

Keighley Town Board Meeting Minutes

Location: Keighley College

Date / Time: Friday 19th July, 10.00am – 12.00pm

Attendees – In person:

Tim Rogers (Chair), Angela Blake, Barbara Brooks, Catherine Birks, Candy Squire Watt, Clare Fitzgerald, Charlotte Meek, Cllr Abdul Shohid, Cllr Alex Ross-Shaw, David Pearson, Fazeela Hanif, Georgina Webster, Jan Smithies, Scott Dyson, Michelle Rushworth, Rhian Davitt-Jones, Rav Panesar, Jonathan Hayes, Eden Clayton (MHGLC), Ryan Kaye (MHCLG), Joe Cooney (Observer),.

MS Teams: John Barker

Apologies: David Warren, Dean Peltier, Kevin O'Hare, Liz Barker, Phil Walker, Rukun Ahmed, Robbie Moore MP.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	Welcome and Apologies The Chair welcomed everyone to the meeting, apologies were noted.			
2	Meeting format and conduct			
3	Declaration of Interests No further declarations of interest were made			
4	Correspondence log			
5	Minutes of the last meeting and matters arising Minutes from the last meeting were approved.			
6	Government Department Overview EC/RK provided an update and advised of the change of name from DLUHC (Department for Levelling Up, Housing and Communities) back to MHCLG (Ministry of Housing, Communities and Local Government). Secretary of State is now Angela Rayner and advice from ministers regarding the key priorities going forward to be distributed when available. Consultation and work on the Long Term Plan should continue to develop the vision and investment plan.			
7	Project Spotlight – Woodville Activity Centre MR provided an overview of the Community Grant Scheme, with a focus on the Woodville Activity Centre project. This involves redesigning and developing the centre as an employability hub. Phase One to be completed by August 2024 which will include a refurb of the cabin including insulation, outbuildings replaced and security in			

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	<p>place. Aim to reach net zero within three years. The presentation also showcased the many land based entrepreneurs on site, together with the volunteering days which will far exceed the target output.</p>			
8	<p>Keighley Long Term Plan RDJ (CBRE) provided an update of the Long Term Plan, including a recap of the plan and guidance, engagement undertaken, proposed vision, emerging project list, key success factors, potential short-list of projects for three years, funding profile and next steps.</p> <p>Keighley was one of the 75 towns approved to access £20m (75% capital, 25% revenue) over the next 10 years. A series of engagement events have taken place, including with Keighley Creative, CABAD, stakeholder engagement drop in sessions and workshops, leaflets, posters and press releases to encourage engagement and completion of the survey.</p> <p>The feedback from the engagement currently favours the proposed vision, with 83% agreeing. The board questioned the demographic of the engagement and RDJ advised that a cross section of the community had been consulted, with particular emphasis on young people, and the south Asian community. Due to the consultation being paused during purdah the opportunity to consult in schools wasn't possible.</p> <p>Over 150 ideas were submitted creating a project long list, to be circulated to the board after the consultation closes on the 22nd July. RDJ advised that this was reviewed through critical success factors that were benchmarked against specific criteria. A shortlist of what could be delivered within the next three years was then created for each of the investment themes and to be circulated to the board for feedback.</p> <p>Next steps are for the board to review the proposed vision, discuss the split and funding draw down prior to being finalised, which then needs to be signed off by the S151 Officer and submitted to government for review.</p> <p>Timescales are as at the current guidance, awaiting an update which may provide additional time for further consultation, development and reviewing of the vision and investment plan prior to submission to Government.</p>	Town Board to review the proposed vision, split of projects and funding.	Town Board	ASAP
9	<p>Next Steps MR to brief the S151 Officer regarding Long Term Plan, the proposed next steps and will go through the governance process for approval.</p> <p>Drafts will also be circulated with the Town Board to approve and submit by the 1st August, unless advised otherwise by government.</p>			

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10	<p>AOB</p> <p>MR indicated that an additional Programme Support Officer to support the work of the Town Board will be recruited. Budgets are being finalised for this role with Economic Development.</p> <p>MR to plan a gathering for the Town Board, potentially after the next board meeting on the 20th September. This would provide an opportunity for new board members to network.</p>			
11	<p>Date and Time of next meeting</p> <p>20th September, 10.00 – 12.00pm, Keighley College</p>			

Date of the next meeting: 20th September, 10.00 – 12.00pm, Keighley College