

# Shipley Town Deal Board Meeting Notes

02<sup>nd</sup> December 2020, 5pm-7pm (via Webex)

## Attendees:

Adam Clerkin (Chair), Philip Davies MP, Cllr Alex Ross-Shaw, Sophie Brown, Soo Nevison, Nav Chohan, Adrienne Reid, Cllr Mike Connors, Dom Pix, Shelagh O'Neill, Lorraine Wright, Mark Clayton, Paul North, Rebecca Greenwood, James Skirrow, David Tindall, Bruna Minto, Alena Horvathova, , Lorraine Coates, Fran Innes, Fayyaz Qadir, Lindsay Whitley, Hugo Bessis, Ariel Jorre De St Jorre

## Apologies:

Margaret Kalaugher, Lily Hall, Mark Wilkinson, Barry Cooper

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p><b>Housekeeping</b></p> <ul style="list-style-type: none"> <li>• <b>Minutes</b> Minutes from the last meeting were agreed as a true record.</li> <li>• <b>Actions</b> Actions are reflected in the action log; programme and vision / objectives are on the agenda and reflected in the slides that were circulated.</li> <li>• <b>Declaration of Interests</b> Reminder has been sent out by Alena for any non-returned expressions of interest, as there are still some gaps. Board members to declare any potential conflict of interest in the course of any meeting.</li> <li>• <b>Governance</b> Full Terms of Reference (ToR) for the Board can be found in the link below: <a href="https://www.bradford.gov.uk/regeneration/towns-fund/shipley-town-fund/">https://www.bradford.gov.uk/regeneration/towns-fund/shipley-town-fund/</a> ToR states that The Town Deal Board: <ul style="list-style-type: none"> <li>• Is not a legal entity</li> <li>• Is not the accountable body for any grant or funding regime.</li> </ul> </li> </ul>		All Board Members	Ongoing

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	<ul style="list-style-type: none"> <li>The Town Deal Board will serve as an advisory function to City of Bradford Metropolitan District Council.</li> <li>Given that the board is separate from the Council's decision making function, all recommendations of the board, including the submission of the TIP has to be ratified by the Council Executive / delegate authority to the relevant Strategic Director.</li> </ul> <p>Executive Report has been prepared for the January 5th Executive meeting to address these governance requirements (recommending to delegate authority to the Strategic Director of Place to submit the TIP in January) but also to promote the work of the Board and the opportunity for transformational town regeneration. Be prepared for press contact as they often pick up on Committee reports.</p>			
<b>2</b>	<p><b>TIP (Town Investment Plans) – Process and Programme</b></p> <p>Slides were presented by Fayyaz Qadir from F+G showing detailed programme, reflecting the key strands of activity and milestones between now and submission of the TIP in January.</p> <p>It has been noted that the projects should sit within the Town Fund Boundary, however, if there are some projects that fall outside the boundary they must have really strong justification.</p>			
<b>3</b>	<p><b>Baseline analysis summary</b></p> <p>Data and evidence base have been collated in order to populate Part 1 of the TIP – Strategic Context captured under three themes – Strengths, Issues and Needs.</p> <p>Over 50 relevant documents have been reviewed so far.</p> <p>The slides explained what has been done, why and how the information is being used.</p> <p>Feedback received from the Board member in regards to missing reference to Leisure space/Sports.</p>			
<b>4</b>	<p><b>Vision and Strategic Objectives</b></p>			

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	<ul style="list-style-type: none"> <li>• <b>Vision</b></li> </ul> <p>Draft vision and strategic objectives slides were presented based on the feedback from the vision workshop held last week and from the work that has taken place over the last few months.</p> <p>Feedback received from the Board members on Proposed Shipley Vision:</p> <ul style="list-style-type: none"> <li>- 'Market Town of choice in West Yorkshire' – change to wording as nearly all of the town boards are saying the same thing.</li> <li>- Vision to be of transformative nature – something that could change the view of Shipley.</li> <li>- Use the word 'creative'.</li> <li>- Add 'improving people's lives' in the statement.</li> </ul> <ul style="list-style-type: none"> <li>• <b>Establishing key objectives from the vision</b></li> </ul> <p>List of key objectives was presented for discussion and approval by the Board.</p> <p>The comments from the Board on key objectives:</p> <ul style="list-style-type: none"> <li>- More space for manufacturers</li> <li>- 'Enterprise ecosystem' – explain what it means/make it simple Needs to be clear on additional land and accommodation needs. Eg TechNair has expansion plans,</li> <li>- Investment in to the existing Housing stock (sustainability agenda) not just new housing.</li> <li>- Active travel/ Sustainable access to areas</li> <li>- Add leisure/sport</li> <li>- Digital exclusion – community access to Training and Skills (Equipment and software)</li> <li>- Digital superfast access good but ultrafast is next.</li> <li>- Arts Culture and Heritage – Performance and Arts spaces.</li> <li>- The main themes that keep popping up are transport infrastructure, business development and improvement of the town centre and footfall.</li> </ul> <p>Vision and objectives to be refined/merged based on the feedback from today's meeting and shared by email for final</p>		<p>F+G Board Members</p>	<p>07/12/20</p>

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	approval by the Board.			
5	<p><b>Prioritisation Process</b></p> <p>Strategic objectives will be utilised in the ‘sifting’ / prioritisation process.</p> <p>Discussion took place as to whether the strategic objectives agreed should have equal weighting /some are more pivotal / cross-cutting than others and should be weighted accordingly. It was suggested that there were 3 key objectives</p> <ul style="list-style-type: none"> <li>• Transport</li> <li>• Town Centre</li> <li>• Business</li> <li>• with the other items falling under a further 3 objectives.</li> </ul> <p>Three stages of the Prioritisation Framework are:            Project identification and sift 1 against national strategic case            Project Appraisal and sift 2 against local strategic case            Refinement of short listed projects and sift 3 against the economic criteria.</p> <p>The Board to be appraised at each stage and to</p>			
6	<p><b>Project Feedback</b></p> <p>Initial list of 20 proposed projects were shared on slides. Mapping exercise against five Themes.</p> <p>Each project proposal to be submitted on proforma by Friday 04<sup>th</sup> December.</p> <p>The feedback noted from the Board regarding the gap in Health &amp; Wellbeing projects.</p>		All	04/12/20
7	<p><b>Consultation + Engagement</b></p> <p>Consultation and engagement in development of the TIP falls into a number of categories:</p> <ul style="list-style-type: none"> <li>• Project Identification</li> <li>• Vision and Strategic Objectives / Shortlisting</li> <li>• Post submission – how we engage communities in developing the business cases</li> </ul>			

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	<p>Concern was raised by the Board that current engagement is not sufficient, however it has been noted that we are restricted by Covid 19 and short timescales.</p> <p>Board to use its networks to broaden the reach beyond the MyTown site. There will be press activity arranged before Christmas.</p>		All	
<b>8</b>	<p><b>Next Steps</b></p> <p>It has been agreed to hold another Board meeting before Christmas on 21<sup>st</sup> of December between 5pm -6pm to provide the feedback from 'The Direction of Travel' session with MHCLG appointed consultants is scheduled for 17<sup>th</sup> of December. A further Check and Challenge session is scheduled for the new year.</p> <p>Invites to be send out by Council to the Chairs. Fayyaz acknowledged the work of his colleagues and Adam recognized the impressive work to date along with that of the Council.</p>		BMDC	

**Dates of next meetings: Monday 21<sup>st</sup> December 2020, 17:00-18:00 via Webex  
Wednesday 6<sup>th</sup> January 2021, 17:00-19:00 via Webex**