City of BRADFORD METROPOLITAN DISTRICT COUNCIL

Shipley Towns Fund Board Meeting Minutes

29th June, 10.00am – 12.00pm
Kirkgate Centre, Shipley, 39A Kirkgate, BD18 3EH

Attendees:

Name	Organisation	Role
Alec Porter (AP)	Shipley Resident	Chair
Cllr Andrew Judson	Bradford Council	Cabinet Member for Economy, Regeneration & Planning
Adam Beddall (Abed)	Turner & Townsend	Board Member
Helen Horsman	The Cellar Trust	Board Member
James Skirrow	Carter Towler	Board Member
John Flaherty	Shipley College	Board Member
John Henkel	The Old School Building Company Ltd	Board Member
Adam Brannen (Abra)	CBDMC	Attendee
Alexander Procter (APr)	CBDMC	Attendee
Jane Hargreaves	CBDMC	Attendee
Joe Ashton (Observer)	Shipley Town Council	Attendee
Ravinder Panesar	CBDMC	Attendee
Rhona North (Observer)	Shipley Town Council	Attendee
Cllr Richard Sara	Shipley Town Council	Attendee
Stephanie Hiscott	CBDMC	Attendee
Simon Woodhurst	CBDMC	Attendee

Apologies:

Name	Organisation
Gill Thornton	Better Start Bradford
Si Cunningham	Bradford Civic Society
Anna Dixon MP	Member of Parliament
Cllr Anna Watson	Shipley Town Council
Adam Sutcliffe	Entrepreneur
Nicola Murray	Kynd, Co-chair South Square
Scot Flight	Cox and Flight Financial Solutions

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	**Welcome and apologies** AP welcomed everyone to the Board Meeting and agreed to Chair in the absence of the Chair and Vice Chair. Round of introductions and apologies listed in the minutes.			

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	The Board approved JF onto the Board due to the resignation of Diana Bird, who has left Shipley College and moved to a new role. The Board also thanked Cllr Alex Ross Shaw for his contribution as Portfolio Holder and welcomed Cllr AJ as Deputy Leader and Cabinet Member for Economy, Regeneration and Planning. Cllr RS was deputizing for Cllr Anna Watson and approval was granted for RN and JA to attend as observers. SH was introduced as a replacement for James Crawley as she is now managing the Council's Programme Team.			
2-5	**2. Meeting Format & Conduction** Highlighted in the Board papers. **3. Declaration of Interests** Updated changes reflected in the latest Declaration of Interest Register. **4. Correspondence Log** No items. **5. Minutes of the last meeting and matters arising** Minutes of the last meeting were approved by the Board with no matters arising.			
6	**Highlight Report** RP indicated that the risk guidance received from the Ministry of Housing, Communities & Local Government (MHCLG) had changed and simplifies as reflected in the updated Board Papers, which now show only one RAG status for each project. **Project A Development Investment Fund** **Crag Road:** SW provided an update on matters as set out in the confidential report. This included further work underway to consider local market issues in relation to industrial developments and the developing cost estimate. HH questioned the biodiversity improvements alongside the need to understand third party landowner contribution to the project, including whether they could utilise their own funds to put in the footbridge. Board also discussed the outputs arising from the project as it had changed since the original proposals presented to the Board. HH queried the output measures that would be agreed for the project and what would happen should these not be delivered. HH questioned whether any overage / clawback could be enforced should			

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	the developers opt to sell the site following the works. HH also noted that the clock tower project looks for Shipley Towns Fund Board endorsement but the Crag Road project does not. Further queries were raised regarding the critical date for a final decision on reallocation of the DIF funds (if required), however no confirmation on the indicative dates was provided with an estimate of a 'few months' for a decision. Cllr RS indicated that the Town Council is wholly against the proposal as in their view business units are not needed, as there are vacant units on Dockfield Road and Thackley Old Road. Cllr RS expressed a strong view that this project should be cancelled and funding reallocated to the town centre. AP reminded Board that the project had been discussed regularly, with updates on progress and next steps regularly provided to Board Members. ABra confirmed that no decision has been made to commit full funds to the project, and that any decision taken by the Council as accountable body would be subject to the further market analysis, further detail on costs of delivering the access road and legal arrangements to be established with the third party land owner. ABed questioned why the market analysis was not done prior to the cost estimates and AP confirmed that prior work had been undertaken. This included consultation on the Town Investment Plan and Business Cases that enabled funding to be allocated to remediation of brownfield sites. ABra recognised that it was a slow process which was acknowledged by the Council, however, it is important to have a good understanding of the current market some years on from the original Town Investment Plan and Business Case, to have the best information to inform a decision. JH requested timescales for the report to be completed and to be circulated to the Shipley Towns Fund Board. ABra agreed it could be shared once received. **Clock Tower:** SW provided an update including discussing the cost estimates received from the Feasibility Study. Further information was provided in the confidential briefing note, SW confirmed that the 'Do Minimum' option prioritised by the Board had been communicated to the long leaseholder. They are now reviewing the proposal and will aim to agree a way forward with the Council. Cllr RS was concerned that the proposals would result in the loss of up to 20 jobs with the closure of the indoor market. ABra reiterated	To circulate demand and viability report	Council Officers	Aug-26

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	that the option presented was the priority of the Board, with a focus on the clock and clock tower project to be taken forward. HH was concerned that the Council had not reviewed communications on social media about the indoor market and whether any form of monitoring had taken place. If so, any feedback on this was requested, including starting dialogue with the local community on their views. ABra advised that the building and the indoor market is a private asset and therefore not a matter that the Council can directly influence. AP requested visuals or renders of the proposals, SW indicated that changes would be visually minimal with the preferred option. JH questioned the maintenance and recurring costs and where that expenditure sat once the project had been completed. AB indicated this needed to be worked through with the long leaseholder as the asset owner. ABed questioned whether the minimum option could be explored, with the possibility of 'doing more' should funding allow. JH agreed that the full context of the proposals is required in order to make an informed recommendation. The Board overall supported the proposals to explore the 'Do Minimum' option with the long leaseholder, however, with the provision that further funding could be allocated to 'Do More' should there be an opportunity to do so. **Project B – Town Centre & Infrastructure Improvements** RP provided an update on the Public Toilet block, including confirmation that hoop barriers had been ordered with a delivery and installation date of w/c 27th July, which following installation will enable the toilets to be brought into safe use. Cllr RS had expressed his frustration at the delays. RP continued by indicating that further discussions on the store doors was required and whether these would need to be opened inwards. **Project C – Community, Art, Heritage & Future Technology Hub** RP provided a summary of the progress to date, including reaching an agreement on the two outstanding issues to be resolved in the Grant Funding Agreement – these have now been agreed. JF indicated that dialogue is ongoing with the appointed Contractor to the scheme to finalise the approach to delivery. This has slightly delayed the project start, but JF advised that the project team is working on resolving outstanding issues. **Project D – Capital Assistance to Business Growth**			

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	RP went through the Highlight Report including the success of the programme in distributing grants with the full amount now committed. This has resulted in over £8.5m in private sector funding with up to 146.5 jobs. RP shared the map of where the Shop Front Improvement Scheme had supported businesses, alongside the pending list of businesses waiting for funding. Applications for new awards have been suspended as all the funding is fully committed. As businesses submit their claims, any funds that are not spent will be reallocated to the pending list by the team. The Council's Contract Management Team is reaching out to all the businesses ensuring their claims are submitted so that payments can be made. The Board welcomed the success of the programme and the investment made by businesses, including the creation of jobs. **Project E – Shipley Library Enterprise Hub** RP provided an update including the appointment of a new Officer to help deliver the outputs. This includes a range of events and 1-1 support, which included hosting the Shipley Means Business Event, managed by Shipley Town Council. The output data received is currently being checked and the updated outputs will be included in the next report to the Board. **Project F – Health & Wellbeing Centre** HH provided an update which included submitting an outline proposal for a Phase 2 project should funding become available. There was a further update regarding ongoing discussions with NHS Partners regarding a prior agreement relating to the sale of Shipley Hospital. **Project G – Wrose Quarry Wetlands** The project has been completed and all outputs recorded. The Chair (Gill Thornton) visited the site on the 1st June 2026. **Project H – Shipley Sustainable Community Hub** JH provided an update alongside the submitted Highlight Report with a further Closure Report expected once the snagging works have been completed. There were some key lessons learned, including the acoustics, where a sound assessment was undertaken identifying remedial action to reduce the echo in many of the rooms.			
7	**Contingency Planning** RP provided an update which reflected the Contingency Planning Slide Deck shared with Board Members. This included the current level of uncommitted funds (£11.3m) which are attributable to two projects (Development Investment Fund and Community, Art,	Share a list of reserve projects and programme of key deadlines and decisions	RP	Aug-26

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	Heritage & Future Technology Hub). Included in the update was a process to reallocate funds should the need arise. Cllr AJ confirmed that a contingency planning exercise was important and ABra indicated that there was a need to 'over programme' to ensure all the funding was committed and full spend achieved.			
8	**Shipley Midpoint Review** ABra summarised the key findings from the Midpoint Review into three themes of Governance, Programme Management and Forward Planning and updated on progress being made against these. **Governance** Importance of regular Chairs Briefings, Conflict of Interest, issuing Board Papers in a more timely way, Terms of Reference to review and having an Engagement and Communications Plan in place. **Programme Management** The need to have systems and procedures in place through 'proper programme management', which links into the wider work the Council is undertaking with external support on programme and risk management. **Forward Planning** The importance of contingency planning, including presenting the update that includes a process to reallocate funds, visibility to the Board of the work being undertaken and the need to appraise projects.			
9	**Outputs & Outcomes** RP discussed the ongoing work of collating outputs and reporting these back to the Board. APr is now in post and will be undertaking this exercise.			
10	**Forward Planner** The Board supported the agenda on the Forward Planner, however, recommended the next meeting be held in early September.			
11	**AOB** Programme Planning work to undertake with critical path and key milestones / deadlines.	To provide an update on the programme progress Arrange Board meeting for early September 2026	RP RP	ASAP ASAP
12	**Date and time of the next meeting: Sept-26 [To be arranged]**			