue with constructive discussions taking place with regard to delivery risks and issues.

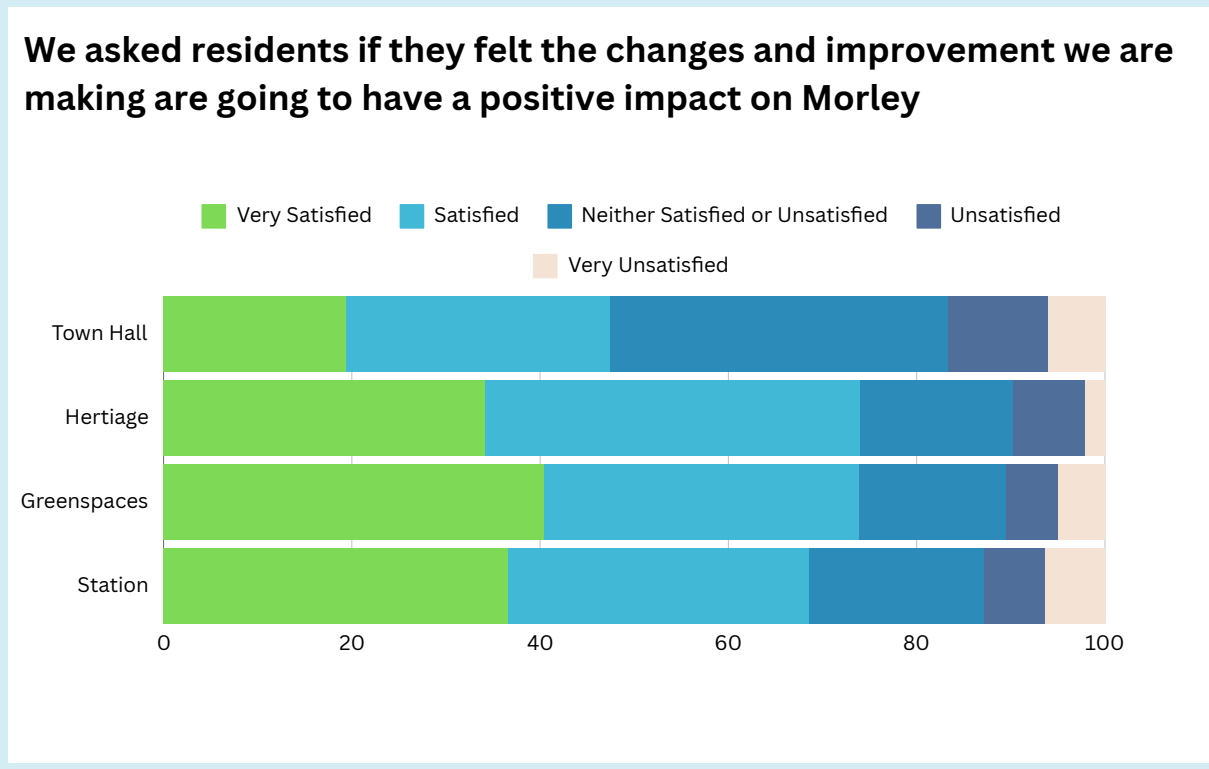
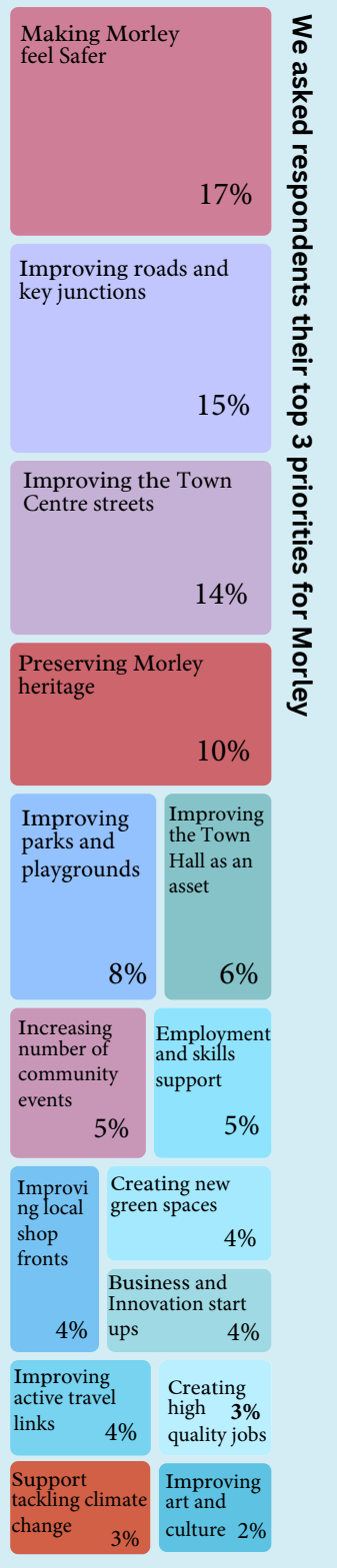
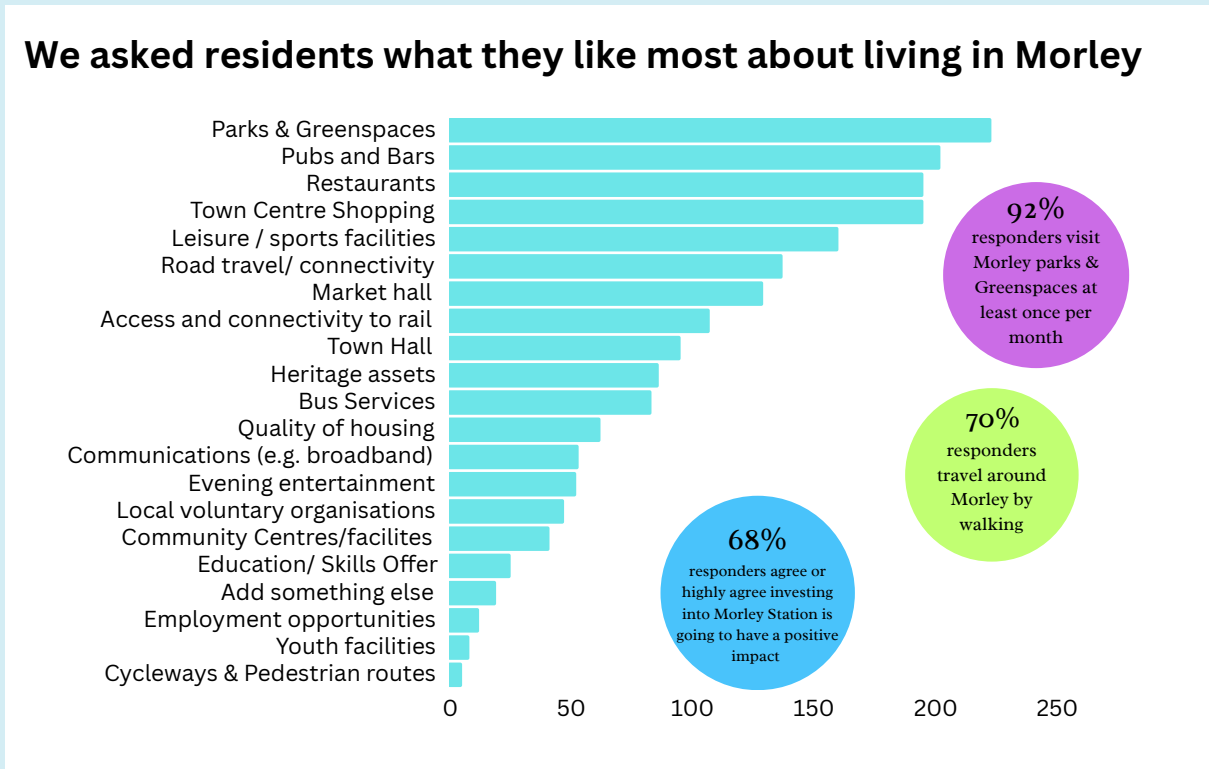
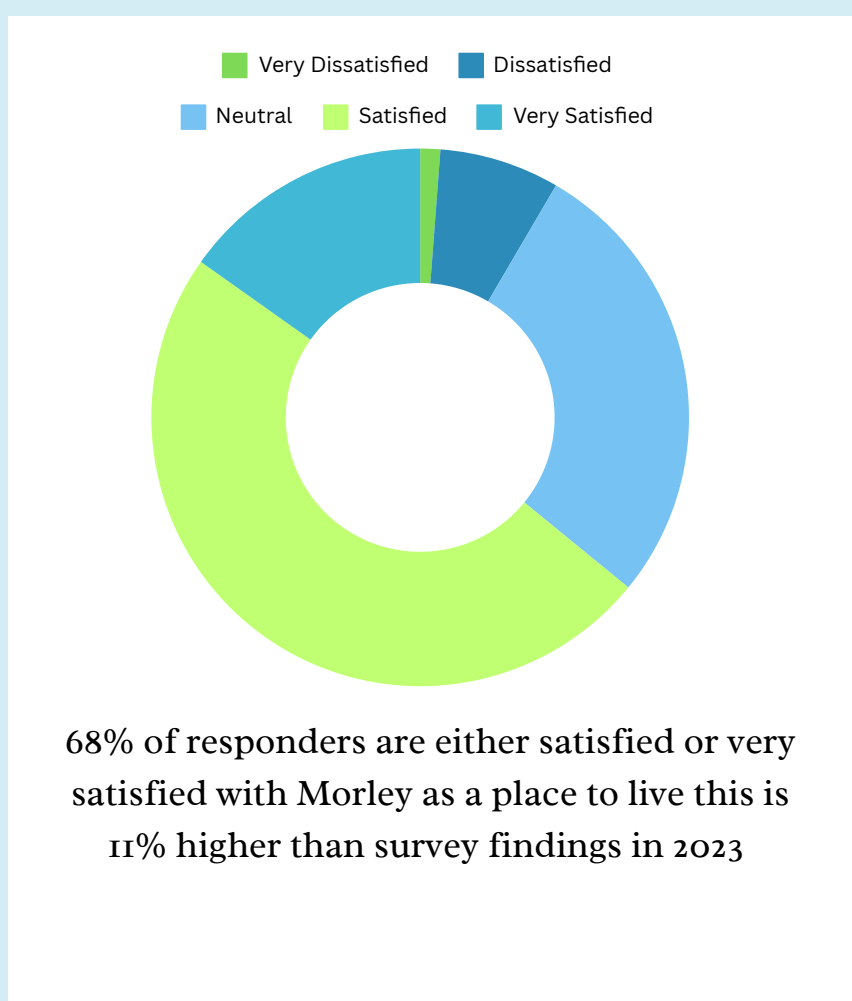
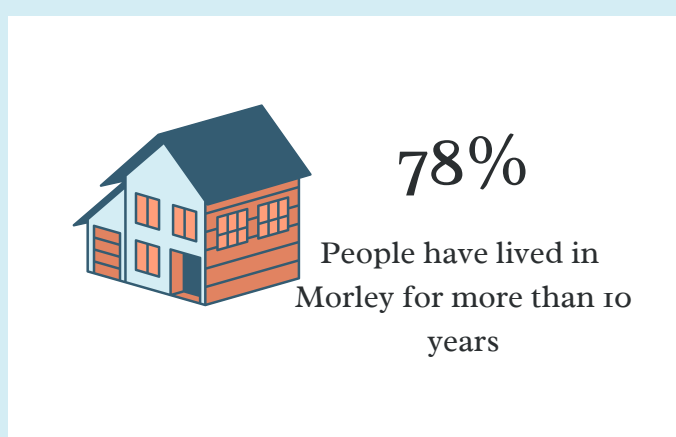
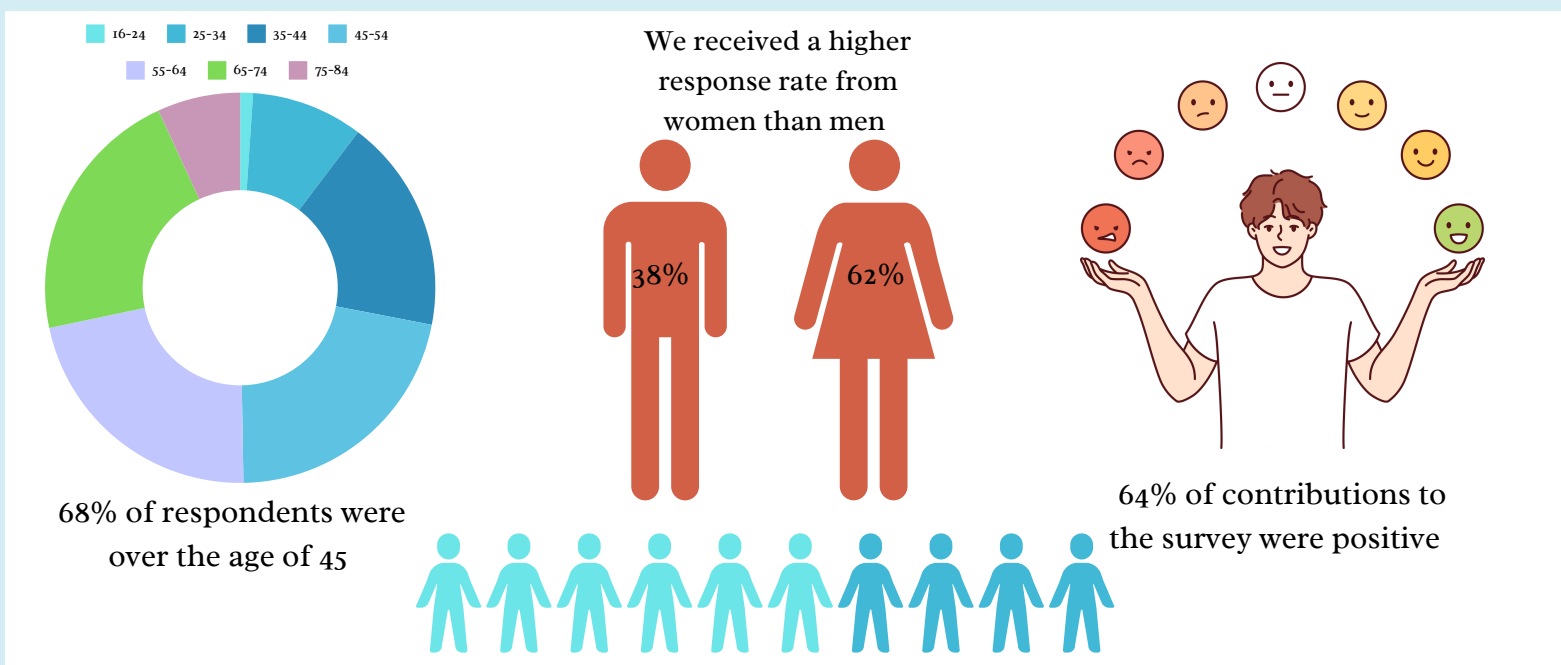
	Original grant allocation	Match funding (secured/unsecured)	Scheme actual 21/22	Scheme actual 22/23	Scheme actual 23/24	Scheme actual 24/25 (Oct 24)	Total spend to date	Scheme forecast 24/25	Scheme forecast 25/26	Scheme forecast 26/27
Town Hall	£3,900,000.0	£457,000	£50,686	£99,710	£136,628	£17,047	£304,071.40	£200,000.0	£3,412,976	Spend to May 26
Greener & Connected	£9,900,000.0	£596,700 £714,136	£286,743	£704,553	£1,115,190	£450,915	£2,557,401.50	£1,500,000.0	£6,376,634	Spend to May 26
Station Gateway	£2,400,000.0	£90,000	£15,320	£20,135	£54,764	£1,435	£91,654.10	£350,000.0	£1,959,781	Spend to May 26
HIF	£1,700,000.0	£287,500	£4,750	£53,560	£55,217	£23,272	£136,799.30	£500,000.0	£1,086,473	No spend
Skills College	£4,500,000.0	£400,000	£15,924	£84,940	£498,750	£23,157	£622,770.30	£700,000.0	£3,200,386	Spend to July 26
White Rose Innovation Hub	£1,900,000.00	£3,100,000	£24,642	£3,997	£5,348	£911	£34,897.20	£200,000.0	£1,666,014	Spend to July 26
Totals	£24,300,000	£5,645,336	£398,065	£966,896	£1,865,897	£516,736	£3,747,594	£3,450,000	£17,702,262	TBC

APPENDIX

A

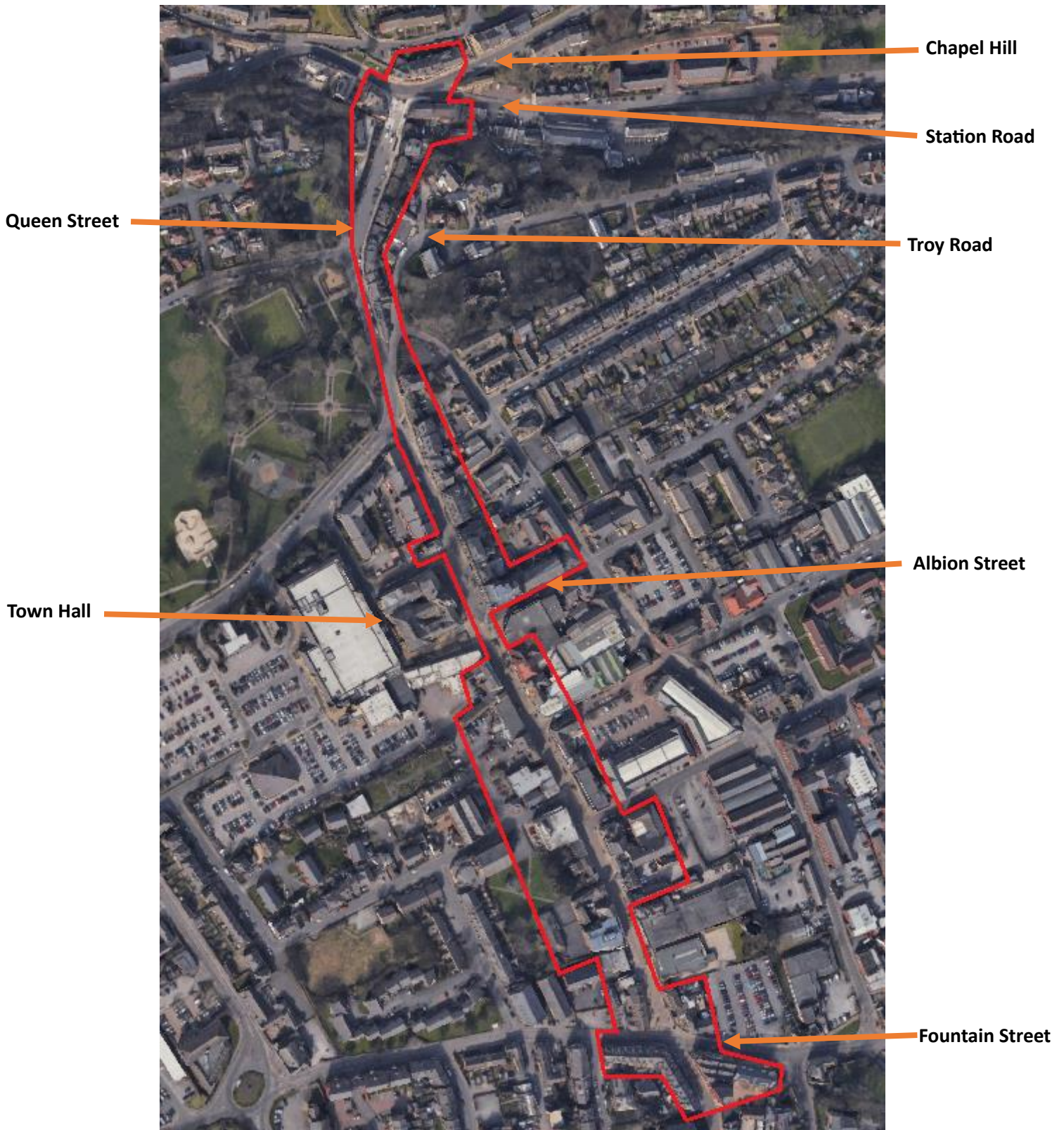
Morley Town Deal 2024 Annual Satisfaction survey results

The Morley Town Deal is a programme of projects that aims to transform Morley with a £24.3 million investment from the government. To help maximise the impact of the Town Deal, we conducted a survey with the residents of Morley to find out their opinions and feelings about their town and the upcoming changes.



APPENDIX

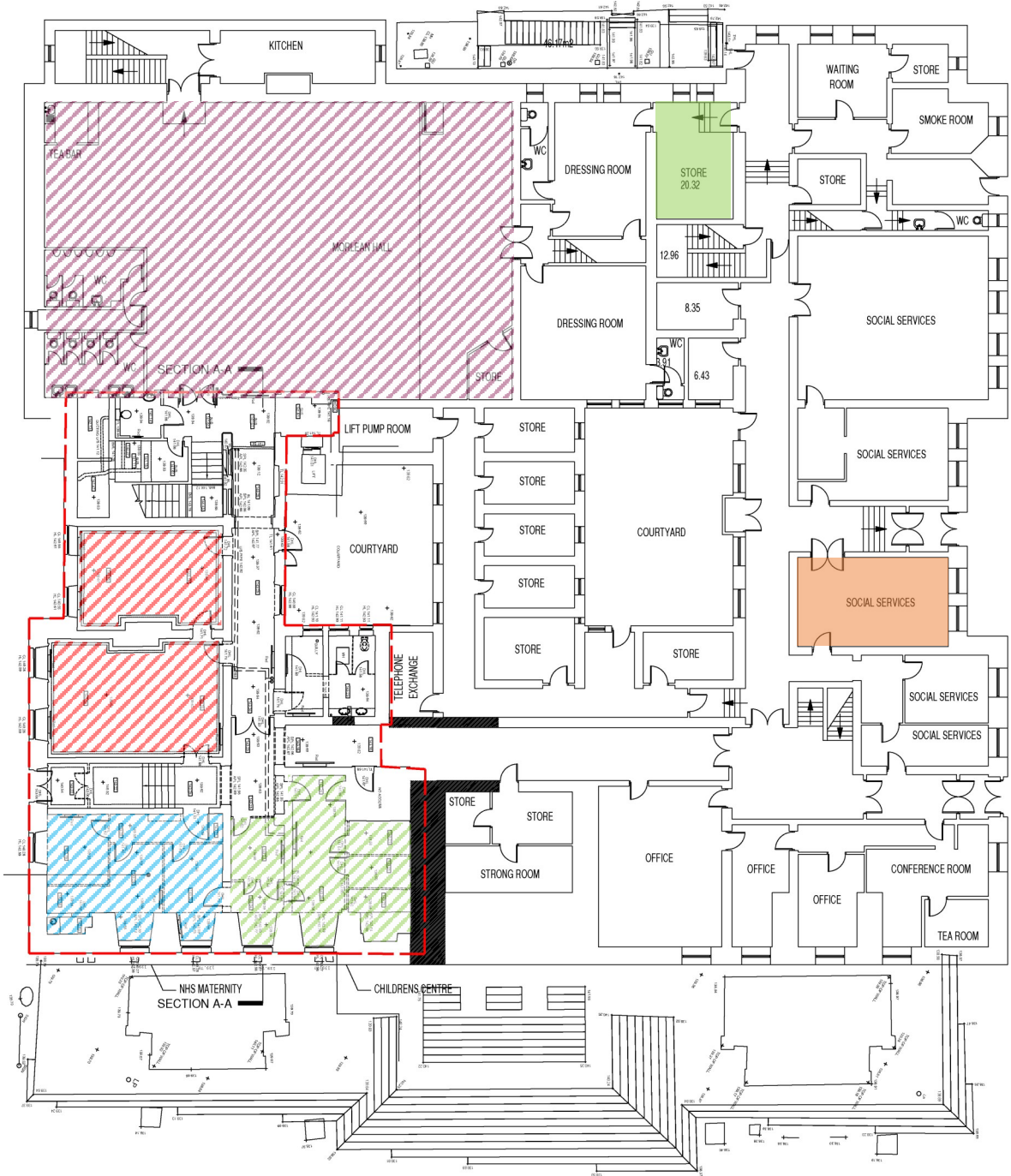
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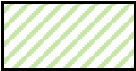


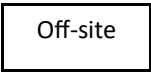

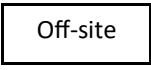




APPENDIX C

Morley Town Hall - Decant Plan

Lower Ground Floor



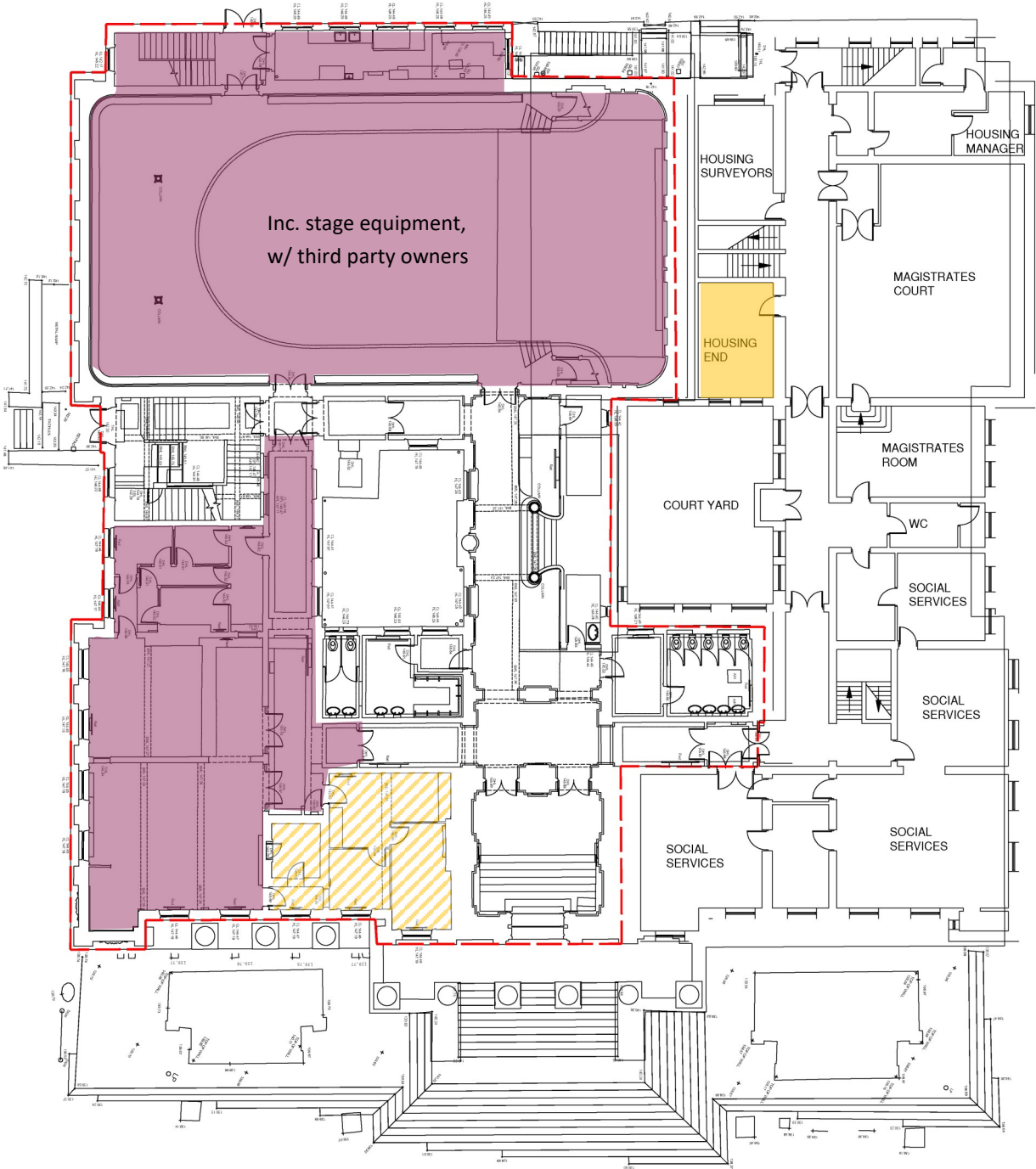
Current Location	Occupant	Proposed Location
	Morley Town Council Clerks	
	FM Office	
	Childrens & Families	
	NHS	 Off-site
	Childrens Centre	 Off-site
	Areas to be cleared	
	New Elec. Cupboard Location	








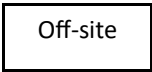




Note 1 It is recommended that all meeting and ancillary space is placed on an online booking system to allow for better co-ordination and use of the building long-term.

Note 2 An additional 'Events Office' is required, this will be outside the project red-line and subject to identification and agreement of a suitable location.

Morley Town Hall - Decant Plan

Ground Floor



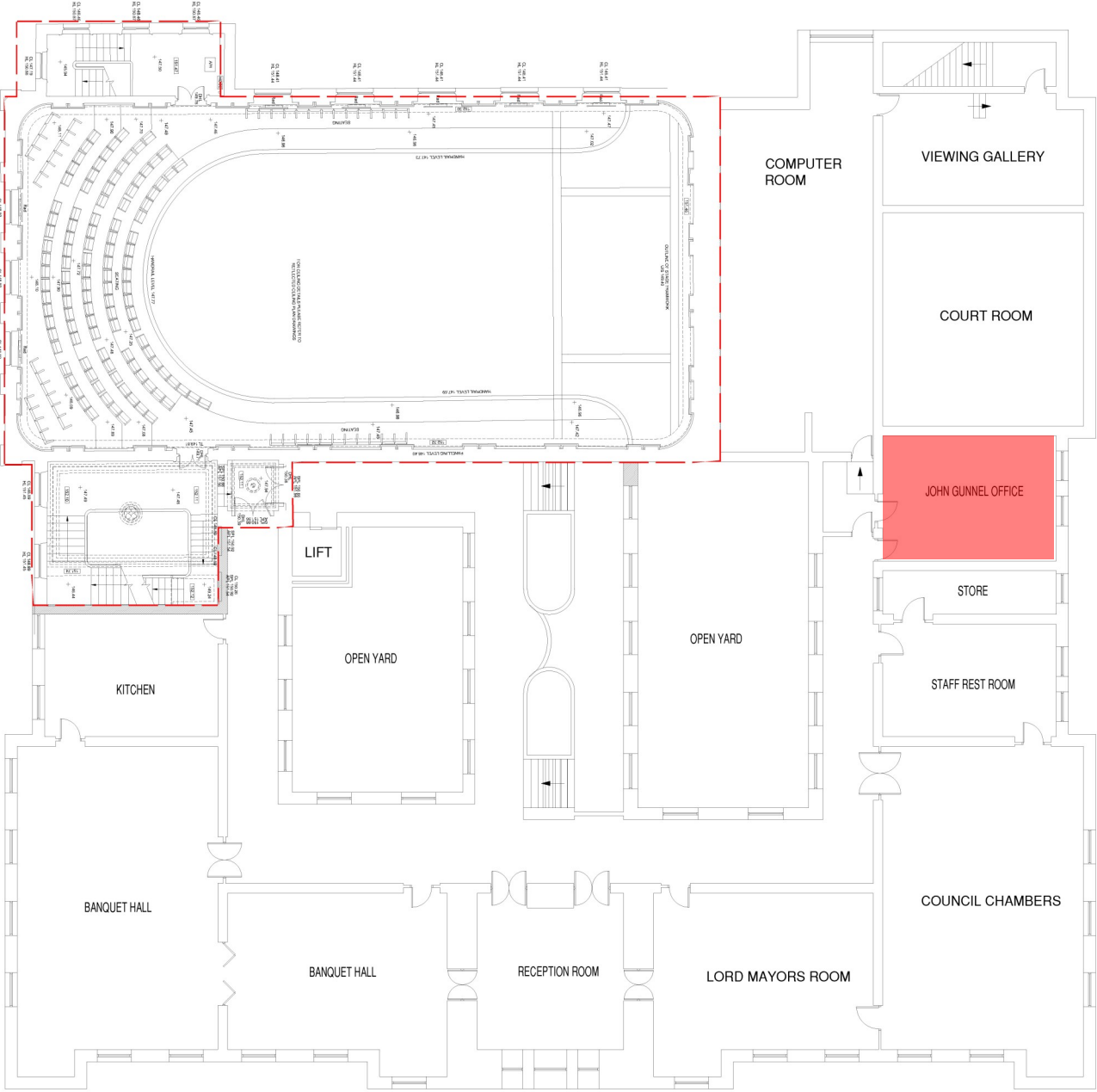
Current Location	Occupant	Proposed Location
	Morley Town Council Clerks	
	FM Office	
	Childrens & Families	
	NHS	 Off-site
	Childrens Centre	 Off-site
	Areas to be cleared	
	New Elec. Cupboard Location	








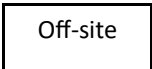

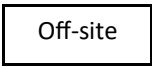


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Note 2 An additional 'Events Office' is required, this will be outside the project red-line and subject to identification and agreement of a suitable location.

Morley Town Hall - Decant Plan

First Floor



Current Location	Occupant	Proposed Location
	Morley Town Council Clerks	
	FM Office	
	Childrens & Families	
	NHS	 Off-site
	Childrens Centre	 Off-site
	Areas to be cleared	
	New Elec. Cupboard Location	

Note 1 It is recommended that all meeting and ancillary space is placed on an online booking system to allow for better co-ordination and use of the building long-term.

Note 2 An additional 'Events Office' is required, this will be outside the project red-line and subject to identification and agreement of a suitable location.