



## **Todmorden Town Deal Board**

Thursday 14 December 2023, 6.00 p.m. – 8.00 p.m.

Location: Todmorden Community College

### **Meeting Minutes**

#### **Attendance**

Pam Warhurst (Chair)  
Councillor Silvia Dacre  
Councillor Helen Brundell  
Councillor Denis Skelton  
Rupert Corbett  
Gareth Marshall  
Esther Ferry-Kennington  
Tony Lawson  
Kerry Wheelwright Lee  
Amna Nisah

#### **Others in Attendance**

Councillor Sarah Courtney  
Jamie Rossie-Stephenson (Sustainability Panel)  
Sofie Corfield (Sustainability Panel)  
Sonya Moorhead (Mr Wilsons)  
Jess Thompson (CMBC)  
Kate McNicholas (CMBC)  
Zakariya Ali (CMBC)  
Kevin Redhead (Planit)  
Ben Young (Planit)  
Helen Buckle (Planit)

### **1. Welcome and introductions**

For information, the Todmorden Town Deal Board has established three Panels to support delivery.

- **The Sustainability Panel** –led by Gareth Marshall, the Panel works with project partners to identify opportunities for their project(s) to support efforts to address the climate emergency. It also considers opportunities for the Board to use its influence to promote sustainability beyond the Town Deal, such as a focus on community energy development and involvement in the Calderdale Climate Action Plan.
- **The Youth Panel** –led by Tony Lawson, the Panel is working to ensure project development and delivery consider and engage young people in a

meaningful and proactive way. The Panel is also developing pathways to ensure young people can play a positive role in programme governance.

- **The Events Panel** – is a new Panel which will bring together stakeholders in the arts, heritage, sports, and cultural sectors to ensure event planning is better coordinated across the town. As a new Panel its remit will be determined once it meets early 2024.

Prior to the full meeting of the Board the Chair explained that representatives from the Sustainability Panel had been invited to the Board to meet and explain their role in the Todmorden Town Deal programme and in promoting issues of sustainability and the climate emergency beyond the Town Deal.

**Action: RS to include the Calderdale Climate Action Plan as a future Agenda item.**

**Action: RS to invite Panel members to return to the Board with updates in six months' time.**

## **2. Apologies**

Apologies received from Craig Whittaker (MP), Keith Brealey, Rob Shipway, The Board conveyed their best wishes to Rob Shipway who has been unwell.

## **3. Declarations of interest**

There were no declarations of interest.

## **4. Minutes of the meeting held 26 October 2023**

The Board agreed the minutes of the previous meeting were a true record. There were no matters arising not covered by the agenda.

## **5. Town Board role and direction (Pam Warhurst)**

By way of a follow up to ARUP's presentation to the October meeting of the Board, the Chair convened a discussion of issues arising from that presentation regarding the role of the Board, and the expectations and culture of working (including as a Board member) in the public sector. The Board discussion focused on six issues, with Board discussion summarised on flipcharts to be documented for future review.

**ACTION: ZA to create a summary document from the discussions and notes taken at the meeting.**

## **6. Public Places (Jess Thompson CMBC, and Kevin Redhead, Ben Young, and Helen Buckle from Planit)**

The team from Planit, consultants appointed for the development and design of the Public Places project, gave a presentation on their approach, and timelines for activity, which will start with a programme of intense engagement in the new year.

**ACTION: JT to circulate the presentation.**

Cllr SC asked about the timing of engagement activity to support wider participation. KR flagged that this is the first stage to inform the design. EFK checked that the discussion at previous events meetings convened by previous board members has been shared, and this was confirmed. The link will be made to FM for the invitation to public engagement events, and care will be taken to ensure the language is inclusive.

**Action: Planit to share dates, times, and invitees with Town Board members for review and feedback.**

PW recognised that there will be a flow of information on projects as they develop, and care needs to be taken to avoid consultation fatigue. An engagement timeline via the comms team with input from the projects is essential. EFK suggested QR codes on the banners planned, to link to changeable information.

**Action: ZA to share suggestion with Dovetail (communications consultants for the Todmorden Town Deal programme)**

GM asked about the vision for the market and parking. JT reminded the Board of the scope of the brief, which includes an objective to reduce parking. There is clear feedback about the importance of retaining parking and specifically loading. The focus must be on the right parking in the right place. The next phase of design will look at what can be included where. JT highlighted the additional capacity for the project provided by Rose Street, but in the context of a fixed budget. RC shared reflections from Altrincham where pedestrianisation has worked well, and Cllr SC shared the same from Hebden Bridge. Cllr HB said examples help with engagement. JT agreed, recognising that the choices of examples are important, as the intent is not to gentrify Todmorden.

**7. Programme update (Kate McNicholas)**

KM reported that the Centre Vale project board is assessing various options for the conservatory. She noted that development of the conservatory as set out in the Town Investment Plan is no longer possible as this would be beyond the available resources to the project due to building and resource cost inflation. Once these options are evaluated and a preferred option agreed (by Todmorden Town Council and CMBC), officers will present proposals to the Town Deal Board for approval.

The Board discussed the Centre Vale Park project and the implications of the proposed change in relation to the conservatory. It was noted the group involved has been Todmorden in Bloom rather than Incredible Edible. The Board recognised the challenge of cost inflation and asked if additional funds might be secured from other sources. KM reported that the project board would continue to seek external funds to deliver all the project outcomes, including the conservatory, but the project board is also mindful of the need to meet deadlines for delivery and an early decision on options will be needed.

The Board approved the need to amend the conservatory proposals, asking officers to bring new proposals, including cost and output information, back to the Board.

**Action: RS to bring proposals to the Board once agreed by the Centre Vale Park project board.**

AN asked for an update on public consultation delivered by the Hippodrome Theatre with residents in the surrounding streets. The Board noted the proactive consultation delivered by the project. It further noted the community engagement work of CVCLT regarding the Enterprise Centre.

**Action: RS to work with project partners to ensure Board members are better informed of planned community and stakeholder engagement.**

**Action: RS to bring a report to the next Board meeting summarising community engagement work already delivered by projects and feedback to these events.**

**Action: RS to work with project partners and Dovetail (Frankie Mullen) to bring a report to a future meeting providing an overview of planned future stakeholder engagement activities of all eight projects.**

GM asked what would happen if a project went over budget? KM confirmed that work at this stage is designed to mitigate that risk, and at a delivery stage contract would also play a role in fixing costs. PW confirmed the Board would also have a role to play in strategic lobbying.

PW expressed concern regarding the process for, and time taken, to agree the necessary transfer of Council assets to project partners. She noted, for example, delays in the transfer of the Bandstand for Centre Vale Park, the transfer of which is needed to conclude the grant award from HLF to the Town Council. KM reported that progress has been made regarding the Bandstand and an has been provided to the Centre Vale project manager.

GM reminded the Board of the potential for an 'opportunity' as well as risk log. It was agreed a programme report including changes to the risk register should be programmed for each Town Board meeting agenda.

**ACTION: RS to take this back to the programme board.**

## **8. Communications (Pam Warhurst)**

The Chair highlighted the importance of business engagement, noting the value of business networking events and supporting local businesses to participate in the programme. This might include raising awareness of opportunities for local business as works progress and tenders are invited. The Chair suggested RS to consider how the Board can support a networking event. KM noted the role of the Council Business engagement team. It was noted the 'Todconnect' database of businesses would be a useful asset.

KM suggested additional KPIs for communications would be helpful in reporting and monitoring progress and impact.

**Action: KM to follow up business engagement with CMBC colleagues.**

**Action: RS to liaise with PW, KM, KB to explore options for an initial business engagement 'event' and explore how business engagement can be maintained and improved.**

**Action: RS to contact Frankie Mullen to discuss KPIs for communications.**

#### **9. Event planning development (Pam Warhurst)**

It was confirmed that EFK and KWL would lead on the development of the new Events Panel.

**Action: RS to liaise with EFK, KWL, and stakeholders from Centre Vale Park project board and CMBC culture team.**

#### **10. Sustainability Panel update (Gareth Marshall)**

GM followed up on his earlier presentation on the role of the Board (see item 2 of these minutes.) with an update on recent progress of the Panel. He reported recruitment of two new panel members who he felt have brought a new dynamic to the team. He reported that the panel has booked a site visit to meet the Hippodrome project manager and will be visiting the Enterprise Centre, as well as engaging with Planit, consultants leading on Public Realm.

There was a brief discussion regarding inviting funders and investors to an event, including potential private investors. There would be a need to be clear on what investment is sought for.

**Action: KM to consider approach and discuss with PW.**

#### **11. Youth Panel update (Tony Lawson)**

TL reported changes to panel membership. He reported that the Panel's work has centred on reviewing projects and opportunities for young people's engagement, and it is intended to complete this work in January 2024. It was agreed to invite the youth panel to the next Board meeting in the same format as today's sustainability panel.

**Action: ZA to update forward plan**

#### **12. Any other business**

No other business

### **13. Date and venue of next meeting**

**The full meeting of the Board will commence at 6.30 pm on the 8<sup>th</sup> February 2024, to be held at Todmorden College.** Prior to the Board, Board members will have the opportunity to meet project teams from all eight projects for an informal discussion on their projects, their organisations, and their teams.