

# Keighley Town Board Meeting Minutes

Location: Keighley College / MS Teams

Date / Time: Friday 07 March 2025 10.00am – 12.00pm

**Attendees – In person:**

Tim Rogers (Chair), John Barker, Liz Barker, Angela Blake, Mark Delves, Fazeela Hanif, Jonathan Hayes, Charlotte Meek, Robbie Moore MP, Kevin O’Hare, Rav Panesar, Cllr Alex Ross-Shaw, Cllr Abdul Shohid, Catherine Birks.

**MS Teams:** Joe Cooney (Observer), Nicola Poole – JCP, Christine South.

**Apologies:** Rukun Ahmed, Eden Clayton, Ryan Kaye, Scott Dyson, David Pearson, Dean Peltier, Georgina Webster, Richard Thorpe.

| ID | Notes/Actions/ Decisions   | Decision                                  | Action Owner | Due Date |
|----|--|---|--------------|----------|
| 1  | <p><b>Welcome and Apologies</b><br/>The Chair welcomed everyone to the meeting, apologies were noted.</p> <p>RK/EC are no longer MHCLG representatives for Keighley Town Board and will not attend future meetings. RT will offer MHCLG guidance going forward.</p>  |   |              |          |
| 2  | <b>Meeting format and conduct</b>  |   |              |          |
| 3  | <p><b>Declaration of Interests</b><br/>No further declarations of interest were made</p>   |   |              |          |
| 4  | <p><b>Minutes of the last meeting and matters arising</b><br/>Approved subject to following amendment:</p>   | LB to be added as missed from the minutes | JH           | ASAP     |
| 5  | <p><b>Highlight Report</b></p> <p><b>Project A – Development Investment Fund (DIF)</b><br/>JH provided an update on the DIF projects as per the published board papers:<br/><b>Providence Park:</b> Unit C fit out is completed and there is interest from businesses in the other site units.</p> <p><b>Beechcliffe Site:</b> Site investigation is ongoing.</p> <p><b>Victoria Hotel:</b> Assurance processes and planning are ongoing with the applicant.</p> |   |              |          |

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|    | <p><b>Project B – Town Centre &amp; Infrastructure Improvements</b><br/><b>Low Street Phase 2 and Ingrow Lane:</b> Completed.</p> <p><b>Connectivity Study:</b> Further traffic modelling has taken place to set out the priorities for the Public Realm Improvements. Ward Member briefing and Town Board meeting planned once it has been finalized.</p> <p><b>Real Time Bus Information:</b> 7 sites completed.</p> <p><b>Project C – Keighley Skills Hub</b><br/>JH confirmed that the Ministry of Housing Communities and Local Government (MHCLG) have approved the Project Adjustment Request (PAR), and they will be going into the old Sunwin House building. The Board agreed Project C should be linked to Project G.</p> <p><b>Project D – Manufacturing, Engineering &amp; Future Technology Hub</b><br/>Unit C -The Agreement for the lease and Practical Completion have been finalized. Fit out is in progress.</p> <p><b>Project E – Capital Assistance to Business Growth</b><br/>MD provided an update including the high take-up of the grant, with £1.5m committed out of a total budget of £1.9m.</p> <p>The scheme is currently suspended due to being oversubscribed pending a review of grant projects approved. MD indicated that there was currently a waiting list of projects to be reviewed if further funding was available, or there was an underspend in the grant commitments to date.</p> <p>There will be a PAR to reduce or revise the number of businesses supported.</p> <p>The Chair and Board noted the success of and the demand for the Programme.</p> <p>MD left the meeting.</p> <p><b>Project F – Community Grant Scheme</b><br/><b>River Worth Friends, Scott Street, Haworth Toilets, Sangat Centre, Old School Room and Central Hall:</b><br/>Projects completed with work being done to collate the outputs.</p> |          |              |          |

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|    | <p><b>Keighley Cougars:</b> A financial due diligence exercise is being undertaken (to be completed within 2 weeks).</p> <p><b>Haworth Village Hall</b> Detailed cost analysis being undertaken to put Space to Inspire into the refurbished Caretakers house. The Board noted that the Community Ownership Fund, which was additional funding being sought to deliver a larger scheme, was no longer available.</p> <p><b>Woodville Activity Centre</b> is currently undertaking site clearance, with some construction and building works underway.</p> <p><b>The Good Shepherd Centre</b> on track to complete by early April 2025.</p> <p><b>The Keighley Worth Valley Railway</b> has been paused temporarily whilst some discussions take place regarding the works. Expectation that issues will be resolved and project restarted imminently.</p> <p><b>Project G – Creative Arts Hub</b><br/>Procurement exercise is underway. The Board raised query regarding whether this project is affected by community ownership fund. JH confirmed that the funding was already secured along with BD25 funding.</p> <p><b>Project H – Women Employment Programme</b><br/>The project is currently undertaking a procurement exercise and then will need to go through the Grant Funding Agreement process with CBMDC. Fortnightly Meetings are being held.</p> <p><b>Project I – Keighley Art &amp; Film Festival</b><br/>The Grant Funding Agreement is signed, and funds have been released. Further events planned.</p> <p><b>Project J – Community, Health &amp; Wellbeing Centre</b><br/>An update on the Hub was given with the expectation that a financial model to deliver the scheme will be presented to the board within the next quarter.</p> | <p>Meeting to arrange with Airedale NHS Trust and Town Board</p> | <p>Council Officers</p> | <p>May 2025</p> |

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| 6  | <p><b>Plan for Neighbourhoods Update</b> (previously Long-Term Plan)</p> <p>JH provided an update on the newly branded 'Plan for Neighbourhoods'.</p> <p><a href="https://www.gov.uk/government/publications/plan-for-neighbourhoods-prospectus-and-tools/plan-for-neighbourhoods-prospectus">https://www.gov.uk/government/publications/plan-for-neighbourhoods-prospectus-and-tools/plan-for-neighbourhoods-prospectus</a></p> <p>A need to confirm membership and Boundaries by 22 April 2025, which will include a review of the current skill sets and gap based on the new prospectus.</p> <p>The priorities have been changed to have a community focus, with more resident input into addressing key challenges for Keighley. These include Thriving Places, Stronger Communities and Taking Back Control.</p> <p>The deadline for submission of priority-based plans is Winter 2025. There will be a rolling programme and the spend profile is 75% capital and 25% revenue.</p> | Board meeting to discuss gaps and review skill sets | JH           | April 2025       |
|    | <p><b>Chair Proposal:</b><br/>Under the Governance Structure as the current Vice-Chair is unable to attend Towns Fund meetings, the Chair asked for nominations to come forward for a New Vice Chair. Nominated: Charlotte Meek</p>   |   |              |                  |
| 7  | <p><b>PR &amp; Communications</b><br/>No update</p>   |   |              |                  |
| 8  | <p><b>AOB</b><br/>TR proposed a change to the Vice Chair, where a consensus was reached to appoint CM to the position in the place of DP. The board unanimously agreed to the change.</p> <p>LB shared information about the Space to Inspire Open Day, taking place on Sunday 9<sup>th</sup> March, 10am – 4pm at Haworth Village Hall.</p>  | To inform DP of the change in structure             | TR           | April 2025       |
| 10 | <p><b>Date and Time of next meeting</b><br/>MS Teams meeting to schedule regarding Project J – Community, Health &amp; Wellbeing Hub and also to discuss the Plan for Neighbourhoods.</p> <p>Next Board Meeting: TBC</p>  | Board Meetings to arrange                           | JH           | March-April 2025 |