

Keighley Town Deal Board Meeting Notes

23rd February 2022, 5pm-7pm (Keighley Civic Centre/ Teams)

In person: Ian Hayfield (Chair), Elizabeth Barker, Cllr Peter Corkindale, Steve Seymour, Fayyaz Qadir (Atkins), Lorraine Wright

Attendees:

Angela Blake, Amar Benkreira, Angela Hays, Naz Kazmi, Mike Atherton, Mark Elders, Cllr Alex Ross Shaw,

Apologies:

Judith Furlonger, David Warren, Georgina Webster, Robbie Moore MP, Chris Joyce, Soo Nevison, Mark Wilkinson, Adrienne Reid, David Moss,

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>Minutes from the last meeting were accepted as true record.</p> <p>No further Declarations of Interest were made.</p> <p>Action Updates:</p> <ol style="list-style-type: none"> 1. Project Management Support. Angela Hays Angela Hays was introduced as Interim Programme Manager. (Noted that full time permanent posts x2 will be advertised very soon). 2. Location and timing for future meetings. Suggested Friday morning. 3. Board current structure to be reviewed against the criteria in government’s guidance. It was noted by the Board that: <ol style="list-style-type: none"> a. Paul Moore no longer works for Powerun. Paul represented the manufacturing and engineering sector and the Board agreed that specialism should be replaced. b. Adrienne Reid has retired from Incommunities. Adrienne was on the Board as Incommunities are an anchor organisation, the major stock holding social housing provider in the District and employ a lot of local people. AB is liaising with Incommunities for a replacement on the Board. 4. Nominations for Vice Chair Board – Liz Barker was nominated / endorsed by the board as Vice Chair. 5. Business case cost for KAFF and WEP – Lorraine advised the Council had come to an agreement with KAFF and has a meeting scheduled with Naz / WEP. 		<p style="text-align: center;">CBMDC</p> <p>Decision</p> <p>CBMDC</p>	

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	<p>how the Grant Scheme will be managed / administered by the Council and Once Business case is approved, a formal application process will be required.</p> <ul style="list-style-type: none"> • Atkins are working with Bradford Council to define a prioritisation method to apply to all schemes, using: <ul style="list-style-type: none"> ○ Towns Fund Objectives ○ Deliverability ○ Value for Money / Outputs <p>IH asked how much of the £4.9m would be required as management costs. LW explained that all the projects that are a Fund (Projects A, E F) have some revenue monies included to manage / administer the fund as set out in the Project Confirmation information. AH confirmed for Project F – the figure is £100,000. ACTION: the Council to confirm other revenue elements for Projects A + E.</p>		Lorraine	
3	<p>Update on June Submission – Projects B, C, D, J</p> <p>Projects where Business case and summary documents are due to be submitted in June 2022 / engagement with project sponsors is ongoing:</p> <p>Town Centre and Infrastructure Improvements</p> <p>Update provided.</p> <ul style="list-style-type: none"> • Low Street is considered a quick win to complete, the first phase was delivered two years ago. The sponsors are exploring the possibility of delivering this before Christmas. • Better wayfinding has also been identified as key to improve the town centre. • These projects are key in aiding economic recovery from COVID-19 and supporting Net Zero. <p>Keighley Skills Hub</p> <ul style="list-style-type: none"> • It is proposed the Skills Hub will be located in the same building as the Health and Wellbeing Centre (Cavendish Street). • The first set of Stage 2 drawings have been issued to Luminare by the architects. • Luminare plan to consult on what skills should be taught at the Skills Hub. <p>The Manufacturing, Engineering, Future Technologies Hub</p> <ul style="list-style-type: none"> • Funding opportunities are being explored to finance the building shell to ensure the budget of £1.2 million can be 			

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	<p>used to equip the building.</p> <p>Keighley Community Health and Wellbeing Centre (the business case and summary document for this scheme will be delivered by the Scheme Sponsor)</p> <p>Mike Atherton provided the following update on Keighley Community Health and Wellbeing Centre:</p> <ul style="list-style-type: none"> • having regular meetings and working with other stakeholders • have lots of interest and engagement • architects are doing some detailed work about floor occupancy • scheme is progressing well and we are on target for June deadline <p>Questions and discussion</p> <p>IH as Chair asked if the College are in discussion with the architects re design and developer the developer regarding rents. IH declared an interest in this as his company, Hayfield Robinson act on behalf of the developer.</p> <p>FQ corresponded with the college representative during the course of the meeting via email and confirmed that the College have not had any liaison with the developer regarding the rent.</p>			
4	<p>Emerging themes</p> <p>Covid and Net Zero sub groups - Fayyaz had suggested in Jan setting up two sub groups from this Board to look at both elements.</p> <p>Sub Groups for Net Zero / Covid Recovery - nominations include</p> <ul style="list-style-type: none"> • Net Zero – Judith Furlonger and Rachel Kipling (the catchment coordinator for the Aire and Calder) from the Environment Agency • Covid – Georgina Webster and Steve Seymour <p>M&E</p> <p>Lorraine updated the Boar and explained that in the Business cases submitted in January, we translated projects outputs into annual figures. As an example for Project C, we anticipate to support 90 businesses throughout the lifetime of the funding and this was presented as 30 businesses per annum in the business case / monitoring and evaluation plan. Government feedback requested this be changed to the global figure of 90. All projects nationally are being asked to reflect outputs in this way.</p> <p>These changes have been made – in doing so, we have raised the risk of citing a global figure in as opposed to an annual figure i.e. if projects report against the global figure (90 in the example) from day</p>			

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	<p>1, it will always appear, until very late in the delivery programme, projects are a long way off meeting the target. This does not send a positive message in terms of delivery or in terms of how it reflects on the Boards, Councils and Government.</p>			
5	<p>Engagement</p> <p>Amar provided an update – feedback from the sessions will be collated and presented in a report format in due course but some initial feedback from the first sessions / online responses:</p> <ul style="list-style-type: none"> • 100 online responses, largely positive. • A lot of interest in employment opportunities • Of the 100, 9 have referenced the proposed location of Project J. • Younger people are offering views; responders are given option to leave Equality and Diversity information but this is not mandatory. Request for some information to be provided in alternative languages – Urdu and Bengali specified. <p>Youth Engagement – engaging with local schools to bring together a small group of young people to source feedback / input about the future of Shipley.</p> <p>Community Liaison Group – to bring together a representative group of local stakeholders to source feedback / input about the future of Keighley and act as / ambassadors and cascade information through networks.</p> <p>Engagement Events:</p> <ul style="list-style-type: none"> • Saturday 5th March / 11am – 2pm Keighley Civic Centre (Exhibition) • Thursday 10th March / 4pm – 7:30pm Keighley College (Exhibition) <p>Invitations were distributed / delivered locally Details shared on Social Media: https://www.facebook.com/bradfordmdc/posts/311875354320179 https://twitter.com/bradfordmdc/status/1493498300326195204 https://www.linkedin.com/feed/update/urn:li:share:6899264649364172800 Website – www.ourtownkeighley.co.uk with an online feedback form</p>			
6	<p>Next Steps</p> <p>Business Case Timelines for April 2022 Submission</p> <ul style="list-style-type: none"> • Finalise Business Case document and complete Economic Assessment by mid-March • Issue Draft to Sponsor by 18th March 2022 			

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	<ul style="list-style-type: none"> • Receive comments from Sponsor by 25th March 2022 • Issue to the Board on 29th March 2022 • Board Meeting: 30th March 2022 • Receive comments from the Board on 1st April 2022 • Issue docs to S151 officer on 8th April 2022 • Receive comments from S151 Officer by 12th April 2022 • Address any comments on 13th April 2022 • Final submission to the Department for Levelling Up, Housing and Communities on 15th April 2022 <p>Business Case Timelines for June 2022 Submission</p> <ul style="list-style-type: none"> • Scheme Sponsor input by end of April 2022 • Board Meeting: 4th May 2022 • Finalise Business Case document and complete Economic Assessment by 20th May 2022 • Issue Draft to Sponsor in the w/c 23rd May 2022 • Receive comments from Sponsor by 1st June 2022 • Issue to the Board on 6th June 2022 • Board Meeting: 8th June 2022 • Receive comments from the Board on 15th June 2022 • Issue Business Case and Summary documents to S151 officer on 21st June 2022 • Receive comments from S151 Officer by 27th June 2022 • Address any comments on 28th June 2022 • Final submission to the Department for Levelling Up, Housing and Communities on 30th June 2022 • Receive comments from the Board on 15th June 2022 • Issue Business Case and Summary documents to S151 officer on 21st June 2022 • Receive comments from S151 Officer by 27th June 2022 • Address any comments on 28th June 2022 • Final submission to the Department for Levelling Up, Housing and Communities on 30th June 2022 			
6	<p>AOB None.</p>			

Date of the next meeting: 1st April 2022, 10am-12pm