

Shipley Town Deal Board Meeting Notes

11th November 2021, 5pm-7pm (via MS Teams)

Attendees:

Adam Clerkin (Chair), Philip Davies MP, Cllr Alex Ross-Shaw, Cllr Mike Connors, Nav Chohan, Adrienne Reid, Dom Pix, Joy Hart, James Skirrow, Barry Cooper, Angela Blake, Lorraine Wright, Alena Horvathova, Richard Bayley (Atkins), Michael Long (WYCA), Jane Healey Brown (Arup)

Apologies:

Mark Wilkinson, Soo Nevison, Fayyaz Qadir, Jason Longhurst, Philip Davies MP, Adrienne Reid

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>Minutes of the last meeting were agreed and accepted as a true record.</p> <p>Actions from the last meeting are complete or on today's Agenda.</p> <p>Chair shared the good news with the Board. We have received the Grant offer letter received for Shipley. This is an important milestone as it will release 5% of the capital investment (£1.25m for Shipley) to enable project development and business case development.</p>			
2	<p>Governance</p> <p>Declarations of Interest – Reminder</p> <p>Board members were reminded to return their Declarations of Interest as this is one of the requirements set out in Terms of Reference.</p> <p>Action: Board members to return Declarations of Interest</p>		All Board members	
3	<p>Key Updates – since the last meeting:</p> <p>Funding</p> <p>Grant offer letter from DLHUC (previously MHCLG) received today, 5% upfront capital funds will be received by the end of the month, and March 2026 is the deadline for Towns Fund spend.</p> <p>Lorraine explained that 5% funding prepayment should be used in a way that provides value for money. It will enable the first stages</p>			

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	<p>of activity in project development. Section 151 officer will agree eligible costs.</p> <p>If project does not prove viable, DLUHC will not seek to claw back the 5% early draw down.</p> <p>Discussion took place. Board sought clarity on parameters for 5% funding. Lorraine confirmed that the government is releasing the 5% to support project development and hence the cost of developing business cases (including any design etc) will have to be met / funding within the overall capital allocation CBMDC to also clarify how much of this money will be spent on consultants. Action for CBMDC to bring breakdown in to the next meeting.</p> <p>Development Investment Fund</p> <p>Following update was provided:</p> <ul style="list-style-type: none"> • External Advice is provided by Pinsent Mason (legal) and KPMG (Financial / Commercial) • Advice includes: <ul style="list-style-type: none"> ○ Eligibility Criteria for the Fund - types of investment, commercial terms and decision-making process by which all investment opportunities will be assessed ○ Fiduciary and commercial considerations the investment opportunities must satisfy • Separate session on Development Investment Fund / Revolving Fund for both Boards took place 10 November • Engagement with Grant Thornton - meeting was held on 8.11.21 to test approach and we had very positive feedback <p>Action: people are not able to access the recording shared by Lorraine from today's session – Lorraine to check with IT.</p> <p>Richard asked for Board's view on 2 pathfinder projects that were originally identified in TIP. Board members highlighted the lack of commercial space within Shipley for businesses to grow / expand. Reported that the Baildon Business park was a success and space sold out. Board was keen to know more about the 2 pathfinder projects - update to be brought to the next meeting. (Action)</p> <p>Engagement with Project Sponsors</p> <p>Initial meetings with projects sponsors have taken place throughout September and early November and some more are in diaries.</p>		<p>CBMDC</p> <p>Lorraine</p> <p>CBMDC</p>	

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	<p>Emerging themes</p> <ul style="list-style-type: none"> • Land acquisition • Planning Permission • Monitoring and Evaluation requirements / costs will have to be met from the capital investment and factored in by sponsors • Stakeholder Engagement support – item 4 • Payment of funds – Lorraine has been liaising with finance and legal colleagues regarding how sponsors can access the 5% capital for any project development costs that fall outside the Atkins consultancy support. • Project Management support – project management costs can be classed as capital costs for project development. • VAT – some project sponsors have raised some queries about the applicable VAT rules for their projects. Advice will be sought from CBMDC finance team (Action) <p>Feedback from Board Champions</p> <p>Board Champions provided brief feedback on projects they have been linked with. James and Dom were keen to be more engaged on their respective projects –the Development Investment Fund and Capital Assistance to Business Growth. Action Richard and Lorraine to follow up.</p> <p>Business case process – update from Richard</p> <ul style="list-style-type: none"> • Strategic Cases for all projects have been drafted and will be issued to scheme sponsors w/c 8th Nov for their review. • Economic Case for all projects are underway, with data requested from each sponsor. • Financial Case for all projects will be developed based on design and cost estimates workstreams. • Meeting will be held in w/c 8th of Nov with Bradford officer to gather information regarding the Commercial and Management Cases. 		Richard / Lorraine	
4	<p>Comms and Engagement</p> <ul style="list-style-type: none"> • Two responses were received: <ul style="list-style-type: none"> ○ Terence O'Rourke (TOR) – using Social based in Leeds ○ www.torltd.co.uk + https://www.social.co.uk ○ Lev Pedro –Emma Baylin, engagement specialist based in Hebden Bridge - 			

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	<p>http://www.levpedroassociates.com</p> <ul style="list-style-type: none"> • Assessment of responses undertaken by Lorraine Wright, Soo Nevison and Naz Kazmi (Keighley Board) – TOR and Social selected • Experience of Towns Fund and urban regeneration • Acknowledges diverse community / hard to reach groups – suggest Community Liaison Group – sounding board / local facilitators including faith leaders etc to help with this • Youth engagement came through strongly • Use of website will help with comms and social media content – in addition to cost of the work 			
5	<p>Resources</p> <p>Staffing / Recruitment:</p> <ul style="list-style-type: none"> • Programme Manager post will be re-advertised • Interim solution – Agency Staff to support <p>Chair expressed his disappointment that resources are still not in place, he asked for reassurance that this is now made top priority. He praised Lorraine for doing a fantastic job despite having to do all other aspects of her day to day job.</p> <p>Angela responded and said that she is taking on board what has been. she gave reassurance; that the department is taking a new approach in response to the recruitment challenges – setting out the wider opportunities and longer term regeneration plans as well as reviewing the grading and evaluation process and hopes to have some positive news to share in the next meeting.</p> <p>Dom Pix to share his recruitment contact with Angela. (Action)</p>		Dom	
6	<p>Next Steps – Activity planned</p> <ul style="list-style-type: none"> • Diarised sessions with sponsors • Executive Board Report – Lorraine is preparing the report and will share the link with the Board when it is published. • Next Steps: <ul style="list-style-type: none"> ○ Complete Economic Cases by end of November ○ Complete Financial Commercial and Management Cases by 10th December ○ Complete Summary Reports by 16th December 			
7	<p>AOB</p> <p>It has been said that project sponsors need to be able to access some of the funding as soon as possible to be able to get on with</p>			

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	<p>their projects. Action for Angela to take away and look at options.</p> <p>Mike is keen for Shipley toilets to be progressed as a shovel ready / early project. Action – CBMDC to confirm / verify if 5% can be spent on project delivery ahead of business case submission / sign off.</p> <p>Meeting with project sponsors has been arranged for 1st of December at 5pm. Action for Lorraine to send place holder in diaries.</p>		<p>CBMDC</p> <p>CBMDC</p> <p>CBMDC</p>	

Date of the next meeting: 16th December 2021, 5pm-7pm

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