

Keighley Town Board Meeting Minutes

Location: Keighley College

Date / Time: Friday 6th December 10.00am – 12.00pm

Attendees – In person:

Tim Rogers (Chair), Angela Blake, Cllr Abdul Shohid, David Pearson, Dave Partridge, Eden Clayton, Kevin O’Hare, Cllr Alex Ross-Shaw, Fazeela Hanif, Georgina Webster, Rav Panesar, Jonathan Hayes, Joe Cooney (Observer), Sarah Broadbent, Charlotte Meek.

MS Teams: Richard Middleton, Saira Ali, Ryan Kaye, Nicola Poole – JCP, Tracy Othen – JCP.

Apologies: Barbara Brooks, Jan Smithies, Candy Squire Watt, Catherine Birks, Dean Peltier, John Barker, Robbie Moore MP, Rukun Ahmed, Scott Dyson.

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	Highlight Report Project A – Development Investment Fund (DIF) Providence Park DP provided an update on the DIF, including the site visit by the board prior to the meeting. Units are almost completed, with some let and others having a keen interest in being taken. The board welcomed the visit and the progress made to date. Beechcliffe Site Balfour Beatty have completed phase 1 feasibility works and moving to pre-construction stage, where they will go to planning and detailed design. Victoria Hotel Project Sponsors are no longer involved, and owners have engaged a Project Manager to take on the scheme. The application and appraisal for the scheme is now being developed, with a formal application expected in the New Year.			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>Project B – Town Centre & Infrastructure Improvements RM and SA shared a presentation providing an update on the schemes. Low Street Phase 2 has been completed, Active Travel Schemes – Thwaites Brow has had some work done. The Twines will be completed once the contractor is on site in the New Year. Real Time Bus Information has been completed.</p> <p>The Connectivity Study has been completed and will help to shape the priorities for Keighley as part of a long-term vision, with Towns Fund investment seen as a phase 1. The preferred choice is Option A, with only an element of transformation envisaged to take place with Towns Fund Investment. Cavendish Street has been identified as a main route for improvement. This would include widening the pavements and tree lining to help with sustainable drainage and increasing green infrastructure in the public realm. The next stage will be a design for input and consultation.</p> <p>The Board questioned whether Hanover Street would also be improved alongside the need for signposting from Cavendish Street to help with wayfinding. SA indicated that the focus would be Cavendish Street due to funding limitations, however, wayfinding will be included as part of the improvements. They confirmed that collaboration with other projects and key stakeholders will be taken into consideration as part of the consultation. Other sources of finance would be needed to improve the canopy and shopfronts.</p> <p>RM / SA left the meeting.</p> <p>Project C – Keighley Skills Hub JH confirmed that they will be going into Sunwin House and a Project Adjustment Request (PAR) is being prepared for approval internally and then to be sent to MHCLG for review.</p> <p>Project D – Manufacturing, Engineering & Future Technology Hub KoH confirmed that handover is expected on the 18th December, with February half term identified as a date for the launch. This would coincide with the birthday party for Keighley College of being established for 200 years. The space will be tested and recruitment will take place in September with 150 students expected on site in phases.</p>			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>RK confirmed that monitoring will continue up to March 2027 with options for an additional year to collect the outputs and record the benefits.</p> <p>Project E – Capital Assistance to Business Growth RP provided an update including the high take-up of the grant, with £1.5m committed out of a total budget of £1.9m. There will be a PAR to reduce or revise the number of businesses supported.</p> <p>Project F – Community Grant Scheme Update provided as per the board papers.</p> <p>River Worth Friends (Project Sponsors are the Aire Rivers Trust) is halfway through completion, with new signage, painting and channeling to complete. Scott Street (Managed by Keighley Health Living) has now been completed with positive feedback from users. Haworth Toilets (Managed by Haworth Parish Council) has also been completed and under budget. Keighley Cougars financial due diligence has taken place with weekly meetings in place to find ways to deliver the scheme. The board expressed concerns regarding the potential legal and financial hurdles that will need to be addressed prior to the project progressing. Haworth Village Hall is currently awaiting a Quantity Surveyor (QS) report to determine what can be delivered with Towns Fund investment. Sangat Centre works are almost complete with staff back in the building. Woodville Activity Centre (Managed by Yorgreen CIC) is currently undertaking site clearance, with some construction and building works underway. The Old School Room (Managed by Haworth Old School Room) works have been completed as has Central Hall (Managed by the Community Action Bradford & District). The Good Shepherd Centre work is due to start early January 2025 and estimated to take eight weeks. The Keighley Worth Valley Railway project is underway, with the Water Tank House completed and operating and a launch event planned in January. Drilling survey complete and Haworth project costs being finalized.</p> <p>Project G – Creative Arts Hub Mezzanine cannot be constructed which means a reduction of floorspace is now envisaged. As a result of this reduction, a PAR is being prepared. There will be other outputs reduced as a result of the floorspace, which will be part of the PAR.</p> <p>Project H – Women Employment Programme Awaiting a valuation from Estates Department within the Council and looking at other sources of finance to deliver the scheme. They have</p>			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>decided to purchase the building and a valuation is expected. The board expressed their concern regarding the funding available to deliver the scheme. LB wanted to ensure support from the board was available if required to help deliver the project.</p> <p>Project I – Keighley Art & Film Festival Many of the outputs have been achieved for this scheme. Project is ongoing and on track. GW is awaiting funds for this project as it is drawing on its reserves.</p> <p>Project J – Community, Health & Wellbeing Centre The team are looking at the funding gap and working with investors to raise the funds needed to deliver the scheme. ARS provided a strategic update and the need to coordinate the delivery with key partners.</p>	<p>To review with finance</p> <p>Invite NHS to a meeting with the board</p>	<p>Council Officers</p> <p>Council Officers / Airedale NHS Trust</p>	<p>ASAP</p> <p>ASAP</p>
6	<p>Long Term Plan Update JH provided an update on the Long-Term Plan, with formal confirmation of the budget received at the autumn statement. Additional capacity fund payments will also be made and a new prospectus will be launched early in the new year. Capital / revenue split will be the same with an internal workshop envisaged in the new year and what else can be delivered. This would enable a 10-year strategy for Keighley to be developed beyond the original three themes.</p> <p>AB indicated that a further workshop would take place with the board once the guidance has been issued by MHCLG. The key aim of the strategy would be to help unlock further funds and deliver on key priority areas identified in the strategy.</p>			
7	<p>PR & Communications TR complimented the press releases issued by the council related to the Towns Fund. In addition to the releases, he suggested the use of BCB Radio, which have acquired external funding for a mobile radio studio. This opportunity could be utilised to promote the Towns Fund and additional funding to the communities of Keighley.</p>	<p>Utilisation of BCB Mobile Radio</p>	<p>Enquiries to send to TR</p>	<p>As required.</p>
8	<p>AOB</p>			
10	<p>Date and Time of next meeting Friday 7th March, 10.00 – 12.00pm, Keighley College</p>			