

Shipley Towns Fund Board Meeting Minutes

3rd March, 10.00am – 12.00pm
Kirkgate Centre, Shipley, 39A Kirkgate, BD18 3EH

Attendees:

Alec Porter (Interim-Chair), Cllr Alex Ross-Shaw, Angela Blake, Anna Dixon MP, Dave Partridge, Diana Bird, Helen Horsman, Jacqueline Ramdeen, Jane Hargreaves, James Skirrow, Joe Ashton (observer), Leanne Swinbank, Cllr Mike Connors, Nicola Murray, Nicole Williams, Ravinder Panesar, Scot Flight, Simon Woodhurst.

Apologies:

Adam Sutcliffe, Dom Pix, Jenifer Ward, John Henkel.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	Welcome and apologies AP welcomed JR to the Shipley Towns Fund Board meeting to present on the Capital Assistance to Business Growth Programme. Apologies listed in the minutes.			
2	Project Spotlight Project D – Capital Assistance to Business Growth Programme JR discussed the Capital Assistance to Business Growth Programme, including providing details of the businesses supported and outputs achieved to date. Two new schemes are proposed, with further information provided to the board in draft format for comments. It is envisaged this will be available to eligible businesses from 1 st April 2025 and further details published once guidance has been finalized.	AD to visit businesses in receipt of the grant fund	AD / RP	Ongoing
3-6	3. Meeting Format & Conduction Highlighted in the board papers 4. Declaration of Interests Listed on the Register 5. Correspondence Log No items			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>6. Minutes of the last meeting and matters arising</p> <p>The board confirmed the minutes of the last meeting as accurate and a true reflection of the discussions and actions, apart from one change where MC met with key stakeholders related to Project A Development Investment Fund.</p>			
7	<p>Highlight Report</p> <p>Programme Management RP provided an update as outlined in the published board papers.</p> <p>Project Updates</p> <p>Project A – Development Investment Fund SW presented a confidential update to the board on the scheme.</p> <p>Project B – Town Centre & Infrastructure Improvements Market Square Scheme works are underway with fencing up in key areas as part of a phased approach to the redevelopment.</p> <p>RP indicated that tenders for the Shipley Toilets have been evaluated and costs are being reviewed regarding any gap in funding.</p> <p>Project C – Community, Art, Heritage & Future Tech Hub RP indicated that the land transfer is being progressed and the College have met with the council procurement team to ensure the contractor appointment is in line with the contract standing orders.</p> <p>Project D - Capital Assistance to Business Growth Spotlight on this scheme presented by JR in Section 2.</p> <p>Project E – Shipley Library Enterprise Hub The library team are working to collect the outputs, specifically enterprises supported and learners engaged.</p> <p>Project F – Health, Wellbeing & Community Campus HH provided an update indicating that unforeseen costs have led to a delay, with handover expected now in June 2025. Some value engineering has taken place to scale back the outdoor works due to rising costs for materials. Some issues with drainage around a protected tree are being carefully managed, alongside a planning application which has been submitted for the redevelopment of the top of the car park. If further funding becomes available, an adjustment to this application will be made available.</p>			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>Project G - Wrose Quarry Wetlands The outputs are being collated by the team and with the council to verify.</p> <p>Project H – Shipley Sustainable Community Hub An update was provided by NW, where the focus is now on benefit realisation and collation of outputs. NW indicated that works to improve the acoustics will be taking place to the whole building.</p>			
8	<p>Outputs and Outcomes RP provided an overview of the project outputs, funding profile from the previous submission and a risk rating associated with each output.</p>			
9	<p>PR & Communications As per the update provided in the board papers. Suggestions were made by board members to promote the successes of the programme, including use of empty shops to promote the Capital Assistance to Business Growth Programme and new guidance. Shipley Town Council would like to be involved in any discussions regarding this.</p> <p>AD indicated a willingness to visit any businesses that have benefited from the support.</p>	Discuss options with Marketing	Council Officers	ASAP
10	<p>AOB Towns Fund Chair & Board Recruitment: A process was discussed, with the board indicating a sub-group be formed to review the applications and make a recommendation to the board.</p> <p>AD suggested a review of the Terms of Reference (ToR) as part of the new board.</p>	<p>Sub-group to meet and review applications</p> <p>Review ToR</p>	<p>Towns Fund Board</p> <p>Towns Fund Board</p>	<p>ASAP</p> <p>TBC</p>
11	Date and time of the next meeting: Monday 2nd June 10.00am – 12.00pm			