



TODMORDEN TOWN DEAL BOARD MEETING

Thursday 16th February 2023

Meeting held via Zoom

MINUTES

Present:

- Pam Warhurst (Chair)
- Tony Lawson
- Councillor Silvia Dacre
- Town Councillor Denis Skelton
- Amna Nisah
- Gareth Marshall
- James Duffy
- Andrew Kim

In Attendance:

- Councillor Sarah Courtney
- Kate McNicholas
- Rob Shipway
- Zakariya Ali
- Richard Thorpe
- Catherine Bann
- Frankie Mullen

1. Welcome and apologies

It was noted that the meeting was not quorate. It was agreed to proceed, with any decisions to be addressed in writing to the board.

2. Declarations of interest

No declarations of interest were made.

3. Minutes of the meeting and matters arising.

- The minutes were agreed as a true record.
- The letter to Network Rail was noted.
- It was noted Stephen Curry will not be involved in the future investment panel.
- An update on the parking survey was noted. Cllr Dacre will review a discussion with Aldi after that survey has been completed.

Action: ZA / RS to confirm approximate timings for completion of the survey when available.

The item on development trusts from Locality will be considered at a future meeting.

4. Projects update

RS provided a project update. With thanks to RT, all project business case summaries have been approved. Grant offer letters are being drafted, with the first out in February and the rest to follow in March. RT's attendance at the board was welcomed.

- Project partners started to meet in December and will continue to do so, working to tight timescales. It was agreed panel members will be invited to appropriate project partner meetings, once the work on outputs, outcomes and spend profiles has completed.

Action: RS to provide a list of the range of professional support provided, and invite GM and TL to a future project partner meeting, likely March.

- Cllr SD provided a brief update on the paper provided regarding Calderdale's markets working group, which provides the opportunity to be more positive in engaging with markets across the borough, reflecting the Council's commitment to markets. The indoor market in Todmorden has had investment over recent years. It is recognised that the outdoor market on Wednesday and Friday is not as busy as it has been, and when the roadworks are complete there will be an opportunity to promote further. The indoor market is thriving, with the team working on promotion for the few empty stalls.
- The difference between what people say they want – a market where they can do their week's shopping, and actual practice where people also shop in supermarkets, was

recognised. One of the roles of the market working group is to have discussion with traders around revitalisation and change.

- PW emphasised the importance of the market as part of a 21st century market town, and the vision for a lively market and event space attracting footfall. She and GM offered to aid the discussion with market traders and the working group.
- PW also thanked Stephen Curry for summarising a report on tourism which she will be sending through to Diana Greenwood, visitor economy manager, and discussing at Calderdale's Tourism Board. The need to understand the timelines for disruption resulting from project delivery was flagged.

5. Communications update

- FM presented an update and forward plans for communication. She flagged the need for a project delivery timeline to base communications on, which the grant offers will help with.
- Cllr SC shared a message that football groups had not been able to engage. The Town Council are talking to sports organisations, on issues beyond the town deal projects.

Action: FM to produce an internal communication planning document in April.

- It was agreed that an ongoing comms approach with spotlights on particular projects as well as the wider programme benefits would be beneficial. The merits of a monthly drop in or a stall at the market were discussed and experience in Brighouse relayed, recognising that a different approach may respond better to local people's needs.

Action: KM to provide PW with any reports from Brighouse Town Board's recent open evening.

- The importance of a proactive approach to social media was agreed, and has been resourced for a six month pilot.
- GM confirmed one of the sustainability panel members is keen to be involved. RT reminded the board of the need for appropriate branding. AN reminded the board we should be reaching out to people rather than expecting them to come to us.

Action: all board members to list the community groups they are involved with, and based on a brief go and talk to them about the board and the programme of projects.

Projects should also be encouraged to engage with their own specific stakeholders to ensure they have buy in to the options being progressed.

- An update on the petition received at Council was provided. It was recognised that it is concern and care that will have driven the signatures. Contact with the town board via the email address is robustly monitored.

6. Board requirements

- RS flagged the changing requirements of the board, and the implications in terms of skills needed.

Action: RS to bring a summary of the new roles and role profile to the April town board meeting.

Action: RS to complete a skills and interests audit of existing board members and seek confirmation of their desire to continue as board members.

To be followed by proactive recruitment.

Board calendar

Noted.

Action: ZA to amend to avoid clashes with town council.

Next meeting to be face to face.

7. Any Other Business

No other business.

