

Keighley Towns Fund Board Meeting Minutes (DRAFT)

Location: Keighley College (MS Teams available)

Date / Time: Friday 2nd February 2024, 10.00am – 12.00pm

Attendees – In person:

Liz Barker (Interim Chair), Angela Blake, Dave Partridge, Cllr Alex Ross-Shaw, Georgina Webster, Kevin O’Hare, Michelle Rushworth, Rav Panesar, Rhian Davitt-Jones, Sarah Carling, Steve Seymour.

Attendees – MS Teams: David Warren, Naz Kazmi, Ryan Kaye, Will Ridley-Ellis.

Apologies: Cllr Peter Corkindale, Lorraine Coates, Mark Elders, Phil Walker, Robbie Moore MP, Soo Nevison.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Welcome and Apologies</p> <p>The board thanked IH for his time as a Chair of the Keighley Towns Fund Board alongside ME. IH and ME stepped down from the Board in December.</p>			
2	<p>Long-Term Plan for Towns</p> <p>MR provided an update regarding the Long-Term Plan for Towns alongside the Development Framework for Keighley. This included deadlines for repurposing the board by April 2024 and a draft plan in place by August 2024.</p> <p>Development Frameworks</p> <p>RDJ provided an update on the draft development framework, including the progress to date. The Board agreed that visualisations would form an important part of conveying the message to the local community.</p>			
3	<p>Terms of Reference</p> <p>An amendment to the existing Terms of Reference was discussed by the board, including:</p> <ul style="list-style-type: none"> • Term of membership with a proposal for membership initially for one year. • Minimum attendance of around 25% though this was felt too low. Minimum of 50% of meetings was the general consensus of opinion. <p>The board requires a vice-chair and nominations are actively being sought as part of the gap analysis and repurposing of the board.</p>	<p>To circulate the revised Terms of Reference to board members for comment</p>	MR	TBC

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	NK left the meeting			
4	<p>Programme Management</p> <p>MR provided an update on programme management, including the initial successful feedback of the DLUHC deep dive review – a full report will be issued in March. This was measuring the Levelling Up Funds (LUF) alongside a review of the Towns Fund programmes by DLUHC. Key areas for the review were focused on governance, counter-fraud, subsidy control and procurement.</p> <p>The team are continuing to utilise Short-Form Grant Funding Agreements (GFA's) to progress Towns Fund projects. This is to ensure projects can progress and funding released. This is underpinned by contract monitoring of spend against the agreed expenditure, alongside procurement as part of the governance arrangements.</p>			
5	<p>Highlight Report</p> <p>Detailed project updates are in the board papers, with a summary of key projects of interest as follows:</p> <p>Project A – Development Investment Fund</p> <p>DP provided an update on the Development Investment Fund, including positive progress to date with Providence Park which was still on schedule despite a four week delay; Beechcliffe site now has a contractor in place (Balfour Beatty) to start the works including site surveys; Victoria Hotel project was also positive as a new project leads had submitted an application for the funding.</p> <p>Project B – Town Centre & Infrastructure Improvements</p> <p>Low Street Phase 2 has been completed and confirmed by SS. The Connectivity Study consultant team has been appointed and will inform the public realm improvements. Real Time Bus Information work has also been completed.</p> <p>Project C – Keighley Skills Hub</p> <p>Verbal update provided by MR, DW and KoH at the board meeting.</p> <p>Project E – Capital Assistance to Business Growth</p> <p>RP provided an update, including the large value applications that have been approved for Keighley, which is ahead of profile. 66 jobs</p>	To keep the board updated with progress	DW /KoH	Next Board meeting

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>are to be created as a result of the funding, with a total of 19 already confirmed and verified, of which 4 are apprenticeships.</p> <p>Project G – Creative Arts Hub</p> <p>MR advised that the PAR had been signed off and submitted to the national Towns Fund team. The PAR is expected to be at the initial triage stage where it is reviewed for completeness prior to appraisal by DLUHC. The project sponsors have also submitted a bid for the Community Ownership Fund.</p> <p>Project F – Community Grant Scheme</p> <p>MR provided a programme summary with a focus on Keighley Cougars and Haworth Village Hall. Keighley Cougars cost plan is due in February. Due to the relegation of the Cougars, a revised planning application was submitted and validated in December 2023. Revised application determination due March 2024. Haworth Village Hall are at successful EOI stage of the Community Ownership Fund round and progressing to submit a full application in the next round, expected Spring 2024. They have also employed a bid writer to ensure the full project can be delivered.</p> <p>Project H – Women Employment Programme</p> <p>The Expression of Interest for the Community Ownership Fund was successful so moving to the application stage, which again should be submitted by Spring 2024. The Community Asset Transfer is also in progress, at stage 2.</p> <p>Project J – Community Health & Wellbeing Centre</p> <p>MR provided a summary of the highlight report including an overview of progress to date. This includes governance, design, commercial, comms and engagement and key next steps.</p>	To keep the board updated with progress	MR	Next Board meeting
6	<p>PR & Communications</p> <p>MR provided an update including the work taking place to ensure press releases are issued. Leaflets are also in the process of being printed and will be distributed to project leads.</p>			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
7	<p>AOB</p> <p>The board wished to thank Ian Hayfield for his support and guidance of the TF Board over the last almost 4 years.</p>			

Date of the next meeting: 15th March 2024 – Keighley Healthy Living, Scott Street, Keighley.

DRAFT