

SOWERBY BRIDGE DEVELOPMENT BOARD MEETING

Tuesday 12th April 2022

Via MS Teams

MINUTES

Present:

- Cllr Audrey Smith
- Gareth Baigent
- Phil Hawdon
- Stephen Priestley
- Janice Dawson

CMBC Officers:

- Kate McNicholas
- Sarah Richardson
- Richard Seaman
- Lauren Brundell
- Sandra Robertshaw (Minutes)

Apologies:

- Cllr Jane Scullion
- Cllr Adam Wilkinson
- Cllr Dot Foster
- Sarah Fanthorpe
- Sarah L Dyer
- Sam Irvine
- Kirsten Fussing

1. Welcome and Apologies

Noted that in order to be quorate, the Board must have the following present:

- Chair or Deputy Chair
- One other Councillor
- Four other Board Members.

Due to apologies received the meeting was not quorate. Agreed that today's meeting would go ahead, but no decisions could be made recommendations could be circulated to the full Board after the meeting for their agreement.

2. Declaration of Interests

Each Board Member needs to complete a Dol as part of the Board's good governance and transparency. To date only one completed form has been received. Agreed template would be circulated to the board again, if Board members are experiencing any difficulties to contact Richard Seaman or Kate McNicholas.

3. Minutes of the Last Meeting held on 8th February 2022

Draft minutes were shared onscreen, but as today's meeting was not quorate unable to confirm correct record of meeting. Noted updated Action Log circulated with Agenda, and the following points raised/noted:

- Dugdale's – Cllr Smith queried if this building was up for sale? KMcN confirmed that Lauren Brundell wasn't aware of anything - although the company has been taken over by a company called Benvic. Agreed RS would investigate.
- No contact from Steven Lee, HE has approved. KM confirmed that approval was not based on a detailed design. Noted that there are concerns about the bottom of Hollins Mill Lane in terms of the concrete blocks being removed and something being put in place?? KMcN confirmed no update since last meeting.
- Concerns about Rose Hill footpath - a desire line into town that currently has a zebra crossing at the bottom of it over Tuel Lane, which the Board consider should be retained. Proposal sent to Mary Farrar for the crossing to be maintained. RS to take issues back to Steven Lee.

4. Governance

Terms of Reference

- To be updated and remove references to Todmorden.
- Wording "To ensure" to be replaced with "help" or "promote"
- References to "Town Development" and be amended to "Development Board".
- Detailed areas of work section, clarify the scope of the board, need to balance strategic and operational. Cllr Smith agreed, needs to be looked at a strategic level, need to ensure that within that we have good communication, if a change is happening that may affect something significantly that the Board are informed about it in a timely manner.

Agreed: RS/KMcN to work together to update in line with the above comments.

Recruitment Update

Noted draft profile circulated with the agenda for comments.

- Role purpose to be updated in line with the amendments agreed to the Terms of Reference
- Wording needs to be accessible, need to be inclusive.
- Useful to stress where the skills gaps currently are on the Board and ensure these areas are mentioned in the recruitment advertisement, i.e. experience in media, comms, programme management, community engagement, finance.
- Board Members felt that the draft role profile wasn't very inclusive, need to amend and remove the more formal descriptions. Need to stress areas such as: strengths and experience, enthusiasm, interest/passion in/for Sowerby Bridge, commitment, supporting community initiatives etc.

- Use Plain English.
- Remove references to Chairmanship

Agreed: KMcN/RS to work on role profile and update according to the above comments.

Recruitment Next Steps

Noted content of the Recruitment Protocol circulated with the agenda. Confirmed any interested candidates would normally discuss the role and the work of the Board with the Chair or other board members. Selection process would normally include the Chair and a couple of Board Members with a Council Officer supporting. Agreed recruitment to progress in early May, with a three-week timeline for interested candidates to apply.

5. HAZ Programme Update

Noted HAZ update on programme update.

KM financial year end of HAZ programme, we had a significant allocation in the current financial year just gone £1.2M from HE for 2021/2022. In late autumn, the position in terms of the use of that resource was looking bleak, we had initial conversations with Historic England about rolling forward some funding into 2022/2023 financial year, but HE confirmed this was not a possibility. As a result, we are reporting an underspend of £217k.

Fire & Water: PH confirmed work progressing 80% scaffolding in place, roof off, complicated project with an enormous number of structural alternations. AGM at the end of the month, hoping building will be accessible to show visitors round. Windows being manufactured as we speak, air source heat pump waiting to be installed, target date for completion end of June. KM also confirmed that in terms of Fire & Water, Sowerby bridge is one of the three successful Changing Places Schemes as part of that announcement. PH now out to tender for the Changing Places Project.

Cllr Smith asked about the Shared Prosperity Fund and what do we need to do to get Sowerby some income, what should the Board be doing? KMcN confirmed that in February the Government released some initial information about UKSPF. It is important to be aware that this fund is the replacement for the European Structural Fund, with a slightly different focus and criteria. Important to say, it is significantly less money than we have had previously. At a West Yorkshire level expecting funding in the region of £70M for a three-year programme, rather than a 10 year programme. Three strands to the UKSPF but all of it comes within a banner of being focused on Communities and Place, Local Business, People and Skills. The latter element of funding won't be online until 2024/2025 comes onstream much later, which creates issues for some of the voluntary and community sectors who have been dependent on the funding. Trying to identify those that are currently at risk, as there may be some bridge gap funding available. IERB, chaired by Cllr Scullion, met this afternoon and updated where we are with regard to UKSPF. A regional Webinar also took place a couple of weeks ago with 300 attendees across our region. KMcN suggested that we could share the feedback from this with the Board.

6. Working Groups Update by exception

- **Town Square:**
- **Markets:** stuck in a vicious circle, costings for toilet block, doesn't seem to have moved forward. Cllr Smith, meeting held, agreed cost would be double to get

anything near fit for purpose. Also thought the site was probably not that conducive to a temporary café.

- **Environment - Floods, Heritage:** flood resilience meeting held recently, looks like Sowerby Bridge may have some funding to do flood resilience work, not entirely sure what that is. Cllr Smith to find out re Environment Agency and a Feasibility Study.
- Dixon Scarr Woods project is progressing. Open night at Hollins Mill (formerly The Works) to discuss next steps. A pump track has been suggested to replace the unused cycle track. Spoke to Sowerby Bridge Snails about the paths within the woods, most have been created re treading down over the years.

7. Budget Update

No further commitments from that reported in February. £63k available at beginning of year. Did undertake to give a final summary, but we are currently just closing down our year end, will bring to next meeting if okay.

8. Any Other Urgent Business

Want to discuss conservation area appraisal and shopfront design guides at the next meeting. Kate Peach to be invited to discuss.

PH update re replacement for KH? Interviewed recently, still at employment checks stage, waiting for references to come in. Start date of around 1st July. Major Projects Team are recruiting various PM and APM roles and will be looking from that recruitment for some support for Sowerby Bridge.

9. Date of Next Meeting

6.00-8.00pm on Tuesday 14th June 2022.