

Shipley Town Deal Board Meeting Notes

16th December 2021, 5pm-7pm (via MS Teams)

Attendees:

Adam Clerkin (Chair), Philip Davies MP, Cllr Alex Ross-Shaw, Cllr Mike Connors, Nav Chohan, Joy Hart, James Skirrow, Barry Cooper, Philip Davies MP (to leave early) Angela Blake, Lorraine Wright, Fayyaz Qadir (Atkins), Richard Bayley (Atkins), Richard Coburn (Atkins), Kavita Kulkarni (Atkins), Teresa Raimondo + Saira Ali (Market Square)

Apologies:

Mark Wilkinson, Soo Nevison, Jason Longhurst, Adrienne Reid, Michael Long (WYCA), Alena Horvathova, Dom Pix

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>Minutes of the last meeting were agreed and accepted as a true record.</p> <p>Matters Arising</p> <ul style="list-style-type: none"> • Consultant Commission – Lorraine provided an update the breakdown of consultancy costs (spent, committed and projected). This covers the full period from Sep 2020 and includes all consultant support. • Recruitment – Lorraine updated the Board on progress - Interviews taking place Thursday 16th with 3 applicants for the Programme Manager post. All have experience of leading regeneration activity and project / programme management. Lorraine also explained that we are also in discussion with a regional partner to provide some support until year end. • Payment Process (5% capital) – Lorraine updated the Board that at the Council's Growth Board this week, it was agreed that the 5% capital will be passported to project sponsors – the cost of the business cases will be deducted from the 5% and commissioned by the council. • Governance and Procurement - Lorraine explained she circulated some papers regarding Assurance and Procurement Principles prior to the meeting setting out the local assurance arrangements. (this is a requirement of the business case) as well as how the Council, as the 			

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	<p>Accountable body, will oversee the Programme through project delivery. Project Management support – Lorraine explained that the decision to passport the 5% to project sponsors should help sponsors bring in any resource they need to develop the business cases. (the cost of the business cases will be deducted from the 5% and commissioned by the council). The papers referred to under project governance included a set of procurement principles that our Procurement Team have developed for external sponsors – to make sure there are some clear parameters in place to ensure value for money and to maximise potential for local supply chain – keeping the money within the local economy.</p> <p>ACTION – Lorraine to share documents with the external project sponsors. CMMDC to schedule a meeting in the new year for any questions / feedback on the content + to include a representative from procurement.</p> <p>Nav asked if the staffing cost would be funded through the 5% - Lorraine confirmed this is not the case. Staffing will be funded from Council's match capacity funds.</p> <p>ShIPLEY Toilets – Lorraine confirmed it is permissible to spend some of the upfront funds on delivery, if the delivery is within the 5% allocation which is great news. As such, designs can be progressed for this as a quick win project. Board keen this is progressed as a priority – Mike advised there is a summer event in July.</p> <p>CBMDC (accountable body) will confirm that the funds required for the above mentioned will be made available from either:</p> <ul style="list-style-type: none"> a) The Streets for People funding already in place b) From the 5 % advance funding from Towns Fund; or c) Forward funded by CBMDC and recovered from a) or b) above. <p>A budget of c. £100,000 is foreseen from estimates already obtained.</p> <p>Further that the works required will be carried out in the first half of 2022.</p> <p>Market Square – Lorraine introduced Teresa Raimondo and Saira Ali who have been looking at developing some design options for the ShIPLEY Market Square.</p> <p>ShIPLEY was successful in securing £1m as part of the ShIPLEY Streets for People and a large consultation exercise took place to seek feedback from local people as to what they would like from the market square. This feedback has informed two design options:</p> <ul style="list-style-type: none"> 1. Canopy area in the centre to accommodate the market and act as a multi purpose event space 2. Event space in the centre without any canopy and market 			

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	<p>stalls to locate in front of the shops (in front of Greggs etc). Both designs include areas for informal play and seating for rest and relaxation.</p> <p>The desire is to create a destination, provide multi-functional space and encourage people to use the space all year round.</p> <p>Feedback on the canopy included concerns that children might try to climb on it and maintenance / cleaning – this is being considered / addressed as part of the next iteration of design.</p> <p>Feedback from Board –</p> <ul style="list-style-type: none"> • What will happen to the Shipley Shopper – will it be retained? • Interest in knowing feedback from market traders as to options including setting up of stalls; • Interest in knowing feedback from local businesses. <p>Cllr Ross-Shaw advised some initial consultation had been undertaken with market traders and opinions were split on the options. Saira explained that consultation with retailers is planned for early January.</p> <p>Chair thanked Joy Hart for suggesting the session with Board and Sponsors.</p>			
<p>2. 3. 4.</p>	<p>Project Updates / Business Case Updates / Economic Assessments</p> <p>Richard Coburn (Atkins) introduced the approach:</p> <ul style="list-style-type: none"> • Important that a solid approach is taken to the methodology • The metrics used relate to the Guidance and Treasury Green Book, including the latest recommended place-based approach with consideration of local employment impacts and Wellbeing Guidance for Appraisal for non-quantified benefits. • The economic appraisal seeks to monetise the outputs – the net additionality of the project. <p>BCR (Benefit Cost Ratio) – 1.5 is considered to be good / value for money. In terms of the assessment, Government are looking for a BCR above 2. All projects being submitted in January score above 2.</p> <p>Project Updates: Chair asked that the Board focusses on any gaps / risks for Board attention / escalation or resolution.</p> <p>Fayyaz provided an update on the Projects being submitted in January – highlighting progress and any outstanding matters:</p>			

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	<ul style="list-style-type: none"> • Strategic and Financial Dimensions drafts were sent out to the project sponsors for initial comments. The comments received have been incorporated • Commercial and Management Dimensions requirements are sent out to Bradford officer and sponsors. • Key focus on Commercial Dimension for each project is required. • Draft Summary Document template has been sent out to Bradford officer for initial comments. <p>Emerging themes</p> <ul style="list-style-type: none"> • <u>Land acquisition / Site identification</u> – share intelligence on available sites • <u>Planning Permission</u> – Fayyaz explained that Lorraine has provided a Planning contact where initial / informal advice is required. • <u>Monitoring and Evaluation requirements</u> – Fayyaz highlighted that project sponsors need to carefully review the monitoring and evaluation elements of the business case to ensure the items reflected are achievable. Sponsors need to highlight any aspects they are not comfortable with. • <u>Stakeholder Engagement support</u> – Amar from Terence O'Rourke will be joining the meeting. • <u>Governance</u> – covered under matters arising • <u>VAT</u> – will need to understand scope of work to seek further clarification specialist advice across the programme. • <u>Procurement</u> – covered under matters arising 			
5.	<p>Development Investment Fund</p> <p>Richard Bayley provided an update on progress:</p> <p>Business case</p> <ul style="list-style-type: none"> • Initial draft has been produced <p>Application form</p> <ul style="list-style-type: none"> • Initial draft has been produced and is being reviewed by the consultants • Conversations will take place in due course with representatives of the two pathfinder projects <p>Process</p> <ul style="list-style-type: none"> • Discussion with Grant Thornton about initial draft Business Case has taken place <p>ACTION – to share draft DIF business case with James Skirrow when complete.</p>		CBMDC / Atkins	
6	Community Engagement			

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	<p>Amar Benkreira from Terence O'Rourke attended the Board Meeting:</p> <ul style="list-style-type: none"> • Currently working on developing a website – draft should be available to share in the new year. Will use the website to create social media activity. • Will include an interactive element with interactive maps to enable people to give views on what is important to them and to signpost to activities and engagement opportunities. • Pop up face to face events planned to help raise awareness as well as an exhibition to showcase the opportunity. • Proposes a Community Liaison Group to help cascade key message to local communities who are less likely to engage in online / social media activity. <p>Fayyaz / Atkins team to meet with Amar regarding Community Engagement ACTION – to develop a key contacts list</p>		Fayyaz CBMDC	
7	<p>Next Steps</p> <p>Key next steps were highlighted for Board Members:</p> <ul style="list-style-type: none"> • Draft Summary Document Reports will be sent out to the Board by 20th December (for Jan submissions) • These will be returned to Atkins by morning of 4th January 2022 • Business Case and Summary Document reports will be sent out to the S151 Officer on 6th January 2022. • Final updates will be completed by 13th January 2022. • Submission to the Department for Levelling Up, Housing and Communities – 14 January 2022. 			
8	<p>AOB</p> <p>ACTION - To review Board Meeting schedule / align with business case submission.</p> <p>Adam acknowledged the progress since the last meeting and wished everyone a happy festive break.</p>		CBMDC	

Date of the next meeting: 20th January 2021, 5pm-7pm