

ShIPLEY Towns Fund Board Meeting

Thursday 20th July 2023

5.00 – 7.00pm

Location: MS Teams



Image: Wrose Quarry Remediation Work

Agenda

No	Item	Owner	Time	Paper
1	Project Spotlight – Project B – Town Centre Infrastructure & Improvements [Appendix 1]	CBMDC Officers	17:00	
2	Welcome and apologies	Chair	17:30	
3	Meeting format and conduct	Chair	17:35	
4	Declaration of Interests	Chair	17:40	Item 1
5	Correspondence log	Chair	17:45	Item 2
6	Minutes of the last meeting and matters arising	Chair	17:55	Item 3
7	Highlight Report: - Programme Management - Project Updates - Risks and Issues - Finance Update	CBMDC Officers/Project Delivery Partner lead	18:00	Item 4
8	PR & Communications	CBMDC Officers	18:30	Item 5
9	AOB	Chair/All	18:40	
10	Date and time of next meeting	Chair	18:55	
11	Meeting closes	Chair	19:00	

List of Board Members / Roles:

Name	Organisation	Role
Adam Clerkin	Carnaud Metalbox Ltd	Chair
Cllr Alex Ross-Shaw	Bradford Council	Portfolio Holder – Regeneration, Planning & Transport
Philip Davies MP	Member of Parliament	Board Member
Cllr Mike Connors	Shipley Town Council	Board Member
Dom Pix	Technair	Board Member
Michael Long	West Yorkshire Combined Authority	Board Member
James Skirrow	Carter Towler	Board Member
Soo Nevison	Community Action Bradford & District	Board Member
Anthony Burnham / Helen Horsman	The Cellar Trust	Board Member
Barry Cooper	Town Councillor	Board Member
Joy Hart	The Hive Centre Manager	Board Member
Diana Bird	Shipley College	Board Member

List of Invited Attendees:

Angela Hays	CBMDC
Angela Blake	CBMDC
Rav Panesar	CBMDC
Anne-Marie Woolham	CBMDC
Michelle Rushworth	CBMDC
Phil Walker	CBMDC
Dave Partridge	CBMDC
Alan Lunt	CBMDC
Anne-Marie Woolham	CBMDC
Richard Middleton	CBMDC
Saira Ali	CBMDC
Carol Hinton	CBMDC
Chris Eaton	CBMDC
Lorraine Coates	BEIS
Ryan Kane	BEIS
Sophie Brown	NHS
Stuart Shaw	NHS
Michael Long	WYCA
John Henkel	Kirkgate Centre
Nicole Williams	Kirkgate Centre

2. Welcome and apologies [17.30]

2.1. Chair's welcome.

2.2. Notes of attendance and apologies.

3. Board meeting format and conduct [17.35]

3.1. Chair to outline the format of the board meeting and how it will be conducted. The agenda and timings are to be followed by the Chair, who will invite comments, questions and discussion once each agenda item has been presented.

4. Declaration of interests [17.40]

4.1. Board members to declare any interests of relevance to the meeting agenda for documenting on the register.

5. Correspondence log [17.45]

5.1. Board members and Council officers to declare any correspondence of relevance to the meeting agenda for documenting on the register.

6. Minutes of the last meeting and matters arising [17.55]

6.1. Minutes have been circulated to members and published in advance for comment. Board members are asked to agree the minutes of the April Shipley Towns Fund Board meeting.

7. Highlight Report [18.00]

7.1. The Shipley Towns Fund Programme Manager and the nominated Council officer project leads for each Shipley Towns Fund project to attend and present key updates on project progress, risks and issues.

8. PR & Communications [18.30]

8.1. CBMDC Programme Team to update on PR & Communications

9. Any Other Business [18.40]

10. Date and time of the next meeting:

10.1. 31st July 2023, 5.00pm – 7.00pm

List of Shipley Towns Fund Board Papers

Item 1: Declaration of Interests Register

Item 2: Correspondence Log

Item 3: Minutes of 27th April 2023 Meeting

Item 4: Highlight Report

Item 5: Press Releases

**4. Shipley Towns Fund Board
Item 1 - Declaration of Interest Register**

Board Member	Job Title	Disclosed interested when becoming a board member	Disclosable pecuniary interest (employment, sponsorship, undischarged contracts, beneficial interests in land, licence to occupy land, corporate tenancies, beneficial interest in securities)	Other registerable interest (membership or position in which appointed or nominated by Council, any body exercising functions of a public nature or directed to charitable purposes, including the influence of public opinion or policy, any person from whom have received a gift or hospitality)	Non-registerable interest (affecting the wellbeing of member directly, family, friend or close associate more than the wellbeing of those in local area generally)	Date of meeting declaration of interest received	Action taken
Adam Clerkin	Head of Operations	No	No	None	None	23/09/20	Listed on the register
Anthony Burnham	Programme Manager	Partner organization in Project F	No	None	None	15/06/23	Listed on the register
Barry Cooper	Director of F.K Perkin Ltd	Director F.K Perkin Ltd	Rented 1-2 The Arndale Centre Shipley	Chair of Shipley Business Watch	None	20/10/20	Listed on the register
Cllr Alex Ross-Shaw	Portfolio Holder – Regeneration, Planning & Transport	No	No	Shipley Labour Party Shipley Glen Tramway Friends of Northcliffe Park Wrose Parish Council (Chair)	None	24/11/20	Listed on the register
Diana Bird	Principal & CEO, Shipley College (Director, Shipley College Developments Limited – for Towns Fund use)	No	The College owns the freehold to the Mill Building and the Jonathon Silver Building in Saltaire. The College rents the Exhibition Building, Salt Building and parts of the Victoria Hall from the Salt Foundation	Manchester Unity of Oddfellows. Partner is a trustee of Saltaire Inspired	None	10/07/23	Listed on the register
Dominic Pix	Managing Director, Technair Group Ltd	No	No	None	None	08/12/20	Listed on the register
Ian Durham	Director of Physical Resources, Shipley College	Partner organization in Project C	Long Lease: for Salt Building, Victoria St, Saltaire and Exhibition Building, Exhibition Road, Saltaire. Short Lease: Victoria Hall Basement, Freehold: Mill Building, Victoria Road, Saltaire	None	None	23/09/20	Listed on the register
James Skirrow	Carter Towler Ltd, Novus (Leeds) Ltd	No	Technair Group / Univer Manufacturing Co. Limited owns the factory in Saltaire Road, BD18 3HL	None	None	22/12/20	Listed on the register
Joy Hart	Manager	Partner organisation in Project H	No	None	None	04/01/21	Listed on the register
Philip Davies MP	Member of Parliament	No	Listed on the public register	None	None	26/02/20	Listed on the register
Soon Nevison	CEO, Community Action Bradford and District	Grant-funded by CBMDC to deliver infrastructure support to the VCS and others	Keighley – Central Hall, Alice Street which is under CAT agreement with the council.	None	None	01/10/20	Listed on the register

**5. Shipley Towns Fund Board
Item 2 - Correspondence Log**

Detail of Request	Sender	Response owner	Date of enquiry	Response issue date	Status
Philip Davies MP Letter to Kersten England regarding Project A – Development Investment Fund and Project B – Town Centre Investment & Infrastructure.	Philip Davies MP	KE / SH	12/06/23	16/06/23	Complete
Shipley Town Council Letter requesting further information on Project A – Development Investment Fund, Project B – Town Centre Investment & Infrastructure and Project D – Capital Assistance to Business Growth, plus recommendations.	Shipley Town Council Chair of Shipley Town Council – Barry Cooper	KE / SH	20/06/23	19/07/23	Complete
Is there an overarching sustainability framework for the Shipley Town Fund or any sustainability outcomes to ensure they are adequately addressed.	Jody Harris (Environmental, sustainability consultant)	AH / RP	22/06/23	28/06/23	Complete
Farfield Nursery in Shipley is closing in July. Lease was not renewed as the site is being redeveloped for a Health & Wellbeing Centre. Was there council oversight of this and/or is there anything that can be done?	Sent to Cllr Susan Hinchcliffe	The Cellar Trust / Council Officers	15/05/23	08/06/23	AB to update Board (AOB)
Farfield nursery in Shipley is going to close in July. The reason being the lease of the building is ending and is going to open as part of the governments town fund initiative. How can it be acceptable to close such a well loved and used nursery?	Sent to Philip Davies	The Cellar Trust / Council Officers / MP	16/05/23	08/06/23	AB to update Board (AOB)
A request to provide more information about the DIF with regards to the Clock Tower. The owners wanted to know if their building was still an option to be considered.	James Skirrow	Simon Woodhurst / Council Officers	23/05/23	08/06/23	RP to update Board

6.Shipley Towns Fund Board Meeting

Minutes

8th June 2023, 5.00pm-7.00pm (Microsoft Teams)

Attendees:

Adam Clerkin (Chair), Anne-Marie Woolham, Cllr Alex Ross-Shaw, Diana Bird, James Skirrow, Angela Hays, Anthony Burnham, Ryan Kaye, Philip Davies MP, Joy Hart, Barry Cooper, Michelle Rushworth, Philip Walker, Cllr Mike Connors, Joe Ashton, Rav Panesar, Soo Nevison.

Apologies:

Dom Pix, Angela Blake.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Project Spotlight</p> <p>JH provided a fly through of Project H - Shipley Sustainable Community Hub. AC was pleased with the progress that has been made and is looking forward to this project starting.</p>			
2	<p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>New format of board papers discussed, including declaration of interest and correspondence log.</p> <p>Minutes from the previous meeting were accepted as a true record. Alteration made to 27/04/23 board meeting as PD was in attendance.</p> <p>No specific Declarations of Interest were made.</p> <p>Correspondence Log included requests for information regarding the closure of the nursery as well as Project A – Development Investment Fund. AB explained that a joint statement would be provided regarding the closure of the nursery. Updates on Project A –</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>Development Investment Fund were discussed in the board papers. RP provided email address of future requests for information: TownsFundShipley@bradford.gov.uk</p> <p>RP discussed the Declaration of Interest Register which needs to be completed by Project Sponsors.</p>	Distribute Register to Project Sponsors	RP	20/07/23
3	<p>Highlight Report</p> <p>RP provided an update on programme management with monthly meetings planned or in place with Project Sponsors; processes in place for project monitoring – a monitoring officer is in post to review expenditure from the Advanced Funding Agreements; meetings held with DLUHC to review project adjustment requests (PAR)– RK confirmed that the deadline for PAR's is only applicable to projects that have not been approved. RK confirmed that all the Shipley Towns Fund projects have been approved, however, there is a deadline of 31st March 2026 to ensure all the funds have been committed and spent.</p> <p>Project updates provided a summary of each project, including a summary, value and risk profile. Currently, Project A – Development Investment Fund is at high risk, Project C – Community, Art & Technology Hub at medium risk, Project D – Capital Assistance to Business Growth is at medium risk and Project F – Health & Wellbeing Campus at high risk. Project B – Towns Centre & Infrastructure Improvements, Project E – Shipley Enterprise Library, Project G – Wrose Quarry and Project H – Shipley Sustainable Community Hub are all on track.</p> <p>AC expressed concern about a number of projects including Project A – Development Investment Fund, which is currently still at a commercially sensitive stage, Project B – Towns Centre & Infrastructure where timescales have not been set out and Project F – Health & Wellbeing Centre where there has been little development. A request was made by AC to ask for additional support from PD and ARS to ensure further information, specifically timescales for delivery</p>	Council Officers to provide update to the board regarding Project A – Development Investment Fund.	SW	20/07/23



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>were obtained for Project A – Development Investment Fund and Project B – Towns Centre & Infrastructure. RP explained that a potential date of the end of July 2023 would be provided by the team managing Project A – Development Investment Fund and an update would be provided by the board.</p> <p>AH indicated that the project team managing the Shipley Toilets project, which sits under Project B – Town Centre & Infrastructure, would reconvene to ensure key milestones were hit. MC was expecting this to be completed as the public do require basic facilities when shopping in the town centre and expressed for more communication with stakeholders, including the Town Council.</p> <p>RP explained that the project team for Project B – Towns Centre & Infrastructure would attend the next board meeting and provide an update. Board members welcomed this to get clarity on the project and ensure project milestones were in place.</p> <p>Project E – Shipley Enterprise Library is now at refurbishment stage and should be completed within three weeks from starting. RP indicated that timescales for completion would be end of July 2023. AC was pleased to see this progressing and looks forward to visiting when it has been finished. RP explained that they were also looking to recruit a Business Librarian to provide support to achieve the outputs.</p> <p>Project F – Health & Wellbeing Campus is currently at high risk. RP went through the recent developments, including meetings with The Cellar Trust to draw up a Project Delivery Plan. AC expressed concern regarding the lack of timescales for this project and the need for a delivery plan and schedule of works. AB indicated that timescales were difficult to provide as the grant funding agreement had not been signed.</p>	<p>AH to provide update to the board regarding Shipley Toilets.</p> <p>RP to invite Project B team to provide an update to the board. Dates, milestones, time line Plan vs Actual requested by Chair</p> <p>AB to provide a report to the board indicating timescales and a delivery plan</p>	<p>AH / RP</p> <p>RP</p> <p>AB</p>	<p>20/07/23</p> <p>20/07/23</p> <p>20/07/23</p>



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>RP discussed the Towns Fund Conference on the 20th June. AC indicated he has registered to attend. RK to find out if other board members can be invited.</p> <p>RP provided an update on the Development Frameworks project, which started in September 2022 and cover the whole district to decide plans for the next twenty years. Split into various lots (Lot 1 covers Bradford Central and Suburbs), Lots 2 and 3 cover Keighley and Shipley constituencies and contracted out to CBRE. MR indicated that draft Development Framework report to be published in July 2023 with wider consultation planned for August to September 2023.</p>	<p>RK to check if other board members can attend</p>	<p>RK</p>	<p>14/06/23</p>
<p>3</p>	<p>PR & Communications</p> <p>RP discussed the meetings held with both Shipley and Keighley Town Councils. AH expanded on this including the aim to coordinate PR and include Towns Fund activity on each respective website. MC welcomed the joint approach to PR and would review the service level agreement that outlined key requirements.</p> <p>RP indicated that work was underway to improve the existing pages of the Towns Fund projects on the Bradford Council website. It is envisaged this work should be completed prior to the next board meeting.</p> <p>AH and RP discussed the Forward Plan, which provided a summary of each project, start dates and expectations regarding press releases.</p> <p>AH indicated that ward member briefings were also in place until February 2024, which provide an opportunity to share Towns Fund progress to councillors.</p>	<p>To provide an update on the website.</p>	<p>RP/AH</p>	<p>20/07/23</p>
<p>4</p>	<p>AOB</p> <p>Farfield House Nursery Closure</p> <p>AB reiterated that a joint statement would be released regarding the closure. This will be sent to PD and the Council to respond to the queries raised.</p> <p>Shipley Town Centre Vacancy Rates</p> <p>PW discussed the vacancy rates exercise and presented a summary of the work undertaken.</p>	<p>Statement regarding closure to be provided</p>	<p>AB</p>	<p>20/07/23</p>



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>Sustainability AB raised a question about sustainability issues and how they were being handled across the programme.</p> <p>Chair requested support from Philip Davies to escalate communication improvement request from Project Teams A & B to Bradford Council senior team</p>	<p>To provide details of sustainability across the programme</p> <p>Philp Davies to contact Bradford Council Chief Exec</p>	<p>AH / RP</p> <p>PD</p>	<p>20/07/23</p> <p>30/06/23</p>

7. Highlight Report – Item 4

7.1 Programme Management

7.11 Minimum monthly meetings in place with each Project Sponsor and CBMDC Officers. Projects that are at risk (amber / red) have had extra scrutiny to ensure any blockages or delays are communicated to the board.

7.12 Council Officers, Chair of the Board (ShIPLEY Towns Fund) and The Cellar Trust attended the DLUHC Towns Fund Conference in Deansgate, Manchester. Concerns from many projects as they reach delivery stage are cost/price inflation, adapting to change and communication / branding to maintain momentum.

7.13 Best practice examples provided by Blackpool and Morley Town Council. Blackpool Town Deal projects (7 projects worth £39.5m) which are all council-led but with strong private sector support. Morley (7 projects worth £25m) has had challenges with bringing together different interests (Leeds City Councilors, Morley Town Councilors, and the MP) but have got a strong board that comes together to support the project teams.

7.14 DLUHC Deep Dive Webinar attended on the 27th June. This was focused on the DLUHC Assurance Framework, outlining the requirements for local authorities to ensure proportionate controls and checks in place for the delivery of funds. DLUHC have advised that Deep Dive Reviews are currently being undertaken across Towns Fund Projects. They will provide 15 days notice prior to any review with Council Officers ensuring all compliance and assurance documentation is in place. Checklist for a Stage 1 Deep Dive Review on slide 15 in the attached (**Appendix 2**).

7.15 Meetings facilitated with Shipley Town Council and Bradford Council to progress Project B – Town Centre & Infrastructure Improvements, specifically the Shipley Toilets project. Meetings held with Shipley Town Council, Architectural Engineer (Alex Green) and Council Officers to discuss design, key requirements and timescales. The PMO (Project Management Office) Team within Bradford Council are leading on the project, in partnership with Shipley Town Council to ensure it can be delivered within agreed timescales.

7.16 Subsidy Control training also completed with DWF, providing an overview of the process including the four tests of a subsidy (financial assistance given directly / indirectly from a public resource, confers economic advantage on or more enterprises, is specific as it benefits one enterprise over another and finally is capable of having an effect on competition and investment within the UK).

7.17 Feedback from some projects regarding the Grant Funding Agreement (GFA) and the risks associated with signing off on the grant fund. Council Officers therefore have been working with the internal legal team, DWF Law and DLUHC to revise elements of the wording. This is to ensure risk is appropriately managed by the council as it cannot underwrite the balance of Towns Fund projects.

7.2 Project Updates:

Project Name	Value	Project summary	Updates	Delivery	Spend	Risk
A – Development Investment Fund (DIF)	£7m	Development of industrial units and remediation of brownfield sites.	In discussions with a potential developer and reviewing the feasibility and viability of the project as a whole. As such, project is at a commercially sensitive stage, with further information provided when available.	5	5	5
B – Town Centre & Infrastructure Improvements	£5.04m	Investment in Town Centre and Infrastructure improvements.	Market Square (£3m) - Expected a rapid acceleration in delivery, with design work being done, including enabling works to make the site accessible (July 23). This includes site investigation, charging points and paving repairs. Main work to start early 2024. Toilets (£330k) - Additional PM support from the Council and progressing to building control. Canal Road Corridor (£350k) - Project currently being assessed due to removal of ERDF funding - timescales for delivery to be agreed. Active Travel (£1.32m) - First group of improvements delivered (Victoria Park, West Lane) whilst Baildon Bank need further design work. Real Time Bus (£40k) - WYCA have completed some sites (Grosvenor Rd, Norwood Terrace, Dallam Rd), with others requiring poles to be fitted.	1	1	1
C – Community, Art & Technology Hub	£5.39m	Development of a Community, Art and Technology Hub by Shipley College	Planning permission due to be submitted. GFA being finalised and additional funding to be released to progress project further.	2	2	2
D – Capital Assistance to Business Growth	£2m	Grant programme for new and existing businesses.	Shipley - 25 expressions of interest, 8 rejected, 4 applications received and 3 approved with a total grant value of £46,737.08 and private sector match of £109,054.51 . Invest in Bradford (IIB) Team are dealing with 50 pending applications and based on the anticipated grant amounts, forecasted spend as of 30/06/23 is £272,022.57 for Shipley. The level of enquiries for Shipley are lower than anticipated and spend is lower than predicted. Event planned on 18/09/23 for Shipley and press releases planned.	3	3	2
E – Shipley Enterprise Library	£80k	Refurbishment of space to create an enterprise hub.	Building costs have increased to c£35,000 but still within the overall cost envelope. Refurb expected to start imminently - was waiting for confirmation that the costs would be acceptable. Business Librarian recruitment will be for one year with potential to extend if sources of funding are found.	1	1	1
F – Health & Wellbeing Campus	£3m	Project to refurbish The Cellar Trust Building.	Meetings taken place to progress the GFA and ensure it can be approved and funding released. Delivery plan, expenditure profile, outline design, payment schedule and fee schedule to progress project to RIBA 2-3 now in place. Expected ratification of the GFA on the 17th July.	3	3	5
G – Wrose Quarry Wetlands	£70k	Remediation work of the Wrose Quarry.	Started work on the ponds and funding used to upskill staff for digger training courses so it can be delivered in house. 121 volunteer work days delivered, 2 new ponds in progress and extension of the two sections of the wetlands. 30 metres of stone pitching (additional paths remediated with drainage). Expectation that the project will be completed by the end of September 2023. £2k donation came in from Wrose Parish Council.	1	1	1
H – Shipley Sustainable Community Hub	£2.51m	Creation of a sustainable community hub for Shipley	Planning permission granted, construction tender extended to 23rd June and evaluation planned for 3rd July. Expectation that the CAT, GFA and tender evaluation to be ratified on the 20th July. Community Ownership Fund (COF) awarded of £300k	1	1	1

Table 1: Shipley Towns Fund Project Updates (Position up to June 2023)

7.3 Risks

Project A: Development Investment Fund

7.31 Still at a commercially sensitive stage and further information will be provided when available. The Chair of the Shipley Town Council has met with the Project Lead and has been given assurances further information will be shared once available. The Project Lead has also agreed to attend the next Board Meeting to provide a comprehensive update.

7.32 Shipley has a shortage of brownfield sites as outlined in the business case. The team are reviewing and exploring all options at their disposal to move this along and provide the board with a definitive timeline of activities when available.

Project D: Capital Assistance to Business Growth

7.33 The grant scheme was launched in November 2022 and in the 7 months since the launch we have received over 80 enquiries.

7.34 The majority of applications/approvals have been for manufacturing businesses, there has also been 4 approvals for B2B businesses and two that are in the hospitality/retail sector.

7.35 Decision Panel meetings to consider submitted applications are held on a monthly basis to ensure that applicants receive a decision/outcome within 30 days of applying.

7.36 The Invest in Bradford Team (IIB) are currently dealing with 50 pending applications. In addition, 22 expressions of interest were rejected due to the following reasons;

3 - Outside the TF area

2 - Were from homebased businesses

7 - Did not meet the eligibility criteria

2 - The businesses were advised of alternative funding

8 - Other reasons

7.37 Based on the no. of approval applications and the anticipated grant amounts of the pending applications, the forecast spends as of 30.6.23 is;

Keighley - £892,089.52

Shipley - £273,022.57

7.38 The level of enquiries for the Shipley Towns Fund area is lower than anticipated and the spend forecast is lower than predicted.

7.39 Planned activity to address this includes the following:

- Event for 18th September 2023 (Shipley Towns Fund) and 25th September 2023 (Keighley Towns Fund) planned.

- Online event and two further events planned in partnership with BAMA (Bradford & Airedale Manufacturing Alliance) and the Chamber of Commerce.
- Press releases at the end of each month, which the IIB team will coordinate with Towns Fund Team to publicize.
- Stay Connected (Bradford Council Newsletter) to be sent out on a regular basis.

7.40 IIB team to continue to advise / support businesses that have completed an EOI and requested assistance with their applications. The Strategic Programmes Team will continue to analyse performance.

Project F: Health & Wellbeing Community Campus

7.41 HALE continue to be involved in the strategic development of the HWCC. Representatives from HALE and The Cellar Trust (TCT) visited The Old Fire Station, Gipton, owned by a community enterprise charity that underwent a £3M refurbishment project funded by Leeds Community Foundation. The project shares many similarities with the vision for the HWCC. The Business Development consultant who managed the whole project shared key information on costings, community engagement, planning and management which is helping to influence future business planning.

7.42 As the project enters a critical phase in terms of timings, the wider project team from The Cellar Trust is heavily involved in the project. The project team comprises Kim Shutler, CEO, Helen Horsman, Director of Central Services and Business Development, Michael Tomlinson, Director of Finance, Linda Haynes, Director of Service Improvement and Jamie Chiekh, Premises Manager, alongside Anthony Burnham, Project Lead.

7.43 There is continued work between TCT and BMDC regarding the terms in the grant funding agreement. In particular the key points of negotiation relate to the risk liability for TCT linked to claw back conditions and the absence of a Force Majeure term within the Agreement. Both parties are committed to signing the GFA imminently and good progress has been

7.44 A further meeting was held with Farfield Nursery to understand the current status of staff and children pending the end of July closure. All staff who have applied for alternative roles have secured employment. Some staff and children will move to nearby nurseries, who have facilitated more space, and those staff/children who are moving to local nurseries will remain in the care relationships already established so children will know at least one staff member. The nursery owners continue to work collaboratively with The Cellar Trust and work continues to look at options to offer childcare provision, preferably with the outgoing nursery owners, at the wish of both parties.

7.45 Planned activity includes (but not limited to):

- TCT Project Team are meeting at least weekly to ensure that the project is moving forwards at pace.
- Solicitors to agree the final outstanding points on the GFA. TCT to hold an extraordinary finance committee meeting with a Board meeting on 17th July to sign off the GFA.
- Upon release of further grant funding, RBS Architects will be finishing off RIBA Stage 2 with the briefing of the consultants ahead of detailed plans to be submitted for planning.
- There are ongoing discussions with Farfield Nursery and a Phase 2 Stakeholder Engagement plan will be developed.
- A Board Sponsor has been identified who will meet regularly with TCT Project Team to ensure additional assurances and links back to the Shipley Towns Fund.

7.46 The previously highlighted risks and issues associated with estimated costs required to deliver the original outline build still exist, however, the architect has indicated that the market is seeing costs starting to level off or reduce. These will be addressed and revisited at the next stage of work with the architects.

7.47 There remains a risk associated with the delivery plan timescales due to delays caused by the GFA, however, TCT are working closely with BMDC to work at pace to finalise this and ensure other key elements of work are in place, with associated assurances to move forward as quickly as possible.

7.48 Table 2 contains the updated Project Delivery Plan of the Health & Wellbeing Community Campus.

7.49 Project F: Health & Wellbeing Community Campus Estimated Timeline

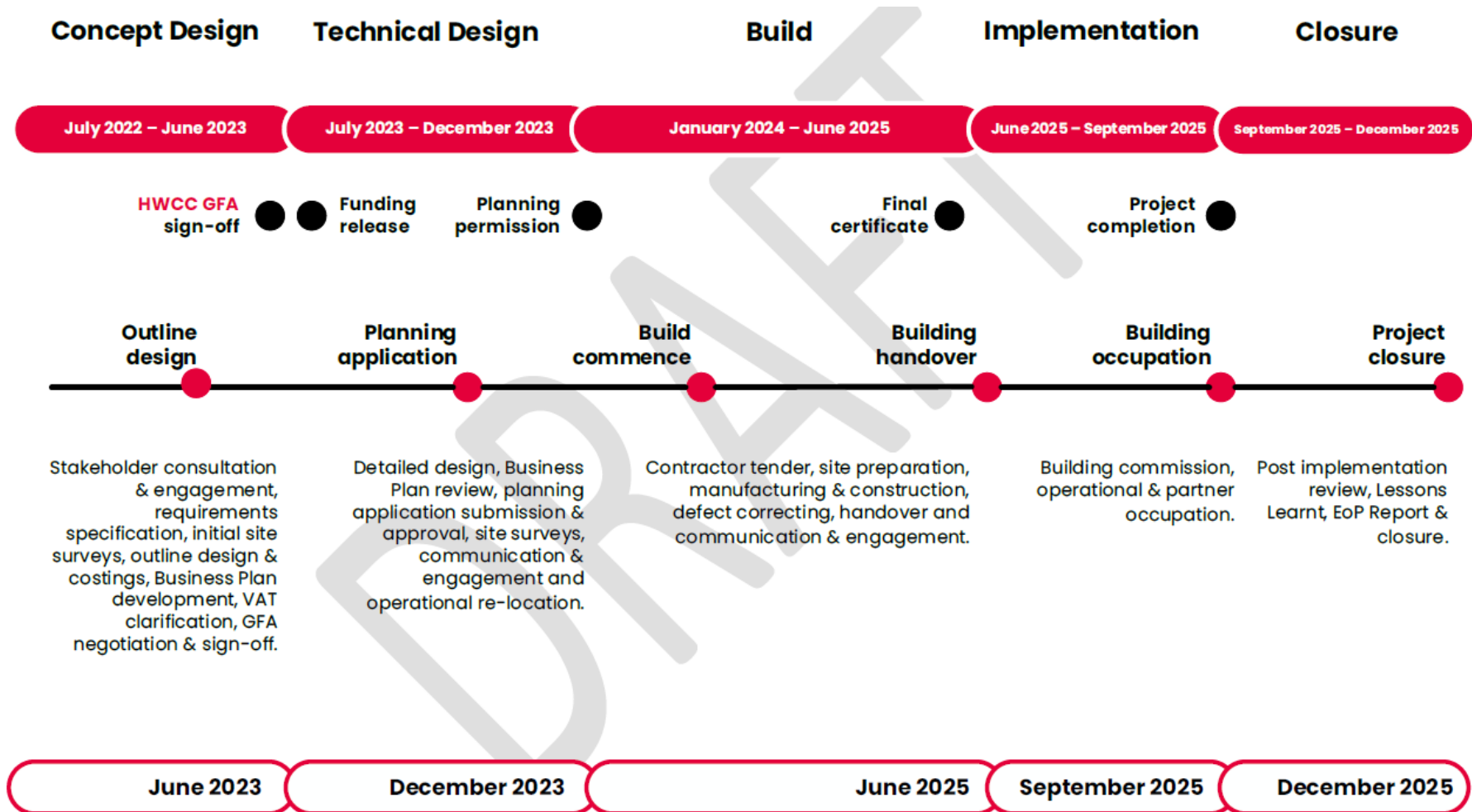


Table 2: Health & Wellbeing Community Campus – Estimated Timeline (Extracted from the Project Delivery Plan)

7.5 Finance Update

Project	RDEL/CDEL	20/21(£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	
A - Development Investment Fund (Council)	RDEL			4,904	60,000	66,096	64,000	
	CDEL		64,633		800,000	5,550,000	279,367	
	Total	0	64,633	4,904	860,000	5,616,096	343,367	£6,889,000
B - Town Centre and Infrastructure Improvements (Council)	RDEL							
	CDEL		36,708		1,165,292	2,401,600	1,436,400	
	Total	0	36,708	0	1,165,292	2,401,600	1,436,400	£5,040,000
C - Community, Art and Future Technology Centre (Shipley College)	RDEL							
	CDEL		45,525	321,212	2,311,055	2,712,208		
	Total	0	45,525	321,212	2,311,055	2,712,208	0	£5,390,000
D - Shipley Capital Assistance to Business Growth (Council)	RDEL				50,000	25,000	25,000	
	CDEL		22,729		633,886	576,694	576,691	
	Total	0	22,729	0	683,886	601,694	601,691	£1,910,000
E - Shipley Library Enterprise Hub (Council)	RDEL							
	CDEL		8,268		71,732			
	Total	0	8,268	0	71,732	0	0	£80,000
F - Health, Well-being and Community Campus (The Cellar Trust)	RDEL				40,000	40,000	20,000	
	CDEL		31,060	118,940	630,000	2,040,000	80,000	
	Total	0	31,060	118,940	670,000	2,080,000	100,000	£3,000,000
G - Shipley Wrose Quarry Wetlands (Council)	RDEL							
	CDEL		9,091	60,909				
	Total	0	9,091	60,909	0	0	0	£70,000
H - Shipley Sustainable Community Hub (Hive / Kirkgate)	RDEL							
	CDEL		25,957	159,543	2,108,245	216,255		
	Total	0	25,957	159,543	2,108,245	216,255	0	£2,510,000
Programme management	RDEL			11,851	35,000	34,000	30,149	
	CDEL							
	Total			11,851	35,000	34,000	30,149	£111,000
Total	RDEL Total		0	16,755	185,000	165,096	139,149	
Total	CDEL Total		243,971	660,604	7,720,211	13,496,757	2,372,458	
Total	Total		243,971	677,359	7,905,211	13,661,853	2,511,607	

Table 3: Shipley Towns Fund Financial Profile (Up to March 2023)

8. PR & Communications – Item 5

8.1 PR

8.11 The existing pages of the Bradford Council Towns Fund site have been re-developed and the new websites launched. Includes details of each project, project sponsor and update on the project to date. This also includes contact details of CBMDC Officers managing the Towns Fund to improve access and communications. Links of these distributed to Board Members:

[ShIPLEY Towns Fund](#)

[Keighley Towns Fund](#)

8.12 Shipley Town Council have agreed to add a link to the site on their page, however, will not house information about the Towns Fund at present. This was agreed by their board on 19/06/23 due to not wanting to host third party information on the site.

8.13 Keighley Town Council have sent across an SLA which includes costs to replicate information from the main Towns Fund pages to the Town Council. Meetings have taken place with them to progress and ensure links are in place back to the main web page.

8.14 Towns Fund press releases have also been published for both the Keighley and Shipley Towns Fund (both positive & negative):

Date	Town	Publication	Details	Rating
12/07/23	Shipley	T&A	<ul style="list-style-type: none"> • £70,000 work to improve Wrose wetlands to be completed by September (Telegraph & Argus) 	Positive
10/07/23	Keighley	Keighley News	<ul style="list-style-type: none"> • Work to begin on replacing roof of historic Keighley Hall (Keighley News) 	Positive
03/07/23	Shipley / Keighley	T&A Business Desk Business Insider	<ul style="list-style-type: none"> • Jobs created as Keighley Shipley Businesses benefit from grants (T&A) • Keighley and Shipley business funding (Business Desk) • Keighley and Shipley businesses boosted by fund Yorkshire Business News (insidermedia.com) (Business Insider) 	Positive
27/06/23	Keighley	T&A Yorkshire Post	<ul style="list-style-type: none"> • https://www.thetelegraphandargus.co.uk/news/23615083.130-000-refurbishment-public-toilets-tourist-spot-completed/ (T&A) • Haworth: £130,000 spent on refurbishing public toilets in historic Yorkshire village where Bronte sisters grew up Yorkshire Post (Yorkshire Post) • Haworth's Bronte Schoolroom restored in £150k repair project (BBC News) 	Positive

8.15 Latest news section created on the Shipley Towns Fund pages

8.2 Communications

8.21 Shipley Ward Member briefing took place on the 14th June and now scheduled a week after the Towns Fund Board meetings, with the next one taking place on Wednesday 26th July. These have been scheduled into early 2024 and provide an opportunity for Councillors to find out more about each project and progress to date.

8.22 Forward Plan (**Appendix 3**) now updated with all the project start dates, including links to press releases that have been submitted. Bradford Council Marketing Team working closely with Towns Fund Officers to ensure project milestones have associated press releases. This also includes utilising social media channels operated by Bradford Council to increase reach and engagement across key digital platforms.

8.23 To continue updating the Towns Fund Board on areas of interest, including projects that are moving into delivery stage, press coverage for Towns Fund projects, as well as details of any funding or opportunities that can be shared to the wider community.

9. Any Other Business

10. Date and time of the next meeting:

10.1. 14th September 2023, 5.00pm – 7.00pm