

Shipley Towns Fund Board Meeting

Monday 11th March 2024

4.30 – 6.30pm

Shipley College, Exhibition Building, Victoria Road, Shipley, BD18 3LQ



Image: Community, Art, Heritage & Future Tech Hub (Conceptual Image)

Agenda

No	Item	Owner	Time	Paper
1	Project Spotlight: - Project A: Development Investment Fund - Project B: Town Centre & Infrastructure Improvements	CBMDC Officers	4.30	
2	Welcome and apologies	Chair	5.10	
3	Meeting format and conduct	Chair	5.15	
4	Declaration of Interests	Chair	5.20	Item 1
5	Correspondence log	Chair	5.25	Item 2
6	Minutes of the last meeting and matters arising	Chair	5.30	Item 3
7	Highlight Report: - Programme Management - Project Updates - Risks and Issues - Finance Update	CBMDC Officers/Project Delivery Partner lead	5.40	Item 4
8	PR & Communications	CBMDC Officers	6.10	Item 5
9	AOB	Chair/All	6.20	
10	Date and time of next meeting	Chair	6.25	
11	Meeting closes	Chair	6.30	

List of Board Members / Roles:

Name	Organisation	Role
Adam Clerkin	Carnaud Metalbox Ltd	Chair
Cllr Alex Ross-Shaw	Bradford Council	Portfolio Holder – Regeneration, Planning & Transport
Philip Davies MP	Member of Parliament	Board Member
Cllr Mike Connors	Shipley Town Council	Board Member
Dom Pix	Technair	Board Member
Michael Long	West Yorkshire Combined Authority	Board Member
James Skirrow	Carter Towler	Board Member
Helen Horsman	The Cellar Trust	Board Member
Barry Cooper	Town Councillor	Board Member
Joy Hart	The Hive Centre Manager	Board Member
Diana Bird	Shipley College	Board Member

List of Invited Attendees:

Angela Blake	CBMDC
Rav Panesar	CBMDC
Michelle Rushworth	CBMDC
Phil Walker	CBMDC
Dave Partridge	CBMDC
Richard Middleton	CBMDC
Simon Woodhurst	CBMDC
Saira Ali	CBMDC
Lorraine Coates	DLUHC
Ryan Kane	DLUHC
Sophie Brown	NHS
Stuart Shaw	NHS
Michael Long	WYCA

2. Welcome and apologies

2.1. Chair's welcome.

2.2. Notes of attendance and apologies.

3. Board meeting format and conduct

3.1. Chair to outline the format of the board meeting and how it will be conducted. The agenda and timings are to be followed by the Chair, who will invite comments, questions and discussion once each agenda item has been presented.

4. Declaration of interests

4.1. Board members to declare any interests of relevance to the meeting agenda for documenting on the register.

5. Correspondence log

5.1. Board members and Council officers to declare any correspondence of relevance to the meeting agenda for documenting on the register.

6. Minutes of the last meeting and matters arising

6.1. Minutes have been circulated to members and published in advance for comment. Board members are asked to agree the minutes of the Shipley Towns Fund Board meeting.

7. Highlight Report

7.1. The Shipley Towns Fund Programme Manager and the nominated Council officer project leads for each Shipley Towns Fund project to attend and present key updates on project progress, risks and issues.

8. PR & Communications

8.1. CBMDC Programme Team to update on PR & Communications

9. Any Other Business

10. Date and time of the next meeting:

10.1. TBA

List of Shipley Towns Fund Board Papers

Item 1: Declaration of Interests Register

Item 2: Correspondence Log

Item 3: Minutes of 11th December 2023 Meeting

Item 4: Highlight Report

Item 5: PR & Communications

**4. Shipley Towns Fund Board
Item 1 - Declaration of Interest Register**

Board Member	Job Title	Disclosed interested when becoming a board member	Disclosable pecuniary interest (employment, sponsorship, undischarged contracts, beneficial interests in land, licence to occupy land, corporate tenancies, beneficial interest in securities)	Other registerable interest (membership or position in which appointed or nominated by Council, any body exercising functions of a public nature or directed to charitable purposes, including the influence of public opinion or policy, any person from whom have received a gift or hospitality)	Non-registerable interest (affecting the wellbeing of member directly, family, friend or close associate more than the wellbeing of those in local area generally)	Date of meeting declaration of interest received	Action taken
Adam Clerkin	Head of Operations	No	No	None	None	23/09/20	Listed on the register
Anthony Burnham	Programme Manager	Partner organization in Project F	No	None	None	15/06/23	Listed on the register
Barry Cooper	Director of F.K Perkin Ltd	Director F.K Perkin Ltd	Rented 1-2 The Arndale Centre Shipley	Chair of Shipley Business Watch	None	20/10/20	Listed on the register
Cllr Alex Ross-Shaw	Portfolio Holder – Regeneration, Planning & Transport	No	No	Shipley Labour Party Shipley Glen Tramway Friends of Northcliffe Park Wrose Parish Council (Chair)	None	24/11/20	Listed on the register
Diana Bird	Principal & CEO, Shipley College (Director, Shipley College Developments Limited – for Towns Fund use)	No	The College owns the freehold to the Mill Building and the Jonathon Silver Building in Saltaire. The College rents the Exhibition Building, Salt Building and parts of the Victoria Hall from the Salt Foundation	Manchester Unity of Oddfellows. Partner is a trustee of Saltaire Inspired	None	10/07/23	Listed on the register
Dominic Pix	Managing Director, Technair Group Ltd	No	No	None	None	08/12/20	Listed on the register
Helen Horsman	Director of Business & Central Services	Partner organization in Project F	To complete	To complete	To complete	To complete	To complete
Ian Durham	Director of Physical Resources, Shipley College	Partner organization in Project C	Long Lease: for Salt Building, Victoria St, Saltaire and Exhibition Building, Exhibition Road, Saltaire. Short Lease: Victoria Hall Basement, Freehold: Mill Building, Victoria Road, Saltaire	None	None	23/09/20	Listed on the register
James Skirrow	Carter Towler Ltd, Novus (Leeds) Ltd	No	Technair Group / Univer Manufacturing Co. Limited owns the factory in Saltaire Road, BD18 3HL	None	None	22/12/20	Listed on the register
Joy Hart	Manager	Partner organisation in Project H	No	None	None	04/01/21	Listed on the register
Philip Davies MP	Member of Parliament	No	Listed on the public register	None	None	26/02/20	Listed on the register
Soon Nevison	CEO, Community Action Bradford and District	Grant-funded by CBMDC to deliver infrastructure support to the VCS and others	Keighley – Central Hall, Alice Street which is under CAT agreement with the council.	None	None	01/10/20	Listed on the register

**5. Shipley Towns Fund Board
Item 2 - Correspondence Log**

Detail of Request	Sender	Response owner	Date of enquiry	Response issue date	Status
Request from constituent to Philip Davies MP regarding the market square scheme.	Constituent sent request to MP	Council Officers	23/02/24	TBC	In progress
Request from constituent to Philip Davies MP regarding ownership of the clock and responsibility for fixing it.	Constituent sent request to MP	Council Officers	20/02/24	26/02/24	Complete
<i>"How are Towns Fund Board ensuring that performance against sustainability related KPIs is improved as a result of the investment, both at a project and programme level?"</i> This includes indicators related to carbon reduction, active travel, land rehabilitation, environmental enhancement and biodiversity creation. [Appendix 2]	Jody Harris (Environmental, sustainability consultant)	Shipley Towns Fund Board	08/11/23	TBC	Complete
Further information regarding the CCTV coverage as part of the Market Square Scheme, including provision of unobstructed views of the Card Factory Shop.	Philip Davies MP / Cllr Allison Coates	Council Officers	21/11/23	11/12/23	Complete
Philip Davies MP Letter to Kersten England regarding Project A – Development Investment Fund and Project B – Town Centre Investment & Infrastructure.	Philip Davies MP	KE / SH	12/06/23	16/06/23	Complete
Shipley Town Council Letter requesting further information on Project A – Development Investment Fund, Project B – Town Centre Investment & Infrastructure and Project D – Capital Assistance to Business Growth, plus recommendations.	Shipley Town Council Chair of Shipley Town Council – Barry Cooper	KE / SH	20/06/23	19/07/23	Complete
Is there an overarching sustainability framework for the Shipley Town Fund or any sustainability outcomes to ensure they are adequately addressed.	Jody Harris (Environmental, sustainability consultant)	AH / RP	22/06/23	28/06/23	Complete
Farfield Nursery in Shipley is closing in July. Lease was not renewed as the site is being redeveloped for a Health & Wellbeing Centre. Was there council oversight of this and/or is there anything that can be done?	Sent to Cllr Susan Hinchcliffe	The Cellar Trust / Council Officers	15/05/23	08/06/23	AB to update Board (AOB)
Farfield nursery in Shipley is going to close in July. The reason being the lease of the building is ending and is going to open as part of the governments town fund initiative. How can it be acceptable to close such a well loved and used nursery?	Sent to Philip Davies	The Cellar Trust / Council Officers / MP	16/05/23	08/06/23	AB to update Board (AOB)
A request to provide more information about the DIF with regards to the Clock Tower. The owners wanted to know if their building was still an option to be considered.	James Skirrow	Simon Woodhurst / Council Officers	23/05/23	08/06/23	RP to update Board

6.Shipley Towns Fund Board Meeting

Minutes

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>SA to provide examples of materials being used for Shipley Town Centre redevelopment to Board members</p>	SA/RM	



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<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> <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>SA/RM to follow up missing CCTV camera issue and concerns with overspill stalls location.</p>	<p>SA/RM</p>	<p>TBC</p>



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<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 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</p>	<p>HH to complete and return the Declaration of Interest Register</p> <p>RP to share a copy of the</p>	<p>HH</p> <p>RP</p>	<p>ASAP</p>



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	individual project outputs and are the responsibility of the project leads.	minutes to Jody Harris		Once published
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> <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>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<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> <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>AC to circulate details of the grant funds to RP / MC</p>	<p>AC</p>	<p>12/11/23</p>



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<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 as it had been committed. RP also would raise this with his colleagues in DLUHC.</p> <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</p> <p>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>	<p>JH to write to PD requesting support with the DLUHC grant.</p> <p>Supply details of reclaiming asbestos to JH</p>	<p>JH / PD</p> <p>AC</p>	<p>ASAP</p> <p>12/11/23</p>
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>RP / PW to finalise posters/banners for TF projects</p>	<p>RP / PW</p>	

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<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>Shipley Town Council to host information about TF projects.</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> <p>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.</p>	<p>RP to conduct a Gap Analysis on Board make up</p> <p>To finalise the date and time of next meeting</p>	<p>RP</p> <p>AC /RP</p>	<p>March 24</p> <p>ASAP</p>

7. Highlight Report – Item 4

7.1 Programme Management

7.11 DLUHC Deep Dive Assurance Review documentation submitted on the 12th January with an interim feedback session on the 24th January. This included a review of Governance, Counter-Fraud, Procurement and Subsidy Control related to the Towns Fund and the Levelling Up Squire Lane Programme. The feedback session was overall very positive with a full report due in March 2024.

7.12 Monthly meetings in place with the Internal Programme Board, which provides internal assurances and governance on the Towns Fund Programme. Key issues, risks and programme progress are provided to the board by Towns Fund Officers.

7.13 Regeneration Overview & Scrutiny Committee meeting took place on the 13th February. A report (**Appendix 1**), which provided an overview of the Towns Fund, programme and project updates, was submitted for review and challenge at the meeting.

7.14 Short-Form GFA's have been utilized to progress projects in both Shipley and Keighley whilst detailed legal negotiations take place regarding the main GFA. Short-Form GFA's allow for an agreed amount of funding to be released for a specific purpose, allowing the projects to progress and reduce delays.

7.15 Regular meetings taking place with the Contracts Team to ensure compliance with Towns Fund spend, with a new claim form issued to Project Sponsors. This is to be completed and submitted alongside the evidence to be verified. Procurement have also confirmed that the procurement strategies agreed with each project sponsor are acceptable. A summary document of the approach taken would be required as part of the audit and compliance process. This has been requested by Project Sponsors.

7.16 Work has started on the Reporting Templates to cover the 1st September 2023 – 31st March 2024 period which includes a review of the Programme Progress, Funding Profiles, Outputs and Risks.

7.17 Gap analysis for the Shipley and Keighley Towns Fund Board completed. An advert for a board member or members for Shipley was issued w/c 4th March with a deadline for Friday 5th April.

7.2 Project Updates – Position up to February 2024:

Project Name	Value	Project summary		Delivery	Spend	Risk
A – Development Investment Fund (DIF)	£7m	Development of industrial units and remediation of brownfield sites.	The project is currently at high risk due to interdependencies that are being worked through by Council Officers. This includes, but not limited to, negotiations with a private sector developer to determine the financial requirements to achieve the outputs; ensure a scheme can be delivered within the specified timescales; and, finally, to manage the inflationary pressures that will determine the viability of a preferred scheme. There is a project plan and expectations that a Memorandum of Understanding will be signed within Quarter 1 of 2024.	5	5	5
B – Town Centre & Infrastructure Improvements	£5.04m	Investment in Town Centre and Infrastructure improvements.	See individual updates	1	1	1
C – Community, Art, Heritage & Future Technology Centre	£5.39m	Development of a Community, Art and Technology Hub by Shipley College	Planning approved on the 29th February and the project has progressed through to RIBA 4 Detailed Design. Legal negotiations are ongoing to agree a GFA alongside the land transfer on the Caroline Street Car Park.	2	2	2
D – Capital Assistance to Business Growth	£2m	Grant programme for new and existing businesses.	Shipley - 37 Expressions of Interest received, with 9 applications approved. Total grant amount equals £159,479.88 with a private sector match of £433,042.43 and 23 jobs to be created as a result of the investment.	2	2	2
E – Shipley Enterprise Library	£80k	Refurbishment of space to create an enterprise hub.	Launch event in November and the team are in the process of recruiting a Business Information Officer to support the delivery of outputs. This includes providing business support and running workshops.	1	1	1
F – Health & Wellbeing Campus	£3m	Project to refurbish The Cellar Trust Building.	Pre-planning meetings have taken place with CMBDC. Stakeholder engagement plan in roll out with a residents visioning event taking place on 28/11 which attracted positive support and input. Support from NHS partner to support the planning and delivery phases. Initial site investigations are currently taking place with an application to planning likely to be submitted in December 2023. Tender pack due for issue in late Jan/Feb 2024.	2	2	3
G – Wrose Quarry Wetlands	£70k	Remediation work of the Wrose Quarry.	2 Ponds have been completed with 2 scrapes. Digger training courses have been completed also with 3 staff fully trained. 181 volunteer work days delivered, 2 extensions of the wetlands also completed. 30 metres of stone pitching (additional paths remediated with another drainage point added). 2ha of public realm improved, 0.4km of access tracks built, stone pitched paths added alongside steps for access to Carr Lane. Boardwalk installed in a boggy area of the woodland, with 350m ² of bike area activity improved. 500 bare root whips have been planted to enlarge the existing block of trees. A section of board walk through the woodland (15 metres) recycled plastic frame has been installed.	1	1	1
H – Shipley Sustainable Community Hub	£2.51m	Creation of a sustainable community hub for Shipley	Contractors are on site and the project is on track to be delivered by July 2024. Site visit conducted with board members on the 11th December 2023 with work well underway to restore and renovate the building. This includes work on building new entrances, an extension as well as access lifts that connect The Kirkgate Centre to the Hive and vice versa. They were also successful in acquiring £300,000 of funding through the Community Ownership Fund, whilst The Hive successfully bid for £250,000 of BD25 City of Culture grants.	1	1	1

Project B - Town Centre & Infrastructure Improvements (£5.04m)

Project Name	Value	Project Timescales / Status	Updates	Delivery	Spend	Risk
B2.1 Market Square Scheme	£3m	Timescales: Nov-22 to Dec-24 Status: Ongoing - on track	The Streets for People element is due for procurement February 2024. Changes to the design of the public toilets scheme received (29/01/24) may necessitate significant redesigns of the market square area that have been fully designed and consulted upon with market traders and accessibility groups. This represents a significant challenge to both programme and cost.	3	3	2
B2.2 Canal Road Corridor	£350k	Timescales: TBA Status: Ongoing - delayed	The project to de-culvert a section of Bradford Beck, which brought £3.4m of match funding to Shipley Towns Fund has lost its European Structural & Investment Funding. Bradford Council still has ambitions to complete Naturalising Bradford Beck, but no timescales for delivery have been agreed.	4	1	2
B2.3 Active Travel	£1.32m	Timescales: Nov-22 to Dec-24 Status: Ongoing - on track	The project is in concept design stage, except interventions in Wrose and Shipley which are being procured and delivered by the Highways Maintenance (North) Team. Victoria Park (footway improvements on a route to school) is complete. West Royd Avenue (reconstructed footway) in progress. Wrose Brow Road (footway improvements on a route to school) in progress. The Canal Towpath is being delivered by Canal & River Trust predominantly utilising Sustrans funding. Interventions for other active travel interventions have been scoped with a view to prioritising works.	2	1	2
B2.4 Real Time Bus Information	£40k	Timescales: May-23 to Sep-23 Status: Ongoing - on track	7 sites completed by WYCA (listed within the board papers)	1	1	1
B2.5 Public Toilets	£330k	Timescales: TBA Status: Ongoing - delayed	Public Toilets (managed and delivered by Shipley Town Council) is in the detailed design stage. Separate plans are being prepared for an extension (managed by Bradford Council) for the storage of Markets materials. A project management resource from Bradford Council is being made available to Shipley Town Council to assist this overall project. Recent significant design changes are a major co-ordination concern	3	3	3

7.3 Risks

Project A: Development Investment Fund

[Confidential item to be discussed at the Towns Fund Board meeting]

7.31 Still at a commercially sensitive stage and further information will be provided when available. The Chair of the Board has been provided with a Project Plan which includes key milestones and timescales from start to completion.

7.32 A headline summary was also provided to the Chair of the Board, indicating the current position, inter-dependencies and actions taken to date. A further confidential update will be discussed at the Towns Fund Board meeting on the 11th March 2024.

Project B: Town Centre & Infrastructure Improvements

7.33 Market Square Scheme application validated on Friday 22nd December with an outcome pending. Extension and alterations to the existing toilets block was validated on Tuesday 12th December and granted on Tuesday 6th February.

7.34 Extension and alterations to the toilet block costs were escalated to the Internal Programme Board in January and February. This was due to an easement regarding water and sewage diversions which have increased the costs for the scheme.

7.35 The extension and alterations will continue as planned with the additional costs accepted by the Internal Programme Board. Meeting held with Shipley Town Council on 7th March to review the overall budget, scope and next steps for the toilet schemes within Shipley.

Project C: Community, Arts, Heritage & Future Technology Centre

7.36 Public car park has been valued by the Estates Team with the legal team now reviewing the next steps as part of the asset transfer. It is envisaged that this process will be aligned to the signing of the main GFA.

7.37 Planning application was approved on the 29th February by the Planning Committee. Decision Notice for the Short-Form GFA is being reviewed by the Legal and Financial Officers within the Council as well as Shipley College. If approved, further funds will be released to progress the project to RIBA 4 Tender Stage, alongside legal and VAT advice.

7.38 Regular meetings have been taking place between the Legal Teams, Council Officers and Shipley College to progress the main GFA. Key elements include:

- The land transfer on Caroline Street which is being managed by the Estates & Property Team and needs to be concluded prior to the main GFA.
- Match-funding requirement from Shipley Town Council to Shipley College for the development and management of the public toilets.
- Agreement of the main GFA once the RIBA 4 Tender stage is complete to ensure the project can be delivered on time.

Project D: Capital Assistance to Business Growth [Appendix 2]

Position up to January 2024

Keighley Towns Fund	
Expressions of Interest received	60
Applications submitted	20
Applications approved	20
Claims submitted	13
Grant payments issued	13

Shipley Towns Fund	
Expressions of Interest received	37
Applications submitted	9
Applications approved	9
Claims submitted	4
Grant payments issued	4

7.39 Average grant award for Keighley is **£32,173.53** whilst Shipley is **£17,719.99**. Grant applications for both towns total **£802,950.47**, with a private sector match of **£3,914,455.11** with **89** new FTE jobs to be created as a result of the funding.

7.40 The Invest in Bradford Team, who manage the Capital Assistance to Business Growth Programme are being supported by the Strategic Programmes Team to assist with the monitoring and payment of grant claims, setting up and managing the Decision Panel as well as analyzing the performance against forecasts.

7.41 Risks have been considered with the level of enquiries for the Shipley Towns Fund increasing but behind the forecast. As a result, drop-in sessions have taken place in Keighley and Shipley Libraries **[Appendix 3]**

Project Summary

Town	Application Numbers [Apr-23 to Mar-24]											
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	8	10	11	12	12	14	14	15	17	20	-	-
Shipley	3	3	3	4	8	10	10	10	10	9*	-	-

*Drop from 10 to 9 due to one company withdrawing their application.

Town	Jobs To Be Created [Apr-23 to Mar-24]											
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	26.5	31.5	33.5	39	39	44	44	62	66	66	-	-
Shipley	4	4	4	9	14	21	21	33	33	23*	-	-

*Drop from 33 to 23 due to one company withdrawing their application.

Town	Grant Approvals [Apr-23 to Sep-23]					
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
Keighley	£153,970.75	£189,670.75	£224,064.52	£232,966.26	£235,736.36	£276,757.59
Shipley	£46,737.08	£46,737.08	£46,737.08	£97,495.84*	£101,432.48	£137,952.56

*Drop to £81,382.63 for July 2023 due to one company reducing spend.

Town	Grant Approvals [Oct-23 to Mar-24]					
	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	£276,757.59	£540,921.66	£643,112.80	£643,470.59	-	-
Shipley	£137,952.56	£154,822.06	£159,479.88	£159,479.88	-	-

8. PR & Communications – Item 5

8.1 PR

8.11 Regular meetings with Marketing Team are taking place to ensure Towns Fund publicity is promoted more widely. This includes the use of existing social media channels, diverse publications alongside traditional media activities.

8.12 Leaflets have been designed and printed, with a few changes being made prior to print (**Appendix 4**). A small number will be used at events and given to project leads. This included Towns Fund representation at the Community Conversation Event, hosted by The Cellar Trust and NHS as part of the development of the Health, Wellbeing & Community Campus. Banners have been designed for the Shipley Sustainable Community Hub and Health, Wellbeing & Community Campus, with the aim of getting these on site within the next two weeks.

8.13 This work is aligned to the Forward Plan, which provides a plan of press releases for specific projects, alongside an Engagement Plan that outlines key activities that will promote the Towns Fund to key stakeholders and the public.

8.14 A SharePoint site has been created for both Keighley and Shipley which contains a repository of information which can be accessed by Towns Fund Board Members and potentially Project Leads, if required. This compliments the existing Towns Fund website which has an updated position for each project, board papers, minutes and latest news.

8.15 Towns Fund press releases have also been published for both the Keighley and Shipley Towns Fund (both positive & negative) from January – March 2024:

Date	Town	Publication	Details	Rating
04/03/24	Shipley	T&A	<ul style="list-style-type: none"> How you can help with £25m regeneration of Shipley Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
29/02/24	Shipley	Business Desk	<ul style="list-style-type: none"> £6m multi-use centre approved for world heritage model village TheBusinessDesk.com 	Positive
29/02/24	Shipley	T&A	<ul style="list-style-type: none"> https://www.thetelegraphandargus.co.uk/news/24154207.plans-new-building-saltaire-car-park-approved/ 	Neutral
23/02/24	Shipley	BBC News	<ul style="list-style-type: none"> https://www.bbc.co.uk/news/articles/cjk664217kjo 	Negative
19/02/24	Keighley	Keighley News	<ul style="list-style-type: none"> Work complete on transformation of Keighley street Keighley News 	Positive
18/02/24	Shipley	T&A	<ul style="list-style-type: none"> Plan for £3m Shipley health, well-being and community centre Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive



13/02/24	Keighley	T&A	<ul style="list-style-type: none"> • How do you think Keighley's roads could be improved? Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
12/02/24	Keighley	T&A	<ul style="list-style-type: none"> • £230,000 grant funds much needed work to Victorian building Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
12/02/24	Shipley	T&A	<ul style="list-style-type: none"> • Public toilets in Shipley town centre are going to open Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
11/02/24	Keighley	BBC News	<ul style="list-style-type: none"> • Keighley: Plans move forward for new industrial estate - BBC News 	Positive
07/02/24	Keighley	T&A	<ul style="list-style-type: none"> • Visitor centre in historic building due to open this spring Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
02/02/24	Keighley	Keighley News	<ul style="list-style-type: none"> • New roof for historic Keighley building Keighley News 	Positive
24/01/24	Shipley	BBC News	<ul style="list-style-type: none"> • Shipley Market Square set for "dynamic" redevelopment - council - BBC News 	Positive
18/01/24	Keighley	T&A	<ul style="list-style-type: none"> • Keighley Cougars reduces scope of stadium redevelopment Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Neutral
18/01/24	Keighley	BBC News	<ul style="list-style-type: none"> • Former Haworth post office building with Brontë links refurbished - BBC News 	Positive
16/01/24	Keighley	Keighley News	<ul style="list-style-type: none"> • Improvement work to begin on historic Keighley street Keighley News 	Positive
08/01/24	Keighley	Keighley News	<ul style="list-style-type: none"> • New jobs could be created as Keighley firm seeks to expand Keighley News 	Positive
05/01/24	Shipley	T&A	<ul style="list-style-type: none"> • 12 week scheme to improve canal towpath at Saltaire Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
03/01/24	Shipley & Keighley	T&A	<ul style="list-style-type: none"> • Council leader speaks on financial crisis facing Bradford Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Neutral

9. Any Other Business

10. Date and time of the next meeting:

10.1. TBA