

Shipley Towns Fund Board Meeting

Monday 16th September 2024

10.00 – 12.00pm

Shipley Print Studio, Unit 4, Windsor Court, BD18 3EU



Image: Views from the Wrose Quarry Wetlands (June 2024)

Agenda

No	Item	Owner	Time	Paper
1	Welcome and apologies • Introduction to new board members	Chair	10.00	
2	Project Spotlight: • Town Centre & Infrastructure Improvements	CBMDC Officers	10.20	
3	Meeting format and conduct	Chair	10.30	
4	Declaration of Interests	Chair	10.40	Item 1
5	Correspondence log	Chair	10.45	Item 2
6	Minutes of the last meeting and matters arising	Chair	10.55	Item 3
7	Highlight Report: - Programme Management - Project Updates - Risks and Issues - Finance Update	CBMDC Officers/Project Delivery Partner lead	11.00	Item 4
8	Outputs and outcomes	CBMDC Officers	11.30	
9	PR & Communications	CBMDC Officers	11.40	Item 5
10	AOB	Chair/All	11.50	
11	Date and time of next meeting	Chair	12.00	

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
Anna Dixon MP	Member of Parliament	Board Member
Cllr Mike Connors	Shipley Town Council	Board Member
Dom Pix	Technair	Board Member
James Skirrow	Carter Towler	Board Member
Helen Horsman	The Cellar Trust	Board Member
Barry Cooper	Perkins Jewellers	Board Member
John Henkel	The Old School Building Company Ltd	Board Member
Diana Bird	Shipley College	Board Member
Adam Sutcliffe	British Design Fund	Board Member
Alec Porter	Shipley Resident	Board Member
Nicola Murray	Kynd, Co-chair South Square	Board Member
Scot Flight	Cox and Flight Financial Solutions	Board Member

List of Invited Attendees:

Angela Blake	CBMDC
Rav Panesar	CBMDC
Michelle Rushworth	CBMDC
Phil Walker	CBMDC
Simon Woodhurst	CBMDC
Ryan Kane	MHCLG
Eden Clayton	MHCLG
Richard Thorpe	MHCLG
Michael Long	WYCA
Arron Tyndall	WYCA
Heather Waddington	WYCA
Jenifer Ward	DWP
Tracey Othen	DWP
Joe Ashton (Observer)	Shipley Town Council

1. Welcome and apologies

1.1 Chair's welcome

1.2 Introduction to the new board members, including Anna Dixon MP for Shipley and John Henkel from the Old School Building Company Ltd.

2. Project Spotlight

2.1 Project update from CBMDC Officers regarding the Town Centre & Infrastructure Improvements Programme.

3. Board meeting format and conduct

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

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

5. Correspondence log

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

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

7. Highlight Report

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

8.1. CBMDC Programme Team to update on PR & Communications

9. Any Other Business

10. Date and time of the next meeting:

10.1. TBA

List of Shipley Towns Fund Board Papers

Item 1: Declaration of Interests Register

Item 2: Correspondence Log

Item 3: Minutes of 10th June 2024 Meeting

Item 4: Highlight Report

Item 5: PR & Communications

**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
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)	Partner organization in Project C	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	Technair Group / Univer Manufacturing Co. Limited owns the factory in Saltaire Road, BD18 3HL	None	None	08/12/20	Listed on the register
Helen Horsman	Director of Business & Central Services	Partner organization in Project F	No	None	None	07/03/24	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	No	None	None	22/12/20	Listed on the register
John Henkel	Old School Building Company Ltd	Partner Organisation in Project H	No	Kirkgate Community Centre, Old School Building Company, Unity Federation (Sandy Lane and Steeton Primary Schools), Bradford Metropolitan Food Bank, Saltaire Community Festival, YoGift, Friends of Bradford Resource Centre, Intrepid Trips Cycle Touring Club	None	19/08/24	Listed on the register
Anna Dixon MP	Member of Parliament	No	Listed on the public register	None	None	19/08/24	Listed on the register
Adam Sutcliffe	British Design Fund	No	Amutri Limited – Director Mental IDE Limited – Director Orbel Health Limited – Director	None	None	29/04/24	Listed on the register

			British Design Fund – Head of Membership University of Arts London (UAL) – Visiting Lecturer British Army – Lance Sergeant				
Alec Porter	Shiplay Resident	No	iMPOWER Associate	None	None	25/04/24	Listed on the register
Nicola Murray	Director of Kynd	No	Co-Chair of South Square Centre	None	None	25/04/24	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
Request from resident requesting the Chair of the Board suspend the proposed building of the Community, Arts, Heritage & Future Tech Hub	Gillian Hickey	Shipley Towns Fund Board	19/08/24	TBC	In progress
Request from Sir Philip Davies to involve the RNIB team to ensure it is accessible as possible for people with sight loss.	Sir Philip Davies	Council Officers / Contractor	26/06/24	28/06/24	Complete
Request from Peter Gilligan from John F Hunt Regeneration Ltd expressing an interest in demolition works for the Shipley DIF	Peter Gilligan — John F Hunt Regeneration Ltd	Council Officers	10/04/24	16/04/24	Complete
Request from constituent to Philip Davies MP regarding the market square scheme.	Constituent sent request to MP	Council Officers	23/02/24	TBC	Complete
Request from constituent to Philip Davies MP regarding ownership of the clock and responsibility for fixing it.	Constituent sent request to MP	Council Officers	20/02/24	26/02/24	Complete
"How are Towns Fund Board ensuring that performance against sustainability related KPIs is improved as a result of the investment, both at a project and programme level?" This includes indicators related to carbon reduction, active travel, land rehabilitation, environmental enhancement and biodiversity creation. [Appendix 2]	Jody Harris (Environmental, sustainability consultant)	Shipley Towns Fund Board	08/11/23	TBC	Complete
Further information regarding the CCTV coverage as part of the Market Square Scheme, including provision of unobstructed views of the Card Factory Shop.	Philip Davies MP / Cllr Allison Coates	Council Officers	21/11/23	11/12/23	Complete
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

Shipley Towns Fund Board Meeting

Minutes

10th June 2024, 10.00am – 12.00pm

Shipley Town Hall, Shipley

Attendees:

Adam Clerkin (Chair), Alec Porter, Cllr Alex Ross-Shaw, Angela Blake, Ian Durham, Helen Horsman, James Skirrow, John Flaherty, Joe Ashton (observer), Michelle Rushworth, Cllr Mike Connors, Nicola Murray, Sir Philip Davies MP, Ravinder Panesar, Scot Flight, Simon Woodhurst.

Apologies:

Adam Sutcliffe, Barry Cooper, Dom Pix, Eden Clayton, Jenifer Ward, Joy Hart, Michael Long, Phil Walker, Ryan Kane.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	Welcome and Apologies AC opened the meeting and welcomed all, including the new board members who introduced themselves to the board.			
2-6	Housekeeping – Apologies, Minutes, Actions, Declarations of Interest RP reviewed the minutes and actions from the last meeting. AC confirmed meeting minutes a true record and actions completed. Declaration of Interest Log and actions from the Correspondence Log were completed.			
7	Highlight Report RP provided an update on Programme Management (see Agenda Pack), additional comments below: Difficulty for some board members to access the SharePoint site, where training was provided for both towns. Power BI access is restricted at present, with the team hopeful that this can be resolved. ID queried the sign-off process for Short-Form GFA's. RP confirmed that all GFA's require sign-off as part of a Decision Notice,	SharePoint access to resolve for board members	RP	ASAP

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>underpinned by a recommendation from the Internal Programme Board.</p> <p>Project Updates Project A – DIF SW provided a confidential update to the board regarding this project. Further details, including timescales, inter-dependencies and next steps will be shared with the board once available.</p> <p>SW left the meeting.</p> <p>Project B – Town Centre & Infrastructure Improvements MR shared the timeline with the board, including key milestones and expected completion. Planning approved and expected start date is August 2024 and completion in May 2024, with a phased approach expected once a contractor has been appointed. The board questioned whether the scheme would impact traders, plus visitors during the City of Culture year as the delays in starting and completion may have an impact on traders and the community. MR confirmed that a Liaison Officer would be appointed by the Contractor to implement an engagement strategy and agreed that the delays were unacceptable. NM questioned the potential recycling of the fixed market stalls, which MR will investigate further.</p> <p>The board queried assurances regarding further slippages, which MR confirmed would be addressed as part of the tender process, where the contract award is based on delivery within the agreed timescales.</p> <p>Project C – Community Art, Heritage & Future Technology Centre Update provided by the ID / JF as per the board papers. The teams are working to resolve the legal issues to ensure the project can be progressed.</p> <p>Project D – Capital Assistance to Business Growth RP provided an update, including the increased number of applications for Shipley, although behind profile, larger applications were in the pipeline. RP confirmed that the Invest in Bradford Team had conducted regular leaflet drops, alongside news stories to increase the awareness of the fund to local businesses.</p>	<p>To provide further details to the board, including key milestones and timescales.</p> <p>Site visit to arrange, alongside info on fixed market stalls and their uses.</p>	<p>SW</p> <p>Council Officers</p>	<p>ASAP</p> <p>Aug-24</p>

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>AC confirmed that the scheme has been well received by businesses. MC queried the grant rules, including the vacant possession aspect where buildings have to be empty for 12 months. RP indicated that the starting point was an Expression of Interest, which would be assessed by a Business Adviser and if eligible, would work with the applicant to complete an application.</p> <p>MC has also setup a business networking event where the scheme is discussed and promoted to all attendees.</p> <p>Project E – Shipley Library Enterprise Hub Refurbishment has been completed and a Business Information Officer has been recruited to support the delivery of the outputs. This includes running workshops for new and existing businesses, alongside 1-1 support for anyone who is thinking of starting a business.</p> <p>Project F – Health, Wellbeing and Community Campus HH provided an update with confirmation that contractors were on site and the demolition works had started. Furniture that was no longer needed was donated to a charity in Keighley, alongside the nursery which recycled their equipment also. The team have moved to Biz Space on St Pauls Street and are continuing to offer services throughout the community. There is a potential for a phase two of this project, should funding become available. There is an expectation that a contribution to this would be from the sale of Shipley Hospital, which is still being progressed by the NHS.</p> <p>Project G – Wrose Quarry Wetlands RP reported that the project is complete, with a site visit planned for the Towns Fund board taking place on 19th June. RP is currently monitoring and confirming the outputs.</p> <p>Project H – Shipley Sustainable Community Hub The contractor is on site and continues to make good progress. Practical completion is expected in August 2024. Once works are satisfactorily completed, a relaunch event could be held. Project status is on track and on budget.</p>	<p>To share details of the business event with Invest in Bradford Team and Board</p>	<p>MC</p>	<p>ASAP</p>



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>Financial Profile RP went through the financial profile in the board papers, including the differences from the last submission. Risks include spend being moved into the final years for some projects, including Project A – Development Investment Fund, Project C – Community, Art, Heritage & Future Technology Hub as well as Capital Assistance to Business Growth.</p>			
4	<p>PR & Communications RP provided an update on the PR and Communications activity and directed members to the forward plan on the SharePoint site which contains links to all the latest press releases. The pre-election period for the local elections delayed the release of some articles, and this is happening currently, due to being in the pre-election period again for the General Election on 4th July. Normal comms can go out from 5th July 2024.</p> <p>UKREiiF (UK Real Estate Investment & Infrastructure Forum) Bradford Council had a showcase event at UKREiiF. The event was held on the periphery and was held in Mumtaz restaurant. It was hosted by Bradford Council, with the support of sponsors and grant funding. The event was very well received and generated several leads which are being followed up on.</p> <p>Discussion on ways to promote the Towns Fund programme followed, suggestions to utilise noticeboards in the town centre, together with using the flyer and potentially a poster. Towns Fund banners are available to put on sites to convey how the projects are being funded. This approach will be important in communicating messages regarding the Market Square Scheme.</p>	Engagement Plan for Market Square requested.	Council Officers	ASAP
4	<p>AOB</p> <p>Biographies and Terms of Reference approved by the Board members which will be updated on the Towns Fund website.</p> <p>NM suggested utilizing the Shipley Print Studio for the next board meeting.</p>	To finalise the date, time and venue of next meeting	RP	ASAP

7. Highlight Report – Item 4

7.1 Programme Management

7.11 Regular meetings taking place with Project Leads to manage progress, risk, outputs and financial profiles. This includes internal and externally managed projects. Alongside this, regular meetings are taking place with the Contracts Team to monitor compliance and spend for all the projects.

7.12 Wrose Quarry Wetlands Launch Event took place on the 19th June where key stakeholders were in attendance. Project has nearly been completed with reviews taking place to collate the agreed outputs.

7.13 MHCLG Reporting Template being reviewed to cover the financial period from 1st April 2024 to 30th September 2024. This includes funding received from MHCLG, where additional payments were received for projects that are in delivery stage. Those funds have been released to Project Leads.

7.14 Support provided from the Delivery Associate Network (DAN), who are contracted by MHCLG to provide support to recipients of levelling up funds around the UK. Managed by Arup, they can provide 1-1 support ranging from benefit cost ratio (BCR) calculations through to monitoring and evaluation advice. Alongside this, they are delivering a number of workshops on key topics (Monitoring & Evaluation, Stakeholder Engagement and Good Financial Management).

7.15 Internal Programme Board meeting took place on the 22nd July. The Internal Programme Board provide additional assurance and governance of the towns fund projects and made up of senior council staff from legal, finance, procurement, planning, economy and development and estates. The next meeting is due to take place on 23rd September.

7.16 Programme Support Officer interviews taking place w/c 16th September and the advert for the Regeneration Manager live until the 15th September. These roles will help to support the work of the Towns Fund (Shipley) and Town Board (Keighley).

7.17 Revised brand guidance and Project Adjustment Requests (PAR) have been issued by MHCLG, with changes including the removal of the 'Powered by Levelling Up' logo. The PAR will also no longer need MP approval; however, they should be informed of the changes.

7.2 Project Updates – Position up to August 2024:

Project Name	Value	Project Summary	Project Delivery Status	Updates	Delivery	Spend	Risk
A – Development Investment Fund (DIF) (Bradford Council)	£7m	Development of industrial units and remediation of brownfield sites	Ongoing - Delayed	Still at a commercially sensitive stage and further information will be provided when available. The Chair of the Board has been provided with an update regarding this project.	5	5	5
B – Town Centre & Infrastructure Improvements (Bradford Council)	£5.04m	Investment in Town Centre & Infrastructure Improvements	Other	See individual updates	1	1	1
C – Community, Art, Heritage & Future Tech Hub (Shipley College)	£5.39m	Development of a Community, Art, Heritage & Future Tech Hub on the site of the Caroline Street Car Park	Ongoing – Delayed	Planning permission approved however legal issues have caused significant delays which have resulted in the project team being stood down. Risk profile has been increased.	4	4	4
D – Capital Assistance to Business Growth (Bradford Council)	£1.91m	Grant programme for new and existing businesses	Ongoing – On Track	Shipley – 54 Expressions of Interest received, with 18 applications approved. Total grant amount equals £661,148.67 with a private sector match of £3,962,541.92 and 72 jobs to be created as a result of the investment	2	2	2
E – Shipley Library Enterprise Hub (Bradford Council)	£80k	Refurbishment of space to create an enterprise hub	Completed	Refurbishment has been completed and the Business Information officer recruited. The team are now in the process of organising events and working with entrepreneurs to support their growth.	1	1	1
F – Health, Wellbeing & Community Campus (The Cellar Trust)	£3m	Project to refurbish The Cellar Trust building	Ongoing – On Track	Bradford based Whittaker & Leach began construction and landscaping works as planned on 3 rd June 2024. Demolition works are complete, some internal partitions and first fix electricals are now complete. Unforeseen works will include replacement of corroded central heating pipework, woodworm treatment and remedial works to two areas of the ground floor. Stakeholder, staff and neighbour engagement and site visits are underway, with a planned program of activity.	2	2	3
G – Wrose Quarry Wetlands (The Conservation Volunteers)	£70k	Remediation work of the Wrose Quarry	Completed	Most of the works have been completed, with signage and benches left to install. Launch event took place on the 19 th June with key stakeholders, including board members in attendance. The team are now working on collating data for the outputs and outcomes.	1	1	1
H – Shipley Sustainable Community Hub (The Old School Building Company Ltd)	£2.51m	Creation of a sustainable community hub for Shipley	Ongoing – On Track	The refurbishment works are near to completion, with the Hive and Kirkgate Centre equipment due to be moved back on the 2 nd September. Dates for the re-opening and launch to be confirmed shortly.	1	1	1

Project B – Town Centre & Infrastructure Improvements [£5.04m] [Appendix 1]

Project Name	Value	Project Timescales	Project Delivery Status	Updates	Delivery	Spend	Risk
B2.1 Market Square Scheme	£3m	Timescales: Nov-22 to May-25	Status: Ongoing – Delayed	Market Square planning application approved alongside the application for the Market Square Toilets. Contractor appointed for the paving supplies after delays due to procurement challenge. Delivery for paving materials is 12-16 weeks from when the order is placed. Contractor for the main works selected, however, awaiting approval from the Overview & Scrutiny Committee due to contract value.	3	3	2
B2.2 Canal Road Corridor	£350k	Timescales: TBC	Status: Not yet started	The project to de-culvert a section of Bradford Beck, which brought £3.4m of match funding to Shipley Towns Fund has lost its European Structural & Investment Funding. Bradford Council still has ambitions to complete Naturalising Bradford Beck, but no timescales for delivery have been agreed.	4	1	2
B2.3 Active Travel	£1.32m	Timescales: Nov-22 to May-25	Status: Ongoing – On Track	The project is in concept design stage, except interventions in Wrose and Shipley which are being procured and delivered by the Highways Maintenance (North) Team. Victoria Park (footway improvements on a route to school) is complete. West Royd Avenue (reconstructed footway) in progress. Wrose Brow Road (footway improvements on a route to school) in progress. The Canal Towpath is repairs being delivery by Canal & River Trust predominantly utilising Sustrans funding. The paths are open, but contractors still need to brush off excess grit that hasn't knitted into the tar coat. There is wildflower seed planting due on the path margins. Improvement to Wellcroft linking the Market Square to the library, swimming pool, Central Park and Asda are out to tender. This will improve the planting and seating along the route as well as minor alterations to the paving.	2	1	2
B2.4 Real Time Bus Information Service	£40k	Timescales: May-23 to Sep-23	Status: Completed	7 sites completed by WYCA (West Yorkshire Combined Authority)	1	1	1
B2.5 Public Toilets	£330k	Timescales: Aug-24 to Apr-25	Status: Ongoing – On Track	Revised plan received with construction to commence in October (following diversion of the mains) and completion February 2025. Regular meetings are in place with the design team, Shipley Town Council alongside Council Officers managing the Market Square Scheme.	1	1	1

Table 1: 1st April 2023 to 30th September 2023 Submission – Shipley Towns Fund

	*RDEL / CDEL	20/21 (£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	TOTALS (£)
A – Development Investment Fund [Bradford Council]	RDEL					53,000	53,000	106,000
	CDEL		64,633	16,554	263,263	3,174,775	3,174,775	6,694,000
	Total		64,633	16,554	263,263	3,227,775	3,227,775	6,800,000
B – Town Centre & Infrastructure Improvements [Bradford Council]	RDEL							
	CDEL		40,000	39,207	622,793	2,401,600	1,936,400	
	Total		40,000	39,207	622,793	2,401,600	1,936,400	5,040,000
C – Community, Art, Heritage & Future Tech Hub [Shipley College]	RDEL							
	CDEL		237,775	31,725	905,000	4,215,500		
	Total		237,775	31,725	905,000	4,215,500		5,390,000
D – Capital Assistance to Business Growth [Bradford Council]	RDEL				50,000	25,000	25,000	100,000
	CDEL		22,729		137,953	872,409	776,909	1,810,000
	Total		22,729		187,953	897,409	801,909	1,910,000
E – Shipley Library Enterprise Hub [Bradford Council]	RDEL							
	CDEL			16,537	35,866	27,597		
	Total			16,537	35,866	27,597		80,000
F – Health, Wellbeing & Community Campus [The Cellar Trust]	RDEL				20,000	40,000	40,000	100,000
	CDEL		118,940	31,060	400,000	2,350,000		2,900,000
	Total		118,940	31,060	420,000	2,390,000	40,000	3,000,000
G – Wrose Quarry Wetlands [The Conservation Volunteers]	RDEL							
	CDEL			70,000				
	Total			70,000				70,000
H – Shipley Sustainable Community Hub [Hive / Kirkgate]	RDEL							
	CDEL		99,543	85,957	1,600,000	724,500		
	Total		99,543	85,957	1,600,000	724,500		2,510,000
Programme Management	RDEL				20,000	90,000	90,000	
	CDEL							
	Total				20,000	90,000	90,000	200,000
	RDEL Total		0		90,000	208,000	208,000	
	CDEL Total		583,620	291,040	3,964,874	13,766,381	5,888,084	
	Total		583,620	291,040	4,054,874	13,974,381	6,096,084	

RDEL – Resource Departmental Expenditure Limits

CDEL – Capital Departmental Expenditure Limits

Re-profiled from £905k due to delays in agreeing the main GFA

Spend lower than expected, with costs moved into 24/25

Anticipated capital spend of £263k not materialised

Financial spend has been moved to the final year of the programme

Table 2: 1st October 2023 to 31st March 2024 Submission – Shipley Towns Fund

	*RDEL / CDEL	20/21 (£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	TOTALS (£)
A – Development Investment Fund [Bradford Council]	RDEL					53,000	53,000	106,000
	CDEL		64,633	16,554	0	2,612,813	4,000,000	6,694,000
	Total		64,633	16,554	0	2,665,813	4,053,000	6,800,000
B – Town Centre & Infrastructure Improvements [Bradford Council]	RDEL			79,207	138,654	2,428,139	2,394,000	
	CDEL			79,207	138,654	2,428,139	2,394,000	5,040,000
	Total			79,207	138,654	2,428,139	2,394,000	5,040,000
C – Community, Art, Heritage & Future Tech Hub [Shipley College]	RDEL			31,725	325,000	1,785,250	3,010,250	
	CDEL		237,775	31,725	325,000	1,785,250	3,010,250	5,390,000
	Total		237,775	31,725	325,000	1,785,250	3,010,250	5,390,000
D – Capital Assistance to Business Growth [Bradford Council]	RDEL				50,145	24,855	25,000	100,000
	CDEL		22,729	22,729	97,993	193,000	1,473,550	1,810,000
	Total		22,729	22,729	148,138	217,855	1,498,550	1,910,000
E – Shipley Library Enterprise Hub [Bradford Council]	RDEL			16,537	45,330	18,133		80,000
	CDEL			16,537	45,330	18,133		100,000
	Total			16,537	45,330	18,133		180,000
F – Health, Wellbeing & Community Campus [The Cellar Trust]	RDEL				33,985	44,010	22,005	100,000
	CDEL		118,940	31,060	193,200	2,078,400	478,400	2,900,000
	Total		118,940	31,060	227,185	2,122,410	500,405	3,000,000
G – Wrose Quarry Wetlands [The Conservation Volunteers]	RDEL			70,000				70,000
	CDEL			70,000				70,000
	Total			70,000				70,000
H – Shipley Sustainable Community Hub [Hive / Kirkgate]	RDEL				1,600,000	724,500		2,510,000
	CDEL		99,543	85,957	1,600,000	724,500		2,510,000
	Total		99,543	85,957	1,600,000	724,500		2,510,000
Programme Management	RDEL				31,091	84,455	84,455	
	CDEL				31,091	84,455	84,455	
	Total				31,091	84,455	84,455	200,000
	RDEL Total		0		115,221	206,320	184,460	
	CDEL Total		543,620	353,769	2,400,177	9,840,235	11,356,200	
	Total		543,620	353,769	2,515,398	10,046,554	11,540,659	

RDEL – Resource Departmental Expenditure Limits
CDEL – Capital Departmental Expenditure Limits

Costs higher than forecasted in the September submission

Project is due to start, hence requirement for a larger capital drawdown.

Financial spend moved to final year from previous submission

7.3 Risks

Project A: Development Investment Fund

[Confidential item to be discussed at the Towns Fund Board meeting]

7.31 Still at a commercially sensitive stage and further information will be provided when available. The Chair of the Board has been provided with an update regarding this project.

Project B: Town Centre & Infrastructure Improvements

7.32 Market Square planning application approved alongside the application for the Market Square Toilets. Contractor appointed for the paving supplies after delays due to procurement challenge. Delivery for paving materials is 12-16 weeks from when the order is placed. Contractor for the main works selected, however, awaiting approval from the Overview & Scrutiny Committee due to contract value.

7.33 Extension and alterations to the toilet block costs were escalated to the Internal Programme Board in January and February. This was due to an easement regarding water and sewage diversions which have increased the costs for the scheme.

7.34 Yorkshire Water started the diversion of the water mains on the 27th August, however, there was a problem with one of the connections. They will sort this out on the 12th September and the work should take approximately three days. Completion date of April-25 envisaged for the toilet block.

Project C: Community, Arts, Heritage & Future Technology Centre

7.35 Short-Form Grant Funding Agreement (GFA) was reviewed by the Legal and Financial Officers within the Council and was paused. Funding was required to progress the project to RIBA 4 Tender Stage, alongside the provision of legal and VAT advice.

7.36 Meetings have taken place between the Council, DLUHC, DfE and the College to resolve the key elements within the main GFA. This needs to be resolved in order to progress the project to the next step.

7.37 Key elements of the project include:

- The land transfer on Caroline Street which is being managed by the Estates & Property Team and needs to be concluded prior to the main GFA.
- Match-funding requirement from Shipley Town Council to Shipley College for the development and management of the public toilets.
- Agreement of the main GFA once the RIBA 4 Tender stage is complete to ensure the project can be delivered on time.

Project D: Capital Assistance to Business Growth

Position up to August 2024

Keighley Towns Fund	
Expressions of Interest (EOI) received	77
EOI Rejected	15
Applications approved	25

Shipley Towns Fund	
Expressions of Interest (EOI) received	56
EOI rejected	10
Applications approved	18

7.38 Average grant award for Keighley is **£39,804.89** whilst Shipley is **£36,730.48**. Grant applications for both towns total **£1,656,270.81**, with a private sector match of **£10,445,714.88** with **170** new FTE jobs to be created as a result of the funding, across both towns (**98** for Keighley and **72** for Shipley).

7.39 The Invest in Bradford Team, who manage the Capital Assistance to Business Growth Programme are being supported by the Strategic Programmes Team to assist with the monitoring and payment of grant claims, setting up and managing the Decision Panel as well as analyzing the performance against forecasts.

7.40 Decision Panel meetings to consider submitted applications are held monthly to ensure that applicants receive a decision and outcome within 30 days of applying.

7.41 The majority of applications / approvals have been for manufacturing and engineering businesses (26). There have also been 7 approvals for B2B businesses, 4 for the service sector, 3 retail and 3 in the hospitality sector.

7.42 The team are currently dealing with 23 pending applications and based on the approved and anticipated grant amounts, the forecast spends as of 20th May 2024 is as follows:

Keighley - £1,367,844.54

Shipley - £844,213.16

7.43 Meetings are held on a monthly basis with the marketing team to update and provide information on press releases, alongside weekly posts on social media. The Invest in Bradford Team will continue to advise and support businesses who have expressed an interest and assist with the application process.

Project Summary

Application Numbers:

Town	Application Numbers [Apr-23 to Mar-24]											
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	8	10	11	12	12	14	14	15	17	20	20	22
Shipley	3	3	3	4	8	10	10	10	10	9*	12	15

Town	Application Numbers [Apr-24 to Mar-25]											
	Apr 24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Keighley	22	24	24	-	25							
Shipley	17	18	18	-	25							

Jobs to be Created:

Town	Jobs To Be Created [Apr-23 to Mar-24]											
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	26.5	31.5	33.5	39	39	44	44	62	66	66	79.5	84
Shipley	4	4	4	9	14	21	21	33	33	23*	24	63.5

*Drop from 33 to 23 due to one company withdrawing their application.

Town	Jobs To Be Created [Apr-24 to Mar-25]											
	Apr 24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Keighley	84	97	97	-	98							
Shipley	72	72	72	-	72							

Grant Approvals:

Town	Grant Approvals [Apr-23 to Sep-23]					
	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
Keighley	£153,970.75	£189,670.75	£224,064.52	£232,966.26	£235,736.36	£276,757.59
Shipley	£46,737.08	£46,737.08	£46,737.08	£97,495.84*	£101,432.48	£137,952.56

*Drop to £81,382.63 for July 2023 due to one company reducing spend.

Town	Grant Approvals [Oct-23 to Mar-24]					
	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	£276,757.59	£540,921.66	£643,112.80	£643,470.59	£731,243.89	£972,983.89
Shipley	£137,952.56	£154,822.06	£159,479.88	£159,479.88	£161,755.98	£541,876.46

Town	Grant Approvals [Apr-24 to Sep-24]					
	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Keighley	£972,983.89	£985,041.52	£985,041.52	-	£995,122.14	
Shipley	£608,392.50	£660,610.47	£660,610.47	-	£661,148.67	

8.0 Outputs & Outcomes

Project Name	Key Target Outputs / Outcomes*	Unit of measurement	Target
A – Development Investment Fund	# of temporary jobs supported during project implementation	Number	355
	# of full-time equivalent (FTE) permanent jobs created through the project	Number	400
	Amount of floorspace delivered / repurposed	m2	34,400
B – Town Centre & Infrastructure Improvements	Amount of public realm improved	m2	15,200
	# of improved public transport routes	Number	4
	Total length of new cycle ways or pedestrian	Km	2.5
	Number of public amenities / facilities created	Number	4
C – Community, Art, Heritage & Future Tech Hub	# of temporary FT jobs supported during project implementation	Number	50
	Co-funding committed (private and public)	£	711,000
	# of full-time equivalent (FTE) permanent jobs created through the projects	Number	7
	# of full-time equivalent (FTE) permanent jobs safeguarded through the projects	Number	200
	Amount of improved cultural facilities (heritage)	m2	120
	Amount of improved cultural facilities (classrooms)	m2	670
	Amount of capacity of new or improved training or education facilities	FTE students	680
	Amount of public realm improvements (toilets)	m2	60
	Amount of public realm improved – Urban Regeneration	m2	1,600
	Number of new community/sports centres	Number	1
D – Capital Assistance to Business Growth	Number of visitors to arts, cultural and heritage events and venues	Number	8,800
	Co-funding private (millions)	£	4,000,000
	# of full-time equivalent (FTE) permanent jobs created through the projects	Number	45
E – Shipley Library Enterprise Hub	# enterprises receiving grants	Number	90
	Amount of floorspace repurposed	m2	50
	Availability of new specialist equipment – 2 new PC's	Number	2
	Increase in the amount of shared workspace or innovation facilities - 2 communal desks, 10 chairs	Number	12
	# of enterprises receiving non-financial support	Number	25
	# of learners enrolled in new education and training courses	Number	150
	Total length of new cycle ways or pedestrian	Km	2.5
	Number of public amenities / facilities created	Number	4

***This is a summary of the key outputs and outcomes and is not a definitive list of all that have been agreed with MHCLG**

Project Name	Key Target Outputs / Outcomes*	Unit of measurement	Target
F – Health, Wellbeing & Community Campus	Co-funding committed (private and public)	£	450,000
	# of full-time equivalent (FTE) permanent jobs created through the projects	Number	2
	Amount of floorspace repurposed	m2	1,073
	Amount of new parks/ greenspace/outdoor space	m2	1,200
	# of enterprises receiving non-financial support	Number	8
	Number of public amenities/facilities created	Number	11
	Amount of capacity of new or improved training or education facilities	Number	1,500
G – Wrose Quarry Wetlands	Total length of newly built roads	Km	0.3
	Amount of public realm improved – Site 1 and Site 2	m2	20,250
	Amount of capacity of new or improved training or education facilities	Number	27
	Number of visitors to arts, cultural and heritage events and venues	Number	750
	# enterprises receiving grants	Number	90
H – Shipley Sustainable Community Hub	# of temporary FT jobs supported during project implementation	Number	20
	Arts, culture and heritage – upgraded and protected community hub	m2	800
	Number of visitors to arts, cultural and heritage events and venues – 3,400 per year	Number	6,800
	Carbon reduction – kg per annum with high standard of insulation and use of solar panels and electric heating	Tonnes	12,000

***This is a summary of the key outputs and outcomes and is not a definitive list of all that have been agreed with MHCLG**

9. PR & Communications – Item 5

9.1 PR

9.11 Regular meetings with Marketing Team are taking place to ensure Towns Fund publicity is promoted more widely. This includes the use of existing social media channels, diverse publications alongside traditional media activities.

9.12 In addition to the Council’s newsletters and Bradford Means Business features, the marketing team share across the Council’s social media platforms including Facebook, Instagram, X and LinkedIn with the hashtags #KeighleyTownsFund and #ShipleyTownsFund. Often the posts are also shared by partners which helps to increase the reach.

9.13 Posts with videos have also been shared, with the Shipley Sustainable Community Hub and Keighley Health Living Network, with a video on the Sangat Centre due to be issued shortly. Organic reach (individual impressions):

Shipley	Impressions
Facebook	158,800
LinkedIn	15,500
Instagram	4,600
X	7,600

Keighley	Impressions
Facebook	108,900
LinkedIn	15,500
Instagram	5,700
X	8,600

9.14 SharePoint site is live and designed to provide information to board members about each project, including business cases, outputs, progress to date, marketing and latest news. All the Towns Fund coverage is tracked on the Forward Plan and available to all board members on the SharePoint site.

10. Any Other Business

11. Date and time of the next meeting:

11.1. December 2024 date/time TBC.