

Shipley Towns Fund Board Meeting

Monday 10th June 2024

10.00 – 12.00pm

Shipley Town Council, Town Hall, Kirkgate, BD18 3EJ



Image: Plans for the Health, Wellbeing & Community Campus (The Cellar Trust)

Agenda

No	Item	Owner	Time	Paper
1	Project Spotlight: - Project A: Development Investment Fund	CBMDC Officers	10.00	
2	Welcome and apologies	Chair	10.30	
3	Meeting format and conduct	Chair	10.35	
4	Declaration of Interests	Chair	10.40	Item 1
5	Correspondence log	Chair	10.45	Item 2
6	Minutes of the last meeting and matters arising	Chair	10.55	Item 3
7	Highlight Report: - Programme Management - Project Updates - Risks and Issues - Finance Update	CBMDC Officers/Project Delivery Partner lead	11.00	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:

Name	Organisation	Role
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
James Skirrow	Carter Towler	Board Member
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
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
Michelle Rushworth	CBMDC
Phil Walker	CBMDC
Simon Woodhurst	CBMDC
Ryan Kane	DLUHC
Eden Clayton	DLUHC
Richard Thorpe	DLUHC
Michael Long	WYCA
Arron Tyndall	WYCA
Heather Waddington	WYCA
Jenifer Ward	DWP
Tracey Othen	DWP

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 11th March 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
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)	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	No	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	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	Listed on the public register	None	None	26/02/20	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 University of Arts London (UAL) – Visiting Lecturer British Army – Lance Sergeant	None	None	29/04/24	Listed on the register
Alec Porter	Shipley Resident	No	iMPower Associate	None	None	25/04/24	Listed on the register
Nicola Murray	Director of Sponge Tree Ltd	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 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 improved as a result of the investment, both at a project and programme 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

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>Project Spotlight</p> <p>Project A – DIF 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>RP to circulate SW Project A</p> <p>Report to all board members for comment</p>	RP	ASAP



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<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>Project B – Town Centre & Infrastructure Improvements</p> <p>Update provided as part of project updates as RW/SA unavailable for this meeting</p>			
2-6	<p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</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>Highlight Report</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 & Scrutiny Committee report completed and included with the board papers. The Towns Fund Team attended the meeting on the 13th February 2024.</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<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 27th 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>Project Updates</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 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 & 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</p>	<p>SA/RM to provide Gantt chart and timescales</p>	<p>SA/RM</p>	<p>ASAP</p>



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>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 4th 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>			
4	<p>PR & Communications</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</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>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>	Shipley Town Council to host information about TF projects.	MC/JA	ASAP
4	<p>AOB</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>	To finalise the date and time of next meeting	RP	ASAP

7. Highlight Report – Item 4

7.1 Programme Management

7.11 DLUHC Deep Dive Assurance Review documentation submitted on the 12th January with an interim feedback session on the 24th January. This included a review of Governance, Counter-Fraud, Procurement and Subsidy Control related to the Towns Fund and the Levelling Up Squire Lane Programme. The feedback session in February was positive, however, further information was requested by the assurance team and there has now been a delay in producing the final report.

7.12 DLUHC Performance Template finalized and submitted on the 28th May 2024 as per the deadline provided. This information included a detailed breakdown of the programme progress, funding profiles, outputs and risks. **Table 2** provides a financial summary of the submission.

7.13 New Board Members recruited to the Towns Fund Board with Nicola Murray, Scot Flight, Adam Sutcliffe and Alec Porter now in place. A SharePoint training session also took place on the 22nd May 2024, with access provided to all board members. The site is designed to provide more detailed information about the Towns Fund projects, including business cases, outputs and a financial breakdown of the project spend. The Forward and Engagement Plan is also hosted on the site which provides details (and links) of all the press releases issued.

7.14 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.

7.15 As part of this work, requests have been made to all project leads to submit evidence of private sector match, procurement of contractors and a summary document of all the Towns Fund spend that has been undertaken.

7.2 Project Updates – Position up to May 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	Not yet started	Still at a commercially sensitive stage and further information will be provided when available. The Chair of the Board has been provided with an update regarding this project.	5	5	5
B – Town Centre & Infrastructure Improvements (Bradford Council)	£5.04m	Investment in Town Centre & Infrastructure Improvements	Other	See individual updates	1	1	1
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 however legal issues have caused significant delays which have resulted in the project team being stood down. Risk profile has been increased.	4	4	4
D – Capital Assistance to Business Growth (Bradford Council)	£1.91m	Grant programme for new and existing businesses	Ongoing – On Track	Shipley – 43 Expressions of Interest received, with 17 applications approved. Total grant amount equals £608,392.50 with a private sector match of £3,763,566.84 and 72 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	Completed	Refurbishment has been completed and the team are in the process of recruiting a Business Information Officer to deliver the outputs. They are looking at putting on events in the interim.	1	1	1
F – Health, Wellbeing & Community Campus (The Cellar Trust)	£3m	Project to refurbish The Cellar Trust building	Ongoing – On Track	Planning permission validated on 23/02/24 and granted on 23/04/24. A Community Conversation event took place on 04/03/24 which brought together the public and key stakeholders to discuss the proposals. Contractor appointed and due to start 03/06/24.	2	2	3
G – Wrose Quarry Wetlands (The Conservation Volunteers)	£70k	Remediation work of the Wrose Quarry	Completed	Works have been completed with time taken now to collate evidence as part of the delivery of outputs. An opening event is expected to take place in June-24 once the signage has been installed.	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	Contractors on site with additional funding bids approved to complete further works to the project. Expected completion is August 2024.	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 Streets for People procurement started in February 2024 with the paving materials – a supplier for this has now been appointed. Main contractor works went out to tender in May-24 with an expected start date of August 2024. Phasing of the works is included in the structure of the tender but will be finalised once a contractor is appointed. Communication strategy will split to include wider public news stories, but also targeted stakeholder (particularly local traders) messaging on programme/progress.	3	3	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	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. Victoria Park (footway improvements on a route to school) is complete. West Royd Avenue (reconstructed footway) in progress. Wrose Brow Road (footway improvements on a route to school) in progress. The Canal Towpath is being delivery by Canal & River Trust predominantly utilising Sustrans funding have started on site. Improvement to Wellcroft linking the Market Square to the library, swimming pool, Central Park and Asda are out to tender. This will improve the planting and seating along the route as well as minor alterations to the paving.	2	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 Feb 25	Status: Ongoing – On Track	Revised plan received with construction to commence in October (following diversion of the mains) and completion February 2025. 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 April 2023 to 30th September 2023 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	263,263	3,174,775	3,174,775	6,694,000
	Total		64,633	16,554	263,263	3,227,775	3,227,775	6,800,000
B – Town Centre & Infrastructure Improvements [Bradford Council]	RDEL							
	CDEL		40,000	39,207	622,793	2,401,600	1,936,400	
	Total		40,000	39,207	622,793	2,401,600	1,936,400	5,040,000
C – Community, Art, Heritage & Future Tech Hub [Shipley College]	RDEL							
	CDEL		237,775	31,725	905,000	4,215,500		
	Total		237,775	31,725	905,000	4,215,500		5,390,000
D – Capital Assistance to Business Growth [Bradford Council]	RDEL				50,000	25,000	25,000	100,000
	CDEL		22,729		137,953	872,409	776,909	1,810,000
	Total		22,729		187,953	897,409	801,909	1,910,000
E – Shipley Library Enterprise Hub [Bradford Council]	RDEL							
	CDEL			16,537	35,866	27,597		
	Total			16,537	35,866	27,597		80,000
F – Health, Wellbeing & Community Campus [The Cellar Trust]	RDEL				20,000	40,000	40,000	100,000
	CDEL		118,940	31,060	400,000	2,350,000		2,900,000
	Total		118,940	31,060	420,000	2,390,000	40,000	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				20,000	90,000	90,000	
	CDEL							
	Total				20,000	90,000	90,000	200,000
	RDEL Total		0		90,000	208,000	208,000	
	CDEL Total		583,620	291,040	3,964,874	13,766,381	5,888,084	
	Total		583,620	291,040	4,054,874	13,974,381	6,096,084	

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 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	263,263	2,612,813	4,000,000	6,694,000
	Total		64,633	16,554	263,263	2,665,813	4,053,000	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	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		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	44,010	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

Costs higher than forecasted in the September submission

Project is due to start, hence requirement for a larger capital drawdown.

Financial spend moved to final year from previous submission

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 an update regarding this project.

Project B: Town Centre & Infrastructure Improvements

7.32 Market Square planning application approved alongside the application for the Market Square Toilets. Contractor appointed for the paving supplies and a tender has been released for the main works. Further details regarding a project plan and indicative timescales to be made available once contractors in place.

7.33 Extension and alterations to the toilet block costs were escalated to the Internal Programme Board in January and February. This was due to an easement regarding water and sewage diversions which have increased the costs for the scheme.

7.34 The extension and alterations will continue as planned with the additional costs accepted by the Internal Programme Board. Project is expected to be completed in Autumn 2024.

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

7.35 Short-Form Grant Funding Agreement (GFA) was reviewed by the Legal and Financial Officers within the Council and was paused. Funding was required to progress the project to RIBA 4 Tender Stage, alongside the provision of legal and VAT advice.

7.36 Meetings have taken place between the Council, DLUHC, DfE and the College to resolve the key elements within the main GFA. This needs to be resolved in order to progress the project to the next step.

7.37 Key elements of the project include:

- The land transfer on Caroline Street which is being managed by the Estates & Property Team and needs to be concluded prior to the main GFA.
- Match-funding requirement from Shipley Town Council to Shipley College for the development and management of the public toilets.
- Agreement of the main GFA once the RIBA 4 Tender stage is complete to ensure the project can be delivered on time.

Project D: Capital Assistance to Business Growth [Appendix 2]

Position up to April 2024

Keighley Towns Fund	
Expressions of Interest (EOI) received	66
EOI Rejected	15
Applications approved	22

Shipley Towns Fund	
Expressions of Interest (EOI) received	43
EOI rejected	10
Applications approved	17

7.38 Average grant award for Keighley is **£44,944.09** whilst Shipley is **£35,787.79**. Grant applications for both towns total **£1,581,376.39**, with a private sector match of **£3,914,455.11** with **156** new FTE jobs to be created as a result of the funding, across both towns (**84** for Keighley and **72** for Shipley).

7.39 The Business & Enterprise 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 The majority of applications / approvals have been for manufacturing and engineering businesses (27). There have also been 5 approvals for B2B businesses, 2 for the service sector, 3 retail and 2 in the hospitality sector.

7.42 The team are currently dealing with 28 pending applications and based on the approved and anticipated grant amounts, the forecast spends as of 20th May 2024 is as follows:

Keighley - £1,331,021.79

Shipley - £733,593.71

7.43 The level of enquiries for the Shipley Towns Fund area has increased but is still behind forecast. To address this, events are scheduled for July and November 2024 with leaflet drops planned for w/c 3rd June 2024 in Keighley and w/c 1st July in Shipley.

7.44 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 Bradford Council Stay Connected News Bulletins are also scheduled for 23rd May, 23rd July, 23rd September and 22nd November 2024.

7.45 The Business & Enterprise Team will continue to advise and support businesses who have expressed an interest and assist with the application process.

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	24	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											
Shipley	17											

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											
Shipley	72											

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					
Shipley	£608,392.50					

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. This was paused from **25th March – 5th May** due to the pre-election period, with advice provided to withhold any promotion of the Towns Fund Projects. Due to the forthcoming elections, scheduled for the **4th July**, the pre-election period started on the **3rd June**, with another pause in the marketing activities.

8.12 SharePoint site is live, with a training session completed on the 22nd May with board members. Most documentation is accessible apart from the financial information, where access is in the process of being granted by IT. The site is designed to provide information to board members about each project, including business cases, outputs, progress to date, marketing and latest news.

8.13 Council Officers attended the UKREiiF (UK Real Estate Investment & Infrastructure Forum) Conference in Leeds from the 21st – 23rd May 2024, promoting the Towns Fund to key investors, stakeholders and organisations.

8.14 Towns Fund press releases have also been published for both the Keighley and Shipley Towns Fund (both positive & negative) from March - May 2024:

Date	Town	Publication	Details	Rating
27/02/24	Keighley	Keighley News	<ul style="list-style-type: none"> Expanding Keighley firm finds ingredient for further growth Keighley News 	Positive
29/02/24	Shipley	Business Desk	<ul style="list-style-type: none"> £6m multi-use centre approved for world heritage model village TheBusinessDesk.com 	Positive
01/03/24	Shipley	BBC News	<ul style="list-style-type: none"> Saltaire World Heritage Site college plan approved - BBC News 	Neutral
07/03/24	Keighley	Keighley News	<ul style="list-style-type: none"> Glowing praise for Keighley Cougars as plans are welcomed Keighley News 	Positive
10/03/24	Shipley	T&A	<ul style="list-style-type: none"> Market revamp will need to help attract more traders Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
11/03/24	Keighley	T&A	<ul style="list-style-type: none"> Global festival WOWs the crowds on visit to Keighley: PHOTOS Keighley News 	Positive
12/03/24	Keighley	ITV	<ul style="list-style-type: none"> Transformation of 19th century water tower - Latest From ITV News 	Positive
23/03/24	Keighley	Keighley News	<ul style="list-style-type: none"> Keighley community building undergoes a transformation Keighley News 	Positive
03/04/24	Shipley	T&A	<ul style="list-style-type: none"> Plan to refurbish Shipley's 'tired' Market Square approved Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Neutral
09/04/24	Shipley	T&A	<ul style="list-style-type: none"> Details of £7m regeneration plan remain shrouded in secrecy Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Negative

11/04/24	Keighley	T&A	<ul style="list-style-type: none"> • Medal honour as Haworth firm celebrates 60 years Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
13/04/24	Keighley	T&A	<ul style="list-style-type: none"> • Heavy vehicles banned from picturesque Keighley street Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Neutral
11/04/24	Shipley	BBC News	<ul style="list-style-type: none"> • Shipley's landmark 1960s clock tower could get listed status - BBC News 	Neutral
15/05/24	Shipley	Yorkshire Post	<ul style="list-style-type: none"> • Bradford Council accused of cover up over Unesco criticism of Shipley College World Heritage Site plans in Saltaire (yorkshirepost.co.uk) 	Negative
20/05/24	Shipley	T&A	<ul style="list-style-type: none"> • Refurbishment of popular route has now been completed Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
23/05/24	Keighley	BBC News	<ul style="list-style-type: none"> • https://www.bbc.co.uk/news/articles/cv22933dr1qo 	Positive
29/05/24	Shipley	T&A	<ul style="list-style-type: none"> • Petition over decision on Caroline Street car park, Saltaire Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Negative
29/05/24	Shipley	T&A	<ul style="list-style-type: none"> • https://www.thetelegraphandargus.co.uk/news/24349772.asc-cartons-shIPLEY-gets-25-300-towns-fund-grant/ 	Positive
30/05/24	Shipley	T&A	<ul style="list-style-type: none"> • https://www.thetelegraphandargus.co.uk/news/24354036.shipley-college-defends-plans-new-building-saltaire/ 	Neutral
31/05/24	Shipley	BBC News	<ul style="list-style-type: none"> • Shipley: Victorian school's original features restored - BBC News 	Positive
31/05/24	Shipley	Business Link	<ul style="list-style-type: none"> • Work starts on new Health, Well-being and Community Campus in Shipley - Business Link Magazine (blmforum.net) 	Positive

9. Any Other Business

9.1 Terms of Reference v1.1 to approve [Appendix 3].

9.2 Board Member Biographies distributed [Appendix 4].

10. Date and time of the next meeting:

10.1. September 2024 date/time TBC.