

# Keighley Town Board

## Board Meeting

Friday 20<sup>th</sup> September 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	Project Spotlight: B : Town Centre & Infrastructure Improvements; Connectivity Study	CBMDC Officers	10.25	Item 3
6	Long Term Plan Update	CBRE/CBMDC Officers	10.45	Item 4
7	Towns Fund Highlight Report: - Programme Management - Project Updates - Risks and Issues	CBMDC Officers/Project Delivery Partner lead	11.30	Item 5
8	PR & Communications	CBMDC Officers	11.40	Item 6
9	AOB	Chair/All	11.50	
10	Date and time of next meeting	Chair	12.00	

**List of Board Members / Roles:**

<b>Name</b>	<b>Organisation</b>	<b>Role</b>
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:**

Phil Walker – CBMDC

Charlotte Meek - Board Member

David Pearson - Board Member

**List of Invited Attendees:**

Angela Blake	CBMDC
Rav Panesar	CBMDC
Michelle Rushworth	CBMDC
Simon Woodhurst	CBMDC
Dave Partridge	CBMDC
Ryan Kaye	MHCLG
Eden Clayton	MHCLG
Joe Cooney	Keighley Town Council
Rhian Davitt-Jones	CBRE

## **1. Welcome and apologies**

### **1.1 Chair's welcome**

A warm welcome to new member Sarah Broadbent; Keighley BID. Thank you to Jan Smithies who steps down from the board now a BID Manager has been appointed.

### **1.2 Apologies received from;**

Phil Walker

Charlotte Meek

David Pearson

## **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. Project Spotlight**

**5.1** Project update from CBMDC Officers on the Connectivity Study which will inform the Public Realm Improvements within Project B; the Town Centre & Infrastructure Improvements Programme.

## **6. Long Term Plan Update**

**6.1.** CBRE and CBMDC Regeneration Manager to present an update on the Long Term Plan, including a summary of the consultation undertaken, project long list and proposed scoring rationale to produce project shortlist.

## **7. Highlight Report**

**7.1.** 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.

## **8. PR & Communications**

**8.1.** CBMDC Programme Team to update on PR & Communications

## **9. Any Other Business**

Future dates of meetings. Board discussion on preferred day for future meetings.

Staffing Update – Programme Support Officer; 23 applications received. Interviews w/c 16<sup>th</sup> Sept. Regeneration Manager post advert live until 15<sup>th</sup> Sept.

## **10. Date and time of the next meeting:**

**10.1.** 6<sup>th</sup> December 2024 10am

## **List of Keighley Towns Fund Board Papers**

**Item 1: Declaration of Interests Register**

**Item 2: Minutes of 19<sup>th</sup> July 2024 Meeting**

**Item 3: Project Spotlight**

**Item 4: Long Term Plan presentation**

**Item 5: Highlight Report**

**Item 6: PR & Communications**

**Keighley Town Deal Board  
Item 1 - Declaration of Interest Register**

<b>Board Member</b>	<b>Job Title/Organisation</b>	<b>Disclosed interested when becoming a board member</b>	<b>Disclosable pecuniary interest (employment, sponsorship, undischarged contracts, beneficial interests in land, licence to occupy land, corporate tenancies, beneficial interest in securities)</b>	<b>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)</b>	<b>Non-registerable interest (affecting the wellbeing of member directly, family, friend or close associate more than the wellbeing of those in local area generally)</b>	<b>Date of meeting declaration of interest received</b>	<b>Action taken</b>
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	<a href="#">Published on the MP's &amp; Lords Registered Interests</a>
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	<b>Group Vice Principal – Development</b> – 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 19<sup>th</sup> 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 (CBRE), Rav Panesar, Jonathan Hayes, Clare Fitzgerald (for Kevin O’Hare), 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	<b>Welcome and Apologies</b> The Chair welcomed everyone to the meeting, apologies were noted.			
2	<b>Meeting format and conduct</b>			
3	<b>Declaration of Interests</b> No further declarations of interest were made			
4	<b>Correspondence log</b>			
5	<b>Minutes of the last meeting and matters arising</b> Minutes from the last meeting were approved.			





ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
6	<p><b>Government Department Overview</b></p> <p>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.</p>			
7	<p><b>Project Spotlight – Woodville Activity Centre</b></p> <p>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 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><b>Keighley Long Term Plan</b></p> <p>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 <u>consultation being paused during purdah delay to the consultation (due to the elections)</u> the opportunity to consult in schools wasn't possible.</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>Over 150 ideas were submitted creating a project long list, to be circulated to the board after the consultation closes on the 22<sup>nd</sup> 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><b>Next Steps</b></p> <p>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 1<sup>st</sup> August, unless advised otherwise by government.</p>			
10	<p><b>AOB</b></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 20<sup>th</sup> September. This would provide an opportunity for new board members to network.</p>			
11	<p><b>Date and Time of next meeting</b></p> <p>20<sup>th</sup> September, 10.00 – 12.00pm, Keighley College</p>			

## **7. Highlight Report – Item 5**

### **7.1 Programme Management**

**7.11** 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.

**7.12** Project update – Manufacturing, Engineering and Future Technologies Hub GFA signed and sealed 12<sup>th</sup> September. Agreement for Lease due to be signed 13<sup>th</sup> September,

**7.13** MHCLG Reporting Template being reviewed to cover the financial period from 1<sup>st</sup> April 2024 to 30<sup>th</sup> September 2024. 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.

**7.14** Support provided from the Delivery Associate Network (DAN), who are contracted by MHCLG to provide support to recipients of levelling up funds around the UK. Managed by Arup, they can provide 1-1 support ranging from benefit cost ratio (BCR) calculations through to monitoring and evaluation advice. Alongside this, they are delivering a number of workshops on key topics (Monitoring & Evaluation, Stakeholder Engagement and Good Financial Management).

**7.15** Internal Programme Board meeting took place on the 22<sup>nd</sup> July. 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 due to take place on 23<sup>rd</sup> September.

**7.16** Programme Support Officer interviews taking place w/c 16<sup>th</sup> September and the advert for the Regeneration Manager (Keighley) is live until the 15<sup>th</sup> September. These roles will help to support the work of the Towns Fund (Shipley) and Town Board (Keighley).

**7.17** 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.

## 7.2 Project Updates – Position up to August 2024:

Project Name	Value	Project summary	Project Delivery Status	Updates	Deliver y	Spent	Risk
A – Development Investment Fund (DIF) - (Bradford Council)	£14m	Development of industrial units at Providence Park, Victoria Hotel and Beechcliffe Industrial Site.	Other	Providence Park: Site nearing completion. Completion of the wider site due Oct 24. Unit C handover Oct 24 for fit. Unit C (Man Hub) opens Jan 25. Beechcliffe: Design review meeting late Sept, if positive pre – app to be made to planning in October. Scheme m2 reduced to 3000m2 of industrial space over 3 - 5 units due to BNG requirements, therefore a reduction to m2 land remediation output and potentially a cost saving made. Victoria Hotel: Project sponsor considering options; either to undertake a phased or complete renovation of the property. The phased approach would deliver the ground floor renovation, with the upper floors to follow.	2	2	2
B – Town Centre & Infrastructure Improvements (Bradford Council)	£2.39m	Investment in Town Centre and Infrastructure improvements.	Ongoing - On track	Low St Phase II delivered. Twines Phase I delivered, further phase planned and in development. Public Realm improvements to be informed by Connectivity Study which is at consultation stage. Real Time Bus info – all complete	2	2	2
C – Keighley Skills Hub (Luminate Education Group)	£906k	Bespoke learning space for residents to improve their employability skills. <i>Linked to Project J.</i>	Other	The delay to Project J has necessitated a change of location for the Skills Hub. Preferred location is the Creative Hub, ongoing design work will determine whether this is viable.	5	5	4
D – Manufacturing, Engineering & Future Technologies Hub (Luminate Education Group)	£3m	Purpose built training and education facility to be based at Providence Park.	Ongoing - Delayed	Negotiations on building spec to ensure fit for purpose for education use delayed AfL and GFA. Uplift in cost of £305k for required building spec. funded via DIF deed of variation to MEFE Ltd GFA. AfL/GFA expected to be signed Sept 24. Unit C anticipated handover to Luminate/College Oct 24 and open Jan 25.	5	3	3
E – Capital Assistance to Business Growth (Invest in Bradford Team)	£2m	Grant programme for new and existing businesses.	Ongoing - On track	To date; 75 EOIs have been received, of which 15 have been rejected and 25 applications subsequently made. In total, the TF Grant amounts are £995,122.14, with a private sector match of £6,483,172.96. Therefore the total project costs are £7,478,295.10. FTE Jobs expected total 98.	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	Project at RIBA 3. ESA looking to acquire long lease in October 2024. Currently exploratory work ongoing as no as built drawings available to determine whether the mezzanine can be constructed. Outcome of this and RIBA 3 will determine whether Skills Hub can be accommodated. Negotiations on the Long Form GFA are ongoing. ESA have draft agreement and schedules.	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.	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 succesful, 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. Town Deal funded 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. <b>Linked to Project C</b>	Ongoing - Delayed	Activity is currently focused 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. Models are being 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
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**Project A – Development Investment Fund**

Project Name	Value	Project summary	Project Delivery Status		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	Construction work is almost complete with an anticipated completion for the majority of the site of October 2024. Work on Unit C Manufacturing Hub started in January, and is well advanced. Handover of Unit C is due in October 2024. The project will deliver a variety of unit sizes, housed in 5 buildings, around 80 - 100 jobs are expected to be created. Part of the original mill building was retained to the corner of the site, which may house a cafe or for retail 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 contract with the principal contractor has been signed and sealed. The site investigation works took place in February the outcome of which is due early July. Architects commissioned and are liaising with planning. Indicative scheme layout and costs to be developed for proposal. Biodiversity surveys are being undertaken. Design review meeting planned late Sept, if positive pre – app to be made to planning in October. Scheme m2 reduced to 3000m2 of industrial space over 3 - 5 units due to BNG requirements, therefore a reduction to m2 land remediation output and potentially a cost saving made.	2	2	2
B1.3 - Victoria Hotel	<£1m	Redevelopment of the Victoria Hotel into apartments alongside retail units.	Ongoing - Delayed	The project sponsor is considering delivery options; either to undertake a phased approach to renovation, or complete renovation of the property. The phased approach would deliver the ground floor renovation, with the upper floors to follow.	3	3	3

**Project B – Town Centre & Infrastructure Improvements [£2m]**

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	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.	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 determine priorities and options for the Public Realm Improvements. The public realm works are likely to 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. However, an options appraisal to explore potential Public Realm Improvements will run in parallel with the study. Delivery of the public realm works is planned for 2024.	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	<p>Project Summary Towns Fund £260k Improvements to footpaths and cycle lanes at Ingrow Lane, Bradford Road, Thwaites Brow Road, Long Lee and Swine Lane.</p> <p>Activity Update &amp; Timescales 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) has been awarded to a contractor who has yet to confirm their acceptance. Structures Team are investigating some issues with the bridge. Street Lighting Team are investigating issues with lighting column mounts. Thwaites Brow Road (repairs and replacement of stone sett surface) started on site in w/c 22 January 2024 and due to complete in March 2024. Specialist contractor procured for the stone setts (310m2 of replacement setts needed). The scope of works needed has grown following site investigations showin deterioration of the setts. Swine Lane (carriageway widening/improvement) will be designed in conjunction with Traffic and Road Safety Team. There will be some new carriageway construction and possible utility diversions. Delivery is projected to take place in early 2024. Long Lee and the rights of way from Hillside is being developed with the Countryside and Right of Way Team. This project is also being informed by feedback from local Ward Councillors and their constituents, to ensure best use of resources.</p>	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 Delivery of seven sites of real time bus information is complete in Keighley. The installations were funded via Towns Fund and delivered via West Yorkshire Combined Authority, who manage the bus stops infrastructure.	1	1	1
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**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	Resurfacing now complete on Walk Mill path and planting on Aireworth Grove. Further footpath, river work and signage to be completed.	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. Further WC work underway in Haworth - Central Park WCs.	1	1	1
>CG4 - Keighley Cougars (Keighley Cougars)	£2.25m	Redevelopment of the main stand at Keighley Cougars.	Ongoing - Delayed	Planning approval granted for two iterations of a design based upon a demolition and rebuild of the main stand in September 2023 and February 2024. Both designs were over budget therefore a redesign based upon the redevelopment of the main stand and providing enhanced community facilities is being prepared and costed to bring the project in within budget.	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. Request for circa £3k of remaining budget to be spent on decorating costs is approved through 3 quotes are being sought prior to commissioning the additional work.	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. Next stage is to agree and sign Grant Funding Agreement. Some window replacement has also taken place	3	3	3
>CG11 - Keighley & Worth Valley Railway (KWVR)	£400k	Projects to improve facilities for KWV Railway.	Ongoing - On track	Work continuing on designs and costs for Haworth elements in order the contract can be let. Keighley Water Tower work almost complete. £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.	1	1	1

**Table 1:** 1<sup>st</sup> October 2023 – 31<sup>st</sup> March 2024 Submission – Keighley Towns Fund

	RDEL/CDEL	20/21(£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	
<b>A - Development Investment Fund</b>	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	<b>£13,535,000</b>
<b>B - Town Centre and Infrastructure Improvements</b>	RDEL							
	CDEL			144,616	612,740	1,032,644	600,000	
	Total	0	0	144,616	612,740	1,032,644	600,000	<b>£2,390,000</b>
<b>C - Keighley Skills Hub</b>	RDEL							
	CDEL			31,721		443,930	430,349	
	Total	0	0	31,721	0	443,930	430,349	<b>£906,000</b>
<b>D - The Manufacturing, Engineering Future Technologies Hub</b>	RDEL							
	CDEL			37,026		2,962,974		
	Total	0	0	37,026	0	2,962,974	0	<b>£3,000,000</b>
<b>E - Capital Assistance to Business Growth</b>	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	<b>£2,000,000</b>
<b>F - Community Grant Scheme</b>	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	<b>£4,900,000</b>
<b>G - Keighley Creative Community Arts Hub</b>	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	<b>£2,600,000</b>
<b>H - WEP (Women Employment Project)</b>	RDEL							
	CDEL			38,558		79,900	45,542	
	Total	0	0	38,558	0	79,900	45,542	<b>£164,000</b>
<b>I - Keighley Art and Film Festival (KAFF)</b>	RDEL							
	CDEL		31,747		82,000	97,253	29,000	
	Total	0	31,747	0	82,000	97,253	29,000	<b>£240,000</b>
<b>J - Keighley Community Health and Wellbeing Centre</b>	RDEL							
	CDEL				0	1,370,333	2,029,668	
	Total	0	0	0	0	1,370,333	2,029,668	<b>£3,400,000</b>
<b>Programme Management</b>	RDEL				231,095	109,452	109,452	
	CDEL							
	Total	0	0	0	231,095	109,452	109,452	<b>£450,000</b>
	<b>RDEL total</b>		<b>0</b>	<b>0</b>	<b>356,074</b>	<b>256,361</b>	<b>287,566</b>	
	<b>CDEL total</b>		<b>142,512</b>	<b>959,092</b>	<b>5,085,090</b>	<b>12,106,349</b>	<b>14,391,957</b>	
	<b>Total</b>		<b>142,512</b>	<b>959,092</b>	<b>5,441,164</b>	<b>12,362,710</b>	<b>14,679,523</b>	



### 7.3 Risks

#### Project A: Development Investment Fund

##### Victoria Hotel

7.31 Verbal update during the board meeting.

#### Project C: Skills Hub

7.32 Project delayed due to co-location of Hub at Project J. Decision to relocate taken in March 24. Options appraisal undertaken since to identify a suitable town centre location.

7.33 Outcome of RIBA 3 and structural integrity work for Project G will determine whether a co-location at the Creative Hub is possible.

#### Project D: Manufacturing, Engineering and Future Technologies Hub

7.34 Project start delayed due to protracted negotiations on the building specification; education use necessitates spec in line with DfE standards. Construction commenced January 24 and is due to complete October 24, for handover to Luminate/Keighley College for fit out. College courses commence January 2025. Agreement for Lease and the Grant Funding Agreement signed September 24.

#### Project E: Capital Assistance to Business Growth

##### Position up to July 2024

	EOI Rec'd	Rejected	Application Numbers	Total Cost	Private Sector Match	Grant Amount	FTE Jobs TBC	Grants Paid	Average grant
Keighley	75	15	25	£7,478,295.10	£6,483,172.96	£995,122.14	98	£420,205.28	£39,804.89
Shipley	54	10	18	£4,623,690.59	£3,962,541.92	£661,148.67	72	£167,203.08	£36,730.48

7.35 Average grant award for Keighley is **£39,804.89** whilst Shipley is **£36,730.48**. Grant applications for both towns total **£1,656,270.81**, with a private sector match of **£10,445,714.88** with **170** new FTE jobs to be created as a result of the funding, across both towns (**98** for Keighley and **72** for Shipley).

7.36 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 analysing the performance against forecasts.

**7.37** Decision Panel meetings to consider submitted applications are held monthly to ensure that applicants receive a decision and outcome within 30 days of applying.

**7.38** The majority of applications / approvals have been for manufacturing and engineering businesses (26). There have also been 7 approvals for B2B businesses, 4 for the service sector, 3 retail and 3 in the hospitality sector.

**7.39** 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.

### **Project F: Community Grants**

#### **7.40 Keighley Cougars**

**7.41** Financial Due Diligence has not yet been concluded and is with a Finance Colleague. A short form Grant Funding Agreement is being considered by Legal Services currently, before being presented to Finance.

**7.42** A third planning application has been submitted (w/c 2<sup>nd</sup> Sept) for the revised design which will redevelop the main stand whilst providing new community facilities to the rear. This has been costed at within the Towns Fund allocation budget.

#### **7.43 Haworth Village Hall**

**7.44** Project moving forward. An application has been made for the release of additional funds to commission consultancy support to undertake a competitive tender has been approved via a short form GFA. Awaiting s151 sign off.

### **Project H: KAWACC/Women Employment**

**7.45** Planning approval, drawings and tender all complete, however there is a project funding shortfall of around £150k. KAWACC seeking additional funding to deliver project as planned.

**7.45** Delays to applying for the Community Ownership Fund to help with renovation costs of the existing building has resulted in no full application being submitted before the fund was paused due to the General Election.

**7.46** KAWACC board has indicated a desire to buy the building rather than acquiring via a CAT. CBMDC Estates Team instructing independent valuation as part of the disposal process.

### **Project J: Health and Wellbeing Centre**

**7.47** The project has encountered significant delays due to the late approval of the business case (June 23). Subsequently, survey and design work has been undertaken though now paused whilst routes to match funding are explored.

## 8. PR & Communications – Item 6

### 8.1 PR

**8.11** 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.

**8.12** 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.

**8.13** 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

**8.14** 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.

## 9. Any Other Business

**9.1** Staffing Update

**9.2** Bradford CAZ – Proposal to extend e-bikes to Keighley

**9.3** Future meeting dates – do Friday’s suit board members?

**10. Date and time of the next meeting:**

10.1. 6<sup>th</sup> December 2024 at 10am.



