

Shipley Towns Fund Board Meeting Minutes

20th July 2023, 5.00pm-7.00pm (Microsoft Teams)

Attendees:

Adam Clerkin (Chair), Angela Hays, Anne-Marie Woolham, Barry Cooper, Carol Hinton, Christophe Hamard, Cllr Alex Ross-Shaw, Diana Bird, Dom Pix, James Skirrow, Joe Ashton, Joy Hart, Helen Horsman, Ravinder Panesar, Richard Middleton, Rhona North, Saira Ali.

Apologies:

Angela Blake, Anthony Burnham, Cllr Mike Connors, Michelle Rushworth, Philip Davies MP, Philip Walker, Ryan Kaye, Soo Nevison.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Project Spotlight</p> <p>RM / SA provided a run through Project B – Town Centre & Infrastructure Improvements.</p> <p>RM provided details of the Streets for People Programme and indicated it was in detailed design and presented the latest proposals. Onsite is expected to begin in early 2024, with some work taking place throughout the autumn and winter. This includes enabling works alongside consultation work with specific tasks including completion of a 3D model to shape up the engineering components. RM mentioned the need for value engineering due to costs inflation and SA indicated that tweaks had been made to the scheme, with a lot of changes and modifications made, including work on the levels. RN had a good meeting with the team and highlighted the difficulties in grassing certain areas as part of the plans. BC had a similar comment regarding the trees and grassing areas and has spoken to the council about CCTV coverage, due to large well-developed trees. RM indicated that the CCTV team are key stakeholders in the project and a tree consultant has been brought in to evaluate this.</p> <p>RM provided a summary of the Shipley Toilets project, which is being managed by Client Services within Bradford Council. CH provided an overview of Client Services role and the projects that they are involved in, including the redevelopment of Bradford Live as well as the site behind the Saltaire Co-op as well as schools across the district. CH has had key stakeholder meetings with the design team as well as Shipley Town Council in gathering information about the project as well as developing a full package of project management support. A full scope of works will be provided that will be signed off by Market Services and the Town Council before developing full detailed design.</p> <p>RM discussed the Canal Road Corridor Scheme, including the</p>	SA / RM to meet with RN / BC to discuss the plan for the Market Square Scheme	SA / RM	

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	<p>withdrawal of EU support so stalled until alternative ways of developing it are in place.</p> <p>RM then mentioned the Active Travel Scheme and the work that had already been completed, including Victoria Park Road which has been resurfaced. Baildon Bank is a narrow route which is between properties and getting heavy machinery up the path to improve it requires further thought, which is being reviewed. SA mentioned that additional funding to deliver more was always being sought.</p> <p>RM provided a brief of the Real Time Bus Information, including the agreement with the West Yorkshire Combined Authority, with a list of what has been delivered provided. Some locations have been completed, whilst others require a pole to be fitted and needs procuring.</p> <p>AC was pleased to see the progress being made and mentioned his concern about slippage. Would like to see timescales and RM will go back and get that information to the Board.</p>	SA/RM to provide timescales to the Board.	SA / RM	
2	<p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>RP went through the minutes and actions, with all actions completed, apart from the key milestones and dates for Project B.</p>			
3	<p>Highlight Report</p> <p>AH provided an update regarding programme management, including the regular meetings in place with projects. AC found the Towns Fund Conference useful and concerns around council-led projects, specifically around communication, including how the board fits into decision-making cycle. AC was happy with the progress made to date and this was echoed by AH regarding the opportunities to network, with other projects going through similar challenges.</p> <p>AH discussed the assurance framework required by DLUHC, including a random ‘Deep Dive’ review which the council have put in place should a review take place. AH mentioned that we had the governance in place to ensure that governance processes were in place. The presentation from DLUHC was shown to board members and provided with the papers.</p> <p>Subsidy Control has replaced State Aid and AH indicated that each project needs this in place, which shows the council have gone through a process when awarding the grant to the recipient. Once the Grant Funding Agreement has been signed, the level of the award needs to be on the National Transparency Database.</p> <p>AC has spoken to the Project Lead regarding Project A – Development Investment Fund and wants to find a solution that can</p>	To review how confidential	AH / RP / AC	

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	<p>be shared with the Board. Timescales are around three weeks for this information to be provided. AC wants work to be done regarding how we communicate confidential information with the Board. AH suggested a potential sub-group that could work over the summer to see what could be brought to the next board meeting. AC asked if JK could be more involved in the DIF if required.</p> <p>DB mentioned that Project C that leases were being worked on and the Grant Funding Agreement (Toilets / Bike Boxes) and planning that would be submitted on the 21/07/23. DB is confident with the strength of the submission and well evidenced set of plans. RP mentioned that the public car park would be a land transfer with a restriction on use. DB will look at options regarding detailed design whilst planning is being considered. AH mentioned that the Internal Programme Board would be consulted regarding whether funds could be released prior to planning approval, which would be written into the GFA.</p> <p>Project G – Wrose Quarry is well underway and RP discussed the volunteer work days and the progress to date. Project is due to be completed by the end of September 2023 and AC encouraged Board members to visit the site and support the work.</p> <p>Project H – Shipley Sustainable Community Hub was discussed by JH, including the photo shoot and interview with the T&A. Contractors due to start on the 7th August and the team are close to signing the GFA, CAT and awarded £300k Community Ownership Fund.</p> <p>RP provided an update on Project C – Capital Assistance to Business Growth, including the corrective action taken by the Invest in Bradford Team to promote the programme further. This has included a press release for a Shipley Company that was successful. The report provided also included details of the pipeline spend for both Keighley and Shipley. The IIB Team will attend the next Board Meeting to provide an update regarding progress to date.</p> <p>HH discussed Project F – Health & Wellbeing Community Campus, including the expansion of the project team. HH has met with DP and received some advice as well as the teams at both Shipley College and The Shipley Sustainable Community Hub. They are close to signing the GFA and require further funding to move to planning. Joint meeting with the legal teams means that the GFA is close to being agreed. A comprehensive relocation plan is in place and are working with the teams to understand their needs for when they move out and back in. HH met with Farfield Nursery and a statement was released, with further meetings taking place to support them. HH is looking at around three months from a planning</p>	<p>/sensitive information is presented to the Board.</p>		

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	<p>application and a nine-month refurbishment, with a move out of the building at the end of this year and a start in early 2024. AC was pleased with the progress made and thanked DP and the other projects for supporting The Cellar Trust with this project. DB echoed the support provided and said it was helpful to discuss this as they were going through similar challenges. RP confirmed that the council had decision notices in place to enter into an agreement and will review the risk rating once GFA has been signed. DP confirmed the meeting with HH to discuss the next steps and provide further guidance and assistance.</p> <p>AH went through the Annexe 1 Financial Spreadsheet, including the reporting into DLUHC, including receiving funding based on the profile. AH mentioned that DLUHC provided guidance to say there is a 30% variance which provides latitude to move funding to projects sooner if approved by the Internal Programme Board. AH wants to ensure that spend takes place, including Project A – Development Investment Fund and potentially Project B – Town Centre & Infrastructure Improvements where there could be slippages. AH discussed the dependencies within Project B, including transport and highways who are involved in the delivery of these projects. This was broken down per project, including their own risk rating and timescales.</p>			
3	<p>PR & Communications</p> <p>RP discussed the website and they are now both live, including updates up to a position at the end of that month, including reflecting the work on the Keighley Town Council website. AC was keen for this information to be replicated on the Shipley Town Council website. RN indicated that the position could change and the information could be put on the site to ensure it is reviewed.</p> <p>RP mentioned that more coverage would be released, including Project H – Shipley Sustainable Community Hub as well as Project E – Shipley Enterprise Library.</p> <p>RP went through the Forward Plan and the alternative communication platforms that the council can use, including use of social media. JH suggested putting in place messages about progress and assurances on shop fronts, AH said she would take this away. BC has a display which can be used for those messages. HH suggested doctors surgeries, libraries and generic overview of each project that could be displayed to promote this. JH is happy to share those messages when scaffold is up.</p> <p>JK indicated that they have a lot of vacant shops, including Wilkinsons which could be used to display information about the Towns Fund.</p>	RP / AH to look at messaging / branding for TF projects	RP / AH	

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	AC to look at the brand and how we make it happen. AH has put in a meeting to discuss this with our marketing team to get their professional input. HH has a background in marketing and is happy to support this. BC asked about Project B and whether they could be shared and AH indicated that they should be kept confidential at present.	RM / SA to put together graphics that can be shared with the Board / Community	RM / SA	
4	AOB RP mentioned the potential for moving some of the meetings as face-to-face which MC had mentioned as a potential option going forward. HH volunteered their space as has AC for potentially the next board meeting, including a review of the time to potentially 10.00am – 12.00pm. Board members to let AC or RP know if this is not convenient.	To confirm venue for the next Board Meeting, which will be in-person	RP	

Date of the next meeting: 14th September 2023, 10.00 – 12.00pm