

Keighley Town Deal Board

Agenda

Friday 2nd February 2024

10.00am – 12.00pm

Location: Keighley College Boardroom

No	Item	Owner	Time	Paper
1	Welcome and apologies	Chair	10:00	
2	Meeting format and conduct	Chair	10:05	
3	Declaration of Interests	CBMDC	10:10	Item 1
4	Correspondence log	CBMDC	10:15	Item 2
5	Minutes of the last meeting and matters arising	Chair	10:20	Item 3
6	Long Term Plan for Towns - £20m Development Framework	MR CBRE	10:25	PowerPoint
7	Terms of Reference - Interim revision <ul style="list-style-type: none"> - Roles – nomination and voting for a Vice Chair - Term of board membership - Minimum attendance at board 	MR	11:00	
8	Highlight Report: <ul style="list-style-type: none"> - Programme Management - Project Updates - Risks and Issues - Finance Update 	CBMDC Officers/Project Delivery Partner lead	11:10	Item 4 Item 5 Item 6
9	Spotlight on: Development Investment Fund <ol style="list-style-type: none"> 1. Providence Park 2. Beechcliffe 3. Victoria Hotel 	Project Lead/CBMDC Officers	11:30	
10	PR & Comms	CBMDC Officers	11:45	Item 7
11	AOB	Chair/All	11:50	
	Date and Time of next meeting	Chair	11:55	
	Meeting closes	Chair	12:00	

List of Board Members:

Name	Organisation	Role
Liz Barker	Worth Valley Magazine	Interim Chair
Georgina Webster	Keighley Creative	Board Member
Robbie Moore MP	Keighley Constituency MP	Board Member
Steve Seymour	Airedale Shopping Centre	Board Member
Cllr Alex Ross-Shaw	CBMDC Portfolio Holder	Board Member
David Warren	Luminate Education Group	Board Member
Kevin O'hare	Keighley College Principal	Board Member
Peter Corkindale	Keighley Town Council	Board Member
Steve Seymour	Airedale Shopping Centre	Board Member
Soo Nevison	Community Action Bradford & District	Board Member
Naz Kazmi	Keighley Asian Women and Childrens Centre	Board Member
Mark Elders	Legend Communications	Board Member

Apologies:

Alan Lunt - CBMDC

Phil Walker - CBMDC

List of Invited Attendees:

Angela Blake	CBMDC
Rav Panesar	CBMDC
Michelle Rushworth	CBMDC
Simon Woodhurst	CBMDC
Dave Partridge	CBMDC
Lorraine Coates	DLUHC
Ryan Kane	DLUHC
Sophie Brown	NHS
Michael Long	WYCA
Robert Maden	NHS (Health & Wellbeing Centre)

1. Welcome and apologies

- 1.1. Chair's welcome.
- 1.2. Notes of attendance and apologies.

2. Board meeting format and conduct

2.1 Chair to outline the format of the board meeting and how it will be conducted. The agenda and timings are to be followed by the Chair, who will invite comments, questions and discussion once each agenda item has been presented.

3. Declaration of interests

3.1. Board members to declare any interests of relevance to the meeting agenda for documenting on the register.

4. Correspondence log

4.1. Board members and Council officers to declare any correspondence of relevance to the meeting agenda for documenting on the register.

5. Long Term Plan for Towns - £20m & Development Framework for Keighley

5.1 MR to provide an overview of the Long Term Plan, its implications for the Board and key early milestones.

5.2 Rhian Davitt-Jones to provide an overview of the emerging Development Framework for Keighley.

6. Minutes of the last meeting and matters arising

6.1. Minutes have been circulated to members and published in advance for comment. Board members are asked to agree the minutes of the December Keighley Town Deal Board meeting.

7. Terms of Reference - Interim revision

7.1. The board is to consider the inclusion of a minimum attendance at board meetings and term length of members. In addition the board will be asked to vote for a vice chair.

7.2 Amendments for consideration

Term of membership

Proposal: The term of membership will initially be for 1 (one) year, though the Board will review and agree appropriate length of tenure in relation to the Town Deal and

Long Term Plan through the delivery stage of the projects within the Town Deal and through the development of the Long Term Plan for Keighley.

Minimum attendance

Proposal: Board members are to attend a minimum of 25% of all board meetings held within a calendar year.

8. Highlight Report

8.1. The Keighley Town Deal Programme Manager and the nominated Council officer project leads for each Keighley Town Deal project to attend and present key updates on project progress, risks and issues.

8.2. Project Updates

8.3. Health and Wellbeing Centre Item 5

8.4. Keighley Cougars Item 6

9. Spotlight on: Project A: Providence Park, Beechcliffe and Victoria Hotel

9.1. Providence Park

Construction work continues on site, however the developer is reporting a slight delay of four weeks to programme, due to inclement weather in late 2023. Progress has since been made and the developer expects to claw some time back. Work on Unit C Manufacturing Hub started in January, with the work on the foundations complete. Completion of Unit C is due in October 2024 though the remainder of the units are on course for completion in June 2024.

9.2. Beechcliffe

The contract with the principal contractor has been signed and sealed. The site investigation works will take three weeks, commencing 12th February. These works are undertaken as part of the feasibility stage with the report due in summer 2024. This work will enable an indicative scheme layout to be drawn up and costs provided for the scheme. A planning application would follow this stage.

9.3. Victoria Hotel

The project is moving forward and a new application for DIF monies is expected in early February. The application will then be externally appraised before project approval and progression to a Grant Funding Agreement.

10. PR & Communications

10.1. CBMDC TD Programme Team to update PR, Comms and Website

10.2. Discussion on content of recent press releases.

11. Any Other Business

11.1. Convey CBMDC officers and Towns Fund Board members thanks to Ian Hayfield.

12. Date and time of the next meeting:

12.1. Friday 15th March 2024 – Keighley Healthy Living, Scott St, Keighley

List of Keighley Town Deal Board Papers

Item 1: Declaration of Interests Register

Item 2: Correspondence Log

Item 3: Minutes of the 8th December 2023 Meeting

Item 4: Programme Highlight Report

Item 5: Project Highlight Report – Health and Wellbeing Centre

Item 6: Project Highlight Report – Keighley Cougars

Item 7: PR & Comms

**Keighley Town Deal Board
Item 1 - Declaration of Interest Register**

Board Member	Job Title	Disclosed interested when becoming a board member	Disclosable pecuniary interest (employment, sponsorship, undischarged contracts, beneficial interests in land, licence to occupy land, corporate tenancies, beneficial interest in securities)	Other registerable interest (membership or position in which appointed or nominated by Council, any body exercising functions of a public nature or directed to charitable purposes, including the influence of public opinion or policy, any person from whom have received a gift or hospitality)	Non-registerable interest (affecting the wellbeing of member directly, family, friend or close associate more than the wellbeing of those in local area generally)	Date of meeting declaration of interest received	Action taken
Liz Barker (Vice Chair)	Director – Worth Valley Magazine						
Georgina Webster	Vice Chair – Keighley Creative						
Robbie Moore	Keighley Constituency MP						
Naz Kazmi	Chief Executive – Keighley Asian Women and Children Centre		Towns Fund project – Women Employment Project				
Steve Seymour	Centre Manager – Airedale Shopping Centre						
Cllr Alex Ross-Shaw	CBMDC Portfolio Holder - Regeneration, Planning & Transport						
David Warren	Group Vice Principal – Development – Luminate Education Group	Keighley College is a member of LEG.	KTD has approved two capital projects that related directly to educational and skills development that will be run by the college.	None	None		
Kevin O'Hare	Principal – Keighley College		Towns Fund projects – Manufacturing Hub, Skills Hub				
Peter Corkindale	Councillor – Keighley Town Council						
Soo Nevison	Chief Executive Officer – Community Action Bradford and District		Towns Fund project – Central Hall Roof.				

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	<p>Welcome and Apologies</p>			
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>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<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, 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</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>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 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,</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.	



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>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> <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>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<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 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>	



ID	Notes/ Actions/ Decisions	Decision	Action Owner	Due Date
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>		MR to organise a board meeting in Jan-Feb 2024.	
9	<p>AOB</p> <p>No AOB discussed</p>			

Date of the next meeting: 15th March 2024 – Keighley Healthy Living, Scott Street, Keighley.

8. Highlight Report

8.1 Programme Management

8.11 Following the 8th December 2023 Board meeting, the ward member briefing took place on the 14th December 2023 where project updates were provided to Councilors. The meetings are arranged a week after the Towns Fund Board Meetings to provide Ward Councilors with an updated position following the board meetings.

8.12 A stage 2 deep dive review into both Levelling Up and Towns Fund programmes was requested by DLUHC in December 2023. Towns Fund officers attended a briefing seminar on the requirements of the review and spoke with the DLUHC Assurance and Monitoring team to ensure that the information requested was supplied. The focus of the review was Governance, Counter Fraud, Procurement and Subsidy Control. The LUF and TF Team assembled and supplied a suite of documents to DLUHC for the deadline of 12th January. Subsequent to this, a review meeting was held on 24th January 2024. Such was the quality of the Bradford submission, the DLUHC team used it as an opportunity to provide learning for team members whom are undertaking a CIPFA qualification. The review meeting covered DLUHCs initial response to the deep dive submission which was very positive. The assurance team noted Bradford's responsiveness, including the quality, pace and presentation of the information provided, and that they could not have asked for a more thorough and positive approach to the exercise. Bradford's response to the deep dive review was described as peerless. Currently the information provided is undergoing further reading, after which a draft report will be available. During this time there may be further clarification required or minor recommendations made though it is not foreseen that any remedial actions will be needed.

8.13 In November and December, the Towns Fund team worked on completing the DLUHC Monitoring Template, to ensure that the spend to date is accurate, alongside a forecast for each project across the Towns Fund programme up to March 2026. The reporting template was signed off by Ian Hayfield, Chair of TF Board on 28th November 2023, and by s151 Officer 1st December 2023 and submitted via the online reporting tool on 1st December, ahead of the 4th December deadline. The Towns Fund team are currently having discussions with Finance regarding the end of financial year and preparation for the submission of the next Monitoring Template with the as at 31 March 2024 position.

8.14 Short-Form GFA's have been utilised to progress projects in both Shipley and Keighley whilst detailed legal negotiations take place regarding the main GFA. Short-Form GFA's allow for an agreed amount of funding to be released for a specific purpose, allowing the projects to progress and reduce delays.

8.15 Towns Fund team have been working closely with the Project Sponsors to populate the schedules within the GFA's to help reduce the legal costs, speed up the agreement of the Long-Form GFA, plus ensure projects have the funding to progress. Regular meetings also take place to review project progress, spend profile, risks and outputs.

8.16 Regular meetings continue to take place with the Contracts Team to ensure compliance with Towns Fund spend, with a new claim form issued to Project Sponsors. This is to be completed and submitted alongside the evidence to be verified. Procurement have also confirmed that the procurement strategies agreed with each project sponsor are acceptable. A summary document of the approach taken would be required as part of the audit and compliance process. This has been requested by Project Sponsors.

8.17 Governance processes are being followed with an update provided to the Internal Programme Board (23/01/24) on project updates, key risks and decisions required.

8.18 Towns Fund Project Updates – Update as at December 2023

Project Name	Value	Project summary	Updates	Delivery	Spend	Risk
A – Development Investment Fund (DIF)	£14m	Development of industrial units at Providence Park, Victoria Hotel and Beechcliffe Industrial Site.	See individual updates below.	2	3	3
B – Town Centre & Infrastructure Improvements	£2.39m	Investment in Town Centre and Infrastructure improvements.	See individual updates below.	3	3	3
C – Keighley Skills Hub	£906K	Bespoke learning space for residents to improve their employability skills. Linked to Project J.	Plans and costs in place, location is Health and Wellbeing Centre (Project J)	3	3	3
D – Manufacturing, Engineering & Future Technologies Hub	£3m	Purpose built training and education facility to be based at Providence Park.	Discussions in place between the Developer and Luminare Education Group to agree building spec and costs before the agreement to lease can be signed. GFA to be finalised once the lease is in place. AFL estimated for completion by end of Jan 2024.	3	1	3
E – Capital Assistance to Business Growth	£2m	Grant programme for new and existing businesses.	Keighley - A total of 60 Expressions of Interest received, of which 15 were rejected, with 17 applications received. Based on the number of applications and anticipated grant amounts of pending applications, the forecast spend as of December 2023 is at £643,112.80 , with a private sector match of £3,480,578.45 and 66 jobs to be created.	1	1	1
F – Community Grant Scheme	£4.9m	Grant scheme for a range of community-based organisations.	See individual updates below.	1	1	1
G – Creative Arts Hub	£2.6m	Redevelopment of Sunwin House to a multi-purpose facility.	RIBA 2 design and costs reviewed and revised scheme rescope for the upper floor only due to the freehold of the building being unavailable as lower floor to be let out. Proposal now to deliver Creative Hub on upper floor only plus a mezzanine. A Standard PAR is required as change in floorspace repurposed output is a reduction of 41% , the threshold for which is 30%. Other outputs have been considered and reduced to reflect the rescope project. Jobs reduced from 90 to 50, training opportunities reduced from 8000 to 1000 and # enterprised receiving grants replaced with # of enterprises having received non-financial support with the intention of improving performance, as this fits the Creative Hub project. A Standard PAR for submission to DLUHC is being prepared in consultation with the Cities and Local Growth Unit. Once the PAR is approved by the TF Board Chair, MP and s151 officer it will be submitted to DLUHC. Timescale for outcome is 20 days from triage process.	5	5	5
H – Women Employment Programme	£160k	Refurbishment of the KAWACC premises	Planning approval granted. Architect design complete, estimates obtained and preferred contractor identified. Currently looking for additional funding as project costs higher than funding currently secured. CAT is in process, at stage 2, NK to chase for update and timescales for completion. Round 3 COF opens 6th December, closes 31 January. Latest EOI submitted January 2024 successful. NK to contact Locality re support for full application in next round, expected spring 2024.	4	4	4
I – Keighley Art & Film Festival	£240k	Range of events within Keighley to support inward investment.	Outputs delivered but being verified through a request for evidence, alongside evidence of spend to date. This is aligned to the requirements from DLUHC around what can be accepted. Festival Director planning a festival of events to run throughout the year. Next event is 1 am brill. Mega Drawing Box event successful, footfall up 10% in shopping centre.	1	1	1
J – Keighley Community Health & Wellbeing Centre	£3.4m	Creation of a health and wellbeing centre in the heart of Keighley. Linked to Project C	Work has now progressed across all key workstreams to move the project forward following formal approval during summer 23. Liaison with Bradford Council has continued, with feedback following the submission of the initial Planning pre-application on 28th June. This liaison has enabled further work on the programme and design to be scheduled and undertaken. Confirmation of stakeholder involvement prior to detailed design has been sought, and formal Governance arrangements including the Project Board have been re-established. The Commercial workstream has also been re-established and is considering formal advice on commercial options to enable the most viable option offering best value for money to be determined. A detailed Programme highlighting milestones, and critical path activity has been finalised, alongside an updated Risk Register, all of which are presented at monthly Project Board meetings to give assurance and oversight.	3	5	3

8.19 Development Investment Fund

Project A - DIF (£14m)						
Project Name	Value	Project summary	Updates	Delivery	Spend	Risk
B1.1 - Providence Park	£6.56m	Creation of 7 industrial units on the former Universal Mills site, creating up to 4,100sqm of industrial space. Unit A, B and C (large business units), Unit D, E and F (small units) and Unit C - First Floor and Café (1st Floor Street Level)	Construction work continues on site, however the developer is reporting a slight delay of four weeks to programme, due to inclement weather in late 2023. Progress has since been made and the developer expects to claw some time back. Work on Unit C Manufacturing Hub started in January, with the work on the foundations complete. Completion of Unit C is due in October 2024 though the remainder of the units are on course for completion in June 2024.	1	1	1
B1.2 - Beechcliffe Site	<£7m	Redevelopment of the 8-acre Beechcliffe site to deliver an industrial estate at land west of the A629.	The contract with the principal contractor has been signed and sealed. The site investigation works will take three weeks, commencing 12th February. These works are undertaken as part of the feasibility stage with the report due in summer 2024. This work will enable an indicative scheme layout to be drawn up and costs provided for the scheme. A planning application would follow this stage.	2	3	3
B1.3 - Victoria Hotel	<£1m	Redevelopment of the Victoria Hotel into apartments alongside retail units.	The project is moving forward and a new application for DIF monies is expected in early February. The application will then be externally appraised before project approval and progression to a Grant Funding Agreement.	3	3	3



8.20 Project B: Town Centre Infrastructure

Project B – Town Centre & Infrastructure Improvements (£2.39m)				Delivery	Spend	Risk
Project Name	Value	Project summary	Updates			
B- Low St Phase 2	£505k	Low Street Phase 2 will complete Low Street's refurbishment using a palette of natural stone paving, together with the installation of new planters, street lighting and robust street furniture.	Low Street - Phase 2 is almost complete. Paving almost complete then street furniture to install.	1	1	1
B- Connectivity Study	£120k + £50k match	The connectivity study will deliver an analysis of the highways infrastructure and traffic patterns in Keighley town centre to inform proposals for public realm and highways improvements, linked to active travel.	Procurement of a consultant to deliver the 'Keighley Transport Study' is complete. Initial meetings held with the consultant. Final report is expected mid 2024.	3	1	1
B- Public Realm Improvements	£1.405m	The study will deliver an analysis of the highways infrastructure and traffic patterns in Keighley town centre to inform proposals for public realm and highways improvements, linked to active travel.	The Connectivity Study will determine priorities and options for the Public Realm Improvements. The public realm works are likely to focus on Cavendish Street and the links to and from the railway station, bus station, new Health and Wellbeing Centre on North Street (Project J), and retail/commercial core of the town centre. However, an options appraisal to explore potential Public Realm Improvements will run in parallel with the study. Delivery of the public realm works is planned for 2024.	2	1	1
B- Active Travel/Infrastructure Improvements	£260k	Improvements to footpaths and cycle lanes at Ingrow Lane, Bradford Road, Thwaites Brow Road, Long Lee and Swine Lane.	<p>Project Summary Towns Fund £260k Improvements to footpaths and cycle lanes at Ingrow Lane, Bradford Road, Thwaites Brow Road, Long Lee and Swine Lane.</p> <p>Activity Update & Timescales The majority of the Infrastructure Improvements project are being procured and delivered by the Highways Maintenance (North) Team. Ingrow Lane, Bracken Bank (footway improvements on a route to school) is complete. Bradford Road, Keighley (improvements to footway links to railway station) has been awarded to a contractor who has yet to confirm their acceptance. Structures Team are investigating some issues with the bridge. Street Lighting Team are investigating issues with lighting column mounts. Thwaites Brow Road (repairs and replacement of stone sett surface) started on site in w/c 22 January 2024 and due to complete in March 2024. Specialist contractor procured for the stone setts (310m2 of replacement setts needed). The scope of works needed has grown following site investigations showing deterioration of the setts. Swine Lane (carriageway widening/improvement) will be designed in conjunction with Traffic and Road Safety Team. There will be some new carriageway construction and possible utility diversions. Delivery is projected to take place in early 2024. Long Lee and the rights of way from Hillside is being developed with the Countryside and Right of Way Team. This project is also being informed by feedback from local Ward Councillors and their constituents, to ensure best use of resources.</p>	3	2	1
B- Real Time Bus Info	£100k	A second phase of real time bus information bro in Keighley.	Project Summary Towns Fund £100k Delivery of seven sites of real time bus information is complete in Keighley. The installations were funded via Towns Fund and delivered via West Yorkshire Combined Authority, who manage the bus stops infrastructure.	1	1	1

8.21 Community Grants Scheme

Community Grants Scheme (£4.9m)				Delivery	Spend	Risk
Project Name	Value	Project summary				
>CG1 - River Worth Friends	£50k	Replacing signage and improvements to footpaths and access maps.	Grant Funding Agreement and payment schedule signed and sent for sealing.	1	1	1
>CG2 - Scott Street	£85k	Refurbishment of the Scott Street premises for Keighley Health Living.	Work on the hall is complete. KHL used other spaces in Keighley whilst building work undertaken which has had the positive effect of reaching more people.	1	1	1
>CG3 - Haworth Toilets	£130k	Refurbishment of the main toilets in Haworth.	Work complete and under budget. Funds requested for further WC work to be undertaken in Haworth - Central Park WCs.	1	1	1
>CG4 - Keighley Cougars	£2.25m	Redevelopment of the main stand at Keighley Cougars.	Planning approval granted in September 2023. Redesign complete and submitted to LPA, determination forecast for March 2024. Revised design will provide improved community facilities, if approved.	1	2	1
>CG5 - Haworth Village Hall	£1.11m	Refurbishment and development of premises.	Following a successful EOI, HVH has been approved for support by Locality who will assist in developing a Community Ownership Fund application for submission in a subsequent round, approximately Spring 2024.	3	3	3
>CG6 - Sangat Centre	£230k	Refurbishment of premises at the Sangat Centre.	Works are underway and going well. Primarily focusing on community ownership fund spend first. New floor, IT room upgrade and new heating system works to be delivered next.	1	1	1
>CG7 - Woodville Activity Centre	£155k	Creation of an enterprise hub.	Project delayed due to winning contractor being unavailable for the building works. Contracts been revised and broken down into two phases; Phase 1: Site Preparation, Buildings and Structure Winter 23/24 Phase 2: Landscaping, Spring 2024. Landscape works will be delivered by a contractor though will include volunteer days.	2	2	1
>CG8 - Old School Room	£120k	Replacement of the Old School Room roof.	Works complete.	1	1	1
>CG9 - Central Hall	£152.1k	Replacement of the roof at Central Hall.	Works complete. Request for circa £3k of remaining budget to be spent on decorating costs.	1	1	1
>CG10 - Good Shepherd Centre	£130k	Refurbishment of premises.	Considering application for additional funding. Some Value Engineering has taken place. Next stage is to agree and sign Grant Funding Agreement.	1	1	1
>CG11 - Worth Valley Railway	£400k	Projects to improve facilities for KWV Railway.	Work continuing on designs and costs for Haworth elements in order the contract can be let. Keighley Water Tower work started Sept 23. £1m Community Ownership Fund secured for Bridge 27. KWVR are part of the provisional LUF3 award and are currently also working on projects to increase capacity.	1	1	1

8.3 Risks

Project A: Development Investment Fund

Providence Park

8.31 Construction work continues on site, however the developer is reporting a slight delay of four weeks to programme, due to inclement weather in late 2023. Progress has since been made and the developer expects to claw some time back. Work on Unit C Manufacturing Hub started in January, with the work on the foundations complete. Completion of Unit C is due in October 2024 though the remainder of the units are on course for completion in June 2024.

8.32 Negotiations on spec and lease for Unit C almost concluded.

Beechcliffe

8.33 The contract with the principal contractor has been signed and sealed. The site investigation works will take three weeks, commencing 12th February. These works are undertaken as part of the feasibility stage with the report due in summer 2024. This work will enable an indicative scheme layout to be drawn up and costs provided for the scheme. A planning application would follow this stage.

Victoria Hotel

8.35 The project is moving forward and a new application for DIF monies is expected in early February. The application will then be externally appraised before project approval and progression to a Grant Funding Agreement.

Project D: Capital Assistance to Business Growth

Position up to December 2023

Keighley Towns Fund	
Expressions of Interest received	60
Applications submitted	17
Applications approved	17
Claims submitted	9
Grant payments issued	9

Shipley Towns Fund	
Expressions of Interest received	37
Applications submitted	10
Applications approved	10
Claims submitted	4
Grant payments issued	4

Project Summary

Town	Application Numbers [Apr-23 to Mar-24]											
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	8	10	11	12	12	14	14	15	17	-	-	-
Shipley	3	3	3	4	8	10	10	10	10	-	-	-

Town	Jobs To Be Created [Apr-23 to Mar-24]											
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	26.5	31.5	33.5	39	39	44	44	62	66	-	-	-
Shipley	4	4	4	9	14	21	21	33	33	-	-	-

Town	Grant Approvals [Apr-23 to Sep-23]					
	Apr 23	May-23	Jun-23	Jul-23	Aug-23	Sep-23
Keighley	£153,970.75	£189,670.75	£224,064.52	£232,966.26	£235,736.36	£276,757.59
Shipley	£46,737.08	£46,737.08	£46,737.08	£97,495.84*	£101,432.48	£137,952.56

*Drop to £81,382.63 for July 2023 due to one company reducing spend.

Town	Grant Approvals [Oct-23 to Mar-24]					
	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
Keighley	£276,757.59	£540,921.66	£643,112.80	-	-	-
Shipley	£137,952.56	£154,822.06	£159,479.88	-	-	-

8.40 Capital Assistance to Business Growth – Highlight Report

8.41 Average grant award for Keighley is **£37,830.16** whilst Shipley is **£15,947.99**. Grant applications total **£643,112.80**, with a private sector match of **£3,480,578.45** with **66** new FTE jobs to be created as a result of the funding.

8.42 The Invest in Bradford Team are supported by the Strategic Programmes Team within the council to assist with the monitoring and payment of grant claims, setting up and managing the Decision Panel as well as analyze performance against forecasts.

8.43 Risks have been considered with the level of enquiries for the Shipley Towns Fund increasing but behind the forecast. As a result, two events were held (18th September 2023 in Shipley and 25th September in Keighley) to promote the programme.

8.44 Larger applications have been approved for Keighley, with Fibreline (manufacturer of synthetic fabrics in upholstery) being approved for **£183,301** alongside a private sector match of **£1,649,709** to support their plans in extending the factory and upgrading machinery. Alongside this, Wyedean Weaving Ltd (manufacturer of military uniforms, braids and insignias) increased their production space, utilizing **£42,313.50** of Towns Fund investment as part of a **£141,045** total project. Copy of the article below from Business Up North:

Wyedean Weaving Unveils £200k Haworth Mill Investment

December 11, 2023



Wyedean's Robin Wright And Susannah Walbank, Holding The Original Artist's Impression Of The Bridgehouse Mill Complex, In Front Of Their Recently Refurbished Haworth Mill

Image: Business Up North (11 December 2023). Link [here](#)

8.5. Project C: Skills Hub

8.51. Verbal update.

8.6. Project F: Community Grant Scheme –

Haworth Village Hall

8.61. Approval for Locality support to develop a Community Ownership Fund application granted. Round 3 opened 6th December 2023 and closes 31st January 2024. The Project Sponsors are applying in the next funding round, expected Spring 2024.

8.62. The risk to the project is the scope of works and phasing using Towns Fund monies and other funding pots, should match be secured.

Keighley Cougars – Item 6

8.63. A revised planning application was submitted and validated in December 2023, as per the update provided by Alex Green, the project architect.

8.64. An initial cost appraisal report is due w/c 29th January 2024.

8.7. Project G: Keighley Creative Community Arts Hub

8.71. A Project Adjustment Request has been prepared and is awaiting sign off by s151 officer. Approval has been given by the Chair of the TF Board and Robbie Moore MP.

8.8. Project J: Keighley Health and Wellbeing Centre - Item 5

8.81 Highlight Report provided by Robert Maden.

9. PR & Communications – Item 7

9.1 PR

9.11 Regular meetings with Marketing Team are taking place to ensure Towns Fund publicity is promoted more widely. This includes the use of existing social media channels, diverse publications alongside traditional media activities.

9.12 Leaflets have been designed, with a few changes being made prior to print. A small number will be distributed to Project Leads as part of their own engagement strategies as well as distributed to key stakeholders. Banners are also in the process of being designed and printed with the expectation that these will be onsite for capital projects that are at delivery stage. This work is aligned to the Forward Plan, which provides a plan of press releases for specific projects, alongside an Engagement Plan that outlines key activities that will promote the Towns Fund to key stakeholders and the public.

9.13 Towns Fund press releases have also been published for both the Keighley and Shipley Towns Fund (both positive & negative):

Date	Town	Publication	Details	Rating
22/01/24	Keighley	BBC Website	Repair work to start on historic Keighley cobbled street - BBC News	Positive
19/01/24	Keighley	Keighley News	<ul style="list-style-type: none"> Revised plans for Keighley stadium 'not a backward step' Keighley News 	Positive
18/01/24	Keighley	Keighley News/T&A	<ul style="list-style-type: none"> Tribute paid as Keighley Towns Fund chair steps down Keighley News 	Positive
16/11/23	Keighley	Keighley News	<ul style="list-style-type: none"> Artist makes her mark at Keighley community centre Keighley News 	Positive
25/11/23	Shipley	T&A	<ul style="list-style-type: none"> Shipley College principal honoured at Downing Street event Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
02/11/23	Keighley	T&A	<ul style="list-style-type: none"> Work to turn Keighley tower into visitors' centre begins Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
12/10/23	Keighley	Keighley News	<ul style="list-style-type: none"> Major scheme to transform Keighley stadium gets green light Keighley News 	Positive
11/10/23	Keighley	T&A	<ul style="list-style-type: none"> Hundreds of people descend on old Beales store in Keighley Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
10/11/23	Keighley / Shipley	T&A	<ul style="list-style-type: none"> How to benefit from Keighley and Shipley Towns Funds Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
21/09/23	Shipley	Bdaily, T&A	<ul style="list-style-type: none"> £3m health, wellbeing and community investment announced for West Yorkshire Bdaily 	Positive
13/09/23	Shipley	Business Desk	<ul style="list-style-type: none"> World heritage site looks to the future with plans for £6m multi-use centre TheBusinessDesk.com 	Positive

10. Any Other Business

10.1. The Towns Fund team wishes to thank Ian Hayfield for his time and dedication in overseeing the Towns Fund programme from the inception of the board and development of the Town Investment Plan, to the development of Business Cases to successfully attract a Town Deal of £33.6m for Keighley.

11. Date and time of the next meeting:

11.1. 15th March 2024 10am – midday. Keighley Healthy Living, Scott St, Keighley.

Finance Update (up to March 2023, DLUHC Reporting Period)

	RDEL/CDEL	20/21(£)	21/22 (£)	22/23 (£)	23/24 (£)	24/25 (£)	25/26 (£)	
A - Development Investment Fund	RDEL				50,000	100,000	100,000	
	CDEL		78,675	38,366	4,714,621	3,500,000	4,968,337	
	Total	0	78,675	38,366	4,764,621	3,600,000	5,068,337	£13,550,000
B - Town Centre and Infrastructure Improvements	RDEL							
	CDEL			144,616	775,200	870,184	600,000	
	Total	0	0	144,616	775,200	870,184	600,000	£2,390,000
C - Keighley Skills Hub	RDEL							
	CDEL			31,721			874,279	
	Total	0	0	31,721	0	0	874,279	£906,000
D - The Manufacturing, Engineering Future Technologies Hub	RDEL							
	CDEL			37,026	1,200,000	1,762,974		
	Total	0	0	37,026	1,200,000	1,762,974	0	£3,000,000
E - Capital Assistance to Business Growth	RDEL				50,000	25,000	25,000	
	CDEL		12,342		276,758	805,450	805,450	
	Total	0	12,342	0	326,758	830,450	830,450	£2,000,000
F - Community Grant Scheme	RDEL				24,834	53,114	22,053	
	CDEL			526,462	728,995	2,544,543	1,000,000	
	Total	0	0	526,462	753,829	2,597,656	1,022,053	£4,900,000
G - Keighley Creative Community Arts Hub	RDEL							
	CDEL		19,747	130,000	55,414	1,500,000	894,839	
	Total	0	19,747	130,000	55,414	1,500,000	894,839	£2,600,000
H - WEP (Women Employment Project)	RDEL							
	CDEL			38,558		125,442		
	Total	0	0	38,558	0	125,442	0	£164,000
I - Keighley Art and Film Festival (KAFF)	RDEL			80,000	82,000	49,000	29,000	
	CDEL							
	Total	0	0	80,000	82,000	49,000	29,000	£240,000
J - Keighley Community Health and Wellbeing Centre	RDEL							
	CDEL				570,665	2,000,000	829,335	
	Total	0	0	0	570,665	2,000,000	829,335	£3,400,000
Programme Management	RDEL			44,900	100,000	100,000	55,100	
	CDEL							
	Total	0	0	44,900	100,000	100,000	55,100	£300,000
	RDEL total		0	124,900	306,834	327,114	231,153	
	CDEL total		110,765	946,749	8,321,653	13,108,593	9,972,240	
	Total		110,765	1,071,649	8,628,487	13,435,707	10,203,393	



Forward Planner [April -23 to Mar-24]

		Forward Plan - Press Releases (Apr 23 - Mar 24)											
		Keighley											
Project Name	Project Sponsor	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
A-DIF	CBMDC												
>Providence Park	MEFE	Press Release / GFA Signed	Project Start		Press release required			Press Release					
>Beechcliffe					Press Release	Press Release			Press release required				GFA to be signed
>Victoria Hotel													GFA to be signed
B-Town Centre Infrastructure	CBMDC			Press Release									
>Low Street Phase 2				Project Start		Press Release			Project Completion Press Release				
>Connectivity Study											Press Release Required		
>Public Realm Improvements											Project Start		
>Infrastructure - Active Travel						Project Start	Press Release			Press release required	press release	Press release required	Project Completion
>Real Time Bus info					Press release required				Press Release Required				
C-Keighley Skills Hub	Keighley College			Decision due?									
D-Manufacturing Hub	Keighley College			GFA to be signed	Press release required						Lease yet to be signed - Press Article?		
E-Capital Assistance to Business Gr	CBMDC		Press Release	Press release required	Press Release	Press release required	Press release	Press Coverage (BID)	Press release	Press Release	Press Coverage	Press release	Press release required
		F - Community Grants - Keighley											
>CG1 - River Worth Friends	River Worth Friends									GFA to be signed	Press Release		
>CG2 - Scott Street	Keighley Healthy Living		GFA Signed	Press release required	Project Start Press Release								Project Complete? Press Release Required
>CG3 - Haworth Toilets	Haworth Parish Council	GFA Signed		Due to Open - Press Release									Press release required
>CG4 - Keighley Cougars	Keighley Cougars		Press Release					Press Release			Press Coverage	GFA to be signed	
>CG5 - Haworth Village Hall	Haworth Village Hall	Press Release											GFA to be signed
>CG6 - Sangat Centre	Sangat Centre	GFA Signed	Project Start	Project Underway	Press Release				Press Coverage		Press Release Required		
>CG7 - Woodville Activity Centre	Woodville Activity Centre					GFA to be signed					Project Start	Press Release Required	
>CG8 - Old School Room	Bronite Spirit	GFA Signed	Project Start	Project Underway	Press Release Project Completed								
>CG9 - Central Hall	Central Hall		GFA Signed		Press Release	Project Underway	Project Underway				Press Release Required		
>CG10 - Good Shepherd Centre	Good Shepherd Centre					GFA to be signed				Press Release			Press Release Required
>CG11 - Worth Valley Railway	KWVRR			GFA to be signed, Press release required	Project Start			Press Release			Press release required		
G-Keighley Creative (ESA)	East Street Arts				Press release required							GFA to be signed	Project Start
H-Women Employment Programme	KAWACC												GFA to be signed
I-Keighley Art & Film Festival	Keighley Creative	Project Underway	Project Underway	Project Underway	Press release required	Project Underway	Press Coverage	Press Coverage			Press release required		Project Underway
J-Community & Wellbeing Centre	NHS		Press Release	Decision made			Press Coverage						

