



Steering Group Workshop

Thursday 17th July 2025

Enterprise Hub, Victoria Hall

Attendees:

Brandi Hall-Crossgrove	Saltaire WHS Officer	
Ulrike Knox	Saltaire Village Society	
Robbie Martin	Salt Foundation	
Cllr Martin Love	Bradford Council	
Cllr James Roberts	ShIPLEY Town Council	
Cllr Kevin Warnes	Bradford Council	Morning Session Only
Maggie Smith	SWHEA	Afternoon Session Only
Emma Clarke	NHS	Morning Session Only
Suzanne Lilley	HE Regional Rep	
Andrew Burn	HE Regional Rep	
Diana Bird	ShIPLEY College	
Ian Durham	ShIPLEY College	
Glenn McCauley	Saltaire Inspired	
Ian Andrews-Swailes	Saltaire Festival	
Anthea Sully	The Peace Museum	
Saranya Dharshini Miller	ICOMOS-UK	Online

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AGENDA:

1. **Welcome by Brandi Hall-Crossgrove**
2. **Apologies:** Linda Malloy (SURC), Richard Dunn (Uni of Bradford), Andrew Wilson (Uni of Bradford), Ian Dobson (Bradford Council/Roberts Park Management), Cllr Anna Watson (Bradford Council), Cllr Alex Ross-Shaw (Bradford Council & Chair), Saira Ali (Bradford Council), Hannah Learoyd (Victoria Hall), Simon Micklethwaite (Salts Mill) Rachel Oxborough (Visit Bradford), Paul Sharkey (Baildon Town Council) and Simon Hincliffe (Canal & River Trust)
3. **Term of Reference Revised**
 - a. **Purpose**
 - Listed currently starts with the history rather than the purpose of the Steering Group
 - Key roles (Management Plan) need to be articulated more clearly
 - b. **Objectives**
 - See above notes purpose and objectives are not clearly defined and need to be reworked.
 - #3 consultation process needs further consideration
 - Clarify different roles and structure from local to global
 - More transparency
 - More Management Plan community engagement
 - c. **Responsibilities of the Membership**
 - Reword to say they represent their organization.
 - d. **Structure**
 - **Management of the Steering Group**
 - Rethinking of the Chair position to be an independent or a rotating chair.
 - Current version does not mention the Management Plan
 - e. **Sustainability & Succession Planning**
 - **Declarations of Interest**

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- Change to “personal” financial interest as all organizations have a financial interest in the WHS as stakeholders.
- Change title to Conflicts of Interest
- ***Voting***
 - Question arose about 50% being present to vote. Need to change to majority - irrespective of who attends.
 - Change to voting organizations instead of members
 - Chair’s tie voting is a casting issue to be discussed at workshop
 - Change to recorded vote rather than by hands as organizations could send responses digitally.
- ***Public Attendance & Transparency***
 - Agreed to do one public meeting a year with a caveat for “sensitive information”
 - Change to ‘will hold’ rather than may hold for public meetings.
- ***Liaison with other groups***
 - Take out first paragraph. There is no need to have this in ToR
 - Include Schools and other communities into the second paragraph
- ***Review***
 - How often the ToR should be revised

4. ***SWOT Analysis of Membership***

a. ***List of Members***

- Only list organizations not specific people
- Methodist Church missing
- Primary Schools not represented
- Caroline Social Club not represented
- Transportation representative should be present
- Need to change “Employees of Bradford Council are non-voting members”



- Need to appoint a Deputy Chair

5. *Date of next meeting:*

Agreed to twice a year on Microsoft Teams from 10-noon is perfect. Adding an in-person summer event once a year.

- a. **2nd October 2025** from 10-12pm via Teams
- b. **9th April 2026** from 10-12pm via Teams
- c. **16th July 2026** from 10-3pm on site
- d. **1st October 2026** from 10-12pm via Teams