

Shipley Town Deal Board Meeting Notes

04th February 2021, 5pm-7pm (via Webex)

Attendees:

Adam Clerkin (Chair), Philip Davies MP, Cllr Alex Ross-Shaw, Cllr Mike Connors, Sophie Brown, Soo Nevison, Nav Chohan, Adrienne Reid, Rebecca Greenwood, Barry Cooper, Dom Pix, James Skirrow, Joy Hart, Joe Ashton, Angela Mcvay, Margaret Kalaugher, Mark Wilkinson, David Moore, Lorraine Wright, Paul North, Alena Horvathova, Richard Bayley, Fayyaz Qadir, Hugo Bessis, Ariel Jorre De St Jorre, Phoebe Annett

Apologies:

Lily Hall, Lorraine Coates

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping</p> <p>Minutes of the last meeting were agreed as an accurate record.</p> <p>All actions from the previous meeting were marked as completed.</p> <p>It has been noted that David Tindall has stepped down from the Board due to the other pressing commitments.</p>			
2	<p>Governance/Declaration of Interests/Conflict of Interests</p> <p>Board members were reminded of the obligation to declare their interests using the form and to highlight any conflict of interests that arise at any point in the process or in the course of a meeting.</p>		All	
3	<p>Review Town Investment Plan – Outcome – endorse content of TIP (subject to any amendments identified at the Board Meeting)</p> <p>Richard updated the Board with the following:</p> <p>Work since last Board meeting 06 January 2021:</p> <ul style="list-style-type: none"> • Check & Challenge session held on 13 January 2021 • Further drafting of Section 1 & Section 2 + review session with Board ‘reviewers’ • Focus Groups held on 18 & 19 January 2021 • Government extension of deadline to 12 February 2021 <p>Current short-list of projects:</p> <ul style="list-style-type: none"> • Further refinement of projects (removal of digital following 			

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	<p>feedback from DCMS) – money from removed project to be allocated to Health & Wellbeing Hub.</p> <p>Consultation & Engagement:</p> <ul style="list-style-type: none"> • Press release issued by the Board with survey headlines & next steps <p>Richard asked for any questions, feedback or comments on draft TIP document, shared with the Board last week.</p> <p>MP Philip Davies asked for the feedback from Focus Groups.</p> <p>Richard said that two focus groups were attended by range of different stakeholders who provided very valuable contribution. Richard to share more details with the Board.</p> <p>Barry noted that feedback from some business who attended Town Improvement focus group was agreement that walking and cycling is important however people do come to town driving cars and parking was mentioned as a major issue. There is a concern regarding losing existing parking spaces.</p> <p>MP Philip Davies also echoed the concern and said that there is too much focus on walking and cycling and not enough on cars, parking and electric charging points. Agreement to review wording of statement ‘transforming traffic dominated Shipley Market Square’.</p> <p>Fayyaz noted that the TIP will be heavily checked against Net Zero Carbon Policy.</p> <p>Fayyaz also noted that the reference to electric charging points sits well with Government policy. There will be public consultation on the market square to understand people’s views.</p> <p>Slide has been shared with the Board regarding the feedback received from Check and Challenge session. 3 Board members attended NC, MC JH as agreed. The main points are below:</p> <ul style="list-style-type: none"> • Reflect the passion and distinctiveness of the Town / sense of place; use visuals • Strengthen the engagement section; use quotes • Golden thread – demonstrate clearly the projects flow from the vision and objectives and how the projects will make a difference • Concept of 15 minute town was well received 			

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4	<p>Communication & Engagement</p> <ul style="list-style-type: none"> • Press release/website and stakeholder update issued to report back on the consultation and thank people for taking part • 2 Focus Groups held on 18th January (Town Centre + Active Travel) and 19th (Health and Wellbeing) • Further press release/website and stakeholder update to announce TIP submission and what happens next • More detailed public and stakeholder engagement as TIP process continues 			
5	<p>Recommendations</p> <p>Board to endorse content of TIP (subject to any amendments identified at the Board Meeting)</p>	Agreed		

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6	<p>Next Steps</p> <p>Week commencing 8th February 2021:</p> <ul style="list-style-type: none"> • Section 1 – final feedback from Delivery Partner on ‘Golden Thread’/Section 1 • Section 2 – review session with Grant Thornton (Government consultants on the economic case) • BMDC governance procedures • Submit TIP – Friday 12th <p>Should a Town Investment Plan be successful, MHCLG will offer Heads of Terms for a Town Deal.</p> <p>The Heads of Terms are an agreement in principle for funding between the government, the lead council and the Town Deal Board.</p> <p>The Heads of Terms will include:</p> <ul style="list-style-type: none"> • Allocated Towns Fund budget and financial profile; • List of projects to receive funding and recommended assurance route for business cases; • List of support agreed by other government departments (where applicable); and • Key conditions and requirements. <p>Discussion took place about the next steps.</p> <p>Richard noted that group should start thinking ahead on working together to deliver.</p> <p>This was also echoed by Margaret Kalaugher, who said that we have to keep the momentum going as once we receive the announcement and agree Head of Terms, we will have one year to develop the full business case. The government will be looking for some shovel-ready projects.</p> <p>Subgroups to be worked on by CBMDC for different themes with the appropriate people involved to focus on work that can be done during this ‘in-between’ period.</p> <p>Adam asked about continuity of the support from consultants. It was not known when a formal response to the submission (a result) would be known.</p> <p>Lorraine responded that the Aktins commission extends to any clarifications post submission. In addition, there will be a need for to further support in developing the Green Book compliant business cases at the next stage.</p>		CBMDC	

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	<p>There was also a query raised by the Board member about what happens in the event that TIP is not successful and if there will be an option to resubmit. Margaret Kalaugher to find out and come back to us.</p> <p>[Post meeting note – Guidance is clear there is an opportunity to resubmit.:</p> <p><i>All towns will have a second chance to submit their TIP if they are not successful the first time, no matter which cohort they first come forward in.]</i></p> <p>Lorraine queried if a foreword in the document counts towards the word count. Margaret confirmed that it does not.</p> <p>Discussion about the logo/branding took place. It has been noted that this is private/public partnership and the reference to that effect will be used in the document to reflect this.</p> <p>MP Philip Davies thanked everyone for the passion to improve Shipley Town, he said that the people of Shipley will be very grateful.</p> <p>Richard Bayley thanked everyone for the professional and considerate approach which had made the consultants lives easier and thanked Bradford Council.</p> <p>The Chair thanked Atkins, on behalf of the Board for the professionalism which had been much appreciated.</p>		Margaret Kalaugher	