

.Shipley Towns Fund Board Meeting Minutes

10th June 2024, 10.00am – 12.00pm
Shipley Town Hall, Shipley

Attendees:

Adam Clerkin (Chair), Alec Porter, Cllr Alex Ross-Shaw, Angela Blake, Ian Durham, Helen Horsman, James Skirrow, John Flaherty, Joe Ashton (observer), Michelle Rushworth, Cllr Mike Connors, Nicola Murray, Sir Philip Davies MP, Ravinder Panesar, Scot Flight, Simon Woodhurst.

Apologies:

Adam Sutcliffe, Barry Cooper, Dom Pix, Eden Clayton, Jenifer Ward, Joy Hart, Michael Long, Phil Walker, Ryan Kane.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Welcome and Apologies AC opened the meeting and welcomed all, including the new board members who introduced themselves to the board.</p>			
2-6	<p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>RP reviewed the minutes and actions from the last meeting. AC confirmed meeting minutes a true record and actions completed.</p> <p>Declaration of Interest Log and actions from the Correspondence Log were completed.</p>			
7	<p>Highlight Report</p> <p>RP provided an update on Programme Management (see Agenda Pack), additional comments below:</p> <p>Difficulty for some board members to access the SharePoint site, where training was provided for both towns. Power BI access is restricted at present, with the team hopeful that this can be resolved.</p> <p>ID queried the sign-off process for Short-Form GFA's. RP confirmed that all GFA's require sign-off as part of a Decision Notice, underpinned by a recommendation from the Internal Programme Board.</p>	SharePoint access to resolve for board members	RP	ASAP

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	<p>Project Updates Project A – DIF SW provided a confidential update to the board regarding this project. Further details, including timescales, inter-dependencies and next steps will be shared with the board once available.</p> <p>SW left the meeting.</p> <p>Project B – Town Centre & Infrastructure Improvements MR shared the timeline with the board, including key milestones and expected completion. Planning approved and expected start date is August 2024 and completion in May 2024, with a phased approach expected once a contractor has been appointed. The board questioned whether the scheme would impact traders, plus visitors during the City of Culture year as the delays in starting and completion may have an impact on traders and the community. MR confirmed that a Liaison Officer would be appointed by the Contractor to implement an engagement strategy and agreed that the delays were unacceptable. NM questioned the potential recycling of the fixed market stalls, which MR will investigate further.</p> <p>The board queried assurances regarding further slippages, which MR confirmed would be addressed as part of the tender process, where the contract award is based on delivery within the agreed timescales.</p> <p>Project C – Community Art, Heritage & Future Technology Centre Update provided by the ID / JF as per the board papers. The teams are working to resolve the legal issues to ensure the project can be progressed.</p> <p>Project D – Capital Assistance to Business Growth RP provided an update, including the increased number of applications for Shipley, although behind profile, larger applications were in the pipeline. RP confirmed that the Invest in Bradford Team had conducted regular leaflet drops, alongside news stories to increase the awareness of the fund to local businesses.</p> <p>AC confirmed that the scheme has been well received by businesses. MC queried the grant rules, including the vacant possession aspect where buildings have to be empty for 12 months. RP indicated that the starting point was an Expression of Interest, which would be assessed by a Business Adviser and if eligible, would work with the applicant to complete an application.</p>	<p>To provide further details to the board, including key milestones and timescales.</p> <p>Site visit to arrange, alongside info on fixed market stalls and their uses.</p> <p>To share details of the business event with Invest in Bradford Team and Board</p>	<p>SW</p> <p>Council Officers</p> <p>MC</p>	<p>ASAP</p> <p>Aug-24</p> <p>ASAP</p>

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	<p>MC has also setup a business networking event where the scheme is discussed and promoted to all attendees.</p> <p>Project E – Shipley Library Enterprise Hub Refurbishment has been completed and a Business Information Officer has been recruited to support the delivery of the outputs. This includes running workshops for new and existing businesses, alongside 1-1 support for anyone who is thinking of starting a business.</p> <p>Project F – Health, Wellbeing and Community Campus HH provided an update with confirmation that contractors were on site and the demolition works had started. Furniture that was no longer needed was donated to a charity in Keighley, alongside the nursery which recycled their equipment also. The team have moved to Biz Space on St Pauls Street and are continuing to offer services throughout the community.</p> <p>There is a potential for a phase two of this project, should funding become available. There is an expectation that a contribution to this would be from the sale of Shipley Hospital, which is still being progressed by the NHS.</p> <p>Project G – Wrose Quarry Wetlands RP reported that the project is complete, with a site visit planned for the Towns Fund board taking place on 19th June. RP is currently monitoring and confirming the outputs.</p> <p>Project H – Shipley Sustainable Community Hub The contractor is on site and continues to make good progress. Practical completion is expected in August 2024. Once works are satisfactorily completed, a relaunch event could be held. Project status is on track and on budget.</p> <p>Financial Profile RP went through the financial profile in the board papers, including the differences from the last submission. Risks include spend being moved into the final years for some projects, including Project A – Development Investment Fund, Project C – Community, Art, Heritage & Future Technology Hub as well as Capital Assistance to Business Growth.</p>			
4	PR & Communications			

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	<p>RP provided an update on the PR and Communications activity and directed members to the forward plan on the SharePoint site which contains links to all the latest press releases. The pre-election period for the local elections delayed the release of some articles, and this is happening currently, due to being in the pre-election period again for the General Election on 4th July. Normal comms can go out from 5th July 2024.</p> <p>UKREiif (UK Real Estate Investment & Infrastructure Forum) Bradford Council had a showcase event at UKREiif. The event was held on the periphery and was held in Mumtaz restaurant. It was hosted by Bradford Council, with the support of sponsors and grant funding. The event was very well received and generated several leads which are being followed up on.</p> <p>Discussion on ways to promote the Towns Fund programme followed, suggestions to utilise noticeboards in the town centre, together with using the flyer and potentially a poster. Towns Fund banners are available to put on sites to convey how the projects are being funded. This approach will be important in communicating messages regarding the Market Square Scheme.</p>	<p>Engagement Plan for Market Square requested.</p>	<p>Council Officers</p>	<p>ASAP</p>
<p>4</p>	<p>AOB</p> <p>Biographies and Terms of Reference approved by the Board members which will be updated on the Towns Fund website.</p> <p>NM suggested utilizing the Shipley Print Studio for the next board meeting.</p>	<p>To finalise the date, time and venue of next meeting</p>	<p>RP</p>	<p>ASAP</p>

Date of the next meeting: September 2024 (date, time and venue to be confirmed)