

Shipley Towns Fund Board Meeting

Monday 2nd December 2024

10.00 – 12.00pm

Shipley Sustainable Community Hub, 39A Kirkgate, Shipley, BD18 3EH



Image: Shipley Sustainable Community Hub Re-Opening (04/10/24)

Agenda

No	Item	Owner	Time	Paper
1	Welcome and apologies	Chair	10.00	
2	Project Spotlight: • Town Centre & Infrastructure Improvements	CBMDC Officers / Contractors / City of Culture Team	10.10	
3	Meeting format and conduct	Chair	10.50	
4	Declaration of Interests	Chair	10.55	Item 1
5	Correspondence log	Chair	11.00	Item 2
6	Minutes of the last meeting and matters arising	Chair	11.05	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	Outputs and outcomes	CBMDC Officers	11.30	
9	PR & Communications	CBMDC Officers	11.40	Item 5
10	AOB	Chair/All	11.50	
11	Date and time of next meeting	Chair	12.00	

List of Board Members / Roles:

Name	Organisation	Role
Adam Clerkin	Carnaud Metalbox Ltd	Chair
Cllr Alex Ross-Shaw	Bradford Council	Portfolio Holder – Regeneration, Planning & Transport
Anna Dixon MP	Member of Parliament	Board Member
Cllr Mike Connors	Shipley Town Council	Board Member
Dom Pix	Technair	Board Member
James Skirrow	Carter Towler	Board Member
Helen Horsman	The Cellar Trust	Board Member
John Henkel	The Old School Building Company Ltd	Board Member
Diana Bird	Shipley College	Board Member
Adam Sutcliffe	British Design Fund	Board Member
Alec Porter	Shipley Resident	Board Member
Nicola Murray	Kynd, Co-chair South Square	Board Member
Scot Flight	Cox and Flight Financial Solutions	Board Member

List of Invited Attendees:

Angela Blake	CBMDC
Rav Panesar	CBMDC
Jane Hargreaves	CBMDC
Leanne Swinbank	CBMDC
Simon Woodhurst	CBMDC
Richard Hollinson	CBMDC
Saira Ali	CBMDC
Richard Middleton	CBMDC
Ryan Kane	MHCLG
Eden Clayton	MHCLG
Richard Thorpe	MHCLG
Michael Long	WYCA
Arron Tyndall	WYCA
Heather Waddington	WYCA
Jenifer Ward	DWP
Tracey Othen	DWP
Joe Ashton (Observer)	Shipley Town Council
Tim Barber	Keltbray Highways Ltd
Waseem Sattar	Keltbray Highways Ltd
Jodie Noble	City of Culture 2025
Ben Pugh	City of Culture 2025

1. Welcome and apologies

1.1 Chair's welcome

2. Project Spotlight

2.1 Project update from CBMDC Officers and invited guests regarding the Town Centre & Infrastructure Improvements Programme.

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 Regeneration 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 16th September 2024 Meeting

Item 4: Highlight Report

Item 5: PR & Communications

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
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)	Partner organization in Project C	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	Technair Group / Univer Manufacturing Co. Limited owns the factory in Saltaire Road, BD18 3HL	None	None	08/12/20	Listed on the register
Helen Horsman	Director of Business & Central Services	Partner organization in Project F	No	None	None	07/03/24	Listed on the register
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	No	None	None	22/12/20	Listed on the register
John Henkel	Old School Building Company Ltd	Partner Organisation in Project H	No	Kirkgate Community Centre, Old School Building Company, Unity Federation (Sandy Lane and Steeton Primary Schools), Bradford Metropolitan Food Bank, Saltaire Community Festival, YoGift, Friends of Bradford Resource Centre, Intrepid Trips Cycle Touring Club	None	19/08/24	Listed on the register
Anna Dixon MP	Member of Parliament	No	Listed on the public register	None	None	19/08/24	Listed on the register
Adam Sutcliffe	British Design Fund	No	Amutri Limited – Director Mental IDE Limited – Director Orbel Health Limited – Director British Design Fund – Head of Membership	None	None	29/04/24	Listed on the register

			University of Arts London (UAL) – Visiting Lecturer British Army – Lance Sergeant				
Alec Porter	Shipley Resident	No	iMPower Associate	None	None	25/04/24	Listed on the register
Nicola Murray	Director of Kynd	No	Co-Chair of South Square Centre	None	None	25/04/24	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
Request from resident requesting the Chair of the Board suspend the proposed building of the Community, Arts, Heritage & Future Tech Hub	Gillian Hickey	Shipley Towns Fund Board	19/08/24	16/09/24	Complete
Request from Sir Philip Davies to involve the RNIB team to ensure it is accessible as possible for people with sight loss.	Sir Philip Davies	Council Officers / Contractor	26/06/24	28/06/24	Complete
Request from Peter Gilligan from John F Hunt Regeneration Ltd expressing an interest in demolition works for the Shipley DIF	Peter Gilligan — John F Hunt Regeneration Ltd	Council Officers	10/04/24	16/04/24	Complete
Request from constituent to Philip Davies MP regarding the market square scheme.	Constituent sent request to MP	Council Officers	23/02/24	TBC	Complete
Request from constituent to Philip Davies MP regarding ownership of the clock and responsibility for fixing it.	Constituent sent request to MP	Council Officers	20/02/24	26/02/24	Complete
"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 <u>project</u> and <u>programme</u> level?" This includes indicators related to carbon reduction, active travel, land rehabilitation, environmental enhancement and biodiversity creation. [Appendix 2]	Jody Harris (Environmental, sustainability consultant)	Shipley Towns Fund Board	08/11/23	TBC	Complete
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	Complete
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

Shipley Towns Fund Board Meeting

Minutes

16th September 2024, 10.00am – 12.00pm

Shipley Print Studio, Windsor Court, BD18 3EU

Attendees:

Adam Clerkin (Chair), Anna Dixon MP, Cllr Alex Ross-Shaw, Angela Blake, Adam Sutcliffe, Alec Porter, Diana Bird, Dom Pix, Helen Horsman, Ian Durham, James Skirrow, Joe Ashton (observer), John Henkel, Cllr Mike Connors, Ravinder Panesar, Michelle Rushworth, Nicola Murray, Richard Hollinson, Richard Middleton, Saira Ali.

Apologies:

Barry Cooper, Eden Clayton, Jenifer Ward, Michael Long, Phil Walker, Ryan Kaye, Scot Flight, Simon Woodhurst.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Introductions and Welcome</p> <p>AC welcomed all to the venue, Shipley Print Studio and thanked NM for hosting the Towns Fund Board meeting. NM gave an overview of the studio and the events and workshops that are held there.</p> <p>JH has taken over as board member from Joy Hart and AD has taken over from Philip Davies who lost his seat in the elections.</p> <p>AD has a background in the community and voluntary sector and is focusing on high street and town street regeneration for Shipley, with the expectation that national policy will help to deliver change locally. For the Towns Fund, AD was keen to understand the legacy, including their relationship to other assets and need for strengthening communities.</p> <p>AC asked the board to thank Philip Davies for his work and support over the last four years.</p>			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
2	<p>Project Spotlight</p> <p>Project B – Town Centre & Infrastructure Improvements</p> <p>Market Square Scheme RH provided assurances around delivery of the market square scheme, including working with the City of Culture Team to ensure events held in Shipley are managed alongside the works. There was an acknowledgement of risks that had resulted in delays, however, there was oversight at Director level to ensure those were regularly reviewed.</p> <p>RH confirmed that an accelerated programme had been considered with the highways engineers, however, this would need to be discussed with the contractor, once appointed. There are also ongoing discussions with the City of Culture team regarding phasing of the works to allow events to take place and the market to continue operating.</p> <p>An overview of the Toilets project was also provided with an update on the delivery of the works given. The toilets project is separate to the wider Market Square project.</p> <p>RM indicated that the appointed contractor will include a communications strategy for liaising with businesses and the community regarding the works. This includes the recruitment of a liaison officer who would work directly with the community.</p> <p>Active Travel Scheme SA indicated that work is running parallel to the programme for the Market Square Project, including Wellcroft.</p> <p>The canal towpath works are complete and were delivered with Sustrans funding. Mural has been completed and lighting is being reviewed. The Shipley – Saltaire route design has been developed and designs will be reviewed at the December Board Meeting.</p> <p>Engineers are currently reviewing the junction improvement works to make key notes more accessible. SA will provide an update and presentation at the December Board. AC welcomed this though asked for regular updates, especially if there are any changes.</p> <p>Communications Suggestions made by the board for banners and shops to be utilised to display details of the market square scheme, including images,</p>	<p>SA/RM to provide a detailed programme of works on or before the next meeting.</p> <p>Sub-group to form promote the market</p>	<p>SA/RM</p> <p>Towns Fund Board</p>	<p>Dec-24</p> <p>AS to organise</p>

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>timescales and works as part of a communications strategy. The board suggested a sub-group of the Towns Fund Board could be set-up to liaise directly with the Council's Marketing Team to review. ARS indicated that this could link into the Place Marketing and District Readiness work that was currently taking place within the Council.</p> <p>AC requested that AS lead on this with the support of other board members, including HH.</p> <p>NM indicated that there was consultation underway with Community Connectors employed by BD25 that could assist with disseminating key information about the scheme and plans for the market square.</p>	square scheme, including wider review of Place Marketing.		
3-6	<p>3. Meeting Format & Conduction Highlighted in the board papers</p> <p>4. Declaration of Interests Highlighted in the board papers</p> <p>5. Correspondence Log A request has been received for the suspension of Project C: Shipley College. To be covered in project updates.</p> <p>6. Minutes of the last meeting and matters arising The board confirmed the minutes of the last meeting as accurate and a true reflection of the discussions and actions.</p> <p>Apologies Provided in the minutes.</p> <p>Declarations of Interest No further declarations of interests made.</p> <p>Board membership BC has resigned with AC requesting a representation from the local traders to be on the board. MC to seek and recommend a replacement.</p>	To seek a retail representative for the board.	MC	ASAP
7	<p>Highlight Report</p> <p>Programme Management RP and MR provided an update on Programme Management as outlined in the published board papers. Additional comments included the regular oversight of projects by the contracts team, reporting template submission which will be due in October – November,</p>			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>covering the period from 1st April 2024 to 30th September 2024 and the use of Short-Form GFA's to ensure projects have the funding to progress.</p> <p>Project Updates</p> <p>Project A – Development Investment Fund</p> <p>Confidential update provided at the board meeting as SW unable to attend.</p> <p>Project C – Community, Art, Heritage & Future Tech Hub</p> <p>Project was delayed due to protracted legal discussions around the GFA. Significant progress has been made and ID / DB are optimistic that any remaining issues can be quickly resolved. ID / DB indicated that they are planning for the building to be ready to receive students in September 2026.</p> <p>There has been some opposition to the development and various requests for further information. DB / ID provided information, including the impact assessments which were submitted as part of the planning application, where all concerns raised in the pre-application were addressed.</p> <p>AC requested that given the request to suspend funding for the project in the correspondence log, the board reaffirm its commitment to delivery of the project in its approved location. Universal support for the project to be delivered in its approved location was provided by all board members in attendance.</p> <p>Project H – Shipley Sustainable Community Hub</p> <p>JH provided an update of the Kirkgate Centre building which is now at snagging stage and close to completion. The board thanked JH and the team for reaching practical completion and were looking forward to the re-launch event on Friday 4th October, with a Community Day planned the day after.</p> <p>Project D - Capital Assistance to Business Growth</p> <p>RP provided an update based on the board papers, highlighting the articles in the Bradford Means Business publication. An update was also provided up to August 2024 with details of the Expressions of Interest received, applications approved, private sector match, jobs created and grant amount for both Keighley and Shipley.</p>			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>The Invest in Bradford Team manage the Capital Assistance to Business Growth Programme including management of the applications, project monitoring and marketing of the scheme.</p> <p>Project E – Shipley Library Enterprise Hub</p> <p>Launch event took place in November 2023 and Business Information now recruited to support the delivery of the outputs. This will enable the support to be provided to new start and existing businesses, as well as running training sessions and workshops for organisations. RP confirmed that a training session took place with the team to discuss evidence requirements.</p> <p>Project F – Health, Wellbeing & Community Campus</p> <p>HH provided an update including some unexpected costs due to the condition of the existing floor. An air raid shelter was also found under the landscaping entrances and will be resealed. The plan is to complete the works and move back in by July 2025. Some unexpected costs resulted due to the condition of the existing floor. Cellar Trust funds used to repair and hoping to not impact timescales too much.</p> <p>Project G - Wrose Quarry Wetlands</p> <p>Launch event took place 19th June where key stakeholders and board members attended. Whilst there has been some anti-social behaviour, the site is being used positively by the local school and youth centre.</p>			
8	<p>Outputs and Outcomes</p> <p>RP provided an overview of the project outputs which are to be delivered as a result of the funding. This was in response to the request raised by AD to focus on benefit realisation as projects are delivered. AD requested that future reports focus on this area, including a RAG rating as appropriate.</p> <p>AC stressed the need for the board to consider the legacy of the Towns Fund, including understanding the long-term benefits, ensuring they are measured and demonstrated.</p>			
9	<p>PR & Communications</p> <p>RP provided an update on the PR and Communications activity and provided an overview of the communications and engagement plan. There are Towns Fund leaflets and regular press releases go out to promote project activity.</p>			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>Banners were produced for during project delivery.</p> <p>AC asked AS to lead on comms subgroup. A CBMDC contact will be provided – Andrea Mills-Taylor Place Marketing.</p>	Refer AS to Andrea Mills-Taylor	Council Officers	ASAP
10	<p>AOB</p> <p>Towns Fund Team staffing: MR is leaving CBMDC in early October. The Regeneration Manager role has been advertised, closing date being 15th September.</p> <p>The (full time) Programme Support Officer role was also advertised in August, interviews to be held w/c 16th Sept for this position.</p>			

7. Highlight Report – Item 4

7.1 Programme Management

7.11 Regular meetings taking place with Project Leads to manage progress, risk, outputs and financial profiles. This includes internal and externally managed projects. Alongside this, regular meetings are taking place with the Contracts Team to monitor compliance and spend for all the projects.

7.12 MHCLG Reporting Template submitted covering the financial period from 1st April 2024 to 30th September 2024. This includes the financial forecasts for projects up to 31st March 2026 and associated risks.

7.13 Support provided from the Delivery Associate Network (DAN), who are contracted by MHCLG to provide support to recipients of levelling up funds around the UK. Managed by Arup, they can provide 1-1 support ranging from benefit cost ratio (BCR) calculations through to monitoring and evaluation advice. Alongside this, they are delivering a number of workshops on key topics (Monitoring & Evaluation, Stakeholder Engagement and Good Financial Management).

7.14 Internal Programme Board meeting took place on the 14th November. The Internal Programme Board provide additional assurance and governance of the towns fund projects and made up of senior council staff from legal, finance, procurement, planning, economy and development and estates. The next meeting is due to take place on 14th January 2025.

7.15 Programme Support Officer recruited to support the work of the Towns Fund for both Keighley and Shipley. Jane Hargreaves is also now in post covering Keighley Towns Fund and Long Term Plan.

7.16 Deep Dive Report from MHCLG received with a series of recommendations, which mainly focused on best practice. No remedial action was identified.

7.2 Project Updates – Position up to November 2024:

Project Name	Value	Project Summary	Project Delivery Status	Updates	Delivery	Spend	Risk
A – Development Investment Fund (DIF) (Bradford Council)	£7m	Development of industrial units and remediation of brownfield sites	Ongoing – delayed	Preferred option is now at detailed design stage. Further information to be provided at the board meeting.	5	5	5
B – Town Centre & Infrastructure Improvements (Bradford Council)	£5.04m	Investment in Town Centre & Infrastructure Improvements	Other	See individual updates	3	2	2
C – Community, Art, Heritage & Future Tech Hub (Shipley College)	£5.39m	Development of a Community, Art, Heritage & Future Tech Hub on the site of the Caroline Street Car Park	Ongoing - delayed	Planning permission approved with legal issues largely resolved. Further funding to move to RIBA Tender Stage 4 being progressed.	4	4	4
D – Capital Assistance to Business Growth (Bradford Council)	£1.91m	Grant programme for new and existing businesses	Ongoing – delayed	Shipley – 56 Expressions of Interest received, with 19 applications approved. Total grant amount equals £663,534.17 with a private sector match of £3,968,108.09 and 75.5 jobs to be created as a result of the investment	2	2	2
E – Shipley Library Enterprise Hub (Bradford Council)	£80k	Refurbishment of space to create an enterprise hub	Ongoing – on track	Refurbishment has been completed and the Business Information officer recruited. The team are now in the process of organising events and working with entrepreneurs to support their growth and capture outputs.	1	1	1
F – Health, Wellbeing & Community Campus (The Cellar Trust)	£3m	Project to refurbish The Cellar Trust building	Ongoing – on Track	Bradford based Whittaker & Leach began construction and landscaping works as planned on 3 rd June 2024. Demolition works are complete, some internal partitions and first fix electricals are now complete. Unforeseen works will include replacement of corroded central heating pipework, woodworm treatment and remedial works to two areas of the ground floor. Site visit for board members took place on the 15 th November.	1	2	2
G – Wrose Quarry Wetlands (The Conservation Volunteers)	£70k	Remediation work of the Wrose Quarry	Ongoing- on track	Most of the works have been completed. Launch event took place on the 19 th June with key stakeholders, including board members in attendance. The team are now working on collating data for the outputs and outcomes.	1	1	1
H – Shipley Sustainable Community Hub (The Old School Building Company Ltd)	£2.51m	Creation of a sustainable community hub for Shipley	Ongoing- on track	Practical completion took place in September, with the launch taking place shortly after on the 4 th October. The teams have now moved back into the building and in the process of collating evidence for the outputs.	1	1	1

Project B – Town Centre & Infrastructure Improvements [£5.04m] [Appendix 1]

Project Name	Value	Project Timescales	Project Delivery Status	Updates	Delivery	Spend	Risk
B2.1 Market Square Scheme	£3m	Timescales: Nov-22 to May-25	Status: Ongoing – Delayed	The tender of the paving supply has been awarded to Tectonix and the main works contract has been awarded to Keltbray Highways. The tender approval process has been approved by the Council's Overview and Scrutiny Committee meeting, held on the 12 th November. Works are expected to start on site in January 2025 and coordination with the public toilets is ongoing.	3	2	2
B2.2 Canal Road Corridor	£350k	Timescales: TBC	Status: Not yet started	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	Timescales: Nov-22 to May-25	Status: Ongoing – On Track	Highways Maintenance (North) Team have delivered by Canal & River Trust predominantly utilising Sustrans funding. Improvements to Wellcroft linking the Market Square to the library, swimming pool, Central Park and Asda are included in the tendered works for the Market Square. These works will improve the planting and seating along the route as well as making minor alterations to the paving. The development of a new cycle route from Shipley Town Centre heading out to Saltaire is in detailed design. Highways Traffic Control Team have delivered pedestrian crossing improvements at Otley Rd Gyratory / Dockfield Road and will deliver improvements at Otley Rd / Commercial Street, Fox Corner. These will deliver better connectivity from the Market Square to the Station.	3	1	2
B2.4 Real Time Bus Information Service	£40k	Timescales: May-23 to Sep-23	Status: Completed	7 sites completed by WYCA (West Yorkshire Combined Authority)	1	1	1
B2.5 Public Toilets	£330k	Timescales: Aug-24 to Jun-25	Status: Ongoing – Delayed	Tenders being reviewed for the appointment of a contractor. Initial costs were over budget, so further tenders were sought. Regular meetings are in place with the design team, Shipley Town Council alongside Council Officers managing the Market Square Scheme.	1	1	1

Table 1: 1st October 2023 to 31st March 2024 Submission – Shipley Towns Fund

	*RDEL / CDEL	20/21 (£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	TOTALS (£)
A – Development Investment Fund [Bradford Council]	RDEL					53,000	53,000	106,000
	CDEL		64,633	16,554	0	2,612,813	4,000,000	6,694,000
	Total		64,633	16,554	0	2,665,813	4,053,000	6,800,000
B – Town Centre & Infrastructure Improvements [Bradford Council]	RDEL			79,207	138,654	2,428,139	2,394,000	
	CDEL							
	Total			79,207	138,654	2,428,139	2,394,000	5,040,000
C – Community, Art, Heritage & Future Tech Hub [Shipley College]	RDEL							
	CDEL		237,775	31,725	325,000	1,785,250	3,010,250	
	Total		237,775	31,725	325,000	1,785,250	3,010,250	5,390,000
D – Capital Assistance to Business Growth [Bradford Council]	RDEL				50,145	24,855	25,000	100,000
	CDEL		22,729	22,729	97,993	193,000	1,473,550	1,810,000
	Total		22,729	22,729	148,138	217,855	1,498,550	1,910,000
E – Shipley Library Enterprise Hub [Bradford Council]	RDEL							
	CDEL			16,537	45,330	18,133		
	Total			16,537	45,330	18,133		80,000
F – Health, Wellbeing & Community Campus [The Cellar Trust]	RDEL				33,985	40,010	22,005	100,000
	CDEL		118,940	31,060	193,200	2,078,400	478,400	2,900,000
	Total		118,940	31,060	227,185	2,122,410	500,405	3,000,000
G – Wrose Quarry Wetlands [The Conservation Volunteers]	RDEL							
	CDEL			70,000				
	Total			70,000				70,000
H – Shipley Sustainable Community Hub [Hive / Kirkgate]	RDEL							
	CDEL		99,543	85,957	1,600,000	724,500		
	Total		99,543	85,957	1,600,000	724,500		2,510,000
Programme Management	RDEL				31,091	84,455	84,455	
	CDEL							
	Total				31,091	84,455	84,455	200,000
	RDEL Total		0		115,221	206,320	184,460	
	CDEL Total		543,620	353,769	2,400,177	9,840,235	11,356,200	
	Total		543,620	353,769	2,515,398	10,046,554	11,540,659	

RDEL – Resource Departmental Expenditure Limits

CDEL – Capital Departmental Expenditure Limits

Re-profiled from £905k due to delays in agreeing the main GFA

Spend lower than expected, with costs moved into 24/25

Anticipated capital spend of £263k not materialised

Financial spend has been moved to the final year of the programme

Table 2: 1st April 2024 to 30th September 2024 Submission – Shipley Towns Fund

	*RDEL / CDEL	20/21 (£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	TOTALS (£)
A – Development Investment Fund [Bradford Council]	RDEL					53,000	53,000	106,000
	CDEL		64,633	16,554	0	1,166,072	5,446,741	6,694,000
	Total		64,633	16,554	0	1,219,072	5,499,741	6,800,000
B – Town Centre & Infrastructure Improvements [Bradford Council]	RDEL							
	CDEL			79,207	138,654	2,428,139	2,394,000	
	Total			79,207	138,654	2,428,139	2,394,000	5,040,000
C – Community, Art, Heritage & Future Tech Hub [Shipley College]	RDEL							
	CDEL		237,775	31,725	325,000	200,000	4,595,500	
	Total		237,775	31,725	325,000	200,000	4,595,500	5,390,000
D – Capital Assistance to Business Growth [Bradford Council]	RDEL				50,145	24,855	25,000	100,000
	CDEL		22,729	22,729	97,993	281,596	1,384,954	1,810,000
	Total		22,729	22,729	148,138	306,451	1,409,954	1,910,000
E – Shipley Library Enterprise Hub [Bradford Council]	RDEL							
	CDEL			16,537	45,330	15,000	3,133	
	Total			16,537	45,330	15,000	3,133	80,000
F – Health, Wellbeing & Community Campus [The Cellar Trust]	RDEL				33,985	66,015		100,000
	CDEL		118,940	31,060	193,200	2,556,800		2,900,000
	Total		118,940	31,060	227,185	2,622,815		3,000,000
G – Wrose Quarry Wetlands [The Conservation Volunteers]	RDEL							
	CDEL		9,091	60,909				
	Total		9,091	60,909				70,000
H – Shipley Sustainable Community Hub [Hive / Kirkgate]	RDEL							
	CDEL		99,543	85,957	1,600,000	724,500		
	Total		99,543	85,957	1,600,000	724,500		2,510,000
Programme Management	RDEL				31,091	100,382	68,527	
	CDEL							
	Total				31,091	100,382	68,527	200,000
	RDEL Total		0		115,221	244,252	146,527	
	CDEL Total		552,711	344,678	2,400,177	7,372,107	13,824,328	
	Total		552,711	344,678	2,515,398	7,616,359	13,970,855	

RDEL – Resource Departmental Expenditure Limits
CDEL – Capital Departmental Expenditure Limits

All financial spend related to this project has been released in line with forecasts.

Requirement for a larger capital drawdown than forecasted.

Financial spend moved to final year from previous submission

7.3 Risks

Project D: Capital Assistance to Business Growth

Position up to November 2024

Keighley Towns Fund	
Expressions of Interest (EOI) received	87
EOI Rejected	15
Applications approved	37
Jobs verified	51.5
Jobs pending verification	48.5
Apprenticeships verified	7
Apprenticeships pending verification	20
Total No. of new jobs to be created	127

Shipley Towns Fund	
Expressions of Interest (EOI) received	61
EOI rejected	10
Applications approved	20
Jobs verified	11
Jobs pending verification	63.5
Apprenticeships verified	1
Apprenticeship pending verification	4
Total No. of new jobs to be created	79.5

7.38 Average grant award for Keighley is **£41,394.87** whilst Shipley is **£33,408.40** Grant applications for both towns total **£2,187,808.26** with a private sector match of **£12,609,293.45** with **206.5** new FTE jobs to be created as a result of the funding, across both towns (**127** for Keighley and **79.5** for Shipley).

7.39 The Invest in Bradford Team, who manage the Capital Assistance to Business Growth Programme are being supported by the Strategic Programmes Team 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.

7.40 Decision Panel meetings to consider submitted applications are held monthly to ensure that applicants receive a decision and outcome within 30 days of applying.

7.41 Meetings are held on a monthly basis with the marketing team to update and provide information on press releases, alongside weekly posts on social media. The Invest in Bradford Team will continue to advise and support businesses who have expressed an interest and assist with the application process.

7.42 The team are in the process of reviewing alternative schemes that could help to reach the 'number of enterprises receiving grants' output target for both Keighley and Shipley.

Project Summary

Application Numbers:

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	17	20	20	22
Shipley	3	3	3	4	8	10	10	10	10	9*	12	15

Town	Application Numbers [Apr-24 to Mar-25]											
	Apr 24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Keighley	22	24	24	-	25	29	34	37				
Shipley	17	18	18	-	18	19	19	20				

Jobs to be Created:

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	66	66	79.5	84
Shipley	4	4	4	9	14	21	21	33	33	23*	24	63.5

*Drop from 33 to 23 due to one company withdrawing their application.

Town	Jobs To Be Created [Apr-24 to Mar-25]											
	Apr 24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Keighley	84	97	97	-	98	105.5	119.5	127				
Shipley	72	72	72	-	72	75.5	75.5	79.5				

Grant Approvals:

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	£643,112.80	£643,470.59	£731,243.89	£972,983.89
Shipley	£137,952.56	£154,822.06	£159,479.88	£159,479.88	£161,755.98	£541,876.46

Town	Grant Approvals [Apr-24 to Sep-24]					
	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Keighley	£972,983.89	£985,041.52	£985,041.52	-	£995,122.14	£1,096,815.33
Shipley	£608,392.50	£660,610.47	£660,610.47	-	£661,148.67	£663,534.17

Town	Grant Approvals [Oct-24 to Mar-25]					
	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Keighley	£1,355,938.58	£1,519,640.26				
Shipley	£663,534.17	£668,167.90				

8.0 Outputs & Outcomes

Project Name	Key Target Outputs / Outcomes*	Unit	Target	Achieved	Risk Status
A – Development Investment Fund	£ spent directly on project delivery (either local authority or implementation partners)	£m	1.55		
	£ co-funding spent on project delivery (private and public)	£m	65.3		
	# of temporary jobs supported during project implementation	Number	355		
	# of full-time equivalent (FTE) permanent jobs created through the project	Number	400		
	Amount of floorspace delivered / repurposed	m2	34,400		
	# of residential units provided	Number	116		
B – Town Centre & Infrastructure Improvements	£ co-funding committed (private and public)	£m	4,530	£1m	
	# of temporary FT jobs supported during project implementation	Number	75		
	Amount of public realm improved	m2	15,200		
	# of improved public transport routes	Number	4		
	Total length of new cycle ways or pedestrian	Km	2.5		
	Number of public amenities / facilities created	Number	4		
C – Community, Art, Heritage & Future Tech Hub	# of temporary FT jobs supported during project implementation	Number	50		
	Co-funding committed (private and public)	£	711,000		
	# of full-time equivalent (FTE) permanent jobs created through the projects	Number	7		
	# of full-time equivalent (FTE) permanent jobs safeguarded through the projects	Number	200		
	Amount of improved cultural facilities (heritage)	m2	120		
	Amount of improved cultural facilities (classrooms)	m2	670		
	Amount of capacity of new or improved training or education facilities	FTE students	680		
	Amount of public realm improvements (toilets)	m2	60		
	Amount of public realm improved – Urban Regeneration	m2	1,600		
	Number of new community/sports centres	Number	1		
D – Capital Assistance to Business Growth	Number of visitors to arts, cultural and heritage events and venues	Number	8,800		
	Co-funding private (millions)	£	4,000,000	677,215	1
	# of full-time equivalent (FTE) permanent jobs created through the projects	Number	45	12	2
	# enterprises receiving grants	Number	90	18	4
E – Shipley Library Enterprise Hub	Amount of floorspace repurposed	m2	50	50	1
	Availability of new specialist equipment – 2 new PC's	Number	2	2	1
	Increase in the amount of shared workspace or innovation facilities - 2 communal desks, 10 chairs	Number	12	12	1
	# of enterprises receiving non-financial support	Number	25		
	# of learners enrolled in new education and training courses	Number	150		

*This is a summary of the key outputs and outcomes and is not a definitive list of all that have been agreed with MHCLG

Project Name	Key Target Outputs / Outcomes*	Unit of measurement	Target	Achieved	Risk Status
F – Health, Wellbeing & Community Campus	# of temporary FT jobs supported during project implementation	Number	25	42	1
	# of full-time equivalent (FTE) permanent jobs created through the projects	Number	2		
	Amount of floorspace repurposed	m2	1,073		
	Amount of new parks/ greenspace/outdoor space	m2	1,200		
	# of enterprises receiving non-financial support	Number	8		
	Number of public amenities/facilities created	Number	11		
	Amount of capacity of new or improved training or education facilities	Number	1,500		
G – Wrose Quarry Wetlands	Total length of newly built roads	Km	0.3	0.3	1
	Amount of public realm improved – Site 1 and Site 2	m2	20,250	20,250	1
	Amount of rehabilitated land	m2	12,000	12,000	
	Amount of capacity of new or improved training or education facilities	Number	27	27	1
	Number of visitors to arts, cultural and heritage events and venues	Number	750	Ongoing	
H – Shipley Sustainable Community Hub	# of potential entrepreneurs assisted to be enterprise ready	Number	2	2	1
	# of temporary FT jobs supported during project implementation	Number	20	39	1
	Arts, culture and heritage – upgraded and protected community hub	m2	800	904.55	1
	Number of visitors to arts, cultural and heritage events and venues – 3,400 per year	Number	6,800		
	Carbon reduction – kg per annum with high standard of insulation and use of solar panels and electric heating	Tonnes	12,000		

*This is a summary of the key outputs and outcomes and is not a definitive list of all that have been agreed with MHCLG

9. PR & Communications – Item 5

9.1 PR

9.11 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.

9.12 In addition to the Council's newsletters and Bradford Means Business features, the marketing team share across the Council's social media platforms including Facebook, Instagram, X and LinkedIn with the hashtags #KeighleyTownsFund and #ShipleyTownsFund. Often the posts are also shared by partners which helps to increase the reach.

9.13 The Market Square Scheme communication and engagement work should take place with the board and key stakeholders to ensure adequate messaging to the businesses and local community.

10. Any Other Business

10.1 Interim Chair appointment

11. Date and time of the next meeting:

11.1. Monday 3rd March 2024, Location TBA.