

Keighley Town Deal Board

Agenda

Friday 15th September 2023

10.00am – 12.00pm

Location: Keighley College Boardroom

No	Item	Owner	Time	Paper
1	Welcome and apologies	Chair	10:00	
2	Project Update: Project D: Capital Assistance to Business Growth	Satnam Khela	10:05	Appendix 3
3	Meeting format and conduct	Chair	10:20	
4	Declaration of Interests	CBMDC	10:25	Item 1
5	Correspondence log	CBMDC	10:30	Item 2
6	Minutes of the last meeting and matters arising <ul style="list-style-type: none"> - Board meeting schedule - Development Frameworks 	Chair	10:35	Item 3
7	Highlight Report: <ul style="list-style-type: none"> - Programme Management - Project Updates - Risks and Issues - Finance Update - Decisions required from KTD Board 	CBMDC Officers/Project Delivery Partner lead	10:45	Item 4
8	Spotlight on: <ol style="list-style-type: none"> 1. Keighley Creative 	Project Lead/CBMDC Officers	11:05	Item 5 Report awaiting updated RIBA2 costs/info
9	PR & Comms	CBMDC Officers	11:40	
10	AOB	Chair/All	11:50	
11	Date and Time of next meeting	Chair	11:55	
12	Meeting closes	Chair	12:00	

List of Board Attendees:

Name	Organisation	Role
Ian Hayfield	Hayfield Robinson	Chair
Liz Barker	Worth Valley Magazine	Vice Chair
Georgina Webster	Keighley Creative	Board Member
Robbie Moore MP	Keighley Constituency MP	Board Member
Naz Kazmi	Keighley Asian Women and Childrens Centre	Board Member
Steve Seymour	Airedale Shopping Centre	Board Member
Cllr Alex Ross-Shaw	CBMDC Portfolio Holder	Board Member
David Warren	Luminate Education Group	Board Member
Kevin O'Hare	Keighley College Principal	Board Member
Peter Corkindale	Keighley Town Council	Board Member
Soo Nevison	Community Action Bradford & District	Board Member

Apologies:

List of Invited Attendees:

Angela Hays	CBMDC
Angela Blake	CBMDC
Rav Panesar	CBMDC
Anne-Marie Woolham	CBMDC
Michelle Rushworth	CBMDC
Phil Walker	CBMDC
Dave Partridge	CBMDC
Alan Lunt	CBMDC
Anne-Marie Woolham	CBMDC
Simon Woodhurst	CBMDC
Satnam Khela	CBMDC
Simon Woodhurst	CBMDC
Lorraine Coates	DLUHC
Ryan Kane	DLUHC
Sophie Brown	NHS
Michael Long	WYCA

1. Welcome and apologies

- 1.1. Chair's welcome.
- 1.2. Notes of attendance and apologies.

2. Capital Assistance to Business Growth Update

- 2.1 Update from Satnam Khela.

3. Board meeting format and conduct

- 3.1. Chair to outline the format of the board meeting and how it will be conducted. The agenda and timings are to be followed by the Chair, who will invite comments, questions and discussion once each agenda item has been presented.

4. Declaration of interests

- 4.1 Board members to declare any interests of relevance to the meeting agenda for documenting on the register.

5. Correspondence log

- 5.1. Board members and Council officers to declare any correspondence of relevance to the meeting agenda for documenting on the register.

6. Minutes of the last meeting and matters arising

- 6.1. Minutes have been circulated to members and published in advance for comment. Board members are asked to agree the minutes of the July Keighley Town Deal Board meeting.
- 6.2. Future Board Meeting Schedule, further to discussion at the Internal Programme Board meeting.
- 6.3. Development Frameworks – progress update.

7. Highlight Report

- 7.1. The Keighley Town Deal Programme Manager and the nominated Council officer project leads for each Keighley Town Deal project to attend and present key updates on project progress, risks and issues.
- 7.2. Project Updates

8. Spotlight on:

8.1. Keighley Creative

Project Update – Keighley Creative Community Arts Hub

8.1. Further to the decision at the previous meeting to progress with the project subject to RIBA 2 costs being within budget, the budget estimate has been provided and significantly exceeds the available funding (secured Towns Fund, together with unsecured grant funding from Arts Council England, City of Culture and Community Ownership Fund). The budget estimate costs for the RIBA 2 design are £5,726,500. As such, a proactive approach has been taken by East Street Arts and further feasibility works are being undertaken based upon a revised scope and design. Using disaggregated costs from the RIBA 2 report East Street Arts and Creative Space Management have worked with the consultants to determine that the revised project scope (Creative Hub on the Upper Ground Floor only) could be delivered within a funding envelope of £2.45m TF, £1.85m COF and £250k City of Culture (Option 1) which would be a more comprehensive option, or Option 2, do less which would be a more basic option and would be funded by £2.45m TF and £250k City of Culture, (should the funding bids be successful). ESAs preferred approach is option 1; to deliver the revised project on the Upper Ground Floor of Sunwin House.

8.2. The additional feasibility work on the Creative Arts Hub has been presented to the Internal Programme Board with an outline project timeline. The recommendation is to ascertain the risk of progressing to RIBA 3, therefore RIBA 3 costs have been requested. The risk of progressing to RIBA 3 is that this is outside of the 5% feasibility work therefore any TF monies released for further activities could be clawed back from DLUHC, should the Creative Hub project not go ahead. Subsequently this recommendation was presented to the Creative Hub Working Group and accepted as the recommended approach to proceed. To ensure that this additional funding is protected, a GFA for RIBA 3 would be drawn up and agreed, thereby transferring the risk to ESA should the project fail.

9. PR & Communications

9.1. CBMDC TD Programme Team to update PR, Comms and Website

9.2. Discussion on content of recent press releases.

10. Any Other Business

10.1. Meeting schedule – confirmation of rescheduling of the board meetings to quarterly.

11. Date and time of the next meeting:

11.1. Friday 15th December 2023

List of Keighley Town Deal Board Papers

Item 1: Declaration of Interests Register

Item 2: Correspondence Log

Item 3: Minutes of the 25th July 2023 Meeting

Item 4: Highlight Report

Item 5: Update Report - Creative Hub

**Keighley Town Deal Board
Item 1 - Declaration of Interest Register**

Board Member	Job Title	Disclosed interested when becoming a board member	Disclosable pecuniary interest (employment, sponsorship, undischarged contracts, beneficial interests in land, licence to occupy land, corporate tenancies, beneficial interest in securities)	Other registerable interest (membership or position in which appointed or nominated by Council, any body exercising functions of a public nature or directed to charitable purposes, including the influence of public opinion or policy, any person from whom have received a gift or hospitality)	Non-registerable interest (affecting the wellbeing of member directly, family, friend or close associate more than the wellbeing of those in local area generally)	Date of meeting declaration of interest received	Action taken
Ian Hayfield (Chair)	Director – Hayfield Robinson		Director and shareholder of Hayfield Robinson and Pure Lettings. Hayfield Robinson partner Justin Robinson is agent for Providence Park and undertook an independent valuation of Sunwin House.	Ian Hayfield has declared 50% ownership of Temple Chambers, Russell St, Keighley, which is a property within the Town Deal boundary.			
Liz Barker (Vice Chair)	Director – Worth Valley Magazine						
Georgina Webster	Vice Chair – Keighley Creative						
Robbie Moore	Keighley Constituency MP						
Naz Kazmi	Chief Executive – Keighley Asian Women and Children Centre						
Steve Seymour	Centre Manager – Airedale Shopping Centre						
Cllr Alex Ross-Shaw	CBMDC Portfolio Holder - Regeneration, Planning & Transport						
David Warren	Group Vice Principal – Development – Luminare Education Group	Keighley College is a member of LEG.	KTD has approved two capital projects that related directly to educational and skills development that will be run by the college.	None	None		
Kevin O'Hare	Principal – Keighley College						
Peter Corkindale	Councillor – Keighley Town Council						
Soo Nevison	Chief Executive Officer – Community Action Bradford and District						

Keighley Towns Fund Board Meeting Minutes

Location: Keighley College (MS Teams available)

Date / Time: Tuesday 25th July 2023 10.00am – 12.00pm

Attendees – In person:

Ian Hayfield (Chair); Angela Hays; Michelle Rushworth, Steve Seymour; Alan Lunt; Phil Walker, David Warren, Robbie Moore MP(RMo), Kevin O’Hare, Rav Panesar, Naz Kazmi, Liz Barker, Georgina Webster

Attendees – MS Teams: Cllr Alex Ross-Shaw, Anne-Marie Woolham

Apologies: Angela Blake, Lorraine Coates, Peter Corkindale, Robert Maden(RMa), Mark Elders

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1-4	<p>Housekeeping – Apologies, Minutes, Actions, Correspondence Declarations of Interest</p> <p>Minutes of the previous meetings were accepted as a true record.</p> <p>Minutes Actions</p> <p>GW query on when Development Framework would be available, MR confirmed draft out for consultation September. Currently internal consultation is taking place.</p> <p>IH/SS queried not having CBRE list of contacts as asked for last meeting. AL/AH to supply the board urgently. RM concerned that Development Framework does fit with the Local Plan</p> <p>MR to arrange presentation from Development Framework team if they are ready</p> <p>Correspondence –</p> <p>MR Correspondence from J Harris re sustainability on TF projects. MR met JH and outlined the programme. Discussions followed on</p>		<p>AL/AH to supply CBRE contact list.</p> <p>MR to arrange Dev Frame team presentation to next Board</p>	<p>25.07.23 – completed 25.07</p> <p>When appropriate for team to share.</p>



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>possible sustainability sub group across both Keighley and Shipley (Shipley College have offered support).</p> <p>Declarations of Interest – received from DW, GW and KOH Any others to be sent direct to MR</p>			
5	<p>Updates</p> <p>Keighley Health and Wellbeing Centre AH - POS disposal to be advertised in local press for 2 weeks + 10 days for responses, then site hoarded off. NHS paper undergoing scrutiny then will be presented to Board</p> <p>IH/SS keen to keep moving forward with this project, valuation needed urgently.</p> <p>KAWACC – NK refining costs with contractor but still £150k over budget. Work on seeking additional funding continues. Contractor could start on site 14 August though not feasible due to lack of funding and lease not in place. EOI submitted for COF. CAT still not approved after waiting 12 months.</p> <p>IH – CAT wait too long, can AL help/clarify situation?</p> <p>GW confirmed all projects are facing increased costs.</p> <p>DW construction inflation at 11% but dropping. If underspend on projects occur, this could be used to cover inflation costs. Rationale is unprecedented inflation increasing costs.</p> <p>RMo – there is risk attached to the Creative Hub project, queried when we would know what is to be delivered. Update on Project G in item X.</p> <p>AH will look at areas of potential underspend to possibly help KAWACC</p> <p>IH concern of lack of information on DIF, expected presentation this meeting. Beechcliffe update needed as major project and considerable revenue. KAWACC is a much needed project and needs more support.</p>		<p>AH/MR to arrange presentation of NHS paper to Board</p> <p>AL to inform Board of CAT progress by end July</p> <p>AH to investigate project budgets and</p>	



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>Towns Fund Conference AH reported back, conference was very useful for both TF updates and contacts in other funds.</p>		<p>process for DLUHC if changes made</p>	
6	<p>Highlight Report</p> <p>Programme Management MR presented detailed highlight report, comments made on individual projects as follows:</p> <p>Project A DIF– RMo requested more detail on the three individual projects and a separate risk analysis on each. MR to supply.</p> <p>IH asked what the timescale was for making a decision on this project and if the funding can be reallocated within the programme.</p> <p>Project C Keighley Skills Hub- IH concerned over timelines, when will HWBC be ready? Requested update report from RMa.</p> <p>Project H – awaiting update after Overview and Scrutiny report is ratified by the Trust. GW raised query on comms and engagement plan .</p> <p>Project F AMW presented detailed highlight report</p> <p>Haworth Village Hall - AH/MR progress improved working with new team in place. Project Management help needed to lead the project. TF team already assisted with City of Culture bid and COF application.</p> <p>Good Shepherd Centre AMW - no longer plan for mezzanine but this may come later. GSC ineligible for COF due to length of lease not being sufficient. Discussion led by AH re approaching Diocese regarding lease length and COF possibility.</p> <p>Keighley Healthy Living & Central Hall AMW – work has now started (July) and the Old School Room is complete.</p> <p>Finance Report</p> <p>Financial profiles across the Towns Fund Programme is included in the meeting agenda pack though was not discussed at this board</p>		<p>MR to provide individual report/risks for Project A</p> <p>MR to obtain HWBC update from RMa</p> <p>IH to approach diocese re lease and benefit of being able to attract capital funding.</p>	



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>meeting. Board members can review and pose any questions via email or at the next board meeting.</p>			
7	<p>Spotlight on</p> <p>Manufacturing, engineering future technologies hub -</p> <p>DW – PowerPoint presentation of project progress including plans of the site, externals of the building and Hub location.</p> <p>KOH – The hub will work closely with other industrial units on the site.</p>			
8	<p>Keighley Creative Hub Interim Report/Update</p> <p>AL Working Group met on Friday to review interim report from ESA. 17 Questions answered. Representatives views on the working group as follows</p> <p>SS - Positive about the project and its timing with City Of Culture, some concerns over delivery but positive overall.</p> <p>DW – Important to see phasing work/ RIBA 2 in August, some concern over contingency, should be 10-12%. Letting strategy is sound (oversubscribed elsewhere) and ESA as project sponsor positive.</p> <p>AH – Risks are mitigated within the GFA.</p> <p>LB – Output focus needed. Good relationship between KC and ESA. Track record of ESA important factor. Project is worthy of our support.</p> <p>AH provided briefing note to Internal Programme Board which contained a recommendation to the TF Board. MR showed wording of recommendations on screen. AH explained its meaning and advised that external consultant team to appraise business case, commercial case, Re-test BCR, RAG rate, and test costs for reassurance. DW agreed with this approach, it mirrors that of Luminare on large capital projects.</p> <p>AL – Biggest risk is property project, other risks borne by ESA</p> <p>GW – KC have been impressed with the thoroughness of ESA. Other bids are in place with COF and the Arts Council. ESA have NPO status with the Arts Council.</p> <p>Board voted all in favour of accepting recommendations of the working group and Internal Programme Board.</p> <p>DW – K College likely to be a tenant of the Creative Hub.</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
9	<p>PR and Comms</p> <p>RP – New website now live, PR activity increased. Regular meeting with Ward Councillors ongoing since June.</p> <p>Three Little Birds bakery discussed with difficulties in accessing grants now resolved.</p> <p>AOB</p> <p>LB proposed a minibus tour of TF project sites. MR to look into, KOH offered use of minibus.</p> <p>NK help needed for KAWACC to secure additional funds to deliver project.</p> <p>RP - Project E event planned to promote grants available, on 25 September.</p> <p>SS – stop ‘replying all’ to emails.</p> <p>IH reiterated support for KAWACC needed.</p>		MR to circulate potential dates	

6. Highlight Report – Item 4

6.1 Programme Management

6.11 Ward member briefing took place on the 27th July 2023 where project updates were provided to Councillors. These are arranged a week after the Towns Fund Board Meetings to provide Ward Councillors with an updated position following the board meetings.

6.12 Council Officers, in partnership with the Contract Manager put in place a claims process for Towns Fund projects (**Appendix 1**) to ensure compliance with Council requirements. Once a Grant Funding Agreement (GFA) has been signed, advanced funding will be released in accordance with the applicant's expenditure profile. Regular monitoring will then take place between the Contract Manager and Regeneration Team to ensure compliance with the GFA.

6.13 Funding can only be released to applicant's once a GFA has been sealed by the council. This provides the applicant and the council with assurances of how the funding will be spent and under the agreed terms and conditions. Internal projects, including Project D – Capital Assistance to Business Growth have Service Level Agreements (SLA's) in place between the council and departmental leads and aligned to DLUHC assurance requirements.

6.14 Discussions took place with DLUHC regarding evidence requirements for outputs. **Appendix 2** contains the Towns Fund Indicator Guidance which provides details of the output, evidence required and additional information requirements. Documentation was then created by the Regeneration Team to ensure outputs can be evidenced in line with DLUHC audit requirements and sent to projects that are moving to the delivery stage.

6.15 Involvement in the Business Rates working group to provide updates on Towns Fund Projects and ones that require a re-assessment or vacating their premises for refurbishment. Future Towns Fund Projects that are undergoing refurbishment and/or will be vacating their premises and require a reassessment should inform the Programme Management Team as soon as possible.

6.16 Towns Fund Reporting Templates for Keighley and Shipley reporting period (1st April 2023 – 30th September 2023) are being updated. Expectation that the submission deadline for this will be in November – December 2023 and to be confirmed by DLUHC.



6.17 Towns Fund Project Updates – Update as at August 2023

Project Name	Value	Project summary	Updates	Delivery	Spend	Risk
A – Development Investment Fund (DIF)	£14m	Development of industrial units at Providence Park, Victoria Hotel and Beechcliffe Industrial Site.	See individual updates below.	2	3	3
B – Town Centre & Infrastructure Improvements	£2.33m	Investment in Town Centre and Infrastructure improvements.	See individual updates below.	3	3	3
C – Keighley Skills Hub	£306k	Bespoke learning space for residents to improve their employability skills. <i>Linked to Project J.</i>	Risk associated in the co-lease of the H&WB bldg. Plans and costs in place, need further info on how hub will fit into H&WB Centre.	3	3	3
D – Manufacturing, Engineering & Future Technologies Hub	£3m	Purpose built training and education facility to be based at Providence Park.	Discussions in place between the Developer and Luminste Education Group to review the lease agreements. There are outstanding issues that need to be resolved before this can be agreed. GFA to be finalised once the lease is in place.	2	2	2
E – Capital Assistance to Business Growth	£2m	Grant programme for new and existing businesses.	The Invest In Bradford (IIB) Team are currently dealing with 25 pending applications. (12 applications approved). Based on the number of applications and anticipated grant amounts of pending applications, the forecast spend as of 31/08/23 is at £94,641.00 for Keighley and spend to date is +£35,736.36 ahead of the existing profile. The IIB Team are planning an event for the Keighley Towns Fund on the 25/09/23 as well as an online event, plus further events in partnership with Bradford & Airedale Manufacturing Alliance (BAMA) and The Chamber of Commerce.	1	1	1
F – Community Grant Scheme	£4.9m	Grant scheme for a range of community-based organisations.	See individual updates.	1	1	1
G – Creative Arts Hub	£2.6m	Redevelopment of Sunwin House to a multi-purpose facility.	Cost consultancy indicated the need for a review of whether existing funding channels could deliver this project. This has resulted in a review of the options available, including a phased approach to the refurbishment, value engineering, leasing the ground floor as well as attracting additional funding. Project is now at risk due to reduction in BCR, funding concerns as well as increased refurbishment costs. COF application for upper limit in current window awaiting approval to submit in this round, by 11th October.	5	5	5
H – Women Employment Programme	£160k	Refurbishment of the KAWACC premises	Planning approval is in place with quotes received for the refurbishment works. A preferred contractor has been appointed, however, due to the additional costs, there is a funding gap of £150k . The current premises are owned by CBMDC, therefore discussions are taking place regarding a Community Asset Transfer, alongside a funding application to the Community Ownership Fund - deadline for bids is 11/10/23 .	3	3	3
I – Keighley Art & Film Festival	£240k	Range of events within Keighley to support inward investment.	Outputs delivered but being verified through a request for evidence, alongside evidence of spend to date. This is aligned to the requirements from DLUHC around what can be accepted. Festival Director planning a festival of events to run throughout the year.	1	1	1
J – Keighley Community Health & Wellbeing Centre	£3.4m	Creation of a health and wellbeing centre in the heart of Keighley. <i>Linked to Project C</i>	Following approval of the Towns Fund business case by Ministers in June 2023 work has begun across key workstreams to move the project forward. This includes liaison with Bradford Council regarding the Planning pre-application, which was submitted on 28th June, confirmation of stakeholder involvement prior to detailed design, re-establishment of Governance arrangements including the Project Board, and re-establishment of the Commercial workstream to determine the most viable and affordable mechanism for delivery. A detailed Programme highlighting milestones, and critical path activity is being finalised, alongside an updated Risk Register, all of which will be presented at the first meeting of the newly established Board in early October 2023.	3	5	3

6.18 Development Investment Fund

Project A - DIF (£14m)

Project Name	Value	Project summary	Updates	Delivery	Spend	Risk
B1.1 - Providence Park	£6.56m	Creation of 7 industrial units on the former Universal Mills site, creating up to 4,100sqm of industrial space. Unit A, B and C (large business units), Unit D, E and F (small units) and Unit C - First Floor and Café (1st Floor Street Level)	Project is underway and on track to be delivered by 31st March 2026. The site will be energy efficient through the extensive use of solar panels, battery storage, sustainable drainage and heat pumps alongside an EPC assessment to be completed for the lettings. Discussions in place with the developers and Luminate Education Group to take Unit C as the Manufacturing, Engineering and Future Technology Hub, with regular meetings in the diary to ensure all issues are addressed.	1	1	1
B1.2 - Beechcliffe Site	<£7m	Redevelopment of the 8-acre Beechcliffe site to deliver an industrial estate at land west of the A629.	Overview & Scrutiny Committee report presented on the 18th July with procurement officers working with the team to begin the SCAPE framework process. SCAPE Construction Frameworks are designed to deliver value for money on construction projects and are fully compliant. Procurement meeting to be held early September to agree scope and timeframes. Feasibility stage will take approx 6 months then planning application will follow on in 2024. NEC 4C Target Price contract to be used which ensures that any savings are shared between CBMDC and contractor	2	5	5
B1.3 - Victoria Hotel	<£1m	Redevelopment of the Victoria Hotel into apartments alongside retail units.	The creation of apartments (airBnB) alongside four retail units (expected to be a bakery, record shop, café and another TBC). The team are working closely with the applicant to discuss options for delivery, including the financial viability of the project. Discussions are ongoing to assist delivery of the scheme.	5	5	5



6.19 Project B: Town Centre Infrastructure

Project B – Town Centre & Infrastructure Improvements (£2.39m)

Project Name	Value	Project summary	Updates	Delivery	Spend	Risk
B- Low St Phase 2	£505k	Low Street Phase 2 will complete Low Street's refurbishment using a palette of natural stone paving, together with the installation of new planters, street lighting and robust street furniture.	Low Street - Phase 2 is on site, works started 6th June and estimate to complete on 6th October. All porphyry and granite paving for the scheme has been procured and delivered. Deliveries of Yorkstone paving will be made to site on a weekly basis. There is potential for cost to be under the budgeted £505k.	1	1	1
B- Connectivity Study	£120k + £50k match	The connectivity study will deliver an analysis of the highways infrastructure and traffic patterns in Keighley town centre to inform proposals for public realm and highways improvements, linked to active travel.	Procurement of what is now being described as the 'Keighley Transport Study', has progressed to the use of a consultant framework, now that a scope for the work has been agreed. Final report is expected early 2024.	3	1	1
B- Public Realm Improvements	£1.405m	The study will deliver an analysis of the highways infrastructure and traffic patterns in Keighley town centre to inform proposals for public realm and highways improvements, linked to active travel.	The public realm works are likely to focus on Cavendish Street and the links to and from the railway station, bus station, new Health and Wellbeing Centre on North Street (Project J), and retail/commercial core of the town centre. However, an options appraisal to explore potential Public Realm Improvements will run in parallel with the study. Delivery of the public realm works is planned for 2024.	2	1	1
B- Active Travel/Infrastructure Improvements	£260k	Improvements to footpaths and cycle lanes at Ingrow Lane, Bradford Road, Thwaites Brow Road, Long Lee and Swine Lane.	The majority of the Infrastructure Improvements project are being procured and delivered by the Highways Maintenance (North) Team. Ingrow Lane, Bracken Bank (footway improvements on a route to school) is projected to start on site on 31st July 2023 and complete on the 18th August 2023, subject to contractor to confirmation. Projected cost - £6k Bradford Road, Keighley (improvements to footway links to railway station) has been awarded to a contractor who has yet to confirm their acceptance. Projected cost - £6k. Thwaites Brow Road (repairs and replacement of stone sett surface) is projected to start on site in January 2024 and complete in March 2024. Swine Lane (carriageway widening/improvement) will be designed in conjunction with Traffic and Road Safety Team. There will be some new carriageway construction and possible utility diversions. Delivery is projected to take place in late 2023 or early 2024. Projected cost - £40k Long Lee and the rights of way from Hillside will need further design development before delivery. This project will not be delivered by the Highways Maintenance (North) Team.	3	2	1
B- Real Time Bus Info	£100k	A second phase of real time bus information brought to additional bus stops in Keighley. Provision of the additional real time bus information installations are being funded by Towns Fund. Delivery is via West Yorkshire Combined Authority, who manage the bus stops infrastructure.	Real Time Bus Information is in delivery with several locations complete. Rawdon Road, Haworth - Fitted, Windsor Road, Windsor Grove, Oakworth - Fitted, Bradford Road, Aireworth Road, Keighley Requires pole to be fitted – scheduled within a month. Long Lee Lane, Moss Carr Road, Long Lee - Fitted, Keighley Road, Slaymaker Lane, Oakworth - Fitted, Keighley Road, Valley View Close, Boghorn - Fitted, Bradford Road, Elia Street, Keighley - Fitted. Three further sites to those listed are expected to be delivered using Towns Fund resources.	1	1	1

6.20 Community Grants Scheme

Community Grants Scheme (£4.9m)

Project Name	Value	Project summary		Delivery	Spend	Risk
>CG1 - River Worth Friends	£50k	Replacing signage and improvements to footpaths and access maps.	Waiting to sign GFA. Has been sent over, waiting for payment schedule to sign.	1	1	1
>CG2 - Scott Street	£85k	Refurbishment of the Scott Street premises for Keighley Health Living.	Work has begun in the hall and a press release has gone out for it. Building users are currently using other spaces around Keighley including in the shopping centre, and have found that this has some benefits. May maintain working outside of building on some occasions when work is completed.	1	1	1
>CG3 - Haworth Toilets	£130k	Refurbishment of the main toilets in Haworth.	Works finishing on womens toilet block, due to be on budget.	1	1	1
>CG4 - Keighley Cougars	£2.25m	Redevelopment of the main stand at Keighley Cougars.	Waiting planning permission approval.	1	2	1
>CG5 - Haworth Village Hall	£1.1m	Refurbishment and development of premises.	City of Culture bid unsuccessful, awaiting the outcome of the Community Ownership Fund application.	2	2	2
>CG6 - Sangat Centre	£230k	Refurbishment of premises at the Sangat Centre.	Works are underway and going well. Primarily focusing on community ownership fund spend first.	1	1	1
>CG7 - Woodville Activity Centre	£155k	Creation of an enterprise hub.	Landscape works are ready to go, along with volunteer days but are waiting on creation of new legal entity prior to signing GFA.	2	2	1
>CG8 - Old School Room	£120k	Replacement of the Old School Room roof.	Works completed.	1	1	1
>CG9 - Central Hall	£152.1k	Replacement of the roof at Central Hall.	Works underway and press release has been put out. Some additional roofing works have been found but these are minor and within contingency costs.	1	1	1
>CG10 - Good Shepherd Centre	£130k	Refurbishment of premises.	Waiting on signing GFA.	1	1	1
>CG11 - Worth Valley Railway	£400k	Projects to improve facilities for KWV Railway.	Work continuing on design for Haworth elements in order the work can be priced and contract let. Keighley work starting 18th September 2023.	1	1	1

6.2 Risks

Project A: Development Investment Fund

Providence Park

6.21 Project is currently underway with the developers on site.

6.22 Discussions ongoing re lease for Unit C.

Beechcliffe

6.23 Beechcliffe is at development stage currently. Due to the project value being in excess of £2m a report was presented to the Regeneration and Economy Overview and Scrutiny Committee in July.

6.24 Procurement – meeting taking place in September to initiate. Procurement being undertaken via the SCAPE framework, Target Price contract to be used (NEC 4C). Feasibility stage to commence once contractor appointed, scheduled to take approx. 6 months, planning application to be submitted 2024. Discussions held re current site and need for BNG.

Victoria Hotel

6.25 Project lead had difficulty securing funding to complete work.

6.26 Ongoing discussions with project lead for a workaround to progress the project.

Project E – Capital Assistance to Business Growth

Background

6.23 The grant scheme was launched in November 2022 and in the 7 months since the launch the Invest in Bradford Team have received over 80 enquiries.

6.24 The majority of applications/approvals have been for manufacturing businesses, there has also been 4 approvals for B2B businesses and two that are in the hospitality/retail sector.

6.25 Decision Panel meetings to consider submitted applications are held on a monthly basis to ensure that applicants receive a decision/outcome within 30 days of applying.

6.26 The Invest in Bradford Team (IIB) are currently dealing with 44 pending applications, of which 25 are for Keighley and 19 for Shipley. In addition, 22 expressions of interest were rejected due to the following reasons;

3 - Outside the TF area

2 - Were from homebased businesses

7 - Did not meet the eligibility criteria

2 - The businesses were advised of alternative funding

8 - Other reasons

6.27 Based on the number of approval applications and the anticipated grant amounts of the pending applications, the forecast spends as of 31/07/23:

Keighley: **£964,641**

Shipley: **£596,316**

Project Summary

6.28 Actuals – Variance Analysis

Application Numbers

Town	Application Numbers					Variance
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	
Keighley	8	10	11	12	12	+4
Shipley	3	3	3	4	8	+5

Table 1: Capital Assistance to Business Growth (Application numbers).

6.29 Table 1 provides details of the application numbers for **Keighley**, which have incrementally increased each month, with a variance of **+4** up to the end of August 2023. For **Shipley**, application numbers are lower than anticipated, with **+5** additional approval from April 2023 to August 2023.

6.30 Application numbers are expected to increase based on the **25** pending for Keighley and **19** for Shipley highlighted in this report.

Grant Approvals

Town	Grant Approvals					Variance
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	
Keighley	£153,970.75	£189,670.75	£224,064.52	£232,966.26	£235,736.36	+£81,765.61
Shipley	£46,737.08	£46,737.08	£46,737.08	£97,495.84*	£101,432.48	+£54,695.40

*Variance based on forecasted drop to £81,382.63 for July 2023

Table 2: Capital Assistance to Business Growth (Grant approvals)

6.31 Grant approvals (**Table 2**) have increased for Keighley, with a variance of **+£81,765.61** from April-23 to August-23 for **Keighley**. The lower number of applications for **Shipley** is reflected in the variance of **+£54,695.40** from April-23 to August-23.

6.32 The grant amount in July-23 was re-adjusted to **£81,382.63** for Shipley from **£97,495.84**. One company had altered plans and no longer required the machinery that was approved as part of their grant agreement. The grant agreement was therefore adjusted to reflect the revised funding requirements of the business.

Jobs Created

Town	Jobs Created					Variance
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	
Keighley	26.5	31.5	33.5	39	39	+12.5
Shipley	4	4	4	9	14	+10

Table 3: Capital Assistance to Business Growth (Jobs created)

6.33 Jobs have steadily increased for both **Keighley** and **Shipley (Table 3)**, with a variance of **+12.5** for **Keighley** and **+10** for **Shipley**. These are counted as full time equivalents as a direct result of the Towns Fund interventions through the Capital Assistance to Business Growth Programme.

6.34 As further applications are considered, there is an expectation that this number will increase further as businesses continue to invest in growth and create jobs as a result.

Approvals against expenditure profile

Town	Expenditure Profile [CDEL]				Pending Applications up to 31/07/23	Variance
	Apr-23 to Sep-23 [April Forecast]	Apr-23 to Sep-23 [Actual to date]	Variance	Oct-23 to Mar 24 [April Forecast]		
Keighley	£200,000	£235,736.36	+£35,736.36	£200,000	£964,641	+£764,641
Shipley	£316,943	£101,432.48	-£215,510.52	£316,943	£596,316	+£279,373

Table 4: Expenditure profile of current versus forecasted spend

6.35 Forecasted spend, highlighted in **Table 4**, shows pending applications for Keighley of **£964,641** which is ahead of the expenditure profile. For Shipley, pending applications are up to **£596,316**, which is also ahead of the forecasted profile up to March 2024. This is dependent on 100% of the pending applications being approved, or an increase in the pipeline to ensure it is ahead of profile.

6.36 To address the lower number of applications, the Invest in Bradford Team are planning an event for the 18th September 2023 in Shipley. Although application numbers are ahead of profile for Keighley, an event is still planned for the 25th September 2023 to promote the support received.

6.37 Event planned for the following:

[Shipley Towns Fund, Victoria Hall, Saltaire, Monday 18th September 9.30 – 10.30am](#)

[Keighley Towns Fund, Keighley College, Monday 25th September 9.30 – 10.30am](#)

Project F: Community Grant Scheme – Haworth Village Hall

6.34 Application for the Culture Capital Fund (£500k) was unsuccessful, currently awaiting the outcome of Community Ownership Fund (£670k). The risk to the project is the scope of works and phasing.

Project G: Keighley Creative Community Arts Hub

6.35 Report to be discussed agenda item 8 (paper 6)



Finance Update (up to March 2023, DLUHC Reporting Period)

	RDEL/CDEL	20/21(£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	
A - Development Investment Fund	RDEL			34,702	120,000	120,000	125,298	
	CDEL		83,202	272,413	5,443,430	3,744,157	3,756,798	
	Total	0	83,202	307,115	5,563,430	3,864,157	3,882,096	£13,700,000
B - Town Centre and Infrastructure Improvements	RDEL							
	CDEL		40,056	79,444	1,270,500	1,000,000		
	Total	0	40,056	79,444	1,270,500	1,000,000	0	£2,390,000
C - Keighley Skills Hub	RDEL							
	CDEL		31,721		221,965	437,140	215,174	
	Total	0	31,721	0	221,965	437,140	215,174	£906,000
D - The Manufacturing, Engineering Future Technologies Hub	RDEL		0	0				
	CDEL		37,026	0	2,200,000	762,974		
	Total	0	37,026	0	2,200,000	762,974	0	£3,000,000
E - Capital Assistance to Business Growth	RDEL				50,000	25,000	25,000	
	CDEL		12,342	153,971	400,000	646,029	687,658	
	Total	0	12,342	153,971	450,000	671,029	712,658	£2,000,000
F - Community Grant Scheme	RDEL			17,441	40,000	42,559		
	CDEL		19,747	526,462	2,300,000	1,953,791		
	Total	0	19,747	543,903	2,340,000	1,996,350	0	£4,900,000
G - Keighley Creative Community Arts Hub	RDEL							
	CDEL		19,747	50,000	1,160,253	1,150,000	420,000	
	Total	0	19,747	50,000	1,160,253	1,150,000	420,000	£2,800,000
H - WEP (Women Employment Project)	RDEL							
	CDEL			8,200	75,900	75,900		
	Total	0	0	8,200	75,900	75,900	0	£160,000
I - Keighley Art and Film Festival (KAFF)	RDEL		70,253	82,000	49,000	29,000		
	CDEL		9,747					
	Total	0	80,000	82,000	49,000	29,000	0	£240,000
J - Keighley Community Health and Wellbeing Centre	RDEL							
	CDEL				1,799,107	1,600,893		
	Total	0	0	0	1,799,107	1,600,893	0	£3,400,000
Programme Management	RDEL			44,900	100,000	100,000	55,100	
	CDEL							
	Total	0	0	44,900	100,000	100,000	55,100	£300,000
	RDEL total		70,253	179,043	359,000	316,559	150,298	
	CDEL total		253,589	1,090,490	14,871,155	11,370,884	5,079,630	
	Total		323,842	1,269,532	15,230,155	11,687,443	5,229,927	

9. PR & Communications

9.11. Regular meetings with Marketing Team taking place to ensure Towns Fund publicity is promoted more widely. This includes the use of existing social media channels, diverse publications alongside traditional media activities.

9.12. As a result of these discussions, the Marketing Team have had discussions with the Asian Standard, who are keen to promote Towns Fund projects on their pages. Two Keighley Projects (Sangat Centre, part of the Community Grant Scheme), as well as Chef Akila (Acquired a grant via the Capital Assistance to Business Growth Programme).

9.13. Regular monthly updates are made to the project pages on the website that provide a position regarding progress to date.

9.14. Commission for the branding (Our Town Keighley / Our Town Shipley), alongside banners for hoardings and promotion of the Towns Fund Projects has been agreed with the Marketing Department at CBMDC. Drafts to be shared with the Towns Fund Board.

9.15. Recent PR across both Keighley and Shipley TF Programmes

Date	Town	Publication	Details	Rating
08/08/23	Shipley	T&A, Insider Media, Bdaily, BGN	<ul style="list-style-type: none"> Work to create Shipley business hub to begin this month Bradford Telegraph and Argus (thetelegraphandargus.co.uk) (T&A) Business hub to be developed in Shipley Insider Media (Insider Media) Local Business Enterprise Hub set to open in Shipley Bdaily (Bdaily) A new business hub, known as the Local Business Enterprise Hub, is soon to launch in Shipley. - BGN (the-bgn.co.uk) (BGN – Business Growth Network) 	Positive
01/08/23	Keighley	T&A	<ul style="list-style-type: none"> Details of new four storey health hub planned for Keighley Bradford Telegraph and Argus (thetelegraphandargus.co.uk) (T&A) 	Positive
31/07/23	Keighley	T&A	<ul style="list-style-type: none"> £7m scheme to develop site a 'big deal' for Keighley Bradford Telegraph and Argus (thetelegraphandargus.co.uk) (T&A) 	Positive
27/07/23	Keighley	T&A	<ul style="list-style-type: none"> Revamp for Keighley centre with £95,000 Towns Fund grant aid Bradford Telegraph and Argus (thetelegraphandargus.co.uk) (T&A) 	Positive
22/07/23	Shipley	T&A Bdaily	<ul style="list-style-type: none"> Kirkgate Centre in Shipley gets a £2.5m boost for the future (T&A) New sustainable community hub for Shipley receives £2.5m grant (Bdaily) 	Positive



14/07/23	Keighley	T&A	<ul style="list-style-type: none">• Towns Fund boost for Keighley community centre refurb scheme Bradford Telegraph and Argus (thetelegraphandargus.co.uk) (T&A)	Positive
10/07/23	Keighley	T&A	<ul style="list-style-type: none">• Work to begin on replacing roof of historic Keighley hall Keighley News (T&A)	Positive
09/07/23	Keighley	T&A	<ul style="list-style-type: none">• £150k work on Bronte building in Haworth is now complete Bradford Telegraph and Argus (thetelegraphandargus.co.uk) (T&A)	Positive

Forward Planner [April -23 to Mar-24]

Forward Plan - Press Releases (Apr 23 - Mar 24)													
Keighley													
Project Name	Project Sponsor	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
A-DIF	CBMDC												
>Providence Park	MEFE	Press Release / GFA Signed	Project Start		Press release required		Press release required		Press release required				
>Beechcliffe					Press Release	Press Release	GFA to be signed						
>Victoria Hotel							GFA to be signed						
B-Town Centre Infrastructure	CBMDC			Press Release									
>Low Street Phase 2			Project Start		Press Release Required			Project Completion					
>Connectivity Study								Press Release Required					
>Public Realm Improvements											Project Start		
>Infrastructure - Active Travel						Project Start			Press release required	Project Start	Press release required	Press release required	Project Completion
>Real Time Bus info					Press release required	Press Release Required							
C-Keighley Skills Hub	Keighley College			Decision due?	GFA to be signed					Project Start			
D-Manufacturing Hub	Keighley College			GFA to be signed	Press release required								
E-Capital Assistance to Business Growth	CBMDC		Press Release	Press release required	Press Release	Press release required	Press release required	Press release required	Press release required	Press release required	Press release required	Press release required	Press release required
F - Community Grants - Keighley													
>CG1 - River Worth Friends	River Worth Friends				GFA to be signed								
>CG2 - Scott Street	Keighley Healthy Living		GFA Signed	Press release required	Project Start	Press Release							
>CG3 - Haworth Toilets	Haworth Parish Council	GFA Signed		Due to Open - Press Release									
>CG4 - Keighley Cougars	Keighley Cougars	Press Release					GFA to be signed						
>CG5 - Haworth Village Hall	Haworth Village Hall	Press Release					GFA to be signed						
>CG6 - Sangat Centre	Sangat Centre	GFA Signed	Project Start	Project Underway	Press Release								
>CG7 - Woodville Activity Centre	Woodville Activity Centre				GFA to be signed		Project Start						
>CG8 - Old School Room	Bronte Spirit	GFA Signed	Project Start	Project Underway	Press Release	Project Completed							
>CG9 - Central Hall	Central Hall		GFA Signed		Press Release	Project Start	Project Underway						
>CG10 - Good Shepherd Centre	Good Shepherd Centre				GFA to be signed								
>CG11 - Worth Valley Railway	KWVRR			GFA to be signed, Press release required	Project Start								
G-Keighley Creative (ESA)	East Street Arts				Press release required	GFA to be signed	Project Start						
H-Women Employment Programme	KAWACC				GFA to be signed		Project Start						
I-Keighley Art & Film Festival	Keighley Creative	Project Underway	Project Underway	Project Underway	Press release required	Project Underway	Project Underway	Project Underway	Project Underway	Project Underway	Project Underway	Project Underway	Project Underway
J-Community & Wellbeing Centre	NHS		Press Release	Decision made		Press Coverage	GFA to be signed			Project Start			

10 Any Other Business

10.1 Community Ownership Fund

10.11 A £150m, UK wide fund that helps community groups to protect assets in their local area through community ownership. Each year there are four bidding windows at regular intervals, with Round 3 Bidding Window 1 between **30th August – 11th October 2023**.

10.12 The fund will support projects that fulfil one or a combination of the following aims:

- Take ownership of a physical community asset at risk;
- Renovate, repair or refurbish an asset to make it sustainable for the long-term;
- Buy associated stock, collections or intellectual property;
- Move a community asset to a new, more appropriate location within the same community;
- Develop new assets where these relate to saving, preserving, or relocating a past or existing asset.

10.13 Capital funding available is now up to **£2m** for all asset types, but most awards will be up to **£250,000** of capital funding. Open to Incorporated Voluntary and Community Organisations, and Parish, Town and Community Councils (depending on eligibility requirements).

10.14 An Expression of Interest (EOI) is required before an application. This is a short form that enables DLUHC to assess eligibility for the fund. Development support is available via the [My Community Website](#), which includes tips on writing a strong application and building a management case.

10.15 After the EOI stage, certain applicants could access in-depth support, including small revenue grants – [EOI Application Form](#).

11. Date and time of the next meeting:

11.1. **Friday, 15th December 2023, 10.00 – 12.00pm [TBC]**