

Keighley Towns Fund Board Meeting Minutes (DRAFT)

Location: Keighley College (MS Teams available)

Date / Time: Tuesday 25 July 2023 10.00am - 12.00pm

Attendees – In person:

lan Hayfield (Chair); Angela Hays; Michelle Rushworth, Steve Seymour; Alan Lunt; Phil Walker, David Warren, Robbie Moore MP(RMo), Kevin O'Hare, Rav Panesar, Naz Kazmi, Liz Barker, Georgina Webster

Attendees - MS Teams: Cllr Alex Ross-Shaw, Anne-Marie Woolham

Apologies: Angela Blake, Lorraine Coates, Peter Corkindale, Robert Maden(RMa), Mark Elders

ID	Notes/Actions/ Decisions	Decision	Action Owner	Due Date
1-4	Housekeeping – Apologies, Minutes, Actions, Correspondence Declarations of Interest			
	Minutes of the previous meetings were accepted as a true record.			
	Minutes Actions			
	GW query on when Development Framework would be available, MR confirmed draft out for consultation September. Currently internal consultation is taking place.		A1 /A11 to	25.07.23
	IH/SS queried not having CBRE list of contacts as asked for last meeting. AL/AH to supply the board urgently. RM concerned that Development Framework does fit with the Local Plan		AL/AH to supply CBRE contact list.	complete d 25.07
	MR to arrange presentation from Development Framework team if they are ready		MR to arrange Dev Frame team presentation	When appropria te for team to
	Correspondence –		to next Board	share.
	MR Correspondence from J Harris re sustainability on TF projects. MR met JH and outlined the programme. Discussions followed on possible sustainability sub group across both Keighley and Shipley (Shipley College have offered support).			
	Declarations of Interest – received from DW, GW and KOH Any others to be sent direct to MR			
5	Updates			
	Keighley Health and Wellbeing Centre AH - POS disposal to be advertised in local press for 2 weeks + 10 days for responses, then		AH/MR to arrange	



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	site hoarded off. NHS paper undergoing scrutiny then will be presented to Board		presentation of NHS paper to Board	
	IH/SS keen to keep moving forward with this project, valuation needed urgently.			
	KAWACC – NK refining costs with contractor but still £150k over budget. Work on seeking additional funding continues. Contractor could start on site 14 August though not feasible due to lack of funding and lease not in place. EOI submitted for COF. CAT still not approved after waiting 12 months.		AL to inform Board of CAT	
	IH – CAT wait too long, can AL help/clarify situation?		progress by end July	
	GW confirmed all projects are facing increased costs.		-	
	DW construction inflation at 11% but dropping. If underspend on projects occur, this could be used to cover inflation costs. Rationale is unprecedented inflation increasing costs.			
	RMo – there is risk attached to the Creative Hub project, queried when we would know what is to be delivered. Update on Project G in item X.		AH to investigate project	
	AH will look at areas of potential underspend to possibly help KAWACC		budgets and process for DLUHC if	
	IH concern of lack of information on DIF, expected presentation this meeting. Beechcliffe update needed as major project and considerable revenue. KAWACC is a much needed project and needs more support.		changes made	
	Towns Fund Conference AH reported back, conference was very useful for both TF updates and contacts in other funds.			
6	Highlight Report			
	Programme Management MR presented detailed highlight report, comments made on individual projects as follows:		MR to provide	
	Project A DIF — RMo requested more detail on the three individual projects and a separate risk analysis on each. MR to supply.		individual report/risks for Project A	
	IH asked what the timescale was for making a decision on this project and if the funding can be reallocated within the programme.			
L	L			



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	Project C Keighley Skills Hub- IH concerned over timelines, when will HWBC be ready? Requested update report from RMa.		MR to obtain HWBC update from RMa	Duto
	Project H – awaiting update after Overview and Scrutiny report is ratified by the Trust. GW raised query on comms and engagement plan .			
	Project F AMW presented detailed highlight report			
	Haworth Village Hall - AH/MR progress improved working with new team in place. Project Management help needed to lead the project. TF team already assisted with City of Culture bid and COF application.		IH to approach diocese re lease and benefit of being able to attract capital funding.	
	Good Shepherd Centre AMW - no longer plan for mezzanine but this may come later. GSC ineligible for COF due to length of lease not being sufficient. Discussion led by AH re approaching Diocese regarding lease length and COF possibility.			
	Keighley Healthy Living & Central Hall AMW – work has now started (July) and the Old School Room is complete.			
	Finance Report			
	Financial profiles across the Towns Fund Programme is included in the meeting agenda pack though was not discussed at this board meeting. Board members can review and pose any questions via email or at the next board meeting.			
7	Spotlight on			
	Manufacturing, engineering future technologies hub - DW – PowerPoint presentation of project progress including plans of the site, externals of the building and Hub location.			
	KOH – The hub will work closely with other industrial units on the site.			
8	Keighley Creative Hub Interim Report/Update			
	AL Working Group met on Friday to review interim report from ESA. 17 Questions answered. Representatives views on the working group as follows			
	SS - Positive about the project and its timing with City Of Culture, some concerns over delivery but positive overall.			



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	DW – Important to see phasing work/ RIBA 2 in August, some concern over contingency, should be 10-12%. Letting strategy is sound (oversubscribed elsewhere) and ESA as project sponsor positive.			
	AH – Risks are mitigated within the GFA.			
	LB – Output focus needed. Good relationship between KC and ESA. Track record of ESA important factor. Project is worthy of our support.			
	AH provided briefing note to Internal Programme Board which contained a recommendation to the TF Board. MR showed wording of recommendations on screen. AH explained its meaning and advised that external consultant team to appraise business case, commercial case, Re-test BCR, RAG rate, and test costs for reassurance. DW agreed with this approach, it mirrors that of Luminate on large capital projects.			
	AL – Biggest risk is property project, other risks borne by ESA			
	GW – KC have been impressed with the thoroughness of ESA. Other bids are in place with COF and the Arts Council. ESA have NPO status with the Arts Council.			
	Board voted all in favour of accepting recommendations of the working group and Internal Programme Board.			
	DW – K College likely to be a tenant of the Creative Hub.			
9	PR and Comms			
	RP – New website now live, PR activity increased. Regular meeting with Ward Councillors ongoing since June.			
	Three Little Birds bakery discussed with difficulties in accessing grants now resolved.			
	АОВ		MD to sirevitate	
	LB proposed a minibus tour of TF project sites. MR to look into, KOH offered use of minibus.		MR to circulate potential dates	
	NK help needed for KAWACC to secure additional funds to deliver project.			
	RP - Project E event planned to promote grants available, on 25 September.			



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	SS – stop 'replying all' to emails.			
	IH reiterated support for KAWACC needed.			

Date of the next meeting: 15th September 2023 10am – 12pm

