

Keighley Town Deal Board Meeting Notes

1st April 2022, 5pm-7pm (Keighley College / Teams)

In person: Ian Hayfield (Chair), Cllr Alex Ross Shaw, Judith Furlonger, Angela Hays, Naz Kazmi, Robbie Moore MP, Kevin O'Hare, Steve Seymour, Fayyaz Qadir (Atkins), Georgina Webster

Attendees:

Angela Blake, Amar Benkreira, Cllr Peter Corkindale, Mike Atherton, Mark Elders, Chris Joyce, Soo Nevison, David Warren

Apologies:

Mark Wilkinson, David Moss, Elizabeth Barker, Lorraine Wright

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) Workshop to be arranged – these are now taking place as a weekly sponsor update. Specialist topics to be introduced as required. VAT discussion have taken place with sponsors who require them. Support from the Towns Deal Delivery Partner for Net Zero; programme management; attracting investment and place leadership (item on the agenda). www.townsfund.org.uk 2) The Business case cost for KAFF and WEP has been agreed and the 5% received. 3) Sub Groups for Net Zero / Covid Recovery Support from Towns Fund Delivery Partner as per agenda item. CBMDC to bring in expert advice from Council sustainability team <p>Note - Update on Accelerated Funding to be brought to a future meeting -requested by Liz Barker</p>		CBMDC	

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
2	<p>Update on April Submission – Community Grant Scheme</p> <ul style="list-style-type: none"> • It was noted that the Business Case being developed is designed to demonstrate to government that the process of delivering the community grants is robust and workable • Some adjustment to the BCR will be needed – this may come from the metrics yet to be detailed for the KWVR railway project. The BCR needs to be closer to 2.0. • The business case needs to show we have a robust, open and fair process to determine which organisations obtain grants • Important for the selection process to demonstrate value for money • Projects will be provided with support from the economic development team • The application process will be overseen by the CBMDC Internal Programme Board • The CBMDC Internal Programme Board will provide an assurance in terms of ensuring the appropriate challenges are made – the minutes will be made available to the Board so these appraisals are transparent • Each applicant will be appraised upon their capacity to deliver; contribution to programme objectives; sustainability of the scheme; levels of match funding and financial viability • There is a need to demonstrate to government that there is an element of fluidity in terms of projects that may prove to be unviable / possibly dropping away and new projects coming in • The Board would like a chart showing the projects with milestones indicating the deliverability within the timeframe 		<p>CBMDC</p> <p>CBMDC</p>	
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>			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<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). DW explained how this will reduce the lease costs to the College. • 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 • Progress is pleasing <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 used to equip the building. • The preferred site will enable leverage and will maximise value for money and enable the shell to be kitted out <p>Keighley Community Health and Wellbeing Centre (the business case and summary document for this scheme will be delivered by the Scheme Sponsor)</p> <ul style="list-style-type: none"> • Project sponsors holding discussions with Atkins to align business case with government requirements • Request for an update from the project sponsor – to be invited to present at the May Board • NK asked about VCS involvement – an update is required <p>General:</p> <p>The Board asked how the metrics will be gathered for the monitoring and evaluation. AB reported the baseline data was available from the ED team. The Programme Board will produce quarterly reports for the Town Board.</p>		CBMDC	

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
4	<p>Emerging Matters</p> <p>Net Zero actions as above Programme Board</p> <p>AB explained the structure and makeup of the Board. The Board provides an internal check to give assurance to the s151 officer. To ensure a robust and transparent process for all applicants and to provide a reporting mechanism for monitoring and evaluation reports to be then presented to the Town Board. To ensure government reporting is in line with requirements.</p> <p>Action as above to circulate the minutes to the Board.</p> <p>Future outlook</p> <p>AB explained the role of Gainshare funding in building capacity, strategy development and developing a pipeline of projects. The government will be replacing EU funding with the UK Shared Prosperity Fund – the pre-launch was Feb 22. The CA will be submitting their Investment Plans setting out the priorities for the next 3 years. There will be stakeholder involvement to include this Board in April. The themes are Business; Communications; People and Skills (this element to commence later as EU funding ends in 2024).</p> <p>Round 2 of the Levelling Up funding has been announced. A number of schemes will be worked up for Bradford. The Board asked for more detail on this to be provided at the next meeting. There is a need to ensure the future funds build on the work of the Town Fund. AB explained the Levelling Up Funds would take advantage of allocated sites – increasing local investment for skills and jobs; developing the role of arts and culture and building on the ‘planks’ of the Towns Fund.</p>			
5	<p>Engagement</p> <p>Amar presented the findings from the recent engagement. Over 200 online survey have been received. Some specific feedback for the H&W hub – to be considered by the sponsor. Work is being done on engaging young people via a Youth Group as well as a community liaison group - creating an opportunity to shape the projects.</p> <p>Amar to present the findings of the report at the May meeting.</p>			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	Website – www.ourtownkeighley.co.uk with an online feedback form			
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 • 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: 13th 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 			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
6	AOB JF stressed the need for the future funding to be joined up. The Board could assist on giving the message that the funds are complementary. AB said the Investment Plan will give this strategic overview. Noted that Council resource is critical to effective delivery.			

Date of the next meeting: 13th May 2022, 10am-12pm Keighley College

DRAFT