

Shipley Towns Fund Board Meeting

Monday 2nd June 2025

10.00 – 12.00pm

Shipley Sustainable Community Hub, 39A Kirkgate, Shipley, BD18 3EH



Image: Shipley Town Centre Toilet Block Refurbishment (May 2025)

Agenda

No	Item	Owner	Time	Paper
1	Welcome and apologies	Chair	10.00	
2	Board Member Appointments	Chair	10.10	
3	Meeting format and conduct	Chair	10.40	
4	Declaration of Interests	Chair	10.45	Item 1
5	Correspondence log	Chair	10.50	Item 2
6	Minutes of the last meeting and matters arising	Chair	11.00	Item 3
7	Highlight Report: - Programme Management - Project Updates - Finance Update - Capital Assistance to Business Growth	CBMDC Officers/Project Delivery Partner lead	11.10	Item 4
8	Outputs and outcomes	CBMDC Officers	11.30	
9	PR & Communications	CBMDC Officers	11.40	Item 5
10	AOB	Chair/All	11.45	
11	Date and time of next meeting	Chair	12.00	

List of Board Members / Roles:

Name	Organisation	Role
Gill Thornton	Better Start Bradford	Chair
Si Cunningham	Historic England	Vice-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
John Henkel	The Old School Building Company Ltd	Board Member
Diana Bird	Shipley College	Board Member
Adam Sutcliffe	British Design Fund	Board Member
Nicola Murray	Kynd, Co-chair South Square	Board Member
Scot Flight	Cox and Flight Financial Solutions	Board Member
Alec Porter	Shipley Resident	Board Member
Adam Beddall	Turner & Townsend	Board Member

List of Invited Attendees:

Angela Blake	CBMDC
Rav Panesar	CBMDC
Jane Hargreaves	CBMDC
Leanne Swinbank	CBMDC
Simon Woodhurst	CBMDC
Dave Partridge	CBMDC
Richard Thorpe	MHCLG
Eden Clayton	MHCLG
Michael Long	WYCA
Arron Tyndall	WYCA
Heather Waddington	WYCA
Jenifer Ward	DWP
Joe Ashton (Observer)	Shipley Town Council

1. Welcome and apologies

1.1 Chair's welcome

2. Board member appointments

2.1 New Chair, Vice Chair and Board Member appointments.

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 Regeneration 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. Monday 8th September 2025, 10.00am – 12.00pm, Shipley Sustainable Community Hub
[TBA]

List of Shipley Towns Fund Board Papers

Item 1: Declaration of Interests Register

Item 2: Correspondence Log

Item 3: Board Meeting Minutes of the 3rd March 2025

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
Gill Thornton	Director – Better Start Bradford	Married to Councilor Ralph Berry – Cllr for Wibsey Ward	Director of Better Start Bradford	Member of the Shipley Labour Party and the Co-op Party Member of the National Trust, Woodland Trust, Canals and Rivers Trust, Rotary Club	None	27/03/25	Listed on the register
Si Cunningham	Chair – Bradford Civic Society	Previously District Councillor (retired 2024)	MP staff – House of Commons / Office of Katie White MP	Labour Party Unison Trade Union Bradford Civic Society Bradford Irish Society	None	01/04/25	Listed on the register
Adam Beddall	Project Manager – Turner & Townsend	No	Project Manager at Turner & Townsend	TMA Kickboxing Academy – Huddersfield IHEEM – Institute of Healthcare Engineering & Estate Management IOP – Institute of Physics	None	31/03/25	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	Director, Mental IDE Limited	No	Amutri Limited – Director Mental IDE Limited – Director Orbel Health Limited – Director University of Arts London (UAL) – Visiting Lecturer British Army – Lance Sergeant	None	None	29/04/24	Listed on the register
Alec Porter	Shipley Resident	No	iMPower Associate	Boad Member – Bradford Age UK Shipley in Bloom Association Member	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
Scot Flight	Director of Cox & Flight Financial Solutions Ltd	No	Rented shared offices at Unit A, Suites 2&3, Briar Rhydding, Baildon, BD17 7JW	Otley Golf Club, Conservative Party ordinary member	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	16/09/24	Complete
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 <u>project</u> and <u>programme</u> 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

3rd March, 10.00am – 12.00pm

Kirkgate Centre, Shipley, 39A Kirkgate, BD18 3EH

Attendees:

Alec Porter (Interim-Chair), Cllr Alex Ross-Shaw, Angela Blake, Anna Dixon MP, Dave Partridge, Diana Bird, Helen Horsman, Jacqueline Ramdeen, Jane Hargreaves, James Skirrow, Joe Ashton (observer), Leanne Swinbank, Cllr Mike Connors, Nicola Murray, Nicole Williams, Ravinder Panesar, Scot Flight, Simon Woodhurst.

Apologies:

Adam Sutcliffe, Dom Pix, Jenifer Ward, John Henkel.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	Welcome and apologies AP welcomed JR to the Shipley Towns Fund Board meeting to present on the Capital Assistance to Business Growth Programme. Apologies listed in the minutes.			
2	Project Spotlight Project D – Capital Assistance to Business Growth Programme JR discussed the Capital Assistance to Business Growth Programme, including providing details of the businesses supported and outputs achieved to date. Two new schemes are proposed, with further information provided to the board in draft format for comments. It is envisaged this will be available to eligible businesses from 1 st April 2025 and further details published once guidance has been finalized.			
3-6	3. Meeting Format & Conduction Highlighted in the board papers			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>4. Declaration of Interests Listed on the Register</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, apart from one change where MC met with key stakeholders related to Project A Development Investment Fund.</p>			
7	<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 SW presented a confidential update to the board on the scheme.</p> <p>Project B – Town Centre & Infrastructure Improvements Market Square Scheme works are underway with fencing up in key areas as part of a phased approach to the redevelopment. RP indicated that tenders for the Shipley Toilets have been evaluated and costs are being reviewed regarding any gap in funding.</p> <p>Project C – Community, Art, Heritage & Future Tech Hub RP indicated that the land transfer is being progressed and the College have met with the council procurement team to ensure the contractor appointment is in line with the contract standing orders.</p> <p>Project D - Capital Assistance to Business Growth Spotlight on this scheme presented by JR in Section 2.</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</p>			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>HH provided an update indicating that unforeseen costs have led to a delay, with handover expected now in June 2025. Some value engineering has taken place to scale back the outdoor works due to rising costs for materials. Some issues with drainage around a protected tree are being carefully managed, alongside a planning application which has been submitted for the redevelopment of the top of the car park. If further funding becomes available, an adjustment to this application will be made available.</p> <p>Project G - Wrose Quarry Wetlands</p> <p>The outputs are being collated by the team and with the council to verify.</p> <p>Project H – Shipley Sustainable Community Hub</p> <p>An update was provided by NW, where the focus is now on benefit realisation and collation of outputs. NW indicated that works to improve the acoustics will be taking place to the whole building.</p>			
8	<p>Outputs and Outcomes</p> <p>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</p> <p>As per the update provided in the board papers. Suggestions were made by board members to promote the successes of the programme, including use of empty shops to promote the Capital Assistance to Business Growth Programme and new guidance. Shipley Town Council would like to be involved in any discussions regarding this.</p> <p>AD indicated a willingness to visit any businesses that have benefited from the support.</p>	Discuss options with Marketing	Council Officers	ASAP
10	<p>AOB</p> <p>Towns Fund Chair & Board Recruitment: A process was discussed, with the board indicating a sub-group be formed to review the applications and make a recommendation to the board.</p> <p>AD suggested a review of the Terms of Reference (ToR) as part of the new board.</p>	<p>Sub-group to meet and review applications</p> <p>Review ToR</p>	<p>Towns Fund Board</p> <p>Towns Fund Board</p>	<p>ASAP</p> <p>TBC</p>

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 MHCLG Reporting Template covering 1st October 2024 – 31st March 2025 completed and submitted. This includes an updated financial profile and associated risks for each project. MHCLG have confirmed that financial commitments need to be in place by 31st March 2027, providing the Council with an additional year for commitments.

7.13 Development Framework for Shipley published in April 2025 (**Appendix 1**) and includes a vision and aspiration for the Town, including identification of five Character areas for potential investment. The Board may wish to consider proposals outlined within the Framework and the role of the Board beyond the Towns Fund.

7.14 The Internal Programme Board, which provides additional internal assurances and support for risks associated with the Towns Fund, take place each month. The Board is made up of senior council staff from legal, finance, procurement, planning, economy and development and estates. Key project and programme risks are escalated to the Internal Programme Board that make recommendations on the next steps.

7.15 Stakeholder meeting held on the 16th January regarding communication and engagement of the Market Square Scheme. The appointed contractors, AUREOS Highways Ltd (rebranded from Keltbray Highways Ltd) were in attendance to answer any questions about the work, alongside the communication and engagement strategy. Further discussions around the marketing of the Towns Fund took place with the Board and Council's marketing team on the 31st March to review the need to increase the engagement and messaging of the programme and projects.

7.16 New Chair, Vice-Chair and Board Member now appointed to the Board following on from a meeting with the sub-group and approval from the main Board. Gill Thorton has been appointed as Chair, Si Cunningham as Vice-Chair and Adam Beddall as Board Member.

7.2 Project Updates – Risk Guidance

RAG (Red, Amber, Green) Guidance					
Delivery	Score	Spend	Score	Risks	Score
Major issues causing significant delays (more than 6 months); processes interrupted or not carried out as planned, or significant changes to project. Likely to under-deliver on outputs	5	A variance of over 50% against profiled financial forecast (total expenditure) or changes to project finances due to poor or delayed delivery.	5	Programme includes projects with significant risks that are both high impact and high likelihood. Risk response not yet planned.	5
Issues arising or causing long delays to the timetable (3 to 6 months) but no significant changes required to overall project. Outputs may still be deliverable but challenging.	4	A variance of between 30 & 50% against profiled financial forecast (total expenditure). Budget changes have been required due to issues with project delivery.	4	Programme includes projects with significant risks that are either high impact or high likelihood. Risk responses planned but not implemented.	4
Issues arising causing some short delays to the timetable (less than 3 months).	3	A variance of between 15 & 30% against profiled financial forecast. Some budget changes have been required.	3	Programme includes projects with some risks that have medium impact and/or medium likelihood. Risk responses planned and implemented.	3
Minor issues have arisen causing only small delays. Project is on track to deliver outputs.	2	A variance of between 5% & 15% . Small re-profiling changes to budget required.	2	Programme includes projects with some risks that have medium impact but low likelihood. Risk responses planned and implemented.	2
No problems. Project is on track to deliver outputs and keeping to schedule	1	A variance of up to 5%. Spend is largely on track with any minor slippage expected to be picked up by the end of next quarter	1	All risk are tolerable with low impact and likelihood and do not require a response	1

7.3 Project Updates – Position up to May 2025:

Project Name	Value	Project Summary	Project Delivery Status	Updates	Delivery	Spend	Risk
A – Development Investment Fund (DIF) (Bradford Council)	£6.7m (capital) £106k (revenue)	Development of industrial units and remediation of brownfield sites.	Ongoing – delayed Completion Date: TBC	<ul style="list-style-type: none"> Preferred option is now at detailed design stage. Further information to be provided at the board meeting. 	5	5	5
B – Town Centre & Infrastructure Improvements (Bradford Council)	£5.04m (capital)	Investment in Town Centre & Infrastructure Improvements.	Other	<ul style="list-style-type: none"> See individual updates. 	3	2	2
C – Community, Art, Heritage & Future Tech Hub (Shipley College)	£5.39m (capital)	Development of a Community, Art, Heritage & Future Tech Hub on the site of the Caroline Street Car Park.	Ongoing – delayed Completion Date: Sept-26	<ul style="list-style-type: none"> Planning permission approved with legal issues largely resolved. Further funding to move to RIBA Tender Stage 4 being progressed. Land transfer is being progressed by the legal team. 	4	4	4
D – Capital Assistance to Business Growth (Bradford Council)	£1.81m (capital) £100k (revenue)	Grant programme for new and existing businesses.	Ongoing – delayed Completion Date: Mar-27	May 2025: <ul style="list-style-type: none"> 29 applications approved with grant commitments at 850k from a total pot of £1.81m, of which £271k has been paid. 18 jobs verified plus an additional 2 apprenticeships. 	2	2	2
E – Shipley Library Enterprise Hub (Bradford Council)	£80k (capital)	Refurbishment of space to create an Enterprise Hub.	Ongoing – on track Completion Date: Mar-27	<ul style="list-style-type: none"> The team are reviewing resources and in the process of collating outputs for events and working with entrepreneurs to support their growth and capture outputs. 	1	1	1
F – Health, Wellbeing & Community Campus (The Cellar Trust)	£2.9m (capital) £100k (revenue)	Project to refurbish The Cellar Trust building.	Ongoing – on Track Completion Date: Jul-25	<ul style="list-style-type: none"> Unforeseen works will include replacement of corroded central heating pipework, woodworm treatment and remedial works to two areas of the ground floor. Site visit for board members took place on the 15th November. Site visit for the board took place on the 16th May to view progress. 	1	2	2
G – Wrose Quarry Wetlands (The Conservation Volunteers)	£70k (capital)	Remediation work of the Wrose Quarry.	Ongoing- on track Completion Date: Jun-25	<ul style="list-style-type: none"> Most of the works have been completed. Launch event took place on the 19th June with key stakeholders. The team are now working on collating data for the outputs and outcomes, with the site now attracting a range of wildlife. 	1	1	1
H – Shipley Sustainable Community Hub (The Old School Building Company Ltd)	£2.51m (capital)	Creation of a sustainable community hub for Shipley.	Ongoing- on track Completed	<ul style="list-style-type: none"> Practical completion took place in September, with the launch event taking place shortly after on the 4th October 2024. Issues with acoustics are being resolved through additional remedial works. The teams have now moved back and in the process of collating evidence for the outputs. 	1	1	1

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

Project Name	Value	Project Summary	Project Delivery Status	Updates	Delivery	Spend	Risk
Market Square Scheme	£3m (capital)	Redevelopment of the Market Square in Shipley.	Ongoing- delayed Completion Date: Aug-25	<ul style="list-style-type: none"> Approved contractor (AUREOS Highways Ltd) started work on the 10th February. Work to commence in phases to minimize disruption. Contractor will take office in Well Croft and letter was sent out to affected businesses. 	2	2	2
Canal Road Corridor	£350k (capital)	Naturalising Bradford Beck Scheme to de-culvert a section of Bradford Beck.	Ongoing- delayed Completion Date: Aug-25	<ul style="list-style-type: none"> 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
Active Travel	£1.32m (capital)	Improvements to footpaths and cycle paths linking the market square in Shipley to the train station and suburbs.	Ongoing- on track Completion Date: Dec-26	<ul style="list-style-type: none"> Canal & Rivers Trust have delivered improvements with Bradford Council to the canal from Hirstwood to Dockfield, with the entire footpath in the Towns Fund are improved. Improvements to Well Croft, linking to the Market Square are part of the tendered works. A new cycle route from Shipley Town Centre to Saltaire in detailed design (options being reviewed). Consultation work to commence with the community. Pedestrian crossing improvements have been delivered at Otley Road Gyratory / Dockfield Road and will deliver improvements at Otley Road / Commercial Street to improve connectivity. 	2	1	2
Real Time Bus Information Service	£40k (capital)	Bus information at 7 sites.	Completed	<ul style="list-style-type: none"> 7 sites completed by WYCA (West Yorkshire Combined Authority). Bingley Road, Grosvenor Road (Shipley); Bradford Road, Ashfield Avenue (Frizinghall); Bradford Road, Norwood Terrace (Shipley); Bingley Road, Dallam Road (Saltaire); Bingley Road, Ferncliffe Road (Saltaire); Bingley Road, Victoria Park (Shipley); Oatley Road, Green Lane (Baildon). 	1	1	1
Public Toilets	£330k (capital)	Public toilets for the Market Square in Shipley.	Ongoing- on track Completion Date: Autumn-25	<ul style="list-style-type: none"> Market Square Toilets are in the process of being refurbished and extension being built. Expected completion date is autumn 2025. This work is aligned to the main Market Square works. 	1	3	2

Table 1: 1st April 2024 to 30th September 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	1,166,072	5,446,741	6,694,000
	Total		64,633	16,554	0	1,219,072	5,499,741	6,800,000
B – Town Centre & Infrastructure Improvements [Bradford Council]	RDEL			79,207	138,654	2,428,139	2,394,000	
	CDEL							
	Total			79,207	138,654	2,428,139	2,394,000	5,040,000
C – Community, Art, Heritage & Future Tech Hub [Shipley College]	RDEL							
	CDEL		237,775	31,725	325,000	200,000	4,595,500	
	Total		237,775	31,725	325,000	200,000	4,595,500	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	281,596	1,384,954	1,810,000
	Total		22,729	22,729	148,138	306,451	1,409,954	1,910,000
E – Shipley Library Enterprise Hub [Bradford Council]	RDEL			16,537	45,330	15,000	3,133	
	CDEL							
	Total			16,537	45,330	15,000	3,133	80,000
F – Health, Wellbeing & Community Campus [The Cellar Trust]	RDEL				33,985	66,015		100,000
	CDEL		118,940	31,060	193,200	2,556,800		2,900,000
	Total		118,940	31,060	227,185	2,622,815		3,000,000
G – Wrose Quarry Wetlands [The Conservation Volunteers]	RDEL							
	CDEL		9,091	60,909				
	Total		9,091	60,909				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				31,091	100,382	68,527	
	CDEL							
	Total				31,091	100,382	68,527	200,000
	RDEL Total		0		115,221	244,252	146,527	
	CDEL Total		552,711	344,678	2,400,177	7,372,107	13,824,328	
	Total		552,711	344,678	2,515,398	7,616,359	13,970,855	

RDEL – Resource Departmental Expenditure Limits

CDEL – Capital Departmental Expenditure Limits



Spend lower than expected,
with costs moved into 25/26
as Market Square underway

Financial spend has been
moved to the final years of the
programme (plus 26/27)

Table 2: 1st October 2024 to 31st March 2025 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						106,000	106,000
	CDEL		64,633	16,554	0	14,067	6,598,746	6,694,000
	Total		64,633	16,554	0	14,067	6,704,746	6,800,000
B – Town Centre & Infrastructure Improvements [Bradford Council]	RDEL							
	CDEL			79,207	138,654	78,274	4,743,865	
	Total			79,207	138,654	78,274	4,743,865	5,040,000
C – Community, Art, Heritage & Future Tech Hub [Shipley College]	RDEL							
	CDEL		237,775	31,725	325,000	125,500	4,670,000	
	Total		237,775	31,725	325,000	125,500	4,670,000	5,390,000
D – Capital Assistance to Business Growth [Bradford Council]	RDEL				25,145	12,355	62,500	100,000
	CDEL		22,729	22,729	97,993	146,159	1,520,391	1,810,000
	Total		22,729	22,729	123,138	158,514	1,582,891	1,910,000
E – Shipley Library Enterprise Hub [Bradford Council]	RDEL							
	CDEL			16,537	40,317		23,146	
	Total			16,537	40,317		23,146	80,000
F – Health, Wellbeing & Community Campus [The Cellar Trust]	RDEL				33,985	66,015		100,000
	CDEL		118,940	31,060	193,200	2,556,800		2,900,000
	Total		118,940	31,060	227,185	2,622,815		3,000,000
G – Wrose Quarry Wetlands [The Conservation Volunteers]	RDEL							
	CDEL		9,091	60,909				
	Total		9,091	60,909				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				31,091	100,382	68,527	
	CDEL							
	Total				31,091	100,382	68,527	200,000
	RDEL Total		0		90,221	178,752	237,027	
	CDEL Total		552,711	344,678	2,395,164	3,645,300	17,556,147	
	Total		552,711	344,678	2,485,385	3,824,052	17,793,174	

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

Spend lower than expected,
with costs moved into 25/26
and 26/27

Potential PAR due to
remaining capital spend no
longer required

7.4 Project D: Capital Assistance to Business Growth (Appendix 2)

Position up to May 2025

Keighley Towns Fund	
Expressions of Interest (EOI) received	98
EOI Rejected	15
Applications approved	39
Jobs verified	62.5
Jobs pending verification	37.5
Apprenticeships verified	12
Apprenticeships pending verification	14
Total No. of new jobs to be created	126
Jobs Safeguarded	1083

Shipley Towns Fund	
Expressions of Interest (EOI) received	84
EOI rejected	10
Applications approved	29
Jobs verified	18
Jobs pending verification	74.5
Apprenticeships verified	2
Apprenticeship pending verification	3
Total No. of new jobs to be created	97.5
Jobs Safeguarded	350

7.38 Average grant award for Keighley is **£40,572** whilst Shipley is **£29,312**. Grant applications for both towns total **£2,432,361** with a private sector match of **£13,684** with **223.5** new FTE jobs to be created as a result of the funding, across both towns (**126** for Keighley and **97.5** 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 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.

BOARD RECOMMENDATION REQUIRED

7.42 The Board is requested to make a recommendation to approve a Project Adjustment Request (PAR) for Shipley, reducing the headline output of # Enterprises receiving grants from 90 to 63 (less than 30% adjustment). This is due to the number of applications being less than originally envisaged when the business case was approved, alongside a higher average grant value per application.

Project Summary

Application Numbers:

Town	Application Numbers [Apr-25 to Mar-26]											
	Apr 25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Keighley	-	39										
Shipley	-	29										

Jobs to be Created:

Town	Jobs To Be Created [Apr-25 to Mar-26]											
	Apr 25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26
Keighley	-	126										
Shipley	-	97.5										

Grant Approvals:

Town	Grant Approvals [Apr-25 to Sep-25]					
	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25
Keighley	-	£1,582,310.64				
Shipley	-	£850,050.18				

8.0 Outputs & Outcomes

Project Name	Key Target Outputs / Outcomes*	Unit	Target	Achieved	Risk Status
A – Development Investment Fund	£ spent directly on project delivery (either local authority or implementation partners)	£m	1.55		
	£ co-funding spent on project delivery (private and public)	£m	65.3		
	# 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		
	# of residential units provided	Number	116		
B – Town Centre & Infrastructure Improvements	£ co-funding committed (private and public)	£m	4,530	£1m	
	# of temporary FT jobs supported during project implementation	Number	75	In progress	
	Amount of public realm improved	m2	15,200	In progress	
	# of improved public transport routes	Number	4	In progress	
	Total length of new cycle ways or pedestrian	Km	2.5	In progress	
	Number of public amenities / facilities created	Number	4	In progress	
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	855,461	1
	# of full-time equivalent (FTE) permanent jobs created through the projects	Number	45	20	2
	# enterprises receiving grants	Number	90	27	3
E – Shipley Library Enterprise Hub	Amount of floorspace repurposed	m2	50	50	1
	Availability of new specialist equipment – 2 new PC's	Number	2	2	1
	Increase in the amount of shared workspace or innovation facilities - 2 communal desks, 10 chairs	Number	12	12	1
	# of enterprises receiving non-financial support	Number	25	2	3
	# of learners enrolled in new education and training courses	Number	150		3

*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	Achieved	Risk Status
F – Health, Wellbeing & Community Campus	# of temporary FT jobs supported during project implementation	Number	25	42	1
	# 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	0.3	1
	Amount of public realm improved – Site 1 and Site 2	m2	20,250	20,250	1
	Amount of rehabilitated land	m2	12,000	12,000	1
	Amount of capacity of new or improved training or education facilities	Number	27	27	1
	Number of visitors to arts, cultural and heritage events and venues	Number	750	In progress	
	Number of public amenities / facilities created	Number	4	In progress	
	# of potential entrepreneurs assisted to be enterprise ready	Number	2	2	1
H – Shipley Sustainable Community Hub	# of temporary FT jobs supported during project implementation	Number	20	39	1
	Arts, culture and heritage – upgraded and protected community hub	m2	800	904.55	1
	Number of visitors to arts, cultural and heritage events and venues – 3,400 per year	Number	6,800	In progress	
	Carbon reduction – kg per annum with high standard of insulation and use of solar panels and electric heating	Tonnes	12,000	In progress	

***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 Shipley Market Square Scheme meeting took place on the 16th January 2025 with the board, contractors and marketing team to discuss options to engage with affected businesses and the community. Further ideas and discussions took place on the 31st March regarding promoting the Towns Fund more widely. The SitePodium App is also live which shares progress of the works taking place within the Market Square, with Interpretation Boards now on site. [SitePodium](#) (external link).

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 Council Officers attended the UKREiiF Conference in Leeds (20/05/25 – 22/05/25), promoting the work of the Towns Fund to key stakeholders and partners, including MHCLG who were also in attendance.

10. Any Other Business

11. Date and time of the next meeting:

11.1. Monday 8th September 2025, 10.00am – 12.00pm, Shipley Sustainable Community Hub [TBA]