

Meeting Minutes

Methodology

- Minutes Recorded
- Minutes Revision History Table filled in for the first draft
- Minutes reviewed, any changes must be updated onto the Revision History table
- Sign off and Approval along with the date.
- SRO of town board to sign and approve. (Or responsible officer)
- Original Minutes taker uploads to Webpage.

Revision History

This document has been through the following revisions, this latest version shall supersede any previous versions:

Latest Version Number	Issue date of Revisions	Reviser	Summary of changes implemented
<Insert Document revision Number>	<Insert Revision Date>	<Insert the name of the reviser here>	<Insert Summary of Changes Made In Document Here>
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Sign Off & Approvals

Name/ Role	Sign off	Date

Todmorden Town Deal Meeting

Programme Board Minutes

Date: 15 December 2022

Time: 18.00-20.00

Location: Zoom

In attendance: Pam Warhurst (PM), Stephen, Andrew Kim, Councillor Silvia Dacre (CSD), Craig Whittaker (CW), Mark Dowson (MD), Rob Shipway (RS), Kate McNicholas (KMN),

Apologies: No apologies

Declarations of Interest: None

1	Welcome and Apologies	Action
	<ul style="list-style-type: none">PW Askes for recording permissionGreetings and apologiesSteven Curry resigned	
2	Actions of the last meeting	
	<ul style="list-style-type: none">Letter to national rail - letter should be with Pam tomorrow from highwaysRob said letter should be on way sorted with highways tomorrowMarket manager had any more info on petition? Rob: No further information from John.PW Another petition around the market any information?CSD all the signatures collected differentlyJD Facebook post created petition in the last few daysPW panels and ways forward including investment panel which is new PW is going onto that panel not set up yet but will in the futureHybrid meetings Rob says encourage face to face meeting looking for suitable venue but stick with virtual for nowPW Feb meeting in person rather than teamsCSD better off doing one rather than hybridPW Serious role and have shifted time to 6pm made it every other month but needs to see more commitment and where possible have exchange across table.GM Wants face to face again and its not a massive commitmentK MC possible solution consider moving face to face after winterPW happy to do K MC solution spring onwards	
3	Governance	
3.1	Governance	

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- RS 3 board vacancies
- Current board membership - resignations - to address
- Panels meetings spread to encourage to discuss and how they can play a role
- Been difficult to get the panel due to time limitation
- Been impossible to get people together big issue.
- For the paper How do we get the panels moving, how do we get volunteers also how to support, do we go out for support,
- Board more about monitoring
- All board membership up for review in 2023, two issues do we want to fill vacancies, re-election how to we shape the board and panels have the right people
- PW Need four private sector members on the board in new year also role ling program. Do go out advert board membership also get best input from them
- Seek to maybe find people with experience
- GM Attended workshops free consultancy
- Trail assessment with riverside steven happy
- Crossover with panels could do with expert
- Wants to coordinate with all panels
- Agree with review then big one to account just waiting
- Program of reviews together everyone committed to meeting
- Consolidated report from all panels and wider communities
- PW Calderdale's climate plan that GM discusses
- PW issues around the youth panel around capacity and need to support
- Inclusion and social value of thing
- People on panel don't have time as they have other things to do e.g., foodbanks
- CSD Consultant to sort the struggling panels and even with expert advice they will still struggle, tr harder to find appropriate people who might join

	<p>especially in the private sector, look for particular skills rather than just adverts, Difficult to find but still try</p> <ul style="list-style-type: none"> • PW school to hear voice of young people also younger entrepreneurs less likely to come to meetings, Inclusion panel causing some thought • AK Put an advert and find skills also identify weaknesses, suggest people to contact, different between private and volunteer sector, Hard to identify productive members and don't know what values they are looking for in a context of a meeting • RS Andrew correct expand on the information around role, sustainability ones are well thought out, the youth one needs to be more clear • Ellen agrees with RS, what is youth and define it people don't know and wont go for it, commitment for long term, but people maybe in and out but that's okay because still some input and better to keep them on board also expectations to them. • K MN, reaching out rather than expecting people to step in, overlap in riverside GM saw, suggests overlap between what board is seeking through panels, people might want a bit of commitment but not full. • K MN, role of panels in future opportunities not confining to just the scope. • GM 30 different community groups and see who exists such as farmers group who are very vocal, also religion, Islamic and catholic. Go into meetings and spread the word. • PW One thing turning up but another to achieve things. Some support across panels so makes them more extensive. Relying on a lot of good will and can only stretch so far • K MN Getting the balance right • PW see how much is expected • AK asking for people's time people what to feel like they are having an impact and have a say on what's being decided. This panel not satisfying difference between having an opinion and wanting change is frustrating if he knew he would not be a part of the meetings, New people's opinions should be taken into course also panels power to make decision. Wouldn't recommend board to friends as they won't have a say. Board members and panels • PW Boards make decisions • Do not want to patronise people and understands AK • JD Members have info they need to engage also feedback and comments are engaged feels the same as AK as he feels he hasn't been heard 	
4	ITEM 5	

	<p><u>Business Plan Update</u></p> <ul style="list-style-type: none"> • ITEM 5 update RS first wave of approvals good news positive, formal approval come through, Project manager meetings set up next year so right departments and stakeholders set to get up and running smoothly, very positive Centre vale park successful • Enterprise, riverside, one more waiting for approval January maybe for approval RS will let people know • KMN Subject to project adjustments two of them, active Todmorden reduction in outputs, projects adjustments cause time delays 5 approved 3 not yet. • AK questions for Rob and Kate, any changes to projects or does it mean its less likely to go through • K MN No further change required no further information needed about extending project appraisal to DLUC change is not causing uncertainty. • Denis Any dates • Rob after January maybe • GM tag onto meetings in January • Rob needs to map out stakeholders and other departments GM ill be involved 	
5	ITEM 6	
5.1	<p>Item 6</p> <ul style="list-style-type: none"> • FM Appendices rich source of info, initial pages are okey pieces of feedback, valuable to mention from document, high attendance 335 people, key aims is engagement 200 people added to database 500 people in total to engage on system, Program is perceived as a whole and dementated the growth between partners and community also buzz feeling in the room pleasing that is was diverse, CV has different clubs who volunteered and were fully updated and passionate, most people liked that they can speak and they were informed, mostly positive, serious level of commitment people made and should be proud of it. Project comms group meet face to face, clear form event that it paid off people prepared and confident and aware, spoke about long term plans with comms how to deal with delays and develop engagement, having them relations for consolation also positive support across the town. Increase engagement further, develop plan in collab with project partners, social media heard mostly through social media shows how important it is, proposal with social media, second was word of mouth, Poll in tod chats asks about car park if it should go or stay, atm 521 people voted in favour of keeping car park 40 votes for enterprise centre, can't ignore the numbers, although there is negativity there are many votes are they are the voices that need to be heard, included in comms plan next year. • CSD People aren't interested in the reality who voted, be careful about being panicked as they are ill informed votes, they did not understand all parking is removed think everything in blank area is when that's not true, show projects together is useful as they link can't look at enterprise centre on its own. People n stands did well, helpful to have board members floating around as we are responsible for decisions, danger people can snap because its intense people get tired and say the wrong things so breaks. • FM stands inadequately staffed therefore difficult for breaks • JD Facebook post not accurate and not detailed but a lot of people have engaged with it, so not many concerns, further parking research and surveys. • PW only reference was to the opening meant to be survey in December also many cars parked late. Right facts and need to listen. Any expertise in social media get in contact 	

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	<ul style="list-style-type: none"> • AK meeting about social media needs a budget and hire someone who can do an appropriate job. • FM there is a brief and proposal are there. • PW agrees with getting comms supported. Discuss future boards also development trusts and use of space and transfer of assets, do invite morality and what development trust will mean for culture. • Access to banning funds in a more responsible way, credit unions models that go further, development trust boards • GM Solar panels and need plan b for parking if it does go off the rails, parking limits been reduced. Parking close to market argument for branch square. • PW the use of b&m collab to use parking and ignore signs. <p>CSD no requirements for them to require parking but moral pressure on them to allow the parking, do want to be seen as good neighbours but going to be hard</p>	
6	AOB	
6.1	<p>Suggest future board presentations</p> <p>Potential of development trusts and community engagement / asset transfer etc - locality - get Alison or rather someone from Locality - Feb</p> <p>Credit union / community bank etc - do have Calderdale credit union - April</p> <p>Solar panels - info on support???</p> <p>Parking plan b - Aldi etc - reduced to 90mins?</p> <p>On cllr dacre's to do list - but there is no requirement for them to offer public parking</p> <p>Work well with foodbank - want to be seen as good neighbours - but may not be straight forward - action for silvia....</p> <p>Hipperdrome negotiated use of B+M for when have events parking</p> <p>E.g., private sector playing part</p>	
7	Date of next meeting	
	To be confirmed	

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