

Keighley Towns Fund Board Meeting Minutes (DRAFT)

Location: Keighley College (MS Teams available)

Date / Time: Friday 15 September 2023 10.00am – 12.00pm

Attendees – In person:

Ian Hayfield (Chair); Angela Hays; Dave Partridge; Cllr Peter Corkindale, Satnam Khela; Michelle Rushworth, Cllr Alex Ross-Shaw, Steve Seymour; Phil Walker, David Warren, Kevin O’Hare, Rav Panesar, Liz Barker, Georgina Webster

Attendees – MS Teams: Alan Lunt;

Apologies: Angela Blake, Lorraine Coates, Robert Maden(RMa), Robbie Moore MP(RMo), Mark Elders, Naz Kazmi.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Welcome and Apologies</p> <p>AL confirmed that AB and AL would cover meetings between them as senior officers within the council-</p>		AL	
2	<p>Project Update</p> <p>Project E Capital Assistance to Business Growth (SK)</p> <p>SK covered background and eligibility of the scheme and will supply board with briefing notes covered. Stats to end July – 80 EOI’s received, 44 applications (25 from Keighley). EOI’s rejected were due to location and eligibility issues but these were signposted to other sources of funding. Current forecast is circa £1m in grants for Keighley and £600k for Shipley.</p> <p>DW enquired about the match-funding element of the scheme and promotional activity. SK confirmed that the current maximum intervention rate was 30% and promotion done through leaflet drops and events, with the next being at Keighley College on the 25th September 2023. SS offered support to promote the scheme via the shopping centre, social media and awards. SK also confirmed that the intervention rate could be increased, however, this was assessed on a case-by-case basis.</p>		MR/SK to circulate briefing notes from SK meeting presentation	

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	<p>Project A Development Investment Fund (DP)</p> <p>Providence Park – DP provided an update of the progress to date, including a site visit taking place on the morning of the board meeting. DP confirmed that £1.7m of the grant had been spent and completion was planned for Easter 2024, with enquiries coming in for the available units.</p> <p>DW confirmed that ongoing dialogue was taking place with the developers to agree the lease, with key issues still being worked through. KOH requested that the risk register be updated, however, DW indicated that the project would still be completed within the agreed timescales but would review this on an ongoing basis. MR confirmed that regular meetings were taking place, with the next one scheduled for after the Towns Fund Board meeting.</p> <p>Beechcliffe – DP confirmed that the SCAPE procurement framework was being used with Balfour Beatty taking the lead. DP highlighted that this approach would speed up the procurement process for a feasibility study and was approved by the Overview & Scrutiny Committee meeting held in July 2023. DP highlighted that the budget was up to £7m, but maybe reduced depending on the outcome of the feasibility work. Further confirmation was provided regarding timescales with 12 months set aside for feasibility work and 12 months for the development. PC enquired about the biodiversity issues with the development and DP indicated that a full site survey would be undertaken and consideration for this would be included, alongside remedial action.</p> <p>Victoria Hotel – DP provided an update on the Victoria Hotel project, including the discussions around financial viability with the applicant. Regular dialogue is in place to resolve those.</p>		<p>SK to consider how a change to the intervention rates could be applied.</p>	
3-6	<p>Meeting format and conduct, Declaration of Interests, Correspondence log, Minutes of the last meeting and matters arising.</p> <p>No further declarations of interest, no further correspondence. Minutes of last meeting were approved. Outstanding actions from last meeting.</p> <p>MR – Development Framework finalised draft to be completed by end October 23 and the team are happy to present this at the next meeting.</p> <p>MR - Community Health and Wellbeing Centre project lead to present at the next board meeting.</p>		<p>MR to arrange Development Framework and CHWC presentation for the next meeting.</p>	

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	<p>Good Shepherd Centre IH – Diocese enquiry, cannot be beyond a 10 year lease, but is a 1954 Act protected lease so MR to take advice on this. May mean eligible for COF.</p> <p>Minibus Tour LB/MR to arrange this. KOH confirmed KC minibus can be used, though a KC qualified driver would be required.</p> <p>MR discussed a new quarterly board meeting proposal, supported by the internal programme board, with reassurance that additional meetings could be convened if required by business needs. IH in agreement as long as full monthly updates were provided on projects as agreed.</p> <p>LB – CHWC subgroup needed. IH no updates received for over two months and no firm timeline yet. Urgent update required within the next 6 weeks. When is valuation due back?</p>	<p>Board agreed.</p>	<p>MR to convene meeting with GSC to discuss</p> <p>Itinerary to be produced and tour organised.</p> <p>AL to request update from Alistair Russell</p>	
7	<p>Highlight Report</p> <p>Programme Management – MR Ward member briefing takes place after board meetings, Simeon Sobers Contracts Manager may be in touch with projects requesting details, from a governance perspective. Grant Funding Agreement process is a robust process and funding will not be released without an appropriate GFA in place. RP/MR looking at trying to speed up the GFA legal process and putting in place short form GFA's for more urgent interim funding. GFA progress will now be included in the project updates.</p> <p>DLUHC have clarified that funding given above the 5% feasibility fund with a SFGFA in place will not be subject to clawback as still deemed at that stage as a live project. S151 sign off would still be needed.</p> <p>RP is working with the Business Rates working group to ensure correct help and reassessment is given to projects moving premises. DLUHC reporting session will end in Sept for this half year, likely to need submitting before Dec.</p> <p>Project Updates – MR reviewed the project updates (included in the meeting pack)</p> <p>Town Centre Infrastructure SS would like to be involved in Project B's Connectivity Study. MR also is involved. GW requested that the Sunwin House development was also included.</p> <p>IH would like a full update on the Keighley Cougars project (Community Grants). AH - PMO support was requested for both Cougars and Haworth Village Hall to assist in projects which have large sums involved.</p>		<p>MR to advise LDU re SS request to be consulted on Connectivity Study</p> <p>MR to provide a detailed highlight report</p>	

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	<p>Health & Wellbeing Centre</p> <p>MR confirmed that regular meetings were scheduled with the project leads and an update will be provided to the board in due course. AL confirmed that he is the council contact for this project and will be meeting with the project leads for the NHS to progress w/c 18th September.</p> <p>MR confirmed that Haworth Village Hall had received planning approval in July 2023 and were now awaiting a decision on the Community Ownership Fund bid. Other sources of grants were actively being explored to ensure the viability of the scheme.</p> <p>MR - KWVR start works on the water tower next week (18 Sept). costs are still be developed for the Haworth works.</p> <p>DW provided an update on the Skills Hub and indicated the dependencies with the Community Health and Wellbeing Centre, and the overall timescales for completion. There is a risk that the H&WB Centre could delay the Skills Hub. KOH confirmed that the intention was to locate within the Community Health Centre, but would also explore alternative locations if required.</p> <p>MR provided an update on KAWACC, whom are exploring a Community Ownership Fund bid as well as other sources of finance to ensure the project could be delivered. MR confirmed that the Community Asset Transfer process was ongoing and now at stage 2.</p>		on the Keighley Cougars Project	
8	<p>Spotlight on - Keighley Creative Hub</p> <p>MR provided an update to the board regarding the Creative Hub project. ESA have rescoped the project to ensure it can be delivered with Towns Fund investment with alternative sources of funding being explored. MR confirmed this included a bid for the Community Ownership Fund, where funding would allow for a 'do more option', where a full refurbishment would take place. This option was approved by the Internal Programme Board on 07/09/23 and presented to the sub-working group on 08/09/23. DW confirmed that this option was the preferred route and agreed by the sub-working group and questioned the next steps, including move to RIBA 3. MR clarified it would be for the alternative option as that could be delivered with the funding available, however, would clarify with ESA whether the 'do more option' could be included in that assessment.</p> <p>IH / LB enquired about the outputs for the project and MR clarified that the 'do more option' would deliver the full outputs, whereas the 'do</p>		MR to confirm RIBA Stage 3 to include Option 1 as the preferred option by the sub-working group and IPB	Action complete

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	less option' would require a delegated PAR as it would be a 29% reduction.		MR to check outputs/PAR with DLUHC.	d 15.09.23
9	<p>PR and Comms RP discussed PR and Comms (in meeting pack), together with new promotional posters leaflets and banner currently being designed. IH would like to see more photos of projects published.</p> <p>AOB IH thanked AH for all her hard work on Keighley Towns Fund.</p>		RP to advise Kate Taylor	

Date of the next meeting: 8th December 2023 – 10am - midday

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