

# Shipley Towns Fund Board Meeting

Monday 3<sup>rd</sup> March 2025

10.00 – 12.00pm

Shipley Sustainable Community Hub, 39A Kirkgate, Shipley, BD18 3EH



**Image:** Shipley Town Centre Public Realm Improvement

## Agenda

No	Item	Owner	Time	Paper
1	Welcome and apologies	Chair	10.00	
2	Project Spotlight: • Capital Assistance to Business Growth	CBMDC Officers	10.10	
3	Meeting format and conduct	Chair	10.40	
4	Declaration of Interests	Chair	10.45	Item 1
5	Correspondence log	Chair	10.50	Item 2
6	Minutes of the last meeting and matters arising	Chair	11.00	Item 3
7	Highlight Report: - Programme Management - Project Updates - Finance Update - Capital Assistance to Business Growth	CBMDC Officers/Project Delivery Partner lead	11.10	Item 4
8	Outputs and outcomes	CBMDC Officers	11.30	
9	PR & Communications	CBMDC Officers	11.40	Item 5
10	AOB	Chair/All	11.45	
11	Date and time of next meeting	Chair	12.00	

**List of Board Members / Roles:**

<b>Name</b>	<b>Organisation</b>	<b>Role</b>
Alec Porter	Shipley Resident	Interim-Chair
Cllr Alex Ross-Shaw	Bradford Council	Portfolio Holder – Regeneration, Planning & Transport
Anna Dixon MP	Member of Parliament	Board Member
Cllr Mike Connors	Shipley Town Council	Board Member
Dom Pix	Technair	Board Member
James Skirrow	Carter Towler	Board Member
Helen Horsman	The Cellar Trust	Board Member
John Henkel	The Old School Building Company Ltd	Board Member
Diana Bird	Shipley College	Board Member
Adam Sutcliffe	British Design Fund	Board Member
Nicola Murray	Kynd, Co-chair South Square	Board Member
Scot Flight	Cox and Flight Financial Solutions	Board Member

**List of Invited Attendees:**

Angela Blake	CBMDC
Rav Panesar	CBMDC
Jane Hargreaves	CBMDC
Leanne Swinbank	CBMDC
Simon Woodhurst	CBMDC
Dave Partridge	CBMDC
Ryan Kane	MHCLG
Eden Clayton	MHCLG
Richard Thorpe	MHCLG
Michael Long	WYCA
Arron Tyndall	WYCA
Heather Waddington	WYCA
Jenifer Ward	DWP
Joe Ashton (Observer)	Shipley Town Council

## **1. Welcome and apologies**

### **1.1 Chair's welcome**

## **2. Project Spotlight**

**2.1** Project update from CBMDC Officers regarding the Capital Assistance to Business Growth Scheme.

## **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 Regeneration 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.** Monday 9<sup>th</sup> June 2025, 10.00am – 12.00pm, Shipley Sustainable Community Hub [TBC]

## **List of Shipley Towns Fund Board Papers**

**Item 1: Declaration of Interests Register**

**Item 2: Correspondence Log**

**Item 3: Minutes of the 2<sup>nd</sup> December 2024 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
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)	Partner organization in Project C	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	Technair Group / Univer Manufacturing Co. Limited owns the factory in Saltaire Road, BD18 3HL	None	None	08/12/20	Listed on the register
Helen Horsman	Director of Business & Central Services	Partner organization in Project F	No	None	None	07/03/24	Listed on the register
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	No	None	None	22/12/20	Listed on the register
John Henkel	Old School Building Company Ltd	Partner Organisation in Project H	No	Kirkgate Community Centre, Old School Building Company, Unity Federation (Sandy Lane and Steeton Primary Schools), Bradford Metropolitan Food Bank, Saltaire Community Festival, YoGift, Friends of Bradford Resource Centre, Intrepid Trips Cycle Touring Club	None	19/08/24	Listed on the register
Anna Dixon MP	Member of Parliament	No	<a href="#">Listed on the public register</a>	None	None	19/08/24	Listed on the register
Adam Sutcliffe	British Design Fund	No	Amutri Limited – Director Mental IDE Limited – Director Orbel Health Limited – Director British Design Fund – Head of Membership University of Arts London (UAL) – Visiting Lecturer British Army – Lance Sergeant	None	None	29/04/24	Listed on the register
Alec Porter	Shipley Resident	No	iMPower Associate	Boad Member – Bradford Age UK Shipley in Bloom Association Member	None	25/04/24	Listed on the register
Nicola Murray	Director of Kynd	No	Co-Chair of South Square Centre	None	None	25/04/24	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 resident requesting the Chair of the Board suspend the proposed building of the Community, Arts, Heritage & Future Tech Hub	Gillian Hickey	Shipley Towns Fund Board	19/08/24	16/09/24	Complete
Request from Sir Philip Davies to involve the RNIB team to ensure it is accessible as possible for people with sight loss.	Sir Philip Davies	Council Officers / Contractor	26/06/24	28/06/24	Complete
Request from Peter Gilligan from John F Hunt Regeneration Ltd expressing an interest in demolition works for the Shipley DIF	Peter Gilligan — John F Hunt Regeneration Ltd	Council Officers	10/04/24	16/04/24	Complete
Request from constituent to Philip Davies MP regarding the market square scheme.	Constituent sent request to MP	Council Officers	23/02/24	TBC	Complete
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
"How are Towns Fund Board ensuring that performance against sustainability related KPIs is improved as a result of the investment, both at a <u>project</u> and <u>programme</u> level?" 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

# Shipley Towns Fund Board Meeting

## Minutes

**2<sup>nd</sup> December 2024, 10.00am – 12.00pm**

**Kirkgate Centre, Shipley, 39A Kirkgate, BD18 3EH**

### Attendees:

Adam Clerkin (Chair), Cllr Alex Ross-Shaw, Angela Blake, Alec Porter, Dave Partridge, David Roocroft, Diana Bird, Eden Clayton, James Skirrow, Joe Ashton (observer), Jodie Noble, Leanne Swinbank, Cllr Mike Connors, Nicole Williams, Ravinder Panesar, Richard Hollinson, Richard Middleton, Ryan Kaye, Saira Ali, Scot Flight, Stuart Culley.

### Apologies:

Adam Sutcliffe, Anna Dixon MP, Dom Pix, Kim Shutler, Helen Horsman, Jenifer Ward, John Henkel, Michael Long, Nicola Murray.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<b>Welcome and apologies</b> AC welcomed RH and his team to the Shipley Towns Fund Board meeting to discuss Project B – Town Centre & Infrastructure Improvements.  Apologies listed in the minutes.			
2	<b>Project Spotlight</b>  <b>Project B – Town Centre &amp; Infrastructure Improvements</b>  <b>Market Square Scheme</b> RH provided an update regarding this scheme and introduced representatives from the appointed contractor, Keltbray Highways Ltd to the board.  A phasing plan was presented to the board by Keltbray Highways Ltd, with an expectation that scoping and mobilization works will commence in January 2025. There will be a phasing of the works, which will ensure disruption is kept to a minimum for traders.			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>Keltbray Highways Ltd will conduct outreach in schools and colleges as well as offer apprenticeship opportunities.</p> <p>RH confirmed that discussion with the West Yorkshire Combined Authority will also take place to manage bus stop access, as two will need to be temporarily relocated. There will also be coordination with any works taking place to the toilet block.</p> <p>JN provided an update from the City of Culture team, with events planned in Shipley for the autumn. Keltbray Highways Ltd confirmed that there is an expectation that works will be completed ahead of any planned events, with slippage built into the envisaged timescales.</p> <p><b>Active Travel Schemes</b></p> <p>SA and RM presented an update on the Active Travel Schemes, including presenting a map showing the location of road crossing improvements to make areas more accessible.</p> <p>RM informed the board that planned lighting in towpath tunnels is under review due to the uncertain presence of bats. A survey is planned for the Spring to determine whether lighting plans can proceed.</p> <p>RM also showed the planned route of new cycle paths, taking cyclists off the busiest roads in the Shipley network. SA also confirmed that improvements are being planned for wayfinding in Shipley as part of the City of Culture 2025 preparations.</p>	Meet with SA / RM and setup sub-group for communications plan	Adam Sutcliffe / SA and RM	16/01/25
3-6	<p><b>3. Meeting Format &amp; Conduction</b> Highlighted in the board papers</p> <p><b>4. Declaration of Interests</b> AP declared that he sits on the board of trustees for Age UK Bradford District. AP had fielded questions from trustees regarding the Towns Fund, but did not go beyond any publicly available information.</p> <p><b>5. Correspondence Log</b> No items</p> <p><b>6. Minutes of the last meeting and matters arising</b> The board confirmed the minutes of the last meeting as accurate and a true reflection of the discussions and actions.</p> <p>AC suggested that a retail representative could be found using Adam Sutcliffe and the sub-group communications team.</p>	<p>To include Age UK in the Register</p> <p>To seek a retail representative for the board.</p>	<p>RP</p> <p>MC / Towns Fund</p>	<p>07/02/25</p> <p>In progress</p>

ID	Notes/ <b>Actions</b> / <b>Decisions</b>	Decision	Action Owner	Due Date
7	<p><b>Highlight Report</b>  <b>Programme Management</b>  RP provided an update as outlined in the published board papers.</p> <p><b>Project Updates</b>  <b>Project A – Development Investment Fund</b>  DP presented an update on the scheme to the board with further information to be shared as it becomes available.</p> <p><b>Project B – Town Centre &amp; Infrastructure Improvements</b>  The refurbishment of the toilet block is due to commence once contractors have been appointed, no quotes have been received that are within the budget and project may need to be rescoped.</p> <p><b>Project C – Community, Art, Heritage &amp; Future Tech Hub</b>  DB shared a positive update indicating that the project was no longer on hold, with funding expected to progress the project to RIBA Tender Stage 4. The hub remains on track to receiving students for September 2026.</p> <p>The board reaffirmed its commitment to delivery of the project in its approved location.</p> <p><b>Project D - Capital Assistance to Business Growth</b>  RP provided an update based on the board papers, highlighting the articles in the Bradford Means Business publication. An update was also provided up to November 2024 with details of the Expressions of Interest received, applications approved, private sector match, jobs created and grant amount for both Keighley and Shipley.</p> <p>The Invest in Bradford Team manage the Capital Assistance to Business Growth Programme including management of the applications, project monitoring and marketing of the scheme.</p> <p><b>Project E – Shipley Library Enterprise Hub</b>  The library team are working to collect the outputs, specifically enterprises supported and learners engaged.</p> <p><b>Project F – Health, Wellbeing &amp; Community Campus</b>  RP informed the board a site visit had taken place on the 15<sup>th</sup> November. Several board members were present for the visit. There have been some unforeseen costs, highlighted in the board papers, however, the project remains on schedule. Board members that attended were impressed with</p>			

ID	Notes/ <b>Actions</b> / <b>Decisions</b>	Decision	Action Owner	Due Date
	<p>the progress to date and the new atrium being created that will link both aspects of the building.</p> <p><b>Project G - Wrose Quarry Wetlands</b> The outputs are being collated by the team and with the council to verify.</p> <p><b>Project H – Shipley Sustainable Community Hub</b> An update was provided by NW, which included the relaunch event that took place on the 4<sup>th</sup> October with a Community Day taking place the day after. Some work is needed to help with acoustics, which is being addressed through surveys.</p>			
8	<p><b>Outputs and Outcomes</b> RP provided an overview of the project outputs, funding profile from the previous submission and a risk rating associated with each output.</p>			
9	<p><b>PR &amp; Communications</b> As per the update provided in the board papers.</p>			
10	<p><b>AOB</b></p> <p>Towns Fund Chair: AC has stepped down as chair and an interim appointment is required. Board members have been asked to volunteer. ARS thanked AC for his leadership and time as Chair, which was echoed by all members of the board.</p>			

## **7. Highlight Report – Item 4**

### **7.1 Programme Management**

**7.11** Regular meetings taking place with Project Leads to manage progress, risk, outputs and financial profiles. This includes internal and externally managed projects. Alongside this, regular meetings are taking place with the Contracts Team to monitor compliance and spend for all the projects.

**7.12** MHCLG Reporting Template covering 1<sup>st</sup> October 2024 – 31<sup>st</sup> March 2025 in progress. This will include an updated financial profile and associated risks for each project.

**7.13** Report on the Towns Fund was submitted and presented at the Overview & Scrutiny Committee Meeting held on the 18<sup>th</sup> February. This is a meeting held in public, but not a public meeting, where updates were given on the projects for Keighley and Shipley. [\(Public Pack\)Agenda Document for Regeneration and Environment Overview and Scrutiny Committee, 18/02/2025 17:00](#)

**7.14** Internal Programme Board meetings took place on the 14<sup>th</sup> January and 14<sup>th</sup> February. The Internal Programme Board provide additional assurance and governance of the towns fund projects and made up of senior council staff from legal, finance, procurement, planning, economy and development and estates. The next meeting is due to take place on 14<sup>th</sup> March 2025.

**7.15** Stakeholder meeting held on the 16<sup>th</sup> January regarding communication and engagement of the Market Square Scheme. The appointed contractors, AUREOS Highways Ltd (rebranded from Keltbray Highways Ltd) were in attendance to answer any questions about the work, alongside the communication and engagement strategy.

**7.16** Interim Chair in place with shortlisted candidates invited to attend the board meeting as observers. View to appoint a permanent Chair and potentially a Vice-Chair prior to the next board meeting in June.

## 7.2 Project Updates – Risk Guidance

RAG (Red, Amber, Green) Guidance					
Delivery	Score	Spend	Score	Risks	Score
Major issues causing significant delays ( <b>more than 6 months</b> ); processes interrupted or not carried out as planned, or significant changes to project. Likely to under-deliver on outputs	5	A variance of <b>over 50%</b> against profiled financial forecast (total expenditure) or changes to project finances due to poor or delayed delivery.	5	Programme includes projects with significant risks that are both high impact and high likelihood. Risk response not yet planned.	5
Issues arising or causing long delays to the timetable ( <b>3 to 6 months</b> ) but no significant changes required to overall project. Outputs may still be deliverable but challenging.	4	A variance of between <b>30 &amp; 50%</b> against profiled financial forecast (total expenditure). Budget changes have been required due to issues with project delivery.	4	Programme includes projects with significant risks that are either high impact or high likelihood. Risk responses planned but not implemented.	4
Issues arising causing some short delays to the timetable ( <b>less than 3 months</b> ).	3	A variance of between <b>15 &amp; 30%</b> against profiled financial forecast. Some budget changes have been required.	3	Programme includes projects with some risks that have medium impact and/or medium likelihood. Risk responses planned and implemented.	3
Minor issues have arisen causing only small delays. Project is on track to deliver outputs.	2	A variance of between <b>5% &amp; 15%</b> . Small re-profiling changes to budget required.	2	Programme includes projects with some risks that have medium impact but low likelihood. Risk responses planned and implemented.	2
No problems. Project is on track to deliver outputs and keeping to schedule	1	A variance of up to 5%. Spend is largely on track with any minor slippage expected to be picked up by the end of next quarter	1	All risk are tolerable with low impact and likelihood and do not require a response	1

### 7.3 Project Updates – Position up to February 2025:

Project Name	Value	Project Summary	Project Delivery Status	Updates	Delivery	Spend	Risk
A – Development Investment Fund (DIF) (Bradford Council)	<b>£6.7m (capital)</b> <b>£106k (revenue)</b>	Development of industrial units and remediation of brownfield sites.	Ongoing – delayed <b>Completion Date: TBC</b>	<ul style="list-style-type: none"> <li>Preferred option is now at detailed design stage. Further information to be provided at the board meeting.</li> </ul>	5	5	5
B – Town Centre & Infrastructure Improvements (Bradford Council)	<b>£5.04m (capital)</b>	Investment in Town Centre & Infrastructure Improvements.	Other	<ul style="list-style-type: none"> <li>See individual updates.</li> </ul>	3	2	2
C – Community, Art, Heritage & Future Tech Hub (Shipley College)	<b>£5.39m (capital)</b>	Development of a Community, Art, Heritage & Future Tech Hub on the site of the Caroline Street Car Park.	Ongoing – delayed <b>Completion Date: Sept-26</b>	<ul style="list-style-type: none"> <li>Planning permission approved with legal issues largely resolved. Further funding to move to RIBA Tender Stage 4 being progressed.</li> <li>Land transfer is being progressed.</li> </ul>	4	4	4
D – Capital Assistance to Business Growth (Bradford Council)	<b>£1.81m (capital)</b> <b>£100k (revenue)</b>	Grant programme for new and existing businesses.	Ongoing – delayed <b>Completion Date: Mar-27</b>	<b>January 2025:</b> <ul style="list-style-type: none"> <li>25 applications approved with grant commitments at £710k from a total pot of £1.81m, of which £235k has been paid. 16 jobs verified plus an additional 2 apprenticeships.</li> </ul>	2	2	2
E – Shipley Library Enterprise Hub (Bradford Council)	<b>£80k (capital)</b>	Refurbishment of space to create an Enterprise Hub.	Ongoing – on track <b>Completion Date: Mar-27</b>	<ul style="list-style-type: none"> <li>Refurbishment has been completed and the Business Information Officer recruited.</li> <li>The team are now in the process of organising events and working with entrepreneurs to support their growth and capture outputs.</li> </ul>	1	1	1
F – Health, Wellbeing & Community Campus (The Cellar Trust)	<b>£2.9m (capital)</b> <b>£100k (revenue)</b>	Project to refurbish The Cellar Trust building.	Ongoing – on Track <b>Completion Date: Jul-25</b>	<ul style="list-style-type: none"> <li>Unforeseen works will include replacement of corroded central heating pipework, woodworm treatment and remedial works to two areas of the ground floor. Site visit for board members took place on the 15<sup>th</sup> November.</li> <li>Shipley Hospital due to go on sale in early 2025, with the aim to reinvest in the campus, renamed 'Farfield'.</li> </ul>	1	2	2
G – Wrose Quarry Wetlands (The Conservation Volunteers)	<b>£70k (capital)</b>	Remediation work of the Wrose Quarry.	Ongoing- on track <b>Completion Date: Jun-25</b>	<ul style="list-style-type: none"> <li>Most of the works have been completed. Launch event took place on the 19<sup>th</sup> June with key stakeholders.</li> <li>The team are now working on collating data for the outputs and outcomes, with the site now attracting a range of wildlife.</li> </ul>	1	1	1
H – Shipley Sustainable Community Hub (The Old School Building Company Ltd)	<b>£2.51m (capital)</b>	Creation of a sustainable community hub for Shipley.	Ongoing- on track <b>Completed</b>	<ul style="list-style-type: none"> <li>Practical completion took place in September, with the launch event taking place shortly after on the 4<sup>th</sup> October 2024.</li> <li>The teams have now moved back and in the process of collating evidence for the outputs.</li> </ul>	1	1	1

## Project B – Town Centre & Infrastructure Improvements [£5.04m]

Project Name	Value	Project Summary	Project Delivery Status	Updates	Delivery	Spend	Risk
Market Square Scheme	<b>£3m (capital)</b>	Redevelopment of the Market Square in Shipley.	Ongoing- delayed  <b>Completion Date: Aug-25</b>	<ul style="list-style-type: none"> <li>Approved contractor (AUREOS Highways Ltd) started work on the 10th February. Work to commence in phases to minimize disruption.</li> <li>Contractor will take office in Well Croft and letter was sent out to affected businesses.</li> </ul>	2	2	2
Canal Road Corridor	<b>£350k (capital)</b>	Naturalising Bradford Beck Scheme to de-culvert a section of Bradford Beck.	Ongoing- delayed  <b>Completion Date: Aug-25</b>	<ul style="list-style-type: none"> <li>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 &amp; Investment Funding.</li> <li>Bradford Council still has ambitions to complete Naturalising Bradford Beck, but no timescales for delivery have been agreed.</li> </ul>	4	1	2
Active Travel	<b>£1.32m (capital)</b>	Improvements to footpaths and cycle paths linking the market square in Shipley to the train station and suburbs.	Ongoing- on track  <b>Completion Date: Dec-26</b>	<ul style="list-style-type: none"> <li>Canal &amp; Rivers Trust have delivered improvements with Bradford Council to the canal from Hirstwood to Dockfield, with the entire footpath in the Towns Fund are improved.</li> <li>Improvements to Well Croft, linking to the Market Square are part of the tendered works.</li> <li>A new cycle route from Shipley Town Centre to Saltaire in detailed design (options being reviewed). Consultation work to commence with the community.</li> <li>Pedestrian crossing improvements have been delivered at Otley Road Gyratory / Dockfield Road and will deliver improvements at Otley Road / Commercial Street to improve connectivity.</li> </ul>	2	1	2
Real Time Bus Information Service	<b>£40k (capital)</b>	Bus information at 7 sites.	Completed	<ul style="list-style-type: none"> <li>7 sites completed by WYCA (West Yorkshire Combined Authority).</li> <li>Bingley Road, Grosvenor Road (Shipley); Bradford Road, Ashfield Avenue (Frizinghall); Bradford Road, Norwood Terrace (Shipley); Bingley Road, Dallam Road (Saltaire); Bingley Road, Ferncliffe Road (Saltaire); Bingley Road, Victoria Park (Shipley); Oatley Road, Green Lane (Baildon).</li> </ul>	1	1	1
Public Toilets	<b>£330k (capital)</b>	Public toilets for the Market Square in Shipley.	Ongoing- on track  <b>Completion Date: TBC</b>	<ul style="list-style-type: none"> <li>Tenders concluded in Feb-25 where bids were reviewed.</li> <li>Previous rounds of tenders were over-budget and review taken place to ensure match funding (if required) is available to deliver the scheme.</li> </ul>	1	3	2

**Table 1:** 1<sup>st</sup> October 2023 to 31<sup>st</sup> March 2024 Submission – Shipley Towns Fund

	*RDEL / CDEL	20/21 (£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	TOTALS (£)
A – Development Investment Fund [Bradford Council]	RDEL					53,000	53,000	106,000
	CDEL		64,633	16,554	0	2,612,813	4,000,000	6,694,000
	Total		64,633	16,554	0	2,665,813	4,053,000	<b>6,800,000</b>
B – Town Centre & Infrastructure Improvements [Bradford Council]	RDEL			79,207	138,654	2,428,139	2,394,000	
	CDEL							
	Total			79,207	138,654	2,428,139	2,394,000	<b>5,040,000</b>
C – Community, Art, Heritage & Future Tech Hub [Shipley College]	RDEL							
	CDEL		237,775	31,725	325,000	1,785,250	3,010,250	
	Total		237,775	31,725	325,000	1,785,250	3,010,250	<b>5,390,000</b>
D – Capital Assistance to Business Growth [Bradford Council]	RDEL				50,145	24,855	25,000	100,000
	CDEL		22,729	22,729	97,993	193,000	1,473,550	1,810,000
	Total		22,729	22,729	148,138	217,855	1,498,550	<b>1,910,000</b>
E – Shipley Library Enterprise Hub [Bradford Council]	RDEL							
	CDEL			16,537	45,330	18,133		
	Total			16,537	45,330	18,133		80,000
F – Health, Wellbeing & Community Campus [The Cellar Trust]	RDEL				33,985	40,010	22,005	100,000
	CDEL		118,940	31,060	193,200	2,078,400	478,400	2,900,000
	Total		118,940	31,060	227,185	2,122,410	500,405	<b>3,000,000</b>
G – Wrose Quarry Wetlands [The Conservation Volunteers]	RDEL							
	CDEL			70,000				
	Total			70,000				<b>70,000</b>
H – Shipley Sustainable Community Hub [Hive / Kirkgate]	RDEL							
	CDEL		99,543	85,957	1,600,000	724,500		
	Total		99,543	85,957	1,600,000	724,500		<b>2,510,000</b>
Programme Management	RDEL				31,091	84,455	84,455	
	CDEL							
	Total				31,091	84,455	84,455	<b>200,000</b>
	<b>RDEL Total</b>		<b>0</b>		<b>115,221</b>	<b>206,320</b>	<b>184,460</b>	
	<b>CDEL Total</b>		<b>543,620</b>	<b>353,769</b>	<b>2,400,177</b>	<b>9,840,235</b>	<b>11,356,200</b>	
	<b>Total</b>		<b>543,620</b>	<b>353,769</b>	<b>2,515,398</b>	<b>10,046,554</b>	<b>11,540,659</b>	

RDEL – Resource Departmental Expenditure Limits

CDEL – Capital Departmental Expenditure Limits

Re-profiled from £905k due to delays in agreeing the main GFA

Spend lower than expected, with costs moved into 24/25

Anticipated capital spend of £263k not materialised

Financial spend has been moved to the final year of the programme

**Table 2: 1<sup>st</sup> April 2024 to 30<sup>th</sup> September 2024 Submission – Shipley Towns Fund**

	*RDEL / CDEL	20/21 (£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	TOTALS (£)
A – Development Investment Fund [Bradford Council]	RDEL					53,000	53,000	106,000
	CDEL		64,633	16,554	0	1,166,072	5,446,741	6,694,000
	Total		64,633	16,554	0	1,219,072	5,499,741	<b>6,800,000</b>
B – Town Centre & Infrastructure Improvements [Bradford Council]	RDEL							
	CDEL			79,207	138,654	2,428,139	2,394,000	
	Total			79,207	138,654	2,428,139	2,394,000	<b>5,040,000</b>
C – Community, Art, Heritage & Future Tech Hub [Shipley College]	RDEL							
	CDEL		237,775	31,725	325,000	200,000	4,595,500	
	Total		237,775	31,725	325,000	200,000	4,595,500	<b>5,390,000</b>
D – Capital Assistance to Business Growth [Bradford Council]	RDEL				50,145	24,855	25,000	100,000
	CDEL		22,729	22,729	97,993	281,596	1,384,954	1,810,000
	Total		22,729	22,729	148,138	306,451	1,409,954	<b>1,910,000</b>
E – Shipley Library Enterprise Hub [Bradford Council]	RDEL							
	CDEL			16,537	45,330	15,000	3,133	
	Total			16,537	45,330	15,000	3,133	<b>80,000</b>
F – Health, Wellbeing & Community Campus [The Cellar Trust]	RDEL				33,985	66,015		100,000
	CDEL		118,940	31,060	193,200	2,556,800		2,900,000
	Total		118,940	31,060	227,185	2,622,815		<b>3,000,000</b>
G – Wrose Quarry Wetlands [The Conservation Volunteers]	RDEL							
	CDEL		9,091	60,909				
	Total		9,091	60,909				<b>70,000</b>
H – Shipley Sustainable Community Hub [Hive / Kirkgate]	RDEL							
	CDEL		99,543	85,957	1,600,000	724,500		
	Total		99,543	85,957	1,600,000	724,500		<b>2,510,000</b>
Programme Management	RDEL				31,091	100,382	68,527	
	CDEL							
	Total				31,091	100,382	68,527	<b>200,000</b>
	<b>RDEL Total</b>		<b>0</b>		<b>115,221</b>	<b>244,252</b>	<b>146,527</b>	
	<b>CDEL Total</b>		<b>552,711</b>	<b>344,678</b>	<b>2,400,177</b>	<b>7,372,107</b>	<b>13,824,328</b>	
	<b>Total</b>		<b>552,711</b>	<b>344,678</b>	<b>2,515,398</b>	<b>7,616,359</b>	<b>13,970,855</b>	

RDEL – Resource Departmental Expenditure Limits  
CDEL – Capital Departmental Expenditure Limits

All financial spend related to this project has been released in line with forecasts.

Requirement for a larger capital drawdown than forecasted.

Financial spend moved to final year from previous submission

## 7.4 Project D: Capital Assistance to Business Growth

### Position up to January 2025

Keighley Towns Fund	
Expressions of Interest (EOI) received	92
EOI Rejected	15
Applications approved	39
Jobs verified	54.5
Jobs pending verification	45.5
Apprenticeships verified	7
Apprenticeships pending verification	19
Total No. of new jobs to be created	126

Shipley Towns Fund	
Expressions of Interest (EOI) received	70
EOI rejected	10
Applications approved	25
Jobs verified	11
Jobs pending verification	63.5
Apprenticeships verified	2
Apprenticeship pending verification	3
Total No. of new jobs to be created	84.5

**7.38** Average grant award for Keighley is **£40,406** whilst Shipley is **£28,417**. Grant applications for both towns total **£2,286,273.20** with a private sector match of **£13,238,913.15** with **210.5** new FTE jobs to be created as a result of the funding, across both towns (**126** for Keighley and **84.5** for Shipley).

**7.39** 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.

**7.40** Decision Panel meetings to consider submitted applications are held monthly to ensure that applicants receive a decision and outcome within 30 days of applying.

**7.41** Meetings are held on a monthly basis with the marketing team to update and provide information on press releases, alongside weekly posts on social media. The Invest in Bradford Team will continue to advise and support businesses who have expressed an interest and assist with the application process.

## Project Summary

### Application Numbers:

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	20	22
Shipley	3	3	3	4	8	10	10	10	10	9*	12	15

Town	Application Numbers [Apr-24 to Mar-25]											
	Apr 24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Keighley	22	24	24	-	25	29	34	37		39		
Shipley	17	18	18	-	18	19	19	20		25		

### Jobs to be Created:

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	79.5	84
Shipley	4	4	4	9	14	21	21	33	33	23*	24	63.5

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

Town	Jobs To Be Created [Apr-24 to Mar-25]											
	Apr 24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Keighley	84	97	97	-	98	105.5	119.5	127		126		
Shipley	72	72	72	-	72	75.5	75.5	79.5		84.5		

**Grant Approvals:**

Town	Grant Approvals [Apr-24 to Sep-24]					
	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Keighley	£972,983.89	£985,041.52	£985,041.52	-	£995,122.14	£1,096,815.33
Shipley	£608,392.50	£660,610.47	£660,610.47	-	£661,148.67	£663,534.17

Town	Grant Approvals [Oct-24 to Mar-25]					
	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Keighley	£1,355,938.58	£1,519,640.26		£1,575,836.30		
Shipley	£663,534.17	£668,167.90		£710,436.90		

## 8.0 Outputs & Outcomes

Project Name	Key Target Outputs / Outcomes*	Unit	Target	Achieved	Risk Status
<b>A – Development Investment Fund</b>	£ spent directly on project delivery (either local authority or implementation partners)	£m	1.55		
	£ co-funding spent on project delivery (private and public)	£m	65.3		
	# of temporary jobs supported during project implementation	Number	355		
	# of full-time equivalent (FTE) permanent jobs created through the project	Number	400		
	Amount of floorspace delivered / repurposed	m2	34,400		
	# of residential units provided	Number	116		
<b>B – Town Centre &amp; Infrastructure Improvements</b>	£ co-funding committed (private and public)	£m	4,530	£1m	
	# of temporary FT jobs supported during project implementation	Number	75	Ongoing	
	Amount of public realm improved	m2	15,200		
	# of improved public transport routes	Number	4		
	Total length of new cycle ways or pedestrian	Km	2.5		
	Number of public amenities / facilities created	Number	4		
<b>C – Community, Art, Heritage &amp; Future Tech Hub</b>	# of temporary FT jobs supported during project implementation	Number	50		
	Co-funding committed (private and public)	£	711,000		
	# of full-time equivalent (FTE) permanent jobs created through the projects	Number	7		
	# of full-time equivalent (FTE) permanent jobs safeguarded through the projects	Number	200		
	Amount of improved cultural facilities (heritage)	m2	120		
	Amount of improved cultural facilities (classrooms)	m2	670		
	Amount of capacity of new or improved training or education facilities	FTE students	680		
	Amount of public realm improvements (toilets)	m2	60		
	Amount of public realm improved – Urban Regeneration	m2	1,600		
	Number of new community/sports centres	Number	1		
<b>D – Capital Assistance to Business Growth</b>	Number of visitors to arts, cultural and heritage events and venues	Number	8,800		
	Co-funding private (millions)	£	4,000,000	677,215	1
	# of full-time equivalent (FTE) permanent jobs created through the projects	Number	45	12	2
	# enterprises receiving grants	Number	90	18	4
<b>E – Shipley Library Enterprise Hub</b>	Amount of floorspace repurposed	m2	50	50	1
	Availability of new specialist equipment – 2 new PC's	Number	2	2	1
	Increase in the amount of shared workspace or innovation facilities - 2 communal desks, 10 chairs	Number	12	12	1
	# of enterprises receiving non-financial support	Number	25	2	2
	# of learners enrolled in new education and training courses	Number	150		

\*This is a summary of the key outputs and outcomes and is not a definitive list of all that have been agreed with MHCLG

Project Name	Key Target Outputs / Outcomes*	Unit of measurement	Target	Achieved	Risk Status
<b>F – Health, Wellbeing &amp; Community Campus</b>	# of temporary FT jobs supported during project implementation	Number	25	42	1
	# of full-time equivalent (FTE) permanent jobs created through the projects	Number	2		
	Amount of floorspace repurposed	m2	1,073		
	Amount of new parks/ greenspace/outdoor space	m2	1,200		
	# of enterprises receiving non-financial support	Number	8		
	Number of public amenities/facilities created	Number	11		
	Amount of capacity of new or improved training or education facilities	Number	1,500		
<b>G – Wrose Quarry Wetlands</b>	Total length of newly built roads	Km	0.3	0.3	1
	Amount of public realm improved – Site 1 and Site 2	m2	20,250	20,250	1
	Amount of rehabilitated land	m2	12,000	12,000	
	Amount of capacity of new or improved training or education facilities	Number	27	27	1
	Number of visitors to arts, cultural and heritage events and venues	Number	750	Ongoing	
	Number of public amenities / facilities created	Number	4	Ongoing	
	# of potential entrepreneurs assisted to be enterprise ready	Number	2	2	1
<b>H – Shipley Sustainable Community Hub</b>	# of temporary FT jobs supported during project implementation	Number	20	39	1
	Arts, culture and heritage – upgraded and protected community hub	m2	800	904.55	1
	Number of visitors to arts, cultural and heritage events and venues – 3,400 per year	Number	6,800		
	Carbon reduction – kg per annum with high standard of insulation and use of solar panels and electric heating	Tonnes	12,000		

\*This is a summary of the key outputs and outcomes and is not a definitive list of all that have been agreed with MHCLG

## **9. PR & Communications – Item 5**

### **9.1 PR**

**9.11** 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.

**9.12** In addition to the Council's newsletters and Bradford Means Business features, the marketing team share across the Council's social media platforms including Facebook, Instagram, X and LinkedIn with the hashtags #KeighleyTownsFund and #ShipleyTownsFund. Often the posts are also shared by partners which helps to increase the reach.

**9.13** The Market Square Scheme Engagement Meeting took place on the 16<sup>th</sup> January 2025, with letters distributed to the affected businesses and communities in the locality. The SitePodium App is also live which shares progress of the works taking place. [SitePodium](#) (external link).

## **10. Any Other Business**

10.1 Board and Chair Applications Review

## **11. Date and time of the next meeting:**

11.1. Monday 9<sup>th</sup> June 2025, 10.00am – 12.00pm, Shipley Sustainable Community Hub [TBC]