

Keighley Town Deal Board Meeting Notes

03rd December 2020, 5pm-7pm (via Webex)

Attendees:

Ian Hayfield, Steve Kelly, Chris Joyce, Cllr Alex Ross Shaw, Georgina Webster, Judith Furlonger, Mark Elders, Paul Howard, Paul North, Naz Kazmi, Cllr Peter Corkindale, Robbie Moore MP, Jason Longhurst, Shelagh O'Neill, Lorraine Wright, Mark Clayton, Soo Nevison, Sophie Brown, Alena Horvathova, Steve Seymour, Adrienne Reid, Catherine Conroy, Lorraine Coates, Fran Innes, Lily Hall, Richard Bayley, Lindsay Whitley, Lisa Knowles, Hugo Bessis, Ariel Jorre De St Jorre

Apologies:

Mark Wilkinson, Margaret Kalaugher

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping</p> <ul style="list-style-type: none"> Minutes Minutes from the last meeting were agreed as a true record. A Comms. strategy was requested and this is on the agenda. Actions Actions are reflected in the action log; programme and vision / objectives are on the agenda and reflected in the slides that were circulated. <p>Eol received from Liz Barker of Aire Valley Mag. Board agreed to accept as a member – to be invited to future meetings. Shan's supermarket Naz Kazmi had made contact but no returned Eol yet.</p> <ul style="list-style-type: none"> Declaration of Interests Reminder has been sent out by Alena as there are still some gaps. Board members to declare any potential conflict of interest in the course of any meeting. Governance Full Terms of Reference (ToR) for the Board can be found in the link below: 	Yes	All Board Members	Ongoing

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	<p>https://www.bradford.gov.uk/regeneration/towns-fund/shipleys-town-fund/</p> <p>ToR states that The Town Deal Board:</p> <ul style="list-style-type: none"> • Is not a legal entity • Is not the accountable body for any grant or funding regime. • The Town Deal Board will serve as an advisory function to City of Bradford Metropolitan District Council. • Given that the board is separate from the Council's decision making function, all decisions of the board, including the submission of the TIP has to be ratified by the Council Executive, Recommended that the Executive delegate authority to the relevant Strategic Director to enable submission of the TIP. <p>Executive Report has been prepared for the January 5th Executive meeting to address these governance requirements but also to promote the work of the Board and opportunity for transformational town regeneration.</p>			
2	<p>TIP (Town Investment Plans) – Process and Programme</p> <p>Slides were presented by Richard from F+G showing detailed programme, reflecting the key strands of activity and milestones between now and submission of the TIP in January.</p> <p>It has been noted that the projects should sit within the Town Boundary, however, if there are some projects that fall outside the boundary they must have really strong justification. Richard requested that Board Members respected the confidentiality of the Projects submitted to date as they had not yet been sifted.</p>			
3	<p>Baseline analysis summary</p> <p>Data and evidence base have been collated in order to populate Part 1 of the TIP – Strategic Context captured under three themes – Strengths, Issues and Needs.</p> <p>Over 50 relevant documents have been reviewed so far.</p> <p>The slides explained what has been done, why and how the information is being used.</p>			

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4	<p>Vision and Strategic Objectives</p> <ul style="list-style-type: none"> Vision Draft vision and strategic objectives slides were presented based on the feedback from the vision workshop held last week and from the work that has taken place over the last few months. Feedback received from the Board members on Proposed Keighley Vision: <ul style="list-style-type: none"> - Vision should be strong statement and should mention manufacturing and creating jobs for today and tomorrow - Take out the reference to Airedale and Bradford – Keighley is town in it's own right - Add reference to engineering and tech industry - Express attractiveness and opportunity - Mention our historical heritage Establishing key objectives from the vision List of key objectives was presented for discussion and approval by the Board. The comments from the Board on key objectives: <ul style="list-style-type: none"> - Attracting, developing and retaining the young population - Digital literacy - Health/Wellbeing/ Sport – helping people to live better and fuller life (sport doesn't need to be in with arts and culture.) - Importance of engineering and manufacturing - Review statement around space near station. - There was a desire to be more specific. <p>Sub - Group (Cllr Alex Ross Shaw, Ian Hayfield, Steve Kelly, Mark Elders, Paul Howard and Georgina Webster) to meet on Monday to finalize the Vision statement.</p> <p>Vision and objectives to be refined and merged based on the feedback from the meetings and shared by email for final</p>		<p>Sub-Group</p> <p>F+G Board Members</p>	<p>07/12/20</p> <p>07/12/20</p>

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	approval by the Board.			
5	<p>Prioritisation Process</p> <p>Strategic objectives will be utilised in the 'sifting' / prioritisation process.</p> <p>Discussion took place as to whether the strategic objectives agreed should have equal weighting /some are more pivotal / cross-cutting than others and should be weighted accordingly.</p> <p>Three stages of the Prioritisation Framework are:</p> <p>Project identification and sift 1 against national strategic case Project Appraisal and sift 2 against local strategic case Refinement of short listed projects and sift 3 against the economic criteria and to ensure a cohesive set of projects that complement each other.</p> <p>The Board to be appraised at each stage and to agree to the shortlist on 21.12.20</p>			
6	<p>Project Feedback</p> <p>Initial list of 42 proposed projects was shared on slides. It has been noted that these are raw data in early stages and confidentiality should be maintained. Mapping exercise undertaken against five Themes.</p> <p>People to check the list and let Ariel know if there is anything missing.</p> <p>Each project proposal to be submitted on proforma by Friday 04th December.</p>		<p>All</p> <p>All</p>	<p>04/12/20</p> <p>04/12/20</p>
7	<p>Consultation + Engagement</p> <p>Consultation and engagement in development of the TIP falls into a number of categories:</p> <ul style="list-style-type: none"> • Project Identification • Vision and Strategic Objectives / Shortlisting • Post submission – how we engage communities in developing the business cases 			

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	<p>Concern was raised by the Board that current engagement with the wider public is not sufficient.</p> <p>Press release to be prepared for publication in the local news papers. Use a variety of channels including Board networks and social media.</p> <p>As milestones are achieved then these will be publicized.</p> <p>Projects are key elements of engagement and the number of projects received demonstrate that the pro-formas have been shared with wider networks</p> <p>Board to use its networks to broaden the reach.</p> <p>Richard was encouraged to come to Keighley and intends to visit.</p> <p>A sub-group to agree a revised Vision was to meet immediately to revise the Vision statement to include: Alex, Mark, Steve K, Georgina, Paul H, Availability to be sent to Keighley Town Fund address straight away.</p>		<p>F+G & BMDC</p> <p>All</p>	
8	<p>Next Steps</p> <p>It has been agreed to hold another Board meeting before Christmas on 21st of December between 6pm -7pm to provide the feedback from 'The Direction of Travel' session scheduled for 17th of December and shortlisted projects.</p> <p>Invites to be sent out by Council.</p>		<p>BMDC</p>	

Dates of next meetings: Monday 21st December 2020, 18:00-19:00 via Webex
Thursday 7th January 2021, 17:00-19:00 via Webex