

# Keighley Towns Fund Board Meeting Minutes (DRAFT)

Location: Keighley College (MS Teams available)

Date / Time: Friday 28<sup>th</sup> April 2023 10.00am – 12.00pm

## Attendees – In person:

Ian Hayfield (Chair); Angela Hays; Michelle Rushworth, Georgina Webster; Mark Elders; Steve Seymour; Cllr Alex Ross-Shaw; Kevin O’Hare; Anne-Marie Woolham; Alan Lunt; Peter Corkindale

**Attendees – MS Teams:**; Liz Barker; Ryan Kane; Soo Nevison; Mike Atherton;

**Apologies:** Judith Furlonger; Lorraine Coates; Phil Walker; Angela Blake; Robbie Moore MP; Naz Kazmi; Lisa Lloyd; David Warren

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p><b>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</b></p> <p>Minutes of the previous meetings were accepted as a true record.</p> <p>The new format of the Board Meetings was explained, including the new declarations of interest form and the correspondence log for Board members.</p>		MR to send out dec of interest form	28.04.23
2	<p><b>Highlight Report</b></p> <p>MR provided a summary of projects, which includes their value and risk.</p> <p>Project A, Development Investment Fund, low risk profile.</p> <p>Project B, Town Centre and Infrastructure Improvements, low risk profile.</p> <p>Profile C, Keighley Skills Hub, high risk rating.</p> <p>Project D, Manufacturing, Engineering and Future Technologies Hub, low risk rating.</p> <p>Project E, Capital Assistance to Growth, low risk rating and high private sector matching funding.</p> <p>Project F, Community Grant Scheme, low risk rating,</p> <p>Project G, Creative Arts Hub, high risk rating.</p> <p>Project H, Women into Employment Programme, low risk rating. A further update was given on WEP, that their planning permission has now been granted.</p> <p>Project I, Keighley Arts and Film Festival, low risk rating, this project has already delivered all its planned outputs.</p> <p>Project J, Keighley Community Health and Wellbeing Centre, high risk rating.</p>			

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	<p>AMW provided a summary of the projects within the Community Grant Scheme. Projects River Worth Friends, Keighley Healthy Living, Haworth Toilets, Sangat Centre, Woodville Community Centre, Old School Room Roof, Central Hall Roof, Good Shepherd Centre and KWVR have a low risk rating. SN provided an update on Central Hall Roof, that a roofer has now been secured to begin the work in August. Keighley Cougars and Haworth Village Hall have medium risk ratings, both projects now have their planning permission validated.</p> <p>IH asked for a further update on the progress of the Keighley Cougars project.</p>		<p>AMW to request a project update for Keighley Cougars for the next meeting</p>	
3	<p><b>Spotlight on</b></p> <p>A report was presented on the Keighley Creative Community Hub project, outlining anticipated milestones for RIBA 2, building acquisition, planning, detailed design and construction.</p> <p>A building condition survey has been undertaken and a valuation of the property was commissioned, the outcome of which will be available for the next board meeting. The contents of both will assist in forming options and recommendations for this project.</p> <p>A photographic project round up was not ready in time for this meeting though is planned for the June meeting.</p>			
4	<p><b>PR &amp; Comms</b></p> <p>An overview of the marketing and communications activity which has taken place since the last board meeting was provided. This comprised of the tender for Communications &amp; Engagement Activity across both Towns Fund programmes was aborted due the cost benefit not being sufficient to warrant awarding the contract. Subsequently a 'Quick Quote' was explored to appoint a firm to deliver PR activity. This route to procurement was paused though the brief for which formed the basis to commission CBMDCs Marketing &amp; Communications Team. The team has recently appointed a new Marketing &amp; Communications Officer therefore will have more capacity to support this function across the Towns Fund programmes. This is a positive step for the TF programme PR &amp; communications.</p>			

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	<p>A summary of the various press articles was provided based upon those listed in the meeting pack, together with an update on the photographs taken on the Providence Park site with the developers, CBMDC and representatives of the TF Board.</p> <p>The provision of an online presence was discussed, namely the Towns Fund website. The current site 'Our Town Keighley' is a legacy of the consultation and development phase of the Towns Fund projects and is not a reflection of the current position. Having met with the web host and the outcome being that there would be an ongoing hosting cost and limited accessibility for Council officers to update the pages, it was proposed that the pages are hosted on the Town Council website, together with the CBMDC pages being updated and improved.</p>			
4	<p><b>AOB</b></p> <p>Georgina gave apologies for the next meeting (9<sup>th</sup> June)</p> <p>There being no other business, the meeting closed.</p>			

**Date of the next meeting: Friday 9<sup>th</sup> June, 10.00 – 12.00pm (Location, TBC)**