

Shipley Towns Fund Board Meeting Minutes (DRAFT)

11th December 2023, 10.00 – 12.00pm
Carnaud Metal Box Engineering, Shipley

Attendees:

Adam Clerkin (Chair), Cllr Alex Ross-Shaw, Barry Cooper, Dom Pix, Helen Horsman, James Skirrow, Joe Ashton (observer), Joy Hart, Michelle Rushworth, Cllr Mike Connors, Philip Davies MP, Phil Walker, Ravinder Panesar, Richard Middleton, Saira Ali, Simon Woodhurst.

Apologies:

Angela Blake, Diana Bird, Lorraine Coates, Michael Long, Ryan Kane, Soo Nevison.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Project Spotlight</p> <p>Project B – Town Centre & Infrastructure Improvements RM/SA provided an update on Project B Town Centre and Infrastructure Improvements. A 3D visualization and drawings were presented to board members and discussed, including the plans for a new multi-functional public square and a larger canopy. Alongside this, additional green spaces would be created to encourage longer visits and enable a more flexible use for events. This project includes a £1m match-fund Streets for People Scheme from the West Yorkshire Combined Authority. Once the designs have been finalized, a tender for this contract will be sent out shortly. MC raised a query on the materials to be used, ensuring they were aligned to the Shipley Town Centre. SA confirmed that there was a unique combination of materials that were used in York and Leeds, and aligned to the area.</p> <p>RM confirmed that electric vehicle charging points were not currently funded within the plans, however, alternative sources of funding were actively being pursued. There are also plans for a new totem with live train times. AC would like to see larger EV charging points (150kw) installed as part of the scheme.</p> <p>Canal Towpath work now being carried out by Sustrans. Likely shortfall of £23k being funded by Towns Fund</p> <p>Railway Station walking routes to the Town Centre also being looked at with improved pathways, lighting and signage.</p>	SA to provide examples of materials being used for Shipley Town Centre redevelopment to Board members	SA/RM	

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	<p>Real Time Bus Information now complete and Active Travel projects now underway.</p> <p>Naturalising Bradford Beck, linked with Highways development, involved European funding which was withdrawn. Other funding is being sought to deliver the scheme.</p> <p>MC queried the plans for Wellcroft which were not shown. SA confirmed that these were being designed with the current paving, however, better use of the space was planned.</p> <p>PD raised a query regarding the plans for CCTV coverage and RM indicated that a new mast would be under the new canopy and trees, alongside additional CCTV for the new toilet block. BC had highlighted that the tracking CCTV camera had been missing for two years which SA/RM will investigate.</p> <p>Concerns were raised by BC regarding the overspill for market stall locations, which could potentially create a bottleneck and narrow the space. SA provided further clarification including the pop-up nature of the stalls, which were likely to be contained under the canopy, however, would take away those concerns as the designs were being finalized.</p> <p>MC discussed the Shipley Toilets project, now on course with project management assistance from the council, however, the timeline of April 24 opening may be a little optimistic.</p> <p>RP to arrange a tour of the Market Square in the spring once a contractor was appointed to deliver the scheme.</p> <p>Project A – Development Investment Fund</p> <p>SW provided an update on Project A Development Investment Fund and progress to date. SW leads the CBMDC team concentrating on three key areas of urban centre regeneration, business growth and the provision of new homes.</p> <p>SW confirmed that plans were now well underway to provide new town centre residential space from an existing retail site. The site is owned by CBMDC but on a long leasehold. A property developer (to remain confidential) has been identified and has agreed to take on the project subject to the land being available for development. Plans for a Memorandum of Understanding are expected by Quarter 1 of 2024 (Jan-Mar 2024), with current discussions taking place on costs and a legal framework. There is a viability gap which through this exercise will become clearer, with the expectation that other</p>	<p>SA/RM to follow up missing CCTV camera issue and concerns with overspill stalls location.</p>	<p>SA/RM</p>	<p>TBC</p>

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	<p>sources of funding will be identified to ensure the scheme can be delivered within the Towns Fund timescales.</p> <p>AC raised a query regarding the funding gap and SW confirmed that this would be covered under the existing budget available for this project, including additional sources of finances being actively sought. PD queried Homes England involvement and SW confirmed that ongoing dialogue was taking place with them.</p> <p>MC queried the needs of existing businesses affected by the project and SW confirmed that discussions would take place with those affected, including options for re-location and / or compensation if applicable.</p> <p>ARS enquired about the composition of the development, and SW confirmed that the ground floor would likely be commercial space as it would not be a preference for developers to put residential space on the ground floor. SW confirmed that this was part of the next stage of discussions.</p> <p>AC thanked both projects for their updates and encouraged by the progress being made.</p>			
2-6	<p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>RP went through the minutes and actions from the last meeting. All actions had been completed, with the Towns Fund messaging and branding being covered as part of the update.</p> <p>Declaration of Interest Register to be completed by HH from The Cellar Trust, as previous representative has now left the organisation.</p> <p>Correspondence log. Query on sustainability issues discussed, Board are happy that issues around sustainability are covered within the individual project outputs and are the responsibility of the project leads.</p>	<p>HH to complete and return the Declaration of Interest Register</p> <p>RP to share a copy of the minutes to Jody Harris</p>	<p>HH</p> <p>RP</p>	<p>ASAP</p> <p>Once published</p>
7	<p>Highlight Report</p> <p>RP provided an update on Programme Management, including the reporting template submitted to DLUHC. Due date was the 4th December 2023, covering the April-23 to Sep-23 period. As part of this, the budget for Programme Management increased from £111,000 to £200,000, taken from Project A – Development Investment Fund RDEL budget to cover the costs of legal fees, marketing and resources to manage the Towns Fund.</p>			

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	<p>Short-form GFA's were now being used to progress projects in both Shipley and Keighley, which was confirmed by RP, to allow for an agreed amount to be released, enabling projects to progress and reduce delays. This was approved by DLUHC and the council legal team as there is no clawback for this fund, which was over the initial 5% advanced payment.</p> <p>RP confirmed that the Internal Programme Board, which is made up of senior representatives within the council and provides internal governance, convened on the 18th October and 27th November. Project and programme updates were provided to the board.</p> <p>Project Updates</p> <p>Project A – Development Investment Fund and Project B – Town Centre & Infrastructure Improvements were covered at the beginning of the meeting by the Project Leads.</p> <p>Project C – Community Art, Heritage & Future Technology Centre update was provided by RP. The project is currently at detailed design stage after a Short-Form GFA was signed to progress the project whilst planning is being considered – the expected date for a decision is mid-January 2024. There have been meetings with both the legal teams to discuss the main GFA, as there are concerns around clawback and outputs that needed to be resolved. RP confirmed that a meeting with DLUHC had taken place to raise this issue, as well as a discussion with the council legal team who will look to review the latest draft. RP also confirmed that the public car park had been valued and the estates team were going through the process of an asset transfer.</p> <p>Project D – Capital Assistance to Business Growth update was provided by RP. The report provided details of the application numbers, jobs to be created and grant approval amounts from April 2023 to November 2023, covering both Shipley and Keighley. RP also confirmed that the application and funding approvals were lower in Shipley, which was being addressed through the existing pipeline applications, marketing through events as well as leaflet drops. RP confirmed that events were planned in the new year to increase the number of referrals into the programme. MC queried the difference in grant levels for both towns, which RP confirmed was due to one company being approved for a grant in excess of £180,000. MC also queried the criteria and possibility of this being reviewed. RP mentioned that the criteria would stay the same at present as the Project Lead was confident that with the pipeline applications and timescales for spend, this was currently not needed, but under review.</p>			

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	<p>ARS indicated that the funding was designed to address market failure to address growth constraints, which was the focus of this funding. RP mentioned that the Invest in Bradford Team, work with any business and there maybe other suitable funding opportunities they could access. AC confirmed that there was funding for community and voluntary groups, which he would circulate to the board.</p> <p>Project E – Shipley Library Enterprise Hub refurbishment had been completed and were in the process of recruiting a Business Librarian. RP mentioned that the launch event took place on the 24th November, a press release was issued and thanked board members who attended.</p> <p>Project F – Health, Wellbeing and Community Campus update was provided by HH. There is an expectation that the planning application will be submitted by December 2023, resident consultations events have also taken place and a relocation plan was being implemented. They are looking at moving in January 2024, with a business centre identified to move into. Tender packs for the appointment of a contractor would be issued in February 2024, with the works to take place in Spring 2024. HH clarified the budgets, indicating that the current costs were within the budget envelope.</p> <p>PD has been involved in the discussions of the sale of the hospital, where some of the proceeds would be allocated to The Cellar Trust for this project. HH has been involved in those discussions and thanked PD for his assistance. AC enquired about planning issues, which HH confirmed was not of concern at present and addressed through the consultation events.</p> <p>RP provided an update on Project G – Wrose Quarry Wetlands, where most of the remedial work had taken place. The Conservation Volunteers are the project leads and were now working on evidencing the outputs. A tour of the wetlands was recommended in the Spring once the completed works had time to bed in.</p> <p>JH provided an update on Project H – Shipley Sustainable Community Hub, where a site visit took place with the board. JH mentioned that some asbestos had been discovered, however, would not delay the completion date of July 2024. Other funding sources were secured from BD25 of £250,000 and the Community Ownership Fund of £300,000. JH raised concerns about the Community Ownership Fund and issues of the legal agreement and communication with DLUHC. JH has asked PD for support in getting the funding from DLUHC has it had been committed. RP also would raise this with his colleagues in DLUHC.</p>	<p>AC to circulate details of the grant funds to RP / MC</p> <p>JH to write to PD requesting support with the DLUHC grant.</p>	<p>AC</p> <p>JH / PD</p>	<p>12/11/23</p> <p>ASAP</p>

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	<p>AC thanked JH and the team for arranging the site visit, progress to date and acquisition of additional grant funds.</p> <p>Finance Update RP provided an update on the submission to DLUHC by going through the funding profiles on page 20. This included the need to increase the Programme Management Budget to £200,000 from the original £111,000, as well as the risks associated with some spend being moved to the final year up to March 2026. RP confirmed this was as a result of the Project A – Development Investment Fund spend, however, the spend for 2024/25 was where the bulk of the grants would be released for projects.</p>	Supply details of reclaiming asbestos to JH	AC	12/11/23
4	<p>PR & Communications</p> <p>RP provided an update on the PR and Communications activity. Regular meetings are taking place with marketing to ensure press releases are issued regularly for projects and in line with the Forward Plan. RP confirmed that an Engagement Plan had also been produced as part of the engagement activity that was being planned. This includes leaflets being designed and ready for print and distribution, banners are still being finalised for projects to use as well as potentially designing posters for use within the Town Centres. BC willing to display posters and encourage others to, discussion over other site opportunities including ASDA, Shipley Enterprise Library and Town Centre sites.</p> <p>MC confirmed that Shipley Town Council have now agreed to host Towns Fund website content on their site (similar to the existing Keighley Town Council content).</p> <p>AC thanked the team for the work and keen for the Towns Fund message to be out there.</p>	<p>RP / PW to finalise posters/banners for TF projects</p> <p>Shipley Town Council to host information about TF projects.</p>	<p>RP / PW</p> <p>MC</p>	
4	<p>AOB</p> <p>AC indicated that a local resident, experienced in the housing sector asked to be involved in the Board. As the Towns Fund programme progresses to delivery stage, the Board make up may need to change. RP indicated that the process, agreed by the Internal Programme Board was to produce a gap analysis and highlight any areas that needed to be addressed. AC willing to stand as chair for a further 12 months.</p> <p>RP confirmed that DLUHC had requested a Deep Dive Review / Audit which is due by 12 January 2024 and the team are working to collate all the required evidence.</p>	RP to conduct a Gap Analysis on Board make up	RP	March 24

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	AC was pleased that real progress is being made across the projects and thanked the project leads for their efforts. AC also confirmed that the future meetings should be in person and will speak to Shipley College regarding potentially hosting the next meeting at their venue.	To finalise the date and time of next meeting	AC /RP	ASAP

Date of the next meeting: March 2024 (Date and time to be confirmed)