

ShIPLEY Town Deal Board Minutes 9 September 2020

1.0 Introductions and apologies (Slide 3)

Councillor Ross-Shaw (Portfolio Holder for Regeneration Planning and Transportation) chaired the meeting until the board elected a Chair as proposed on the agenda and welcomed everyone to the first meeting of the Shipley Town Fund Board meeting.

(It was noted that the Keighley Town Fund Board was scheduled to meet tomorrow 10th September at 5pm.)

Apologies received from:

- Elle Dodd, from Future Gov Luke Thompson to cover
- Dr Soo Nevison, Sarah Moss to deputise on behalf of CABAD
- Marshal Sugden of Packetts Insurers
- Cllr. Mike Connor; Celia Hickson to deputise for Shipley Town Council
- Catherine Conroy from WYCA

2.0 Welcome and overview (Slides 4 and 5)

Cllr Ross-Shaw is looking forward to working with all the sectors represented to establish the priorities for Shipley and improve economic prosperity as intended by the fund. He thought that the funding had come at the right time as it represented an exciting opportunity for Shipley businesses, residents and offers a significant for the town.

Philip Davies MP thanked everyone for attending, their interest and support. Mr Davies noted his passion for the town; recognising that towns are struggling and retail has significantly suffered during the pandemic. The £25m Towns Fund opportunity from Government is welcomed and much needed and will make bring real lasting change for the Town. The board will identify what is best for Shipley businesses, residents and customers and input is critical in delivery of the local economy and positive outcomes for the town.

3.0 Terms of Reference (Slides 6,7,8,9)

A draft Terms of Reference was circulated with the papers.

Lorraine Wright (LW) presented the slides setting out the Nolan Principles and guidance on the role of the Board and composition. LW explained that as accountable body, the Council has received expressions of interest from a wide range of sectors and organisations keen to be represented on the Board. The proposed

Board composition shown on Slide 8 incorporates the representation prescribed in the prospectus / guidance and a range of business and voluntary / community sector representation. In the draft Terms of Reference circulated, the Advisors and Observers are not proposed to have a vote on the Board; their attendance is intended to provide advice, guidance and expert input where necessary.

DECISION – Board agreed that Board Members should nominate substitutes to attend in their place Note

DECISION – Board agreed that Quorum should be 6 Board Members Note

DECISION – Board approved the Boundary presented at the meeting Note

ACTION – Board Members (BMem) to complete and return Declaration of Interest Forms to Bruna Minto by Friday 18th September bruna.minto@bradford.gov.uk [Post Meeting Note - Deadline extended to close of play Wednesday 30th September] BMem

ACTION – Board Members to supply biography and photograph - to be published on the website to Bruna Minto bruna.minto@bradford.gov.uk by Friday 18th September. [Post Meeting Note - Deadline extended to close of play Wednesday 30th September] BMem

4.0 Election of Chair (Slide 10)

Role of the Town Deal Board Chair is to:

- Uphold the Seven Principles of Public Life (the Nolan Principles)
- Lead the Board in achieving its objectives
- Champion and support partnership working
- Ensure decisions are made in accordance with good governance principles
- Sign the Head of Terms Agreement with government

A nomination for Chair was received from Adam Clerkin. Adam briefly addressed the Board – he is a senior manager of Carnaud Metal Box which is a significant employer in Shipley. CMB has a vested interest and a genuine passion for Shipley.

DECISION – Board approved Adam Clerkin of Carnaud Metal Box as Chair of the Board – *Vote carried 8 yes, no objections.* Note

Adam Clerkin took the Chairing from this point and thanked the Board for their support. He looked forward to leaving a lasting legacy for Shipley.

5.0 Towns Hub update (Slide 11)

Luke Thompson is senior economist working with the towns fund team, and has worked with councils across the UK on programmes like future high streets. He and the team will give support to the Board over the coming weeks in vision setting through a workshop to

develop a clear vision for Shipley.

ACTION – Officers to schedule a ‘Vision Workshop’ facilitated by Towns Hub to develop a Vision – to take place before the October Board meeting

LW

6.0 Resourcing (Slide 12)

There is a resource allocation from Government of revenue funding of £162,019. CMBDC has matched this revenue funding.

In terms of recruitment, there will be a dedicated post for each Town and job profiles are being developed.

Tender documentation for an external consultancy to support the development a Town Investment Plan (TIP) and community consultation and engagement is in progress. This will include the development of a ‘green book’ compliant business case.

TIP to be submitted 29 January 2021.

7.0 Workshops feedback (Slide 13-16)

A summary of feedback from the table discussions at the session in February was presented - represented as assets, opportunities and challenges.

- Key assets – world heritage site, canal / river and rail links
- Key Challenges – congestion; east / west split
- Key Opportunities - tourism / expand retail / market offer

Assets challenges and opportunities will be further crystallised via future consultation and engagement activity.

Adam Clerkin highlighted the:

- need for change
- need to identify and bring skills to business
- noted the lack of available land and
- requirement to attract more skilled workers into the area, and
- the need to make positive propositions to potential workers that Shipley town is vibrant and attractive.

8.0 AOB Accelerated projects

On 1st July 2020, CBMDC received a letter from Ministry of Housing, Communities & Local Government (MHCLG) offering Shipley a grant of up to £750,000 to fund capital projects that can be delivered this financial year. This money, administered by the Local Authority, was intended to deliver ‘accelerated projects’ and is separate to / independent of the potential £25m fund which is subject to the Town Investment Plans.

Proposals for these ‘accelerated projects’ had to be submitted by Friday 14 August. They had to be standalone projects and had to have an immediate tangible impact and meet the Towns Fund Intervention Framework criteria, set out in Annex A of the Towns Fund Guidance -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892781/Towns_Fund_further_guidance_16_June_FINAL.pdf

Due to the tight timescales involved, MHCLG did not require any business case nor any specific requirements in relation to governance or consultation for the accelerated capital projects.

A number of smaller projects were selected for the final submission - to mitigate delivery risk in relation to the challenging timescales and to help to spread the impacts of this funding as widely as possible / to ensure as many people as possible are able to share in and experience the tangible benefits of the investment. An outcome is expected mid-late September.

9.0 Future meetings

The proposed future meeting dates were agreed by the Board:

- Wednesday 7 October; 17:00 – 18:30
- Wednesday 4 November; 17:00 – 18:30
- Wednesday 2 December; 17:00 – 18:30
- Wednesday 6 January; 17:00 – 18:30
- Wednesday 27 January; 17:00 – 18:30

The board was asked consider locations/venues should physical meetings be possible in the future.

Rebecca Greenwood (WYCA) offered to circulate Town Investment Plans from other areas submitted earlier in the summer.

ACTION – Officers to share example Town Investment Plans from other areas submitted in cohort 1

It was noted there is a My Town website a link to this will be shared with the board, and noted that there is an opportunity for the board to submit ideas here, the website will be monitored and that this is a communication tool to get updates and feedback to future meetings.

Nav Chohan noted the need to make firm proposals noting the cohort timescales and had expected to see outline projects.

Shelagh O'Neill noted the timescales are tight but apply to all Towns and acknowledged activity would also need to take place outside the board meetings.

Lorraine Coates (Department of Business, Energy & Industrial Strategy) provided some insight from cohort 1 submissions - advised that good quality data and evidence is required which will drive the vision and strategy which in turn will drive the proposals and the importance of a "golden thread" from the vision through to the projects that are selected. Lorraine explained that for the TIP submission, relatively high level information about the projects being put forward is required; the detail and green book compliance comes

later in the process.

Nav Chohan suggested that we need to progress and inject some urgency.

Lorraine Wright noted in terms of the terms of reference there is potential for subgroups once the strategy and vision is developed. The subgroups can bring extra capacity and to focus on particular projects or challenges.

Invited:

Adam Clerkin (Chair) Philip Davies MP, Cllr Alex Ross-Shaw, Mark Wilkinson, Sophie Brown, Barry Cooper, James Skirrow, Marshall Sugden, Paul Barrett, Soo Nevison, Nav Chohan, Adrienne Reid, Mark Wilkinson, Sam Blenkinsop, Cllr. Mike Connors, Dom Pix, Rebecca Greenwood, Lorraine Coates, Catherine Conroy, Elle Dodd, Lily Hall (Observer) Shelagh O'Neill, Lorraine Wright, Mark Clayton, Paul North, Joe Ashton (observer), Bruna Minto (Notes)