

# ShIPLEY Towns Fund Board Meeting

Monday 11<sup>th</sup> December 2023

10.00 – 12.00pm

Carnaud Metalbox, Dockfield Road, Shipley, BD17 7AY



**Image:** ShIPLEY Library Enterprise Hub (November 2023)

## Agenda

No	Item	Owner	Time	Paper
1	Project Spotlight: - <b>Project A:</b> Development Investment Fund - <b>Project B:</b> Town Centre & Infrastructure Improvements [ <b>Appendix 1, 1.1, 1.2</b> ]	CBMDC Officers	10.00	
2	Welcome and apologies	Chair	10:45	
3	Meeting format and conduct	Chair	10:45	
4	Declaration of Interests	Chair	10:50	Item 1
5	Correspondence log	Chair	10:55	Item 2
6	Minutes of the last meeting and matters arising	Chair	11.00	Item 3
7	Highlight Report: - Programme Management - Project Updates - Risks and Issues - Finance Update	CBMDC Officers/Project Delivery Partner lead	11:10	Item 4
8	PR & Communications	CBMDC Officers	11:40	Item 5
9	AOB	Chair/All	11:50	
10	Date and time of next meeting	Chair	11:55	
11	Meeting closes	Chair	12:00	

**List of Board Members / Roles:**

<b>Name</b>	<b>Organisation</b>	<b>Role</b>
Adam Clerkin	Carnaud Metalbox Ltd	Chair
Cllr Alex Ross-Shaw	Bradford Council	Portfolio Holder – Regeneration, Planning & Transport
Philip Davies MP	Member of Parliament	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 / Helen Horsman	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 Blake	CBMDC
Rav Panesar	CBMDC
Michelle Rushworth	CBMDC
Phil Walker	CBMDC
Dave Partridge	CBMDC
Richard Middleton	CBMDC
Simon Woodhurst	CBMDC
Saira Ali	CBMDC
Lorraine Coates	DLUHC
Ryan Kane	DLUHC
Sophie Brown	NHS
Stuart Shaw	NHS
Michael Long	WYCA

## **2. Welcome and apologies**

2.1. Chair's welcome.

2.2. Notes of attendance and apologies.

## **3. Board meeting format and conduct**

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**

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

## **5. Correspondence log**

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**

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

## **7. Highlight Report**

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**

8.1. CBMDC Programme Team to update on PR & Communications

**9. Any Other Business**

**10. Date and time of the next meeting:**

10.1. TBA

## **List of Shipley Towns Fund Board Papers**

**Item 1: Declaration of Interests Register**

**Item 2: Correspondence Log**

**Item 3: Minutes of 12th September 2023 Meeting**

**Item 4: Highlight Report**

**Item 5: Press Releases**

**4. Shipley Towns Fund Board  
Item 1 - Declaration of Interest Register**

Board Member	Job Title	Disclosed interested when becoming a board member	Disclosable pecuniary interest (employment, sponsorship, undischarged contracts, beneficial interests in land, licence to occupy land, corporate tenancies, beneficial interest in securities)	Other registerable interest (membership or position in which appointed or nominated by Council, any body exercising functions of a public nature or directed to charitable purposes, including the influence of public opinion or policy, any person from whom have received a gift or hospitality)	Non-registerable interest (affecting the wellbeing of member directly, family, friend or close associate more than the wellbeing of those in local area generally)	Date of meeting declaration of interest received	Action taken
Adam Clerkin	Head of Operations	No	No	None	None	23/09/20	Listed on the register
Anthony Burnham	Programme Manager	Partner organization in Project F	No	None	None	15/06/23	Listed on the register
Barry Cooper	Director of F.K Perkin Ltd	Director F.K Perkin Ltd	Rented 1-2 The Arndale Centre Shipley	Chair of Shipley Business Watch	None	20/10/20	Listed on the register
Cllr Alex Ross-Shaw	Portfolio Holder – Regeneration, Planning & Transport	No	No	Shipley Labour Party Shipley Glen Tramway Friends of Northcliffe Park Wrose Parish Council (Chair)	None	24/11/20	Listed on the register
Diana Bird	Principal & CEO, Shipley College (Director, Shipley College Developments Limited – for Towns Fund use)	No	The College owns the freehold to the Mill Building and the Jonathon Silver Building in Saltaire. The College rents the Exhibition Building, Salt Building and parts of the Victoria Hall from the Salt Foundation	Manchester Unity of Oddfellows. Partner is a trustee of Saltaire Inspired	None	10/07/23	Listed on the register
Dominic Pix	Managing Director, Technair Group Ltd	No	No	None	None	08/12/20	Listed on the register
Helen Horsman	Director of Business & Central Services	Partner organization in Project F	To complete	To complete	To complete	To complete	To complete
Ian Durham	Director of Physical Resources, Shipley College	Partner organization in Project C	Long Lease: for Salt Building, Victoria St, Saltaire and Exhibition Building, Exhibition Road, Saltaire. Short Lease: Victoria Hall Basement, Freehold: Mill Building, Victoria Road, Saltaire	None	None	23/09/20	Listed on the register
James Skirrow	Carter Towler Ltd, Novus (Leeds) Ltd	No	Technair Group / Univer Manufacturing Co. Limited owns the factory in Saltaire Road, BD18 3HL	None	None	22/12/20	Listed on the register
Joy Hart	Manager	Partner organisation in Project H	No	None	None	04/01/21	Listed on the register
Philip Davies MP	Member of Parliament	No	<a href="#">Listed on the public register</a>	None	None	26/02/20	Listed on the register
Soon Nevison	CEO, Community Action Bradford and District	Grant-funded by CBMDC to deliver infrastructure support to the VCS and others	Keighley – Central Hall, Alice Street which is under CAT agreement with the council.	None	None	01/10/20	Listed on the register

**5. Shipley Towns Fund Board  
Item 2 - Correspondence Log**

Detail of Request	Sender	Response owner	Date of enquiry	Response issue date	Status
<p><b>"How are Towns Fund Board ensuring that performance against sustainability related KPIs is <u>improved</u> as a result of the investment, both at a project and programme level?"</b></p> <p>This includes indicators related to carbon reduction, active travel, land rehabilitation, environmental enhancement and biodiversity creation. <b>[Appendix 2]</b></p>	Jody Harris (Environmental, sustainability consultant)	Shipley Towns Fund Board	08/11/23	TBC	Pending
Further information regarding the CCTV coverage as part of the Market Square Scheme, including provision of unobstructed views of the Card Factory Shop.	Philip Davies MP / Cllr Allison Coates	Council Officers	21/11/23	11/12/23	Pending
Philip Davies MP Letter to Kersten England regarding Project A – Development Investment Fund and Project B – Town Centre Investment & Infrastructure.	Philip Davies MP	KE / SH	12/06/23	16/06/23	Complete
Shipley Town Council Letter requesting further information on Project A – Development Investment Fund, Project B – Town Centre Investment & Infrastructure and Project D – Capital Assistance to Business Growth, plus recommendations.	Shipley Town Council Chair of Shipley Town Council – Barry Cooper	KE / SH	20/06/23	19/07/23	Complete
Is there an overarching sustainability framework for the Shipley Town Fund or any sustainability outcomes to ensure they are adequately addressed.	Jody Harris (Environmental, sustainability consultant)	AH / RP	22/06/23	28/06/23	Complete
Farfield Nursery in Shipley is closing in July. Lease was not renewed as the site is being redeveloped for a Health & Wellbeing Centre. Was there council oversight of this and/or is there anything that can be done?	Sent to Cllr Susan Hinchcliffe	The Cellar Trust / Council Officers	15/05/23	08/06/23	AB to update Board (AOB)
Farfield nursery in Shipley is going to close in July. The reason being the lease of the building is ending and is going to open as part of the governments town fund initiative. How can it be acceptable to close such a well loved and used nursery?	Sent to Philip Davies	The Cellar Trust / Council Officers / MP	16/05/23	08/06/23	AB to update Board (AOB)
A request to provide more information about the DIF with regards to the Clock Tower. The owners wanted to know if their building was still an option to be considered.	James Skirrow	Simon Woodhurst / Council Officers	23/05/23	08/06/23	RP to update Board

## 6.Shipley Towns Fund Board Meeting

### Minutes

12<sup>th</sup> September 2023, 10.00 – 12.00pm, The Cellar Trust (Shipley)

#### Attendees:

Adam Clerkin (Chair), Angela Blake, Cllr Alex Ross-Shaw (MS Teams), Cllr Allison Coates, Diana Bird, Joe Ashton, Joy Hart, Kim Shutler, Michelle Rushworth, Philip Walker, Ravinder Panesar, Satnam Khela, Cllr Mike Connors, Simon Woodhurst, Satnam Khela.

#### Apologies:

Alan Lunt, Angela Hays, Anne-Marie Woolham, Anthony Burnham, Barry Cooper, Dave Partridge, Dom Pix, Helen Horsman, James Skirrow, Lorraine Coates, Michael Long, Philip Davies MP, Ryan Kane, Soo Nevison.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p><b>Project Spotlight</b></p> <p>SW provided an update on Project A Development Investment Fund Background - SW leads a BMDC team concentrating on three key areas of urban centre regeneration, business growth and the provision of new homes. DIF project designed to match these priorities. Of ten initial projects suggested, the town centre was made the priority. Shipley Town Centre had suffered from retailers moving out of the town centre and closures, supermarket impacts on smaller retailers and declining footfall. The plan offered more footfall, new homes and a new community living in the town centre. A soft test was carried out to assess developer interest, with poor response due to timing, location and size. Subsequently a local developer, who specialises in this kind of development, expressed interest and has carried out due diligence on the scheme. SW still waiting on an outcome but this has been delayed due to IT and staffing issues with the developer.</p> <p>This development will take up the full funding allocation for Project A and would provide much needed new homes having easy access to town centre businesses and near the rail network.</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>A fallback plan exists, consisting of two vacant/derelict sites, one for housing development and one for mixed use. Sites are confidential at this stage for financial reasons.</p> <p>AC – Hard-stop for the project is approaching and so an understanding of ‘if, then, else’ is urgently required. There is a lack of confidence in this project from the board and a need to understand timelines, working backwards from the hard-stop dates. SW unable to give dates until the decision from the developer is known but will give a hard-stop backwards timeline.</p> <p>AC asked CRS for his view, CRS agreed with the concerns and had discussed these already with SW.</p> <p>MC - previous attempts to build houses in the town centre had failed, why should this be different. SW - grant funding on this scale had not been available before and this was an incentive. In addition, the market for urban living had grown and there were fewer sites now available.</p> <p>MC- Could this be affordable housing? SW- this features in all housing projects. There would be the possibility of affordable rents or shared ownership which would also prove attractive to new first time buyers.</p> <p>KS – who ultimately makes the decision on this project, SW – BMDC would decide with the view considered from the Towns Fund Board.</p> <p>DB – At what point do we move to a back-up plan, money must be used and not given back. AC- milestones needed urgently.</p> <p>AB – Milestone dates also needed for fallback Plan B. DHLUC have approved both alternative sites projects.</p> <p>MC – Still an opportunity for £7m to be put into other projects? RP – Not an easy or straightforward process and there are projects currently in place for the DIF so this is not an option at present. The Project Adjustment Request (PAR) process would require the sign off from the MP, Chair of the Towns Fund Board as well as the S151 Officer at CBMDC. DLUHC would have to approve any variance above 30% (Standard PAR) and anything below would require a Delegated PAR.</p> <p>KS – Project F de-scoped following price increases, opportunity for further investment into Cellar Trust from the potential sale of Shipley Hospital.</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>SK provided an update on Project D Capital Assistance to Business Growth</p> <p>Background SK – There has been a catalogue of recent challenges to business including the financial crisis, austerity, brexit, covid, the war in Ukraine and even the move to electric vehicles, all affecting Shipley businesses. The CABG scheme was designed to help new and existing businesses, create growth and safeguard existing jobs and create new ones. Also to fill long term vacant properties. Grants of £1,500 to £315k are available with a maximum intervention of 30% SK then covered the criteria and eligibility. Since November 2022, 80 applications have been received and £600,000 approved in grants. With the current rate of growth SK predicts all the grant fund will be allocated by mid next year. Promotion of the scheme has been through PR, leaflets and events, targeting eligible businesses only.</p> <p>AC enquired about the recent increase in applications, with SK indicating that businesses needed time to prepare, research, source new machinery and then complete the application process. This explains the time lag. RP – processing applications also take time, EOI through to final application/approval.</p> <p>AC – Is the process a constraint on applications and are applications prioritized for the town centre? SK confirmed that applications could be turned around in weeks, however, agreed that the application process can be a constraint due to the level of information required.</p>	<p>SW to provide board with a timeline for the project and its three options</p>	<p>SW</p>	<p>31/10/23</p>
<p><b>2</b></p>	<p><b>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</b></p> <p>RP went through the minutes and actions, with all actions completed, apart from the TF messaging/branding which was discussed later in the meeting and missing graphics for Project B from RM.</p>			
<p><b>3</b></p>	<p>RP – Discussed the process of releasing funds to projects and the importance of having a signed and sealed Grant Funding Agreement in place together with a decision notice prior to any funds being released. Where sums were requested beyond the initial 5%, prior to a full GFA being signed, a short form grant funding agreement must be in place for the interim payment.</p> <p>RP – Working with the Business Rates team to ensure that any change in business rates for a project during the programme can be assisted through the process.</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>RP – Discussed the DLUHC reporting template which will be updated to the end of September 2023, will be shared internally and sent to DLUHC early November, depending on the timescales they provide.</p> <p>RP went through the project updates supplied in the meeting pack (item 7.2).</p> <p>MR - Project B Public Toilets help from PM resource provided, AB felt it had brought clarity to the project. JA appreciated the input and was pleased with the progress since they were involved. The toilets are the number one issue in the town centre.</p> <p>DB – Project C – Positive stories in the T&amp;A and YP. Project waiting on planning permission. GFA was not quick enough. Short form GFA employed for release of additional funds to prevent loss of progress on project. Legal work slowed down the process. KS agreed that the GFA was a challenging and painful process and it didn't feel like partnership working. JH (who shared a legal team with KS) also agreed and felt that the process started on a 'lack of trust' basis.</p> <p>RP – mentioned the Short Form GFA can avoid delays, there is a query with DLUHC regarding clawback arrangements. KS suggested that with shared learning and a sharing of GFAs, may help others.</p> <p>KS –Project F GFA nearly there, confident in progress and asked for the risk rating to be reviewed, RP confirmed it would be, once the GFA was sealed.</p> <p>JH – Project H had issues with funds going into the wrong account. This has since been sorted but required a lot of extra work.</p> <p>Finance Update (Item 7.5 in the meeting pack) RP – discussed the financial projections and changes to 24/25 with more spend and a reduction in 25/26, as a result. AC commented that it was not good</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>enough to have £5.6m sat in the final year of the Towns Fund for Project A.</p>			
4	<p><b>PR &amp; Communications</b></p> <p>RP discussed how the forward plan and regular meetings with the marketing team, has led to an increase in not only the number of articles but also a wider reach from different publications.</p> <p>PW – The branding work is in progress with final visuals due within the next few weeks. Discussion took place regarding the need for leaflets, banners and posters across both the project sites and the town centre. It was agreed that templates will be created for these, once the design and logo is finalised and these will be circulated for the projects to use, in addition to the material generated by the TF team</p> <p>AC – keen for the TF message to be out there.</p>	<p>RP / PW to finalise messaging / branding for TF projects</p> <p>RM / SA to put together graphics that can be shared with the Board / Community</p>	<p>RP / PW</p> <p>RM / SA</p>	
4	<p><b>AOB</b></p> <p>DB – Idea for a possible new grants scheme suggested, to fund decarbonisation of buildings for Shipley businesses</p> <p>AC – Progress on the DIF is not acceptable, with a high risk of failure. If satisfactory timescales are not produced by the end of Oct, an extraordinary general meeting will be called. AB committed to provide fortnightly updates on this project</p> <p>AC – Offered Carnaud Metal Box as a venue for the next board meeting in December. In person meeting was generally agreed, RP to finalise date and time with a move to quarterly meetings.</p>	<p>AC / RP to finalise date and time of next meeting</p>	<p>AC /RP</p>	<p>ASAP</p>

## **7. Highlight Report – Item 4**

### **7.1 Programme Management**

**7.11** Towns Fund Performance Monitoring Template workshop held by DLUHC on the 16<sup>th</sup> October. Deadline for the period 1<sup>st</sup> April 2023 – 30<sup>th</sup> September 2023 is 4<sup>th</sup> December 2023. New online submission tool launched, which checks for errors and omissions prior to acceptance.

**7.12** Towns Fund team have been working on completing the Monitoring Template, ensuring that the spend to date is accurate, alongside a forecast for each project. This includes a revision to the Programme Management budget, which has been increased to £200,000. This has been taken from the RDEL (Revenue Departmental Expenditure Limit) of Project 1 – Development Investment Fund to cover the costs of legal fees to progress the GFA's, marketing and engagement to promote the Towns Fund Activities and staff costs in managing the programme. There is no change the CDEL (Capital Development Expenditure Limit) for Project 1.

**7.13** Short-Form GFA's have been utilized to progress projects in both Shipley and Keighley whilst detailed legal negotiations take place regarding the main GFA. Short-Form GFA's allow for an agreed amount of funding to be released for a specific purpose, allowing the projects to progress and reduce delays.

**7.14** Towns Fund team have been working closely with the Project Sponsors to populate the schedules within the GFA's to help reduce the legal costs, speed up the agreement of the Long-Form GFA, plus ensure projects have the funding to progress. Regular meetings also take place to review project progress, spend profile, risks and outputs.

**7.15** Regular meetings taking place with the Contracts Team to ensure compliance with Towns Fund spend, with a new claim form issued to Project Sponsors. This is to be completed and submitted alongside the evidence to be verified. Procurement have also confirmed that the procurement strategies agreed with each project sponsor are acceptable. A summary document of the approach taken would be required as part of the audit and compliance process. This has been requested by Project Sponsors.

**7.16** Governance processes followed with an update provided to the Internal Programme Board (18/10/23 and 27/11/23) on project updates, key risks and decisions required.

## 7.2 Project Updates – Position up to November 2023:

Project Name	Value	Project summary	Updates	Delivery	Spend	Risk
A – Development Investment Fund (DIF)	£7m	Development of industrial units and remediation of brownfield sites.	In depth discussions continue to take place with potential private sector development partner, who is currently undertaking feasibility work with project designers and cost consultants. This will help to determine up to date cost estimates that are being significantly affected by inflation and will determine the viability of a preferred scheme, potential level of DIF intervention and ultimate deliverability of the scheme.	5	5	5
B – Town Centre & Infrastructure Improvements	£5.04m	Investment in Town Centre and Infrastructure improvements.	See individual updates	1	1	1
C – Community, Art, Heritage & Future Technology Centre	£5.39m	Development of a Community, Art and Technology Hub by Shipley College	Planning permission submitted on Friday 18th August. Valuation for the land transfer in the pipeline and short-form GFA signed to continue project funding to Tender Stage 4.	2	2	2
D – Capital Assistance to Business Growth	£2m	Grant programme for new and existing businesses.	Shipley - <b>34</b> expressions of interest, <b>10</b> applications received and <b>8</b> approved with a total grant value of <b>£154,822.06</b> and private sector match of <b>£460,737.93</b> with a total of <b>33</b> jobs to be created.	2	2	2
E – Shipley Enterprise Library	£80k	Refurbishment of space to create an enterprise hub.	Refurbishment has now been completed and launch event held on the <b>24th November</b> . In the process of recruiting a Business Librarian to support the delivery of the outputs.	1	1	1
F – Health & Wellbeing Campus	£3m	Project to refurbish The Cellar Trust Building.	Pre-planning meetings have taken place with CMBDC. Stakeholder engagement plan in roll out with a residents visioning event taking place on <b>28/11</b> which attracted positive support and input. Support from NHS partner to support the planning and delivery phases. Initial site investigations are currently taking place with an application to planning likely to be submitted in <b>December 2023</b> . Tender pack due for issue in late <b>Jan/Feb 2024</b> .	2	2	3
G – Wrose Quarry Wetlands	£70k	Remediation work of the Wrose Quarry.	<b>2</b> Ponds have been completed with <b>2</b> scrapes. Digger training courses have been completed also with <b>3</b> staff fully trained. <b>181</b> volunteer work days delivered, <b>2</b> extensions of the wetlands also completed. <b>30</b> metres of stone pitching (additional paths remediated with another drainage point added). <b>2ha</b> of public realm improved, 0.4km of access tracks built, stone pitched paths added alongside steps for access to Carr Lane. Boardwalk installed in a boggy area of the woodland, with <b>350m<sup>2</sup></b> of bike area activity improved. <b>500</b> bare root whips have been planted to enlarge the existing block of trees. Expectation that the project will be completed by early <b>November 2023</b> . A section of board walk through the woodland ( <b>15 metres</b> ) recycled plastic frame to be installed.	1	1	1
H – Shipley Sustainable Community Hub	£2.51m	Creation of a sustainable community hub for Shipley	Site visit on the <b>11/12/23</b> with the project well underway. Contractors are on site and the building works has commenced. Potential concerns around security with break-ins, however, this is something that will be monitored by the contractors. Asbestos also found in one area which did not delay the project timescales. Confirmation also received of a successful BD25 City of Culture Bid of <b>£250k</b> . Bid also submitted to the Mayors Climate Community Grant Scheme (panel decision to be issued early in the new year).	1	1	1

### Project B - Town Centre & Infrastructure Improvements (£5.04m)

Project Name	Value	Project Timescales / Status	Updates	Delivery	Spend	Risk
B2.1 Market Square Scheme	£3m	<b>Timescales:</b> Nov-22 to Dec-24 <b>Status:</b> Ongoing - on track	The Streets for People element is in detailed design and due for procurement January 2024. Feedback from Market Traders has been received. Comments from local stakeholder are being evaluated. Delivery phasing being is considered for opportunities for early site activity and minimise disruption for local businesses - focus will be Wellcroft for early actions. The scope of the public realm works has been widened to include the pavements surrounding the market square, ensuring the whole area benefits from the uplift in quality and visual amenity. Value engineering is ongoing to ensure project outputs are delivered within the funding envelope. This is due to the cost of building materials increasing 30% since the business case approvals.	2	1	2
B2.2 Canal Road Corridor	£350k	<b>Timescales:</b> TBA <b>Status:</b> Ongoing - delayed	The project to de-culvert a section of Bradford Beck, which brought £3.4m of match funding to Shipley Towns Fund has lost its European Structural & Investment Funding. Bradford Council still has ambitions to complete Naturalising Bradford Beck, but no timescales for delivery have been agreed.	4	1	2
B2.3 Active Travel	£1.32m	<b>Timescales:</b> Nov-22 to Dec-24 <b>Status:</b> Ongoing - on track	The project is in concept design stage, except interventions in Wrose and Shipley which are being procured and delivered by the Highways Maintenance (North) Team. <b>Victoria Park</b> (footway improvements on a route to school) is complete. <b>West Royd Avenue</b> (reconstructed footway) in progress. <b>Wrose Brow Road</b> (footway improvements on a route to school) in progress. The <b>Canal Towpath</b> is being delivery by Canal & River Trust predominantly utilising Sustrans funding. Interventions for other active travel interventions have been scoped with a view to prioritising works.	2	1	2
B2.4 Real Time Bus Information	£40k	<b>Timescales:</b> May-23 to Sep-23 <b>Status:</b> Ongoing - on track	7 sites completed by WYCA (listed within the board papers)	1	1	1
B2.5 Public Toilets	£330k	<b>Timescales:</b> TBA <b>Status:</b> Ongoing - delayed	Public Toilets (managed and delivered by Shipley Town Council) is in the detailed design stage. Separate plans are being prepared for an extension (managed by Bradford Council) for the storage of Markets materials. A project management resource from Bradford Council is being made available to Shipley Town Council to assist this overall project. Design co-ordination with the Market Square project is ongoing.	3	3	3

## 7.3 Risks

### Project A: Development Investment Fund

#### [Confidential item to be discussed at the Towns Fund Board meeting]

**7.31** Still at a commercially sensitive stage and further information will be provided when available. The Chair of the Board has been provided with a Project Plan which includes key milestones and timescales from start to completion.

**7.32** A headline summary was also provided to the Chair of the Board, indicating the current position, inter-dependencies and actions taken to date. A further confidential update will be discussed at the Towns Fund Board meeting on the 11<sup>th</sup> December 2023.

### Project C: Community, Arts, Heritage & Future Technology Centre

**7.33** Public car park land has been valued by the Estates Team with the legal team now reviewing the next steps as part of the asset transfer. It is envisaged that this process will be aligned to the signing of the main GFA.

**7.34** Planning application has been validated with an expected decision to be made by the planning committee in mid-January 2024. In the interim, a short-form GFA has been signed to progress the project to Stage 4 Detailed Design. This approach has enabled the project to progress whilst the main GFA is being negotiated with the legal teams from Shipley College and Bradford Council.

**7.35** Joint meeting held between the Shipley College and Bradford Council legal teams. This was to review the main GFA, including risk profile underpinned by the outcomes/outputs and claw-back position.

### Project D: Capital Assistance to Business Growth

#### Position up to November 2023 [Appendix 3]

Keighley Towns Fund	
Expressions of Interest received	59
Applications submitted	15
Applications approved	13
Claims submitted	8
Grant payments issued	7

Shipley Towns Fund	
Expressions of Interest received	34
Applications submitted	10
Applications approved	8
Claims submitted	2
Grant payments issued	2

## Project Summary

Town	Application Numbers [Apr-23 to Mar-24]											
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	8	10	11	12	12	14	14	15	-	-	-	-
Shipley	3	3	3	4	8	10	10	10	-	-	-	-

Town	Jobs To Be Created [Apr-23 to Mar-24]											
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	26.5	31.5	33.5	39	39	44	44	62	-	-	-	-
Shipley	4	4	4	9	14	21	21	33	-	-	-	-

Town	Grant Approvals [Apr-23 to Sep-23]					
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
Keighley	£153,970.75	£189,670.75	£224,064.52	£232,966.26	£235,736.36	£276,757.59
Shipley	£46,737.08	£46,737.08	£46,737.08	£97,495.84*	£101,432.48	£137,952.56

\*Drop to £81,382.63 for July 2023 due to one company reducing spend.

Town	Grant Approvals [Oct-23 to Mar-24]					
	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	£276,757.59	£540,921.66	-	-	-	-
Shipley	£137,952.56	£154,822.06	-	-	-	-



## 7.40 Capital Assistance to Business Growth – Highlight Report [Appendix 3]

**7.41** Average grant award for Keighley is **£21,118.05** whilst Shipley is **£17,244.07**. Grant applications total **£414,701.15**, with a private sector match of **£1,283,184.69** with **65** new FTE jobs to be created as a result of the funding. Pipeline applications, if approved, would take the total grant commitment to **£1,317,376** for Keighley and **£598,652** for Shipley (position up to 31/10/23).

**7.42** The Invest in Bradford Team, who manage the Capital Assistance to Business Growth Programme are currently dealing with **40** pending applications. Invest in Bradford are supported by the Strategic Programmes Team within the council to assist with the monitoring and payment of grant claims, setting up and managing the Decision Panel as well as analyzing the performance against forecasts.

**7.43** Risks have been considered with the level of enquiries for the Shipley Towns Fund increasing but behind the forecast. As a result, two events were held (18<sup>th</sup> September 2023 in Shipley and 25<sup>th</sup> September in Keighley) to promote the programme.

**7.44** An online event and two further events in conjunction with Bradford & Airedale Manufacturing Alliance (BAMA) and the Chamber of Commerce are planned for the next quarter (dates to be confirmed). Alongside this, press releases have been issued promoting the programme and funding available (**see below**).



The Capital Assistance to Business Growth Programme is part of the government funded Towns Fund and there is £4m available to support local businesses in the Keighley and Shipley areas, with approximately £2m allocated to each. Grants are allocated by Towns Fund boards for each town, made up of private sector representatives, with support from Bradford Council.

Up to September 2023, 13 businesses in Keighley have been awarded up to £276,000 of funding, and eight businesses in Shipley were awarded up to £137,000, with the expectation of 65 jobs being created as a result.

One of the latest businesses to benefit has been aluminium gazed facade manufacturer and installer **Aira-Valley Architectural (Aluminium) Ltd**, of Parkwood Street, Keighley.

The business was able to create one new job after receiving £16,775 of funding towards machine software and installation, as well as upgrading the factory's facilities.

Sales director Chris Kilvington said: "The business was established in 1994 and we've been in this same building since 2002. The grant has allowed us to improve and upgrade the facilities, including reconfiguring the way we work. It means we've been able to move the riser elements of the processes into the same space, which is much better from a health and safety perspective."

"In addition to the building work we've been able to purchase a CNC machine, which

essentially makes the manufacturing process more efficient while maintaining the highest standards of quality. Keighley is a really industrial town and there's such a lot of enterprises here. It has been incredible to have this support through the Towns Fund.

"The way the grants process has worked was exceptional. We've had such support from Bradford Council who have walked us through the application and supported us every step of the way. It's made a real difference to the business and will continue to do so for years to come."

Businesses can use the grant to invest in premises, machinery, equipment or property to fit out and to bring disused buildings back into use. Funding has so far been spent on a wide range of projects by businesses across the district, such as expanding and modernising facilities, as well as replacing older equipment with more efficient, up-to-date systems.

Councillor Alex Ross Shaw, Bradford Council's Portfolio Holder for Regeneration, Planning and Transport, explained: "Grants ranging from £1,500 to £315,000 are still available for businesses within – or looking to move to – the Keighley and Shipley Towns Fund Areas, and other businesses are invited to apply."

"The funding is available for start-ups, small, medium sized and large businesses and can be used to for a wide range of uses including diversifying, expanding, increasing productivity, safeguarding existing jobs or creating new ones, or even creating a new business entirely."

"It's so positive to see how this funding is already making such a significant impact. It has directly translated into growth for the businesses who have received it so far and the welcome creation of new jobs for the area."

companies and organisations both here in the UK and the Republic of Ireland.

"We used Keighley Towns Fund grant to purchase a Kyocera 4-colour inkjet machine, enabling us to increase productivity as well as saving time and resources. The machine also means we're making an 86 per cent saving in energy consumption."

"The process in securing the grant was straightforward and we were guided by Bradford Council. It's an investment that means we'll be able to grow our existing customer base and open up new markets, as the speed of service will make us even more competitive."

"I'd definitely recommend other businesses contact the team to see if they can benefit. This kind of support for local businesses is crucial in the current economic climate."

Ian Hayfield, chairman of Keighley Towns Fund, said: "We are delighted to have made such a significant difference to those local businesses in a relatively short space of time. Keighley has a proud industrial heritage and a thriving and enterprising business community. There is funding available for businesses who would benefit and we're keen to help Keighley's businesses to grow. I would encourage anyone interested in applying to get in touch."

Alongside capital assistance to business growth programmes, the Towns Fund also supports other local investment projects such as the Shipley Business Enterprise Hub which is due to open at Shipley Library soon.

The Shipley Business Enterprise Hub has been created in exhibition space at the library, using £80,000 of money from the Shipley Towns Fund. It will offer resources and advice to local businesses and start-ups, as well as being available for meetings and co-working.

Adam Cleekin, chair of Shipley Towns Fund, said: "Shipley has a thriving business community and we're keen to support it. The investment will fund a full refurbishment of the space, equipment for co-working as well as access to specialist business databases. The Enterprise Hub will be an excellent resource for the local business community, particularly those start-up or newly-established businesses."

"There will be an on-site dedicated business information advisor in place for a year, who will be able to offer advice and guidance as well as training existing staff."

“ IT'S SO POSITIVE TO SEE HOW THIS FUNDING IS ALREADY MAKING SUCH A SIGNIFICANT IMPACT ”



The Towns Fund Capital Assistance to Business Growth Programme Funding is available up to March 2026.

For an Expression of Interest form or for further information and eligibility criteria, visit: [investinbradford.com/business-support/keighley-and-shipley-towns-fund/](mailto:investinbradford.com/business-support/keighley-and-shipley-towns-fund/) or email [info@investinbradford.com](mailto:info@investinbradford.com)

For more information about the Shipley Towns Fund visit: [bradford.gov.uk/regeneration/shipley-towns-fund/](http://bradford.gov.uk/regeneration/shipley-towns-fund/)

For more information about the Keighley Towns Fund visit: [Keighley Towns Fund | Bradford Council](http://keighley.gov.uk/)

# BOOST FOR BUSINESSES ACROSS BRADFORD

CASH BOOSTS FROM THE KEIGHLEY AND SHIPLEY TOWNS FUNDS HAVE ALREADY MADE A HUGE DIFFERENCE TO BUSINESSES ACROSS THE BRADFORD DISTRICT, CREATING 40 JOBS TO DATE, AND OTHERS ARE STILL INVITED TO APPLY



**7.5 Finance Update [September 2023 DLUHC Submission]**

RDEL Budget reduced by  
£89,000 from £195,000  
to £106,000

March 2023 Submission:  
£343,367

Project	RDEL/CDEL	20/21(£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)
A - Development Investment Fund (Council)	RDEL					53,000	53,000
	CDEL		64,633	16,554	263,263	3,174,775	3,174,775
	Total	0	64,633	16,554	263,263	3,227,775	3,227,775
B - Town Centre and Infrastructure Improvements (Council)	RDEL						
	CDEL		40,000	39,207	622,793	2,401,600	1,936,400
	Total	0	40,000	39,207	622,793	2,401,600	1,936,400
C - Community, Art and Future Technology Centre (Shipley College)	RDEL						
	CDEL		237,775	31,725	905,000	4,215,500	
	Total	0	237,775	31,725	905,000	4,215,500	0
D - Shipley Capital Assistance to Business Growth (Council)	RDEL				50,000	25,000	25,000
	CDEL		22,729		137,953	872,409	776,909
	Total	0	22,729	0	187,953	897,409	801,909
E - Shipley Library Enterprise Hub (Council)	RDEL						
	CDEL			16,537	63,463		
	Total	0	0	16,537	63,463	0	0
F - Health, Well-being and Community Campus (The Cellar Trust)	RDEL				20,000	40,000	40,000
	CDEL		118,940	31,060	400,000	2,350,000	
	Total	0	118,940	31,060	420,000	2,390,000	40,000
G - Shipley Wrose Quarry Wetlands (Council)	RDEL						
	CDEL			70,000			
	Total	0	0	70,000	0	0	0
H - Shipley Sustainable Community Hub (Hive / Kirkgate)	RDEL						
	CDEL		99,543	85,957	1,600,000	724,500	
	Total	0	99,543	85,957	1,600,000	724,500	0
Programme management	RDEL				20,000	90,000	90,000
	CDEL						
	Total			0	20,000	90,000	90,000
Total	RDEL Total		0	0	90,000	208,000	208,000
Total	CDEL Total		583,620	291,040	3,992,472	13,738,784	5,888,084
Total	Total		583,620	291,040	4,082,472	13,946,784	6,096,084

Budget increased by  
£89,000 from £111,000  
to £200,000

March 2023 Submission:  
£7,905,211

March 2023 Submission:  
RDEL: £139,149  
CDEL: £2,372,458

**7.51** Forecasted spend for **2023-24** from the **March 2023** is down from **£7,905,211** to **£4,082,472**. This is due to the following:

- **Project A – Development Investment Fund** spend reduced from **£860,000** to **£263,262**, with an increased forecast for **2025-26** to **£3,227,775** from **£343,367**. **£89,000** budget for **RDEL** (Revenue Departmental Expenditure Limit) also reduced and moved into Programme Management to cover legal, staff and marketing costs for the programme.
- **Project B – Town Centre & Infrastructure Improvements** forecast reduced from **£1,165,292** to **£622,793** which is aligned to the current stage of each project.
- **Project C – Community, Art and Future Technology Centre** forecast reduced from **£2,311,055** to **£905,000** for the **2023-24** period.
- **Project D – Capital Assistance to Business Growth** forecast reduced from **£683,866** to **£187,953** due to the time taken between grant approvals, claims submitted and payments made once verified.
- **Project F – Health, Wellbeing & Community Campus** forecast reduced from **£670,000** to **£420,000** in line with project requirements.
- **Project H – Shipley Sustainable Community Hub** forecast reduced from **£2,108,245** to **£1,600,000**.

**7.52** The **1<sup>st</sup> April 2024 to 31<sup>st</sup> March 2025** period has largely remained the same, with the **March 2023** submission forecasting a spend of **£13,661,853**, whilst the **September 2023 submission** shows a spend profile of **£13,946,784**.

**7.53** The **1<sup>st</sup> April 2025 to 31<sup>st</sup> March 2026** period highlights an increase in spend from the original **March 2023** submission showing a forecast of **£2,511,607**, whilst the **September 2023 submission** shows a spend profile of **£6,096,084**. This is primarily due to the increased spend on **Project A – Development Investment Fund** from **£343,367** to **£3,227,775** for that period.

## 8. PR & Communications – Item 5

### 8.1 PR

**8.11** Regular meetings with Marketing Team are taking place to ensure Towns Fund publicity is promoted more widely. This includes the use of existing social media channels, diverse publications alongside traditional media activities.

**8.12** Leaflets have been designed, with a few changes being made prior to print. A small number will be distributed to Project Leads as part of their own engagement strategies as well as distributed to key stakeholders. Banners are also in the process of being designed and printed with the expectation that these will be onsite for capital projects that are at delivery stage. This work is aligned to the Forward Plan, which provides a plan of press releases for specific projects, alongside an Engagement Plan that outlines key activities that will promote the Towns Fund to key stakeholders and the public.

**8.13** Shipley Town Council to include a link to the Shipley Towns Fund pages and will be canvassing the opinion of Councillors regarding replicating the approach taken by Keighley Town Council. A decision on this has been requested from Shipley Town Council.

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

Date	Town	Publication	Details	Rating
25/11/23	Shipley	T&A	<ul style="list-style-type: none"> <li><a href="http://thetelegraphandargus.co.uk">Shipley College principal honoured at Downing Street event   Bradford Telegraph and Argus (thetelegraphandargus.co.uk)</a></li> </ul>	Positive
24/11/23	Shipley	T&A, Business Desk, Bradford Zone	<ul style="list-style-type: none"> <li><a href="https://www.thebusinessdesk.com/yorkshire/news/2117306-enterprise-hub-opens-its-doors-to-give-regions-businesses-a-boost">https://www.thebusinessdesk.com/yorkshire/news/2117306-enterprise-hub-opens-its-doors-to-give-regions-businesses-a-boost</a></li> </ul>	Positive
16/11/23	Keighley	Keighley News	<ul style="list-style-type: none"> <li><a href="#">Artist makes her mark at Keighley community centre   Keighley News</a></li> </ul>	Positive
10/11/23	Keighley / Shipley	T&A	<ul style="list-style-type: none"> <li><a href="http://thetelegraphandargus.co.uk">How to benefit from Keighley and Shipley Towns Funds   Bradford Telegraph and Argus (thetelegraphandargus.co.uk)</a></li> </ul>	Positive
02/11/23	Keighley	T&A	<ul style="list-style-type: none"> <li><a href="http://thetelegraphandargus.co.uk">Work to turn Keighley tower into visitors' centre begins   Bradford Telegraph and Argus (thetelegraphandargus.co.uk)</a></li> </ul>	Positive
12/10/23	Keighley	Keighley News	<ul style="list-style-type: none"> <li><a href="#">Major scheme to transform Keighley stadium gets green light   Keighley News</a></li> </ul>	Positive
11/10/23	Keighley	T&A	<ul style="list-style-type: none"> <li><a href="http://thetelegraphandargus.co.uk">Hundreds of people descend on old Beales store in Keighley   Bradford Telegraph and Argus (thetelegraphandargus.co.uk)</a></li> </ul>	Positive



21/09/23	Shipley	Bdaily, T&A	<ul style="list-style-type: none"><li>• <a href="#">£3m health, wellbeing and community investment announced for West Yorkshire   Bdaily</a></li></ul>	Positive
13/09/23	Shipley	Business Desk	<ul style="list-style-type: none"><li>• <a href="#">World heritage site looks to the future with plans for £6m multi-use centre   TheBusinessDesk.com</a></li></ul>	Positive

## 9. Any Other Business

## 10. Date and time of the next meeting:

10.1. TBA