

ShIPLEY TOWNS FUND BOARD MEETING Minutes

2nd December 2024, 10.00am – 12.00pm
Kirkgate Centre, Shipley, 39A Kirkgate, BD18 3EH

Attendees:

Adam Clerkin (Chair), Cllr Alex Ross-Shaw, Angela Blake, Alec Porter, Dave Partridge, David Roocroft, Diana Bird, Eden Clayton, James Skirrow, Joe Ashton (observer), Jodie Noble, Leanne Swinbank, Cllr Mike Connors, Nicole Williams, Ravinder Panesar, Richard Hollinson, Richard Middleton, Ryan Kaye, Saira Ali, Scot Flight, Stuart Culley.

Apologies:

Adam Sutcliffe, Anna Dixon MP, Dom Pix, Kim Shutler, Helen Horsman, Jenifer Ward, John Henkel, Michael Long, Nicola Murray.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Welcome and apologies</p> <p>AC welcomed RH and his team to the Shipley Towns Fund Board meeting to discuss Project B – Town Centre & Infrastructure Improvements.</p> <p>Apologies listed in the minutes.</p>			
2	<p>Project Spotlight</p> <p>Project B – Town Centre & Infrastructure Improvements</p> <p>Market Square Scheme</p> <p>RH provided an update regarding this scheme and introduced representatives from the appointed contractor, Keltbray Highways Ltd to the board.</p> <p>A phasing plan was presented to the board by Keltbray Highways Ltd, with an expectation that scoping and mobilization works will commence in January 2025. There will be a phasing of the works, which will ensure disruption is kept to a minimum for traders.</p> <p>Keltbray Highways Ltd will conduct outreach in schools and colleges as well as offer apprenticeship opportunities.</p> <p>RH confirmed that discussion with the West Yorkshire Combined Authority will also take place to manage bus stop access, as two will need to be temporarily relocated. There will also be coordination</p>			

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	<p>with any works taking place to the toilet block.</p> <p>JN provided an update from the City of Culture team, with events planned in Shipley for the autumn. Keltbray Highways Ltd confirmed that there is an expectation that works will be completed ahead of any planned events, with slippage built into the envisaged timescales.</p> <p>Active Travel Schemes</p> <p>SA and RM presented an update on the Active Travel Schemes, including presenting a map showing the location of road crossing improvements to make areas more accessible.</p> <p>RM informed the board that planned lighting in towpath tunnels is under review due to the uncertain presence of bats. A survey is planned for the Spring to determine whether lighting plans can proceed.</p> <p>RM also showed the planned route of new cycle paths, taking cyclists off the busiest roads in the Shipley network. SA also confirmed that improvements are being planned for wayfinding in Shipley as part of the City of Culture 2025 preparations.</p>	Meet with SA / RM and setup sub-group for communications plan	Adam Sutcliffe / SA and RM	ASAP
3-6	<p>3. Meeting Format & Conduction Highlighted in the board papers</p> <p>4. Declaration of Interests AP declared that he sits on the board of trustees for Age UK Bradford District. AP had fielded questions from trustees regarding the Towns Fund, but did not go beyond any publicly available information.</p> <p>5. Correspondence Log No items</p> <p>6. Minutes of the last meeting and matters arising The board confirmed the minutes of the last meeting as accurate and a true reflection of the discussions and actions.</p> <p>AC suggested that a retail representative could be found using Adam Sutcliffe and the sub-group communications team.</p>	<p>To include Age UK in the Register</p> <p>To seek a retail representative for the board.</p>	<p>RP</p> <p>MC / Towns Fund</p>	<p>ASAP</p> <p>ASAP</p>
7	<p>Highlight Report</p> <p>Programme Management RP provided an update as outlined in the published board papers.</p>			

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	<p>Project Updates</p> <p>Project A – Development Investment Fund DP presented an update on the scheme to the board with further information to be shared as it becomes available.</p> <p>Project B – Town Centre & Infrastructure Improvements The refurbishment of the toilet block is due to commence once contractors have been appointed, no quotes have been received that are within the budget and project may need to be rescoped.</p> <p>Project C – Community, Art, Heritage & Future Tech Hub DB shared a positive update indicating that the project was no longer on hold, with funding expected to progress the project to RIBA Tender Stage 4. The hub remains on track to receiving students for September 2026.</p> <p>The board reaffirmed its commitment to delivery of the project in its approved location.</p> <p>Project D - Capital Assistance to Business Growth RP provided an update based on the board papers, highlighting the articles in the Bradford Means Business publication. An update was also provided up to November 2024 with details of the Expressions of Interest received, applications approved, private sector match, jobs created and grant amount for both Keighley and Shipley.</p> <p>The Invest in Bradford Team manage the Capital Assistance to Business Growth Programme including management of the applications, project monitoring and marketing of the scheme.</p> <p>Project E – Shipley Library Enterprise Hub The library team are working to collect the outputs, specifically enterprises supported and learners engaged.</p> <p>Project F – Health, Wellbeing & Community Campus RP informed the board a site visit had taken place on the 15th November. Several board members were present for the visit. There have been some unforeseen costs, highlighted in the board papers, however, the project remains on schedule. Board members that attended were impressed with the progress to date and the new atrium being created that will link both aspects of the building.</p> <p>Project G - Wrose Quarry Wetlands The outputs are being collated by the team and with the council to verify.</p>	<p>MC to meet with key stakeholders</p>	<p>MC</p>	<p>Done</p>

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	<p>Project H – Shipley Sustainable Community Hub An update was provided by NW, which included the relaunch event that took place on the 4th October with a Community Day taking place the day after. Some work is needed to help with acoustics, which is being addressed through surveys.</p>			
8	<p>Outputs and Outcomes RP provided an overview of the project outputs, funding profile from the previous submission and a risk rating associated with each output.</p>			
9	<p>PR & Communications As per the update provided in the board papers.</p>			
10	<p>AOB Towns Fund Chair: AC has stepped down as chair and an interim appointment is required. Board members have been asked to volunteer. ARS thanked AC for his leadership and time as Chair, which was echoed by all members of the board.</p>			
11	<p>Date and time of the next meeting: Monday 3rd March, 10.00am – 12.00pm</p>			