

# Shipley Town Deal Board Meeting Notes

06<sup>th</sup> January 2021, 5pm-7pm (via Webex)

**Attendees:**

Adam Clerkin (Chair), Philip Davies MP, Cllr Alex Ross-Shaw, Cllr Mike Connors, , Sophie Brown, Nav Chohan, Adrienne Reid, Dom Pix, Barry Cooper, James Skirrow, Joy Hart , Lorraine Wright, Paul North, Alena Horvathova, Rebecca Greenwood, Chris Joyce, Mark Wilkinson, Lorraine Coates, Lily Hall, Richard Bailey, Fayyaz Qadir, Lindsay Whitley, Hugo Bessis, Emma Newman  
Joe Ashton Shipley Town Clerk observer

**Apologies:**

David Tindall, Soo Nevison, Margaret Kalaugher

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p><b>Housekeeping</b></p> <p>Minutes of the last meeting were agreed as an accurate record.</p> <p>Two Board members have not returned their Declaration of Interests as yet – board membership may have to be suspended until after TIP submission All declarations must be in place for successful submission of the TIP as this is a requirement.</p> <p>Lorraine and Adam to agree outside of the meeting for the individuals if they do not declare their interests.</p>		Lorraine/ Adam	07/01/21
2	<p><b>Governance/Declaration of Interests/Conflict of Interests</b></p> <p>Board members were reminded of the <b>obligation</b> to declare their interests using the form and to highlight any conflict of interests that arise any point in the process / in the course of a meeting. It was recognized that there was the possibility that unforeseen / new interests may have arisen since the declarations were signed / submitted.</p> <p>Adrienne advised that Incommunities had been mentioned in a project proposal regarding housing development although this had not come from the organization itself.</p>		All	On going
3	<p><b>Introduction &amp; Strategy</b></p> <p>Richard Bayley of Atkins set the scene by providing the overview of the activities that took place since the last Board meeting, the</p>			

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	<p>current work that is being undertaken by the consultants and the recommendation for agreement by the Board today (to be discussed later on Agenda)</p> <p>Richard also explained that the overall Strategy for delivering the Vision and Objectives is getting Saltaire and Shipley working together in complementary manner and making the area more resilient.</p> <p>The following 6 investment themes have been developed for the TIP to deliver the Strategy :</p> <ul style="list-style-type: none"> <li>• Development Investment</li> <li>• Town Centre &amp; Infrastructure improvements</li> <li>• Skills</li> <li>• Supporting Enterprise</li> <li>• Community</li> <li>• Health &amp; Recreation</li> </ul>			
4	<p><b>Public Consultation Feedback</b></p> <p>Emma provided the summary of the public consultation that took place between 22<sup>nd</sup> December 2020 and 4<sup>th</sup> January 2021.</p> <p>It has been noted that we have received 507 responses with the majority being from individuals rather than businesses or organisations.</p> <p>Results were shared with the Board. A link can be provided for further examination of responses</p> <p>Responses will inform the development of TIP with other key criteria eg deliverability and sustainability.</p>		Emma Newman to circulate link to responses	
5	<p><b>Current projects short-list (recommendation for agreement)</b></p> <p>Hugo Bessis of Atkins explained the prioritisation process and overall scoring framework that has been developed for each criterion (strategic fit, HM Treasury, strength of contribution) with the individual scoring scale for each of the criteria.</p> <p>Examples of the project assessment have been shared with the Board – providing context as to why some projects scored well and others, less so.</p> <p>It has been explained that projects that are cross cutting in their nature (contributing to more objectives) will score well, as will projects that have a broader reach / impact or deliver significant</p>			

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	<p>long term social economic impact.</p> <p>Equally, some projects may align with the objectives, however, scored poorly on deliverability (HMT criteria) eg. ownership of the building is not guaranteed, the final use of the building after regeneration is not known, no stakeholder engagement has been carried out etc. Such projects have high level of uncertainty and attract more risk, therefore have not made the shortlist.</p> <p>It has been noted that the shortlisting methodology is based on the government matrix / toolkit. Assessment of projects was undertaken by the Atkins team to produce the shortlist.</p> <p>Recommended approach for agreement by the Board:</p> <ul style="list-style-type: none"> <li>• The ask is expected be at or very close to £25m.</li> <li>• Projects are presented in categories showing focus and relevance to themes</li> <li>• Funding is identified for each category with recommended projects seeking a balanced investment approach.</li> <li>• Proposed categories / themes: <ul style="list-style-type: none"> <li>○ Development Investment</li> <li>○ Town Centre &amp; Infrastructure</li> <li>○ Skills</li> <li>○ Community</li> <li>○ Supporting Enterprise</li> <li>○ Health &amp; Recreation</li> </ul> </li> <li>• Development Investment projects have opportunity to recycle funds into future projects</li> </ul> <p>Chair asked the Board members to reflect before making the final decision and invited people to come forward should they have any queries.</p> <p>Discussion took place.</p> <p>The Board members requested to see the draft TIP prior to submission so they have the opportunity to comment. Richard to share with the Board when the draft is completed.</p> <p>Section 1 of the TIP to be shared with the Board tomorrow.</p> <p>Query was raised by the Board member regarding joining up more projects under the one category and if this will be allowed for the TIP submission.</p>	<p>Agreed</p>	<p>Richard</p> <p>Lorraine</p>	<p>21/01/21</p> <p>07/01/21</p>

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	<p>In response it has been said that there is precedence for this in other Local Authorities – there need to be a clear rationale for packaging.</p> <p>Disagreement noted by the Board member regarding the projects under the category of ‘Town Centre and Infrastructure Improvements – especially in relation to projects relating to Active Travel and Highways / traffic calming. There was a question as to whether such projects will provide the socio- economic benefit to the town and whether these ought to be funded through other means; by the Council / WYCA. Infrastructure and Active Travel are items that can be funded by the Town Fund but other funding streams do also exist. Lorraine / Rebecca and Richard will pick the issue of other funding streams up outside the meeting.</p> <p>Agreement to gain views via the forthcoming focus groups as a number of board members were supportive of such projects.</p> <p>Question was raised about the ongoing revenue costs of the Shipley Toilets projects. Mike confirmed that Shipley Town Council has made a commitment to fund these costs. Mike to provide confirmation outside of the meeting.</p>		<p>Rebecca/ Lorraine/ Richard</p> <p>Mike</p>	
6	<p><b>Communication and engagement</b></p> <p>The following approach to the Communication and Engagement has been approved by the Board:</p> <ul style="list-style-type: none"> <li>• Latest consultation responses being used to help to inform development of TIP submission alongside other key criteria eg deliverability, sustainability. Also, responses to earlier engagement.</li> <li>• Two Focus Groups to be established to discuss further: <ul style="list-style-type: none"> <li>○ Town Centre Improvement - Barry to help and make a list of potential people and businesses to be a part of this focus group</li> <li>○ Health and Wellbeing</li> </ul> </li> <li>• Survey responses being used to help to inform development of TIP submission alongside other key criteria eg deliverability, sustainability. Also, responses to earlier engagement.</li> <li>• On going engagement with Board and key stakeholders as required</li> <li>• Press release/website and stakeholder update next week to report back on the consultation and what happens up to TIP submission</li> <li>• Summary analysis of responses to prioritisation questions, plus free text responses will be shared with key stakeholders by</li> </ul>	Approved		

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	<p>email</p> <ul style="list-style-type: none"> <li>Tailored public-facing consultation summary report will be made available on website</li> <li>Communication and engagement report in main body of TIP submission plus more detailed consultation report and overarching comms plan as appendix</li> <li>Further press release/website and stakeholder update to announce TIP submission and what happens next</li> <li>On going public and stakeholder engagement as TIP process continues</li> </ul>			
7	<p><b>Recommendations</b></p> <p>Richard recommended that the Board agree the following:</p> <ul style="list-style-type: none"> <li>Agree the current project shortlist for final verification (subject to clarification of projects under the ‘Town Centre and Infrastructure Improvements’)</li> <li>Agree Board sub group to attend Check and Challenge session &amp; review final drafting – Agreed for Joy, Mike and Nav to attend on behalf of the Board.</li> <li>Agree press release following public engagement survey.</li> <li>Agree to move the last Board meeting forward to Thu 21 January</li> </ul>	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>		
8	<p><b>Next steps</b></p> <p>05 January 2021 Bradford Council Executive Meeting – Update on Towns Fund Programme</p> <p>06 January 2021 Shiplay Town Board meeting to agree preliminary project shortlist</p> <p>w/c 11 January 2021 Communication update on Engagement and Project progress</p> <p>13/14 January 2021 Towns Hub team to review initial draft of whole TIP (also circulated to Board)</p> <p>21 January 2021 Shiplay Town Board meeting to recommend TIP to be finalised for submission</p> <p>w/c 25 January 2021 Bradford District Council to approve the submission of the TIP</p>			

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	following recommendation from the Town Boards  29 January 2021 Submit TIP to Government			

**Date of next meetings: 21<sup>st</sup> January**