

# ShIPLEY Town Deal Board Meeting Notes

24<sup>th</sup> February 2022, 5pm-7pm (Teams)

**Attendees:**

Adam Clerkin (Chair), Philip Davies MP, Cllr Alex Ross-Shaw, Cllr Mike Connors, Richard Bayley (Atkins), Fayyaz Qadir (Atkins), Lorraine Wright, Angela Hays, Amar Benkreira, Ian Durham.

**Apologies:**

Nav Chohan, Dom Pix, Joy Hart, James Skirrow, Barry Cooper, Angela Blake, Soo Nevison, Michael Long (WYCA)

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p><b>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</b></p> <p>Minutes from the last meeting were accepted as true record. Amendment to December minutes was accepted.</p> <p>No further Declarations of Interest were made.</p> <p>Ian Durham was introduced as a representative from the Shipley College as Nav is on leave. Angela Hays was introduced as Interim Programme Manager.</p> <p>Outstanding <b>actions</b> from previous meetings:</p> <p>1) Workshop to be arranged – release 5%, VAT, Procurement. CBMDC to set up.</p> <p>Workshop to include - applicability of VAT to different construction activity – action to be carried forward – will need to understand scope of work to seek further clarification specialist advice across the programme. AC was disappointed this had not been scheduled. AC met with Jason Longhurst and had some encouraging feedback on release of 5% funds.</p> <p>2) Sub Groups for Net Zero / Covid Recovery FQ advised Atkins will facilitate subgroups. MC commented that these 2 important considerations have been integral to the TIP from Day One. The Board should be assured that the projects will take the issues into account. Fayyaz stressed the importance of these strategic issues and how critical it is for projects to</p>	Decision	CBMDC	

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	<p>incorporate in to the design of projects, and referring back to the vision and objectives of the TIP.</p> <p>3) Project Management Support. Angela Hays as Interim has commenced. (Noted that full time permanent posts x2 will be advertised very soon).</p>			
2	<p><b>Update on April Submission</b></p> <p><b>Development Investment Fund</b></p> <p>RB provided an update:</p> <p>Business case</p> <ul style="list-style-type: none"> <li>• Work has commenced on preparing draft Business Case</li> <li>• Work draws heavily on the approach &amp; practice used for Keighley</li> <li>• Initial draft to be shared with Board sub-group in February</li> </ul> <p>Project applications</p> <ul style="list-style-type: none"> <li>• draft application form in place &amp; guidance being written</li> <li>• discussions with representatives of the two pathfinder projects</li> </ul> <p>MC advised it was agreed in Jan meeting he would share the draft with a representative from the Town Council.</p> <p>Given the technical nature of the document, the Board were keen for James Skirrow to be part of the review panel. Review panel would take overall lead on feedback but the wider Board will find the document a useful learning experience. The Board were also asked to note the commercially sensitive nature of the document when it is distributed.</p> <p>Noted that some of the schemes within the DIF are pathfinder projects but there will be a future call for further schemes to come forward when appropriate.</p>		CBMDC / Atkins	
3	<p><b>Update on June Submission</b></p> <p><b>Town Centre Infrastructure</b></p> <ul style="list-style-type: none"> <li>• CBMDC held consultation on two options for the Town Square proposals, the consultation went live on 24<sup>th</sup> Jan and ran until 14<sup>th</sup> February.</li> <li>• WYCA have received £50,000 to build a cycle hub in Shipley. Need to ensure the public realm improvements are</li> </ul>			

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	<p>connected to the cycle hub.</p> <ul style="list-style-type: none"> <li>Bradford Council are looking to deliver the toilet block as a quick win.</li> </ul> <p><b>ACTION:</b> Philip Davies asked for confirmation that the cycle hub will not take up any car parking space. Confirmed the cycle hub is to be located within a building – to confirm specific location.</p> <p><b>Community Art and Future Technology Centre</b></p> <ul style="list-style-type: none"> <li>First public consultation 11/2 at the Caroline St Social Club. The material for the engagement events has been enhanced for the next 2 events.</li> <li>Project is attracting a lot of interest from local residents and the club members</li> <li>Running a competition for 4 local practices to offer design solutions (by 7/3). A Panel will look at these and apply scoring criteria to select the favoured option.</li> <li>The project has commissioned a tree survey and a heritage impact assessment. Further work to include a parking / travel survey and a topological survey will take place once the 5% is received.</li> </ul> <p><b>Health and Well Being Centre</b></p> <ul style="list-style-type: none"> <li>Suitable site is under consideration.</li> <li>Contract for architectural services to be awarded by end of February.</li> <li>Tender for organisational development support issued.</li> </ul> <p>FQ raised a risk regarding June submission as project scope is not fully defined.</p> <p><b>Sustainable Community Hub</b></p> <ul style="list-style-type: none"> <li>Community Asset Transfer submitted to Bradford Council, consultation ongoing.</li> <li>Architectural Services tender issued, with a preferred supplier appointed.</li> <li>Draft Memorandum of Understanding issued for comment.</li> </ul>			
4	<p><b>Emerging themes</b></p> <p>Covid and Net Zero sub groups - Fayyaz had suggested in Jan setting up two sub groups from this Board to look at both elements.</p> <p>M&amp;E</p>			

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	<p>Lorraine updated the Boar and explained that in the Business cases submitted in January, we translated projects outputs into annual figures. As an example for Project C, we anticipate to support 90 businesses throughout the lifetime of the funding and this was presented as 30 businesses per annum in the business case / monitoring and evaluation plan. Government feedback requested this be changed to the global figure of 90. All projects nationally are being asked to reflect outputs in this way.</p> <p>These changes have been made – in doing so, we have raised the risk of citing a global figure in as opposed to an annual figure i.e. if projects report against the global figure (90 in the example) from day 1, it will always appear, until very late in the delivery programme, projects are a long way off meeting the target. This does not send a positive message in terms of delivery or in terms of how it reflects on the Boards, Councils and Government.</p>			
5	<p><b>Engagement</b></p> <p>Amar provided an update.</p> <ul style="list-style-type: none"> <li>• Over 100 attendees at the first engagement event held at The Caroline Street Social Club. 40 forms completed online.</li> <li>• Support for investment and improving access to the town centre and market square.</li> <li>• The Caroline Street Social Club is much loved and the local community want the heart and soul of the club to be captured in new premises.</li> <li>• Extensive engagement with stakeholders, building understanding, raising awareness and developing relationships.</li> </ul> <p>Youth Engagement – engaging with local schools to bring together a small group of young people to form a focus group and talk about what they wish to see as they are the beneficiaries of the projects in the long term.</p> <p>Community Liaison Group – to bring together a representative group of local stakeholders to source feedback / input about the future of Shipley and act as / ambassadors and cascade information through networks.</p> <p>The Board thanked MC as working hard to offer a strong voice for the local community.</p> <p>Engagement Events:</p> <ul style="list-style-type: none"> <li>• Friday 11th February / 4pm – 7pm Caroline St Social Club</li> <li>• Thursday 3rd March / 4pm – 7pm Victoria Hall (The York Room)</li> <li>• Saturday 12th March / 12 – 3pm Kirkgate Centre</li> </ul>			

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	<p>Invitations were distributed / delivered locally  Details shared on Social Media  <a href="https://www.facebook.com/bradfordmdc/posts/311958117645236">https://www.facebook.com/bradfordmdc/posts/311958117645236</a>  <a href="https://twitter.com/bradfordmdc/status/1493544905427275779">https://twitter.com/bradfordmdc/status/1493544905427275779</a>  <a href="https://www.linkedin.com/feed/update/urn:li:share:6899310929830326272">https://www.linkedin.com/feed/update/urn:li:share:6899310929830326272</a>  Website – <a href="http://www.ourtownshipley.co.uk">www.ourtownshipley.co.uk</a> - with an online feedback form</p>			
6	<p><b>Next Steps</b></p> <p><b>Business Case Timelines for April 2022 Submission</b></p> <ul style="list-style-type: none"> <li>• Finalise Business Case document and complete Economic Assessment by mid-March</li> <li>• Issue Draft to Sponsor by 18th March 2022</li> <li>• Receive comments from Sponsor by 25th March 2022</li> <li>• Issue to the Board on 29th March 2022</li> <li>• Board Meeting: 31st March 2022</li> <li>• Receive comments from the Board on 1st April 2022</li> <li>• Issue docs to S151 officer on 8th April 2022</li> <li>• Receive comments from S151 Officer by 12th April 2022</li> <li>• Address any comments on 13th April 2022</li> <li>• Final submission to the Department for Levelling Up, Housing and Communities on 15th April 2022</li> </ul> <p><b>Business Case Timelines for June 2022 Submission</b></p> <ul style="list-style-type: none"> <li>• Scheme Sponsor input by end of April 2022</li> <li>• Board Meeting: 4th May 2022</li> <li>• Finalise Business Case document and complete Economic Assessment by 20th May 2022</li> <li>• Issue Draft to Sponsor in the w/c 23rd May 2022</li> <li>• Receive comments from Sponsor by 1st June 2022</li> <li>• Issue to the Board on 6th June 2022</li> <li>• Board Meeting: 8th June 2022</li> <li>• Receive comments from the Board on 15th June 2022</li> <li>• Issue Business Case and Summary documents to S151 officer on 21<sup>st</sup> June 2022</li> <li>• Receive comments from S151 Officer by 27th June 2022</li> <li>• Address any comments on 28th June 2022</li> <li>• Final submission to the Department for Levelling Up, Housing and Communities on 30th June 2022</li> <li>• Receive comments from the Board on 15th June 2022</li> <li>• Issue Business Case and Summary documents to S151 officer</li> </ul>			

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	on 21st June 2022 <ul style="list-style-type: none"> <li>• Receive comments from S151 Officer by 27th June 2022</li> <li>• Address any comments on 28th June 2022</li> <li>• Final submission to the Department for Levelling Up, Housing and Communities on 30th June 2022</li> </ul>			
6	<p><b>AOB</b></p> <p>MC invited Board members (and others) to attend a walk around on 2/4 being run by the Town and City Planning Association as part of the Healthy Homes campaign. Hugh Ellis an expert on the placemaking, public realm and planning will be hosting the talk/walk. Invites will be circulated.</p> <p>Adam asked about representation on the Board. New business reps would be appreciated to add value to the investments being made and assist the Board in holding the projects accountable to the vision.</p> <p>Face to Face meetings – agreed to continue with online MS Teams for Board meetings but agreed Board should take opportunity to attend the engagement events and engage with sponsors and projects.</p>		<p style="text-align: center;">Mike Connors</p> <p style="text-align: center;">CBMDC / Chair</p> <p style="text-align: center;">Board</p>	

**Date of the next meeting: 31 March 2022, 5pm-7pm**