

Shipley Towns Fund Board Meeting Minutes

2nd June, 10.00am – 12.00pm
Kirkgate Centre, Shipley, 39A Kirkgate, BD18 3EH

Attendees:

Gill Thornton (Chair), Si Cunningham (Vice-Chair), Adam Beddall, Alec Porter, Anna Dixon MP, Cllr Anna Watson, Diana Bird, Dominic Pix, Helen Horsman, Jane Hargreaves, James Skirrow, Joe Ashton (observer), John Henkel, Leanne Swinbank, Ravinder Panesar, Scot Flight, Simon Woodhurst.

Apologies:

Adam Sutcliffe, Cllr Alex Ross-Shaw, Angela Blake, Nicola Murray.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	Welcome and apologies GT welcomed everyone to the board with apologies listed in the minutes.			
2	Board Member Appointments GT was appointed as new the Chair of the Shipley Towns Fund, SC as the Vice-Chair and AB as Board Member. The Board welcomed GT, SC and AB to the Board.			
3-6	3. Meeting Format & Conduction Highlighted in the board papers 4. Declaration of Interests Listed on the Register 5. Correspondence Log To ensure any correspondence related to the Towns Fund is sent to the Towns Fund inbox and logged on the Correspondence Log 6. Minutes of the last meeting and matters arising The board confirmed the minutes of the last meeting as accurate and a true reflection of the discussions and actions, apart from Section 2, where AD indicated she had started to visit businesses who had received the Capital Assistance Grant Fund.	 Send through any Towns Fund related requests Amend minutes to reflect this action	 All RP	 Ongoing 03/06/25
7	Highlight Report			

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	<p>Programme Management RP provided an update as outlined in the published board papers. The board discussed the Development Framework and its importance in providing a vision and opportunities for Shipley beyond the Towns Fund.</p> <p>DB indicated the need to include employment and skills within the Framework and the role it plays in supporting regeneration in Shipley.</p> <p>Project Updates</p> <p>Project A – Development Investment Fund SW presented a confidential update to the board on the scheme.</p> <p>Project B – Town Centre & Infrastructure Improvements Market Square Scheme works are underway with the canopy installation likely to take place in July. The Shipley Toilets are also being refurbished which the board welcomed.</p> <p>The Board questioned the Active Travel Schemes, including the need for a breakdown in funding allocated for each of the sub-schemes.</p> <p>Project C – Community, Art, Heritage & Future Tech Hub The land transfer is being progressed with meetings in place with the Project Team to ensure the project can be delivered to welcome a cohort by September 2026. DB indicated that delays in the transfer could impact the completion date of the project.</p> <p>Project D - Capital Assistance to Business Growth A new scheme is being proposed with further details, including the criteria and grants to be shared with the Board once it has been finalised.</p> <p>JH questioned the potential learning from Keighley with regards to Jobs Safeguarded, which could be used to support businesses in Shipley.</p> <p>The Board recommended the approval of a reduction in headline outputs of 'Number of Enterprises Receiving Grants' from 90 to 63, which will be part of the Project Adjustment Request (PAR) that will need approval.</p>	<p>To provide further information to the board</p> <p>Provide a breakdown of costs related to each sub-scheme</p> <p>To investigate the jobs safeguarded</p> <p>Sign-off the PAR for internal approval</p>	<p>SW</p> <p>Council Officers</p> <p>RP</p> <p>Chair</p>	<p>w/c 21/07</p> <p>ASAP</p> <p>ASAP</p> <p>ASAP</p>

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	<p>Project E – Shipley Library Enterprise Hub The library team are working to collect the outputs, specifically enterprises supported and learners engaged.</p> <p>Project F – Health, Wellbeing & Community Campus HH provided an update with the expectation that practical completion will be within the next two weeks. There is a launch event scheduled for the 4th July and Board members have all been invited to attend and celebrate the refurbishment. There have been ongoing discussions with the NHS regarding acquisition of proceeds from the sale of Shipley Hospital which would enable a phase 2 works to take place.</p> <p>Project G - Wrose Quarry Wetlands The outputs are being collated by the team and with the council to verify.</p> <p>Project H – Shipley Sustainable Community Hub An update was provided by JH, where the focus is now on benefit realisation and collation of outputs. JH indicated that further works have taken place to manage the acoustics throughout the building.</p> <p>The updated financials, which were submitted to the Ministry of Housing, Communities and Local Government (MHCLG) were included in the Board Papers and available for Board Members to review.</p>			
8	<p>Outputs and Outcomes 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>PR & Communications A meeting to discuss marketing and wider ideas for promoting the Towns Fund was held on the 31st March 2025. Further information will be provided to the Board once available.</p> <p>AD has visited some of the businesses that have benefited from the Capital Assistance to Business Growth Fund and will envisage to visit others.</p>	Update to provide to the Board	Council Officers	ASAP
10	<p>AOB No AOB's were raised in this meeting.</p>			
11	Date and time of the next meeting: w/c 21st July 2025 (TBC)			