

Keighley Town Board

Board Meeting

Friday 6th December 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	Long Term Plan Update	CBMDC	11.35	
7	PR & Communication	Chair	11.40	Item 4
8	AOB	Chair/All	11.45	
9	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
Barbara Brooks	National Centre for Atmospheric Science	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
Jan Smithies	Keighley BID	Board Member
Candy Squire-Watt	Keighley Healthy Living	Board Member
David Pearson	Keighley & Worth Valley Railway	Board Member

Apologies:

John Barker – Board Member

List of Invited Attendees:

Angela Blake	CBMDC
Rav Panesar	CBMDC
Jane Hargreaves	CBMDC
Leanne Swinbank	CBMDC
Simon Woodhurst	CBMDC
Dave Partridge	CBMDC
Saira Ali	CBMDC
Richard Middleton	CBMDC
Ryan Kaye	MHCLG
Eden Clayton	MHCLG
Joe Cooney	Keighley Town Council

1. Welcome and apologies

1.1 Chair's welcome

A warm welcome to our new Keighley & Shipley Towns Fund Programme Support Officer Leanne Swinbank. Leanne will be supporting Jane and Rav and focusing mainly on the Community Grant Schemes

1.2 Apologies received from;

John Barker

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. Long Term Plan Update

6.1. CBMDC Keighley Towns Fund Manager to present an update on the Long Term Plan.

7. PR & Communication

7.1 CBMDC Programme Team to update on PR & Communications

8. AOB

8.1 Board Attendance

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

TBC

List of Keighley Towns Fund Board Papers

Item 1: Declaration of Interests Register

Item 2: Minutes of 24th September 2024 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

Keighley Town Board Meeting Minutes

Location: Keighley College

Date / Time: Friday 20th September, 10.00am – 12.00pm

Attendees – In person:

Tim Rogers (Chair), Angela Blake, Barbara Brooks, Candy Squire Watt, Cllr Abdul Shohid, Kevin O’Hare, Cllr Alex Ross-Shaw, John Barker, Fazeela Hanif, Georgina Webster, Jan Smithies, Scott Dyson, Michelle Rushworth, Robbie Moore MP, Rukun Ahmed, Rhian Davitt-Jones, Rav Panesar, John Davis, Jonathan Hayes, Joe Cooney (Observer), Noel Hartley (dep for David Pearson), Sarah Broadbent.

MS Teams: David Warren, Elizabeth Barker, Ryan Kaye (MHCLG).

Apologies: Charlotte Meek, Catherine Birks, David Pearson, Dean Peltier, Eden Clayton (MHGLC).

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	Project Spotlight: Town Centre & Infrastructure Improvements (Connectivity Study) JD presented an update on the Connectivity Study conducted by PJA (consultancy firm). This included highlighting the vision and objectives, specifically with aims to improve the local economy, connectivity and environment through improved transport and vibrant public spaces. Surveys underpinned by policy priorities formed the baseline information as part of the study.			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>Proposals based on the research were shared with the board, including the potential of Cavendish Street as a major opportunity for enhancement. Three options are now being consulted on based on an alignment with the Town Centre, Cost, Public Acceptability, Funding and Network Impact. A summary of the options was presented to the board:</p> <p>Option 1 included a bus gate on Cavendish Street with North Street closure. This would also reduce the traffic flow through increased pavements and tree planting throughout.</p> <p>Option 2 included a full bus gate on Cavendish Street between Lawkholme Lane and Hanover Street. The aim of this option would reduce traffic along Cavendish Street and improve public space outside the Keighley War Memorial.</p> <p>Option 3 would include a Westbound Bus Gate on Cavendish Street between Lawkholme Lane and Hanover Street. This would reduce levels of traffic on Cavendish Street.</p> <p>RM raised questions on the period of time traffic flow counts were conducted, due to pressure points at specific times, alongside taking into account through traffic. JD responded by indicating the consultation process would enable further modelling to take place to understand the key pressures related to traffic, including the associated impact analysis.</p> <p>The board raised further questions on air quality and the impact of the options. JD indicated that this would be fed into a business case once funding was in place for options to be developed into detailed design.</p> <p>MR indicated that once the study was completed that would inform what work could take place through the Towns Fund Town Centre Infrastructure project. It is the intention that the study will inform the public realm improvement would, which would take place first, ensuring it is aligned to the longer-term option selected.</p> <p>ARS highlighted the need to conduct this study which would help to accelerate funding bids that would enable projects of this nature to be progressed.</p>	To send out the link to the board	Council Officers	ASAP



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
6	<p>Long Term Plan Update</p> <p>RDJ presented an update on the Long-Term Plan, including the summary of the engagement, indicative programme and next steps.</p> <p>A shortlist was presented at the meeting covering the three themes of Safety & Security, High Streets, Heritage & Regeneration and finally Transport & Connectivity.</p> <p>RDJ would like feedback on the shortlist and could undertake further work post-30th October after the autumn statement. RM indicated that he would like to see key metrics in terms of deliverables of the Long-Term Plan in relation to the shortlist of projects. The board recommended a workshop to discuss this in more detail.</p>	<p>Arrange a workshop with the board discuss the shortlist.</p>	<p>RDJ / Council Officers</p>	<p>ASAP</p>
7	<p>Towns Fund Highlight Report:</p> <p>MR indicated that these are in the papers submitted.</p> <p>RM flagged concerns about red rag rated projects. Contact will be made with the relevant project sponsors to attend a future meeting to provide assurance that projects will be delivered within the funding period.</p> <p>MR suggested a separate meeting for the Towns Fund Projects to enable a discussion in more detail.</p>	<p>MR to arrange a meeting to discuss this with the board</p>	<p>MR</p>	<p>ASAP</p>
8	<p>PR & Communications</p> <p>To be covered at the next meeting</p>			
9	<p>AOB</p> <p>Staffing Update</p> <p>The board, led by the Chair, thanked MR for her work in Keighley as she is leaving the Council to take up a role elsewhere.</p>			
10	<p>Date and Time of next meeting</p> <p>6th December, 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 due for practical completion 11th December 2024.

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 November. 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 tbc.

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 – Position up to November 2024:

Project Name	Value	Project summary	Project Delivery Status	Updates	Delivery	Spend	Risk
A – Development Investment Fund (DIF) - (Bradford Council)	£14m	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	Investment in Town Centre and Infrastructure improvements.	Ongoing - On track	See individual updates	2	2	2
C – Keighley Skills Hub (Luminate Education Group)	£906k	Bespoke learning space for residents to improve their employability skills. Linked to Project J.	Other	The confirmed location for the Skills Hub is the Sunwin House site. Floor space has been agreed at 265.8 square metres. JH & RP have prepared and are in the process of submitting a PAR & A Decision Notice which has to be approved by TR (KTF Chair) and S151 Officer sign off before being sent to MHCLG to go through their process which can take up to 20 working days.	3	3	3
D – Manufacturing, Engineering & Future Technologies Hub (Luminate Education Group)	£3m	Purpose built training and education facility to be based at Providence Park.	Ongoing	NM has indicated the Agreement for Lease has been signed and practical completion will be 11 th December (estimated). Luminate to send a request for payment of the lease premium to the Council Main entrances need some work alongside courtyard to be finished off. The building is water-tight and planters to finalise. JH to speak to the Comms Team regarding a press release for practical completion and handover.	3	3	3
E – Capital Assistance to Business Growth (Invest in Bradford Team)	£2m	Grant programme for new and existing businesses.	Ongoing - On track	November 2024: 87 EOIs have been received, of which 15 have been rejected and 37 applications subsequently made. In total, the TF Grant amounts are: £1,519,640.36 with a private sector match of £8,630,373.82. Therefore, the total project costs are £10,150,013.68 FTE Jobs expected total 127.	1	1	1
F – Community Grant Scheme (various external project leads, see below)	£4.9m	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	Redevelopment of Sunwin House to a multi-purpose facility.	Ongoing - Delayed	Mezzanine cannot be constructed, Skills Hub is being accommodated at the Sunwin House Location, as a result of this there is a reduction in floor space and outputs in excess of 30%. JH & RP have prepared a PAR & Decision Notice due to the reduction in the outputs. JH & RP are currently working with Creative Arts on the BCR which has to be approved by TR (KTF Chair) and S151 Officer sign off before being sent to MHCLG to go through their process which can take up to 20 working days. JH & RP are currently waiting for the revised FTE jobs created figure and the recalculated BCR in order to submit the PAR.	3	3	3
H – Women Employment Programme (Keighley Asian Women and Childrens Centre)	£160k	Refurbishment of the KAWACC premises	Ongoing - Delayed	Planning approval granted in 2023. Architect design complete, estimates obtained and preferred contractor identified in Aug 2023. Currently looking for additional funding as project costs higher than funding currently secured. CAT was in process, at stage 2 however KAWACC board decision made to acquire building. CBMDC Estates Team instructing valuation for disposal. KAWACC obtaining their own valuation also. KAWACC seeking additional grant funding to deliver project and undertake refurbishment works to existing building. KAWACC awaiting the Estates valuation and are looking at Community Ownership Funding for additional funding for the Project. JH in contact weekly with Naz and is chasing Estates.	5	5	5

I – Keighley Art & Film Festival (Keighley Creative)	£240k	Range of events within Keighley to support inward investment.	Ongoing - On track	A total of ten events have been delivered since 2022. In 2023 the Stock room cinema was well received. Mega Drawing Box event also successful, with footfall up 10% in shopping centre. I am brill event received widespread positive feedback. The team are looking for match funding and sponsorship to deliver more events, such as soap box races. Towns Fund posts were filled however both members of staff have left KC. However, both an Executive Director and Events Manager have been appointed and are in post.	1	1	1
J – Keighley Community Health & Wellbeing Centre (Airedale NHS Trust)	£3.4m	Creation of a health and wellbeing centre in the heart of Keighley. Linked to Project C	Ongoing - Delayed	Activity has focused almost solely on the identification of a viable funding route, in terms of affordability to tenants and the overall health and care system. With the lack of public sector capital, the only current route therefore appears to be through private investment. Discussions have been ongoing with third party developers, and more lately experts in the investment market. From discussions with third party developers, it has become evident that whilst prevailing conditions mean traditional 3PD models are not feasible, there has yet to be any alternative models designed/tested which would deliver viability for the developers, affordability for prospective tenants and value for money for the health and care system	5	5	5

Project A – Development Investment Fund [<£14m]

Project Name	Value	Project summary	Project Delivery Status	Updates	Delivery	Spend	Risk
B1.1 - Providence Park	£6.56m	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	Site nearing completion and agreement for lease signed for one of the units (3000sq ft), with interest in the others. Unit C (MET Hub) is due for practical completion and handover on the 11 th December. A slight delay has been due to utilities with no gas on site and connecting the sub station to the power supply which is being resolved. Yorkshire Water have connected the pipes and are completing the work. Looking at a launch event in Spring 2025 when the building is in use.	1	1	1
B1.2 - Beechcliffe Site	<£7m	Redevelopment of the 8-acre Beechcliffe site to deliver an industrial estate at land west of the A629.	Ongoing - On track	The Contractors have completed their studies and are at pre-contract stage, scheme within budget. Costs for pre-contract work have been provided at £200k which will come with planning permission. They have asked if that can be done under the existing services contract, which is with procurement for review (under a compensation event which is a cost over and above). They will be doing site remediation work and access only as part of this scheme. Options appraisal is being look at as to how the site can be dealt with once remediated. Potential outputs would need to be lowered, with others to be considered including bio-diversity net gain which can be included	2	2	2
B1.3 - Victoria Hotel	<£1m	Redevelopment of the Victoria Hotel into apartments alongside retail units.	Ongoing	The owners of the building have employed someone to take the Project forward, with the original applicants no longer involved. They have appointed a very experienced Project Manager who is used to dealing with Council Policies & Processes. DP is working with the individual employed 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	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	Activity Update & Timescales Low Street - Phase 2 is complete.	1	1	1
B- Connectivity Study	£120k + £50k match	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	A consultant has been commissioned to deliver the 'Keighley Transport Study'. Consultation with internal Council Depts and the general public has been undertaken, which is helping to inform the the report and project recommendations. Options analysis of potential projects is ongoing. Further work to be done internally on the transport modelling which will then be presented to the portfolio holder (Cllr Alex Ross-Shaw)	2	1	1
B- Public Realm Improvements	£1.405m	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.	Other	The Connectivity Study will has set out priorities and potential delivery options for the Public Realm Improvements. The public realm works will focus on Cavendish Street and the links to and from the railway station, bus station, new Health and Wellbeing Centre on North Street (Project J), and retail/commercial core of the town centre. Site investigations and surveys of Cavendish Street have commenced	2	1	1
B- Active Travel/Infrastructure Improvements.	£260k	Improvements to footpaths and cycle lanes at Ingrow Lane, Bradford Road, Thwaites Brow Road, Long Lee and Swine Lane.	Ongoing - On track	The majority of the Infrastructure Improvements project are being procured and delivered by the Highways Maintenance (North) Team. Ingrow Lane, Bracken Bank (footway improvements on a route to school) is complete. Bradford Road, Keighley (improvements to footway links to railway station) is complete. Thwaites Brow Road (repairs and replacement of stone sett surface) phase 1 completed in April 2024. Phase 2 starts January 2025. Swine Lane (carriageway widening/improvement) proposals are not going forward. Budget reassigned to Thwaites Brow. Long Lee and the rights of way from Hillside has been completed by the Countryside and Right of Way Team.	3	2	1
B- Real Time Bus Info	£100k	A second phase of real time bus information in Keighley.	Completed	Project Summary Towns Fund £100k A second phase of real time bus information brought to additional bus stops in Keighley. Provision of the additional real time bus information installations are being funded by Towns Fund. Delivery is via West Yorkshire Combined Authority, who manage the bus stops infrastructure. Activity Update & Timescales Seven site are complete. Three further sites to those listed below are expected to be delivered using Towns Fund resources.	1	1	1

Project F – Community Grants [£4.9m]

Project Name	Value	Project summary	Project Delivery Status	Updates	Delivery	Spend	Risk
>CG1 - River Worth Friends (Aire Rivers Trust)	£50k	Replacing signage and improvements to footpaths and access maps.	Ongoing - On track	Project half way through completion, with river walk signage, rail painting and channelling still to complete. All planning permission now granted.	1	1	1
>CG2 - Scott Street (Keighley Healthy Living)	£85k	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	Refurbishment of the main toilets in Haworth.	Completed	Work complete and under budget.	1	1	1
>CG4 - Keighley Cougars (Keighley Cougars)	£2.25m	Redevelopment of the main stand at Keighley Cougars.	Ongoing - Delayed	Due diligence has been completed and the council is working closely with Keighley Cougars to resolve issues identified as part of that work. Project is currently at high risk and weekly meetings are in place to find ways to deliver the scheme	4	4	4
>CG5 - Haworth Village Hall (Haworth Village Hall/Space to Inspire)	£1.1m	Refurbishment and development of premises.	Ongoing - Delayed	Project currently at RIBA 4. Additional funding is being sought as Town Deal funding is not sufficient to deliver the hall refurbishment and extension. A project board is established and costs being sought from a QS which will assist in forming a phasing plan.	4	4	4
>CG6 - Sangat Centre (Sangat Centre)	£230k	Refurbishment of premises at the Sangat Centre.	Ongoing - On track	Works are almost complete with just finishing touches being applied. Staff have moved back into the building.	1	1	1
>CG7 - Woodville Activity Centre (Yorgreen CIC)	£155k	Creation of an enterprise hub.	Ongoing - On track	Project started, with site clearance and construction. Main building - works now underway. Significant interest has been expressed in the new units on site. Strong community and business involvement is helping with project progress. The output for volunteer hours will far exceed the target.	2	2	1
>CG8 - Old School Room (Haworth Old School Room)	£120k	Replacement of the Old School Room roof.	Completed	Works complete.	1	1	1
>CG9 - Central Hall (Community Action Bradford & District)	£152.1k	Replacement of the roof at Central Hall.	Completed	Works complete. Some minor decorating work outstanding @£3k	1	1	1
>CG10 - Good Shepherd Centre (The Good Shepherd Centre)	£130k	Refurbishment of premises.	Ongoing - Delayed	Some Value Engineering has taken place on the overall project. Full Grant Funding Agreement signed. Window replacements have been done. Work will start on 6/1/24 and will take 8 weeks to completion. Good Shepherd are having regular meetings with the Builders.	3	3	3
>CG11 - Keighley & Worth Valley Railway (KWVR)	£400k	Projects to improve facilities for KWV Railway.	Ongoing - On track	Water Tank House project now completed and operating, with launch event planned for January. Haworth project costs still being finalised. Drilling Survey complete. Awaiting Architect. £1m Community Ownership Fund secured for Bridge 27. KWVR are part of the provisional LUF3 award and are currently also working on projects to increase capacity. Drilling survey complete	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

Costs moved from CDEL to RDEL

Spend has been reprofiled

RDEL – Resource Departmental Expenditure Limits

CDEL – Capital Departmental Expenditure Limits

5.3 Risks

Project D: Capital Assistance to Business Growth

Position up to November 2024

Keighley Towns Fund	
Expressions of Interest (EOI) received	87
EOI Rejected	15
Applications approved	37
Jobs verified	51.5
Jobs pending verification	48.5
Apprenticeships verified	7
Apprenticeships pending verification	20
Total No. of new jobs to be created	127

Shipley Towns Fund	
Expressions of Interest (EOI) received	61
EOI rejected	10
Applications approved	20
Jobs verified	11
Jobs pending verification	63.5
Apprenticeships verified	1
Apprenticeship pending verification	4
Total No. of new jobs to be created	79.5

5.31 Average grant award for Keighley is **£41,394.87** whilst Shipley is **£33,408.40**. Grant applications for both towns total **£2,187,808.26** with a private sector match of **£12,609,293.45** with **206.5** new FTE jobs to be created as a result of the funding, across both towns (**127** for Keighley and **79.5** 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				
Shipley	17	18	18	-	18	19	19	20				

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				
Shipley	72	72	72	-	72	75.5	75.5	79.5				

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				
Shipley	£663,534.17	£668,167.90				

6. PR & Communications – Item 4

6.1 PR

6.1.1 Regular meetings with Marketing Team are taking place to ensure Towns Fund publicity is promoted more widely. This includes the use of existing social media channels, diverse publications alongside traditional media activities.

6.1.2 In addition to the Council's newsletters and Bradford Means Business features, the marketing team share across the Council's social media platforms including Facebook, Instagram, X and LinkedIn with the hashtags #KeighleyTownsFund and #ShipleyTownsFund. Often the posts are also shared by partners which helps to increase the reach.

6.1.3 Posts with videos have also been shared, with the Shipley Sustainable Community Hub and Keighley Health Living Network, with a video on the Sangat Centre due to be issued shortly. Organic reach (individual impressions):

Shipley	Impressions
Facebook	158,800
LinkedIn	15,500
Instagram	4,600
X	7,600

Keighley	Impressions
Facebook	108,900
LinkedIn	15,500
Instagram	5,700
X	8,600

6.1.4 SharePoint site is live and designed to provide information to board members about each project, including business cases, outputs, progress to date, marketing and latest news. All the Towns Fund coverage is tracked on the Forward Plan and available to all board members on the SharePoint site.

8. Any Other Business

8.1 Board attendance

9. Date and time of the next meeting:

9.1 Friday 7th March 10am TBC

