

Shipley Towns Fund Board Meeting Minutes

09th March 2026 10am -12 noon
The Cellar Trust, Farfield Road, Shipley, BD18 4QP

Attendees:

Gill Thornton – Chair (GT), Si Cunningham – Vice Chair (SC), Adam Beddall (ABe), Adam Brannen (ABr), Adam Sutcliffe (AS), Alec Porter (AP), Cllr Alex Ross-Shaw (ARS), Anna Dixon MP (AD), Cameron Wilson (CW), Diana Bird (DB), Gary Devlin (GD), Helen Horsman (HH), Jane Hargreaves (JH), James Crawley (JC), James Skirrow (JS), Joe Ashton - Observer (JA), John Flaherty (JF), John Henkel (JH), Ravinder Panesar (RP), Richard Middleton (RM), Richard Sara (RS), Scot Flight (SF), Saira Ali (SA).

Apologies: Nicola Murray (NM), Cllr Anna Watson (AW).

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Welcome and apologies The Chair (GT) welcomed everyone to the Meeting and apologies were received. RP was congratulated for his recent visit to St James Palace in recognition of his work on the Towns Fund.</p> <p>Short introductions were given by all the attendees.</p>			
2-5	<p>2. Meeting Format & Conduction Highlighted in the Board papers.</p> <p>3. Declaration of Interests Checked for compliance – GT confirmed she had joined the Cellar Trust Board.</p> <p>4. Correspondence Log Correspondence Log to be updated to include correspondence has been received from SC.</p> <p>5. Minutes of the last meeting and matters arising Minutes approved and noted with decisions noted.</p>	<p>Amend Declaration of Interest Register</p> <p>Add in item to Correspondence Log</p>	<p>CBDMC</p> <p>CBMDC</p>	<p>Done</p> <p>Done</p>
6	<p>Shipley Mid-Point Review (MPR) Following request from Board at last meeting, GD has undertaken the MPR and provided a verbal update on the key findings:</p>	<p>Extend invitation to all Board Members</p>	<p>CBMDC</p>	<p>Done</p>

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	<ul style="list-style-type: none"> • A confidential paper was circulated to the Board with a summary of the findings. It was confirmed as confidential due to the paper containing information that relates to the 'business affairs of one or more entity' therefore exempt from publication. • A further meeting with Board Members, to review the contents of the full report was planned for 12th March 2026, after the Council's Corporate Management Team briefing. 			
7	<p>Funding Re-allocation A confidential Funding Re-allocation Paper Summary was circulated to the Board which provided an update on the options for reallocation of funding. This is exempt from publication as it contained information that related to the 'business affairs of one or more entity'. The Board supported and endorsed the recommendations within the paper – see item 8 below.</p> <p>The Board supported Council officers approach to develop a programme-level contingency list of projects that can be accelerated or funded should any underspend be made available. Options and recommendations to be developed by officers and brought for discussion with the Board at next meeting.</p>	<p>Board endorsement noted</p> <p>Develop contingency list</p>	<p>CBMDC</p> <p>CBMDC</p>	<p></p> <p>Jun-26</p>
8	<p>Project Updates</p> <p>Project A – Development Investment Fund A verbal update on progress was provided to the Board. The feasibility report for the Clock Tower had recently been received from the Leaseholder. ABr confirmed that work needed to be undertaken to review the proposals in more detail, including the minimum grant needed to deliver the maximum value and associated outputs.</p> <p>A delivery plan, costings plus key milestones for the DIF projects to be prepared for the next Board meeting.</p> <p>Project B – Town Centre & Infrastructure Improvements SA, RM, CM presented an update on projects delivered to date which included the Market Square Scheme, footway improvements to Victoria Park, West Royd Avenue and Wrose Brow Road. Low traffic neighbourhood installations were also completed in Saltaire, as well as the real time bus information service.</p> <p>Projects that were presented to the Board for a recommendation and approval are listed in the Board Papers. The Canal Road Corridor (Naturalising Bradford Beck) project was confirmed as proceeding at alternative timescales, potentially outside of the scope of the Towns Fund, so has now been removed from the delivery programme.</p> <p>AD questioned whether the proposals would address anti-social behaviour on Wycliffe, which RM confirmed the plans would help to</p>	<p>Cost and delivery plan to be prepared and present to the Board</p>	<p>CBMDC</p>	<p>Jun-26</p>

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	<p>mitigate. GT questioned whether Avondale Road would be addressed as it was a 'rat run' and not safe for pedestrians. SA confirmed that the plans would seek to redress the balance between vehicles and pedestrians, with prioritisation on sustainable travel.</p> <p>SA and RM to arrange meeting with Town Council to discuss the proposals, wider engagement and potential support from the Town Council that would include Baildon.</p> <p>The Board welcomed the proposals and voted in favour of proceeding with the proposed projects as outlined in the Towns Fund Board papers and presented at the meeting. This included a removal of the Canal Road Corridor (Naturalising Bradford Beck) project from the Towns Fund delivery plan and this element of funding reallocated in line with Board endorsement of item 7</p> <p>RS raised an issue with the bike scheme with the bike racks having an impact on the gazebos in the Market Square. RM agreed to investigate.</p> <p>An update on the Market Square Toilets was provided by JC whereby there were concerns regarding the doors. JC confirmed that the design met the building control and health & safety specifications. A license to install hoop barriers was in the process of being submitted to Highways. This process is expected to take up to two weeks, following on from which any work could be undertaken.</p> <p>Project C – Community, Art, Heritage & Future Tech Hub A confidential update was provided (Section 7) regarding the progress made by Council Officers to support the College in addressing the funding gap. The College are also working at pace to identify options to reduce the gap and ensure the project can be delivered.</p> <p>Following on from these updates, and the confidential item on Funding Re-allocation (Section 7 in the minutes), the Board voted in favour of endorsing the recommendations outlined in the Funding Re-allocation Paper.</p> <p>Project D - Capital Assistance to Business Growth Scheme The full allocation of funding is currently committed, with work underway to ensure claims are submitted to release the funding. The Shop Front Improvement Grant Scheme is still open for applications at present.</p> <p>SC questioned a reserve list and requested a list of the types of businesses, and their requirements to be provided for the next Board Meeting.</p>	<p>Town Council and CBMDC Officers to meet</p> <p>To circulate presentation to the Board</p> <p>To investigate the bike racks in the Market Square</p> <p>To provide a contingency list of businesses</p>	<p>CBMDC / JA / RS</p> <p>CBMDC</p> <p>CBMDC / JA / RS</p> <p>CBMDC</p>	<p>TBC</p> <p>Done</p> <p>TBC</p> <p>Jun-26</p>

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	<p>Project E – Shipley Library Enterprise Hub RP provided an update where the Library Services Team have recruited a new Librarian to support the delivery of outputs. JA confirmed that he had met the new contact, who attended the Shipley Means Business Event. Further opportunities to collaborate were discussed and are in the pipeline.</p> <p>Project F – Health, Wellbeing & Community Campus The Cellar Trust are continuing to collate and review the outputs as confirmed by HH as part of the Towns Fund requirements. The Board commended HH for her role in the renovations of the building, which hosted the Towns Fund Board meeting.</p> <p>Project G Wrose Quarry GT requested a site visit be arranged to view the Quarry and work undertaken through the Towns Fund funding.</p> <p>Project H Shipley Sustainable Community Hub RP provided an update regarding the meeting held in February 2026, where the focus now is on benefit realisation and collation of outputs. The Hive are working on the collation of outputs, specifically learners, which will be submitted for verification once available.</p>	Arrange site visit	CBMDC	TBC
9	<p>Outputs & Outcomes Update provided as per circulated paper.</p>			
10	<p>Board Forward Planner No further actions to include in the Forward Planner</p>			
11	<p>AOB DB requested the next meeting take place in May-26 to review the Shipley DIF. Officers to discuss and agree with Chair.</p>	Review dates/times & location	CBMDC	Mar-26
12	<p>Date and time of the next meeting: tbc</p>			