

Shipley Town Deal Board Meeting Notes

31st March 2022, 5pm-7pm (Teams)

Attendees:

Adam Clerkin (Chair), Cllr Alex Ross-Shaw, Cllr Mike Connors, Richard Bayley (Atkins), Amar Benkreira, Angela Blake, Nav Chohan, Barry Cooper, Ian Durham., Joy Hart, Angela Hays, Michael Long (WYCA), Soo Nevison, Dom Pix, Fayyaz Qadir (Atkins), James Skirrow,

Apologies:

Philip Davies, Lorraine Wright

| ID | Notes/Actions/ Decisions | Decision | Action Owner | Due Date |
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| 1 | <p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>Minutes from the last meeting were accepted as true record.</p> <p>No further Declarations of Interest were made.</p> <p>Outstanding actions from previous meetings:</p> <p>1) Workshop to be arranged – these are now taking place as a weekly sponsor update. Specialist topics to be introduced as required. VAT discussion have taken place with sponsors who require them. Support from the Towns Deal Delivery Partner for Net Zero; programme management; attracting investment and place leadership (item on the agenda). www.townsfund.org.uk</p> <p>2) Sub Groups for Net Zero / Covid Recovery Support from Towns Fund Delivery Partner as per agenda item. CBMDC to bring in expert advice from Council sustainability team</p> | | CBMDC | |
| 2 | <p>Update on April Submission</p> <p>Development Investment Fund</p> <p>RB, LG and PA (Atkins) provided an update:</p> <p>Business case</p> <p>The business case has been developed in line with the Keighley</p> | | | |

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| | <p>forerunner following dialogue with Cities and Treasury. There is a need to express the challenge that is presented with local land values and how to create uplift and other associated benefits. The document is a compilation of chapters built on the 5-case Treasury model. The business case outlines the process in place to ensure robust project delivery in terms of procurement; finance; management and commercial aspects. RB reminded the Board that this is not a FCA (Financial Conduct Authority) compliant fund – it is designed to fill the gap in funding to give projects an opportunity to make a commercial success. The business case does not specify projects but gives generic evidence for projects we know. The fund is subsidy control compliant.</p> <p>LG outlined the latest guidance from government which measures value for money in terms of land value. But land values locally are not generating a huge economic return (although better in Shipley than Keighley). The BCR does however, produce a value of > 2.0.</p> <p>The Fund is intended to be a revolving fund with money being paid back as projects become commercially viable, so new projects can be funded.</p> <p>AC asked if the £87m economic impact was realistic. NC indicated private sector leverage will be an input and LG pointed to the costings that have been provided by potential investors. The calculations are built upon the £ per sq metre in the forecast outputs, which can be flexed according to the assumptions made.</p> <p>A discussion reference the Block Finance option took place. The role of the Towns Board will be to act as champions and to ensure the integrity of the TIP is retained via the delivery of these investments. The internal Programme Board provides the assurance that the due diligence takes place, and any checks and challenges on legal and financial aspects of each project will be robustly challenged. The Board asked for details of the membership of this group. The minutes of the first meeting will be sent to the Town Board with the membership detail.</p> <p>The Board also asked for a reminder of the Investment criteria which can be found at Section 6.3.1. of the business case - Investment Criteria, page 52.</p> | | | |
| 3 | Update on June Submission | | | |

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| | <p>Town Centre Infrastructure</p> <p>Saira Ali is working internal colleagues and Atkins to produce the business case for April 30th. A Working Group with the Town Council has been set up for the toilet block development. There will be a focus on the Market Square as a first deliverable. The projects will run as a phased series of deliverables over the Town Funds period. Meeting is 7th April to progress the business case.</p> <p>Community Art and Future Technology Centre</p> <ul style="list-style-type: none"> • Project is attracting a lot of interest from local residents and the club members • The final design will require the approval of the social club • The cost envelope is now not including fit out • The Net Zero aspects will be presented as discrete costs to demonstrate to government that to deliver this will require a higher cost envelope. It is acknowledged there is no further funding available but could be a useful pointer for government to see these higher costs <p>On this note an action is to be taken by CBMDC to assist and direct projects sponsors with what is expected of Net Zero activity. What is the required output? How does this align with both local and national policy? AB referenced the Clean Growth Implementation Plan. The Board is to be informed more fully of Council policy.</p> <p>Health and Well Being Centre</p> <ul style="list-style-type: none"> • Suitable site is under consideration • Contract for architectural services awarded • Organisational development support in place <p>FQ raised a risk regarding June submission as project scope is not fully defined.</p> <p>Sustainable Community Hub</p> <ul style="list-style-type: none"> • Community Asset Transfer submitted to Bradford Council, consultation ongoing. • Concept designs produced. • Heads of terms being negotiated | | CBMDC | |
| 4 | <p>Emerging Matters</p> <p>Net Zero actions as above</p> | | | |

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| | <p>Programme Board</p> <p>AB explained the structure and makeup of the Board. The Board provides an internal check to give assurance to the s151 officer. To ensure a robust and transparent process for all applicants and to provide a reporting mechanism for monitoring and evaluation reports to be then presented to the Town Board. To ensure government reporting is in line with requirements.</p> <p>Action as above to circulate the minutes to the Board.</p> <p>Future outlook</p> <p>AB explained the role of Gainshare funding in building capacity, strategy development and developing a pipeline of projects. The government will be replacing EU funding with the UK Shared Prosperity Fund – the pre-launch was Feb 22. The CA will be submitting their Investment Plans setting out the priorities for the next 3 years. There will be stakeholder involvement to include this Board in April. The themes are Business; Communications; People and Skills (this element to commence later as EU funding ends in 2024).</p> <p>Round 2 of the Levelling Up funding has been announced. A number of schemes will be worked up for Bradford. The Board asked for more detail on this to be provided at the next meeting.</p> | | CBMDC | |
| 5 | <p>Engagement</p> <p>Amar to present the findings of the report at the May meeting.</p> <p>Website – www.ourtownshipleigh.co.uk - with an online feedback form</p> | | | |
| 6 | <p>Next Steps</p> <p>Business Case Timelines for April 2022 Submission</p> <ul style="list-style-type: none"> • Finalise Business Case document and complete Economic Assessment by mid-March • Issue Draft to Sponsor by 18th March 2022 • Receive comments from Sponsor by 25th March 2022 • Issue to the Board on 29th March 2022 • Board Meeting: 31st March 2022 • Receive comments from the Board on 1st April 2022 • Issue docs to S151 officer on 8th April 2022 | | | |

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| | <ul style="list-style-type: none"> • Receive comments from S151 Officer by 12th April 2022 • Address any comments on 13th April 2022 • Final submission to the Department for Levelling Up, Housing and Communities on 15th April 2022 <p>Business Case Timelines for June 2022 Submission</p> <ul style="list-style-type: none"> • Scheme Sponsor input by end of April 2022 • Board Meeting: 12th May 2022 • Finalise Business Case document and complete Economic Assessment by 20th May 2022 • Issue Draft to Sponsor in the w/c 23rd May 2022 • Receive comments from Sponsor by 1st June 2022 • Issue to the Board on 6th June 2022 • Board Meeting: 8th June 2022 tbc • Receive comments from the Board on 15th June 2022 • Issue Business Case and Summary documents to S151 officer on 21st June 2022 • Receive comments from S151 Officer by 27th June 2022 • Address any comments on 28th June 2022 • Final submission to the Department for Levelling Up, Housing and Communities on 30th June 2022 • Receive comments from the Board on 15th June 2022 • Issue Business Case and Summary documents to S151 officer on 21st June 2022 • Receive comments from S151 Officer by 27th June 2022 • Address any comments on 28th June 2022 • Final submission to the Department for Levelling Up, Housing and Communities on 30th June 2022 | | CBMDC | |
| 6 | <p>AOB</p> <p>Adam asked for a vote to invite a new member onto the Board - Anthony Burnham from the Cellar Trust – an experienced programme manager and transformation specialist. The Board agreed to invite Anthony.</p> <p>An action was requested to ensure Atkins are linked up to the Champions for the DIF – JS and DP. (post meeting note – this communication has now been set in train).</p> <p>AC asked for CBMDC to ensure the process for fund drawdown is accessible and fit for purpose. AH confirmed the legal agreements are being drawn up ready for sponsors to approve and sign so they can access the funding quickly once the feasibility work has been done and projects move to the next stage.</p> | | | |

Date of the next meeting: Thursday 12th May 5pm-7pm TEAMS