

Shipley Towns Fund Board Meeting Minutes

8th June 2023, 5.00pm-7.00pm (Microsoft Teams)

Attendees:

Adam Clerkin (Chair), Anne-Marie Woolham, Cllr Alex Ross-Shaw, Diana Bird, James Skirrow, Angela Hays, Anthony Burnham, Ryan Kaye, Philip Davies MP, Joy Hart, Barry Cooper, Michelle Rushworth, Philip Walker, Cllr Mike Connors, Joe Ashton, Rav Panesar, Soo Nevison.

Apologies:

Dom Pix, Angela Blake.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Project Spotlight</p> <p>JH provided a fly through of Project H - Shipley Sustainable Community Hub. AC was pleased with the progress that has been made and is looking forward to this project starting.</p>			
2	<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 a true record. Alteration made to 27/04/23 board meeting as PD was in attendance.</p> <p>No specific Declarations of Interest were made.</p> <p>Correspondence Log included requests for information regarding the closure of the nursery as well as Project A – Development Investment Fund. AB explained that a joint statement would be provided regarding the closure of the nursery. Updates on Project A – Development Investment Fund were discussed in the board papers. RP provided email address of future requests for information: TownsFundShipley@bradford.gov.uk</p> <p>RP discussed the Declaration of Interest Register which needs to be completed by Project Sponsors.</p>	Distribute Register to Project Sponsors	RP	20/07/23
3	<p>Highlight Report</p> <p>RP provided an update on programme management with monthly meetings planned or in place with Project Sponsors; processes in</p>			

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	<p>place for project monitoring – a monitoring officer is in post to review expenditure from the Advanced Funding Agreements; meetings held with DLUHC to review project adjustment requests (PAR)– RK confirmed that the deadline for PAR's is only applicable to projects that have not been approved. RK confirmed that all the Shipley Towns Fund projects have been approved, however, there is a deadline of 31st March 2026 to ensure all the funds have been committed and spent.</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 high risk, Project C – Community, Art & Technology Hub at medium risk, Project D – Capital Assistance to Business Growth is at medium risk and Project F – Health & Wellbeing Campus at high risk. Project B – Towns Centre & Infrastructure Improvements, Project E – Shipley Enterprise Library, Project G – Wrose Quarry and Project H – Shipley Sustainable Community Hub are all on track.</p> <p>AC expressed concern about a number of projects including Project A – Development Investment Fund, which is currently still at a commercially sensitive stage, Project B – Towns Centre & Infrastructure where timescales have not been set out and Project F – Health & Wellbeing Centre where there has been little development. A request was made by AC to ask for additional support from PD and ARS to ensure further information, specifically timescales for delivery were obtained for Project A – Development Investment Fund and Project B – Towns Centre & Infrastructure. RP explained that a potential date of the end of July 2023 would be provided by the team managing Project A – Development Investment Fund and an update would be provided by the board.</p> <p>AH indicated that the project team managing the Shipley Toilets project, which sits under Project B – Town Centre & Infrastructure, would reconvene to ensure key milestones were hit. MC was expecting this to be completed as the public do require basic facilities when shopping in the town centre and expressed for more communication with stakeholders, including the Town Council.</p> <p>RP explained that the project team for Project B – Towns Centre & Infrastructure would attend the next board meeting and provide an update. Board members welcomed this to get clarity on the project and ensure project milestones were in place.</p>	<p>Council Officers to provide update to the board regarding Project A – Development Investment Fund.</p> <p>AH to provide update to the board regarding Shipley Toilets.</p> <p>RP to invite Project B team to provide an update to the board. Dates, milestones, time line Plan vs Actual requested by Chair</p>	<p>SW</p> <p>AH / RP</p> <p>RP</p>	<p>20/07/23</p> <p>20/07/23</p> <p>20/07/23</p>

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	<p>Project E – Shipley Enterprise Library is now at refurbishment stage and should be completed within three weeks from starting. RP indicated that timescales for completion would be end of July 2023. AC was pleased to see this progressing and looks forward to visiting when it has been finished. RP explained that they were also looking to recruit a Business Librarian to provide support to achieve the outputs.</p> <p>Project F – Health & Wellbeing Campus is currently at high risk. RP went through the recent developments, including meetings with The Cellar Trust to draw up a Project Delivery Plan. AC expressed concern regarding the lack of timescales for this project and the need for a delivery plan and schedule of works. AB indicated that timescales were difficult to provide as the grant funding agreement had not been signed.</p> <p>RP discussed the Towns Fund Conference on the 20th June. AC indicated he has registered to attend. RK to find out if other board members can be invited.</p> <p>RP provided an update on the Development Frameworks project, which 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. MR indicated that draft Development Framework report to be published in July 2023 with wider consultation planned for August to September 2023.</p>	<p>AB to provide a report to the board indicating timescales and a delivery plan</p> <p>RK to check if other board members can attend</p>	<p>AB</p> <p>RK</p>	<p>20/07/23</p> <p>14/06/23</p>
3	<p>PR & Communications</p> <p>RP discussed the meetings held with both Shipley and Keighley Town Councils. AH expanded on this including the aim to coordinate PR and include Towns Fund activity on each respective website. MC welcomed the joint approach to PR and would review the service level agreement that outlined key requirements.</p> <p>RP indicated that work was underway to improve the existing pages of the Towns Fund projects on the Bradford Council website. It is envisaged this work should be completed prior to the next board meeting.</p> <p>AH and RP discussed the Forward Plan, which provided a summary of each project, start dates and expectations regarding press releases.</p> <p>AH indicated that ward member briefings were also in place until</p>	<p>To provide an update on the website.</p>	<p>RP/AH</p>	<p>20/07/23</p>

