

Keighley Town Deal Board Meeting Notes

10th November 2021, 5pm-7pm (MS Teams and Keighley College)

Attendees:

In person: Ian Hayfield, Cllr Alex Ross Shaw, Cllr Peter Corkindale, Georgina Webster, Lorraine Wright, Angela Blake, Richard Bayley (Atkins)

Via MS Teams: Robbie Moore MP, Steve Seymour, Elizabeth Barker, Alena Horvathova, Judith Furlonger, Fayyaz Qadir (Atkins), Lorraine Coates, Chris Joyce, Adrienne Reid, Jane Healey Brown (Arup)

Apologies: Mark Elders, Mark Wilkinson, Naz Kazmi, Jason Longhurst, Paul Moore, Soo Nevison, Robert Maden, Sharon Woods

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</p> <p>Angela said that the council has received a communication from the College to advise that Steve Kelly has stepped down as Principal of Keighley College to pursue other opportunities with Further Education and the wider education sector. The College will nominate an appropriate member of staff to take over his duties via a selection event in November.</p> <p>The Board thanked Steve for all his help and contribution.</p> <p>Minutes of the last meeting were agreed and accepted as a true record.</p> <p>Update on actions from the last meeting:</p> <p>Keighley Worth Valley Railway (KWVR) visit – Board members welcomed the opportunity to visit. The afternoon of 15th of December was agreed as convenient date and time.</p> <p>Action: Lorraine will send a calendar invite to secure the slot. Board / invitees to confirm their interest so we can make arrangements with KWVR.</p> <p>Community Grant Scheme – Lorraine, Liz and Steve (Seymour) met with the 12 organisations yesterday. They have agreed to meet again week commencing 6th December – date and time to be agreed. The session brought the organisations up to speed with the process / how projects were selected to be part of the TIP, what the next steps and key milestones are. There was frustration about the length of time and frequency of updates – some organisations raised</p>		LW / All	

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	<p>that their needs have evolved since the project pro-forma was returned. Agreed that organisations will be asked to reaffirm their needs in advance of the next session. The Board was keen to avoid any significant changes in scope / value that might increase the pressure on this limited funding pot. Organisations were pleased to hear that the Board had decided not to invite any more projects as part of the fund at this stage.</p> <p>Board is keen to find out more about other projects. Board Members asked to volunteer to find out more about a particular projects – Action - Board to send preferences to Lorraine / TownsFundKeighley@bradford.gov.uk</p> <p>Meeting regarding revolving / development investment fund took place earlier today. The slides were circulated to all those invited. Chair thanked Atkins for arranging the session.</p> <p>CMBDC to confirm spend deadline – this has been confirmed in the meeting by Jane Healey Brown – the deadline is March 2026.</p> <p>Other actions are covered later on the Agenda.</p>		Board	
2	<p>Governance</p> <ul style="list-style-type: none"> Declarations of Interest – Reminder <p>Board members were reminded to return their Declarations of Interest as this is one of the requirements set out in the Terms of Reference.</p> <p>Action: Board members to return Declarations of Interest</p>		Board members	
3	<p>Key Updates – since the last meeting:</p> <ul style="list-style-type: none"> Funding <p>Confirmation was received from DLHUC (previously MHCLG) that grant offer letters will be issued imminently, 5% upfront capital funds will be received by the end of the month £1.67m and 2025/26 is the deadline for Towns Fund spend.</p> <p>Lorraine explained that 5% funding prepayment should be used in a way that provides value for money. It will enable the first stages of activity in project development. Section 151 officer will agree eligible costs.</p> <p>If project does not prove viable, DLUHC will not seek to claw back the 5% early draw down.</p>			

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	<p>personnel and getting up to speed with the projects / the necessary due diligence on their part as well as design. Richard is meeting with someone from college tomorrow and will provide update in the next meeting (Action)</p> <p>Emerging themes</p> <ul style="list-style-type: none"> • Land acquisition • Planning Permission – The Chair was keen to ensure projects that needed planning permission were engaged with effectively and quickly by the Local Planning Authority. Any issues or concerns to be sent to Angela to liaise with Planning. (Action) • Monitoring and Evaluation requirements / costs will have to be met from the capital investment and factored in by sponsors • Stakeholder Engagement support –Important for Board members to be in touch with the projects, to learn and to collaborate Board volunteers to let Lorraine know if they are interested to be a part of a subgroup to support this activity. (Action) • Payment of funds – Lorraine has been liaising with finance and legal colleagues regarding how sponsors can access the 5% capital for any project development costs that fall outside the Atkins consultancy support. Project sponsors have been asked to provide a breakdown of any such costs, for agreement. Evidence of invoice and spend will also be required. • Project Management support – project management costs can be classed as capital costs for project development. Acknowledgement that recruitment / skilled resource is challenge in this field currently. • VAT – some project sponsors have raised some queries about the applicable VAT rules for their projects. Advice will be sought from CBMDC finance team (Action) 		<p>Richard</p> <p>Angela</p> <p>Board Members</p> <p>CBMDC</p>	
4	<p>Comms and Engagement</p> <p>There have been some positive developments since we last met and we now have a consultancy in place to support us on community engagement. Update given as follows:</p> <ul style="list-style-type: none"> • Two responses were received: <ul style="list-style-type: none"> ○ Terence O'Rourke (TOR) – using Social based in Leeds www.torltd.co.uk + https://www.social.co.uk ○ Lev Pedro –Emma Baylin, engagement specialist based in Hebden Bridge - http://www.levpedroassociates.com 			

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	<ul style="list-style-type: none"> • Assessment of responses undertaken by Lorraine Wright, Soo Nevison and Naz Kazmi – TOR and Social selected • Experience of Towns Fund and urban regeneration • Acknowledges diverse community / hard to reach groups – suggest Community Liaison Group – sounding board / local facilitators including faith leaders etc to help with this • Youth engagement came through strongly • Use of website will help with comms and social media content – in addition to cost of the work <p>The Board felt a website was a great idea to showcase activity.</p>			
5	<p>Resources</p> <p>Staffing / Recruitment:</p> <p>Lorraine gave an update on recruitment. She said that Programme Manager post will be re-advertised and we are also looking at support from Agency staff in the interim period. Angela explained that the department is taking a new approach in response to the recruitment challenges – setting out the wider opportunities and longer term regeneration plans as well as reviewing the grading and evaluation process. Update will be provided at the next Board meeting in December. (Action)</p>		CBMDC	
6	<p>Next Steps – Activity planned</p> <ul style="list-style-type: none"> • Diarised sessions with sponsors • Executive Board Report – Lorraine is preparing the report and will share the link with the Board when it is published. • Next Steps: <ul style="list-style-type: none"> ○ Complete Economic Cases by end of November ○ Complete Financial Commercial and Management Cases by 10th December ○ Complete Summary Reports by 16th December 			
7	<p>AOB</p> <p>Jane Healey Brown from Arup said that this is the last meeting that delivery partner is supporting. She thanked us for all the support and wished us all the best for future. The Board thanked Jane and the wider delivery partner for their support to date.</p> <p>MP Robbie Moore asked if we could possibly consider moving the Board meetings back to Thursdays as Wednesdays are quite difficult for him to attend. Other Board members also supported this change.</p>			

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	<p>Lorraine said that collage could not give us access to meeting room on Thursdays.</p> <p>Decision was made to continue with the December's meeting as scheduled and explore the options in a new year. (Action)</p>		CBMDC	

Date of the next meeting: 15th December 2021, 5pm-7pm

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