

ShIPLEY Towns Fund Board Meeting Minutes (DRAFT)

16th September 2024, 10.00am – 12.30pm
ShIPLEY Print Studio, Windsor Court, BD18 3EU

Attendees:

Adam Clerkin (Chair), Anna Dixon MP, Cllr Alex Ross-Shaw, Angela Blake, Adam Sutcliffe, Alec Porter, Diana Bird, Dom Pix, Helen Horsman, Ian Durham, James Skirrow, Joe Ashton (observer), John Henkel, Cllr Mike Connors, Ravinder Panesar, Michelle Rushworth, Nicola Murray, Richard Hollinson, Richard Middleton, Saira Ali.

Apologies:

Barry Cooper, Eden Clayton, Jenifer Ward, Michael Long, Phil Walker, Ryan Kaye, Scot Flight, Simon Woodhurst.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Introductions and Welcome</p> <p>AC welcomed all to the venue, ShIPLEY Print Studio and thanked NM for hosting the Towns Fund Board meeting. NM gave an overview of the studio and the events and workshops that are held there.</p> <p>JH has taken over as board member from Joy Hart and AD has taken over from Philip Davies who lost his seat in the elections.</p> <p>AD has a background in the community and voluntary sector and is focusing on high street and town street regeneration for ShIPLEY, with the expectation that national policy will help to deliver change locally. For the Towns Fund, AD was keen to understand the legacy, including their relationship to other assets and need for strengthening communities.</p> <p>AC asked the board to thank Philip Davies for his work and support over the last four years.</p>			
2	<p>Project Spotlight</p> <p>Project B – Town Centre & Infrastructure Improvements</p> <p>Market Square Scheme</p> <p>RH provided assurances around delivery of the market square scheme, including working with the City of Culture Team to ensure events held in ShIPLEY are managed alongside the works. There was</p>			

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	<p>an acknowledgement of risks that had resulted in delays, however, there was oversight at Director level to ensure those were regularly reviewed.</p> <p>RH confirmed that an accelerated programme had been considered with the highways engineers, however, this would need to be discussed with the contractor, once appointed. There are also ongoing discussions with the City of Culture team regarding phasing of the works to allow events to take place and the market to continue operating.</p> <p>An overview of the Toilets project was also provided with an update on the delivery of the works given. The toilets project is separate to the wider Market Square project.</p> <p>RM indicated that the appointed contractor will include a communications strategy for liaising with businesses and the community regarding the works. This includes the recruitment of a liaison officer who would work directly with the community.</p> <p>Active Travel Scheme SA indicated that work is running parallel to the programme for the Market Square Project, including Wellcroft.</p> <p>The canal towpath works are complete and were delivered with Sustrans funding. Mural has been completed and lighting is being reviewed. The Shipley – Saltaire route design has been developed and designs will be reviewed at the December Board Meeting.</p> <p>Engineers are currently reviewing the junction improvement works to make key notes more accessible. SA will provide an update and presentation at the December Board. AC welcomed this though asked for regular updates, especially if there are any changes.</p> <p>Communications Suggestions made by the board for banners and shops to be utilised to display details of the market square scheme, including images, timescales and works as part of a communications strategy. The board suggested a sub-group of the Towns Fund Board could be set-up to liaise directly with the Council’s Marketing Team to review. ARS indicated that this could link into the Place Marketing and District Readiness work that was currently taking place within the Council.</p> <p>AC requested that AS lead on this with the support of other board members, including HH.</p>	<p>SA/RM to provide a detailed programme of works on or before the next meeting.</p> <p>Sub-group to form promote the market square scheme, including wider review of Place Marketing.</p>	<p>SA/RM</p> <p>Towns Fund Board</p>	<p>Dec-24</p> <p>AS to organise</p>

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	<p>NM indicated that there was consultation underway with Community Connectors employed by BD25 that could assist with disseminating key information about the scheme and plans for the market square.</p>			
3-6	<p>3. Meeting Format & Conduction Highlighted in the board papers</p> <p>4. Declaration of Interests Highlighted in the board papers</p> <p>5. Correspondence Log A request has been received for the suspension of Project C: Shipley College. To be covered in project updates.</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>Apologies Provided in the minutes.</p> <p>Declarations of Interest No further declarations of interests made.</p> <p>Board membership BC has resigned with AC requesting a representation from the local traders to be on the board. MC to seek and recommend a replacement.</p>	To seek a retail representative for the board.	MC	ASAP
7	<p>Highlight Report</p> <p>Programme Management RP and MR provided an update on Programme Management as outlined in the published board papers. Additional comments included the regular oversight of projects by the contracts team, reporting template submission which will be due in October – November, covering the period from 1st April 2024 to 30th September 2024 and the use of Short-Form GFA's to ensure projects have the funding to progress.</p> <p>Project Updates</p> <p>Project A – Development Investment Fund Confidential update provided at the board meeting as SW unable to attend.</p>			

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	<p>Project C – Community, Art, Heritage & Future Tech Hub Project was delayed due to protracted legal discussions around the GFA. Significant progress has been made and ID / DB are optimistic that any remaining issues can be quickly resolved. ID / DB indicated that they are planning for the building to be ready to receive students in September 2026.</p> <p>There has been some opposition to the development and various requests for further information. DB / ID provided information, including the impact assessments which were submitted as part of the planning application, where all concerns raised in the pre-application were addressed.</p> <p>AC requested that given the request to suspend funding for the project in the correspondence log, the board reaffirm its commitment to delivery of the project in its approved location. Universal support for the project to be delivered in its approved location was provided by all board members in attendance.</p> <p>Project H – Shipley Sustainable Community Hub JH provided an update of the Kirkgate Centre building which is now at snagging stage and close to completion. The board thanked JH and the team for reaching practical completion and were looking forward to the re-launch event on Friday 4th October, with a Community Day planned the day after.</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 August 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 Launch event took place in November 2023 and Business Information now recruited to support the delivery of the outputs. This will enable the support to be provided to new start and existing businesses, as well as running training sessions and workshops for organisations. RP confirmed that a training session took place with the team to discuss evidence requirements.</p> <p>Project F – Health, Wellbeing & Community Campus HH provided an update including some unexpected costs due to the condition of the existing floor. An air raid shelter was also found</p>			

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	<p>under the landscaping entrances and will be resealed. The plan is to complete the works and move back in by July 2025. Some unexpected costs resulted due to the condition of the existing floor. Cellar Trust funds used to repair and hoping to not impact timescales too much.</p> <p>Project G - Wrose Quarry Wetlands Launch event took place 19th June where key stakeholders and board members attended. Whilst there has been some anti-social behaviour, the site is being used positively by the local school and youth centre.</p>			
8	<p>Outputs and Outcomes RP provided an overview of the project outputs which are to be delivered as a result of the funding. This was in response to the request raised by AD to focus on benefit realisation as projects are delivered. AD requested that future reports focus on this area, including a RAG rating as appropriate.</p> <p>AC stressed the need for the board to consider the legacy of the Towns Fund, including understanding the long-term benefits, ensuring they are measured and demonstrated.</p>			
9	<p>PR & Communications</p> <p>RP provided an update on the PR and Communications activity and provided an overview of the communications and engagement plan. There are Towns Fund leaflets and regular press releases go out to promote project activity.</p> <p>Banners were produced for during project delivery.</p> <p>AC asked AS to lead on comms subgroup. A CBMDC contact will be provided – Andrea Mills-Taylor Place Marketing.</p>	Refer AS to Andrea Mills-Taylor	Council Officers	ASAP
10	<p>AOB</p> <p>Towns Fund Team staffing: MR is leaving CBMDC in early October. The Regeneration Manager role has been advertised, closing date being 15th September.</p> <p>The (full time) Programme Support Officer role was also advertised in August, interviews to be held w/c 16th Sept for this position.</p>			
11	Date and time of the next meeting: 2nd December 2024, 10.00 – 12.00pm			