

Keighley Town Deal Board Meeting Notes

07th January 2021, 5pm-7pm (via Webex)

Attendees:

Ian Hayfield, Steve Kelly, Robbie Moore MP, Cllr Alex Ross Shaw, Cllr Peter Corkindale, Georgina Webster, Judith Furlonger, Mark Elders, Paul Howard, Steve Seymour, Adrienne Reid, Naz Kazmi, Elizabeth Barker, Jason Longhurst, Lorraine Wright, Paul North, Alena Horvathova, Sophie Brown, Chris Joyce, Mark Wilkinson, Lily Hall, Lorraine Coates, Richard Bayley, Lindsay Whitley, Hugo Bessis, Emma Newman

Apologies:

Soo Nevison, Margaret Kalaugher

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping</p> <p>Minutes of the last meeting were agreed as an accurate record.</p>			
2	<p>Governance/Declaration of Interests/Conflict of Interests</p> <p>Board members were reminded of the obligation to declare their interests using the form and to highlight any conflict of interests that arise any point in the process / in the course of a meeting. It was recognized that there was the possibility that unforeseen / new interests may have arisen since the declarations were signed / submitted.</p> <p>The following Board members declared their interest in some of the projects:</p> <ul style="list-style-type: none"> • Naz Kazmi – KAWAC have a proposal under consideration. • Ian Hayfield – is aware of a number of project submissions. • Steve Kelly – College have proposals under consideration. • Georgina Webster – Keighley Creative have two proposals, Georgina is a Trustee • Mark Elders – Proposal submitted in respect of Legend Communications Limited. 			
3	<p>Introduction</p> <p>Richard Bayley of Atkins went through the introduction slide and provided the overview of the activities that took place since the last Board meeting, the current work that is being undertaken by the</p>			

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	<p>consultants and the recommendation for agreement by the Board today (to be discussed later on Agenda)</p> <p>Richard also explained that the overall Strategy for delivering the Vision and Objectives is to bring more focus in the way that Keighley grows and functions as a place in the future by:</p> <ul style="list-style-type: none"> • investing in industrial sites to make the town a premier manufacturing, engineering and technology hub • regenerating derelict properties in the town to improve the activity • creating better digital and physical connectivity • improving the technical & educational skills of residents across all ages • enhancing the communities and the cultural offer of the town • increasing the focus on health & well-being and environmental <p>The following 6 investment themes have been developed for the TIP to deliver the Strategy:</p> <ul style="list-style-type: none"> • Development Investment • Town Centre & Infrastructure improvements • Skills • Community and enterprise • Culture and heritage • Health 			
4	<p>Public Consultation Feedback</p> <p>Emma provided the summary of the public consultation that took place between 22nd December 2020 and 4th January 2021.</p> <p>It has been noted that we have received over 1000 responses with the majority being from individuals rather than businesses or organisations.</p> <p>Results were shared with the Board.</p> <p>Responses will inform the development of TIP with other key criteria such as deliverability and sustainability.</p> <p>The following concerns were raised by the Board members in regards to the consultation:</p> <ul style="list-style-type: none"> • Responses not being recorded by the age group and subsequently we are unable to determine young people's choices. • Some would have found the survey difficult to access and navigate and in addition not everyone has access to the internet. • Time frame was limited. 			

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	<p>It was acknowledged that the current lockdown meant that consultation methods were more limited.</p> <p>It has been noted that there will be more engagement and it will be discussed later on Agenda.</p>			
5	<p>Current projects short-list (recommendation for agreement)</p> <p>Hugo Bessis of Atkins explained the prioritisation process and overall scoring framework that has been developed for each criterion (strategic fit, HM Treasury, strength of contribution) with the individual scoring scale for each of the criteria.</p> <p>Examples of the project assessment have been shared with the Board on the slides – providing context as to why some projects scored well and others, less so.</p> <p>It has been explained that projects that are cross cutting in their nature (contributing to more objectives) will score well, as will projects that have a broader reach / impact or deliver significant long term social economic impact.</p> <p>Equally, some projects may align with the objectives, however, scored poorly on deliverability (HMT criteria) eg. ownership of the building is not guaranteed, the final use of the building after regeneration is not known, no stakeholder engagement has been carried out etc. Such projects have high level of uncertainty and attract more risk, therefore have not made the shortlist.</p> <p>It has been noted that the shortlisting methodology is based on the government matrix / toolkit. Assessment of projects was undertaken by the Atkins team to produce the shortlist.</p> <p>Some Board members requested to see the scoring matrix for all the projects. Richard to take this action away and consider the best way and format for sharing this information - keen to ensure information provided is set in context.</p> <p>It has been noted that the process is really rigorous and Board have to work with consultants to achieve the best possible outcome.</p> <p>Recommended approach for agreement by the Board:</p> <ul style="list-style-type: none"> Keighley's industrial sector plays a pivotal role in the regional & area economies and it is evident that to grow the sector it would 		Richard	

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	<p>benefit from support to bring that to fruition</p> <ul style="list-style-type: none"> • Recommended to establish a £35m bid to be submitted with the fall back of having a £25m bid to submit (£10m difference relating to additional Development Investment) • Projects are presented in categories showing focus and relevance to themes • Funding is identified for each category with recommended projects seeking a balanced investment approach. • Proposed categories: <ul style="list-style-type: none"> ○ Development Investment ○ Town Centre & Infrastructure improvements ○ Skills ○ Community and enterprise ○ Culture and heritage ○ Health <p>Discussion took place about the specific projects.</p> <p>Main points are below:</p> <ul style="list-style-type: none"> • We have to make sure that whatever we decide to do is achievable • The communication has to be well managed • People from community need to feel that they are part of the process • There has to be accountability • Some projects are not strong enough on their own, however, there is potential, providing that they meet specific criteria, to join them under Community Grant Scheme. 			
6	<p>Communication and engagement</p> <p>The following approach to the Communication and Engagement has been agreed by the Board:</p> <ul style="list-style-type: none"> • Latest consultation responses being used to help to inform development of TIP submission alongside other key criteria eg deliverability, sustainability. Also, responses to earlier engagement. • Focus groups on how key themes should be taken forward eg Town Centre • On going engagement with Board and key stakeholders as required • Press release/website and stakeholder update next week to report back on the consultation and what happens up to TIP submission (Action to share the press release with the Board before it goes to public) 	Agreed	Emma	

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	<ul style="list-style-type: none"> • Summary analysis of responses to consultation, plus free text responses will be shared with key stakeholders by email • Tailored public-facing consultation summary report will be made available on website • Communication and engagement report in main body of TIP submission plus more detailed consultation report and overarching coms plan with forward outline as appendices • Further press release/website and stakeholder update to announce TIP submission and what happens next • On going public and stakeholder engagement as TIP process continues- social media highlighted 			
7	<p>Recommendations</p> <p>Richard recommended that the Board agree the following:</p> <ul style="list-style-type: none"> • Agree to establish a £35m bid for submission with the fall back of having a £25m bid to submit based on the current project shortlist approach outlined. This requires: <ul style="list-style-type: none"> ○ Further examination of projects in the Development Investment category ○ Discussion with Government advisors ○ Final recommendation on value of bid to be made at the next Board meeting • Agree Board sub group to attend Check and Challenge session & review final drafting • Agree press release following public engagement survey • Agree to move the last Board meeting forward to Thu 21 January 	<p>Agreed</p> <p>Agreed</p> <p>Agreed</p> <p>Agreed</p>		
8	<p>Next steps</p> <p>05 January 2021 Bradford Council Executive Meeting – Update on Towns Fund Programme</p> <p>07 January 2021 Keighley Town Board meeting to agree preliminary project shortlist</p> <p>w/c 11 January 2021 Communication update on Engagement and Project progress</p> <p>13/14 January 2021 Towns Hub team to review initial draft of whole TIP (also circulated to Board)</p> <p>21 January 2021 Keighley Town Board meeting to recommend TIP</p>			

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	<p>to be finalised for submission</p> <p>w/c 25 January 2021 Bradford District Council to approve the submission of the TIP following recommendation from the Town Boards</p> <p>29 January 2021 Submit TIP to Government</p>			

Date of next meetings: 21st January 2021