

Keighley Town Deal Board

Agenda

Friday 15th March 2024

10.00am – 12.00pm

Location: Keighley Healthy Living, Scott Street, Keighley

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			Item 2
5	Minutes of the last meeting and matters arising	Chair	10:15	Item 3
6	Bradford Council Budget	AB	10:25	
7	Highlight Report: <ul style="list-style-type: none"> - Programme Management - Project Updates - Risks and Issues - Finance Update 	CBMDC Officers/Project Delivery Partner lead	10:40	Item 4
8	Long Term Plan for Towns – Revision of board to form ‘Town Board’ <ul style="list-style-type: none"> - Revised Terms of Reference (draft) - Roles – nomination and voting for a Chair and Vice Chair - Election of new board members - Future recruitment where necessary 	MR/Chair/Board	11:00	Item 5
9	PR & Comms	CBMDC Officers	11:45	
10	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
Naz Kazmi	Keighley Asian Women and Childrens Centre	Board Member

Apologies:

Alan Lunt - CBMDC

List of Invited Attendees:

Angela Blake	CBMDC
Rav Panesar	CBMDC
Michelle Rushworth	CBMDC
Phil Walker	CBMDC
Simon Woodhurst	CBMDC
Dave Partridge	CBMDC
Lorraine Coates	DLUHC
Ryan Kane	DLUHC

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. Minutes of the last meeting and matters arising

5.1 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.

6. Bradford Council Budget

6.1 Update from Angela Blake on the latest budget position.

7. Highlight Report

7.1. 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.

7.2 Project Updates

8. Long Term Plan for Towns – Revision to the Terms of Reference and Board Structure

8.1. MR to provide an overview of the revised Terms of Reference for the Town Board (to oversee the Town Deal and Long Term Plan). Draft document only.

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.

Attendance of Board Meetings

Proposal: Board members are expected to attend all board meetings held within a calendar year. Should a member be unable to attend, a deputy should be proposed and agreed with the Regeneration Manager (Keighley) prior to the meeting.

Additional Chair/Vice Chair Responsibilities

- Acting as an effective advocate and ambassador for Keighley at local, city region and national levels, working with appropriate partner organisations and individuals.
- Ensuring that all Board members participate actively in the work of the Board, encouraging their attendance and engagement within board meetings.

Frequency of meetings

Meetings shall be held quarterly as a minimum, however additional meetings will be convened and the formation of sub groups to ensure essential oversight shall be convened when necessary.

8.2. Election of new board members

- Nomination and voting for a Chair and Vice Chair roles
- Election of new board members
- Confirmation of renewing membership of (existing) Town Deal Board Members

9. PR & Communications

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

9.2. Discussion on content of recent press releases.

10. Any Other Business

10.1.

11. Date and time of the next meeting:

11.1. Friday 14th June 2024 – TBC, propose interim meeting in late April/early May to welcome new board members.

List of Keighley Town Deal Board Papers

Item 1: Declaration of Interests Register

Item 2: Correspondence Log

Item 3: Minutes of the 2nd February 2024 Meeting

Item 4: Programme Highlight Report

Item 5: 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 – Luminare 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 2nd February 2024, 10.00am – 12.00pm

Attendees – In person:

Liz Barker (Interim Chair), Angela Blake, Dave Partridge, Cllr Alex Ross-Shaw, Georgina Webster, Kevin O’Hare, Michelle Rushworth, Rav Panesar, Rhian Davitt-Jones, Sarah Carling, Steve Seymour.

Attendees – MS Teams: David Warren, Naz Kazmi, Ryan Kaye, Will Ridley-Ellis.

Apologies: Cllr Peter Corkindale, Lorraine Coates, Mark Elders, Phil Walker, Robbie Moore MP, Soo Nevison.

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	<p>Welcome and Apologies</p> <p>The board thanked IH for his time as a Chair of the Keighley Towns Fund Board alongside ME. IH and ME stepped down from the Board in December.</p>			
2	<p>Long-Term Plan for Towns</p> <p>MR provided an update regarding the Long-Term Plan for Towns alongside the Development Framework for Keighley. This included deadlines for repurposing the board by April 2024 and a draft plan in place by August 2024.</p> <p>Development Frameworks</p> <p>RDJ provided an update on the draft development framework, including the progress to date. The Board agreed that visualisations would form an important part of conveying the message to the local community.</p>			
3	<p>Terms of Reference</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>An amendment to the existing Terms of Reference was discussed by the board, including:</p> <ul style="list-style-type: none">• Term of membership with a proposal for membership initially for one year.• Minimum attendance of around 25% though this was felt too low. Minimum of 50% of meetings was the general consensus of opinion. <p>The board requires a vice-chair and nominations are actively being sought as part of the gap analysis and repurposing of the board.</p> <p>NK left the meeting</p>	<p>To circulate the revised Terms of Reference to board members for comment</p>	<p>MR</p>	<p>TBC</p>
4	<p>Programme Management</p> <p>MR provided an update on programme management, including the initial successful feedback of the DLUHC deep dive review – a full report will be issued in March. This was measuring the Levelling Up Funds (LUF) alongside a review of the Towns Fund programmes by DLUHC. Key areas for the review were focused on governance, counter-fraud, subsidy control and procurement.</p> <p>The team are continuing to utilise Short-Form Grant Funding Agreements (GFA's) to progress Towns Fund projects. This is to ensure projects can progress and funding released. This is underpinned by contract monitoring of spend against the agreed expenditure, alongside procurement as part of the governance arrangements.</p>			
5	<p>Highlight Report</p> <p>Detailed project updates are in the board papers, with a summary of key projects of interest as follows:</p> <p>Project A – Development Investment Fund</p> <p>DP provided an update on the Development Investment Fund, including positive progress to date with Providence Park which was</p>			



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>still on schedule despite a four week delay; Beechcliffe site now has a contractor in place (Balfour Beatty) to start the works including site surveys; Victoria Hotel project was also positive as a new project leads had submitted an application for the funding.</p> <p>Project B – Town Centre & Infrastructure Improvements</p> <p>Low Street Phase 2 has been completed and confirmed by SS. The Connectivity Study consultant team has been appointed and will inform the public realm improvements. Real Time Bus Information work has also been completed.</p> <p>Project C – Keighley Skills Hub</p> <p>Verbal update provided by MR, DW and KoH at the board meeting.</p> <p>Project E – Capital Assistance to Business Growth</p> <p>RP provided an update, including the large value applications that have been approved for Keighley, which is ahead of profile. 66 jobs are to be created as a result of the funding, with a total of 19 already confirmed and verified, of which 4 are apprenticeships.</p> <p>Project G – Creative Arts Hub</p> <p>MR advised that the PAR had been signed off and submitted to the national Towns Fund team. The PAR is expected to be at the initial triage stage where it is reviewed for completeness prior to appraisal by DLUHC. The project sponsors have also submitted a bid for the Community Ownership Fund.</p> <p>Project F – Community Grant Scheme</p> <p>MR provided a programme summary with a focus on Keighley Cougars and Haworth Village Hall. Keighley Cougars cost plan is due in February. Due to the relegation of the Cougars, a revised planning application was submitted and validated in December 2023. Revised application determination due March 2024. Haworth Village Hall are at successful EOI stage of the Community Ownership Fund round and progressing to submit a full application in the next round, expected Spring 2024. They have also employed a bid writer to ensure the full project can be delivered.</p>	To keep the board updated with progress	DW /KoH	Next Board meeting



ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
	<p>Project H – Women Employment Programme</p> <p>The Expression of Interest for the Community Ownership Fund was successful so moving to the application stage, which again should be submitted by Spring 2024. The Community Asset Transfer is also in progress, at stage 2.</p> <p>Project J – Community Health & Wellbeing Centre</p> <p>MR provided a summary of the highlight report including an overview of progress to date. This includes governance, design, commercial, comms and engagement and key next steps.</p>	To keep the board updated with progress	MR	Next Board meeting
6	<p>PR & Communications</p> <p>MR provided an update including the work taking place to ensure press releases are issued. Leaflets are also in the process of being printed and will be distributed to project leads.</p>			
7	<p>AOB</p> <p>The board wished to thank Ian Hayfield for his support and guidance of the TF Board over the last almost 4 years.</p>			

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

8. Highlight Report

8.1 Programme Management

8.11 DLUHC Deep Dive Assurance Review documentation submitted on the 12th January with an interim feedback session on the 24th January. This included a review of Governance, Counter-Fraud, Procurement and Subsidy Control related to the Towns Fund and the Levelling Up Squire Lane Programme. The feedback session was overall very positive with a full report due in March 2024.

8.12 Monthly meetings in place with the Internal Programme Board, which provides internal assurances and governance on the Towns Fund Programme. Key issues, risks and programme progress are provided to the board by Towns Fund Officers.

8.13 Regeneration Overview & Scrutiny Committee meeting took place on the 13th February. A report (**Appendix 1**), which provided an overview of the Towns Fund, programme and project updates, was submitted for review and challenge at the meeting.

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 Regular meetings taking 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.

8.16 Work has started on the Reporting Templates to cover the 1st October 2023 – 31st March 2024 period which includes a review of the Programme Progress, Funding Profiles, Outputs and Risks.

8.17 Gap analysis for the Shipley and Keighley Towns Fund Board completed. The Keighley Board is to be repurposed and expanded to deliver both the Towns Fund and Long Term Plan. Subsequently a press release and an advert has been sent out to recruit additional board members, including that of the chair. There is no Long Term Plan for Shipley though additional board members for Shipley are sought with a press release and advert also being issued.

8.18 Towns Fund Project Updates – Update as at February 2024

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.	Work has commenced on site. The foundations have been poured and the steel frame is complete. GFA to be finalised once the lease is in place. AFL estimated for completion by end of March 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 20 applications received. Based on the number of applications and anticipated grant amounts of pending applications, the forecast spend as of January 2023 is at £643,470.59 , with a private sector match of £3,481,412.68 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.	Notification that the Project Adjustment Request was approved by DLUHC on 8th March. Official notification due w/c 11th March 2024. The project lead can now progress designs to RIBA 3, recommence lease negotiations and also progress with the Long Form Grant Funding Agreement.	3	3	3
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	1	1	1



			Director planning a festival of events to run throughout the year. Stock room cinema was well received. Mega Drawing Box event succesful, footfall up 10% in shopping centre. I am brill event received widespread postive feedback. The team are looking for match funding and sponsorship to deliver more events, such as soap box races.			
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 being 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 and steel frame now 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	2	2
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 now received. The application is being 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)

Project Name	Value	Project summary	Updates	Delivery	Spend	Risk
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 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.	2	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 showin 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 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)

Project Name	Value	Project summary		Delivery	Spend	Risk
>CG1 - River Worth Friends	£50k	Replacing signage and improvements to footpaths and access maps.	Grant Funding Agreement and payment schedule signed and sealed.	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, planning approval received February 2024. Revised design provides enhanced community facilities. Currently undertaking value engineering to bring in the project within the TF budget.	3	3	3



>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 is approved through 3 quotes are being sought prior to commissioning the additional work.	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.	3	3	3
>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 and is continuing on site. £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, though 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 and steel frame 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 ongoing between the developer and college for Unit C.

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 Development Investment Fund monies was submitted in February. The application is being externally appraised before project approval and progression to a Grant Funding Agreement.

Project D: Capital Assistance to Business Growth

Position up to January 2023

Keighley Towns Fund	
Expressions of Interest received	60
Applications submitted	20
Applications approved	20
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	-	-	-

8.5. 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. 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

8.63. The revised planning application was submitted and validated in December 2023, as per the update provided by Alex Green, the project architect. Planning approval now granted for the revised scheme.

8.64. Cost appraisal report indicates some value engineering is needed as project is over budget.

8.7. Project G: Keighley Creative Community Arts Hub

8.71. A Project Adjustment Request was submitted to DLUHC for the proposed reduced size hub. DLUHC advised that the PAR has been approved.

8.8. Project J: Keighley Health and Wellbeing Centre

8.81 A project update will be provided in the meeting, post the Project Board taking place on 11th March 2024.

9. PR & Communications – Item 5

9.1 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.

9.2 Leaflets have been designed and printed, with a few changes being made prior to print (**Appendix 3**). A small number will be used at events and given to project leads. This included Towns Fund representation at the Community Conversation Event, hosted by The Cellar Trust and NHS as part of the development of the Health, Wellbeing & Community Campus. Banners have been designed for the Shipley Sustainable Community Hub and Health, Wellbeing & Community Campus, with the aim of getting these on site within the next two weeks.

9.3 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.

9.4 A SharePoint site has been created for both Keighley and Shipley which contains a repository of information which can be accessed by Towns Fund Board Members and potentially Project Leads, if required. This compliments the existing Towns Fund website which has an updated position for each project, board papers, minutes and latest news.

9.5 Towns Fund press releases have also been published for both the Keighley and Shipley Towns Fund (both positive & negative) from January – March 2024:

Date	Town	Publication	Details	Rating
04/03/24	Shipley	T&A	<ul style="list-style-type: none"> How you can help with £25m regeneration of Shipley Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
29/02/24	Shipley	Business Desk	<ul style="list-style-type: none"> £6m multi-use centre approved for world heritage model village TheBusinessDesk.com 	Positive
29/02/24	Shipley	T&A	<ul style="list-style-type: none"> https://www.thetelegraphandargus.co.uk/news/24154207.plans-new-building-saltaire-car-park-approved/ 	Neutral
23/02/24	Shipley	BBC News	<ul style="list-style-type: none"> https://www.bbc.co.uk/news/articles/cjk664217kjo 	Negative
19/02/24	Keighley	Keighley News	<ul style="list-style-type: none"> Work complete on transformation of Keighley street Keighley News 	Positive
18/02/24	Shipley	T&A	<ul style="list-style-type: none"> Plan for £3m Shipley health, well-being and community centre Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
13/02/24	Keighley	T&A	<ul style="list-style-type: none"> How do you think Keighley's roads could be improved? Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
12/02/24	Keighley	T&A	<ul style="list-style-type: none"> £230,000 grant funds much needed work to Victorian building Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
12/02/24	Shipley	T&A	<ul style="list-style-type: none"> Public toilets in Shipley town centre are going to-open Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
11/02/24	Keighley	BBC News	<ul style="list-style-type: none"> Keighley: Plans move forward for new industrial estate - BBC News 	Positive
07/02/24	Keighley	T&A	<ul style="list-style-type: none"> Visitor centre in historic building due to open this spring Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
02/02/24	Keighley	Keighley News	<ul style="list-style-type: none"> New roof for historic Keighley building Keighley News 	Positive
24/01/24	Shipley	BBC News	<ul style="list-style-type: none"> Shipley Market Square set for "dynamic" redevelopment - council - BBC News 	Positive
18/01/24	Keighley	T&A	<ul style="list-style-type: none"> Keighley Cougars reduces scope of stadium redevelopment Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Neutral
18/01/24	Keighley	BBC News	<ul style="list-style-type: none"> Former Haworth post office building with Brontë links refurbished - BBC News 	Positive
16/01/24	Keighley	Keighley News	<ul style="list-style-type: none"> Improvement work to begin on historic Keighley street Keighley News 	Positive

08/01/24	Keighley	Keighley News	<ul style="list-style-type: none"> New jobs could be created as Keighley firm seeks to expand Keighley News 	Positive
05/01/24	Shipley	T&A	<ul style="list-style-type: none"> 12 week scheme to improve canal towpath at Saltaire Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Positive
03/01/24	Shipley & Keighley	T&A	<ul style="list-style-type: none"> Council leader speaks on financial crisis facing Bradford Bradford Telegraph and Argus (thetelegraphandargus.co.uk) 	Neutral

10. Any Other Business

10.1.

11. Date and time of the next meeting:

11.1. Friday 14th June 2024 – TBC, propose interim meeting in late April/early May to welcome new board members.

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							

