

# ShIPLEY Towns Fund Board Meeting Minutes (DRAFT)

11 March 2024, 4:30pm – 6:30pm  
ShIPLEY College, Saltaire

## Attendees:

Adam Clerkin (Chair), Cllr Alex Ross-Shaw, Cllr Alison Coates, Angela Blake, Diana Bird, Ian Durham, Joe Ashton (observer), Cllr Mike Connors, Phil Walker, Ravinder Panesar, Simon Woodhurst.

## Apologies:

Barry Cooper, Dom Pix, Joy Hart, Helen Horsman, James Skirrow, Lorraine Coates, Michelle Rushworth, Michael Long, Philip Davies MP, Ryan Kane.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p><b>Project Spotlight</b></p> <p><b>Project A – DIF</b> SW provided an update to the project. The development will provide housing and ground floor commercial use on a site which is Council owned, but on a long-term lease (87 years remaining). The plan is to buy back the lease from the current leaseholder and secure vacant possession, then demolish the site and hand over to the preferred developer for development.</p> <p>Both parties are keen to move forward and legal documents are now being prepared (Heads of Terms and Memorandum of Understanding) to be signed shortly.</p> <p>Works continue to determine the overall condition of the building to create a demolition strategy. The demolition would be 4-6 months.</p> <p>Board questioned the timeframe of the project given the March 2026 deadline, SW confirmed that the project was currently within the scope of the existing funding window.</p> <p><b>Project B – Town Centre &amp; Infrastructure Improvements</b></p> <p>Update provided as part of project updates as RW/SA unavailable for this meeting</p>	<p>RP to circulate SW Project A Report to all board members for comment</p>	<p>RP</p>	<p>ASAP</p>

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2-6	<p><b>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</b></p> <p>RP reviewed the minutes and actions from the last meeting. AC/MC confirmed meeting minutes a true record.</p> <p>Declaration of Interest Log was also fully completed and actions from the Correspondence Log were being reviewed.</p>	To include the conflict of interest for Project C (Diana Bird)	RP	ASAP
7	<p><b>Highlight Report</b></p> <p>RP provided an update on Programme Management as provided in the board papers, with a summary as follows:</p> <p>Deep Dive Review conducted by DLUHC with a report to follow by March 2024.</p> <p>Regular meetings with the Internal Programme Board made up of senior legal, procurement, finance and economy and development representatives to provide additional assurances and scrutiny of Towns Fund projects.</p> <p>Regeneration Overview &amp; Scrutiny Committee report completed and included with the board papers. The Towns Fund Team attended the meeting on the 13<sup>th</sup> February 2024.</p> <p>Short-Form GFA's continue to remove delays that could be caused by main GFA agreement. These do need to be agreed with S151 Officer following on from a recommendation by the Internal Programme Board.</p> <p>DLUHC Reporting Templates required for period Sep 23 – Mar 24, Submission deadline has been confirmed as 27<sup>th</sup> May 2024.</p> <p>Board member application levels and quality encouraging and will make the board ready for the future, post Towns Fund.</p> <p><b>Project Updates</b></p> <p>Project A – Development Investment Fund – board are conscious of the 'flagship' nature of this project and want it to progress. Strengthening of resources for the back up plans also implemented.</p> <p>Project B – Town Centre Infrastructure. Market Square project submitted to Planning Dec 23. Works have begun with tree removal in the main car park, with a tender likely to be released for the works shortly. Phasing and Communications strategy now being created</p>	SA/RM to provide Gantt chart and timescales	SA/RM	ASAP

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	<p>and forms part of the tender pack. Toilets project has been subject to cost escalation and the impact of Yorkshire Water costs. This will impact on other planned toilets works but Internal Programme Board have agreed to cover the current shortfall to enable the Caroline Street toilets project to be supported. This would come directly from from Towns Fund or other sources. MC sought assurance that the gap would be bridged, AB confirmed this. Completion is currently planned for October 24</p> <p>Project C – Community Art, Heritage &amp; Future Technology Centre update was provided by ID / DB. Stage 4 design is on-going, procurement has started and 21 contractors have made EOI's for the project. Consultants are working on VAT saving measures (with a potential saving of £1m).</p> <p>The main GFA has been drafted by the College Legal Team and is with the Council for consideration. Plans are in place for a start on site mid-summer, however, that is dependent on the land transfer and legals to be finalised. The Board congratulated the College in gaining approval from planning.</p> <p>Project D – Capital Assistance to Business Growth update was provided by RP. There are a number of pipeline applications being reviewed and the Invest in Bradford Team are confident that the funding will be committed and spent within the Towns Fund window.</p> <p>Project E – Shipley Library Enterprise Hub refurbishment had been completed and the team are in the process of recruiting a Business Librarian.</p> <p>Project F – Health, Wellbeing and Community Campus RP/AC attended the Community Conversation Event held on the 4<sup>th</sup> March, seeking views on how revenue resulting from the sale of Shipley Hospital could be used to suit the needs of the public. It was also an opportunity to review the existing plans and discuss the project with key stakeholders. The event was well attended and planning permission for the project is with CBMDC and a decision is expected shortly.</p> <p>Project G – Wrose Quarry Wetlands, RP reported that The Conservation Volunteers are the project leads and were now working on evidencing the outputs. A tour of the wetlands is planned in the Spring once the completed works had time to bed in.</p> <p>Project H – Shipley Sustainable Community Hub. RP attended a site visit on 5 March. Development progressing well with partitions up in the main areas and a lift due to be fitted this week. The team are hoping for completion in July/August 2024 as planned.</p>			

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4	<p><b>PR &amp; Communications</b></p> <p>RP provided an update on the PR and Communications activity and presented the latest leaflet being distributed. A limited print run is being distributed in line with the engagement plan. Banners should be ready within two weeks and regular meetings are taking place with marketing to ensure press releases are issued for projects and in line with the Forward Plan. The new Sharepoint site was presented for the Board, giving a secure and comprehensive overview of the projects. Much of the material currently produced separately for the Board meetings will be available through the site, as will current Forward and Engagement plans, monitoring reports and latest news coverage. The Board thanked RP for his work on this and agreed it was a significant step forward. AC tabled some requirements from HH and all these were addressed already with the site content and design.</p> <p>MC/JA confirmed that Shipley Town Council are in the process of adding TF pages to their website.</p>	<p>Shipley Town Council to host information about TF projects.</p>	<p>MC/JA</p>	
4	<p><b>AOB</b></p> <p>MC offered the Shipley Council Chambers as the venue for the next board meeting in June.</p> <p>AC looking forward to having new faces on the board following the recruitment drive, enabling the shaping of Shipleys future, after Towns Fund has ended.</p>	<p>To finalise the date and time of next meeting</p>	<p>RP</p>	<p>ASAP</p>

**Date of the next meeting: June 2024 (Date and time to be confirmed)**