

## BRIGHOUSE DEVELOPMENT BOARD MEETING

Thursday 10<sup>th</sup> March 2022

Art Gallery, Brighouse Library, HD6 2AF

### MINUTES

#### Present:

Councillor Sophie Whittaker (Co Chair)	SW
David Whitehead (Co Chair)	DW
Craig Whitaker MP	CW
Malcolm Silkstone	MS
Richard Mitchell	RM
Anne Colley	AC

#### In Attendance:

Councillor Jane Scullion	JS
Steven Naylor	SN
Kate McNicholas	KM
Richard Spensley	RS
Duncan Cooper	DC
Jess Thompson (Turner & Townsend)	JT
Matt Hennis (T&T)	MH
Jamie Catlow (T&T)	JC
Oliver Hyatt (T&T)	OH

#### Observer:

Richard Thorpe (Cities & Local Growth)	RT
--	----

#### Apologies:

Councillor Blagbrough  
Councillor Robinson  
Heather Waddington  
Lesley Adams  
Jason Carlton  
Lorraine Bailey  
Peter Foy  
Steven Lee

## **Apologies**

As noted above.

## **Welcome and Introductions**

All welcomed to the meeting.

## **Declaration of Interests**

SW prompted the Board Members to complete their Register of Interest form by next Friday please.

## **Documents for Review and Approval**

Minutes of Board Meetings held on 22<sup>nd</sup> January 2022 reviewed.

RM said he had attended the last Board Meeting, but was missing from the attendee list, if this could be corrected, he would agree that the minutes were accurate. Proposed by RM, seconded by DW

Action: RM to be added to the list of attendees.

## **Update on Board Recruitment**

SW provided the following update:

- A recruitment drive has followed identification of a private sector skills gap in the Board.
- There are 3 vacancies for Board members with voting rights.
- To address this, 11 interviews have taken place with a good array of candidates following 19 expressions of interest. The interviews were held over three days, with the last interviews taking place earlier today. Shortlisting of these candidates will take place next week.
- There is the option to recruit to sub-groups those applicants who aren't offered a position on the board – DW emphasised that applicants have been good quality candidates with very positive attitudes.
- RS clarified that once the Panel identified their selections the Chair will issue, by email, a proposed recommendation to the Board. Then look at options for those who would like to be involved in the sub-groups.

## **Update on Communications Activity**

SN provided the following update:

- Activity has proceeded to get the branding out.
- A summary document was given out showing what had been done over last month, and impact (will share electronically).
- Reached 13k via facebook, 5.5K had watched the video.
- Also seeing results via the number of board member expressions of interest that had been received– one of key tasks for first month.

- The 'Deal' was featured on Brighouse Echo front page.
- Planning to incorporate a FAQ into the website – Getting people to submit questions they want answering.
- Will push business and industry support planned – help people realise this is about more than parklets and the public realm – There will also be investment in business / manufacturing.

Will now be working on a public consultation strategy, aligning with T&T comms and building a positive relationship with Council comms team.

### **Welcome to Professional Team appointed**

DC provided a brief overview of the appointment process. Procurement procedure has been completed and Turner & Townsend have been appointed to provide specialist professional services, initial work will focus on the business cases. An inception meeting and two progress meetings have already been held. Jess Thompson will be the T&T Project Manager.

### **Presentation by Turner & Townsend**

JT and MH gave background to T&T and some of the team:

T&T are based in Leeds and have worked closely with Calderdale Council on a number of projects, so are familiar with Brighouse. The team are also working on the Elland Future High Street Fund and the Todmorden Town Deal. The Team includes Marc Waterson – planning consultant (Whilst also having a role in the Town Deal Delivery Partner), staff from Bond Bryan (Providing advice focusing on the market), Peter Foy – Who will be the Account Director at T&T.

JC gave Powerpoint presentation on the Treasure 'Green Book' Business Case and the following points were noted:

- Sub-group workshops to develop business cases. There will be a set of workshops for each project theme (Public realm, Market revitalisation (this may be split into two), Industry 4.0 & Skills, with each set covering the Strategic, Commercial (can suppliers deliver and how incentivise...), Economic and Management cases.
- The Financial case will be drawn from the others, so will not require a workshop. Dates for the workshops will be sent out soon, for diaries. Tight timeframes highlighted.
- 27 May deadline for business cases draft to the Board and Council, so there is time for them to consider and approve the cases before submission of summary to DLUHC at the end of June.
- The workshops are the opportunity for the Board Members to provide their local knowledge to inform the development of the projects.
- The workshops will also be used to gain input from Council Officers, but they aren't the only form of such engagement – there will be additional conversations with Council Officers in 'Highways', 'Planning' etc. There would also be engagement with stakeholders such as market traders.
- JS flagged up that Pre-Planning Application discussions will also be important to progress at this stage of the business case development.
- JC said in a good position re strategic case - lots of work already done.
- Noted example Project dashboards and Key milestones.

After the presentation DW asked about awareness regarding inflation costs – is there a benefit to going out to tender simultaneously, ie with other Towns Projects? JT replied sometimes splitting it up is useful too, for elements of project, as there could be potential efficiencies. But

certainly joint tendering will be looked at with the Elland FHSF and A641 projects. At the next Board meeting Jarod Merridew (Of Turner & Townsend) will attend to provide time/cost management update.

As a means of maximising the use of time, KM mentioned that a Cabinet Report has been prepared seeking Delegated Authority for the approval of scheme FBCs. This report will shortly be working its way through the committee pipeline.

Board to note Ground Investigations Surveys are due soon, hi vis dresses people in town centre. Press release around that / comms opportunity.

Workshops - zoom/ teams options was requested by the Board.

### **Any Other Business**

None

### **Date of Next Meeting**

To be advised by T&T. Cllr Whittaker suggested that the tradition of having Board Meetings on Tuesday should be maintained, and that it would be good to have a hybrid option for attending.