

Keighley Town Board

Agenda

Friday 19th July 2024

10.00am – midday

Location: DN.03 Keighley College

No	Item	Owner	Time	Paper
1	Welcome and apologies	Chair	10:00	
2	Meeting format and conduct	Chair	10:05	
3	Declaration of Interests	CBMDC	10:10	Item 1
4	Minutes of the last meeting and matters arising	Chair	10:15	Item 2
5	Project Spotlight - Woodville Activity Centre	CBMDC	10:00	On screen
6	Long Term Plan - Approach - Consultation and feedback - Emerging/draft vision - Project pipeline - Investment plan - Board feedback	All	10:15	On screen Item 3
7	Next Steps - S151 officer briefing - Circulate draft vision - Town Board sign off - S151 officer sign off	CBMDC	11:30	
8	AOB	All	11:45	
9	Date and Time of next meeting	CBMDC	11:55	
10	Meeting closes	Chair/All	12:00	

List of Board Members:

Name	Organisation	Role
Tim Rogers	Future Transformations	Chair
Dean Peltier	Watsons Building Services	Vice Chair
Liz Barker	Worth Valley Magazine	Board Member
Georgina Webster	Keighley Creative	Board Member
Robbie Moore MP	Keighley Constituency MP	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
Cllr Abdul Shohid	Keighley Town Council	Board Member
Barbara Brooks	National Centre for Atmospheric Science	Board Member
Scott Dyson	Premier Autoclaves	Board Member
Rukun Ahmed	Computer Gentle	Board Member
Catherine Birks	Airedale resident	Board Member
Fazeela Hanif	Highfield Community Assoc	Board Member
John Barker	WYP	Board Member
Charlotte Meek	The Stitch Company	Board Member
Jan Smithies	Keighley BID	Board Member
Candy Squire-Watt	Keighley Healthy Living	Board Member
David Pearson	Keighley & Worth Valley Railway	Board Member

Apologies:

Phil Walker - CBMDC

List of Invited Attendees:

Angela Blake	CBMDC
Rav Panesar	CBMDC
Michelle Rushworth	CBMDC
Simon Woodhurst	CBMDC
Dave Partridge	CBMDC
Ryan Kaye	MHCLG
Eden Clayton	MHCLG
Joe Cooney	Keighley Town Council
Rhian Davitt-Jones	CBRE

1. Welcome and apologies

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

2. Board meeting format and conduct

2.1 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.

3. Declaration of interests

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

4. Correspondence log

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

5. Minutes of the last meeting and matters arising

5.1 Minutes have been circulated to members and published in advance for comment. Board members are asked to agree the minutes of the April Keighley Town Deal Board meeting.

6. Project Spotlight – Woodville Activity Centre

6.1. CBMDC to present a project overview.

7. Long Term Plan

- Overview of the approach taken
 - Consultation and feedback
 - Emerging themes and vision
 - Project pipeline
 - Investment plan
- Interventions are to be based upon three key themes
- Safety & Security
 - High Streets, Heritage & Regeneration
 - Transport & Connectivity
- Board feedback on the emerging vision, investment plan and pipeline projects

8. Next Steps

8.1. MR to provide an overview of the governance process that the LTP and IP will go through prior to submission to MHCLG.

9. Any Other Business

- 9.1. Towns Fund Team staffing update
- 9.2. Town Board social.

10. Date and time of the next meeting:

- 10.1. Friday 20th September 2024

List of Keighley Town Deal Board Papers

Item 1: Declaration of Interests Register

Item 2: Minutes of the 26th April 2024 Meeting

Item 3: Long Term Plan

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

Board Member	Job Title/Organisation	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
Tim Rogers (Chair)	Director – Future Transformations Ltd	Yes	Dalton Mills	None	None	10/03/24	Listed on the register
Dean Peltier (Vice Chair)	Director – Watson Building Servies Ltd	Yes	MD at Watsons Building Services Ltd	None	None	22/03/24	Listed on the register
Robbie Moore MP	Keighley Constituency MP	N/A	N/A	N/A	N/A	N/A	Published on the MP's & Lords Registered Interests
Cllr Alex Ross-Shaw	CBMDC Portfolio Holder - Regeneration, Planning & Transport	Yes	Elected councilor for Windhill and Wrose, Executive Member for Regeneration, Planning and Transport	None	None	24/11/20	To be listed on the register
John Barker	West Yorkshire Police Representative	N/A	N/A	N/A	N/A	N/A	To be listed on the register
Candy Squire-Watt	Project Development Manager for Mental Health – Keighley Healthy Living	Yes	Linked to a Towns Fund Project Employed by Keighley Healthy Living	None	None	27/03/22	Listed on the register
Fazeela Hanif	Manager (CEO) Highfield Community Association	VCS Organisation (Highfield Community Association)	None	None	None	04/04/24	Listed on the register
Georgina Webster	Vice Chair – Keighley Creative	Yes	Towns Fund Grant recipient (KAFF)	None	Joint owners of Oak Bar, 14 Braithwaite Village, Keighley, BD22 6PX	21/09/21	Listed on the register
Liz Barker	Director – Worth Valley Publishing	Yes	Director of Pennybank House Ltd Director of Upstairs at Pennybank Ltd	None	Joint leaseholder of Pennybank House, 2-4 West Lane, Haworth	28/09/21	Listed on the register

			Director of Worth Valley Publishing Ltd				
David Warren	Group Vice Principal – Development – Luminare Education Group	Yes	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	Yes	Towns Fund projects – Manufacturing Hub, Skills Hub				
David Pearson	Keighley & Worth Valley Railway	Yes	Towns Fund Grant recipient	Justice of the Peace and a Deputy Lieutenant for West Yorkshire	None	28/03/24	Listed on the register
Cllr Abdul Shohid	Keighley Town Council	Yes	None	Balti House, Keighley	53 Malsis Road, Keighley	26/04/24	
Barbara Brooks	National Centre for Atmospheric Science	None	None	None	None	25/03/24	Listed on the register
Scott Dyson	Premier Autoclave	Director of Sales – Premier Autoclaves		Employee of Premier Autoclaves in Keighley. Part of the senior coaching staff and management at Keighley Rugby Club	Previous board member for Exley Head Preschool.	None	04/04/24
Rukun Ahmed	Director – Computer Gentle						To be listed on the register
Catherine Birks	Airedale Resident	Yes	None	Airedale Resident	None	None	24/03/24
Fazeela Hanif	Manager (CEO) Highfield Community Association	VCS Organisation (Highfield Community Association)	None	None	None	04/04/24	Listed on the register
Charlotte Meek	Director – The Stitch Company Ltd	None	Creative Director at The Stitch Company Keighley Ltd	None	None	10/03/24	Listed on the register
Jan Smithies	Keighley BID Board Member	No	No	Trustee of Keighley Creative Member of the Labour Party	Civil partner of another Keighley Town Deal Board Member	27/03/24	Listed on the register

Keighley Towns Fund Board Meeting Minutes

Location: Keighley Town Hall

Date / Time: Friday 26th April 2024, 09.30am – 11.30pm

Attendees – In person:

Liz Barker (Interim Chair), Angela Blake, Barbara Brooks, Catherine Birks, Candy Squire Watt, Charlotte Meek, Cllr Abdul Shohid, Cllr Alex Ross-Shaw, David Pearson, David Warren, Dean Peltier, Fazeela Hanif, Georgina Webster, Jan Smithies, Joe Cooney (Observer), John Barker, Kevin O'Hare, Michelle Rushworth, Rav Panesar, Rukun Ahmed, Ryan Kaye (DLUHC), Robbie Moore MP, Scott Dyson, Steve Seymour, Tim Rogers.

MS Teams: Eden Clayton (DLUHC)

Apologies: Alan Lunt, Phil Walker

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	Welcome and Apologies			
2	Meeting format and conduct			
3	Declaration of Interests MR has confirmed that the Register will be updated and all of the Declaration of Interests have been received.			
4	Correspondence log			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
5	<p>Minutes of the last meeting and matters arising</p> <p>MR confirmed that the DLUHC template is being worked on and the actuals and forecasts were being worked through. RM would like a financial update for all the projects.</p> <p>AB has discussed the Keighley Skills Hub with KoH. DW confirmed that they had withdrawn from the Health & Wellbeing Centre.</p> <p>MR has put together a draft letter from the board to be sent to the Health & Wellbeing Centre.</p> <p>GW made the board aware of the need for the connectivity study to take into account Sunwin House as part of the study.</p>			
6	<p>Overview of the board transition / closure of the Towns Fund Board</p> <p>The existing Town Deal board was dissolved and closed by the interim Chair LB.</p>			
7	<p>Revision of board to form Town Board</p> <p>TR was endorsed and approved as Chair of the new Town Board.</p> <p>DP was endorsed and approved as Vice Chair of the new Town Board.</p> <p>The new board has been ratified as part of the Long Term Plan for Keighley.</p> <p>Revised Terms of Reference were sent to the board for review and comment. LB put forward the suggestion of potentially having open meetings that would support engagement of the community. RM would like to see public engagement events that provide details of all the funds that have been awarded to Keighley. MR confirmed that a communication / engagement plan was submitted and approved by DLUHC as part of the Long Term Plan.</p>	Review the Engagement Strategy to	MR	ASAP



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>The board have formally agreed the Terms of Reference for the new Town Board.</p> <p>KoH commented that additional meetings and sub-groups would need to convene fairly quickly in order to develop the Investment Strategy due in August.</p>	share with the board.		
8	<p>Town Deal Overview</p> <p>MR provided a summary of the existing projects under the Town Deal as part of the board papers distributed to the board.</p> <p>RM left the meeting</p>	To share details of the grant awards for Capital Assistance to the board	MR	ASAP
9	<p>Long Term Plan Workshop</p> <p>Board members were asked to gather in small groups to suggest priority interventions which could be considered in the first three year investment plan. The LTP boundary map was provided together with the outline of the three broad investment themes and 'annex C' which provides a menu of interventions from the LTP guidance.</p> <p>After the workshop, each board member sub group fed back their key interventions, which including the following:</p> <ul style="list-style-type: none">• Spend is heavily weighted towards capital which presents problems, could potentially revenue spend be utilised to support volunteers? Suggestion that revenue could be used to support crime prevention activities.• Cleanliness – LTP badged facility• Keighley needs the right facilities in the right places. Facilities need to be accessible (location) and affordable.• Potential for Keighley to be a social and community hub. Examples could include a produce market in Church Green, starting with increasing the safety and security of the Town, alongside increased footfall through communication and engagement plans.• Improvement of the cultural and hospitality offer, including the potential of the re-establishment of the Mela at Victoria Park that would attract footfall and investors into the Town.			



ID	Notes/ Actions/ Decisions	Decision	Action Owner	Due Date
	<ul style="list-style-type: none">• Opportunity to utilise creative solutions that would cover the empty shops and improve the cultural offer, investment and gateway into the Town.• The need to have affordable accommodation in the Town Centre to improve footfall, tourism and the night-time economy for Keighley.• Improve the appearance of Keighley. Consider key gateways/transport hubs and the first impressions given to visitors such as via KWVR.			
10	Next Steps MR outlined the timescales for the LTP. An interim meeting potentially to take place prior to the next Board Meeting, dates and times to be confirmed.			
11	AOB TR - Request to share or create a communication plan to provide transparency and also share good news stories of projects in delivery and delivered.			
12	Date and Time of next meeting			

Date of the next meeting: 21st June, 10.00 – 12.00pm

Towns Fund Project Updates – Update as at June 2024

Project Name	Value	Project summary	Project Delivery Status	Updates	Delivery	Spend	Risk
A – Development Investment Fund (DIF) - (Bradford Council)	£14m	Development of industrial units at Providence Park, Victoria Hotel and Beechcliffe Industrial Site.	Other	See individual updates below.	2	2	2
B – Town Centre & Infrastructure Improvements (Bradford Council)	£2.39m	Investment in Town Centre and Infrastructure improvements.	Ongoing - On track	See individual updates below.	2	2	2
C – Keighley Skills Hub (Luminate Education Group)	£906k	Bespoke learning space for residents to improve their employability skills. Linked to Project J.	Other	Options appraisal being undertaken on location for the Skills Hub.	5	5	4
D – Manufacturing, Engineering & Future Technologies Hub (Luminate Education Group)	£3m	Purpose built training and education facility to be based at Providence Park.	Ongoing - Delayed	Work on Unit C started in January 2024 and has progressed well. Scheduled to complete October 24 for internal fit out. Students scheduled to occupy from January 2025.	5	3	3
E – Capital Assistance to Business Growth (Invest in Bradford Team)	£2m	Grant programme for new and existing businesses.	Ongoing - On track	Keighley - A total of 70 Expressions of Interest received with 24 applications approved. Based on the number of applications and anticipated grant amounts of pending applications, the total grant amount is £985,041.52 with a private sector match of £6,460,455.10 and 97 jobs to be created.	1	1	1
F – Community Grant Scheme (various external project leads, see below)	£4.9m	Grant scheme for a range of community-based organisations.	Other	See individual updates below.	2	2	2
G – Creative Arts Hub (East Street Arts)	£2.6m	Redevelopment of Sunwin House to a multi-purpose facility.	Ongoing - Delayed	The Project Adjustment Request was approved in late spring and subsequently the project lead has recommissioned designs to RIBA 3. Currently maintenance work is being undertaken on Sunwin House, including the roof. COF application submitted in January 2024 was successful. COF award is £1.27m Capital plus £50k revenue. The project previously attracted £250k BD:25 funding.	3	3	3
H – Women Employment Programme (Keighley Asian Women and Childrens Centre)	£160k	Refurbishment of the KAWACC premises	Ongoing - Delayed	Planning approval granted. Architect design complete, estimates obtained and preferred contractor identified. Currently looking for additional funding as project costs higher than funding currently secured. CAT is in process, at stage 2. KAWACC seeking additional grant funding to deliver project and undertake refurbishment works to existing building.	5	5	5
I – Keighley Art & Film Festival (Keighley Creative)	£240k	Range of events within Keighley to support inward investment.	Ongoing - On track	A total of ten events have been delivered since 2022. In 2023 the Stock room cinema was well received. Mega Drawing Box event also successful, with footfall up 10% in shopping centre. I am brill event received widespread positive feedback. The team are looking for match funding and sponsorship to deliver more events, such as soap box races.	1	1	1
J – Keighley Community Health & Wellbeing Centre (Airedale NHS Trust)	£3.4m	Creation of a health and wellbeing centre in the heart of Keighley. Linked to Project C	Ongoing - Delayed	Work has now progressed across all key workstreams to move the project forward following formal approval during summer 23. Liaison with Bradford Council has continued, with feedback following the submission of the initial Planning pre-application on 28th June. This liaison has enabled further work on the programme and design to be scheduled and undertaken. Confirmation of stakeholder involvement prior to detailed design has been sought, and formal Governance arrangements including the Project Board have been re-established. The Commercial workstream has also been re-established and is considering formal advice on commercial options to enable the most viable option offering best value for money to be determined. A detailed Programme highlighting milestones, and critical path activity has been finalised, alongside an updated Risk Register, all of which are presented at monthly Project Board meetings to give assurance and oversight.	5	5	4

Development Investment Fund

**Project A - DIF
(£14m)**

Project Name	Value	Project summary	Project Delivery Status		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)	Ongoing - On track	Construction work continues on site, however the developer is reporting a slight delay to programme, due to inclement weather in late 2023, anticipated completion for majority of site August 2024. Work on Unit C Manufacturing Hub started in January, and is well advanced. Completion of Unit C is due in October 2024 though the remainder of the units are on course for completion in June 2024. Building envelope works being undertaken currently (shutters, doors and cladding), once complete this will enable the hoardings to be removed from the perimeter of the site.	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.	Ongoing - On track	The contract with the principal contractor has been signed and sealed. The site investigation works took place in February the outcome of which is due early July. Architects commissioned and are liaising with planning. Indicative scheme layout and costs to be developed for proposal. Biodiversity surveys are being undertaken. The mandatory Biodiversity Net Gain regs (Feb 2024) now apply to the redevelopment of this site, consideration will be given to how BNG can be delivered on site whilst also providing for development to come forward. The planning application to follow the feasibility stage	2	2	2
B1.3 - Victoria Hotel	<£1m	Redevelopment of the Victoria Hotel into apartments alongside retail units.	Ongoing - Delayed	The project is moving forward and a new application for DIF monies has been received. The application has been externally assessed and an options appraisal report drafted for presentation to the Internal Programme Board. A further update will be available once this has taken place.	3	3	3

Project B: Town Centre Infrastructure

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

Project Name	Value	Project summary	Project Delivery Status	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.	Completed	Low Street - Phase 2 is complete.	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.	Ongoing - Delayed	A consultant has been commissioned to deliver the 'Keighley Transport Study'. Consultation with internal Council Depts and the general public has been undertaken, which is helping to inform the the report and project recommendations. Options analysis of potential projects is ongoing.	2	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.	Other	The Connectivity Study will determine priorities and options for the Public Realm Improvements. 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.	Ongoing - On track	<p>Project Summary Towns Fund £260k Improvements to footpaths and cycle lanes at Ingrow Lane, Bradford Road, Thwaites Brow Road, Long Lee and Swine Lane.</p> <p>Activity Update & Timescales 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 complete. Bradford Road, Keighley (improvements to footway links to railway station) has been awarded to a contractor who has yet to confirm their acceptance. Structures Team are investiggating some issues with the bridge. Street Lighting Team are investigating issues with lighting column mounts. Thwaites Brow Road (repairs and replacement of stone sett surface) started on site in w/c 22 January 2024 and due to complete in March 2024. Specialist contractor procured for the stone setts (310m2 of replacement setts needed). The scope of works needed has grown following site investigations showin deterioration of the setts. 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 early 2024. Long Lee and the rights of way from Hillside is being developed with the Countryside and Right of Way Team. This project is also being informed by feedback from local Ward Councillors and their constituents, to ensure best use of resources.</p>	3	2	1

B- Real Time Bus Info	£100k	A second phase of real time bus information in Keighley.	Completed	Project Summary Towns Fund £100k Delivery of seven sites of real time bus information is complete in Keighley. The installations were funded via Towns Fund and delivered via West Yorkshire Combined Authority, who manage the bus stops infrastructure.	1	1	1
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Community Grants Scheme

Community Grants Scheme (£4.9m)

Project Name	Value	Project summary	Project Delivery Status	Updates	Delivery	Spend	Risk
>CG1 - River Worth Friends (Aire Rivers Trust)	£50k	Replacing signage and improvements to footpaths and access maps.	Ongoing - On track	Resurfacing now complete on Walk Mill path and planting on Aireworth Grove. Further footpath, river work and signage to be completed.	1	1	1
>CG2 - Scott Street (Keighley Healthy Living)	£85k	Refurbishment of the Scott Street premises for Keighley Health Living.	Completed	Work on the building is now complete. Much positive feedback has been received from users	1	1	1
>CG3 - Haworth Toilets (Haworth Parish Council)	£130k	Refurbishment of the main toilets in Haworth.	Completed	Work complete and under budget. Further WC work underway in Haworth - Central Park WCs.	1	1	1
>CG4 - Keighley Cougars (Keighley Cougars)	£2.25m	Redevelopment of the main stand at Keighley Cougars.	Ongoing - Delayed	Planning approval granted in September 2023. Redesign complete and submitted to LPA, planning approval received February 2024. Revised design provides enhanced community facilities. Currently undertaking value engineering to bring in the project within the TF budget.	4	4	4
>CG5 - Haworth Village Hall (Haworth Village Hall/Space to Inspire)	£1.11m	Refurbishment and development of premises.	Ongoing - Delayed	Project currently at RIBA 4. Currently scope of work and programme is being considered as Town Deal funding is not sufficient to deliver the refurbishment and extension. A project board is being established and costs being sought from the QS which will assist the leads to form a phasing plan.	4	4	4
>CG6 - Sangat Centre (Sangat Centre)	£230k	Refurbishment of premises at the Sangat Centre.	Ongoing - On track	Works are almost complete with just finishing touches being applied. Staff have moved back into the building.	1	1	1
>CG7 - Woodville Activity Centre (Yorgreen CIC)	£155k	Creation of an enterprise hub.	Ongoing - On track	Project started, with site clearance and construction. Main building - works now underway. Significant interest has been expressed in the new units on site. Strong community and business involvement is helping with project progress	2	2	1
>CG8 - Old School Room (Haworth Old School Room)	£120k	Replacement of the Old School Room roof.	Completed	Works complete.	1	1	1
>CG9 - Central Hall (Community Action Bradford & District)	£152.1k	Replacement of the roof at Central Hall.	Completed	Works complete. Request for circa £3k of remaining budget to be spent on decorating costs is approved through 3 quotes are being sought prior to commissioning the additional work.	1	1	1

>CG10 - Good Shepherd Centre (The Good Shepherd Centre)	£130k	Refurbishment of premises.	Ongoing - Delayed	Some Value Engineering has taken place on the overall project. Next stage is to agree and sign Grant Funding Agreement. Some window replacement has also taken place	3	3	3
>CG11 - Keighley & Worth Valley Railway (KWVR)	£400k	Projects to improve facilities for KVV Railway.	Ongoing - On track	Work continuing on designs and costs for Haworth elements in order the contract can be let. Keighley Water Tower work almost complete. £1m Community Ownership Fund secured for Bridge 27. KWVR are part of the provisional LUF3 award and are currently also working on projects to increase capacity.	1	1	1

10. Any Other Business

10.1. Towns Fund Team staffing

11. Date and time of the next meeting:

11.1. Friday 20th September 2024 – 10am, location TB

