

# Shipley Towns Fund Board Meeting

Thursday 27<sup>th</sup> April 2023

5.00 – 7.00pm

Location: MS Teams

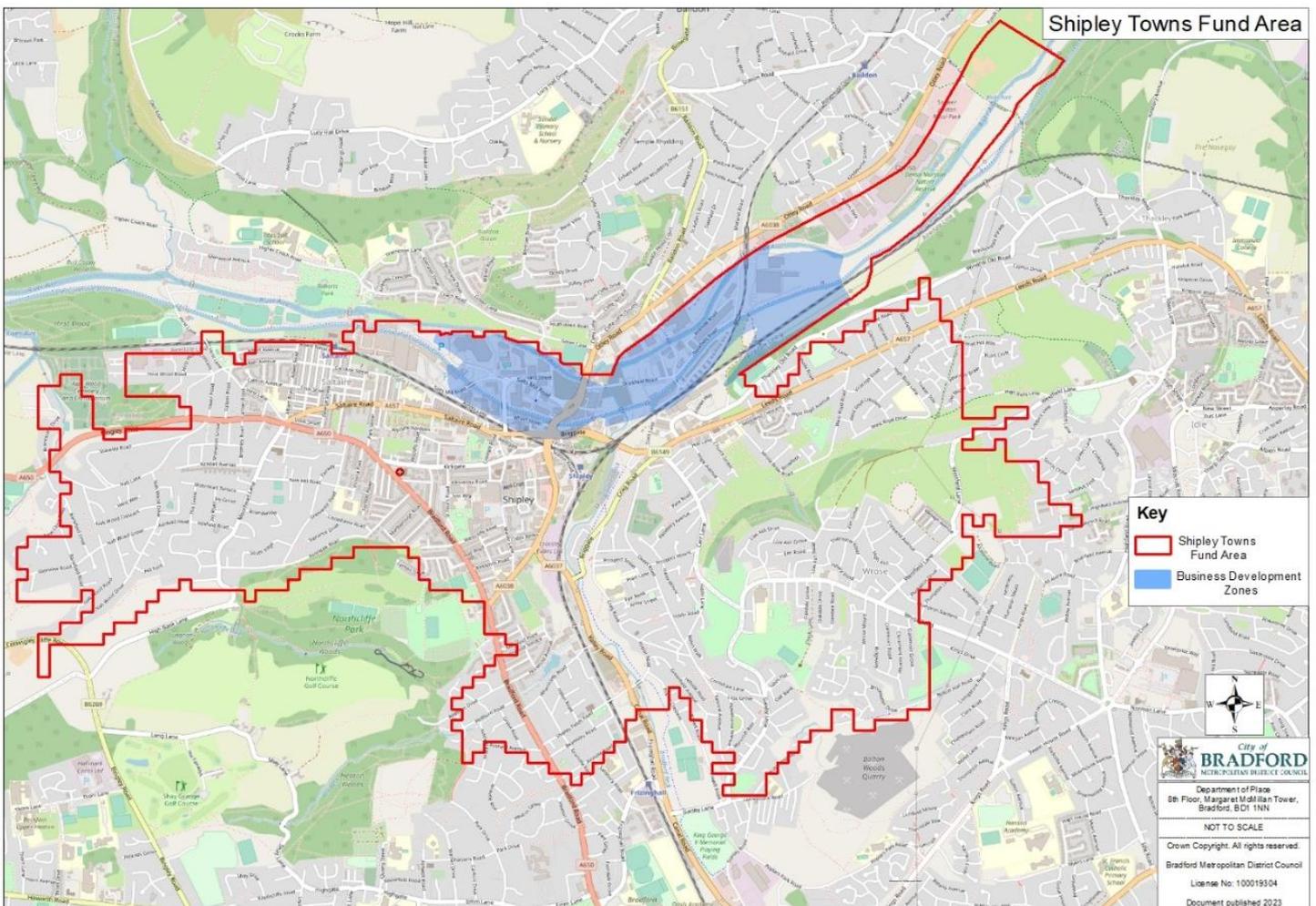


Image: Shipley Towns Fund Area.

## Draft Agenda

No	Item	Owner	Time	Paper
1	Welcome and apologies	Chair	17:00	
2	Meeting format and conduct	Chair	17:05	
3	Declaration of Interests	Chair	17:10	Item 1
4	Correspondence log	Chair	17:15	Item 2
5	Minutes of the last meeting and matters arising	Chair	17:25	Item 3
6	Highlight Report: <ul style="list-style-type: none"> <li>- Programme Management</li> <li>- Project Updates</li> <li>- Risks and Issues</li> <li>- Finance Update</li> </ul>	CBMDC Officers/Project Delivery Partner lead	17:30	Item 4
7	PR & Communications	CBMDC Officers	18:30	Item 5
8	AOB	Chair/All	18:40	
9	Date and time of next meeting	Chair	18:55	
10	Meeting closes	Chair	19:00	

**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	Government Minister	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	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 Hays	CBMDC
Angela Blake	CBMDC
Rav Panesar	CBMDC
Anne-Marie Woolham	CBMDC
Michelle Rushworth	CBMDC
Phil Walker	CBMDC
Dave Partridge	CBMDC
Alan Lunt	CBMDC
Anne-Marie Woolham	CBMDC
Lorraine Coates	BEIS
Ryan Kane	BEIS
Sophie Brown	NHS
Stuart Shaw	NHS
Michael Long	WYCA

## **1. Welcome and apologies [17.00]**

1.1. Chair's welcome.

1.2. Notes of attendance and apologies.

## **2. Board meeting format and conduct [17.05]**

2.1. 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.

## **3. Declaration of interests [17.10]**

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

## **4. Correspondence log [17.15]**

4.1. Board members and Council officers to declare any correspondence of relevance to the meeting agenda for documenting on the register.

## **5. Minutes of the last meeting and matters arising [17.25]**

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

5.2. Terms of Reference. The ToRs were discussed and approved at the February meeting though an omission was the meeting frequency which was enquired on via email. ToRs have been updated to reflect and the inclusion of the frequency of meetings is agreed as every six weeks.

## **6. Highlight Report [17.30]**

6.1. 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.

## **7. PR & Communications [18.30]**

8.1. CBMDC Programme Team to update on PR & Communications

## **9. Any Other Business [18.40]**

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

10.1. 8<sup>th</sup> June 2023, 5.00pm – 7.00pm

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

**Item 1: Declaration of Interests Register**

**Item 2: Correspondence Log**

**Item 3: Minutes of 23<sup>rd</sup> February 2023 Meeting**

**Item 4: Highlight Report**

**Item 5: Press Releases**





# 5. Shipley Towns Fund Board Meeting Minutes – Item 3

## Shipley Town Deal Board Meeting

### Notes

23<sup>rd</sup> February 2023, 5pm-7pm (Teams)

**Attendees:**

Adam Clerkin (Chair), Cllr Alex Ross-Shaw, Cllr Mike Connors, Dom Pix, Anne-Marie Woolham, Peter Walker, Philip Davies MP, Joy Hart, Barry Cooper, James Skirrow, Angela Hays, Soo Nevison, Diana Bird

**Apologies** Anthony Burnham, Angela Blake

ID	Notes/ <b>Actions/</b> <b>Decisions</b>	Decision	Action Owner	Due Date
1	<p><b>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</b></p> <p>Minutes from the previous meeting were accepted as true record.</p> <p>No specific Declarations of Interest were made.</p>			
2	<p><b>General Update</b></p> <p>Sustainable Community Hub GFA at legal review</p> <p>College GFA – first draft is being reviewed – expect to complete by end March</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
3	<p><b>Project Spotlight</b>  <b>Project B Town centre and infrastructure improvements</b></p> <ul style="list-style-type: none"> <li>• Walkabout / Site visit took place on 2.2.23</li> <li>• Documents can be shared with Members – note draft concept only</li> <li>• Shipley toilet project – builders to be appointed</li> </ul> <p><b>Shipley Enterprise Hub</b></p> <p>Peter Walker, Development Officer Information &amp; Digital, Place presented slides outlining the project</p> <ul style="list-style-type: none"> <li>• We will upgrade the exhibition space in Shipley Library to create a small business enterprise hub, offering resources and advice to business start-ups. The space will also be used to showcase local entrepreneurs and small businesses.</li> <li>• Funding will be used for acquiring equipment, resources, and refurbishment and for a dedicated member of staff to set up and embed the hub and train existing staff.</li> <li>• The library is a key landmark in our community. These upgrades will not only enhance its ability to support businesses and local people, but will also help drive more people back into our town centre.</li> </ul>		Project owner / TF team in conjunction with architect	
3a	<p><b>Monthly Progress reports</b></p> <p>The reporting process was described – with the associated reporting templates displayed. The members agreed this was a useful piece of understanding of the role of the TF Team and the Accountable Body. The March 31<sup>st</sup> Progress report will be discussed prior to submission (June) to DLUHC.</p>			
4	<p><b>Terms of Reference</b></p> <p>Action remains</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	Accountable Body to redraft in conjunction with the Board members who volunteered to refresh the ToR.			
7	<b>Future Meetings</b>  Next meeting 16.4.23			
8	AOB			

## **6. Highlight Report – Item 4**

### **6.1 Programme Management**

6.11 Monthly meetings in place or planned with each Project Sponsor. Progress summary, Risks, Funding Profile and Project Outputs confirmed as part of the DLUHC reporting requirements.

6.12 Processes now being put in place to ensure projects are monitored, including a review of existing expenditure on Towns Fund activity. This is being managed by the Strategic Contracts Team within Economic Development. Simeon Sobers is the Contract Manager working with Project Sponsors and Council Officers to collate and complete existing claim forms. This is to ensure finances that have been released are aligned to the feasibility activities of each project. Simeon has started to go through each project and requests have been made for defrayed evidence of expenditure and invoices for costs incurred.

6.13 Meetings held with DLUHC to review regular reporting requirements, including Project Adjustment Requests (PAR's), which need to be issued if Project Sponsors have to re-evaluate their objectives / outputs. It is envisaged that with most projects moving to a Delivery Phase, this requirement should be an exception rather than the norm, with an expected deadline of the 31<sup>st</sup> July 2023 for all PAR's to be submitted.

6.14 Michelle Rushworth and Rav Panesar now in post and working on Towns Fund Projects. Michelle will mainly focus on Keighley whereas Rav will focus on Shipley, however, there will be some elements of crossover, with Rav focusing on the Capital Assistance to Business Growth (CABG) for both Towns and Michelle looking after The Town Centre & Infrastructure Projects.

6.15 Internally, work has been done to ensure processes for each project are in place, including documentation and evidence in order to proceed to the full application and grant funding agreements. This includes ensuring the following:

- Releasing funding when GFA is complete, decision notice approved and Part 2 of the application has been completed.
- Processes agreed regarding the compliance of each project in relation to Part 1 Advanced Payment Agreements.
- Ensuring Board Meeting Minutes are published within a timely manner following each Board Meeting.
- Adjustment of Board Papers with a move to a Board Agenda and Meeting Pack for each Board Member, submitted prior to each Board Meeting for review and comments.
- Review of the Terms of Reference (ToR) for the Towns Fund Board. Updated ToR included for review by Board Members.

## 6.2 Project Updates:

Project Name	Value	Project Summary	Updates	Risk Profile
A – Development Investment Fund (DIF)	£7m	Development of industrial units and remediation of brownfield sites.	Team working with a private developer to draw up programme of activity for development of Brownfield sites (clock tower).	 Medium
B – Town Centre & Infrastructure Improvements	£5.04m	Investment in Town Centre and Infrastructure improvements.	Town walk took place on 01/02/23 with Councillors and Chair. Designs being updated with Market Square, Canal Road Corridor, Active Travel, Real Time Bus and Public Toilets all in detailed design phase - <b>Appendix 1</b>	 Low
C – Community, Art & Technology Hub	£5.39m	Development of a Community, Art and Technology Hub by Shipley College	Planning application withdrawn until further notice due to unforeseen circumstances. Currently with DCMS for review.	 High
D – Capital Assistance to Business Growth	£2m	Grant programme for new and existing businesses.	<b>19</b> Expressions of Interest received, <b>3</b> applications submitted and approved with a total grant value of <b>£46,737.08</b> and private sector match of <b>£109,054.51</b> . <b>5</b> applications were rejected.	 Low
E – Shipley Enterprise Library	£80k	Refurbishment of space to create an enterprise hub.	Expected works to begin in April 2023, with the launch envisaged for May 2023	 Low
F – Health & Wellbeing Campus	£3m	Project to refurbish The Cellar Trust Building.	The Cellar Trust now taking responsibility for the project. Grant Funding Agreement being reviewed by legal and existing spend being monitored.	 High
G – Wrose Quarry Wetlands	£70k	Remediation work of the Wrose Quarry.	Activity to commence shortly and grant payment received to start the project.	 Low
H – Shipley Sustainable Community Hub	£2.51m	Creation of a sustainable community hub for Shipley	Commissioned to RIBA Stage 4 and building contractors appointed. Planning application submitted end of Jan 23. Grant Funding Agreement being finalised alongside Subsidy Control.	 Low

### 6.3 Risks

#### Project A: Development Investment Fund

6.31 Early stage discussions with a private developer to draw up programme of activity for this project. Risks include project scope and slippages which could delay the start and completion, including achievements of project outputs.

6.32 Project Adjustment Request (PAR) maybe required if scope is vastly different from the existing Business Case and Outputs. Project Outputs include 355 full-time equivalent (FTE) jobs created through the project and 400 FTE jobs safeguarded. 116 resident units to be provided alongside 34,400m<sup>2</sup> floor space repurposed.

#### Project C: Community, Art & Technology Hub [Confidential item to not be included in the minutes]

C – Community, Art & Technology Hub	£5.39m	Development of a Community, Art and Technology Hub by Shipley College	Planning application withdrawn until further notice due to unforeseen circumstances.		High
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6.33 Planning application withdrawn until further notice due to unforeseen circumstances. This includes a challenge by ICOMOS (International Council on Monuments and Sites) on the proposals. As agreed with Historic England, the Project Team (College) are finalizing a detailed and robust response to the ICOMOS technical review - which is believed to contain numerous inaccuracies and omissions.

6.34 This response will be sent directly to Historic England, who will then respond to DCMS. DCMS are already engaged with ICOMOS on the matter and are keen to get a thorough response from Historic England, who have taken a different view from ICOMOS. PAR may need to be submitted if alternative provision and options are to be explored. This needs to be done within the agreed outline timescales set by DLUHC.

6.35 Project Outputs include 50 temporary FTE's supported, 7 FTE's created and 200 safeguarded with 120 improved cultural facilities and the creation of an additional 670. Capacity for new or improved training to impact 680 people and 60m<sup>2</sup> of public realm to be improved in addition to the creation of 1 new community / sports centre.

#### Project F: Health & Wellbeing Community Campus

F – Health & Wellbeing Campus	£3m	Project to refurbish The Cellar Trust Building.	The Cellar Trust now taking responsibility for the project. Grant Funding Agreement being reviewed by legal and existing spend being monitored.		High
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6.36 The Cellar Trust now taking sole responsibility for the delivery of the project and outputs, however, as per the original bid, The Cellar Trust and HALE will continue as joint strategic leads and HALE will remain closely involved with the vision, planning and development, as well as the delivery of the operational model going forwards. This strategic partnership is key to the success of the project and was confirmed through a letter from The Cellar Trust CEO addressed to the Towns Fund Board on 20/03/23 and an email to HWCC Board members.

6.37 Compliance meetings taking place to review existing expenditure as part of the Advanced Funding Agreement (5%) to ensure 'scheme design' and project feasibility activities are in line with the Advanced Funding Agreement (AFA) sealed in March 2022.

6.38 GFA for the full funding now being reviewed by Stone King (The Cellar Trust solicitors) and DWF Law acting on behalf of the Council. An initial meeting between all of the parties has taken place and, once agreed (subject to the completion of the compliance checks), further funding can be released as part of the schedule in the appendix of the GFA.

6.39 Key outputs to be achieved as part of this project include 2 FTE's to be created, 1073m<sup>2</sup> of floor space repurposed, 1200m<sup>2</sup> of green (outdoor) space created, 8 new enterprises receiving non-financial support, 11 public amenities / facilities created and 1500 people to be impacted by the new and improved training / education facilities.

6.40 Regular meetings taking place with the Programme Manager and Council Officers to ensure project outputs, funding profile, risks and compliance are aligned to the GFA and Council Audit requirements.

## 6.5 Finance Update

Project	RDEL/CDEL	20/21(£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	
<b>A - Development Investment Fund (Council)</b>	RDEL			132,000	87,000	87,000	0	
	CDEL		64,633	3,271,892	2,912,467	331,867	113,142	
	Total	0	64,633	3,403,892	2,999,467	418,867	113,142	<b>£7,000,000</b>
<b>B - Town Centre and Infrastructure Improvements (Council)</b>	RDEL			0	0	0	0	
	CDEL		36,708	215,292	200,800	2,150,800	-	
	Total	0	36,708	215,292	200,800	2,150,800	0	<b>£2,603,600</b>
<b>C - Community, Art and Future Technology Centre (Shipley College)</b>	RDEL							
	CDEL		269,500	1,536,150	3,584,350	0		
	Total	0	269,500	1,536,150	3,584,350	0	0	<b>£5,390,000</b>
<b>D - Shipley Capital Assistance to Business Growth (Council)</b>	RDEL		25,000	25,000	25,000	25,000		
	CDEL		22,729	1,027,271	380,000	380,000		
	Total	0	47,729	1,052,271	405,000	405,000	0	<b>£1,910,000</b>
<b>E - Shipley Library Enterprise Hub (Council)</b>	RDEL		0	0				
	CDEL		8,268	71,732				
	Total	0	8,268	71,732	0	0	0	<b>£80,000</b>
<b>F - Health, Well-being and Community Campus (The Cellar Trust)</b>	RDEL			20,000	40,000	40,000		
	CDEL		10,000	135,000	1,700,000	1,005,000	0	
	Total	0	10,000	155,000	1,740,000	1,045,000	0	<b>£2,950,000</b>
<b>G - Shipley Wrose Quarry Wetlands (Council)</b>	RDEL		0					
	CDEL		9,091	60,909				
	Total	0	9,091	60,909	0	0	0	<b>£70,000</b>
<b>H - Shipley Sustainable Community Hub (Hive / Kirkgate)</b>	RDEL			0	0			
	CDEL		125,500	357,676	1,991,058	35,768		
	Total	0	125,500	357,676	1,991,058	35,768	0	<b>£2,510,001</b>
<b>Programme management</b>	RDEL			37,000	37,000	37,000		
	CDEL							
	Total			37,000	37,000	37,000		<b>£111,000</b>
	<b>RDEL Total</b>		<b>25,000</b>	<b>214,000</b>	<b>189,000</b>	<b>189,000</b>	<b>0</b>	
	<b>CDEL Total</b>		<b>546,429</b>	<b>6,675,921</b>	<b>10,768,674</b>	<b>3,903,434</b>	<b>113,142</b>	
	<b>Total</b>		<b>571,429</b>	<b>6,889,921</b>	<b>10,957,674</b>	<b>4,092,434</b>	<b>113,142</b>	

**Table 1:** Capital Monitor: Shipley Projects

6.51 Forecasted spend profiles for the Shipley Towns Fund Projects (**Table 1**) highlight the current and forecasted spend up until March 2026. This includes the two receipts from DLUHC on the 09/08/22 and 20/09/22.

6.52 Monthly meetings planned with Project Sponsors to assess spend up to March 2023 for each project to ensure actual and forecasted spend are reconciled.

6.53 **Project C – Community, Art & Future Technology Centre** figures may need to be revised in light of recent developments, including moving forecasted expenditure up to the 25/26 period.

6.54 A request has been made to re-profile **Project H – Health, Wellbeing & Community Campus**, to ensure RDEL / CDEL Expenditure is forecasted and within agreed limits.

## **7. PR & Communications – Item 5**

### **7.1 PR**

7.11 Tender for Communications & Engagement Activity closed on 27<sup>th</sup> February 2023. 10 bids returned, 3 from Bradford and 7 from other locations (Brighton, Liverpool, Stockport and London). 4 returned bids failed Technical & Professional Ability.

7.12 Panel made up of Council Officers and a Board Member reviewed the returned bids at a Moderation Meeting on Thursday 9<sup>th</sup> March 2023. Panel members decided that none provided value for money and scored low on all the responses for both communication and engagement activity.

7.13 A decision was made to work with procurement and look at a Quick Quote specifically for Marketing & Website Activity for one year. This would involve contracts up to a value of <£24,999 which could be sent out to three suppliers and appointed quickly.

7.14 As part of the due diligence, a discussion with Marketing was held on the 22<sup>nd</sup> March 2023. They are in the process of recruiting a Marketing Officer and can support the Towns Fund activity so the Quick Quote at present has been paused. There is an expectation that projects where delivery has started, or grant funding agreements are in place, will be supported by the Bradford Council Marketing Team to ensure this is amplified through local and regional publications. Opportunities to promote this via the Stay Connected Newsletter, run by Bradford Council with a distribution list of over 13,000 will also be used where appropriate. This will also include utilisation of the Bradford Council run social media sites to promote Towns Fund activity, subject to agreement and approval.

7.15 **Appendix 2** contains a press release on the Capital Assistance for Business Growth that was published on the Business Desk website on the 20<sup>th</sup> March 2023, promoting the Keighley and Shipley Towns Fund.

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

Date	Publication	Details	Rating
15/03/23	Telegraph & Argus	<a href="#">Keighley Towns Fund: From rugby ground improvements to toilets – how £33m will benefit town</a>	Neutral
21/03/23	Keighley News	<a href="#">Growing Keighley businesses sharing in £2m grants pot</a>	Positive
21/03/23	Telegraph & Argus	<a href="#">Criticism of communication around £33m Keighley regen fund</a>	Negative
27/03/23	The Business Desk (Appendix 1)	<a href="#">Grants on offer from £4m Business Growth Programme</a>	Positive
27/03/23	Telegraph & Argus	<a href="#">Virtual Reality room included in Haworth Village Hall refurbishment</a>	Positive
08/04/23	Telegraph & Argus	<a href="#">Divide of Keighley health hub, with MP 'frustrated'</a>	Negative

## 7.2 Communications

7.21 Improvements in communication between the Board, Council Officers and Projects have been an area of concern highlighted at previous board meetings for both Keighley and Shipley.

7.22 To partially address this, Council Officers will publish all the minutes of Board Meetings on the Bradford Council Website when approved. The links to these will be sent to all Board Members as well as the all Councillors in the Towns Fund area.

7.23 Project updates will also be provided at each Board Meeting which will include a financial summary to provide members with an overview of each project, its progress and risks. In some cases, project sponsors maybe invited to present a case to the board that provides an update for information or decision.

7.24 There is also a recognition that the existing Keighley and Shipley Towns Fund websites do not reflect the current status of projects, which are now moving to a delivery phase.

7.25 A meeting was held with the existing website developer (Participatr) regarding the management / redevelopment of the Keighley and Shipley Towns Fund websites. Recommended options for board approval include:

**Option 1:** Continuation with the existing provider for hosting (Participatr) but limited ability for Council Officers to add updates. A cost for this has been requested.

**Option 2:** A transfer of the hosting to Bradford Council to redevelop internally or procure externally through a quick quote. A discussion with the internal web development team has taken place with the opportunity to host and develop the existing Keighley and Shipley Towns Fund pages on the Bradford Council website.

**Option 3:** Work with the Shipley and Keighley Town Council to add in additional functionality that includes updates on the work of the Shipley and Keighley Towns Fund. Council Officers are exploring the option of discussing this further, subject to board approval.

## **8. Any Other Business**

### **8.1 Terms of Reference (ToR) – Appendix 3**

8.11 The delivery phase of the Towns Fund Programmes had resulted in a requirement to review the existing ToR, which was requested at previous board meetings.

8.12 Updated ToR was circulated to Board Members for approval and adoption on the 2<sup>nd</sup> March 2023. Board members are therefore invited to accept the updated ToR.

### **8.2 Format / Presentation of Board Papers**

8.21 Feedback on the new format and presentation of the Board Papers would also be welcomed.

8.22 Currently these take place online through Microsoft Teams. Is that still a preference for board members or as we move to delivery phase, a need to make these face to face and have them from 10.00 – 12.00pm in Shipley?

## **9. Date and time of the next meeting:**

10.1. 8<sup>th</sup> June 2023, 5.00pm – 7.00pm