

# Keighley Towns Fund Board Meeting Minutes

Location: Keighley College (MS Teams available)

Date / Time: Friday 17<sup>th</sup> March 2023 10.00am – 12.00pm

**Attendees – In person:**

Ian Hayfield (Chair); Liz Barker; Angela Hays; Georgina Webster; Robbie Moore MP; Naz Kazmi; Steve Seymour; Cllr Alex Ross-Shaw; David Warren; Kevin O'Hare; Anne-Marie Woolham; Alan Lunt, Rav Panesar, Michelle Rushworth.

**Attendees – MS Teams:**; Lorraine Coates; Ryan Kane; Mark Elders; Lisa Lloyd; Nick Milsom

**Apologies:** Judith Furlonger; Mike Atherton; Phil Walker; Dave Partridge; Soo Nevison; Angela Blake; Peter Corkindale.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p><b>Housekeeping – Apologies, Minutes, Actions, Declarations of Interest</b></p> <p>Minutes of the previous meetings were accepted as a true record. Not everyone received them so will be resent.</p> <p>Declarations of Interest – NK declared interest as did IH.</p>		AH to send out previous minutes	17/03
2	<p><b>Matters Arising</b></p> <p>AH discussed the key achievements, including Grant Funding Agreements (GFA's), New staff in post (Michelle / Rav), Community Grants and Terms of Reference. AH also explained key priorities for the next period, including Monitoring Report for period up to 31<sup>st</sup> March 2023.</p> <p>IH – Monitoring Report should be completed by 31<sup>st</sup> March. LC was happy for additional items to be captured in the report and can be done and amended to reflect the period between September 2022– March 2023 for when it was last submitted.</p> <p>AH – Cost price inflation issues to be addressed as part of the general updates for projects.</p>			

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3	<p><b>General Update</b></p> <p><b>Terms of Reference</b> AMW - Terms of Reference have been seen by Board Members as they were sent for comments. LC raised Terms of Reference regarding and feedback or comments. NK mentioned the lack of diversity and potential barriers to getting more diversity on the board.</p> <p>SS suggested names and recommendations by board members to become part of the Towns Fund board, then approach if approved, with examples like Timothy Taylor. GW - The board are focused on delivery of existing approved projects and questioned what value newer members would provide at this stage of the programme.</p> <p>KOH / DW – Highlighted the importance of investment in arts in Keighley and pathways available for students into those sectors. Potentially including entrepreneurs and getting their involvement in the Board. RM – Agreed that the focus of the board needs to be around the skill sets for delivery, but covers the cross sector of businesses.</p> <p><b>Local Development Framework</b> IH mentioned the local development framework for the Town with two companies (CBRE and Thinking Place) commissioned to develop an investment framework for Keighley. IH questioned how much involvement these companies had in engaging with local communities. AL – provided feedback regarding this and the need to utilise these companies to provide a national picture, as issues were similar across other towns and cities, but still incorporate some elements of local engagement.</p>	<p>Suggest Board members</p> <p>AL to provide regular updates</p>	<p>Board Members</p> <p>AL</p>	
4	<p><b>Project Updates:</b></p> <p><b>Aire Rivers Trust</b> NM presented an update on the Towns Fund project of river habitat improvements, including providing a map of three options for areas that could be supported by the Towns Fund. One option was outside the TF boundary but represented the best location for use of funds against projected outcomes. AMW raised a question if the board would be happy for the project to go ahead on areas that were slightly outside the border. The Board approved this request. NM left meeting.</p> <p>AH provided an update and summary of each project using the A4 highlight report:</p>	<p>Board approved</p>		

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	<p><b>Development Investment Fund</b> AH informed the board that the Grant Funding Agreement for the Development Investment Fund has been approved and the project can now go ahead.</p> <p><b>Town Centre &amp; Infrastructure Improvements</b> AH discussed the walk around that took place in February, including work on connectivity aspect of the project. A connectivity study will be needed to assist the development of this project.</p> <p><b>Keighley Skills Hub</b> KOH wanted to connect this with the Community Health Centre and still in the process of looking for suitable locations. IH highlighted the need to have control over projects, to ensure they can be delivered. AH indicated that the spend was for 2023-2024 so needs to be addressed.</p> <p><b>Manufacturing, Engineering Future Technologies Hub</b> AH – Is dependent on the Development Infrastructure Fund and will be on track once that has been agreed.</p> <p><b>Capital Assistance to Business Growth</b> RP discussed the grants approved and the number of applications with larger investments. RP to send to IH the press release regarding this fund. ARS indicated the importance of having the chair included in any communications that go out regarding this.</p> <p><b>Keighley Community Grant Scheme</b> AMW – Provided update of projects including the Haworth Toilets which are underway and within budget and nearly finished. Keighley Cougars submitted a planning application and waiting for validation. RM would like more information about this project and questioned delivery and timescales, which have to be delivered around matches during the season. IH – Would like a full update and presentation of current position regarding Keighley Cougars due to the value and importance of the project. Sangat Centre has investment and likely to be finished by the end of the year (2023); Woodville Activity Centre will be doing some community activity days in the summer, board members invited; Old School Room Roof have drawn down funds and will be finished by the end of 2023; Haworth Village Hall have submitted a planning application for redevelopment.</p>	<p></p> <p></p> <p></p> <p></p> <p>PR to send to board members</p> <p>Update on Keighley Cougars required</p>	<p></p> <p></p> <p></p> <p></p> <p>RP / AH</p> <p>AH / AMW</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

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	<p><b>Women Employment Project</b> AH – planning permission approved. NK - now moving to the next stage and will present an update, including the plans at the next Board meeting. NK getting costings together and can get started with the project, however, other sources of finance maybe required to fully complete the project.</p> <p><b>Keighley Arts &amp; Film Festival (KAFF)</b> AH provided an update regarding events. GW discussed the work involved with many events being planned. The South Asian Music Event was one of the highlights of the October 2022 event, with people travelling from all over the country. GW – importance of ongoing projects to continue momentum in bringing people into the Town and also an example of different agencies working collaboratively together, including the Aire Rivers Trust when commissioning some creative aspects of the project. AH – project has already achieved its outputs in terms of visitor numbers.</p> <p><b>Health &amp; Wellbeing Centre</b> AL – Met with RM and a report is being compiled with LC to be put before the minister and whether it should take place on that particular site. LC – Fed into an update with the national Town Deal Team and with senior officials and waiting for clearance, including flagging the timing issue and having a way forward. RM – Raised frustrations with this project and indicated that there wasn't a full site analysis of other sites that should have been explored within the timeframes. IH clarified with RM that the report has gone to DLUHC, includes RM's objections to full site analyses, however, indicated that the preferred site is likely to be approved given the timescales. RM supports a health and wellbeing hub in Keighley but not that specific location. GW – clarified that the Towns Fund board did agree for that project to go ahead apart from objections raised by RM. LC agreed that the report includes the Boards approval for that location. LC – Called in by the minister due to the lack of consensus on the site. SS – Indicated his concerns with the poll for the Health &amp; Wellbeing Centre included the low number of responses, believed to be 9% of the electorate.</p>	<p>NK to share plans at the next meeting.</p> <p>Progress update to be provided</p>	<p>NK</p> <p>LC</p>	
3	<p><b>Communication Update</b></p> <p><b>Communication &amp; PR</b> LB – Addressed communication regarding Towns Fund and clarity around how board members speak to publications. RM – Discussed press releases about Towns Fund board updates that shows a unified approach on what the town is doing. IH discussed the need to get local press to write articles on Towns Fund following on from board</p>	<p>Provide update to board on PR activities</p>	<p>RP / AH</p>	

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	<p>meetings. ARS indicated that it has been raised with Angela Blake to get this approved. AL agreed that there needs to be more visibility to get the message out. RM indicated that board members should be informed when press releases are sent out.</p> <p><b>Communications &amp; Engagement Tender</b> RP provided an update regarding the tender and the need to engage with a PR &amp; Marketing Provider to deliver the marketing activity requested by the board. Suitable suppliers were not identified in the original tender and a quick quote will take place in partnership with the procurement team at the council.</p>			
4	<p><b>Keighley Creative Community Arts Hub / East Street Arts</b> JW provided a presentation about the project, including a background to their skill sets and experience of delivering the Creative Hub. JW – Opportunity to have a central creative hub that is accessible and delivers a multi-level experience to communities. Current costings are not viable as indicated by JW and still in phase 1 to secure funding for this to go ahead. In discussions with various organisations including Bauman Lyons Architects, Dobson Construction and Keighley Creative to move things forward. Three months required to get to RIBA Stage 2 and four months to begin phase 2.</p> <p>IH – Thanked JW for the presentation and has had meetings with JW to ensure the project is sustainable from the start. IH – wants this to be delivered in an informed manner, including acquiring an up to date value of the property and the current condition of the building.</p> <p>DW – Agreed that the contractors are ideal for this project, but questioned the timescales. JW feedback that the timescales are based on the need for financial aspects to be in place and secured, including partnerships with other projects to ensure it is achievable.</p> <p>KOH – Questioned the need of how the space will be utilised, given the size of the property. JW – Unsure of how the space could be used but conversations are ongoing with the contractors, including collaborations with other partners to ensure what can be done within the budget, and what can be phased over time.</p> <p>LB – Critical to understand the outputs and confident that they can be achieved, ensuring there isn't a requirement to go back to DLUHC. JW – Stressed the importance of collaboration as part of the project. IH – suggested more detail about what has been missing over the last few months, potentially in an extra-ordinary meeting if required. IH highlighted that although it is a great project, it requires an informed decision and further details required to approve if everything in place.</p>	Valuation & Condition Survey required	JW	
5	AOB			

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	No further AOB			

**Next meeting: Friday 28<sup>th</sup> April 2023, Keighley College (TBC)**