

Dewsbury Town Deal Board

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Wednesday 12 July 2023

Notice of Meeting

Dear Member

Dewsbury Town Board

The **Dewsbury Town Board** will meet in the **Council Chamber , Town Hall, Dewsbury** at **4.30 pm** on **Thursday 20 July 2023**.

The items which will be discussed are described in the agenda and there are reports attached which give more details.



Keith Ramsay
Chair

The Dewsbury Town Board members are:-

Member	Representing	
Keith Ramsay	Chair	Mid Yorkshire Hospitals NHS
Councillor Shabir Pandor	Local Authority	Leader of Kirklees Council
Mark Eastwood (MP)	Central Government	Member of Parliament
Paul Burnett	Business Sector	Empire House – Targetfollow
Peter Mason	Developer Sector	Managing Director - Mood Developments
Palvinder Singh	Education Sector	Principle and Chief Executive, Kirklees College
Nancy Barrett	Creative Sector	Chief Executive, Brigantia Creative and Creative Director, Creative Scene
Martyn Broadest	Housing Sector	Connect Housing
Anum Rehman	Community Sector	Kirklees College
Martin Walsh	Business Sector	Martin Walsh Associates
Fara Butt	Business Sector	Shire Beds Ltd
Sue Baker	Community Sector	Dewsbury Community Outreach
Charles Dunn	Business Sector	United City Living
Robert Livingston	Business Sector	Jay-Be Ltd
Sophie Johnson	Community Sector	Northfield Consulting
Heather Waddington	Observer	Head of European Structural and Investment Funds, and Future Funding Policy
Charles Smith (Advisory)	Observer	Head of Region North East and Yorkshire – Historic England

Agenda

Reports or Explanatory Notes Attached

Pages

1: Membership of Dewsbury Town Deal Board

To receive apologies for absence from Board Members who are unable to attend this meeting.

2: Declaration of Interests

Members will be asked to advise if there are any items on the Agenda in which they have a Disclosable Pecuniary Interest, which would prevent them from participating in any discussion on the item of participating in a vote upon the item, or any other interests.

3: Minutes of Previous Meeting

1 - 6

To approve the minutes of the meeting of the Board held on Thursday 18th May 2023.

4: Admission of the Public

Most debates take place in public. This only changes where there is a need to consider certain issues, for instance, commercially sensitive information or details concerning an individual. You will be told at this point whether there are any items on the agenda which are to be discussed in private, by virtue of the reports containing information which falls within a category of exempt information as contained at Schedule 12A of the Local Government Act 1972.

5: Public Question Time 4:35 - 4:50

The meeting will hear any questions from the general public.

Questions should be emailed to executive.governance@kirklees.gov.uk no later than 5pm Monday 17th July 2023.

Members of the public can ask questions relating to the work of the Town Board or issues set out in this agenda.

6: Deputations/Petitions 4:50 - 4:55

The Board will receive any petitions and hear any deputations from members of the public. A deputation is where up to five people can attend the meeting and make a presentation on some particular issue of concern. A member of the public can also hand in a petition at the meeting but that petition should relate to something on which the Board has powers and responsibilities.

In accordance with Council Procedure Rule 10 (2), Members of the Public should provide at least 24 hours' notice of presenting a deputation.

7: Terms of Reference 4:55 - 5:05

Keith Ramsay, Chair – Dewsbury Town Deal Board.

8: Construction Skills Village 5:05 - 5:20

Contact: Chris Duffill, Head of Service, Business and Skills.

9: Cultural Events Taking a Lead 5:20 - 5:35

Contact: Charlie Wells, Freelance Programme Manager.

10: Communication and Marketing Update 5:35 - 5:40

Keith Ramsay, Chair – Dewsbury Town Deal Board.

11: Town Deal Update 5:40 - 5:45

Contact: Simon Taylor, Head of Town Centre Programmes,
Michelle Illingworth, ER Project Officer – Dewsbury Town Investment
Plan.

12: Project Update 5:45 - 5:55

Contact: Michelle Illingworth, ER Project Officer – Dewsbury Town
Investment Plan.

13: Chairs Update 5:55 - 6:00

Keith Ramsay – Chair, Dewsbury Town Deal Board.

14: Date of Next Meeting

28 September 2023
16 November 2023

For Terms of Reference please visit

www.kirklees.gov.uk/beta/regeneration-and-development/pdf/deswbury-town-board-terms-of-reference-jan-2021.pdf

15: Exclusion of the Public

To resolve that under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting during the consideration of the following items of business, on the grounds that it involves the likely disclosure of exempt information, as defined in Part 1 of Schedule 12A of the Act.

16: Terms of Reference 6:00 - 6:10

To consider exempt information in relation to Agenda item 7.

17: Communication and Marketing Update 6:10 - 6:20

To consider exempt information in relation to Agenda item 10.

18: Project Update 6:20 - close

To consider exempt information in relation to Agenda item 12.

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Contact Officer: Nicola Sylvester

Dewsbury Town Deal Board

Thursday 18th May 2023

- Present: Keith Ramsay (Chair)
Councillor Shabir Pandor
Paul Burnett
Martin Walsh
Sue Baker
Peter Mason
Martyn Broadest
Anum Rehman
Charley Dunn
Robert Livingstone
Sarah Ward
- In attendance: Palvinder Singh (Virtual)
Fara Butt (Virtual)
Jane Jackson (Virtual)
Sophie Johnson (Virtual)
Joanne Bartholomew, Kirklees Council
Simon Taylor, Kirklees Council
Michelle Illingworth, Kirklees Council,
Thomas Fish, Kirklees Council
John Lamb, Kirklees Council
- Apologies: Mark Eastwood
Nancy Barrett
Heather Waddington
Charles Smith

- 1 **Appointment of Board Members 4:30 - 4:40**
RESOLVED: That Charley Dunn, Robert Livingstone and Sophie Johnson be appointed as Dewsbury Town Deal Board Members.
- 2 **Membership of Dewsbury Town Deal Board**
Apologies of absence were received from Nancy Barrett and Heather Waddington.

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Sarah Ward substituted on behalf of Mark Eastwood and Jane Jackson substituted on behalf of Charles Smith.

3 Declaration of Interests

No interest were received.

4 Minutes of Previous Meeting

RESOLVED: That the minutes of the meeting held on Thursday 30th March 2023 be approved as a correct record subject to the addition that Brigantia Creative, the project manager for the Creative Hub, was unable to deliver the project and had withdrawn their services.

5 Admission of the Public

It was noted that exempt information was considered in relation to Agenda item 10.

6 Public Question Time 4.45 - 4.55

Questions received from Mr Bruce Bird.

“Will the Chair arrange that the agenda published five days in advance, offering the opportunity of questions from the public, also advise them of the need for advance notification?”

A response was provided by the Chair of the Board.

“Will the Chair undertake to establish an accurate interpretation regarding any pre-election period relating to the Board based on government guidance, and publish it in the new Terms of Reference currently being developed?”

A response was provided by the Chair of the Board.

“Can the Chair advise how he justifies the absence of information on the Town Investment Plan visible in the town centre, and the failure of the Board, to deliver relevant information to the people of Dewsbury for a period approaching two years?”

The Chair of the Board undertook to respond to the question in writing.

“Has the Chair yet carried out the Board’s instruction from September 2022 on the Market Strategy, and can he advise when he plans to report back to the Board on the arrangements he has made?”

The Chair of the Board undertook to respond to the question in writing.

“Will the Chair clarify the following with regards to the removal of a Board Member by the Council:

- What opportunity this offers the Board Member concerned to rebut the allegations?,
- How the process is open to scrutiny in order to comply with the Nolan Principles?,

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- Will he ensure that clarification on scrutiny is included in the revised Terms of Reference?”

A response was provided by the Chair of the Board.

7 Deputations/Petitions 4:55 - 5:00

No deputations or petitions were received.

8 Daisy Hill Project Update 5:00 - 5:15

The Board received a presentation from Thomas Fish on the Daisy Hill Project.

A summary of recent acquisitions was provided which detailed 46 Daisy Hill, Neil Jordan House – Wellington Road, Edward Latham House and 7-9 Union Street. In 2022 West Yorkshire Combined Authority funded due diligence and feasibility work through their Housing Pipeline Revenue Funding Programme. The Outline Technical Feasibility study looked at access and movement, ground conditions, services and utilities, flood risk, ecology, air quality, noise and vibration, and cultural heritage. DLA architects looked at indicative options for the new build residential developments in Daisy Hill, whilst Cushman & Wakefield looked at housing market values, development viability and engaged with a cross section of developers and considered other case studies of housing led urban regeneration.

During discussion, Board Members asked questions around the engagement process that Cushman and Wakefield had undertaken and requested details of the number of developers, the size of the developer, along with the specialism of the developer, and if they were specialist developers within Dewsbury.

Board Members queried the purchase of Neil Jordan House and the benefits to Dewsbury. Ms Bartholomew advised that Neil Jordan House was a gateway building and was key to the Daisy Hill project adjacent to Field house opposite the train station. Mr Fish advised that the business case had a list of properties, the focus was on a specific area of those properties on the list.

The Board noted that the full report on the Daisy Hill project was not available to Members, however, extracts had been provided and further information requested by the Board was available.

RESOLVED:

- a) That the presentation be noted,
- b) That a breakdown of the numbers, size of the developers and specialism of the developers that were part of the engagement to be provided to Board Members,
- c) That Cushman and Wakefield provide a statement to the Board on the market engagement,
- d) That a report on the step-by-step intention for each building be provided to the Board at a future meeting.

9 Building Revival Scheme 5:15 - 5:30

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The Board received a presentation from John Lamb on the Building Revival Scheme.

The revival grant scheme offered grants to businesses to improve the frontage of properties in the town centre area. To date there had been five active properties, two of which had been completed and three that were currently on site, with other owners submitting interests in the grant scheme. Grants that were received followed a design guide which set out in detail how architects could install conservation compliant designs. It was important to note that the owners also contributed to the improvements.

Ms Bartholomew advised that it was important to recognise the investment, not only financial, but officers time and wanted to spread the word of the grant scheme.

During discussion, Board Members raised questions on the grant values. Mr Lamb advised the grants ranged from £5k to £125k which were project costs. Ms Bartholomew suggested that information be provided on the investments the council had made into individual buildings in the town centre to bring new board members up to date and refresh current board members.

RESOLVED:

- a) That the presentation be noted,
- b) That the Board receives information on each of the properties that applied for grants with the current position and breakdown of budget.

10 Project Updates 5.30 - 5:45

The Board received an update from Michelle Illingworth on projects of Dewsbury Town Deal which explained that:

Fibre Capability – The scheme had been completed at the end of March 2023 and was delivered within budget.

Arcade – The Council continued to work with the National Heritage Lottery Fund (NHLF) to support them in the grant process. The NHLF visited the Arcade on 15th May 2023 and a decision was expected on the grant application 16th June 2023.

Field House – The grant agreement had progressed to final stages and was to be completed soon. Kirklees Council had reached an in principal agreement with Mood Developments.

Sustainable Transport Modes – Kirklees Highways and Operations and Strategy and Design project officers had met with the contractor to visit Bond Street to carry out a value engineering exercise to look at costs. This was to understand what could be delivered within the project budget as inflation costs had meant that the project required some changes including not proceeding with the installation of the carriageway stone sets between Union Street and Northgate. The project was due to start October 2023 and was a 4-month programme. The final designs on the scheme were due to be finalised May 2023. With regards to Wellington Street, a start date had not been agreed as proposals were still under way.

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Cultural Events – The Board was provided with a list of events that had taken place in April and were due to take place in May and June 2023.

During discussion, the Board raised a question on the timeline of appointment of the Events Manager for the Arcade. Peter Mason advised that the Events Manager was required to start events to raise funds and get community support. Ms Bartholomew advised that there was a business case for the Arcade which included details on the Events Manager.

The Board raised concerns on the status reports, as it was felt that there were a lot of 'To be confirmed' (TBC) in terms of the dates. It was felt that didn't help the Board hold Kirklees Council to account. Ms Illingworth advised that with regards to the Construction Skills Village, the project officer would be attending the next board meeting to provide an update with dates.

RESOLVED:

- a) That the update be noted
- b) That an update on the Construction Skills Village be presented to the Board at the July 2023 Board meeting.

11 Terms of Reference 5:45 - 5:55

RESOLVED: That the Terms of Reference be considered at the next Board meeting in July 2023.

12 Chairs Update 5:55 - 6:05

The Chair advised the Board that he had been invited to a dinner at Kirklees College in Huddersfield to celebrate Ofqual's awarding recent inspection of the College. The awarding of a Good rating was a success for the college.

13 Date of future Meetings

20 July 2023
28 September 2023
16 November 2023

14 Exclusion of the Public

RESOLVED: That under Section 100(A)(4) of the Local Government Act 1972, the public be excluded from the meeting during the consideration of the following items of business, on the grounds that they involve the likely disclosure of exempt information, as defined in Part 1 of Schedule 12A of the Act.

15 Project Updates 6:05 - Close

(Exempt information in accordance with Schedule 12A Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) Order 2006, namely it contains information relating to the financial and business affairs of third parties (including the Authority holding that information). It is considered that the disclosure of the information would adversely affect those third parties including the Authority and therefore the public interest in maintaining the exemption, which would protect the rights of an individual or the Authority, outweighs the public interest in disclosing the information and providing greater openness and transparency in relation to public expenditure in the Authority's decision making.)

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The Board considered exempt information in relation to agenda item 10.

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Terms of Reference

April 2023

DRAFT

Dewsbury Town Deal

1. Background

- 1.1 In September 2019, the Ministry of Housing, Communities & Local Government (MHCLG) announced a £3.6bn Towns Fund for 100 towns to drive sustainable development, including Dewsbury. The Towns Fund programme aims to support long-term economic growth through a focus on urban regeneration, improved transport, better broadband connectivity, skills and culture.
- 1.2 It is a requirement of the Towns Fund that the Council of the Borough of Kirklees (Kirklees Council) establishes a Dewsbury Town Deal Board (DTDB). The Board will develop and agree an evidenced-based Towns Fund Investment Plan. The membership of the Board will represent a diverse range of perspectives – business, investors, the Local Enterprise Partnership (LEP), the Member of Parliament representing the town, the community and voluntary sector, other relevant organisations such as FE colleges, NHS West Yorkshire Integrated Care Board and local government.
- 1.3 The Terms of Reference set out the governance of the Board, Board Members, and the relationship with Kirklees Council and provide a basis for how the Board will operate and the role of Board Members.

2. The Role of the Board

- 2.1 The DTDB will sign off each stage of a Town Investment Plan and Town Deal. The Board is responsible for:
 - As stated in the Towns Fund Prospectus the Town Deal Board serves an advisory function to Kirklees Council
 - Overseeing delivery of the Town Investment Plan
 - Upholding the Seven Principles of Public Life (the Nolan Principles noted in Appendix 2 Part 2).
 - Developing and agreeing an evidence-based Town Investment Plan.
 - Making recommendations to the Council's Cabinet, as the democratically elected Accountable Body, in relation to the approval of the Town Investment Plan and other matters.
 - Establishing a clear programme of interventions.
 - Coordinating resources and engaging/influencing stakeholders.
 - Ensuring communities' voices are involved.
 - Ensuring diversity in its engagement with local communities and businesses.
 - Overseeing each step of agreeing a Town Deal and overseeing compliance with the Heads of Terms Agreement with Government.
 - Helping develop detailed business cases.

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2.2 The role of **Kirklees Council** acting as the Accountable Body for the Towns Fund is:

- Upholding the Seven Principles of Public Life (the Nolan Principles)
- Developing a delivery team, delivery arrangements and agreements
- Ensuring that decisions are made by the board in accordance with good governance principles
- Ensuring transparency requirements are met – through publication of information on their website or a Town Deal specific website (where further reference is made in this guidance to publication on a Lead Council’s website this includes Town Deal specific websites)
- Ensuring the formal approval of the Towns Fund Investment Plan by the Council’s Cabinet and any subsequent approvals required to develop and implement the Dewsbury Town Deal
- Developing agreed projects in detail and undertaking any necessary feasibility studies
- Undertaking any required Environmental Impact Assessments or Public Sector Equalities Duties
- Liaising with potential private investors in identified local projects and schemes
- Signing the Head of Terms Agreement with government
- Developing detailed business cases for priority projects within the Towns Investment Plan
- Developing a suitable Green Book compliant Assurance Framework to manage the appraisal and approval of detailed business cases
- Monitoring and evaluating the delivery of individual Towns Fund projects
- Submitting regular monitoring reports to Towns Hub
- Receiving and accounting for the Town’s funding allocation as the accountable body
- Relevant contracts will be entered into by Kirklees Council as accountable body in accordance with its Contract Procedure Rules

2.3 The role of the **Chair** is:

- Upholding the Seven Principles of Public Life (the Nolan Principles, noted in Appendix 2 Part 2)
- Providing strategic leadership and direction, leading the Board to ensure it achieves its objectives, maintaining an overview of activity, and championing and supporting partnership working

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- Effectively chairing the Board and ensuring that decisions are made by the Board in accordance with good governance principles.
- Acting as an effective advocate and ambassador for Dewsbury at local, regional, and national levels, working with appropriate partner organisations and individuals
- Ensuring that all Board members participate actively in the work of the Board, encouraging their attendance and engagement.
- Signing the Head of Terms Agreement with government
- Exert a casting vote in Board Decisions if circumstances so require.

2.4 The role of the **Board Members** is to support the Chair in shaping the vision of the town and ensuring the correct steps are taken to make that vision a reality. The responsibility of Board Members includes:

- Upholding the Seven Principles of Public Life the Nolan Principles noted in Appendix 2 Part 2
- Regularly attending Board meetings.
- Reflecting the agreed view of the Board in discussions with partners and stakeholders.
- Taking account of views of other stakeholders and being mindful of different views and requirements.
- Acting as an effective advocate and ambassador for Dewsbury at local, regional and national levels, working with appropriate partner organisations and individuals
- Contributing to the development of a Town Investment Plan.
- Formally represent the Board in meetings with other bodies and partner organisations

3. Membership

3.1 The DTDB's membership reflects the diversity of the town and surrounding area. The membership of Town Deal Boards should comprise:

- A private sector Chair (unless agreed otherwise with the Department of Levelling Up, Housing and Communities)
- All tiers of local government for the geography of the town

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- The MP(s) representing the town
- The Local Enterprise Partnership
- Local businesses and investors
- Community/local voluntary community sector representatives
- Other relevant local organisations, such as FE colleges or NHS West Yorkshire Integrated Care Board.
- There will be an induction with the DTDB chair for new members prior to them attending their first board meeting.

[Dewsbury Town Board | Kirklees Council](#)

The Town Board can nominate a potential Board Member. The nomination will be taken to the next Dewsbury Town Deal Board meeting where a decision whether to endorse the nomination will be made by existing Town Board Members. The recommendation will be approved by Kirklees Council in its role as the appointing authority.

- 3.2 Where a person has reason to believe that the conduct of a Board Member of the DTDB has fallen short of the standards as set out in the Code of Conduct appended to this document, encapsulated in the Nolan Principles, a complaint may be made in writing to the Service Director Joanne Bartholomew: joanne.bartholomew@kirklees.gov.uk.
- 3.3 Board Members will be required to adhere to the Council's Whistleblowing and Complaints Policies. [Whistleblowing Policy \(kirklees.gov.uk\)](#)
- 3.4 A Board Member and substitute shall cease to be a member of the DTDB in the following circumstances:
- 3.4.1 If, following an investigation Kirklees Council concludes that there has been a breach of the DTDB Code of Conduct as set out at appendix 3 and the Council has informed the Chair and Town Deal Board. Such Board Member removed would not be entitled to be reappointed, For the avoidance of doubt, the Board will not be involved in the decision.
- 3.4.2 If the Board Member gives written notice to the Chair of their notice of resignation to take effect on receipt by the Chair or if later, the date stated in the notice; or if the Chair is the member resigning or there is not chair in place then notice should be given to Kirklees Council.
- 3.4.3 If the Board Member is removed/replaced by the appointing authority/organisation/relevant nominating body or ceases to be employed by the nominating body.
- 3.4.4 In the event of a Board Members bankruptcy, making of any arrangement or composition with their creditors, or liquidation, or in the case of an organisation, winding up, liquidation, dissolution or

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administration or anything analogous to any of the

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foregoing occurring in relation to a Board Member in any jurisdiction.

3.4.5 If the Board Member is removed from membership by a majority of votes of members present at a board meeting that it is in the best interests of the board in their opinion that membership is terminated.

3.4.6 Should a Board Member fail to comply with 6.1 by not submitting their Declaration of Interests, or keep their interests updated, they shall cease to be a Board Member.

3.4.7 If a Board Member has failed without a reasonable excuse, accepted by the Chair in writing to attend three consecutive Board meetings in any 12-month period, the Board may by majority of votes of members present at a meeting of the Board remove the Board Member from membership.

3.4.8 If a Board Member has sent a substitute (without reasonable justification/excuse, accepted by the Chair in writing) for three consecutive board meetings, the board may by a majority of votes of members present at a meeting of the Board remove the Board Member from membership.

3.4.9 Except for Standards investigations, the Board shall have the power to remove a board member in circumstances set out at 3.4.5; 3.4.7; 3.4.8 subject to the following procedure:

- (i) The Board Member has been given at least 14 clear days' notice in writing of the meeting of the Board at which the resolution will be proposed and the reasons why it will be proposed: and
- (ii) The Board Member has been given a reasonable opportunity to make representations to the meeting in person and/or in writing. The other Board Members must consider any representations made by the Board Member and inform them of their decision following such consideration.
- (iii) There shall be no right of appeal from a decision of the Board's decision to terminate the membership of a Board Member.

3.5 All Board Members (except for those that must be a board member in accordance with Government guidance,) shall retire after three years of membership, but can be reappointed by their nominating body or re-appointed by the Board by a majority of votes of members present at a board meeting as applicable at the end of end of each 3-year period.

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4. Substitutes

- 4.1 If Board Members wish to nominate a Substitute to represent them in their absence, they should nominate their proposed Substitute at the formation of the Board or at the date they are appointed (whichever is the earlier) using the “Nomination of Substitutes” form (Appendix 1). Substitutes must fill in and return a Declaration of Interest form (Appendix 2) before they can act as a Substitute. A Board Member can only be represented on the Board in their absence by their duly appointed Substitute. Substitute Members will undergo a shortened induction programme so that they are fully aware as to their responsibilities acting in place of the Member.

5. Board Meetings

- 5.1 The Board will usually meet in public monthly in the first year of operation, with an expectation of meeting 4 times per year thereafter or as otherwise agreed by the Board. An annual schedule of meetings will be published by the Council. Virtual attendance will be permitted by the Chair in exceptional circumstances.
- 5.2 No decision shall be transacted at any Board meeting unless a quorum is present (see clause 8).
- 5.3 The Council will give at least 5 clear working days’ notice of all Board meetings, by publishing details on its website.
- 5.4 The Council will publish on its website:
- 5.4.1 copies of agendas and reports that are open to public inspection at least 5 working days before each board meeting.
 - 5.4.2 unapproved draft minutes of board meetings within 10 working days of the date of the board meeting and
 - 5.4.3 copies of minutes of board meetings that are open to public inspection within 10 working days of them having been approved by the Board.
- 5.5 Each Board member shall have one vote and decisions will be by majority vote of members present made on a show of hands. In the event of an equality of votes the Chair shall have a casting vote.
- 5.6 Members of the public may attend formal Board Meetings except when matters are to be discussed which are commercially sensitive or confidential, in which case members of the public will be asked to leave while such matters are discussed.
- 5.7 Informal Board Meetings may take place from time to time. These will be in private and not open to the public. Other persons and external advisers may be invited to attend all or part of any meeting as and when appropriate as observers and shall be entitled to speak at the meeting with the prior permission of the Chair but shall not be entitled to vote.
- 5.8 With the prior agreement of the Chair Board Members may participate in the meeting virtually

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5.9 The Council will provide administrative and governance support to the Board.

6. Conflicts of Interest

6.1 Any conflicts of interest should be declared to the Monitoring Officer before officially joining the board within 28 days of the request being made of the Board Member. Kirklees Council will maintain and publish a register of Board Member interests that will be reviewed annually to ensure it is up to date. Board Members should consider Declarations of Interest throughout the year and declare an interest if it arises within the 12-month period. Where a Board Member is unsure if an interest needs to be declared advice should be taken from the Monitoring Officer. A Member Declaration of Interest Form is attached as Appendix 2 to these Terms of Reference.

6.2 The following provisions shall apply to all Board Members should they be faced with conflicts of interest.

- Should a Board Member be faced with a conflict of interest the person shall immediately declare the nature of the conflict/potential conflict and may be required under the Code of Conduct to withdraw from any business where the conflict would be relevant.
- Whenever a person has an interest in a matter to be discussed at a meeting the person may not be:
 - Entitled to remain present at the meeting during discussions of the matter.
 - Counted in the quorum in relation to the matter.
 - Entitled to vote on the matter.

6.3 The Board may, at any time, authorise a person to remain in the meeting whilst a matter in which they have or may have a conflict of interest is discussed, provided that the conflict of interest is declared and the person subject to the conflict of interest shall not be entitled to vote on the matter.

7. Board Member Conduct

7.1 All members of the DTDB shall observe the “Seven Principles of Public Life” (as detailed in the Code of Conduct attached as Appendix 1 to these Terms of Reference) and will be bound by their own authority’s/organisation’s code of conduct in their work on the Town Deal Board.

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8. Quorum and Decision Making

- 8.1 The Board shall delegate to the Chair of the Board the authority to make urgent decisions, having consulted by way of email or other method agreed by the Board with Board members, where a Board cannot be convened in a timely manner to consider a matter. The decision shall be published as soon as practically possible once taken.
- 8.2 The Chair must be a private sector representative and will be appointed by Kirklees Council. In the absence of the Chair at a formal meeting of the DTDB, the Board will vote and appoint a Chair for that meeting only. The Chair for that meeting should be from the Private sector and this does not include Kirklees Council, NHS bodies or the LEP.
- 8.3 Kirklees Council's Lead Officer (who will be the Head of Town Centre Programmes or such other person as Kirklees Council may from time to time appoint) will consult the Chair from time to time on progress of works required to be undertaken on individual interventions and the developing Town Investment Plan.
- 8.4 The Chair may convene an informal meeting of all or some of the Board Members to inform progress of a particular matter arising under the development of individual interventions.
- 8.5 The Chair may meet third parties and attend events on any matter pertaining to the Investment Plan and individual interventions to progress activity and outcomes.
- 8.6 Informal meetings and engagement with third parties will be reported back to the DTDB.
- 8.7 A quorum shall be six (6) Board Members present, provided that at least one Member representing the accountable body is present.
- 8.8 Each member of the Board shall have one vote which may be cast on matters considered at the meeting.
- 8.9 The decision-making by the Board is that any decision of the Board must be a majority decision of the members present at the meeting at which the decision is made.
- 8.10 The Chair will have the casting vote in the event of any equality votes (this refers to whoever is present and discharging the function of Chair for the purpose of the meeting).

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9. The Board's Relationship with Kirklees Council

- 9.1 The Board is not a legal entity, and its role is advisory to Kirklees Council. Kirklees Council will remain the accountable body for any Town Deal funding that is received, and any other funding received in future in relation to Town Deal projects.
- 9.2 These Terms of Reference do not change, replace, substitute for or amend in any way the statutory powers or duties or other responsibilities of any of the people or organisations represented on the Dewsbury Town Deal Board.
- 9.3 The procurement policies of Kirklees Council will apply. Any delivery partners will be identified using the procurement policies of Kirklees Council and contracts will be entered into between Kirklees Council and the delivery partner in accordance with Kirklees Council's policies and procedures including its contract procedure rules.
- 9.4 Kirklees Council's Cabinet will receive regular reports on progress of activities through regular performance monitoring.
- 9.5 Board Members shall make themselves available from time to time to meet Kirklees Council's Cabinet and / or Portfolio Holders and to attend meetings of the Council's Overview & Scrutiny Committee if invited.
- 9.6 The DTDB may make recommendations to Kirklees Council's Cabinet from time to time and prior to the submission of the Dewsbury Town Deal Investment Plan.

10. Communication and Reporting Arrangements

- 10.1 Meetings of the Board shall be called by the Council's Lead Officer at the request of the Chair of the Board. The agenda and papers for meetings shall be agreed by Kirklees Council and the Chair.
- 10.2 Unless otherwise agreed, notice of each meeting confirming the venue, time and date together with an agenda of the matters to be discussed at the meeting shall be forwarded to each member and any other person required to attend no later than five working days before the date of the meeting. Any supporting reports and/or papers shall be sent to each member of the Board and other attendees (as appropriate) at the same time.

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10.3 The proceedings and resolutions of meetings of the Board, including the names of those present and in attendance, shall be minuted by an officer of the Council. Minutes of meetings of the Board shall be approved in draft form by the Chair. Minutes shall remain in draft until approved by the Board.

11. Respecting Confidentiality

- 11.1 On occasions the Board may wish to discuss matters where one or more members wish to retain confidentiality. This may include instances where the Board is to issue a press release or arrange an event. In such circumstances, and where specifically requested by one or more members of the Board, all Board members are expected to retain confidentiality in the context of the matters being considered.
- 11.2 Matters may require more stringent levels of confidentiality due to commercial sensitivity, allowing for ideas to be developed without being negatively influenced before external engagement and the Board may consider the requirement of using non-disclosure agreements in relation to particular discussions.

12. Review & Dissolution

- 12.1 The Government may publish further guidance on the operation and function of Town Deal Boards and these Terms of Reference must be reviewed in accordance with any such guidance.
- 12.2 The Board may amend these terms of reference at any time with consent of the appropriate Kirklees Council Strategic Director and will be reviewed on an annual basis.

13. Ancillary Matters

Freedom of Information

13.1 The Board and its activities will be subject to Freedom of Information requests, in addition to the Data Protection Act 2018 and the Environmental Information Regulations (various). Provision will be made via Kirklees Council's website and support will be provided by Kirklees Council to manage and respond to such requests.

Public Questions

13.2 The Public are able to attend formal Board Meetings as observers only except where certain parts of the agenda contain confidential, commercially sensitive, or otherwise exempt information in which case the public may be excluded from the private part of the meeting. The Public attending as observers may

Dewsbury Town Deal

not participate in the discussions of the Board meeting. The Chair may exclude a member of the public in order to prevent misbehavior at the meeting and in order to maintain orderly conduct. There will be (15) minutes at the start of the Board meeting agenda to respond to public questions which must be submitted in writing in advance no later than (5pm) (two) working days in advance of the meeting by email to Governance Officer at executive.governance@kirklees.gov.uk

Dewsbury Town Deal

Sub-groups

- 13.3 In developing the Investment Plan thematic sub-group may be required to be set-up, engaging people and organisations outside of the Board to support the development and delivery of the Investment Plan.
- 13.4 Sub-groups will be approved by the Board and members of the sub-groups will adhere to these Terms of Reference and the associated Code of Conduct. This will allow for wider engagement outside of the Board in developing an evidence-based plan. The sub-groups will not require voting mechanisms and are advisory to the Board on specific thematic matters.
- 13.5 Once established, information relating to the sub-groups will be added as an addendum to the Terms of Reference.

Dewsbury Town Deal

APPENDIX 1 NAMED SUBSTITUTION

SUBSTITUTE MEMBER RECOMMENDATION	
Main Board Member Name	
Organisation	
Signature	
Substitute member name	
Job Title	
Organisation	
Contact Details:	
<div style="text-align: right; padding-right: 20px;">Email</div> <div style="text-align: right; padding-right: 20px;">Telephone</div>	

SUBSTITUTE MEMBER

SIGNED:

NAME:

DATE:

Please submit completed form to [_____] received and agreed by the Chair of

the Dewsbury Town Deal Board

SIGNED:

Date:

DEWSBURY TOWN DEAL

APPENDIX 2 DECLARATION OF INTEREST FORM



NOTIFICATION OF (1) DISCLOSABLE PECUNIARY INTERESTS AND (2) OTHER PERSONAL INTERESTS WHICH ARE NOT DISCLOSABLE PECUNIARY INTERESTS BY MEMBERS OF DEWSBURY TOWN DEAL BOARD

I, -----[Name]

Being a member of the Dewsbury Town Deal Board (DTDB) do hereby give notice that I have set below in Part I of the form my disclosable pecuniary interests as defined in the Localism Act 2011 and the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 and in Part II of this form, my other personal interests which are not disclosable pecuniary interests.

Within 28 days of appointment to DTDB, a Board member must register his/her disclosable pecuniary interests in a public register by providing written notification to the Kirklees Council's Lead Officer

I understand that this notification will be placed upon a public register and published on the DTDB page of the Kirklees Council website.

I further understand that by signing this notification I am also agreeing to abide by the DTDB Code of Conduct.

Signed-----Dated-----20[]

PLEASE COMPLETE THE FORMS IN PART I AND PART II BELOW FOR BOTH YOURSELF AND YOUR SPOUSE OR CIVIL PARTNER OR ANY PERSON WITH WHOM YOU ARE LIVING AS HUSBAND AND WIFE OR ANY PERSON WITH WHOM YOU ARE LIVING AS IF YOU WERE CIVIL PARTNERS.

Please use additional sheets if necessary. Any additional sheets should be marked with the number of the question to which they apply. If you have no interests relevant to a particular section please write "None" in that section. Attached to this form is an extract from the Explanatory Notes to the Localism Act 2011 dealing with the offences which may be committed in relation to disclosable pecuniary interests.

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PART I – DISCLOSABLE PECUNIARY INTERESTS

Disclosable Pecuniary Interests	Disclosable Pecuniary Interests
<p>1. Employment, office, trade, profession or vocation</p> <p><i>Please give details of any employment, office, trade, profession or vocation carried on by you for profit or gain. In particular you should give a brief description of the activity and the name and address of any employer, partnership or other organisation from which you receive payments.</i></p>	
<p>2. Sponsorship</p> <p><i>Please give details of any payment or provision of any other financial benefit (other than from Kirklees Council) which has been made or provided within the last 12 months in respect of any expenses incurred by you in carrying out duties as a member, or towards your election expenses. This includes any payment or financial benefit from a trade union or political party.</i></p>	
<p>3. Contracts</p>	

DEWSBURY TOWN DEAL

<p><i>Please give details of any contract which is made between you (or a body in which have a beneficial interest) and Kirklees Council -</i></p> <p><i>(a) under which goods or services are to be provided or works are to be executed; and</i></p> <p><i>(b) which has not been fully discharged</i></p> <p><i>[A body in which you have a beneficial interest means a firm in which you are a partner or a body corporate of which you are a director, or in the securities of which you have a beneficial interest]</i></p>	
<p>4. Land</p> <p><i>Please give details of any beneficial interest you have in land which is within the area of Kirklees Council. For these purposes the definition of land excludes an easement, servitude, interest or right in or over land which does not carry with it a right (alone or jointly with another) to occupy the land or to receive income. In particular you should provide details of any land which you own, lease, receive rent from or for which you are the mortgagee together with sufficient information to identify the location of such land.</i></p>	
<p>5. Licences</p>	

DEWSBURY TOWN DEAL

<p><i>Please provide details of any licence (alone or jointly with others) to occupy land in the area of Kirklees Council for a month or longer.</i></p>	
<p>6. Corporate Tenancies</p> <p><i>Please provide details of any tenancy where (to your knowledge)-</i></p> <ul style="list-style-type: none"><i>(a) the landlord is Kirklees Council; and</i><i>(b) the tenant is a body in which you have a beneficial interest</i> <p><i>[A body in which you or such a person has a beneficial interest means a firm in which you are a partner or a body corporate of which you are a director, or in the securities of which you have a beneficial interest]</i></p>	
<p>7. Securities</p>	

DEWSBURY TOWN DEAL

Please provide details of any beneficial interest in securities of a body where-

(a) that body (to your knowledge) has a place of business or land in the area of Kirklees Council; and

(b) either-

- (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or*
- (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.*

[For these purposes "securities" means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.]

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PART II – PERSONAL INTERESTS

Please list any personal interests which are NOT disclosable pecuniary interests and briefly describe your involvement. Personal interests may be interests for which you receive no remuneration or have no beneficial interest but which may still be seen as prejudicing your decision making.

The interests you list are a matter for your discretion but you should have regard to your duty to act in accordance with the Seven Principles of Public Life which are contained in the Code of Conduct for members of the DTDB, namely:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty
- Leadership

The following is a list of the type of personal interests you should consider including in this form but please note this is not a comprehensive list and is given only by way of example. Please ask the Head of Development and Master Planning if you require guidance.

(a) Membership of Trade Union

Note – if you are paid by a trade union, this is a disclosable pecuniary interest and should be disclosed in Part I of this form. Part II is for the disclosure of membership of a Trade Union only

(b) External bodies to which you are appointed or nominated by the Council but for which you receive no remuneration

(any organisation of which you are a member or in a position of general control or management and to which you are appointed or nominated by Kirklees Council as its representative but it is not a disclosable pecuniary interest. Note that being nominated as a director is a disclosable pecuniary interest

(c) Interests in charities, societies and other bodies

(any position of general control or management in any public authority or body exercising functions of a public nature; company, industrial and provident society, charity or body directed to charitable purposes; bodies whose principal

DEWSBURY TOWN DEAL

purposes include the influence of public policy including professional association) but it is not a disclosable pecuniary interest

(d) Membership of a local organisation

(any local organisations of which you are a member, e.g., friends of "x")

(e) Involvement in any organisation for which you do not receive remuneration but the organisation may receive funding or support from the Council

(f) Receipt of benefits like for example, Council Tax Single Person's Allowance

FINANCIAL

DEWSBURY TOWN DEAL



Note- You are also reminded that if you have received gifts and hospitality with a value in excess of £25 you must notify the Lead Officer in writing within 28 days of receipt.

DEWSBURY TOWN DEAL

APPENDIX 3 – DEWSBURY TOWN DEAL BOARD CODE OF CONDUCT

Dewsbury Town Deal Board Code of Conduct

The Dewsbury Town Deal Board (DTDB) has adopted this code setting out the expected behavior's required of its Board Members, acknowledging that they each have a responsibility to represent the ambition of the Town Deal for Dewsbury and work constructively with Kirklees Council's Economy and Skills Service and partner organisations to develop and deliver the Town Board Investment Plan and associated activities.

In accordance with the Towns Fund Prospectus and the Towns Fund Guidance, when acting in a Board Member capacity, members must be committed to behaving in a manner that is consistent with the Nolan principles to achieve best outcome for our residents and maintain public confidence in the actions of the Board, namely:

SELFLESSNESS:

Holders of public office should act solely in terms of the public interest.

INTEGRITY:

Holders of public office must avoid placing themselves under any obligation to outside individuals or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or material benefits for themselves, their family or their friends. They must declare and resolve any interests and relationships.

OBJECTIVITY:

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

ACCOUNTABILITY:

Holders of public office are accountable for their decisions and actions to the public and must submit themselves to the scrutiny necessary to ensure this.

OPENNESS:

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

HONESTY:

Holders of public office should be truthful.

LEADERSHIP:

Holders of public office should exhibit these principles in their own behavior. They should actively promote and robustly support the principles and be willing to challenge poor behavior wherever it occurs.

DEWSBURY TOWN DEAL

Conflict of Interests

Having regard to the nature of the likely interventions that will be explored as part of development of the Investment Plan, from time to time a conflict of interest may arise for Board Members.

A conflict of interest arises where a Board Member, a close associate, immediate family, business, organisation or employer has an interest in a matter which is the same as, connected to or may be affected by the matter under discussion.

At a meeting, Members must declare any interest which they have in any matter to be considered at that meeting.

If the interest in the matter being discussed which a member of the public who knew of the facts would reasonably regard as so significant that it is likely to prejudice the Board Members judgement of the Board's interest in the matter, then the Board Member must declare the interest at the start of the agenda item and must not vote on the matter. However, due to the nature of information the Board Member may have relating to the topic under discussion, such as financial, viability, feasibility, and volume by way of example, the Board Member will be able to take part in the debate.

A Register of Interest will be maintained by the Monitoring Officer of the accountable body. A Member Declaration of Interest Form is attached as Appendix 2 to the Terms of Reference of DTDB

Registration of Gifts and Hospitality

Board Members must register in the Register of Members Gifts and Hospitality, held by the Council's Head of Town Centre Programmes of any gift or hospitality worth £25 or over received (or offered), in connection with their official duties as a Board Member and the source of that gift or hospitality (or offer) within 28 days of receiving it.

Acceptance by Board Members of hospitality through attendance at relevant events, conferences and other Board related activity is acceptable where it is clear the hospitality is corporate rather than personal.

Complaints

Where a person has reason to believe that the conduct of a Board Member of the DTDB has fallen short of the standards set out above, encapsulated in the Nolan Principles, a complaint may be made in writing to;

The Service Director Regeneration:
joanne.bartholomew@kirklees.gov.uk

The complaint should set out as follows;

- (i) the nature of the complaint
- (ii) details of how the Board Member was acting in an official DTDB capacity
- (iii) details of which Nolan Principle has been breached and why

DEWSBURY TOWN DEAL

(iv) if relating to a conflict of interest, details of how the conflict has occurred and impact of that conflict.

The Service Director will conduct a Standards investigation in response to a complaint which sets out the details at (i) to (iv) above in order to determine whether there has been a breach of the Code of Conduct.

Removal of a DTDB Member from the Board

If the Service Director finds a breach of the Code of Conduct has taken place Kirklees Council may remove the Board Member and inform the Chair.

Further information

Please email any further queries to monitoring.officer@kirklees.gov.uk

Dewsbury Town Deal Board– Status Report 20th July 2023 Dewsbury Arcade – Peter Thompson

Project Manager Project Name Funding/ Forecast/Gp	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	A) Officer/ Political Approvals/ Sign off for next stage:	Upcoming Key Milestones		Hot Topics/ Emerging Risks/ Opportunities
				B) Consultation/ Engagement/ Planning/ TRO progress:	Name	Planned Date	
Dewsbury Arcade		Permission to start from HF	1. HF notified Council of its approval of £4.41m of Heritage Fund grant on 16 th June. 2. Tendering process commenced on 21 st June.	A) Complete: NHLF approval of grant B) Planned:	Target Date for GFA sign off with NHLF	08 th Sep	Extension to tender agreed means 5-week delay to tender. Receipt now 16 th August 2023.
Peter Thompson	Approval of NHLF grant has moved RAG from amber to green.				Contract Award	Oct-23	
Funding Town Fund £1.31m GBF £0.6m NHLF HLF Stage 1 - £0.107m HLF Stage 2 - £4.41m KC Match £2.565m Total: £8.992m Forecast: £8.992m	Awaiting the approval letter and draft contract. Need to resolve & sign off conditions before 'Permission to Start'				Mobilisation	Oct 23	
		Construction Start	Nov 23				
		Construction Finish	Nov 24				
				A) Complete: B) Planned			

Key Milestone Tracker 20th July 2023		
Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank		
Key Milestone	Previous Forecast Date	Current Forecast Date
Invitation to Tender	Mar-23	Jun 23
Contract Award	Aug-23	Oct 23
Estimated Start	Oct-23	Nov 23
Estimated Finish	Aug-24	Nov 24
Project Closure		
Other Dates: Please use the rows below to add High Level Key Milestones that need to be added, also please insert more rows if required. As a general rule Less is More.		
HF decision on R2 application		16 June 23
HF Permission to start		July 2023
Community Share Issue		Aug 23
Arcade Reopens		Nov 24

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Dewsbury Town Deal Board – Status Report 20th July 2023 Building Revival – John Lambe/Peter Thompson

Project Manager Project Name Funding/Forecast/Gap	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	Upcoming Key Milestones			Hot Topics/ Emerging Risks/ Opportunities		
Building Revival				Building/ Date Ref	Start	Finish			
Peter Thompson / John Lambe	<p>In short to medium term focusing on the Northgate end of Town and proactively, promote the scheme to potential properties.</p> <p>Photocall undertaken for : 23 Foundry Street with supported by Cllr Eric Firth. Further joint Heritage Action Zone with Historic England regional lead, Charles Smith at: 6-10 Westgate and 63 Daisy Hill arranged for 26th June.</p>	On Site & Grant Application in Progress	<p>1. 6-10 Westgate: HAZ/ DRGS Grant – residential/ Shopfront strip-out now complete.</p> <p>2. Former Principal Following meeting with applicant they have begun to submit required info but still not submitted planning application.</p>	Applications On-Site			<p>Homeworld: 40 Northgate: 2nd Phase for roof/structural works will require additional approval for further funds.</p> <p>Daisy Hill Enquiries continue to be taken but being informed not currently a priority. The change of focus to the Northgate area to be announced in forthcoming general regen press release.</p>		
				Homeworld Phase 1				Apr-22	Jul-23
				CoCoo Lounge				Apr-22	Jul-23
				6-10 Westgate				April 23	Nov 23
				Applications Completed					
				23 Foundry St				Feb 23	Apr 23
				Applications Progressing					
	Former Principal			TBC	TBC				
<p>Funding</p> <p>Town Fund £3.15m KC Match £1.25m</p> <p>Private Sector £2m target Total: £6.4m Forecast: £6.4m</p>									

Key Milestone Tracker – 20 th July 2023		
Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank		
Key Milestone	Previous Forecast Date	Current Forecast Date
Homeworld Phase1 – works commence	April 2022 – Mar 2023	April 2022 – July 2023
Cocoa Lounge - works commence	April 2022 – Apr 2023	April 2022 – July 2023
23 Foundry Street – works commence	Feb 2023 – Mar 2023	Completed Apr 23
Former Principals – Application in progress	TBC	TBC
6-10 Westgate - Application in progress	Apr 23 – Mar 24	Apr 23 – Nov 23

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Dewsbury Town Deal Board – Status Report 20th July 2023 Creative Hub Michelle Illingworth

Project Manager Project Name Funding/ Forecast/Gap	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	A) Officer/ Political Approvals/ Sign off for next stage:	Upcoming Key Milestones		Hot Topics/ Emerging Risks/ Opportunities
				B) Consultation/ Engagement/ Planning/ TRO progress:	Name	Planned Date	
Creative Cultural Programme Hub		Feasibility Study	No further progress to report – await update at Board meeting on the 20 th July	A) Complete: Decision by DLUHC 08 th Feb-23	Feasibility Study	Sept 23	No new hot topics to report.
Michelle Illingworth	Red Status as the project is currently paused.			B) Planned: Sign Grant Agreement.			
Funding Total: £1.68m Town Fund £1.68m Forecast: £1.68m	Feasibility study report compilation in progress, this will inform the future approach of the initiative/ scheme.			A) Complete: B) Planned: N/A			

Key Milestone Tracker 20th July 2023

Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank

Key Milestone	Previous Forecast Date	Current Forecast Date
Next Cabinet Report		
Invitation to Tender		
Contract Award		
Planning Application Submitted		
Planning Determination		
Next Consultation Start Date		
Consultation Finish		
Estimated Start		
Estimated Finish		
Project Closure		
Stats Diversion Date		
Other Dates: Please use the rows below to add High Level Key Milestones that need to be added, also please insert more rows if required. As a general rule Less is More.		
Add as Required		
Add as Required		
Add as Required		

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Dewsbury Town Deal Board – Status Report 20th July 2023 Cultural Events – Taking a Lead

Richard Smith/Michelle Illingworth

Key Milestone Tracker 20th June 2023

Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank

Key Milestone	Previous Forecast Date	Current Forecast Date
Next Cabinet Report		
Invitation to Tender		
Contract Award		
Planning Application Submitted		
Planning Determination		
Next Consultation Start Date		
Consultation Finish		
	FOC – late 22, Woven (festival) June 23 TC – 2022, YOM - 2023	
Estimated Start		
Estimated Finish	2023/24	
Project Closure		
Stats Diversion Date		
Other Dates: Please use the rows below to add High Level Key Milestones that need to be added, also please insert more rows if required. As a general rule Less is More.		
Add as Required		
Add as Required		
Add as Required		

Project Manager Project Name Funding/ Forecast/Gap	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	A) Officer/ Political Approvals/ Sign off for next stage:	Upcoming Key Milestones		Hot Topics/ Emerging Risks/ Opportunities
				B) Consultation/ Engagement/ Planning/ TRO progress:	Name	Planned Date	
Cultural Events		Planning stages to ensure delivery of events for 2023/24 – on going Match funding progressing – on going		A) Complete: B) Planned N/A	Evaluation framework begins use	November 2022 - ongoing	Nothing to note
Richard D Smith/Michelle Illingworth	Events taken place in May/June – <ul style="list-style-type: none"> Festival of conversations – Dame Evelyn Glennie - 11.5.23 Alok Jha – FOC talk by Jan Courtney – 9/15.6.23 Strut - Woven Catwalk – 3.6.23 				Festival of Conversation s activity begins	November /December 2022 – ongoing June 2023	
Funding Town Fund £515k Revenue KC Match £26k Other Match Sought including Arts Council -£194k Total: £735k	Planned Events July/Sept <ul style="list-style-type: none"> July 9th Rock School Showcase - West Riding Pub 7th July – Tongue Fu - DTH Singing and Breathing Choir – weekly Howland's Centre BBC PROMS- 6th August - DTH Dewsbury Pride – 15th July Leggers Inn Brass Band – 5th/12th August – Crow Nest Park Heritage Open Days – Dewsbury Town Centre 22nd Sept – Anita Wardell - DTH 23rd Sept - Anita Wardell Workshop Opera North – local schools start Sept 				A) Complete: B) Planned: N/A	Music programme begins to appear in Dewsbury Town centre	
	DTH – Dewsbury Town Hall						

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Dewsbury Town Deal Board – Status Report 20th July 2023 Daisy Hill Neighbourhood –

Thomas Fish, Field House – Peter Mason

Project Manager Project Name Funding/ Forecast/Gap	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	A) Officer/ Political Approvals/ Sign off for next stage:	Upcoming Key Milestones		Hot Topics/ Emerging Risks/ Opportunities
				B) Consultation/ Engagement/ Planning/ TRO progress:	Name	Planned Date	
Daisy Hill Neighbourhood and Field House Joanne Tansley Funding Town Fund £0.84m KC Match £4.38m Total: £5.22m Forecast: £5.22m Gap: £0	The focus for 23/24 is to acquire 4 key properties and progress master-planning work & delivery options. Went to Cabinet on 27-Jun to provide a summarised progress update on a number of housing growth schemes, including Daisy Hill Neighbourhood.	Acquisition Master Planning	1. Cushman and Wakefield are undertaking a valuation xxxxxxxxxx with a view to acquisition. 2. Options Appraisal being written for Neil Jordan House for presentation to Housing Growth Board. 3. Management Plan drafted, setting out the holding costs for each property purchased.	A) Complete: Presented Enforcement Strategy & Management Plan to Housing Growth Board – Dec 22 Complete: Cabinet 27 th Jun-23	Update to Housing Growth Board	Jul-23	Acquisition of Edward Latham House has now been completed.
					Options Appraisal to Housing Growth Board	Aug -23	
				A) Complete: B) Planned: Workshop with Historic England & Homes England to discuss the future plans for Daisy Hill.	Market Engagement	Sep-23	
					Acquisitions Ongoing	Mar-25	

Key Milestone Tracker 20th July 2023

Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank

Key Milestone	Previous Forecast Date	Current Forecast Date
Next Cabinet Report – Daisy Hill	Jul-23	27 th June 2023
Next Cabinet Report Field House		
Invitation to Tender – Field House		
Contract Award –Field House		
Planning Application Submitted		
Planning Determination		
Next Consultation Start Date		
Consultation Finish		
Estimated Start – Field House	March 23	
Estimated Finish - Field House	Q1 2024	
Project Closure		
Stats Diversion Date		
Other Dates: Please use the rows below to add High Level Key Milestones that need to be added, also please insert more rows if required. As a general rule Less is More.		
Add as Required		
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Dewsbury Town Deal Board – Status Report 20th July 2023 Dewsbury Market – Peter Thompson

Project Manager Project Name Funding/ Forecast/Gap	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	A) Officer/ Political Approvals/ Sign off for next stage:	Upcoming Key Milestones		Hot Topics/ Emerging Risks/ Opportunities	
				B) Consultation/ Engagement/ Planning/ TRO progress:	Name	Planned Date		
Dewsbury Market		Agreeing a budget for the project & design to match available budget.	<ol style="list-style-type: none"> Draft brief for the combined Market/public realm scheme produced. Draft brief has been sent to BDP. 	A) Complete: B) Planned:	Initial cost assessment of new option	TBC-23	<p>Scheme will be designed to meet the agreed budget.</p> <p>Timetable is to be agreed.</p> <p>Planning application will be required for the Public Realm elements, the timescales for which are not yet known.</p>	
Peter Thompson	Continuing to report Red status due to funding gap. Project is still under review.			A) Complete: Planning Determination. B) Planned:				
Funding Town Fund £6.6m KC Match £8.4m Total: £15m					Mobilisation / Construction Start	TBC - 24		

Key Milestone Tracker – 20 th July 2023		
Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank		
Key Milestone	Previous Forecast Date	Current Forecast Date
Next Cabinet Report		
Invitation to Tender		
Contract Award		
Planning Application Submitted		
	Complete	Complete
Planning Determination		
Next Consultation Start Date		
Mobilisation Start Date	TBC - 24	TBC 24
Estimated Start	TBC	TBC
Estimated Finish	TBC	TBC
Project Closure		
Stats Diversion Date		
Other Dates: Please use the rows below to add High Level Key Milestones that need to be added, also please insert more rows if required. As a general rule Less is More.		
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Add as Required		
Add as Required		

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Dewsbury Town Deal Board - Status Report 20th July 2023 Kirklees Build – Construction Skills Hub – Chris Duffill

Project Manager Project Name Funding/ Forecast/Gap	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	A) Officer/ Political Approvals/ Sign off for next stage:	Upcoming Key Milestones		Hot Topics/ Emerging Risks/ Opportunities
				B) Consultation/ Engagement/ Planning/ TRO progress:	Name	Planned Date	
Skills Hub		Detailed scheme design and delivery	1. Ongoing engagement with Church Commissioners & their advisors re Chidswell site. 2. Ongoing engagement with Kirklees College on business planning & curriculum, development 3. Progressing recruitment of dedicated Project Manager on agency basis.	A) Complete: SLT 25 May-22 Business Case sign off June- 22 Planned: Cabinet Sept -23 College Board Sept -23	Cabinet approval	Sept-23	No hot topics to report
	RAG status changed to amber to reflect anticipated timeframe for the third-party developer to secure full planning consent for the site and consequent impact on project delivery timeframes.			A) Complete: Business consultation (feasibility) B) Planned: Planning application Oct 23	Submit Planning Application	Oct 23	
Funding Total: £2.25m KC: £0.75m Town Fund: £1.5m Forecast: £2.25m Gap: £0					Appoint contractor (modular buildings & ground works)	Dec 23	

Key Milestone Tracker 20 th July 2023		
Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank		
Key Milestone	Previous Forecast Date	Current Forecast Date
Next Cabinet Report	May-23	Sept-23
Invitation to Tender		
Contract Award	Jul-23	Dec 23
Planning Application Submitted	Jul-23	Oct 23
Planning Determination		
Next Consultation Start Date		
Consultation Finish		
Estimated Start on-site	Mar-24	June 24
Estimated Finish	Aug -24	Oct 24
Project Closure	Oct 24	TBC
Stats Diversion Date		
Other Dates: Please use the rows below to add High Level Key Milestones that need to be added, also please insert more rows if required. As a general rule Less is More.		
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Dewsbury Town Deal Board – Status Report 20th July 2023 Sustainable Transport Modes – Armin Alisic

Project Manager Project Name Funding/ Forecast/Gap	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green		Stage Working Towards	H/L Progress in Period	A) Officer/ Political Approvals/ Sign off for next stage:	Upcoming Key Milestones		Hot Topics/ Emerging Risks/ Opportunities
					B) Consultation/ Engagement/ Planning/ TRO progress:	Name	Planned Date	
Sustainable Transport Modes			Final Design and Delivery	1) Bond Street TRO process commenced 2) Additional option for Wellington Street devised, awaiting Exceptions Report sign off.	A) Complete: Ward Cllrs and Lead members briefed. Planned: Final email to all along Wellington Street once detailed designs completed.	TRO Advertising	Aug-23	No hot topics to report
Armin Alisic	RAG status Amber/Green, pending outcome of TRO on Bond Street, which has started with potential outcomes: 1. TRO objection received: assuming Cabinet overrules construction start Oct/Nov 2023. 2. No TRO objection: construction start end Aug-23				B) Complete: Frontagers engagement Planned: engagement. TRO process.	Construction Start	Oct-23	
Bus Case (Town Fund ONLY): £1.325m			Construction finish	Mar-24				

Key Milestone Tracker 20 th July 2023		
Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank		
Key Milestone	Previous Forecast Date	Current Forecast Date
Invitation to Tender		
Contract Award		
Next Consultation Start Date		
Estimated Start	May 2023	Oct 2023
Estimated Finish	October 2023	Mar 2024
Project Closure		
Other Dates: Please use the rows below to add High Level Key Milestones that need to be added, also please insert more rows if required. As a general rule Less is More.		
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Dewsbury Town Board – Status Report 20th July 2023, Town Park, Urban Realm – Peter Thompson

Key Milestone Tracker 20 th July 2023		
Please note that this Milestone Template may contain instances that are not applicable to your scheme in which case please leave the date column blank		
Key Milestone	Previous Forecast Date	Current Forecast Date
Next Cabinet Report		
Invitation to Tender	TBC	TBC
Contract Award		
Planning Application Submitted	TBC	TBC
Planning Determination	TBC	TBC
Next Consultation Start Date		
Consultation Finish		
Estimated Start	TBC	TBC
Estimated Finish	TBC	TBC
Project Closure	TBC	TBC
Stats Diversion Date		
Other Dates: Please use the rows below to add High Level Key Milestones that need to be added, also please insert more rows if required. As a general rule Less is More.		
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Project Manager Project Name Funding/ Forecast/Gap	RAG Status Exec Summary for Project Progress Commencing with RAG Rationale and Route to Green	Stage Working Towards	H/L Progress in Period	A) Officer/ Political Approvals/ Sign off for next stage:	Upcoming Key Milestones		Hot Topics/ Emerging Risks/ Opportunities
				B) Consultation/ Engagement/ Planning/ TRO progress:	Name	Plann ed Date	
Town Park – Urban Realm		Option Analysis	No H/L progress to report	A) Complete: Dewsbury Blueprint Board approval to finalise design.	Rescope Project	TBC	Formal rescopeing and further consultation expected.
Peter Thompson	Continuing to report Red as review of the project has implications for programme.			B) Planned			
Funding Town Fund £6.25m KC Match £8.13m Total: £14.38m				B) Complete: Public consultation Jul/Aug-22 B)	Estimate Start	TBC	

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