

Shipleigh Towns Fund Board Meeting

Thursday 8th June 2023

5.00 – 7.00pm

Location: MS Teams

Shipleigh Sustainable Community Hub - Draft Ground Floor Proposal

Draft Proposed 3D Views



Ground Floor Entrance View



Entrance/ Reception



Cafe/ Kitchen



Cafe



Main Hall



Corridor 4 towards Secondary Exit



Corridor 4



Activity Room



Side Perspective

Image: Shipleigh Sustainable Community Hub (Rance Booth Smith Architects)

Agenda

No	Item	Owner	Time	Paper
1	Project Spotlight – Shipley Sustainable Community Hub	SSCH	17:00	
2	Welcome and apologies	Chair	17:30	
3	Meeting format and conduct	Chair	17:35	
4	Declaration of Interests	Chair	17:40	Item 1
5	Correspondence log	Chair	17:45	Item 2
6	Minutes of the last meeting and matters arising	Chair	17:55	Item 3
7	Highlight Report: - Programme Management - Project Updates - Risks and Issues - Finance Update	CBMDC Officers/Project Delivery Partner lead	18:00	Item 4
8	PR & Communications	CBMDC Officers	18:30	Item 5
9	AOB	Chair/All	18:40	
10	Date and time of next meeting	Chair	18:55	
11	Meeting closes	Chair	19:00	

List of Board Members / Roles:

Name	Organisation	Role
Adam Clerkin	Carnaud Metalbox Ltd	Chair
Cllr Alex Ross-Shaw	Bradford Council	Portfolio Holder – Regeneration, Planning & Transport
Philip Davies MP	Government Minister	Board Member
Cllr Mike Connors	Shipley Town Council	Board Member
Dom Pix	Technair	Board Member
Michael Long	West Yorkshire Combined Authority	Board Member
James Skirrow	Carter Towler	Board Member
Soo Nevison	Community Action Bradford & District	Board Member
Anthony Burnham	The Cellar Trust	Board Member
Barry Cooper	Town Councillor	Board Member
Joy Hart	The Hive Centre Manager	Board Member
Diana Bird	Shipley College	Board Member

List of Invited Attendees:

Angela Hays	CBMDC
Angela Blake	CBMDC
Rav Panesar	CBMDC
Anne-Marie Woolham	CBMDC
Michelle Rushworth	CBMDC
Phil Walker	CBMDC
Dave Partridge	CBMDC
Alan Lunt	CBMDC
Anne-Marie Woolham	CBMDC
Lorraine Coates	BEIS
Ryan Kane	BEIS
Sophie Brown	NHS
Stuart Shaw	NHS
Michael Long	WYCA
John Henkel	Kirkgate Centre
Nicole Williams	Kirkgate Centre

2. Welcome and apologies [17.30]

2.1. Chair's welcome.

2.2. Notes of attendance and apologies.

3. Board meeting format and conduct [17.35]

3.1. Chair to outline the format of the board meeting and how it will be conducted. The agenda and timings are to be followed by the Chair, who will invite comments, questions and discussion once each agenda item has been presented.

4. Declaration of interests [17.40]

4.1. Board members to declare any interests of relevance to the meeting agenda for documenting on the register.

5. Correspondence log [17.45]

5.1. Board members and Council officers to declare any correspondence of relevance to the meeting agenda for documenting on the register.

6. Minutes of the last meeting and matters arising [17.55]

6.1. Minutes have been circulated to members and published in advance for comment. Board members are asked to agree the minutes of the April Shipley Towns Fund Board meeting.

7. Highlight Report [18.00]

7.1. The Shipley Towns Fund Programme Manager and the nominated Council officer project leads for each Shipley Towns Fund project to attend and present key updates on project progress, risks and issues.

8. PR & Communications [18.30]

8.1. CBMDC Programme Team to update on PR & Communications

9. Any Other Business [18.40]

10. Date and time of the next meeting:

10.1. 20th July 2023, 5.00pm – 7.00pm

List of Shipley Towns Fund Board Papers

Item 1: Declaration of Interests Register

Item 2: Correspondence Log

Item 3: Minutes of 27th April 2023 Meeting

Item 4: Highlight Report

Item 5: Press Releases

6.Shipley Towns Fund Board Meeting Minutes

27th April 2023, 5.00pm-7.00pm (Microsoft Teams)

Attendees:

Adam Clerkin (Chair), Cllr Alex Ross-Shaw, Anne-Marie Woolham, James Skirrow, Angela Hays, Diana Bird, Anthony Burnham, Angela Blake, Rav Panesar.

Apologies:

Cllr Mike Connors, Dom Pix, Peter Walker, Philip Davies MP, Joy Hart, Soo Nevison, Barry Cooper.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>New format of board papers discussed, including declaration of interest and correspondence log.</p> <p>Minutes from the previous meeting were accepted as true record.</p> <p>No specific Declarations of Interest were made.</p> <p>No updates on the Correspondence Log but an email address for Board members is required.</p>	Provide email address for correspondence log	AH/RP	ASAP
2	<p>Highlight Report</p> <p>RP provided an update on programme management with monthly meetings planned or in place with Project Sponsors; processes in place for project monitoring – a monitoring officer is in post to review</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>expenditure from the Advanced Funding Agreements; meetings held with DLUHC to review reporting requirements; two Regeneration Managers now in post with RP covering Shipley and MR covering Keighley with some cross-over on projects.</p> <p>Project updates provided a summary of each project, including a summary, value and risk profile. Currently, Project A – Development Investment Fund is at medium risk, Project C – Community, Art & Technology Hub at high risk and Project F – Health & Wellbeing Campus at high risk. Project B – Towns Centre & Infrastructure Improvements, Project D – Capital Assistance to Business Growth, Project E – Shipley Enterprise Library, Project G – Wrose Quarry and Project H – Shipley Sustainable Community Hub are all on track.</p> <p>AC provided a brief to the board covering Project A – Development Investment Fund which is currently being finalised and therefore commercially sensitive. A request was made by AC to ensure information can be shared with the board regarding this project.</p> <p>DB provided a summary of Project C – Community, Art & Technology Hub and is currently commercially sensitive.</p> <p>Project F – Health & Wellbeing Campus is currently at high risk. RP went through the recent developments, including The Cellar Trust now taking sole responsibility for the delivery of the project. PD requested more information regarding the feasibility of this project, including the potential funding shortfall. AB indicated this option is now ‘Plan B’, with the shortfall estimated at around £50-100k, which was less than the original deficit of £700k. RP indicated that the Grant Funding Agreement is with the legal teams alongside compliance meetings to verify existing expenditure. AB thanked PD for his help with the project.</p> <p>AH provided the finance update and went through each project and its current versus forecasted expenditure. Most projects are financially on track, with some changes required based on delayed start dates.</p>	Further information required	AH/RP	08/06/23



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>Projects AC requested more information about Project A (DIF) and Project F (Health & Wellbeing Campus) to ensure progress could be shared with the board.</p>	<p>Further details of Project A (DIF) and Project F (Health & Wellbeing Campus) to be shared.</p>	<p>AB / Council Officers</p>	<p>08/06/23</p>

7. Highlight Report – Item 4

7.1 Programme Management

7.11 Monthly meetings in place or planned with each Project Sponsor. Progress summary, Risks, Funding Profile and Project Outputs confirmed as part of the DLUHC reporting requirements.

7.12 Weekly meetings in place with Contract Monitoring Team (Simeon and Jasvinder) to discuss compliance and assurance for all projects. This includes checks on the 5% spend, alongside the creation of a Document Tracker that assesses the documentation in place for each project.

7.13 For Shipley, Project C – Community, Art & Future Technology Hub, Project F – Health & Wellbeing Community Campus and Project H – Shipley Sustainable Community Hub have provided evidence of spend which is in the process of being assessed.

7.14 Further discussions with the Contracts Manager in place regarding evidence requirements, including procurement strategy for assessing capital projects, quantity surveyor sign-off as per agreed milestones as well as financial due diligence on large-scale projects.

7.15 Towns Fund Conference, delivered in partnership between DLUHC and Arup scheduled for the 20th June 2023 in Manchester with the Council Officers registered to attend. Details can be shared with the Board if interested and members wish to attend.

7.2 Development Frameworks

7.21 Development Frameworks Project started in September 2022 and cover the whole district to decide plans for the next twenty years. Split into various lots (Lot 1 covers Bradford Central and Suburbs), Lots 2 and 3 cover Keighley and Shipley constituencies and contracted out to CBRE.

7.22 Covering all sectors – public realm, transport, residential which are all related to the physical place. The work has focused in on the towns of Keighley and Shipley as the areas with the greatest opportunity for regeneration.

7.23 The Consultants have been spending time to visit the area, reviewing previous work over 20 years, including the Airedale Masterplan and recently conducted engagement activity with stakeholders (roundtables and 1-1's). Met the Chairs of the Towns Fund for both Keighley and Shipley.

7.24 Draft Development Framework expected to be published in July 2023 with wider consultation planned for August – September 2023.

7.3 Towns Fund (TF) Performance Template – to 31st March 2023.

7.31 Deadline for submission to DLUHC is Friday 9th June 2023 for the reporting period 1st October 2022 – 31st March 2023.

7.32 DLUHC ran two workshops (Wednesday 17th May & Wednesday 24th May) to provide additional guidance to projects regarding the TF Performance Template. Council Officers attended both workshops.

7.33 TF Performance Template signed off by S151 Officer and Chair of the Towns Fund prior to submission with updated **Annexe 1 Financial Forecasts** included as part of this pack.

7.4 Project Updates:

Project Name	Value	Project summary	Updates	Delivery	Spend	Risk
A – Development Investment Fund (DIF)	£7m	Development of industrial units and remediation of brownfield sites.	Still at a commercially sensitive stage and will have a position by the end of July 2023.	5	5	5
B – Town Centre & Infrastructure Improvements	£5.04m	Investment in Town Centre and Infrastructure improvements.	Naturalising Bradford Beck project issues with ESIF Funding (£1.7m) but funding is being sought from other areas. ShIPLEY Toilets now at design stage and will require planning permission for the extension to accommodate Markets storage requirements.	1	1	1
C – Community, Art & Technology Hub	£5.39m	Development of a Community, Art and Technology Hub by Shipley College	Planning application strengthened and due to be submitted imminently. This has been advised by Historic England, who support the project.	2	2	2
D – Capital Assistance to Business Growth	£2m	Grant programme for new and existing businesses.	24 Expressions of interest, 5 rejected, 3 applications approved of a total grant value of £46,737.08 with a private sector match of £109,054.51. Event in the planning stages in partnership with BAMA (Bradford & Airedale Manufacturing Alliance) for June 2023	3	3	2
E – Shipley Enterprise Library	£80k	Refurbishment of space to create an enterprise hub.	Supplier chosen to complete the refurbishment (Lodestone Projects based in Pudsey). Will be starting soon the aim to be completed within three weeks (end of June 2023). Going through the recruitment process now for a Business Librarian and will look at advertising for the role.	1	1	1
F – Health & Wellbeing Campus	£3m	Project to refurbish The Cellar Trust Building.	Review and negotiation of GFA by BMDC, The Cellar Trust and both parties legal advisors is progressing. Evidence relating to defrayment of 5% being reviewed by BMDC.	3	3	5
G – Wrose Quarry Wetlands	£70k	Remediation work of the Wrose Quarry.	79 volunteer workdays delivered, with some funding used to upskill staff. Links made with Highcroft Youth Centre and in discussions with Low Ash Primary and Shipley College regarding opportunities for their children and young people Project to be completed by the end of September 2023.	1	1	1
H – Shipley Sustainable Community Hub	£2.51m	Creation of a sustainable community hub for Shipley	Commissioned to RIBA Stage 4, CAT agreed and GFA being finalised. Architects have released a tender to appoint builders. Planning permission granted on 23/05/23	1	1	1

Table 1: Shipley Towns Fund Project Updates (May 2023)

7.5 Risks

Project A: Development Investment Fund

A – Development Investment Fund (DIF)	£7m	Development of industrial units and remediation of brownfield sites.	Still at a commercially sensitive stage and will have a position by the end of July 2023.	5	5	5
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7.51 Still at a commercially sensitive stage and will have a position by the end of July 2023 regarding viability of the planned project.

7.52 Further information is therefore expected to be provided by the next Board Meeting on the 20th July, with a decision on whether this is progressed or alternative options explored.

Project C: Community, Art & Technology Hub [Confidential item to not be included in the minutes]

C – Community, Art & Technology Hub	£5.39m	Development of a Community, Art and Technology Hub by Shipley College	Planning application strengthened and due to be submitted imminently. This has been advised by Historic England, who support the project.	2	2	2
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7.53 Historic England have met internally with their international colleagues to look at ICOMOS technical review and response. Further pre-application advice has been provided by them and they have asked the college to submit planning permission as soon as possible.

7.54 Historic England will also notify ICOMOS that a full planning application will be made and they should review those documents.

7.55 Historic England are engaging with DCMS to advise them of their support for the project so they can respond to ICOMOS.

Project D: Capital Assistance to Business Growth

D – Capital Assistance to Business Growth	£2m	Grant programme for new and existing businesses.	24 Expressions of interest, 5 rejected, 3 applications approved of a total grant value of £46,737.08 with a private sector match of £109,054.51. Event in the planning stages in partnership with BAMA (Bradford & Airedale Manufacturing Alliance) for June 2023	3	3	2
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7.56 Project moved to Medium Risk due to the low numbers of applications for the Capital Assistance to Business Growth Scheme. Reasons for this possibly include a lack of publicity around the fund to eligible businesses, a lack of marketing to promote the programme alongside a resource gap within the Invest in Bradford Team.

7.57 To partially address this, a Stay Connected Newsletter was released on 10/05/23 which resulted in over 45 enquiries regarding the fund. Alongside this, the Invest in Bradford Team are in the process of planning two events to promote the programme. One will be in partnership with BAMA (Bradford & Airedale Manufacturing

Alliance) and is expected to be in June 2023 for Shipley; and with Keighley College in July 2023. Further details will be shared with the Board when released.

7.58 The Invest in Bradford Team are also looking at press releases to increase the awareness of the fund to eligible businesses. This will include case studies of businesses that have been successful and acquired the funds for business growth – further details, including timescales and a marketing plan have been requested.

Project F: Health & Wellbeing Community Campus

F – Health & Wellbeing Campus	£3m	Project to refurbish The Cellar Trust Building.	Review and negotiation of GFA by BMDC, The Cellar Trust and both parties legal advisors is progressing. Evidence relating to defrayment of 5% being reviewed by BMDC.	3	3	5
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7.59 The latest version of the GFA for the full funding has been reviewed by The Cellar Trust and Stone King (their legal advisors) and returned to DWF Law (acting on behalf of Bradford Council) requesting amendments to a number of the provisions, terms and conditions which are still contained within the GFA. Once signed, project funding can be released as per the list of Eligible Expenditure and Expenditure Profile detailed in Appendix 1 of the GFA.

7.60 Detailed design and submission of a planning application can take place once the GFA has been signed and payment of first instalment detailed in the Expenditure Profile has been received, with delivery to commence when a contractor has been appointed.

7.61 Regular meetings taking place with the Programme Manager and Council Officers to ensure project outputs, expenditure profile, risks and compliance are aligned to the GFA and Council Audit requirements.

7.62 Copies of invoices, bank statements, payslips and other documents provided to evidence defrayment of expenditure relating to the 5% Advanced Funding released in March 2022 are being reviewed and, discussions have taken place between BMDC and The Cellar Trust regarding eligible/non-eligible expenditure for the project.

7.6 Finance Update

Project	RDEL/CDEL	20/21(£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	
A - Development Investment Fund (Council)	RDEL			4,904	60,000	66,096	64,000	
	CDEL		64,633		800,000	5,550,000	279,367	
	Total	0	64,633	4,904	860,000	5,616,096	343,367	£6,889,000
B - Town Centre and Infrastructure Improvements (Council)	RDEL							
	CDEL		36,708		1,165,292	2,401,600	1,436,400	
	Total	0	36,708	0	1,165,292	2,401,600	1,436,400	£5,040,000
C - Community, Art and Future Technology Centre (Shipley College)	RDEL							
	CDEL		45,525	321,212	2,311,055	2,712,208		
	Total	0	45,525	321,212	2,311,055	2,712,208	0	£5,390,000
D - Shipley Capital Assistance to Business Growth (Council)	RDEL				50,000	25,000	25,000	
	CDEL		22,729		633,886	576,694	576,691	
	Total	0	22,729	0	683,886	601,694	601,691	£1,910,000
E - Shipley Library Enterprise Hub (Council)	RDEL							
	CDEL		8,268		71,732			
	Total	0	8,268	0	71,732	0	0	£80,000
F - Health, Well-being and Community Campus (The Cellar Trust)	RDEL				40,000	40,000	20,000	
	CDEL		31,060	118,940	630,000	2,040,000	80,000	
	Total	0	31,060	118,940	670,000	2,080,000	100,000	£3,000,000
G - Shipley Wrose Quarry Wetlands (Council)	RDEL							
	CDEL		9,091	60,909				
	Total	0	9,091	60,909	0	0	0	£70,000
H - Shipley Sustainable Community Hub (Hive / Kirkgate)	RDEL							
	CDEL		25,957	159,543	2,108,245	216,255		
	Total	0	25,957	159,543	2,108,245	216,255	0	£2,510,000
Programme management	RDEL			11,851	35,000	34,000	30,149	
	CDEL							
	Total			11,851	35,000	34,000	30,149	£111,000
Total	RDEL Total		0	16,755	185,000	165,096	139,149	
Total	CDEL Total		243,971	660,604	7,720,211	13,496,757	2,372,458	
Total	Total		243,971	677,359	7,905,211	13,661,853	2,511,607	

Table 2: Annex 1: Shipley Projects

7.61 Forecasted spend profiles for the Shipley Towns Fund Projects (**Table 2**) highlight the current and forecasted spend up until March 2026.

7.62 Monthly meetings planned with Project Sponsors to assess spend up to March 2023 for each project to ensure actual and forecasted spend are reconciled.

7.63 Project A – Development Investment Fund, Project B – Town Centre Infrastructure Improvements, Project D – Capital Assistance to Business Growth and Project E – Enterprise Library spends have been adjusted to reflect current position.

8. PR & Communications – Item 5

8.1 PR

Background

8.11 Tender for Communications & Engagement Activity closed on 27th February 2023. 10 bids returned, 3 from Bradford and 7 from other locations (Brighton, Liverpool, Stockport and London). 4 returned bids failed Technical & Professional Ability.

8.12 Panel made up of Council Officers and a Board Member reviewed the returned bids at a Moderation Meeting on Thursday 9th March 2023. Panel members decided that none provided value for money and scored low on all the responses for both communication and engagement activity.

8.13 A decision was made to work with procurement and look at a Quick Quote specifically for Marketing & Website Activity for one year. This would involve contracts up to a value of <£24,999 which could be sent out to three suppliers and appointed quickly.

8.14 As part of the due diligence, a discussion with Marketing was held on the 22nd March 2023. They are in the process of recruiting a Marketing Officer and can support the Towns Fund activity so the Quick Quote at present has been paused. There is an expectation that projects where delivery has started, or grant funding agreements are in place, will be supported by the Bradford Council Marketing Team to ensure this is amplified through local and regional publications. Opportunities to promote this via the Stay Connected Newsletter, run by Bradford Council with a distribution list of over 13,000 will also be used where appropriate. This will also include utilisation of the Bradford Council run social media sites to promote Towns Fund activity, subject to agreement and approval.

Working with town council to get information out – belongs to Bradford council – there is a presence on the sites.

Current Position

8.15 Meeting held with Shipley Town Council on 03/05/23 and Keighley Town Council on 15/05/23 with agreement in principle to enhance existing marketing and PR activities. This includes pages on the Towns Fund on the new websites of Shipley and Keighley Town Councils.

8.16 Outline costs have been agreed with an SLA's being drawn up to ensure risks, communication and PR activities are coordinated in line with Bradford Council and Towns Fund objectives. Regular meetings also suggested with both Towns Councils, which will be put in place once SLA's have been agreed. We are awaiting a response from Shipley and Keighley Town Councils on the SLA and will update the Board accordingly.

8.17 Business Case for a new website has been submitted to Bradford Council for re-development of the existing Towns Fund pages on the council website. **Appendix 3** contains the existing websites (ourtownshipley.co.uk and ourtownkeighley.co.uk) alongside the proposed changes which have been accepted.

8.18 Towns Fund press releases have also been published for both the Keighley and Shipley Towns Fund (both positive & negative):

Date	Publication	Details	Rating
08/04/23	Telegraph & Argus	Divide of Keighley health hub, with MP 'frustrated'	Negative
30/04/23	Telegraph & Argus	Areas of Shipley Library to become business hub thanks to Towns Fund	Positive
05/05/23	Telegraph & Argus	https://www.thetelegraphandargus.co.uk/news/23503208.6-5m-grant-keighley-development-will-create-80-jobs/	Positive
11/05/23	Keighley News	£5m Keighley Cougars scheme will generate feel good factor	Positive
14/05/23	Telegraph & Argus	https://www.thetelegraphandargus.co.uk/news/23519550.major-delay-bradford-beck-scheme-funding-deadline-missed/	Negative
16/05/23	Telegraph & Argus	https://www.thetelegraphandargus.co.uk/news/23525435.farfield-nursery-shipley-shut-doors-15-years/	Negative
02/06/23	Keighley News	Keighley health & wellbeing centre is given the go-ahead Keighley News	Positive

8.2 Communications

Background

8.21 Improvements in communication between the Board, Council Officers and Projects have been an area of concern highlighted at previous board meetings for both Keighley and Shipley.

8.22 To partially address this, Council Officers will publish all the minutes of Board Meetings on the Bradford Council Website when approved. The links to these will be sent to all Board Members as well as the all Councillors in the Towns Fund area.

8.23 Project updates will also be provided at each Board Meeting which will include a financial summary to provide members with an overview of each project, its progress and risks. In some cases, project sponsors maybe invited to present a case to the board that provides an update for information or decision.

Current Position

8.24 Board meeting minutes have been published and shared to Board Members and Councillors to reflect the discussions and agreed actions of the Towns Fund.

8.25 Meetings with Town Councillors for Keighley and Shipley scheduled until February 2024 to provide updates on the Towns Fund to Councillors on each project and progress to date. This will also provide an opportunity for open and transparent communications between Council Officers managing the Towns Fund and local Councillors.

8.26 A concern is around projects that are putting out press releases or signage without the guidance of the Towns Fund team or running this by Marketing to ensure compliance, comments or feedback prior to publication. As such, a process map put together for press releases / publications and shared with Project Sponsors, to ensure collaboration and appropriate messaging when promoting Towns Fund Projects. This includes guidance from DLUHC and Bradford Council regarding appropriate signage and checks before press releases are issued.

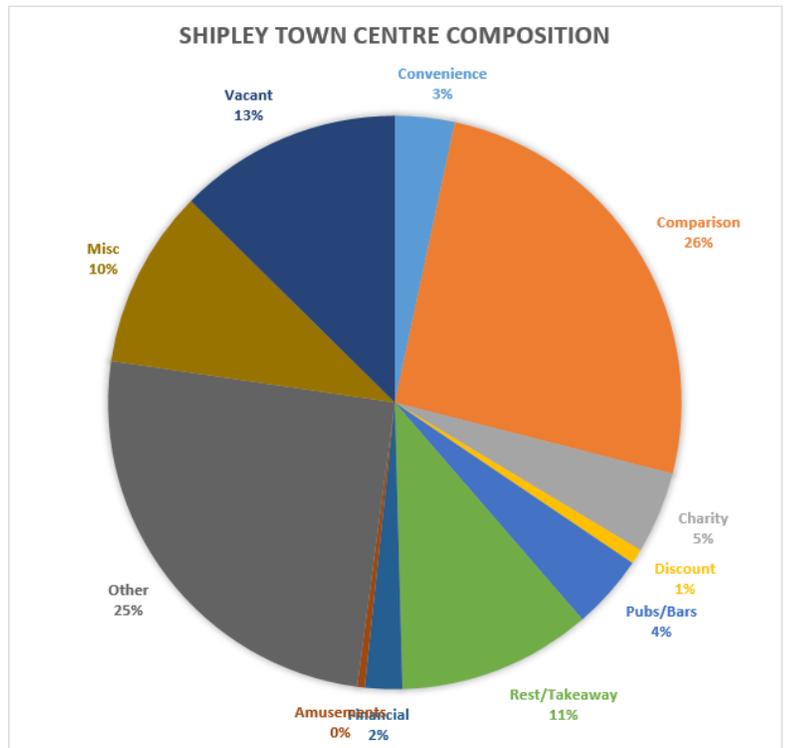
8.27 Forward Plan (**Appendix 2**) put together for Marketing to review which projects will require press releases and are planned in advance. This will be shared with the Town Councils as well as discussed with Project Sponsors at Monthly Meetings to factor in any PR that will be released.

9. Any Other Business

9.1 Farfield House Nursery Closure (Anthony Burnham, The Cellar Trust) – Appendix 1

9.2 Shipley Town Centre Vacancy Rates

Shipley	Sep-22	Dec-22	Mar-23	Var from last Qtr
Convenience	8	8	8	0
Comparison	65	62	61	-1
Charity	9	9	11	2
Discount	2	2	2	0
Pubs/Bars	10	10	10	0
Rest/Takeaway	27	27	26	-1
Financial	6	6	5	-1
Amusement	1	1	1	0
Other	58	60	60	0
Misc	26	26	24	-2
Vacant	23	25	30	5
Total	235	236	238	2
Retail	84	81	82	1
Services	102	104	102	-2
Vacancies	11.00%	11.90%	14.02%	2%



10. Date and time of the next meeting:

10.1. 20th July 2023, 5.00pm – 7.00pm (TBC)