

Shipley Towns Fund Board Meeting Minutes

26th January 2026 10.00am – 12.00pm
Kirkgate Centre, Shipley, 39A Kirkgate, BD18 3EH

Attendees:

Gill Thornton (GT) (Initial Chair with Si Cunninham taking over at 11.30am), Adam Brannen (AB), James Crawley (JC), Helen Horsman (HH) , Nicola Murray (NM), John Henkel (JH), Ian McIver (IM), Cllr Anna Watson (AW), Alec Porter (AP), Adam Beddall (AB), Diana Bird (DB), Si Cunningham (SC), Cllr Alex Ross-Shaw (ARS), Jane Hargreaves (JH), Dave Partridge (DP), Ravinder Panesar (RP), Scot Flight (SF), Gary Devlin (GD), Matthew Cooper (MC),

Apologies: Adam Sutcliffe, Anna Dixon MP, Joe Ashton (Observer), James Skirrow (JS)

Distribution: As above plus Richard Hollinson (RH), David Shepherd (DS).

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Welcome and apologies The Chair (GT) welcomed everyone to the Meeting and apologies were received.</p> <p>Short Introductions were given by all the attendees</p>			
2-5	<p>2. Meeting Format & Conduction Highlighted in the Board papers.</p> <p>3. Declaration of Interests Checked for compliance – none declared.</p> <p>4. Correspondence Log Correspondence Log Updated.</p> <p>5. Minutes of the last meeting and matters arising Minutes approved subject to Board amendments to reflect feedback from the Board:</p> <ul style="list-style-type: none"> Under Item 6 - The Board's stated concerns about deliverability of projects within remaining period of Towns Fund programme which resulted in the request from the Board for the Midpoint Review to be undertaken, are to be expressed. Board agreed that future minutes should contain more detail to aid with contextualising discussions. 	Add additional detail to previous minutes regarding project review and governance concerns.	CBMDC	Before next meeting

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6	<p>Governance & Decision-Making</p> <p>MC presented an overview of the Council's governance arrangements.</p> <p>Key points:</p> <ul style="list-style-type: none"> • Towns Fund is external MHCLG funding administered by Council across multiple schemes. • Funding is fixed within MHCLG allocated budget for Shipley, cannot be topped up, however, the Council are committed to delivering the whole Programme and each Project against agreed timelines and outputs. • Accountability sits with the Council. <p>Funding Simplification arrangements:</p> <ul style="list-style-type: none"> • All variations and changes are delegated to the Council but must provide value for money. • GFA sign-off delegated to S151 Officer and the Council's Legal Officers. The Strategic Director for Growth (DS) is responsible for the programme, supported by Assistant Director for Regeneration & Economy (AB). <p>Role of the Board</p> <ul style="list-style-type: none"> • The Shipley Towns Board has oversight of the programme, and feeds into the decision-making process. • Risks/Issues and recommendations by the Board and are reviewed at the Internal Programme Board (IPB) where appropriate issues, options and actions are discussed by senior officers. • Board views are crucial and fully considered to inform recommendations made for senior officer approval. <p>Clarity was provided to the Board on "allocated" vs "committed" funding by MC. Allocated is funding allocated to a project. Committed is when the Grant Funding Agreement is signed.</p>			
7	<p>Shipley MidPoint Review (MPR)</p> <p>Following request from Board at last meeting, GD is undertaking the MPR and provided a verbal update on progress to date:</p> <ul style="list-style-type: none"> • Sub group created to input to the MPR, consisting of some of the Board members. • Six meetings have been held with these Board Members. Findings and documentation are currently being reviewed. • Review of existing project documentation and will provide a position statement on outstanding projects. 			

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	<ul style="list-style-type: none"> • Early findings - Recurring themes on governance, Board role its terms of reference and how it provides advice to the Council, decision making, reporting, systems and processes. • GD recognised that there has been strong investment and good progress to date on Shipley Projects. • There is a need for forward planning to March 2028. • Project delays noted. • Draft report in the process of being prepared, and will be shared with the Board. <p>Next Steps</p> <ul style="list-style-type: none"> • GD to contact Town Council following this meeting to get their feedback. • GD advised report likely mid-late February after AD/SD/Exec review anticipated to be available for March meeting of the Board. • GD said Council's decisions will follow on completion of the review <p>ARS noted Officers had taken the Board's concerns away to look for solutions and Council Officers actively working in the background to find solutions. This is specifically related to addressing the funding gap to deliver the College project.</p> <p>The Chair expressed a desire for the Board to have more influence over decision making.</p> <p>GD emphasised he was independent of the decision making at the conclusion of the review.</p>	<p>Present findings at the next Board meeting in March-26</p>	<p>GD</p>	<p>Mar-26</p>
<p>8</p>	<p>Project A – Development Investment Fund Confidential update provided by Council Officers to the Board. Discussion took place regarding deliverability of the project within timescales of programme.</p> <p>Project B – Town Centre & Infrastructure Improvements</p> <p>Market Square</p> <ul style="list-style-type: none"> • Square now operational. <p>Public Toilets</p> <ul style="list-style-type: none"> • Planned date of opening to be confirmed once issues have been resolved. • Issue identified: doors open outwards. AW and IM are addressing the issues. • Ribbon-cutting date to be confirmed. • SC requested Board members receive advance notice of the opening ceremony. 	<p>Cost and delivery plan to be prepared and present to the Board</p>	<p>Council Officers</p>	<p>Mar-26</p>

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	<p>Project C – Community, Art, Heritage & Future Tech Hub</p> <ul style="list-style-type: none"> • Land transfer approved at Executive. • DB discussed the dependencies, including timescales for the contractor quote expiration date. • The delays are also impacting the Museum, who are exploring funding options as part of the overall development. • DB indicated that there was a shortage of college places, with the new build providing up to 120 places a year to help meet the demand. • DB stated that the delays to the project were directly related to the Grant Funding Agreement and land disposal, which contributed to the cost increases. • Council Officers met with the College to discuss the funding gap and working collaboratively with them to collectively identify options to reduce the gap and ensure the project can be delivered. <p>Project D - Capital Assistance to Business Growth Scheme</p> <ul style="list-style-type: none"> • The project has largely committed its full allocation, with £1.38m out of £1.81m committed, with applications being reviewed that will take up the whole allocation. To date £407,000 has been paid, and Officers are working with businesses to ensure their claims are submitted in a timely manner. • Council Officers also attended a business event organised by Shipley Town Council, promoting the Shopfront Improvement Grant Scheme. • The Board questioned the level of marketing undertaken, with RP confirming that Council Officers engaged in a range of activities, including visiting all the businesses within the eligible area, press releases and coverage on social media. • RP confirmed that the design guide was utilised by Planning Officers as any alterations to premises would require planning, which has resulted in a lower than expected take-up of the Shopfront Improvement Grant Scheme. <p>Project E – Shipley Library Enterprise Hub</p> <ul style="list-style-type: none"> • The Library Services team are continuing to collate outputs and have recently recruited a Business Information Officer to accelerate this work. <p>Project F – Health, Wellbeing & Community Campus</p> <ul style="list-style-type: none"> • HH provided an update on Shipley Hospital site: • Sale options it was agreed 50% or 100% of the sale (£447k) would be passed to the Cellar Trust, however, progress has stalled with no outcome in sight to release funding. 	<p>Option paper to come to Board</p>	<p>Shipley College / Council Officers</p>	<p>Mar-26</p>

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	<ul style="list-style-type: none"> • Two feasibility studies completed (£1.2m–£1.3m) for two further projects. • Seeking match funding and other sources to progress these projects. • Closure report due next month, including retention payment for Towns Fund Project. <p>Project G Wrose Quarry & Project H Shipley Sustainable Community</p> <ul style="list-style-type: none"> • Both projects complete. • JH is continuing to collate outputs and will arrange a meeting with RP to discuss this further. 	Meeting to review outputs	JH / RP	Feb-26
9	<p>Financial Appraisal Update provided as per circulated paper.</p>			
10	<p>Outputs & Outcomes Update provided as per circulated paper.</p>			
11	<p>Forward Planner Midpoint Review</p> <ul style="list-style-type: none"> • Scheduled for March. 			
11	<p>AOB No other AOB</p>			
12	Date and time of the next meeting: March 2026			