

Keighley Towns Fund Board Meeting Minutes

Location: Keighley Healthy Living (MS Teams available)

Date / Time: Friday 15 March 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, Steve Seymour, Robbie Moore MP, Cllr Peter Corkindale, Phil Walker

Attendees – MS Teams: David Warren.

Apologies: n/a

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1	Welcome and Apologies			
2	Meeting format and conduct			
3	<p>Declaration of Interests</p> <p>GW represents Keighley Creative, recipient of grant for KAFF and tenant of ESA Community Arts Hub project.</p> <p>KoH representing Keighley College, recipient of grant for Keighley Skills Hub and Keighley Manufacturing, Engineering and Future Tech Hub</p>			
4	<p>Correspondence log</p> <p>Email sent to Ryan Kay regarding way forward and boundaries of LTP Received resignations from the board for SN and NK. PC also announced this would be his last board meeting.</p>			
5	<p>Minutes of the last meeting and matters arising</p> <p>Deep dive report due back in April following additional request for information by DLUHC.</p>			

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6	<p>Bradford Council Budget</p> <p>AB – The local authority are facing major financial challenges and have been approved for the governments Exceptional Financial Support scheme giving support of £80m for this current year and £120m for next financial year.</p> <p>This is not cash but a capital directive to enable disposal of assets and permission to borrow. As a result, this years budget has been approved, with a significant financial plan moving forwards. The Council is expected to be a third smaller than currently, over the next 5 years.</p> <p>ARS added that despite this financial plan and 10 years of budget reductions, ambitions will not reduce.</p> <p>AB confirmed that there would not be an impact on Towns Fund as this is an externally funded programme. There were also no identified risks for the delivery of Towns Fund Projects within Council Departments.</p>			
7	<p>Highlight Report</p> <p>MR provided an update on the Highlight Report as per the board papers, including a summary of the Deep Dive Review, Overview & Scrutiny Committee meeting on the 13th February and Reporting Templates which were to be sent by DLUHC in March and submitted by May 2024.</p> <p>Gap analysis now completed for both Towns Fund Boards. Keighley advertisement for new board members attracted 13 applications, closing date was 13 March.</p> <p>Project Updates – supplied in meeting pack.</p> <p>Project A - Development Investment Fund (DIF)</p> <p>DP provided an update on the DIF projects including:</p> <p>Providence Park On schedule despite a six-week weather delay, with Unit C also now in the process of being built. Final specifications being clarified between the College to ensure it meets the requirements of DfE. It is expected the site will be completed by June 2024, with Unit C being finished by October 2024. Confirmation was provided regarding solar panels and battery storage, which was being discussed with Northern PowerGrid.</p>			

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	<p>Victoria Hotel Discussions are still underway with the new applicants and the documents were being reviewed as part of the due diligence process. Outcome expected within two to three weeks, including outlining the scope of the project.</p> <p>Beechcliffe Site Balfour Beatty were the successful contractors appointed to this scheme and site investigation works to take place from the 1st April, with a report expected in the Summer 2024.</p> <p>RM enquired about the funding split, including forecasts submitted in the board papers. DP indicated that the programme was on track for the full spend by 31st March 2026, however, an update regarding this and other financial profiles was needed.</p> <p>Project C - Keighley Skills Hub KoH provided an update to the board regarding this project, including a review undertaken to look at alternative locations. This was being reviewed to ensure the project can be delivered by the deadlines set by DLUHC. Further work on this is underway and an update will be provided to the board at the next meeting.</p> <p>Project H – Women Employment Programme The Expression of Interest (EOI) process for the Community Ownership Fund (COF) will need to be resubmitted. This will need to be done as part of the next round of funding and NK has been made aware of the process. MR confirmed that projects applying for the COF had access to support from approved organisations once the EOI has passed the first stage.</p> <p>Project J – Community Health & Wellbeing Centre MR confirmed a pre-application for planning was submitted in June 2023, with a second one in the process of being finalised. MR confirmed that the NHS is committed to the spend profile for the Towns Fund, however, a report detailing this, alongside a timeline and key milestones was requested by the board.</p>	<p>Update the forecasts for all the projects</p> <p>AB to meet with KoH to review options</p> <p>Board to send a letter to the project requesting project update.</p>	<p>MR</p> <p>AB</p> <p>MR</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p>
8	<p>Long Term Plan MR provided an update regarding the recruitment for the new board. The Board agreed there was insufficient time to evaluate the potential candidates and a separate discussion would take place to review this prior to the 28th March deadline.</p> <p>The board expressed a desire to keep the same boundaries as the Towns Fund, however, not agreed.</p>	<p>MR to send evaluation matrix to the board</p>	<p>MR</p>	<p>ASAP</p>

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9	<p>PR and Comms Keighley Towns Fund leaflets created and distributed to the board as part of the engagement plan. SharePoint site was also demonstrated to the board which would provide board members with information shared within meetings. Pre-election period from 26th March – 2nd May 2024.</p>			
10	<p>AOB The board wished to thank Naz Kazmi, Cllr Peter Corkindale and Soo Nevison for their contribution to the TF Board.</p>			

Date of the next meeting: 14th June 2024 – but interim meeting TBA