

Keighley Towns Fund Board Meeting Minutes (DRAFT)

Location: Keighley College (MS Teams available)

Date / Time: Friday 9th June 2023 10.00am – 12.00pm

Attendees – In person:

Ian Hayfield (Chair); Angela Hays; Michelle Rushworth, Steve Seymour; Cllr Alex Ross-Shaw; Anne-Marie Woolham; Alan Lunt; Peter Corkindale, Phil Walker, David Warren, Robbie Moore MP, Mark Elders, Robert Madden, Clare Fitzgerald. Rav Panesar

Attendees – MS Teams: Lorraine Coates, Alex Green, Soo Nevison.

Apologies: Angela Blake, Liz Barker, Naz Kazmi.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1-4	<p>Housekeeping – Apologies, Minutes, Actions, Correspondence</p> <p>Declarations of Interest</p> <p>Minutes of the previous meetings were accepted as a true record. (proposed ME / seconded PC)</p> <p>Declarations of Interest – received from DW, IH and PC (unchanged from previous DOI) Any others to be sent direct to MR</p> <p>Correspondence –</p> <p>RMor - Enquiry about ownership and improvement of phone box outside Cavendish Hotel. PC confirmed ownership by KTC and permission given to improve / possible part of arts trail/ City of Culture offer</p> <p>IH - Letters sent to Minister re pending decision on HWBC, positive response received.</p> <p>IH – Emails re return of monies from Keighley Creative. AH confirmation from Treasurer that monies would be paid. Invoice raised 8/6/23</p>			
5	<p>Updates</p> <p>Keighley Health and Wellbeing Centre – AH government go-ahead now received, £800k to move to OBC stage. Hoardings planned and then PR.</p>			

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	<p>DW / RM / AH discussion on timing and content (post consultation) of hoardings.</p> <p>SS Image used for publication poor, use of better architect's images in future.</p> <p>RM – Pre planning Application in June, Full Application Dec/Jan 24 with approval around May 24</p> <p>IH – now decision made, comms and engagement need to be better so the town knows what and when will happen, R Mor agreed, no issue with KHWC, great news, just location.</p> <p>RM – will provide engagement plan, to re-assure board.</p> <p>SS – will provide empty unit in the ASC to show case this and other TF projects, RMor suggested Civic Centre too.</p> <p>Keighley Creative – AL Sunwin House valuation and condition survey done. Now awaiting a detailed report with clearer financial information, due by 28 June. Working group to review and then report back to the Board.</p> <p>DW reassured by ESA involvement but still some concerns, needs to see more detail.</p> <p>IH concerns over CBMDC/ESA/ Keighley Creative over handling the project. Is the building still available and concerned over costs.</p> <p>AL Phased development and mothballing of certain areas may be an option. Decision needed once report is reviewed</p> <p>Discussions over slowness of project, possibility of building being sold in the meantime.</p> <p>RMor – risk that the project will not be delivered</p> <p>LC - TF projects must have monies spent by March 26 (backstop date) so time path is critical, project needs to move quickly once decision is made.</p> <p>Haworth Village Hall – Trustees meet in 2 weeks, drawings in planning and the extension still remains an ambition.</p> <p>AH has suggested refurbishment of the hall with TF money then extension done at a later date. CAT almost finalised. Details of how</p>	<p>Decision made not to use conceptual image produced for DLUHC</p>	<p>RM (to advise Board when available)</p>	

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	<p>TF funds will be spent needed, suggested using additional £10k to fund project manager.</p> <p>IH expressed concerns over poor communication and speed of information supplied.</p>			
6	<p>Highlight Report</p> <p>Programme Management AH March report sent to Government, RAG status on all green with the exception of Keighley Creative (all red) and KHWC which will now change. Community grants all ok except Haworth Village Hall.</p> <p>Finance Update AH Monthly monitoring reports for each project report spend profile, important process as government pay out on this basis.</p> <p>RMor - Does this include the Accelerated Fund?</p> <p>AR-S No, this fund wasn't given to the TF board, CBMDC administer this.</p>			
7	<p>Spotlight on</p> <p>Keighley Cougars - AG updated with planning well underway and public consultation finalised by 15/6/23. Planning approval around 21 7/23 and anticipating any planning issues resolved by year end.</p> <p>Demolition starts Jan 24, 3 months long potentially. Works to be tendered with a realistic 12 month contract, to take into account the rugby season. Work planned to be completed before the start of the 25/26 season.</p> <p>Additional funding being sought for classroom fit out</p> <p>PC will Cougar Park continue to be used?</p> <p>AG yes with additional time planned in the schedule to allow for this.</p> <p>IH Such an important project, progress reports every other board meeting, quarterly PR (next planned for planning confirmation) Any assistance to keep planning decision on track should be referred back to the board.</p> <p>Project Round up</p>		AL will supply list.	

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	<p>Woodville Activity Centre MR project has invited board members to the volunteers sessions, dates to be confirmed and communicated once known.</p> <p>KWVR Water tower image shown, David Pearson grateful for TF support and is hoping for completion of this section of the project by the end of the year.</p> <p>Haworth Toilets Images shown of the completed project, the first of the Keighley Towns Fund.</p> <p>The Good Shepherd Centre AMW Images shown, project now all green (was amber), match funding will be needed for completion. TF team trying help. DW how much gap funding required.</p> <p>KHL should be completed by the end of Summer</p> <p>Sangat Centre Work underway and GFA done</p> <p>Old School Room Work underway and GFA done</p> <p>Low St Phase 2 Work started this week, finishing on site in October. IH good comms and visuals needed, SS already displayed in a unit within ASC. SS some materials have changed from original plan</p> <p>Development Framework</p> <p>MR - Keighley, Ilkley Bingley and Shipley being consulted, Keighley will receive more attention. CBRE working with CBMDC to create a high level vision for the district to secure future funding. IH met with CBRE and a draft for Keighley will be produced, with TF Board invited to comment.</p> <p>IH not good engagement, CBRE not seen a broad enough range of people, were unaware of big development sites in the town.</p> <p>RMor What is the link with the Local Plan? AL Considered with Local Plan, eg vacant sites used after HWC completed.</p> <p>AL - engagement process will now follow. IH requested list of those spoken to by CBRE, AL will supply list.</p>			
8	PR and Comms			

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	<p>MR Towns fund team working closely with CBMDC marketing team, Produced the PR forward plan to reflect key dates and PR needed for each individual project. Board will see each board meeting.</p> <p>Websites – old ‘Our Town’ sites will be closed, replaced by an enhanced presence on BMDC website together with the same information contained on the new Keighley and Shipley Town Council sites</p> <p>RMor concern over not being informed of pending press releases prior to publication</p> <p>IH need for up to date information on website and start date</p> <p>RP Meeting on Monday to finalise CBDMC website content.</p>	<p>RM to be made aware of any PR going out.</p>		
9	<p>AOB</p> <p>None reported</p>			

Date of the next meeting: 25th July 10am – 12pm