

Keighley Town Deal Board Minutes 10 September 2020

1.0 Introductions and apologies (Slide 3)

Councillor Ross-Shaw (Portfolio Holder for Regeneration Planning and Transportation) chaired the meeting until the board elected a Chair as proposed on the agenda and welcomed everyone to the first meeting of the Keighley Town Fund Board meeting.

(It was noted that the Shipley Town Fund Board had met the night before.)

Apologies received from:

- Elle Dodd, from Future Gov Luke Thompson to cover
 - Wendy Spencer, Airedale Enterprise Services
 - Chris Joyce Job Centre DWP
- Those attending were listed.

2.0 Welcome and overview (Slides 4 and 5)

Cllr Ross Shaw introduced the agenda. The Town Fund represents an exciting opportunity for Keighley. There are two Business Development Zones in the Town Fund Area. These were worked up with business to unlock employment sites.

Robbie Moore welcomed all to the first board. He advised that Keighley has the possibility of £25m of government funding. The Towns Fund represents the opportunity to focus issues around urban regeneration, skills innovation and connectivity and Keighley's business and community should have a say. Keighley has sat in the shadows of other towns for a long time. There is a short period of time to bring ideas forward pull together an investment plan and submit to government by the January deadline.

3.0/4.0 Terms of Reference and Board Member Selection (Slides 6-10)

A draft Terms of Reference was circulated with the papers. The slides highlighted some key elements of the Terms of Reference for discussion and agreement.

Lorraine Wright (LW) presented the slides setting out the Nolan Principles and guidance on the role of the Board and composition. LW explained that as accountable body, the Council has received expressions of interest from a wide range of sectors and organisations keen to be represented on the Board. The proposed Board composition shown on Slide 8 incorporates the representation prescribed in the prospectus / guidance and a range of business and

voluntary / community sector (VCS) representation. In the draft Terms of Reference circulated, the Advisors and Observers are not proposed to have a vote on the Board; their attendance is intended to provide advice, guidance and expert input where necessary.

Cllr Corkindale asked whether Parish Councils will be represented on the Board. Shelagh O'Neill (SON) clarified that Towns Fund guidance requires that all tiers of Government are represented and Keighley Town Council as the larger third tier Council should take the seat on the Board and act as a conduit for Parish Councils.

On the Boundary options, Cllr R-S set out the case for and against including Haworth in the towns fund boundary. Robbie Moore MP offered that Keighley town centre benefits greatly from visitors to Haworth and considered it would be more favourable to use Option B boundary.

DECISION – Board agreed that Board Members should nominate substitutes to attend in their place Note

DECISION – Board agreed that Quorum should be 6 Board Members with Chair casting vote Note

DECISION – Board approved option B Boundary as presented. Note

ACTION – Board Members (BMem) to complete and return Declaration of Interest Forms to Bruna Minto by Friday 18th September bruna.minto@bradford.gov.uk [Post Meeting Note - Deadline extended to close of play Wednesday 30th September] BMem

ACTION – Board Members to supply biography and photograph - to be published on the website to Bruna Minto bruna.minto@bradford.gov.uk by Friday 18th September. [Post Meeting Note - Deadline extended to close of play Wednesday 30th September] BMem

5.0 Election of Chair (Slide 11)

Role of the Town Deal Board Chair is to:

- Uphold the Seven Principles of Public Life (the Nolan Principles)
- Lead the Board in achieving its objectives
- Champion and support partnership working
- Ensure decisions are made in accordance with good governance principles
- Sign the Head of Terms Agreement with government

Steve Kelly (SK), Principal of Keighley College and Ian Hayfield (IH) of Hayfield Robinson both expressed a willingness to act as Chair.

DECISION – Board agreed that Ian Hayfield (IH) be Chair with Steve Kelly (SK) as Deputy Chair. Note

IH noted the board has to be diverse, there is strong Asian

community locally and we need to ensure the board engages with all parts of the private sector. This was echoed by Naz Kazmi (NK) who considered BAME representation to be low. Sarfraz Riaz (SR) expected more business representation and was concerned at possible over representation of the public sector. Cllr R-S advised there are proposed 5 business representatives (40% of whom are BAME) and 3 VCS representatives (a third of whom are BAME) and the board is private sector led, with a private sector chair with public sector representation being limited to the MP and BMDC and Keighley Town Council representatives. There was discussion as to whether a quorate meeting should include a minimum of two business representatives.

IH took the Chair from this point and thanked the Board for their support.

6.0 Towns Hub update (Slide 12)

LW advised Luke Thompson and the wider team will give support to the Board over the coming weeks in vision setting through a workshop to develop a clear vision for Keighley.

ACTION – Officers to schedule a ‘Vision Workshop’ facilitated by Towns Hub to develop a Vision – to take place before the October Board meeting

LW

7.0 Resourcing (Slide 13)

There is a resource allocation from Government of revenue funding of £162,019. CBMDC has matched this revenue funding.

In terms of recruitment, there will be a dedicated post for each Town and job profiles are being developed.

Tender documentation for an external consultancy to support the development a Town Investment Plan (TIP) and community consultation and engagement is in progress. This will include the development of a ‘green book’ compliant business case.

TIP to be submitted 29 January 2021.

8.0 Workshops feedback (Slide 14-17)

Pressure on time meant this item was curtailed.

It was noted that all Workshop slides will be shared with everyone.

A summary of feedback from the table discussions at the session in February was available - represented as assets, opportunities and challenges.

9.0 AOB Accelerated projects (Slide 18)

On 1st July 2020, CBMDC received a letter from Ministry of Housing, Communities & Local Government (MHCLG) offering Keighley a grant of up to £750,000 to fund capital projects that can be delivered this financial year. This money, administered by the Local Authority, was

intended to deliver 'accelerated projects' and is separate to / independent of the potential £25m fund which is subject to the Town Investment Plans.

Proposals for these 'accelerated projects' had to be submitted by Friday 14 August. They had to be standalone projects and had to have an immediate tangible impact and meet the Towns Fund Intervention Framework criteria, set out in Annex A of the Towns Fund Guidance -

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892781/Towns_Fund_further_guidance_16_June_FINAL.pdf

Due to the tight timescales involved, MHCLG did not require any business case nor any specific requirements in relation to governance or consultation for the accelerated capital projects.

A number of smaller projects were selected for the final submission - to mitigate delivery risk in relation to the challenging timescales and to help to spread the impacts of this funding as widely as possible / to ensure as many people as possible are able to share in and experience the tangible benefits of the investment. An outcome is expected mid-late September.

10.0 Future meetings

The proposed future meeting dates were agreed by the Board:

It was agreed that future meetings will be held on a Thursday

- 8th October
- 5th November
- 3rd December
- 7th Jan 2021
- 28th Jan 2021

Bruna Minto will send out meeting requests.

The board was asked to consider locations/venues should physical meetings be possible in the future.

Invited:

Ian Hayfield (Chair), Steve Kelly (Deputy Chair), Robbie Moore MP, Safraz Riaz, Sophie Brown, Saqib Karim, Mark Wilkinson, Cllr Peter Corkindale, Steve Seymour, Mark Elders, Naz Kazmi, Wendy Spencer, Paul Howard, Chris Joyce, Catherine Conroy, Georgina Webster, Elle Dodd, Soo Nevison, Cllr Alex Ross-Shaw, Lorraine Coates, Adrienne Reid, Sophie Brown, Mark Clayton, Judith Furlonger, Lorraine Wright, Shelagh O'Neill, Paul North, Brunna Minto.

BM
