

Keighley Town Board

Board Meeting

Friday 7th March 2024

10.00 – 12.00pm

Keighley College; Room DN.03

Agenda

No	Item	Owner	Time	Paper
1	Welcome and apologies	Chair	10.00	
2	Meeting format and conduct	Chair	10.10	
3	Declaration of Interests	Chair	10.15	Item 1
4	Minutes of the last meeting and matters arising	Chair	10.20	Item 2
5	Towns Fund Highlight Report: - Programme Management - Project Updates - Risks and Issues	CBMDC Officers/Project Delivery Partner lead	10.45	Item 3
6	AOB	Chair/All	11.45	
7	Date and time of next meeting	Chair	11.50	

List of Board Members / Roles:

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
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
David Pearson	Keighley & Worth Valley Railway	Board Member

Apologies:

List of Invited Attendees:

Angela Blake	CBMDC
Rav Panesar	CBMDC
Jane Hargreaves	CBMDC
Leanne Swinbank	CBMDC
Simon Woodhurst	CBMDC
Dave Partridge	CBMDC
Ryan Kaye	MHCLG
Eden Clayton	MHCLG
Joe Cooney	Keighley Town Council
Jonathan Hayes	CBMDC
Clare Wilkinson	CBMDC
Jacqueline Ramdeen	CBMDC

1. Welcome and apologies

1.1 Chair's welcome

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. Minutes of the last meeting and matters arising

4.1. Minutes have been circulated to members and published in advance for comment. Board members are asked to agree the minutes of the Keighley Towns Fund Board meeting.

5. Towns Fund Highlight Report

5.1 The Keighley Towns Fund Programme Manager and the nominated Council officer project leads for each Towns Fund project to attend and present key updates on project progress, risks and issues.

6. AOB

7. Date and time of next meeting Future dates of meetings

6th June – venue to be confirmed. Keighley Creative (GCSE Week at Keighley College)

List of Keighley Towns Fund Board Papers

Item 1: Declaration of Interests Register

Item 2: Minutes of 6th December Meeting

Item 3: Highlight Report

Item 4: PR & Communication

**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 Director of Worth Valley Publishing Ltd	None	Joint leaseholder of Pennybank House, 2-4 West Lane, Haworth	28/09/21	Listed on the register
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

Item 2

Keighley Town Board Meeting Minutes

Location: Keighley College

Date / Time: Friday 6th December 10.00am – 12.00pm

Attendees – In person:

Tim Rogers (Chair), Angela Blake, Cllr Abdul Shohid, David Pearson, Dave Partridge, Eden Clayton, Kevin O’Hare, Cllr Alex Ross-Shaw, Fazeela Hanif, Georgina Webster, Rav Panesar, Jonathan Hayes, Joe Cooney (Observer), Sarah Broadbent, Charlotte Meek.

MS Teams: Richard Middleton, Saira Ali, Ryan Kaye, Nicola Poole – JCP, Tracy Othen – JCP.

Apologies: Barbara Brooks, Jan Smithies, Candy Squire Watt, Catherine Birks, Dean Peltier, John Barker, Robbie Moore MP, Rukun Ahmed, Scott Dyson.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	Welcome and Apologies The Chair welcomed everyone to the meeting, apologies were noted. SB is now on the Town Board with JS stepping down.			
2	Meeting format and conduct			
3	Declaration of Interests No further declarations of interest were made			
4	Minutes of the last meeting and matters arising Minutes from the last meeting were approved.			
5	Highlight Report Project A – Development Investment Fund (DIF) Providence Park DP provided an update on the DIF, including the site visit by the board prior to the meeting. Units are almost completed, with some let and			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>others having a keen interest in being taken. The board welcomed the visit and the progress made to date.</p> <p>Beechcliffe Site</p> <p>Balfour Beatty have completed phase 1 feasibility works and moving to pre-construction stage, where they will go to planning and detailed design.</p> <p>Victoria Hotel</p> <p>Project Sponsors are no longer involved, and owners have engaged a Project Manager to take on the scheme. The application and appraisal for the scheme is now being developed, with a formal application expected in the New Year.</p> <p>Project B – Town Centre & Infrastructure Improvements</p> <p>RM and SA shared a presentation providing an update on the schemes. Low Street Phase 2 has been completed, Active Travel Schemes – Thwaites Brow has had some work done. The Twines will be completed once the contractor is on site in the New Year. Real Time Bus Information has been completed.</p> <p>The Connectivity Study has been completed and will help to shape the priorities for Keighley as part of a long-term vision, with Towns Fund investment seen as a phase 1. The preferred choice is Option A, with only an element of transformation envisaged to take place with Towns Fund Investment. Cavendish Street has been identified as a main route for improvement. This would include widening the pavements and tree lining to help with sustainable drainage and increasing green infrastructure in the public realm. The next stage will be a design for input and consultation.</p> <p>The Board questioned whether Hanover Street would also be improved alongside the need for signposting from Cavendish Street to help with wayfinding. SA indicated that the focus would be Cavendish Street due to funding limitations, however, wayfinding will be included as part of the improvements. They confirmed that collaboration with other projects and key stakeholders will be taken into consideration as part of the consultation. Other sources of finance would be needed to improve the canopy and shopfronts.</p> <p>RM / SA left the meeting.</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>Project C – Keighley Skills Hub</p> <p>JH confirmed that they will be going into Sunwin House and a Project Adjustment Request (PAR) is being prepared for approval internally and then to be sent to MHCLG for review.</p> <p>Project D – Manufacturing, Engineering & Future Technology Hub</p> <p>KoH confirmed that handover is expected on the 18th December, with February half term identified as a date for the launch. This would coincide with the birthday party for Keighley College of being established for 200 years. The space will be tested and recruitment will take place in September with 150 students expected on site in phases.</p> <p>RK confirmed that monitoring will continue up to March 2027 with options for an additional year to collect the outputs and record the benefits.</p> <p>Project E – Capital Assistance to Business Growth</p> <p>RP provided an update including the high take-up of the grant, with £1.5m committed out of a total budget of £1.9m. There will be a PAR to reduce or revise the number of businesses supported.</p> <p>Project F – Community Grant Scheme</p> <p>Update provided as per the board papers.</p> <p>River Worth Friends (Project Sponsors are the Aire Rivers Trust) is halfway through completion, with new signage, painting and channeling to complete. Scott Street (Managed by Keighley Health Living) has now been completed with positive feedback from users. Haworth Toilets (Managed by Haworth Parish Council) has also been completed and under budget. Keighley Cougars financial due diligence has taken place with weekly meetings in place to find ways to deliver the scheme. The board expressed concerns regarding the potential legal and financial hurdles that will need to be addressed prior to the project progressing. Haworth Village Hall is currently awaiting a Quantity Surveyor (QS) report to determine what can be</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>delivered with Towns Fund investment. Sangat Centre works are almost complete with staff back in the building. Woodville Activity Centre (Managed by Yorgreen CIC) is currently undertaking site clearance, with some construction and building works underway. The Old School Room (Managed by Haworth Old School Room) works have been completed as has Central Hall (Managed by the Community Action Bradford & District). The Good Shepherd Centre work is due to start early January 2025 and estimated to take eight weeks. The Keighley Worth Valley Railway project is underway, with the Water Tank House completed and operating and a launch event planned in January. Drilling survey complete and Haworth project costs being finalized.</p> <p>Project G – Creative Arts Hub</p> <p>Mezzanine cannot be constructed which means a reduction of floorspace is now envisaged. As a result of this reduction, a PAR is being prepared. There will be other outputs reduced as a result of the floorspace, which will be part of the PAR.</p> <p>Project H – Women Employment Programme</p> <p>Awaiting a valuation from Estates Department within the Council and looking at other sources of finance to deliver the scheme. They have decided to purchase the building and a valuation is expected. The board expressed their concern regarding the funding available to deliver the scheme. LB wanted to ensure support from the board was available if required to help deliver the project.</p> <p>Project I – Keighley Art & Film Festival</p> <p>Many of the outputs have been achieved for this scheme. Project is ongoing and on track. GW is awaiting funds for this project as it is drawing on its reserves.</p> <p>Project J – Community, Health & Wellbeing Centre</p> <p>The team are looking at the funding gap and working with investors to raise the funds needed to deliver the scheme. ARS provided a strategic update and the need to coordinate the delivery with key partners.</p>	<p>To review with finance</p> <p>Invite NHS to a meeting with the board</p>	<p>Council Officers</p> <p>Council Officers / Airedale NHS Trust</p>	<p>ASAP</p> <p>ASAP</p>



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
6	<p>Long Term Plan Update</p> <p>JH provided an update on the Long-Term Plan, with formal confirmation of the budget received at the autumn statement. Additional capacity fund payments will also be made and a new prospectus will be launched early in the new year. Capital / revenue split will be the same with an internal workshop envisaged in the new year and what else can be delivered. This would enable a 10-year strategy for Keighley to be developed beyond the original three themes.</p> <p>AB indicated that a further workshop would take place with the board once the guidance has been issued by MHCLG. The key aim of the strategy would be to help unlock further funds and deliver on key priority areas identified in the strategy.</p>			
7	<p>PR & Communications</p> <p>TR complimented the press releases issued by the council related to the Towns Fund. In addition to the releases, he suggested the use of BCB Radio, which have acquired external funding for a mobile radio studio. This opportunity could be utilised to promote the Towns Fund and additional funding to the communities of Keighley.</p>	Utilisation of BCB Mobile Radio	Enquiries to send to TR	As required.
8	AOB			
10	<p>Date and Time of next meeting</p> <p>Friday 7th March, 10.00 – 12.00pm, Keighley College</p>			

5. Highlight Report – Item 3

5.1 Programme Management

5.1.1 Regular meetings taking place with Project Leads to manage progress, risk, outputs and financial profiles. This includes internal and externally managed projects. Alongside this, regular meetings are taking place with the Contracts Team to monitor compliance and spend for all the projects.

5.1.2 Project update – Manufacturing, Engineering and Future Technologies Hub received practical completion on 11th February.

5.1.3 MHCLG Reporting Template covering the financial period from 1st April 2024 to 30th September 2024 has been submitted. This includes funding received from MHCLG, where additional payments were received for projects that are in delivery stage. Those funds have been released to Project Leads.

5.1.4 MHCLG have offered the Delivery Associate Network (DAN) service over the past year to assist Grant Recipients of the Levelling Up Fund, Towns Fund and Future High Streets Fund with the delivery of projects, support from the DAN was available until early 2025. DAN have started the process of winding the service down over the coming months and are not accepting any new requests from **27th November 2024**.

5.1.5 Internal Programme Board meeting took place on the 14th February. The Internal Programme Board provide additional assurance and governance of the towns fund projects and made up of senior council staff from legal, finance, procurement, planning, economy and development and estates. The next meeting is 12th March.

5.1.6 Programme Support Officer and the Regeneration Manager (Keighley) posts are now filled. Both roles along with the Regeneration Manager (Shipley) will be supporting the work of the Towns Fund (Shipley) and Town Board (Keighley).

5.1.7 Revised brand guidance and Project Adjustment Requests (PAR) have been issued by MHCLG, with changes including the removal of the 'Powered by Levelling Up' logo. The PAR will also no longer need MP approval; however, they should be informed of the changes.

5.2 Project Updates – Risk Guidance:

RAG (Red, Amber, Green) Guidance					
Delivery	Score	Spend	Score	Risks	Score
Major issues causing significant delays (more than 6 months); processes interrupted or not carried out as planned, or significant changes to project. Likely to under-deliver on outputs	5	A variance of over 50% against profiled financial forecast (total expenditure) or changes to project finances due to poor or delayed delivery.	5	Programme includes projects with significant risks that are both high impact and high likelihood. Risk response not yet planned.	5
Issues arising or causing long delays to the timetable (3 to 6 months) but no significant changes required to overall project. Outputs may still be deliverable but challenging.	4	A variance of between 30 & 50% against profiled financial forecast (total expenditure). Budget changes have been required due to issues with project delivery.	4	Programme includes projects with significant risks that are either high impact or high likelihood. Risk responses planned but not implemented.	4
Issues arising causing some short delays to the timetable (less than 3 months).	3	A variance of between 15 & 30% against profiled financial forecast. Some budget changes have been required.	3	Programme includes projects with some risks that have medium impact and/or medium likelihood. Risk responses planned and implemented.	3
Minor issues have arisen causing only small delays. Project is on track to deliver outputs.	2	A variance of between 5% & 15% . Small re-profiling changes to budget required.	2	Programme includes projects with some risks that have medium impact but low likelihood. Risk responses planned and implemented.	2
No problems. Project is on track to deliver outputs and keeping to schedule	1	A variance of up to 5%. Spend is largely on track with any minor slippage expected to be picked up by the end of next quarter	1	All risk are tolerable with low impact and likelihood and do not require a response	1

5.2 Project Updates – Position up to February 2025:

Project Name	Value	Project summary	Project Delivery Status	Updates	Delivery	Spend	Risk
A – Development Investment Fund (DIF) - (Bradford Council)	£13.28m (Capital) £250k (Revenue)	Development of industrial units at Providence Park, Victoria Hotel and Beechcliffe Industrial Site.	Other	See individual updates	2	2	2
B – Town Centre & Infrastructure Improvements (Bradford Council)	£2.39m (Capital)	Investment in Town Centre and Infrastructure improvements.	Ongoing - On track	See individual updates	2	2	2
C – Keighley Skills Hub (Luminate Education Group)	£906k (Capital)	Bespoke learning space for residents to improve their employability skills. Linked to Project J.	Other Completion Date: Jan-26	The confirmed location for the Skills Hub is the Sunwin House building. Floor space has been agreed at 265.8m2. A Project Adjustment Request (PAR) is being prepared to submit to the Ministry of Housing, Communities & Local Government (MHCLG).	3	3	3
D – Manufacturing, Engineering & Future Technologies Hub (Luminate Education Group)	£3m (Capital)	Purpose built training and education facility to be based at Providence Park.	Ongoing Completion Date: Feb-25	The Agreement for Lease and Practical Completion are near to being finalised. Main entrances and courtyard work was outstanding, and the building is watertight.	2	2	2
E – Capital Assistance to Business Growth (Invest in Bradford Team)	£1.91m (Capital) £100k (Revenue)	Grant programme for new and existing businesses.	Ongoing - On track	January 2025: 39 applications approved with grant commitments at £1.5m from a total pot of £1.91m, of which £784k has been paid. 54.5 jobs verified plus an additional 7 apprenticeships. Future applications are paused due to the pipeline of applications being reviewed.	1	1	1
F – Community Grant Scheme (various external project leads, see below)	£4.8m £100k (Revenue)	Grant scheme for a range of community-based organisations.	Other	See individual updates	2	2	2
G – Creative Arts Hub (East Street Arts)	£2.6m (Capital)	Redevelopment of Sunwin House to a multi-purpose facility.	Ongoing – Delayed Completion Date: Jan-26	Structural survey indicated a mezzanine cannot be built, which has resulted in a reduction of floorspace. A Project Adjustment Request was approved by MHCLG in Jan-25. ESA were also successful in acquiring £1.229m from the Community Ownership Fund and £250k from BD25 Capital Culture Grant. They are currently negotiating the lease with Fraser Group and planning to go out to tender.	3	3	3
H – Women Employment Programme (Keighley Association for Women and Childrens Centre)	£160k (Capital)	Refurbishment of the KAWACC premises	Ongoing – Delayed Completion Date: TBC	Planning approval granted in 2023, and architect designs completed. Additional funding sought as project costs higher than funding secured. KAWACC board have agreed to acquire the building from the council, valuation undertaken. Funding gap (acquisition and construction) has resulted in the project being at red risk status.	5	5	5
I – Keighley Art & Film Festival (Keighley Creative)	£240k (Capital)	Range of events within Keighley to support inward investment.	Ongoing - On track Completion Date: Mar-26	10 Events delivered since 2022. The Stock Room Drawing Cinema Event. Drawing Box Events were all a success with footfall increasing by 10% in the Airedale Centre. Further funds to deliver events in 2025 and 2026 are in the process of being released.	1	1	1

J – Keighley Community Health & Wellbeing Centre (Airedale NHS Trust)	£3.4m (Capital)	Creation of a health and wellbeing centre in the heart of Keighley. Linked to Project C	Ongoing – Delayed Completion Date: TBC	Activity has focused on the identification of viable funding routes, in terms of affordability for tenants. Changes in market conditions, in particular increased costs of borrowing and construction cost inflation have meant the project team are reviewing ways to raise investment needed to deliver this vital scheme for the town.	5	5	5
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Project A – Development Investment Fund [<£14m]

Project Name	Value	Project summary	Project Delivery Status	Updates	Delivery	Spend	Risk
B1.1 - Providence Park	£6.56m (Capital)	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 Completion Date: Mar-25	Site nearing completion and agreement for lease signed for one of the units (3,000sq ft) with interest in others. Unit C (MET Hub) due for practical completion Feb-25, with a delay due to utility connections and minor works. Launch event expected in Spring-25 when the building is in use.	1	1	1
B1.2 - Beechcliffe Site	<£6m (Capital)	Redevelopment of the 8-acre Beechcliffe site to deliver an industrial estate at land west of the A629.	Ongoing - On track Completion Date: Dec-26	Balfour Beatty (contractors) are at pre-contract stage and can deliver a scheme within the allocated budget. Pre-contract work will include a submission of a planning application and bio-diversity net gain improvements and site investigation works (14 weeks to Jul-25). Next stage will be further site remediation works to complete in Dec-26. Options appraisal completed regarding site usages once remediated.	2	2	2
B1.3 - Victoria Hotel	<£1m (Capital)	Redevelopment of the Victoria Hotel into apartments alongside retail units.	Ongoing - Delayed Completion Date: Mar-26	Application received from the owners with due diligence to be completed as part of the assurance process. April-25 is the estimated date for a report and grant agreement if approved. An experienced Project Manager is in place to progress the scheme.	3	3	3

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 (Capital)	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 (Capital)	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 Completion Date: Mar-25	Connectivity Study has been completed with further traffic modelling taking place to set out the priorities for the Public Realm Improvements. Ward Member briefing and Towns Fund Board meeting planned once it has been finalised.	2	1	1
B- Public Realm Improvements	£1.405m (Capital)	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.	Ongoing – on track Completion Date: Dec-26	This will focus on Cavendish Street and links to and from the rail and bus stations and also the Health & Wellbeing Centre on North Street. Site investigations and surveys of Cavendish Street have commenced.	2	1	1
B- Active Travel/Infrastructure Improvements.	£260k (Capital)	Improvements to footpaths and cycle lanes at Ingrow Lane, Bradford Road, Thwaites Brow Road, Long Lee and Swine Lane.	Ongoing - On track Completion Date: Sept-25	Ingrow Lane, Bracken Bank, Bradford Road – Keighley completed. Thwaites Brow Road phase 1 (replacement of stone sett surface) completed in April 2024, with phase 2 started on site in Jan-25. Swine Lane (carriageway widening) proposals not going forward with budget reassigned to Thwaites Brow. Long Lee and rights of way from Hillside have been completed by the Countryside Rights of Way Team.	3	2	1
B- Real Time Bus Info	£100k (Capital)	A second phase of real time bus information in Keighley.	Completed	7 sites completed (Rawden Road – Haworth, Windsor Road – Oakworth, Aireworth Road – Keighley, Moss Carr Road – Long Lee, Slaymaker Lane – Oakworth, Valley Vue Close – Bogthorn, Elia Street – Keighley).	1	1	1

Project F – Community Grants [£4.8m Capital / £100k Revenue]

Project Name	Value	Project summary	Project Delivery Status	Updates	Delivery	Spend	Risk
>CG1 - River Worth Friends (Aire Rivers Trust)	£56.3k (Capital)	Replacing signage and improvements to footpaths and access maps.	Ongoing - On track Completion Date: Feb-25	Project near completion with the river walk signage still to complete. All planning permissions granted.	1	1	1
>CG2 - Scott Street (Keighley Healthy Living)	£95k (Capital)	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 (Capital)	Refurbishment of the main toilets in Haworth.	Completed	Work complete to the Haworth Toilets.	1	1	1
>CG4 - Keighley Cougars (Keighley Cougars)	£2.25m (Capital)	Redevelopment of the main stand at Keighley Cougars.	Ongoing – Delayed Completion Date: TBC	Due diligence has been completed and the Council is working closely with the applicant to resolve issues identified as part of that work. Revision to planning application granted in Autumn 2024.	5	5	5
>CG5 - Haworth Village Hall (Haworth Village Hall/Space to Inspire)	£1.1m (Capital)	Refurbishment and development of premises.	Ongoing – Delayed Completion Date: TBC	Project currently at RIBA 4. Additional funding is sought as Towns Fund isn't sufficient to deliver the hall refurbishment and extension. The team are working to establish a phasing plan to deliver a scheme with their surveyor.	4	4	4
>CG6 - Sangat Centre (Sangat Centre)	£230k (Capital)	Refurbishment of premises at the Sangat Centre.	Completed	Works are complete with finishing touches applied with the building open for events and workshops.	1	1	1
>CG7 - Woodville Activity Centre (Yorgreen CIC)	£165k (Capital)	Creation of an enterprise hub.	Ongoing - On track Completion Date: Jul-25	Project started with site clearance and construction works taking place. Main building works are underway with strong community, education and business involvement. Output for volunteer hours will far exceed the target.	2	2	1
>CG8 - Old School Room (Haworth Old School Room)	£130.3k (Capital)	Replacement of the Old School Room roof.	Completed	Works complete.	1	1	1
>CG9 - Central Hall (Community Action Bradford & District)	£162.1k (Capital)	Replacement of the roof at Central Hall.	Completed	Works complete.	1	1	1
>CG10 - Good Shepherd Centre (The Good Shepherd Centre)	£140k (Capital)	Refurbishment of premises.	Ongoing – on track Completion Date: Mar-25	Works started on 06/01/25 and expected to take 8 weeks to complete with a date set of early March-25.	2	2	2
>CG11 - Keighley & Worth Valley Railway (KWVR)	£415k (Capital)	Projects to improve facilities for KWV Railway.	Ongoing - On track Completion Date: Sept-26	Water Tank House project now completed with the Haworth element being finalised. £1m Community Ownership Funding secured for Bridge 27.	1	1	1

Table 1: 1st October 2023 – 31st March 2024 Submission – Keighley Towns Fund

	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	3,420,671	2,683,950	7,063,337	
	Total	0	78,675	38,366	3,470,671	2,783,950	7,163,337	£13,535,000
B - Town Centre and Infrastructure Improvements	RDEL			144,616	612,740	1,032,644	600,000	
	CDEL							
	Total	0	0	144,616	612,740	1,032,644	600,000	£2,390,000
C - Keighley Skills Hub	RDEL							
	CDEL			31,721		443,930	430,349	
	Total	0	0	31,721	0	443,930	430,349	£906,000
D - The Manufacturing, Engineering Future Technologies Hub	RDEL							
	CDEL			37,026		2,962,974		
	Total	0	0	37,026	0	2,962,974	0	£3,000,000
E - Capital Assistance to Business Growth	RDEL				50,145	24,855	25,000	
	CDEL		12,342	12,342	306,944	762,922	805,450	
	Total	0	12,342	12,342	357,089	787,777	830,450	£2,000,000
F - Community Grant Scheme	RDEL				24,834	22,054	53,114	
	CDEL			526,462	642,773	1,172,444	2,458,320	
	Total	0	0	526,462	667,607	1,194,498	2,511,434	£4,900,000
G - Keighley Creative Community Arts Hub	RDEL							
	CDEL		19,747	130,000	19,962	1,500,000	930,291	
	Total	0	19,747	130,000	19,962	1,500,000	930,291	£2,600,000
H - WEP (Women Employment Project)	RDEL							
	CDEL			38,558		79,900	45,542	
	Total	0	0	38,558	0	79,900	45,542	£164,000
I - Keighley Art and Film Festival (KAFF)	RDEL							
	CDEL		31,747		82,000	97,253	29,000	
	Total	0	31,747	0	82,000	97,253	29,000	£240,000
J - Keighley Community Health and Wellbeing Centre	RDEL							
	CDEL				0	1,370,333	2,029,668	
	Total	0	0	0	0	1,370,333	2,029,668	£3,400,000
Programme Management	RDEL				231,095	109,452	109,452	
	CDEL							
	Total	0	0	0	231,095	109,452	109,452	£450,000
	RDEL total		0	0	356,074	256,361	287,566	
	CDEL total		142,512	959,092	5,085,090	12,106,349	14,391,957	
	Total		142,512	959,092	5,441,164	12,362,710	14,679,523	

Table 2: 1st April 2024 to 30th September 2024 Submission – Keighley Towns Fund

	RDEL/CDEL	20/21(£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	
A - Development Investment Fund	RDEL					83,334	166,666	
	CDEL		78,675	38,366	3,420,671	3,837,653	5,909,634	
	Total	0	78,675	38,366	3,420,671	3,920,987	6,076,300	£13,535,000
B - Town Centre and Infrastructure Improvements	RDEL							
	CDEL			144,616	612,740	1,032,644	600,000	
	Total	0	0	144,616	612,740	1,032,644	600,000	£2,390,000
C - Keighley Skills Hub	RDEL							
	CDEL			31,721		443,930	430,349	
	Total	0	0	31,721	0	443,930	430,349	£906,000
D - The Manufacturing, Engineering Future Technologies Hub	RDEL							
	CDEL			37,026		2,962,974		
	Total	0	0	37,026	0	2,962,974	0	£3,000,000
E - Capital Assistance to Business Growth	RDEL				50,145	24,855	25,000	
	CDEL		12,342	12,342	306,944	546,516	1,021,856	
	Total	0	12,342	12,342	357,089	571,371	1,046,856	£2,000,000
F - Community Grant Scheme	RDEL				24,834	22,053	53,114	
	CDEL			526,462	642,773	1,172,444	2,458,321	
	Total	0	0	526,462	667,607	1,194,497	2,511,434	£4,900,000
G - Keighley Creative Community Arts Hub	RDEL							
	CDEL		19,747	130,000	19,962	366,975	2,063,316	
	Total	0	19,747	130,000	19,962	366,975	2,063,316	£2,600,000
H - WEP (Women Employment Project)	RDEL							
	CDEL			38,558		79,900	45,542	
	Total	0	0	38,558	0	79,900	45,542	£164,000
I - Keighley Art and Film Festival (KAFF)	RDEL		31,747		82,000	45,000	81,253	
	CDEL							
	Total	0	31,747	0	82,000	45,000	81,253	£240,000
J - Keighley Community Health and Wellbeing Centre	RDEL							
	CDEL					170,000	3,230,000	
	Total	0	0	0	0	170,000	3,230,000	£3,400,000
Programme Management	RDEL				231,095	112,097	106,808	
	CDEL							
	Total	0	0	0	231,095	112,097	106,808	£450,000
	RDEL total		31,747	0	388,074	287,339	432,840	
	CDEL total		110,765	959,092	5,003,090	10,613,035	15,759,019	
	Total		142,512	959,092	5,391,164	10,900,374	16,191,859	

Financial spend has been reprofiled

Financial spend moved to final year after previous submission

Spend lower than expected with costs moved to 2025/26

Spend lower than expected with costs moved to 2025/26

Spend lower than expected with costs moved to 2025/26

Spend has been reprofiled

Costs moved from CDEL to RDEL

RDEL – Resource Departmental Expenditure Limits

CDEL – Capital Departmental Expenditure Limits

5.3 Risks

Project D: Capital Assistance to Business Growth

Position up to January 2025

Keighley Towns Fund	
Expressions of Interest (EOI) received	92
EOI Rejected	15
Applications approved	39
Jobs verified	54.5
Jobs pending verification	45.5
Apprenticeships verified	7
Apprenticeships pending verification	19
Total No. of new jobs to be created	126

Shipley Towns Fund	
Expressions of Interest (EOI) received	70
EOI rejected	10
Applications approved	25
Jobs verified	11
Jobs pending verification	63.5
Apprenticeships verified	2
Apprenticeship pending verification	3
Total No. of new jobs to be created	84.5

5.31 Average grant award for Keighley is **£40,406** whilst Shipley is **£28,417**. Grant applications for both towns total **£2,286,273.20** with a private sector match of **£13,238,913.15** with **210.5** new FTE jobs to be created as a result of the funding, across both towns (**126** for Keighley and **84.5** for Shipley).

5.32 The Invest in Bradford Team, who manage the Capital Assistance to Business Growth Programme are being supported by the Strategic Programmes Team to assist with the monitoring and payment of grant claims, setting up and managing the Decision Panel as well as analyzing the performance against forecasts.

5.33 Decision Panel meetings to consider submitted applications are held monthly to ensure that applicants receive a decision and outcome within 30 days of applying.

5.34 Meetings are held on a monthly basis with the marketing team to update and provide information on press releases, alongside weekly posts on social media. The Invest in Bradford Team will continue to advise and support businesses who have expressed an interest and assist with the application process.

5.35 The team are in the process of reviewing alternative schemes that could help to reach the 'number of enterprises receiving grants' output target for both Keighley and Shipley.

5.4 Project Summary

5.41 Application Numbers:

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	17	20	20	22
Shipley	3	3	3	4	8	10	10	10	10	9*	12	15

Town	Application Numbers [Apr-24 to Mar-25]											
	Apr 24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Keighley	22	24	24	-	25	29	34	37		39		
Shipley	17	18	18	-	18	19	19	20		25		

5.42 Jobs to be Created:

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	66	66	79.5	84
Shipley	4	4	4	9	14	21	21	33	33	23*	24	63.5

*Drop from 33 to 23 due to one company withdrawing their application.

Town	Jobs To Be Created [Apr-24 to Mar-25]											
	Apr 24	May-24	Jun-24	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Keighley	84	97	97	-	98	105.5	119.5	127		126		
Shipley	72	72	72	-	72	75.5	75.5	79.5		84.5		

5.43 Grant Approvals:

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	£643,112.80	£643,470.59	£731,243.89	£972,983.89
Shipley	£137,952.56	£154,822.06	£159,479.88	£159,479.88	£161,755.98	£541,876.46

Town	Grant Approvals [Apr-24 to Sep-24]					
	Apr-24	May-24	Jun-24	Jul-24	Aug-24	Sep-24
Keighley	£972,983.89	£985,041.52	£985,041.52	-	£995,122.14	£1,096,815.33
Shipley	£608,392.50	£660,610.47	£660,610.47	-	£661,148.67	£663,534.17

Town	Grant Approvals [Oct-24 to Mar-25]					
	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25
Keighley	£1,355,938.58	£1,519,640.26		£1,575,836.30		
Shipley	£663,534.17	£668,167.90		£710,436.90		

6. Any Other Business

7. Date and time of the next meeting:

Friday 6^h June 10am TBC (Keighley Creative)