

Keighley Town Deal Board Meeting Notes

Friday 13th May 2022

In person: Elizabeth Barker (Chair), Cllr Peter Corkindale, Mark Elders, Naz Kazmi, Robbie Moore MP, , Kevin O’Hare, David Warren Cllr Alex Ross Shaw, Steve Seymour, Fayyaz Qadir (Atkins), Georgina Webster, Lorraine Wright, Anne-Marie Woolton

Attendees for Item 2: Robert Maden, Jude Wildgoose, Ben Middleton

Attendees virtual: Angela Hays

Apologies: Judith Furlonger, Ian Hayfield, Soo Nevison, Angela Blake

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>Minutes from the last meeting were accepted as true record.</p> <p>Naz Kazmi, Georgina Webster, David Warren and Cllr Peter Corkindale all declared they represented an organisation with a project in receipt of funding / a funding application.</p> <p>Action Updates:</p> <ol style="list-style-type: none"> 1) Information on Community Grants circulated. Applicants progress to be reported as projects worked up. Programme Board to look at supporting with payments for feasibility work. 2) NHS Trust – agenda item 3) Levelling Up meeting took place <p>Note - Update on Accelerated Funding requires closure - requested by Liz Barker</p>		CBMDC	

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2	<p>Project J – Health + Wellbeing Centre</p> <p>A presentation was made from the sponsors. Points to note:</p> <ul style="list-style-type: none"> • Part of the site has been secured / retained for West Yorkshire Police • Community engagement - the Board would like to see a robust engagement with the all sections of the local community. The centre could offer an opportunity to strengthen links to the VCS and benefit communities in this way. The business case must allow opportunity for this open engagement to take place. Airedale NHS Trust to provide a list of stakeholder organisations engaged to date. • Important for the offering to include an offering to early years; integration into wider health needs; open space to older learners who have difficulties accessing the traditional routes. • BCR (Benefit Cost Ratio) is currently 2:1 – which is good. • The centre will tackle health inequalities and will monitor and evaluate outcomes. • FQ offered guidance in relation to strengthening the business case in terms of the strategic context. This aspect has been taken on-board. The management and strategic cases will be developed in the next iteration. • Affordability of rents is a topic of ongoing discussion. A balance between commerciality of lease terms and affordability of tenants. Sensitivity analysis will explore a sweet spot between affordability, lease length and lease costs. • Rental costs are on the high side for Keighley – but the building is an exemplar of high quality. The rent is based purely on the construction costs (land is transferred). The construction market is volatile and cost – price inflation has pushed up prices. The price is set to obtain the benefits of the high quality building. • A letter of support from prospective tenants has been requested. • A more complex delivery model may bring down prices, but the costs are based on the current model which is known to be workable. The FBC will determine the more detailed costs 		Robert Maden	

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	<p>and consequent impact on rental cost.</p> <ul style="list-style-type: none"> • Car parking numbers – detail requested. (Airedale NHS Trust) A Travel analysis / travel plan will be undertaken in due course. • Slide deck to be circulated • Agree to circulate the draft business case to the Board w/c 23.5.22. (Complete) 		<p>Project sponsors to identify& inform</p> <p>Accountable Body</p> <p>CBMDC / Robert Maden</p>	
3	<p>Update on June Submission – Projects B, C, D, J</p> <p>Projects where Business case and summary documents are due to be submitted in June 2022 / engagement with project sponsors is ongoing. Progress updates are summarized below</p> <p>Town Centre and Infrastructure Improvements</p> <ul style="list-style-type: none"> • Individual strands / sub-projects identified with outputs and milestones / indicative programme • Link to most recent plans/designs/ layouts describing the scope of the works to be included • Options considered / preferred option cited • Governance; commercial deliverability; risks and interdependencies; stakeholder engagement and monitoring indicators <p>Keighley Skills Hub</p> <ul style="list-style-type: none"> • Package of information received from sponsor – options, designs + costs – under review • Rent for the Skills Hub floorspace is under negotiation – affordability risk for the college <p>The Manufacturing, Engineering, Future Technologies Hub</p> <ul style="list-style-type: none"> • Package of information received from sponsor – options, designs + costs • Funding opportunities are being progressed to finance the building shell - An application to the Development Investment Fund is expected. • The remaining budget can then be used to equip the building. • Salt Architecture have produced plans for the site. • Rent agreed based on anticipated construction costs. • Heads of Terms to be agreed with the landlord – delay to construction programme could increase rent costs. 			

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	<p>Keighley Community Health and Wellbeing Centre (the business case and summary document for this scheme will be delivered by the Scheme Sponsor)</p> <p>Covered under Item 2 above</p> <p>Community Grant Scheme</p> <ul style="list-style-type: none"> • Government approval secured – initial funding tranche is awaited • Potential schemes are working on milestones; match funding; planning advice; identifying design work required – to establish a delivery pipeline • Once funding approved, projects will be asked to complete a 'Application Form' 			
4	<p>Emerging Matters</p> <p>Emerging Matters Project Adjustments</p> <p>The FAQs from government were circulated with the agenda. The key points were highlighted.</p> <p>Role of Board - Project Delivery Phase Kate Willard is to be asked to facilitate a workshop for July.</p> <ul style="list-style-type: none"> • 			
5	<p>Next Steps</p> <p>Business Case Timelines for June 2022 Submission</p> <ul style="list-style-type: none"> • Scheme Sponsor input by end of April 2022 • Board Meeting: 13th May 2022 • Finalise Business Case document and complete Economic Assessment by 20th May 2022 • Issue Draft to Sponsor in the w/c 23rd May 2022 • Receive comments from Sponsor by 1st June 2022 • Issue to the Board w/c 6th June 2022 • Board Meeting: 10th June 2022 • Receive comments from the Board on 15th June 2022 • Issue Business Case and Summary documents to S151 officer on 21st June 2022 • Receive comments from S151 Officer by 27th June 2022 • Address any comments on 28th June 2022 • Final submission to the Department for Levelling Up, Housing and Communities on 30th June 2022 <p>Board</p>			
6	AOB			

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Date of the next meeting: 10th June 2022, 10am-12pm Civic Centre
Note new time for July meeting.

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