

ID	Notes/ Actions / Decisions	Decision	Action Owner	Due Date
1	Welcome and apologies GT welcomed everyone to the Board with apologies listed in the minutes.			
2-5	2. Meeting Format & Conduction Highlighted in the Board papers. 3. Declaration of Interests Anna Watson to be added to the Declaration of Interest Register. 4. Correspondence Log No items. 5. Minutes of the last meeting and matters arising Minutes from the last meeting to be amended: Anna Watson was missing from the attendance list. The Board agreed that the minutes should be more detailed going forwards - Discussion missed from previous minutes on what role the Board has in requesting transferal of funds between projects (shortfall in funding noted for Project F). The Board can make recommendations to Bradford Council but does not have the ability to transfer funds. The Board previously agreed that the Shipley Development Framework needs discussion beyond the period of the Towns Fund.	AW to be added to the register AW to be added to the minutes Meeting to be arranged with Chair and Officers to discuss Terms of Reference Action to return to framework in a future meeting	RP RP RP GT	Done Done Done 15/09/25 TBC

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	<p>The additional meeting requested on Project A in July did not occur, as information needed was not available.</p> <p>Process of agreeing agenda items to be updated: Chair to call for items two weeks ahead of future meetings, allow one week for submission of papers, Council officers to meet with Chair one week ahead of the meeting to agree agenda.</p>	Update terms of reference to reflect new process	RP	Ongoing
6	<p>Highlight Report</p> <p>Programme Management RP provided an update as outlined in the published Board papers.</p> <p>Project Updates</p> <p>Project A – Development Investment Fund DP presented a confidential update to the Board on the scheme. SC and DP exited the meeting.</p> <p>Project B – Town Centre & Infrastructure Improvements Market Square Scheme works completed on Friday 5th September. The toilet block works had paused due to lack of space on site; however, the site has been handed over to allow these works to continue. Contractors are back on site today.</p> <p>Snagging issues noticed by Board members can be reported to RP who will feed these back to the project team. Report ASAP while contractors are on site working on the toilet block.</p> <p>Aureos committed to community engagement as part of the scheme, board have requested information on what has taken place.</p> <p>Shipley Town Council are hiring a Town Centre Coordinator which will bring together an activation plan/ programme of events at the market square. Nicola Murray is also working with Bradford Markets and looking at developing a ‘friends of’ type group.</p> <p>Issue of anti-social behaviour and care of the green spaces in the market square also raised.</p> <p>Project C – Community, Art, Heritage & Future Tech Hub Tender process has been completed and a preferred contractor identified. However, the land transfer process needs to be completed before further progress can be made. Timelines for this process to conclude need to be firmed up, with the Board wishing this to be resolved quickly in order to move to the next stage of the development.</p>	<p>Further update to be brought to next Board as a paper</p> <p>Update to be provided on toilet block timescale/ costs</p> <p>Snagging issues to report to RP</p> <p>RP to distribute update on social value</p>	<p>DP/ RP</p> <p>RP</p> <p>All</p> <p>RP</p>	<p>Ongoing</p> <p>Done</p> <p>Ongoing</p> <p>Ongoing</p>

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	<p>The Board made a recommendation, which will need to be considered by the Council, to release further funds to progress to RIBA Stage 5 and support the College to acquire additional funds for the project.</p> <p>Project D - Capital Assistance to Business Growth The Shop Front Scheme for Shipley businesses has now launched, which the Board were pleased with. The scheme will enable businesses in the eligible areas to access up to 80% funding for improvements to their shop fronts. Information about the scheme has been distributed to the Board.</p> <p>Project E – Shipley Library Enterprise Hub The board requested a report on the outcomes from the Enterprise Hub regarding the support provided to date.</p> <p>Project F – Health, Wellbeing & Community Campus The Cellar Trust is open and operating.</p> <p>The issue of outstanding funding from the sale of the Shipley Hospital site is yet to be resolved. HH indicated that funding would be needed for a phase 2, which was expected from the NHS but is still not resolved.</p>	<p>DB to send report. Report review by the Internal Programme Board and shared with main Board.</p> <p>Report to request and distribute to the Board</p> <p>HH to produce Board Report outlining key issues</p>	<p>DB/ RP</p> <p>RP</p> <p>HH</p>	<p>Done – 17/09/25</p> <p>Ongoing</p> <p>Reviewed on 18/09/25</p>
7	<p>Outputs and Outcomes Board papers provide an overview of the project outputs, funding profile from the previous submission and a risk rating associated with each output.</p>			
8	<p>AOB Next Board Meeting to be held in November 2025, with a further meeting in January – February 2026.</p>	To arrange Board meeting for November	RP	Done
9	Date and time of the next meeting: Monday 10th November, 10.00am – 12.00pm			