

Keighley Town Deal Board

Agenda

Friday 8th December 2023

10.00am – 12.00pm

Location: Keighley College Boardroom

No	Item	Owner	Time	Paper
1	Welcome and apologies	Chair	10:00	
2	Meeting format and conduct	Chair	10:05	
3	Project presentation 1 Keighley Cougars	Alex Green	10:10	
4	Project presentation 2 Health and Wellbeing Centre	Robert Maden/Jude Wildgoose	10:30	
5	Declaration of Interests	CBMDC	10:50	Item 1
6	Correspondence log	CBMDC	10:55	Item 2
7	Minutes of the last meeting and matters arising -	Chair	11:00	Item 3
8	Highlight Report: - Programme Management - Project Updates - Risks and Issues - Finance Update - Decisions required from KTD Board	CBMDC Officers/Project Delivery Partner lead	11:05	Item 4
9	Spotlight on 1. Keighley Creative Arts Hub	Project Lead/CBMDC Officers	11:25	Verbal update
10	PR & Comms	CBMDC Officers	11:40	Item 5
11	AOB	Chair/All	11:50	
12	Date and Time of next meeting	Chair	11:55	
13	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:

Phil Walker - CBMDC

Dave Partridge - CBMDC

Alan Lunt – CBMDC

Steve Seymour - Airedale Shopping Centre

List of Invited Attendees:

Angela Blake	CBMDC
Rav Panesar	CBMDC
Michelle Rushworth	CBMDC
Simon Woodhurst	CBMDC
Lorraine Coates	DLUHC
Ryan Kane	DLUHC
Sophie Brown	NHS
Michael Long	WYCA
Alex Green	AMG Architectural (Keighley Cougars)
Kaue Garcia	Keighley Cougars
Robert Maden	NHS (Health & Wellbeing Centre)
Jude Wildgoose	Community Ventures (H&WB Centre)

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. Update on Keighley Cougars

- 3.1. Alex Green/Kaue Garcia to present an update.

4. Update on Health & Wellbeing Centre

- 4.1. Robert Maden/Jude Wildgoose to present an update.

5. Declaration of interests

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

6. Correspondence log

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

7. Minutes of the last meeting and matters arising

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

8. Highlight Report

8.1. 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.

8.2. Project Updates

9. Spotlight on:

9.1. Keighley Creative

Project Update – Keighley Creative Community Arts Hub

9.1. Subsequent to the last board meeting in September, progress was made on the rescope project and additional funding from the Community Ownership Fund. An approach was made to the property agent in regards to progressing the acquisition of the freehold of Sunwin House with the response being that negotiations had progressed sufficiently to let the lower ground floor and therefore the freehold sale was unavailable. The agent confirmed that the upper ground floor would be available on a long lease arrangement.

9.2. ESA/CSM have obtained outlined details of the long lease arrangement, which are as follows:

- £375,000 purchase price
- 250 year term full repairing and insuring lease, renewable under Landlord and Tenant Act 1954
- RICS compliant service charge
- Landlord works to include replacement of roof where necessary (mainly flat sections), the vertical circulation will be removed and the void filled in – equates to a potential saving of £400k

9.3. Using the disaggregated costs from the RIBA 2 work, the anticipated construction costs are as follows:

- £2,218,160 for refurbishment work and construction of the mezzanine, including internal subdivision of the space, providing infrastructure for a higher density of artists studios as funding becomes available. This scheme is deliverable within budget of secured funds.

9.4. Budget and Funding

Secured

Towns Fund £2.45m

City of Culture £0.25m

Unsecured

Community Ownership Fund application to be prepared for submission into Round 3, closes 31 January 2024. Outcome expected Spring 2024.

9.5. Anticipated timescale for delivery ensures participation in BD:25 City of Culture and also within the Towns Fund Programme. Expected delivery of the hub is Summer 2025.

9.6. Towns Fund implications

The outline revised project was presented to the Internal Programme Board and the Creative Hub sub group both in October and November. The change to the project necessitates a Standard Project Adjustment Request to DLUHC requiring sign off by the MP, Chair of TF Board and s151 Officer. Further to consideration of the revised project, the recommendation to prepare a Standard PAR for a change of outputs to the project was accepted.

10. PR & Communications

- 10.1. CBMDC TD Programme Team to update PR, Comms and Website
- 10.2. Discussion on content of recent press releases.

11. Any Other Business

- 11.1. Long Term Plan for Towns - £20m awarded to Keighley.

12. Date and time of the next meeting:

- 12.1. Friday 15th March 2024

List of Keighley Town Deal Board Papers

Item 1: Declaration of Interests Register

Item 2: Correspondence Log

Item 3: Minutes of the 15th September 2023 Meeting

Item 4: Highlight Report

Item 5: PR & Comms

**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 (DRAFT)

Location: Keighley College (MS Teams available)

Date / Time: Friday 15 September 2023 10.00am – 12.00pm

Attendees – In person:

Ian Hayfield (Chair); Angela Hays; Dave Partridge; Cllr Peter Corkindale, Satnam Khela; Michelle Rushworth, Cllr Alex Ross-Shaw, Steve Seymour; Phil Walker, David Warren, Kevin O'hare, Rav Panesar, Liz Barker, Georgina Webster

Attendees – MS Teams: Alan Lunt;

Apologies: Angela Blake, Lorraine Coates, Robert Maden(RMa), Robbie Moore MP(RMo), Mark Elders, Naz Kazmi.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Welcome and Apologies</p> <p>AL confirmed that AB and AL would cover meetings between them as senior officers within the council</p>		AL	
2	<p>Project Update</p> <p>Project E Capital Assistance to Business Growth (SK)</p> <p>SK covered background and eligibility of the scheme and will supply board with briefing notes covered. Stats to end July – 80 EOI's received, 44 applications (25 from Keighley). EOI's rejected were due to location and eligibility issues but these were signposted to other sources of funding. Current forecast is circa £1m in grants for Keighley and £600k for Shipley.</p>		MR/SK to circulate briefing notes from SK meeting presentation	



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>DW enquired about the match-funding element of the scheme and promotional activity. SK confirmed that the current maximum intervention rate was 30% and promotion done through leaflet drops and events, with the next being at Keighley College on the 25th September 2023. SS offered support to promote the scheme via the shopping centre, social media and awards. SK also confirmed that the intervention rate could be increased, however, this was assessed on a case-by-case basis.</p> <p>Project A Development Investment Fund (DP)</p> <p>Providence Park – DP provided an update of the progress to date, including a site visit taking place on the morning of the board meeting. DP confirmed that £1.7m of the grant had been spent and completion was planned for Easter 2024, with enquiries coming in for the available units.</p> <p>DW confirmed that ongoing dialogue was taking place with the developers to agree the lease, with key issues still being worked through. KOH requested that the risk register be updated, however, DW indicated that the project would still be completed within the agreed timescales but would review this on an ongoing basis. MR confirmed that regular meetings were taking place, with the next one scheduled for after the Towns Fund Board meeting.</p> <p>Beechcliffe – DP confirmed that the SCAPE procurement framework was being used with Balfour Beatty taking the lead. DP highlighted that this approach would speed up the procurement process for a feasibility study and was approved by the Overview & Scrutiny Committee meeting held in July 2023. DP highlighted that the budget was up to £7m, but maybe reduced depending on the outcome of the feasibility work. Further confirmation was provided regarding timescales with 12 months set aside for feasibility work and 12 months for the development. PC enquired about the biodiversity issues with the development and DP indicated that a full site survey would be undertaken and consideration for this would be included, alongside remedial action.</p> <p>Victoria Hotel – DP provided an update on the Victoria Hotel project, including the discussions around financial viability with the applicant. Regular dialogue is in place to resolve those.</p>		SK to consider how a change to the intervention rates could be applied.	



ID	Notes/ Actions/ Decisions	Decision	Action Owner	Due Date
3-6	<p>Meeting format and conduct, Declaration of Interests, Correspondence log, Minutes of the last meeting and matters arising.</p> <p>No further declarations of interest, no further correspondence. Minutes of last meeting were approved. Outstanding actions from last meeting.</p> <p>MR – Development Framework finalised draft to be completed by end October 23 and the team are happy to present this at the next meeting.</p> <p>MR - Community Health and Wellbeing Centre project lead to present at the next board meeting.</p> <p>Good Shepherd Centre IH – Diocese enquiry, cannot be beyond a 10 year lease, but is a 1954 Act protected lease so MR to take advice on this. May mean eligible for COF.</p> <p>Minibus Tour LB/MR to arrange this. KOH confirmed KC minibus can be used, though a KC qualified driver would be required.</p> <p>MR discussed a new quarterly board meeting proposal, supported by the internal programme board, with reassurance that additional meetings could be convened if required by business needs. IH in agreement as long as full monthly updates were provided on projects as agreed.</p> <p>LB – CHWC subgroup needed. IH no updates received for over two months and no firm timeline yet. Urgent update required within the next 6 weeks. When is valuation due back?</p>	<p>Board agreed.</p>	<p>MR to arrange Development Framework and CHWC presentation for the next meeting.</p> <p>MR to convene meeting with GSC to discuss</p> <p>Itinerary to be produced and tour organised.</p> <p>AL to request update from Alistair Russell</p>	



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
7	<p>Highlight Report</p> <p>Programme Management – MR Ward member briefing takes place after board meetings, Simeon Sobers Contracts Manager may be in touch with projects requesting details, from a governance perspective. Grant Funding Agreement process is a robust process and funding will not be released without an appropriate GFA in place. RP/MR looking at trying to speed up the GFA legal process and putting in place short form GFA's for more urgent interim funding. GFA progress will now be included in the project updates.</p> <p>DLUHC have clarified that funding given above the 5% feasibility fund with a SFGFA in place will not be subject to clawback as still deemed at that stage as a live project. S151 sign off would still be needed.</p> <p>RP is working with the Business Rates working group to ensure correct help and reassessment is given to projects moving premises.</p> <p>DLUHC reporting session will end in Sept for this half year, likely to need submitting before Dec.</p> <p>Project Updates – MR reviewed the project updates (included in the meeting pack)</p> <p>Town Centre Infrastructure</p> <p>SS would like to be involved in Project B's Connectivity Study. MR also is involved. GW requested that the Sunwin House development was also included.</p> <p>IH would like a full update on the Keighley Cougars project (Community Grants). AH - PMO support was requested for both Cougars and Haworth Village Hall to assist in projects which have large sums involved.</p> <p>Health & Wellbeing Centre</p>		MR to advise LDU re SS request to be consulted on Connectivity Study MR to provide a detailed highlight report	



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>MR confirmed that regular meetings were scheduled with the project leads and an update will be provided to the board in due course. AL confirmed that he is the council contact for this project and will be meeting with the project leads for the NHS to progress w/c 18th September.</p> <p>MR confirmed that Haworth Village Hall had received planning approval in July 2023 and were now awaiting a decision on the Community Ownership Fund bid. Other sources of grants were actively being explored to ensure the viability of the scheme.</p> <p>MR - KWVR start works on the water tower next week (18 Sept). costs are still be developed for the Haworth works.</p> <p>DW provided an update on the Skills Hub and indicated the dependencies with the Community Health and Wellbeing Centre, and the overall timescales for completion. There is a risk that the H&WB Centre could delay the Skills Hub. KOH confirmed that the intention was to locate within the Community Health Centre, but would also explore alternative locations if required.</p> <p>MR provided an update on KAWACC, whom are exploring a Community Ownership Fund bid as well as other sources of finance to ensure the project could be delivered. MR confirmed that the Community Asset Transfer process was ongoing and now at stage 2.</p>		on the Keighley Cougars Project	
8	<p>Spotlight on - Keighley Creative Hub</p> <p>MR provided an update to the board regarding the Creative Hub project. ESA have rescoped the project to ensure it can be delivered with Towns Fund investment with alternative sources of funding being explored. MR confirmed this included a bid for the Community Ownership Fund, where funding would allow for a 'do more option', where a full refurbishment would take place. This option was approved by the Internal Programme Board on 07/09/23 and</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>presented to the sub-working group on 08/09/23. DW confirmed that this option was the preferred route and agreed by the sub-working group and questioned the next steps, including move to RIBA 3. MR clarified it would be for the alternative option as that could be delivered with the funding available, however, would clarify with ESA whether the 'do more option' could be included in that assessment.</p> <p>IH / LB enquired about the outputs for the project and MR clarified that the 'do more option' would deliver the full outputs, whereas the 'do less option' would require a delegated PAR as it would be a 29% reduction.</p>		<p>MR to confirm RIBA Stage 3 to include Option 1 as the preferred option by the sub-working group and IPB</p> <p>MR to check outputs/PAR with DLUHC.</p>	<p>Action completed 15.09.23</p>
9	<p>PR and Comms</p> <p>RP discussed PR and Comms (in meeting pack), together with new promotional posters leaflets and banner currently being designed. IH would like to see more photos of projects published.</p> <p>AOB</p> <p>IH thanked AH for all her hard work on Keighley Towns Fund.</p>		<p>RP to advise Kate Taylor</p>	

Date of the next meeting: 15th March 2024 – 10am - midday

8. Highlight Report

8.1 Programme Management

8.11 Ward member briefing took place on the 21st September 2023 where project updates were provided to Councillors. The meetings are arranged a week after the Towns Fund Board Meetings to provide Ward Councillors with an updated position following the board meetings.

8.12 Towns Fund Performance Monitoring Template workshop held by DLUHC on the 16th October. Deadline for the period 1st April 2023 – 30th September 2023 is 4th December 2023. New online submission tool launched, which checks for errors and omissions prior to acceptance.

8.13 Towns Fund team have been working on completing the Monitoring Template, ensuring that the spend to date is accurate, alongside a forecast for each project across the Towns Fund programme up to March 2026. The reporting template was signed off by Ian Hayfield, Chair of TF Board on 28th December 2023, and by s151 Officer 1st December 2023 and submitted via the online reporting tool on 1st December, ahead of the 4th December deadline.

8.14 Short-Form GFA's have been utilised to progress projects in both Shipley and Keighley whilst detailed legal negotiations take place regarding the main GFA. Short-Form GFA's allow for an agreed amount of funding to be released for a specific purpose, allowing the projects to progress and reduce delays.

8.15 Towns Fund team have been working closely with the Project Sponsors to populate the schedules within the GFA's to help reduce the legal costs, speed up the agreement of the Long-Form GFA, plus ensure projects have the funding to progress. Regular meetings also take place to review project progress, spend profile, risks and outputs.

8.16 Regular meetings continue to take place with the Contracts Team to ensure compliance with Towns Fund spend, with a new claim form issued to Project Sponsors. This is to be completed and submitted alongside the evidence to be verified. Procurement have also confirmed that the procurement strategies agreed with each project sponsor are acceptable. A summary document of the approach taken would be required as part of the audit and compliance process. This has been requested by Project Sponsors.

8.17 Governance processes followed with an update provided to the Internal Programme Board (18/10/23 and 27/11/23) on project updates, key risks and decisions required.

8.18 Towns Fund Project Updates – Update as at November 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	£2.39m	Investment in Town Centre and Infrastructure improvements.	See individual updates below.	3	3	3
C – Keighley Skills Hub	£906k	Bespoke learning space for residents to improve their employability skills. <i>Linked to Project J.</i>	Plans and costs in place, location is Health and Wellbeing Centre (Project J)	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 Luminate Education Group to agree building spec and costs before the agreement to lease can be signed. GFA to be finalised once the lease is in place.	4	1	3
E – Capital Assistance to Business Growth	£2m	Grant programme for new and existing businesses.	Keighley - A total of 59 Expressions of Interest received, of which 15 were rejected, with 14 applications received and approved. Based on the number of applications and anticipated grant amounts of pending applications, the forecast spend as of November 2023 is at £540,921.66, with a private sector match of £3,075,028.29 and 62 jobs to be created.	1	1	1
F – Community Grant Scheme	£4.9m	Grant scheme for a range of community-based organisations.	See individual updates below.	1	1	1
G – Creative Arts Hub	£2.6m	Redevelopment of Sunwin House to a multi-purpose facility.	RIBA 2 design and costs reviewed and revised scheme rescope for the upper floor only due to the freehold of the building being unavailable as lower floor to be let out. Proposal now to deliver Creative Hub on upper floor only plus a mezzanine. Change of outputs at least 41% for reduced floorspace repurposed, however other outputs being considered prior to preparation of Standard PAR to DLUHC.	5	5	5
H – Women Employment Programme	£160k	Refurbishment of the KAWACC premises	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. EOI twice submitted for Community Ownership Fund, rejected both times. NK to arrange meeting with Locality for Grant Funding/bid writing support for the Community Ownership Fund EOI/Full Application. CAT is in process, at stage 2 NK to chase for update and timescales for completion. EOI submitted to COF w/c 27th November. Round 3 COF opens 6th December, closes 31 January.	4	4	4
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. Next event is I am brill. Mega Drawing Box event successful, footfall up 10% in shopping centre.	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>	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.	3	5	3

8.19 Development Investment Fund

Project A - DIF (£14m)				Delivery	Spend	Risk
Project Name	Value	Project summary	Updates			
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)	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.	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.	Balfour Beatty appointed as the main contractor. Feasibility stage will take approx 6 months then planning application will follow on in 2024.	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. The team are working closely with the applicant to discuss options for delivery.	5	5	5

8.20 Project B: Town Centre Infrastructure

Project B – Town Centre & Infrastructure Improvements (£2.39m)				Delivery	Spend	Risk
Project Name	Value	Project summary	Updates			
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 almost complete. Paving almost complete then street furniture to install.	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 a consultant to deliver the 'Keighley Transport Study' is complete. Final report is expected mid 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 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.	<p>Project Summary Towns Fund £260k</p> <p>Improvements to footpaths and cycle lanes at Ingrow Lane, Bradford Road, Thwaites Brow Road, Long Lee and Swine Lane.</p> <p>Activity Update & Timescales</p> <p>The majority of the Infrastructure Improvements project are being procured and delivered by the Highways Maintenance (North) Team.</p> <p>Ingrow Lane, Bracken Bank (footway improvements on a route to school) is complete.</p> <p>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 investigating some issues with the bridge. Street Lighting Team are investigating issues with lighting column mounts.</p> <p>Thwaites Brow Road (repairs and replacement of stone sett surface) is projected to start on site in January 2024 and complete in March 2024. Specialist contractor needed for the stone setts (310m2 of replacement setts needed). The scope of works needed has grown following site investigations</p> <p>Swine Lane (sewerage/widening/improvement) will be designed in conjunction with Traffic and Road Safety.</p>	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.	<p>Project Summary Towns Fund £100k</p> <p>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.</p> <p>Seven site are complete. Three further sites are expected to be delivered using Towns Fund resources.</p>	1	1	1

8.21 Community Grants Scheme

Community Grants Scheme (£4.9m)				Delivery	Spend	Risk
Project Name	Value	Project summary				
>CG1 - River Worth Friends	£50k	Replacing signage and improvements to footpaths and access maps.	Grant Funding Agreement and payment schedule signed and sent for sealing.	1	1	1
>CG2 - Scott Street	£85k	Refurbishment of the Scott Street premises for Keighley Health Living.	Work on the hall is complete. KHL used other spaces in Keighley whilst building work undertaken which has had the positive effect of reaching more people.	1	1	1
>CG3 - Haworth Toilets	£130k	Refurbishment of the main toilets in Haworth.	Work complete and under budget. Funds requested for further WC work to be undertaken in Haworth - Central Park WCs.	1	1	1
>CG4 - Keighley Cougars	£2.25m	Redevelopment of the main stand at Keighley Cougars.	Planning approval granted in September 2023. Designs being amended due to relegation of Cougars, Grandstand seating increase not required. Redesign will provide improved community facilities.	1	2	1
>CG5 - Haworth Village Hall	£1.11m	Refurbishment and development of premises.	Following a successful EOI, HVH has been approved for support by Locality who will assist in developing a Community Ownership Fund application for submission in the next round. Round 3 open 6th December - 31 January 24.	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. New floor, IT room upgrade and new heating system works to be delivered next.	1	1	1
>CG7 - Woodville Activity Centre	£155k	Creation of an enterprise hub.	Project delayed due to winning contractor being unavailable for the building works. Contracts been revised and broken down into two phases; Phase 1: Site Preparation, Buildings and Structure Winter 23/24 Phase 2: Landscaping. Spring 2024. Landscape works will be delivered by a contractor though will include volunteer days.	2	2	1
>CG8 - Old School Room	£120k	Replacement of the Old School Room roof.	Works complete.	1	1	1
>CG9 - Central Hall	£152.1k	Replacement of the roof at Central Hall.	Works complete. Request for circa £3k of remaining budget to be spent on decorating costs.	1	1	1
>CG10 - Good Shepherd Centre	£130k	Refurbishment of premises.	Considering application for additional funding. Some Value Engineering has taken place. Next stage is to agree and sign Grant Funding Agreement.	1	1	1
>CG11 - Worth Valley Railway	£400k	Projects to improve facilities for KVV Railway.	Work continuing on designs and costs for Haworth elements in order the contract can be let. Keighley Water Tower work started Sept 23. £1m Community Ownership Fund secured for Bridge 27. KVV/R are part of the provisional LUF3 award.	1	1	1

8.3 Risks

Project A: Development Investment Fund

Providence Park

8.31 Project is currently underway with the developers on site. Progress continues to be on track.

8.32 Discussions ongoing re spec and lease for Unit C.

Beechcliffe

8.33 Beechcliffe is at feasibility stage currently. Balfour Beatty appointed as principal contractor. Planning application will follow feasibility stage in 2024.

8.34 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

8.35 Project lead had difficulty securing funding to complete work.

8.36 Ongoing discussions with project sponsor for a workaround to progress the project. Legal advice sought on potential options to deliver and implication for subsidy control.

Project D: Capital Assistance to Business Growth

Position up to November 2023

Keighley Towns Fund	
Expressions of Interest received	59
Applications submitted	15
Applications approved	13
Claims submitted	8
Grant payments issued	7

Shipley Towns Fund	
Expressions of Interest received	34
Applications submitted	10
Applications approved	8
Claims submitted	2
Grant payments issued	2

Project Summary

Town	Application Numbers [Apr-23 to Mar-24]											
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	8	10	11	12	12	14	14	15	-	-	-	-
Shipley	3	3	3	4	8	10	10	10	-	-	-	-

Town	Jobs To Be Created [Apr-23 to Mar-24]											
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	26.5	31.5	33.5	39	39	44	44	62	-	-	-	-
Shipley	4	4	4	9	14	21	21	33	-	-	-	-

Town	Grant Approvals [Apr-23 to Sep-23]					
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
Keighley	£153,970.75	£189,670.75	£224,064.52	£232,966.26	£235,736.36	£276,757.59
Shipley	£46,737.08	£46,737.08	£46,737.08	£97,495.84*	£101,432.48	£137,952.56

*Drop to £81,382.63 for July 2023 due to one company reducing spend.

Town	Grant Approvals [Oct-23 to Mar-24]					
	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	£276,757.59	£540,921.66	-	-	-	-
Shipley	£137,952.56	£154,822.06	-	-	-	-

9. PR & Communications – Item 5

9.1 PR

9.11 Regular meetings with Marketing Team are 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 Leaflets have been designed, with a few changes being made prior to print. A small number will be distributed to Project Leads as part of their own engagement strategies as well as distributed to key stakeholders. Banners are also in the process of being designed and printed with the expectation that these will be onsite for capital projects that are at delivery stage. This work is aligned to the Forward Plan, which provides a plan of press releases for specific projects, alongside an Engagement Plan that outlines key activities that will promote the Towns Fund to key stakeholders and the public.

9.13 Towns Fund press releases have also been published for both the Keighley and Shipley Towns Fund (both positive & negative):

Date	Town	Publication	Details	Rating
16/11/23	Keighley	Keighley News	<ul style="list-style-type: none"> Artist makes her mark at Keighley community centre Keighley News 	Positive
25/11/23	Shipley	T&A	<ul style="list-style-type: none"> Shipley College principal honoured at Downing Street event Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
02/11/23	Keighley	T&A	<ul style="list-style-type: none"> Work to turn Keighley tower into visitors' centre begins Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
12/10/23	Keighley	Keighley News	<ul style="list-style-type: none"> Major scheme to transform Keighley stadium gets green light Keighley News 	Positive
11/10/23	Keighley	T&A	<ul style="list-style-type: none"> Hundreds of people descend on old Beales store in Keighley Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
10/11/23	Keighley / Shipley	T&A	<ul style="list-style-type: none"> How to benefit from Keighley and Shipley Towns Funds Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
21/09/23	Shipley	Bdaily, T&A	<ul style="list-style-type: none"> £3m health, wellbeing and community investment announced for West Yorkshire Bdaily 	Positive
13/09/23	Shipley	Business Desk	<ul style="list-style-type: none"> World heritage site looks to the future with plans for £6m multi-use centre TheBusinessDesk.com 	Positive

10. Any Other Business

10.1. Long Term Plan for Towns - £20m

11. Date and time of the next meeting:

11.1. 15th March 2024 10am – midday.

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				50,000	100,000	100,000	
	CDEL		78,675	38,366	4,714,621	3,500,000	4,968,337	
	Total	0	78,675	38,366	4,764,621	3,600,000	5,068,337	£13,550,000
B - Town Centre and Infrastructure Improvements	RDEL							
	CDEL			144,616	775,200	870,184	600,000	
	Total	0	0	144,616	775,200	870,184	600,000	£2,390,000
C - Keighley Skills Hub	RDEL							
	CDEL			31,721			874,279	
	Total	0	0	31,721	0	0	874,279	£906,000
D - The Manufacturing, Engineering Future Technologies Hub	RDEL							
	CDEL			37,026	1,200,000	1,762,974		
	Total	0	0	37,026	1,200,000	1,762,974	0	£3,000,000
E - Capital Assistance to Business Growth	RDEL				50,000	25,000	25,000	
	CDEL		12,342		276,758	805,450	805,450	
	Total	0	12,342	0	326,758	830,450	830,450	£2,000,000
F - Community Grant Scheme	RDEL				24,834	53,114	22,053	
	CDEL			526,462	728,995	2,544,543	1,000,000	
	Total	0	0	526,462	753,829	2,597,656	1,022,053	£4,900,000
G - Keighley Creative Community Arts Hub	RDEL							
	CDEL		19,747	130,000	55,414	1,500,000	894,839	
	Total	0	19,747	130,000	55,414	1,500,000	894,839	£2,600,000
H - WEP (Women Employment Project)	RDEL							
	CDEL			38,558		125,442		
	Total	0	0	38,558	0	125,442	0	£164,000
I - Keighley Art and Film Festival (KAFF)	RDEL			80,000	82,000	49,000	29,000	
	CDEL							
	Total	0	0	80,000	82,000	49,000	29,000	£240,000
J - Keighley Community Health and Wellbeing Centre	RDEL							
	CDEL				570,665	2,000,000	829,335	
	Total	0	0	0	570,665	2,000,000	829,335	£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		0	124,900	306,834	327,114	231,153	
	CDEL total		110,765	946,749	8,321,653	13,108,593	9,972,240	
	Total		110,765	1,071,649	8,628,487	13,435,707	10,203,393	

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					
>Beechcliffe					Press Release	Press Release			Press release required				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			Project Completion Press Release				
>Connectivity Study									Press Release Required				
>Public Realm Improvements											Project Start		
>Infrastructure - Active Travel						Project Start	Press Release			Press release required	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?									
D-Manufacturing Hub	Keighley College			GFA to be signed	Press release required					Lease yet to be signed - Press Article?			
E-Capital Assistance to Business Gr	CBMDC		Press Release	Press release required	Press Release	Press release required	Press release	Press Coverage (BID)	Press release		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 - Soott Street	Keighley Healthy Living		GFA Signed	Press release required	Project Start Press Release								Project Complete? Press Release Required
>CG3 - Haworth Toilets	Haworth Parish Council	GFA Signed		Due to Open - Press Release									
>CG4 - Keighley Cougars	Keighley Cougars		Press Release					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				Press Coverage				
>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 Underway	Project Underway						
>CG10 - Good Shepherd Centre	Good Shepherd Centre				GFA to be signed				Press release required				
>CG11 - Worth Valley Railway	KWVRR			GFA to be signed, Press release required	Project Start			Press Release			Press release required		
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
I-Keighley Art & Film Festival	Keighley Creative	Project Underway	Project Underway	Project Underway	Press release required	Project Underway	Press Coverage	Press Coverage		Press release required	Project Underway	Project Underway	Project Underway
J-Community & Wellbeing Centre	NHS		Press Release	Decision made			Press Coverage				Project Start		

