

Keighley Towns Fund Board Meeting Minutes (DRAFT)

Location: Keighley College (MS Teams available)

Date / Time: Tuesday 25 July 2023 10.00am – 12.00pm

Attendees – In person:

Ian Hayfield (Chair); Angela Hays; Michelle Rushworth, Steve Seymour; Alan Lunt; Phil Walker, David Warren, Robbie Moore MP(RMo), Kevin O’Hare, Rav Panesar, Naz Kazmi, Liz Barker, Georgina Webster

Attendees – MS Teams: Cllr Alex Ross-Shaw, Anne-Marie Woolham

Apologies: Angela Blake, Lorraine Coates, Peter Corkindale, Robert Maden(RMa), Mark Elders

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1-4	<p>Housekeeping – Apologies, Minutes, Actions, Correspondence Declarations of Interest</p> <p>Minutes of the previous meetings were accepted as a true record.</p> <p>Minutes Actions</p> <p>GW query on when Development Framework would be available, MR confirmed draft out for consultation September. Currently internal consultation is taking place.</p> <p>IH/SS queried not having CBRE list of contacts as asked for last meeting. AL/AH to supply the board urgently. RM concerned that Development Framework does fit with the Local Plan</p> <p>MR to arrange presentation from Development Framework team if they are ready</p> <p>Correspondence –</p> <p>MR Correspondence from J Harris re sustainability on TF projects. MR met JH and outlined the programme. Discussions followed on possible sustainability sub group across both Keighley and Shipley (Shipley College have offered support).</p> <p>Declarations of Interest – received from DW, GW and KOH Any others to be sent direct to MR</p>		<p>AL/AH to supply CBRE contact list.</p> <p>MR to arrange Dev Frame team presentation to next Board</p>	<p>25.07.23 – completed 25.07</p> <p>When appropriate for team to share.</p>
5	<p>Updates</p> <p>Keighley Health and Wellbeing Centre AH - POS disposal to be advertised in local press for 2 weeks + 10 days for responses, then</p>		<p>AH/MR to arrange</p>	

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	<p>DW – Important to see phasing work/ RIBA 2 in August, some concern over contingency, should be 10-12%. Letting strategy is sound (oversubscribed elsewhere) and ESA as project sponsor positive.</p> <p>AH – Risks are mitigated within the GFA.</p> <p>LB – Output focus needed. Good relationship between KC and ESA. Track record of ESA important factor. Project is worthy of our support.</p> <p>AH provided briefing note to Internal Programme Board which contained a recommendation to the TF Board. MR showed wording of recommendations on screen. AH explained its meaning and advised that external consultant team to appraise business case, commercial case, Re-test BCR, RAG rate, and test costs for reassurance. DW agreed with this approach, it mirrors that of Luminare on large capital projects.</p> <p>AL – Biggest risk is property project, other risks borne by ESA</p> <p>GW – KC have been impressed with the thoroughness of ESA. Other bids are in place with COF and the Arts Council. ESA have NPO status with the Arts Council.</p> <p>Board voted all in favour of accepting recommendations of the working group and Internal Programme Board.</p> <p>DW – K College likely to be a tenant of the Creative Hub.</p>			
9	<p>PR and Comms</p> <p>RP – New website now live, PR activity increased. Regular meeting with Ward Councillors ongoing since June.</p> <p>Three Little Birds bakery discussed with difficulties in accessing grants now resolved.</p> <p>AOB</p> <p>LB proposed a minibus tour of TF project sites. MR to look into, KOH offered use of minibus.</p> <p>NK help needed for KAWACC to secure additional funds to deliver project.</p> <p>RP - Project E event planned to promote grants available, on 25 September.</p>		MR to circulate potential dates	

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	SS – stop ‘replying all’ to emails. IH reiterated support for KAWACC needed.			

Date of the next meeting: 15th September 2023 10am – 12pm

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