

The logo for Todmorden Town Deal is a green banner with a pointed bottom edge. Inside the banner, the words "TODMORDEN" and "TOWN DEAL" are written in white, bold, uppercase letters, stacked on two lines.

TODMORDEN TOWN DEAL

Todmorden Town Deal Board

Minutes of the meeting held 13th April 2023

Venue: Todmorden College

Board members attending

Pam Warhurst (Chair)
Jim Duffy
Andrew Kim
Councillor Dacre
Gareth Marshall (via teams)
Amna Nisah

In attendance

Councillor Courtney
Kate McNicholas
Rob Shipway
Frankie Mullen
Zakariya Ali
Jess Thompson
Janet Whitlow

1. Welcome and Apologies

Apologies from Tony Lawson, Councillor Scullion, Councillor Skelton, Craig Whittaker M. P.

The Chair declared the meeting inquorate.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the meeting held 16th February 2023

The minutes of the meeting should be corrected as the attendance list was incorrect. Andrew Kim, James Duffy, and Catherine Bann had been unable to attend and had sent apologies.

The Board approved the rest of the minutes as a true record.

Action: ZA to update the meeting minutes for February 2023.

4. **Matters arising**

RS reported that the parking survey was ongoing and would be completed shortly.

Action: RS to present the results of the parking survey to the next Board meeting.

The Chair suggested the item from Locality would be best after the June meeting of the Board.

Action: ZA to add to the agenda forward plan.

5. **Public Realm draft brief** (Jess Thompson, Corporate Lead Major Projects, Calderdale Council)

JT presented the draft brief for the Town Deal project, Public Places in the Heart of Todmorden, to the Board. The Board noted this was an early draft and not ready for wider public engagement but aims to clarify the aims and objectives of the project.

The Council Major Projects team are leading the project, with the draft brief benefiting from input by internal officers from flooding, parking, events, and the environment team. JT explained the brief aims to address the conflicts in terms of use of space between a market (including at weekends) and event space (including in the context of other event space available in Todmorden, for example Centre Vale Park). It will confirm costs, outputs, and dependencies with other projects.

Further workshops with stakeholders will refine the brief and vision. There will be follow up work on consultation plans, and a monthly project meeting will ensure that a timeline of engagement is shared to support engagement. The Board agreed with AK's suggestion the project would benefit from the involvement of groups and individuals from the arts and cultural sector.

The Board asked that the initial narrative be repositioned to put an emphasis on a town square that has space for events while supporting the market and Todmorden businesses. The Board requested time to review the document, accepting it was in draft form and recognising that it aims to reconcile competing needs and opportunities.

Action: RS to revise and circulate a copy of the draft brief for comment.

Action: AK to work with JT to explore the opportunity for a stakeholder meeting to discuss event space and use.

6. **Programme Update** (Rob Shipway, Town Deal Programme Manager, Calderdale Council)

A report circulated to Board members highlighted early barriers to delivery, principally around access to services, concern about clawback, and VAT.

RS reported progress ensuring project partners' access to services. Project partners were meeting council officers to discuss issues including planning and environmental requirements, asset transfers, and finance. Weekly meetings were in place with all projects to resolve issues, as well as the monthly meeting of all project partners.

The Board noted that whilst grant funding agreements had been issued the end of February, four of the five project partners felt unable to sign their agreements, largely due to concerns about clauses relating to clawback. The Board agreed that greater clarity was needed from the Department for Levelling Up, Housing and Communities (DLUHC) about clawback. The Board noted that the Council would work to support project partners, whilst recognising the Council must fulfil its role as accountable body. It was understood that a key issue is who has control of the risk of clawback.

The Board asked that Calderdale Council consider their role as accountable body and DLUHC be asked for greater flexibility.

Action: RS to contact DLUHC for greater clarity of clawback requirements for project partners.

The Board noted proposals for payment of invoices and the treatment of VAT could have a significant impact on projects which are not VAT registered. The Chair queried why this had not been picked up during business plan development. It was reported that HMRC regulations on Council recovered VAT had been tightened but that the Council would seek external advice to explore options.

Action: RS to seek further advice on the treatment of VAT.

Councillor Dacre asked for clarification on stakeholder engagement plans to be brought to the Board as soon as available.

Action: RS to seek clarification on project partners' stakeholder engagement plans.

7. Programme monitoring (Rob Shipway)

The Board noted the requirement to set up a Programme Board to support the Town Deal Board. The Programme Board will meet monthly to review all papers (including decisions and recommendations made) from the Programme Management team to the Town Deal Board.

To support the monitoring role of the Town Deal Board, the Programme Board will review all monthly reports and make requests of Project Sponsors to address issues as they arise. The Programme Board will escalate any critical issues to the Town Deal Board.

The Programme Board includes the Town Deal Board Chair, Calderdale Council Finance Manager, Assistant Director Economy Housing and Investment, Corporate Head of Major Projects, and the Programme Manager.

The Board noted footfall counters are needed to fulfil DLUHC monitoring requirements. Any system will be GDPR compliant and will not feature any face or number recognition capabilities.

Action: RS to share the specification with the Chair, consider inputs about location and ensure connection with FM re comms in advance of installation.

8. **Board Development** (Rob Shipway)

The Board's responsibilities are moving from supporting the development of business plans to overseeing delivery. This requires different skills sets. These might include skills in budget management, risk control, local government, and central government structures and finance.

The Board noted that the current Terms of Reference include the need to review Board membership in June 2023. The Chair asked Board members to consider the changing role of the Board and reflect on their preferred links to the programme moving forward. Some members of the Board had already resigned from the Board or expressed a desire to do so but remain supportive of the programme.

AK noted he will be stepping down after the next meeting.

Action: RS to contact all Board members to seek feedback on their future membership of the Board, and map existing skill sets to inform future recruitment.

Action: Current Board members to use their networks to identify individuals and organisations who might be interested in working with the Board.

Action: RS to prepare a draft role description for future Board members.

9. **Communication Strategy** (Frankie Mullen)

The Board considered a report setting out a communications plan for the programme. The focus of communications to date has been on awareness raising such as the November 2022 event, and web page. Feedback from participants was positive and there is a need to build on this success, as residents and businesses seek clarity at a project and programme level.

As projects begin, they will be developing their own stakeholder engagement plans. The Board supported a strong programme level plan to ensure the programme is seen to be greater than the sum of its parts, and that a strong communications strategy is needed to underpin this.

FM reported that communications is discussed at the monthly project partner meetings. Alongside this, a social media programme and regular messaging was essential but required investment. The Board considered and approved an outline plan for a £60,000 communications plan and asked the Programme Board to discuss funding options. The Board suggested a review of the Communications Panel as part of the overall review of governance.

Action: RS / KM to explore options to fund the proposed communications plan.

Future comms will include support for Board members to reach into a wider set of networks. FM offered a future agenda item on the work around social media that is currently in a 6-month pilot. The Board requested quarterly reports on this issue.

Action: ZA to include a quarterly agenda item focusing on social media work

10. AOB

The Board discussed work the Youth Panel was delivering and planning with schools to engage young people in the programme.

The Board asked for future agendas to include specific standing items for feedback from Panels.

Action: ZA to include Panel feedback on future Board meeting agendas

11. Date of Next Meeting

6th of June

12. Summary of actions

Action	Responsible Officer
Update the meeting minutes for February 2023.	Zakariya Ali
Present the results of the parking survey to the next meeting of the Board.	Rob Shipway
Include an agenda item from Locality for a future meeting of the Board	Zakaria Ali
Circulate draft brief for the Public Realm project to the Board.	Rob Shipway
Explore the opportunity for a stakeholder meeting to discuss event space and use.	Jess Thompson, Rob Shipway, and Andrew Kim
Seek VAT advice for project partners.	Rob Shipway
Seek clarification on clawback from DLUHC.	Rob Shipway
Consult with project partners to collate plans for stakeholder engagement.	Rob Shipway
Present further information on footfall counters the next meeting of the Board.	Rob Shipway
Contact Board members to discuss future membership options.	Kate McNicholas and Rob Shipway
Send potential new Board or Panel members to the Programme team via Rob Shipway.	Board members and officers

Prepare a draft role description for future Board members, reflecting the new role of the Board

Rob Shipway

Explore options to fund the proposed communications strategy.

Rob Shipway and
Kate McNicholas

Include a quarterly agenda item focused on social media

Zakariya Ali

Include standing agenda item for Panel feedback on future Board meetings

Amna Nisha / Chair

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