

# Keighley Towns Fund Board Meeting Minutes

Location: Keighley Town Hall

Date / Time: Friday 26<sup>th</sup> April 2024, 09.30am – 11.30pm

**Attendees – In person:**

Liz Barker (Interim Chair), Angela Blake, Barbara Brooks, Catherine Birks, Candy Squire Watt, Charlotte Meek, Cllr Abdul Shohid, Cllr Alex Ross-Shaw, David Pearson, David Warren, Dean Peltier, Fazeela Hanif, Georgina Webster, Jan Smithies, Joe Cooney (Observer), John Barker, Kevin O'Hare, Michelle Rushworth, Rav Panesar, Rukun Ahmed, Ryan Kaye (DLUHC), Robbie Moore MP, Scott Dyson, Steve Seymour, Tim Rogers.

**MS Teams:** Eden Clayton (DLUHC)

**Apologies:** Alan Lunt, Phil Walker

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<b>Welcome and Apologies</b>			
2	<b>Meeting format and conduct</b>			
3	<p><b>Declaration of Interests</b></p> <p>MR has confirmed that the Register will be updated and all of the Declaration of Interests have been received.</p>			
4	<b>Correspondence log</b>			
5	<p><b>Minutes of the last meeting and matters arising</b></p> <p>MR confirmed that the DLUHC template is being worked on and the actuals and forecasts were being worked through. RM would like a financial update for all the projects.</p> <p>AB has discussed the Keighley Skills Hub with KoH. DW confirmed that they had withdrawn from the Health &amp; Wellbeing Centre.</p> <p>MR has put together a draft letter from the board to be sent to the Health &amp; Wellbeing Centre.</p> <p>GW made the board aware of the need for the connectivity study to take into account Sunwin House as part of the study.</p>			

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6	<p><b>Overview of the board transition / closure of the Towns Fund Board</b></p> <p>The existing Town Deal board was dissolved and closed by the interim Chair LB.</p>			
7	<p><b>Revision of board to form Town Board</b></p> <p>TR was endorsed and approved as Chair of the new Town Board.</p> <p>DP was endorsed and approved as Vice Chair of the new Town Board.</p> <p>The new board has been ratified as part of the Long Term Plan for Keighley.</p> <p>Revised Terms of Reference were sent to the board for review and comment. LB put forward the suggestion of potentially having open meetings that would support engagement of the community. RM would like to see public engagement events that provide details of all the funds that have been awarded to Keighley. MR confirmed that a communication / engagement plan was submitted and approved by DLUHC as part of the Long Term Plan.</p> <p>The board have formally agreed the Terms of Reference for the new Town Board.</p> <p>KoH commented that additional meetings and sub-groups would need to convene fairly quickly in order to develop the Investment Strategy due in August.</p>	<p>Review the Engagement Strategy to share with the board.</p>	<p>MR</p>	<p>ASAP</p>
8	<p><b>Town Deal Overview</b></p> <p>MR provided a summary of the existing projects under the Town Deal as part of the board papers distributed to the board.</p> <p>RM left the meeting</p>	<p>To share details of the grant awards for Capital Assistance to the board</p>	<p>MR</p>	<p>ASAP</p>
9	<p><b>Long Term Plan Workshop</b></p> <p>Board members were asked to gather in small groups to suggest priority interventions which could be considered in the first three year investment plan. The LTP boundary map was provided together with the outline of the three broad investment themes and 'annex C' which provides a menu of interventions from the LTP guidance.</p> <p>After the workshop, each board member sub group fed back their key interventions, which including the following:</p> <ul style="list-style-type: none"> <li>• Spend is heavily weighted towards capital which presents problems, could potentially revenue spend be utilised to support volunteers? Suggestion that revenue could be used to support crime prevention activities.</li> </ul>			

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	<ul style="list-style-type: none"> <li>• Cleanliness – LTP badged facility</li> <li>• Keighley needs the right facilities in the right places. Facilities need to be accessible (location) and affordable.</li> <li>• Potential for Keighley to be a social and community hub. Examples could include a produce market in Church Green, starting with increasing the safety and security of the Town, alongside increased footfall through communication and engagement plans.</li> <li>• Improvement of the cultural and hospitality offer, including the potential of the re-establishment of the Mela at Victoria Park that would attract footfall and investors into the Town.</li> <li>• Opportunity to utilise creative solutions that would cover the empty shops and improve the cultural offer, investment and gateway into the Town.</li> <li>• The need to have affordable accommodation in the Town Centre to improve footfall, tourism and the night-time economy for Keighley.</li> <li>• Improve the appearance of Keighley. Consider key gateways/transport hubs and the first impressions given to visitors such as via KWVR.</li> </ul>			
10	<p><b>Next Steps</b> MR outlined the timescales for the LTP. An interim meeting potentially to take place prior to the next Board Meeting, dates and times to be confirmed.</p>			
11	<p><b>AOB</b> TR - Request to share or create a communication plan to provide transparency and also share good news stories of projects in delivery and delivered.</p>			
12	<p><b>Date and Time of next meeting</b></p>			

**Date of the next meeting:** 21<sup>st</sup> June, 10.00 – 12.00pm