

# Keighley Town Deal Board Meeting Notes

05<sup>th</sup> November 2020, 5pm-7pm (via Webex)

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## Attendees:

Steve Kelly, Lorraine Wright, Chris Joyce, Cllr Alex Ross Shaw, Georgina Webster, Judith Furlonger, Margaret Kalaugher, Mark Elders, Mark Wilkinson, Paul Howard, Paul North, Naz Kazmi, Cllr Peter Corkindale, Robbie Moore MP, Shelagh O'Neill, Soo Nevison, Sophie Brown, Lisa Knowles, Bruna Minto, Alena Horvathova

## Apologies:

Ian Hayfield, Steve Seymour, Adrienne Reid, Catherine Conroy, Lorraine Coates

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p><b>Minutes / Actions</b></p> <p>Minutes from the last meeting were agreed.</p> <p>It has been noted that we have had three resignations since the last Board meeting as follows: Sarfraz Riaz (Yorkshire Aluminium) Saqib Karim (Ezifloor) Wendy Spencer (Airedale Enterprise Services)</p> <p>Board Members to submit proposals for replacement Board Members to the Chair or Paul North by the end of the week.</p> <p>Paul North and Naz Kazmi to liaise outside the meeting regarding a representative from Shans Supermarket.</p>		<p>All Board Members</p> <p>PN/NK</p>	<p>06/11/20</p> <p>06/11/20</p>

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2	<p><b>Consultants</b></p> <p>It has been said in the last Board meeting that a brief was issued to two different framework providers.</p> <p>It transpired that only one of the companies submitted a response to the brief – Faithful + Gould who have now been appointed and they will support the Board in developing the TIP.</p> <p>Faithful + Gould is part of the Atkins Group and supported Warrington in developing their TIP which was submitted in July. The submission was successful and has resulted in an award of £22.3m funding from MHCLG</p> <p>Lisa Knowles of the Atkins Group attended the meeting and presented the slides, sharing the approach and experience from Warrington Town Investment Plan and explained how their experience will benefit Keighley.</p> <p>The discussion took place around the communication and engagement and decision has been made for it to be the standing item on future agendas.</p> <p>It has been noted that due to the current lockdown restrictions the engagement will be mainly online via My Town website, existing networks and social media.</p>	Yes		
3	<p><b>Vision &amp; SWOT</b></p> <p>The following key themes / issues emerging from the Town's SWOT and discussions of the Town Fund Board:</p> <ul style="list-style-type: none"> <li>• <b>Land use</b> - we have a shortage of developable land.</li> <li>• <b>Skills</b> - facilities to foster the development and support of our businesses and community.</li> <li>• <b>Manufacturing and Engineering</b> - assistance to our largest employment sector, with exploration of how other sectors might be assisted.</li> <li>• <b>Connectivity</b> - digital and other modes.</li> <li>• <b>Town centre</b> - works to improve the wider town centre offer, including potential new attractions and developments, assistance to Tourism and the removal of blight sites.</li> </ul>			

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	<p>Discussion took place and Board members agreed with the themes. It was proposed that Art, Leisure and Culture could be a strand in its own right. A number of Board Members agreed Health and Wellbeing should feature more strongly.</p> <p>My Town website to be monitored for comments from the public and to be discussed in the next Board meeting.</p> <p>The next steps are:</p> <p>BMDC and Faithful and Gould (F&amp;G) will collate a vision based on the homework exercise for Board consideration</p> <p>BMDC and Faithful and Gould (F&amp;G) to develop a programme of activity (workshops and meetings) for Board consideration.</p>		<p>BMDC/ F&amp;G</p> <p>BMDC/ F&amp;G</p>	<p>19/11/20</p> <p>19/11/20</p>
4	<p><b>Lessons Learned from Cohort 1</b></p> <p>Slides were presented summarising the feedback via the Towns Hub delivery partner submitted from the first Cohort of towns including Barrow-in-Furness, Blackpool, Darlington, Peterborough, Norwich, Torquay and Warrington.</p> <p>The feedback was summarised under the four headings:</p> <ul style="list-style-type: none"> <li>• Strategic Vision</li> <li>• Align with intervention framework</li> <li>• Engagement</li> <li>• Programme + Delivery Costs</li> </ul>			
5	<p><b>Consultation and Engagement – Stakeholder Mapping</b></p> <p>Stakeholder Engagement is a crucial element of the TIP process. We need to ensure that the views and aspirations of the local community are represented in the TIP and we need to demonstrate that the vision and proposed projects have support and commitment from the people they are designed to serve.</p> <p>One of the key areas in the guidance is to make links to engage with ‘harder to reach’ groups.</p> <p>Officers to share TIP template/guidance.</p>		BMDC	9/11/20

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	<p>Below are the links to the Stakeholder Engagement Plan Guidance – and Stakeholder mapping:</p> <p><a href="https://static1.squarespace.com/static/5ef3391483c1fe1e25c1e871/t/5f3bc882fb307b0ee11f9a5a/1597753492673/C0029+-+Towns+Fund+Stakeholder+Engagement+Plan+guidance.pdf">https://static1.squarespace.com/static/5ef3391483c1fe1e25c1e871/t/5f3bc882fb307b0ee11f9a5a/1597753492673/C0029+-+Towns+Fund+Stakeholder+Engagement+Plan+guidance.pdf</a></p> <p><a href="https://static1.squarespace.com/static/5ef3391483c1fe1e25c1e871/t/5f3bc9be2fce70474b8ee2a7/1597753791915/C0030+-+Towns+Fund+Stakeholder+Audit+Report+guidance.pdf">https://static1.squarespace.com/static/5ef3391483c1fe1e25c1e871/t/5f3bc9be2fce70474b8ee2a7/1597753791915/C0030+-+Towns+Fund+Stakeholder+Audit+Report+guidance.pdf</a></p>			
6	<p><b>Project Identification – Proforma</b></p> <p>It has been noted that other Towns have issued a Pro-forma for project ideas and the benefits of a Pro-forma helps to ensure the following:</p> <ul style="list-style-type: none"> <li>• Consistency in terms of information provided;</li> <li>• Alignment to Strategic Objectives / Priorities of the Town</li> <li>• Alignment with the Intervention Framework criteria</li> <li>• Helps to identify who will be affected / impacted by the project for consultation and engagement</li> <li>• Provides an indication of project cost</li> </ul> <p>BMDC and Faithful and Gould (F&amp;G) to develop a Project Proforma</p>		BMDC/ F&G	13.11.20
7	<p><b>Project Prioritisation</b></p> <p>Margaret Kalaugher representing the Town Hub Delivery Partner presented the slides to help the Board understand the approach to project prioritisation and introduced a toolkit that can be ‘personalised’ to reflect the Town’s strategic objectives etc.</p> <p>The link to the prioritization toolkit is below :</p> <p><a href="https://townsfund.org.uk/resources-collection/vy7hwk33nosq378ev62bcnp6chfzrk-smtx9">https://townsfund.org.uk/resources-collection/vy7hwk33nosq378ev62bcnp6chfzrk-smtx9</a></p>			

Date of next meeting: Thursday 3<sup>rd</sup> December 2020, 17:00-19:00 via Webex