

Keighley Towns Fund Board Meeting Minutes (DRAFT)

Location: Keighley College (MS Teams available)

Date / Time: Friday 8th December 2023 10.00am – 12.00pm

Attendees – In person:

Ian Hayfield (Chair); Alan Lunt, Alex Green, Cllr Alex Ross-Shaw, Cllr Peter Corkindale, Georgina Webster, Jude Wildgoose, Kevin O’Hare, Michelle Rushworth, Rav Panesar, Robbie Moore MP (RMo), Robert Madden (RMa).

Attendees – MS Teams: Dave Partridge, David Warren, Ryan Kaye.

Apologies: Angela Blake, Liz Barker, Lorraine Coates, Mark Elders, Naz Kazmi, Phil Walker, Soo Nevison, Steve Seymour.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	Welcome and Apologies			
2	<p>Project Updates</p> <p>Project F - Community Grants Scheme – Keighley Cougars</p> <p>AG provided an update on the Keighley Cougars Project, including discussing the original project of a two-tier grandstand which was part of the original business case. As the team have now been relegated capacity has been reduced to a minimum of 500 seats, however, there is capability to increase this in the future if they get promoted and further seating is required. Keighley Cougars have therefore decided to deliver a smaller building but provides more floorspace. The re-design is over three floors as opposed to two, providing more community space for when games are not played.</p> <p>AG indicated that the design team have been appointed and looking at value engineering to keep the costs down, including the use of cladding in certain areas. This in part is due to the inflationary costs of building materials and based on the budget of the Towns Fund envelope. A bid writer has also been appointed to source additional funding, as the building can be delivered, however, the internal fit-out maybe difficult to achieve within the existing funding envelope.</p> <p>DW raised a question the use of cladding as the maintenance costs in the long term would outstrip the cheaper costs of materials. AG indicated that the stand is near a cricket pitch so there are chances of damage, so consideration of high impact materials will be needed,</p>			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>including the use of cladding. A planning variation application has been submitted with the expectation that this will be validated within two weeks, with a decision by mid-February 2024.</p> <p>IH stressed the importance of cost control and the need to have a fully completed project, including understanding the full costs of development with a fit-out. AG clarified that the M&E is budgeted within the existing envelope, however, there were unknowns that still needed to be clarified with the appointment of a Quantity Surveyor.</p> <p>RMo wanted to understand the risk factor, including the total project costs and overall timescales for delivery. AG shared the Gantt Chart with key milestones and deadlines, however, total build costs still needed to be confirmed. GW indicated that a Quantity Surveyor was an essential next step to firm up those costs. MR confirmed that alongside this a Project Manager would help to coordinate this activity and was needed.</p> <p>PC requested that some action is taken by the Board to help progress the project, potentially writing a letter that highlights the concerns highlighted. DW agreed with MR that a Project Manager was needed by Keighley Cougars to confirm the specification and then the appointment of a Quantity Surveyor. AG would like to appoint a Quantity Surveyor and move to detailed design whilst the revised planning application is considered. IH would like a Quantity Surveyor to appraise the total costs as a matter of urgency and RMo agreed that this was needed to understand the funding gap, including a robust challenge of timescales from the Accountable Body.</p> <p>ARS agreed that the concerns of the board should be highlighted to Keighley Cougars, which could be addressed through a written letter signed by the Chair IH. IH would like this to be accelerated with a Quantity Surveyor to be appointed within a week and an email sent from the board as soon as possible.</p> <p>AG left the meeting.</p> <p>Project J – Community Health & Wellbeing Centre</p> <p>RMa presented an update on the Community Health & Wellbeing Centre, including discussing the changing landscape of the NHS, including the establishment of the West Yorkshire Integrated Care Board. RMa confirmed that Airedale Hospital is now part of the New Hospitals Programme and the need to develop the Community Health & Wellbeing Centre in a complementary way, including taking a</p>		<p>MR to meet with Keighley Cougars to stress the concerns of the board, including the deadlines required to appoint a Quantity Surveyor and Project Manager to progress the project. This includes a letter from the board to Keighley Cougars.</p>	

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>transformative approach. RMa confirmed the need to maintain a level of continuity as key personnel involved in the Towns Fund Business Case had changed, including at Bradford Council.</p> <p>RMa provided details of the governance arrangements, including the Project Board which has been re-established, business case has been confirmed with the Director of Finance and a planning pre-application has been submitted. Supply chain appointments have been reviewed and pricing re-confirmed for the Outline and Full Business Cases, including construction phase support, which builds in net zero carbon requirements. RMa does need to understand the council's position, including potential of delivery of services within the new development.</p> <p>RMa confirmed that an outline Communications and Engagement Plan has been prepared and presented to the Project Board. Underpinning this has included conversations to determine potential alternative funding models to support the deliverability of the scheme. NHS England have imposed additional funding controls in place and approvals have been granted to continue with the project, including providing updated supply chain costs and overall proposals.</p> <p>JW presented an updated timeline with key milestones and have appointed at risk consultants to advise the next steps, including a submission of a full planning application by August 2024. RIBA Stage 2 would be completed in June 2024 and RIBA 3 completed by the end of September 2024. The 5-case model will be used for finalizing the outline business case, with the expectation that this would be approved in October 2024, alongside community engagement running alongside this process. Full business case development, including the tender process, contractor appointments would start by April 2025, with construction taking place from November 2025 and the building completed by July 2027.</p> <p>JW presented the key workstreams and timescales from December 2023 to March 2024, including the designs, commercial and communications and involvement activities that are expected to take place during this period.</p> <p>RMo enquired about the service provision and the likelihood of the design changes based on the engagement, as well as timescales for planning approval. JW is looking at a conceptual image but design not firmed up, however, the fixed design was not required for the pre-application. JW confirmed that RIBA 4 could take place whilst planning was being considered to speed up the process and mitigate against the risk.</p>			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>RMO was concerned about the risk factors associated with timescales and funding streams to deliver the scheme. JW indicated that an affordable model was required, including review of alternative models of finance as part of the affordability analysis. RMO also enquired about the length of time for building completion and opportunities to catalyse this process. JW would like to deliver this sooner, however, there was an approvals process and the timeline provided some buffers.</p> <p>KOH questioned the timescales for delivery and potential to look for another option to deliver the Skills Hub project within the Towns Fund timescales. IH stressed the concerns about the Skills Hub being based within the Community Health & Wellbeing Centre given the changing needs of the educational sector. MR confirmed that conversations with the legal team meant that funding could not be released for this project until a building has been developed. DW agreed that equipment was needed to fit out the Skills Hub alongside the signing of the lease agreement, therefore shared concerns about the timescales and costs associated with this project.</p> <p>GW was pleased with the project being approved for Keighley alongside the community involvement which has started and confirmed the need for messaging to be involved.</p> <p>JW / RMa left the meeting.</p> <p>Project G – Creative Arts Hub</p> <p>MR provided an update to the board regarding this project, including the move to acquire a long lease hold of the upper ground floor. This includes the landlord carrying out repairs which initially would have been met by the Towns Fund and can be put back into the project. Anticipated construction costs are estimated at £2.25m including the construction of a mezzanine. MR indicated that the Internal Programme Board and sub-working group were kept apprised of the situation, including the need for a standard Project Adjustment Request, which has been agreed, subject to approvals. This would involve the revision of the outputs, including the floorspace which would change alongside what can be delivered at the hub, that includes enterprises receiving grants which is likely to change. MR confirmed that this can be delivered with the timescales and budgets and East Street Arts (Project Leads) are in detailed discussions with the agents of Sunwin House. East Street Arts are also looking at a Community Ownership Fund application, alongside confirmation of the City of Culture Capital funding of £250,000. Estimated completion of</p>			

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>the build would be the summer 2025. IH was supportive of the actions taken and keen to get this completed.</p> <p>KOH enquired about the tenant of the lower ground floor, however this is confidential at present.</p> <p>Project A – Development Investment Fund</p> <p>MR provided an update on the Victoria Hotel Project, including the applicant no longer involved in the project. MR confirmed that DP has met with the owners to look at delivery of the scheme, which would be the same. IH would like an update on this project from MR and DP due to concerns about the current people involved in the delivery of the scheme.</p> <p>RMO wanted to know more about the Beechcliffe Project and whether it was meeting the timescales. MR highlighted that there was no concern about the deadline for this scheme.</p>	<p>Board agreed the recommendation for the Project Adjustment Request to be progressed and submitted to Government.</p>	<p>MR / DP to provide the board with an update on the Victoria Hotel project.</p>	
3	<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>			
7	<p>Highlight Report</p> <p>Long-Term Plan for Towns</p> <p>MR agreed to have a separate meeting with the Board to discuss the Long-Term Plan for Towns, including updates about Beechcliffe. MR indicated that the existing board could be repurposed to deliver this programme of works, however, representation that covered the additional skill requirements were needed.</p> <p>RK confirmed that further guidance would be released prior to the next board meeting.</p> <p>RMO left the meeting.</p>		<p>MR to organise a board meeting in Jan-Feb 2024.</p>	
9	<p>AOB</p> <p>No AOB discussed</p>			

Date of the next meeting: TBA

DRAFT