



TODMORDEN TOWN DEAL BOARD MEETING

Thursday 20th January 2022

MS Teams Meeting

MINUTES

Present: Pam Warhurst (Chair), Councillor Silvia Dacre, Councillor Susan Press, Councillor Mary Carrigan, Tony Lawson, Stephen Curry, James Duffy, Andrew Kim, Frankie Mullen, Tim Benjamin.

CMBC Officers: Kate McNicholas, Mark Dowson, Sarah Richardson, Catherine Bann, Nathan Canavan, Sandra Robertshaw (Minutes).

In Attendance: Councillor Jane Scullion (CMBC Cabinet), Jess Thompson and Jamie Catlow (both Turner & Townsend)

Apologies: Andrew Rollins, Shelagh O'Neill, Richard Thorpe (Cities & Local Growth), Councillor Denis Skelton, Craig Whittaker MP.

		ACTION
1.	Welcome and Apologies Catherine Bann, Calderdale Council's new Neighbourhood Co-ordinator covering the Todmorden area was welcomed to the meeting.	
2.	Declaration of Interests Cllr Scullion declared an interest regarding the Community Land Trust as her husband is Voluntary Secretary.	
3.	Minutes of Last Meeting held on 9th December 2021 The minutes of the previous meeting held on 9 th December 2021 were discussed and agreed as an accurate record. Proposed by Mary Carrigan, seconded by Stephen Curry.	

<p>4.</p>	<p>Chairs Report and Board Membership update</p> <p>PW, MD, KMcN looking at how to push projects forward, give confidence and confirm sponsors, etc. Recruitment is underway to appoint new Board Members. PW, TL and SC interviewed seven prospective applicants, all really good, very passionate, brought different skill sets, but collectively a recommendation is being made to the Board today to appoint three.</p> <p>Recommendation to appoint the following applicants:</p> <ul style="list-style-type: none"> • Amanda Bloxham: Best Practice Lead for Homelessness in Liverpool, lot of transferable skills, ex-Oldham Council but now deals with culture change, stakeholder engagement, mentoring and communications. Very committed and passionate, previous experience in Oldham campaigning for preservation of the greenbelt. • Gareth Marshall: lives locally, Senior Project Manager at Siemens, responsible for dealing with major sustainability projects either around turbines or in 22 of London Boroughs dealing with extension of EV charging points, committed to raising the profile and bringing interest from private sector. • Amna Nisah: lives locally, studying in Glasgow at the moment, but prepared to travel if needed. Keen on turning the negativity about changes that are proposed into positivity. Strong on communications, public speaking and time management. Wants to inspire next generation to get behind the local projects. <p>SC and TL confirmed they agreed with the above recommendations made. The Board voted and agreed unanimously. PW confirmed that other candidates were good and potential candidates for Panel Membership.</p>	
<p>5.</p>	<p>Panel Membership</p> <p>We have the Communications Sub-Group already. The creation of Panels for Youth, Sustainability and Inclusiveness will bring more expertise into the programme to support the board. Youth Panel already up and running but looking to expand. Looking to have a Board member chairing each of the Panels but seeking through adverts, expertise and experience from the community to make them vibrant and challenging and bringing new ideas to the table. Would like to recommend that we work out ToR's for the Panels, PW will discuss and circulate to Board Members and then look to get some adverts out.</p> <p>Board approved the recommendation.</p>	<p>PW</p>
<p>6.</p>	<p>Communications Strategy</p> <p>FM and SC presented Comms work and strategy to Board.</p> <p>Residents have noticed that funding is available and clearly have a view that we haven't decided how to spend and are coming forward with ideas, so it is important to manage expectations around this. Can't bring on board new projects at this stage, unless we seek new funding.</p> <p>Cllr Press asked for a breakdown of the £13.5k. SC stated almost half is the Community Engagement meetings and zoom, and includes a consultant to facilitate at £3k, Scouts mail to get first assembly out to everyone £1,500, and postcards £700. Website design and set up £2k, FB set up and run for a year £100, design costs for logos, maintenance for website, wheels park film £300.</p>	

7.	<p>SC agreed to circulate a breakdown of the spend. SC also explained when send out a mailing we post on social media so can be read online as well.</p> <p>PW thanked the Communications Group for their hard work done within tight timelines.</p> <p>Cllr Scullion noted the interest on Assemblies and wider buy in and suggested this was worth pursuing. Council pre-pandemic did work with FutureGov and also Public Square, on a whole serious of consultations regarding budget, etc. Going to where people are, structuring conversations and talking to different people.</p> <p>PW, asked if Council could give us any data/presentation from FutureGov or Public Square, which would help in this discussion. SC highlighted there was academic funding for co-created projects (economic and research council). FM noted timescales of TIP does limit process that you would traditionally go through to ensure proper representation. Suggested we might come up with some hybrid and curate groups to work together. Board discussed options. CB confirmed that the key person at Calderdale on this is Mike Lodge and KMcN can make the introductions. PW can discuss with colleagues in Hull and get some insight to their project and circulate to the board.</p> <p>Council to circulate info from FutureGov and PW will feedback from Hull for a fuller discussion and link to Panels. PW/SC to discuss.</p> <p>Roles and Business Cases</p> <p>Jess Thompson & Jamie Catlow (Turner & Townsend) were welcomed to the meeting.</p> <p>PW confirmed that Turner & Townsend will be contacting project sponsors and assessing what support is required in the production of the full business cases. PW suggested a further Board workshop should take place between now and the next Board meeting to delve into the Government's Green Book, particularly aimed at Project Sponsors, but also for Board members who are interested in the process. So, tonight's presentation is essentially split into two.</p> <p>JC confirmed T&T will be supporting until 10th February to help push the program along and to support Project Sponsors to understand business cases and programme for developing. Tonight's presentation will concentrate on Governance, Project Status Update and HM Treasury Green Book Guidance.</p> <p>T & T presented slides.</p> <p>Points raised from floor.</p> <ul style="list-style-type: none"> • PW highlighted need to review key decisions made by the Council that underpin a lot of the projects (planning, TPO's, etc.) and queried if this will cause impact or delays to decision making. KMcN confirmed joining up behind the scenes, making connections between projects and relevant elements, will need to follow appropriate process but can ensure appropriate joining up with colleagues to avoid any delays. • Cllr Scullion said a similar question was raised at Brighouse Town Deal Board on Tuesday. Concern had been expressed that funding might be at risk, if relevant decisions were still outstanding towards the end of a project. It is in everyone's interests to ensure that projects are completed. Tonight's presentation is helpful. Council needs to set out the precise decision-making sign-off route within the Council and relationship with the Board, and produce a proper flow chart to show this. Cllr Scullion indicated she would take this forward in her role as portfolio holder and come back with the routes to go through and how easy Council can make them. 	<p>SC</p> <p>PW</p> <p>MD</p>
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JT confirmed that in terms of approvals, the full business case would not require full planning consent, but show process underway for approval of business case. CMBC don't tend to use TPO's on their own land, but in terms of third-party consent, approval in principal and discussion only before the Business Cases go in.

PW asked if Project Sponsors will have support in some way, different to business case adviser. JC confirmed work underway to identified need and for projects with no procurement policies in place, default will be to defer to Council's procurement process. In discussion with MD and KMcN around this, still being reviewed at present.

- JT confirmed that the Board can appoint consultants, responsibility lies with project sponsor but most of the actual work will be done by consultants.
- SC asked if projects ready to go could start appointing consultants rather than be delayed by council processes. MD responded, it could be a blended approach. In most cases would help to have that generic support as a lot of the information put in the business cases would be replicated across the 10 projects. If something in particular is not a generic skill such as some Heritage input, would then need a specific resource rather than going to a wider generic source.

JT Presented RAG slides on each project:

Public Places in the heart of Todmorden.

Commented surprised it has been rated red as has been lots of consultation. JC clarified that this is about the risk of delivery rather than no consultation being done. Consultation on final plans.

Todmorden Town Hall: rated green, being led by the Council's CAFM team. Small amount of match funding secured relating to the Town Hall Ballroom.

Centre Vale Park: no project sponsor identified. Includes bandstand, sports and hall as well. Could be a number of stakeholders which brings complexity. Query regarding match funding and potential delays. Sports England and community share offers as there are others in our programme looking at same issue and concerned how much can rely on community paying for some of this when there is a lot of competition on what is going to be done locally. MD responded, community share offer was through the community land trust and they have informed they have already met that, so that particular element of it has already been secured. No contact with Sports England to date. JD expressed concerns re match funding particularly for bandstand. In an earlier meeting he had been assured minimal match for bandstand, which needed an explanation. Architectural Heritage Fund has been mentioned as a potential source of match funding, but no idea how likely it would be for them to come in on this.

Enterprise Centre. Concern about no project sponsor and insufficient time to develop the project. PW confirmed conversations with Community Land Trust to see if possible to introduce some work/living space as part of this plan, but maintain the bulk of the building for enterprise. Started conversations with Government Depts on this, how long it would take to amend if needed. Query regarding potential flooding issues with this site and involvement of Environment Agency. MD responded no overall answer for flooding on site, regarding potential inclusion of housing, but this would be located on the upper floors which would be less vulnerable, wider discussion required with EA and where situated. Some concerns that the addition of housing makes it less of an entrepreneurial centre, and may undermine the commerciality of the project. PW looking at live/work units on this one, committed to getting as many of the outcomes and outputs that we put into Government, with a greater focus being on make and sell and that kind of springboard entrepreneurial businesses. The BID that went

<p>8.</p> <p>9.</p>	<p>in did talk about food and tourism and that has been the steer that we have taken. Need to look at how we deliver it.</p> <p>Murmuration Workshops: State Aid/Subsidy Control concerns, MD felt grey area. Bill has not passed in government for this, although there are early documents relating to it. In discussions with Robin Wood Mill at present regarding how they perceive the various benefits and who would actually get a benefit. The mill would be refurbished but end user renting workshops would also get a benefit through lowered rents and would need to be of acceptable timescale. Trying to get a formal legal position on state aid/subsid control position. It was noted that the owners of Robin Wood Mill are not the project sponsors, with a group of local artists acting as project sponsor, but the group have yet to be formalised at this time. AK will work on this element.</p> <p>All Ability Cycle Centre: Cllr Dacre asked for key point of contact for organisation. SC discussing with Project lead. Still need to work out legal and planning details. Because of Active Calderdale programme, hoping that the Tow Path is repaired all the way up to the back door at Riverside, which would help this project. The lead has issues with mobility and team of cyclists in using the section between Todmorden and Hebden Bridge so wants to be included on the consultation part of this. Cllr Dacre identified lack of resource for the project as well, needs to be reassured and helped with this. Agreed Cllr Dacre and SC to have a separate discussion. MD also offered to have a discussion as needed.</p> <p>JT confirmed in terms of approvals or business case stage, spoken with Arup and colleagues, not looking at full planning consent.</p> <p>Question raised if anyone has Business Case done before 5th August deadline, can they apply for money and get started? MD confirmed funding wouldn't be released until all business cases signed off. No spending included in current financial year (2021/2022), it's from next financial year onwards.</p> <p>PW thanked JC and JT for their presentation and set out content of other workshop with more details for sponsors.</p> <p>Query around whether tonight's presentation slides had been changed. MD confirmed some amendments were made following discussion with the Chair. Revised copy will be circulated to the Board.</p> <p>Youth Panel update</p> <p>TL, progress made last year not very satisfactory and decided to put on hold until new year. Set panel up, get wider representation, refine strategy and move forward from there. PW intro to Community Foundation in Calderdale. Also discussed Todmorden High (Careers Lead, Emily) intro to what we are doing. SC spoke of Youth Collective guys on market working with young entrepreneurs. FM reported back that very successful, 3-4 entrepreneurs there and good press coverage. Most impressive, enthusiasm, want to do more market stalls. Right to expand what we are doing, need to include the Collective in it.</p> <p>Highlight Report (including Finance)</p> <p>MD provided an update on the various funding streams: From the £210k Capacity Funding, around £25k remains and from the Accelerator funding (once £8k accounted for the Todmorden Unitary Church) there is around £14k remaining. Update re Accelerator funding, church meeting with contractors this week with aim to start work on Monday, grants amendment all gone through Council. Would look to complete works by March but might be some slippage in that. MD referred to the remaining £14k Accelerator funding and fed back regarding discussions with Todmorden Town Council. The Town Council wanted the Board to</p>	<p>MD</p> <p>AK</p> <p>SD/SC</p> <p>NC</p>
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<p>10.</p> <p>11.</p>	<p>consider a request for £2,300 for the Wheels Park to carry out some drainage works, could the Board think about how to spend the remaining funds? Town Council are looking at becoming the sponsor for Centre Vale Park and could incorporate the shelters in the wider works. Also looked to ask for remaining balance for Cornholme Christmas lighting, had hoped Andrew Rollins would be here to give an update regarding Welcome Back Fund as other areas had requested Christmas lighting and been successful. Unfortunately, AR not available today so no update whether funding has been agreed for Christmas lighting.</p> <p>Cllr Dacre stated she had every sympathy with Colin. Without him would not have got Wheels Park to fruition and Christmas lights. Would be prepared to consider £2,300, with lighting difficult until there is another way to get the funding. Originally wanted shelters which were important. Need to know about Welcome Back Fund before making a decision</p> <p>AK asked for an update on drinking fountains and refill stations. MD confirmed discussed at Board meeting in December, issue previously raised by Public Health regarding water fountains, when discussed potential spend for Unitary Church, Board agreed fountains would not be taken forward at that stage. PW confirmed still trying to incorporate into Public Realm Project and wherever we can - committed to the idea of installing, just not got down to that degree of detail. PW confirmed discussions held with Public Health and Environment Agency and that both had concerns, also had to move at speed on this. Cllr Dacre confirmed Director of Public Health who advised not happy at that time during pandemic to put water refill in.</p> <p>Broad concern about previous decisions made by the Board and changing these. The Board made a decision to spend Accelerator funding on Unitarian church and shelters. Welcome Back Fund may provide an alternative funding stream for other elements and if it does, we can progress. Some concerns about stray items going into an already complicated project.</p> <p>MD progressing with procurement to ensure there is support to develop business cases in addition to work currently with T&T, more prep for making sure people are set up to work towards a business case. 5% advance payment comes in to support preparation of Business Cases. Not all projects have clearly defined sponsor, but will be working on this with Chair, T&T and KMcN.</p> <p>The content of the Highlight Report was noted, will provide information regarding balance in accelerator funding depending on Welcome Back Fund at next meeting. MD will clarify details as to which elements may be funded through the Welcome Back Fund and report back to Board.</p> <p>Any Other Business</p> <p>PW confirmed the need to look at timings of future Board Meetings, 4-6pm is problematic for some members, Board discussed and agreed to a later Board start time. Revised meeting appointments to be updated.</p> <p>Need to get Hybrid Meetings in place, looking at possibilities of this happening in other buildings in and around Todmorden, hopefully for March. KMcN confirmed that investigations are taking place, hopefully in place for March, with February meeting to take place via Zoom.</p> <p>Dates of Future Meetings</p> <p>Dates of Board Meetings for 2022 as noted below, all held on Thursdays. Changes to start time, Board Members will be notified accordingly. 5pm to 7pm as agreed by the Board.</p> <p>17th February – virtual meeting via Zoom 17th March 21st April</p>	<p>MD</p> <p>NC</p>
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