

## KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Community Development Committee held in the Victoria Room, Keighley Civic Centre on Wednesday, 12<sup>th</sup> June 2019

**Present:** Councillor Corkindale, Chair (until 6.03pm)  
Councillor A Mohammad, Chair (from 6.03pm)  
Councillor Adams  
Councillor Chapman  
Councillor Clarkson  
Councillor Cooper  
Councillor Fletcher  
Councillor Shohid

**Also Present:** Anne Wilson, Locum Town Clerk  
Pip Gibson, Community Development Coordinator  
Nichola Powell, Minute Secretary

### **01/2019 (CD) Fire Safety Announcement**

A fire safety announcement was given at the start of the meeting and there was no fire drill scheduled to take place during the meeting.

### **02/2019 (CD) Election of Chair**

**RESOLVED** that Councillor A Mohammad be elected as Chair for the 2019/20 municipal year.

### **03/2019 (HR) Election of Vice-Chair**

**RESOLVED** that Councillor Adams be elected as Vice-Chair for the 2019/20 municipal year.

### **04/2019 (CD) Apologies**

Apologies had been received from:

- Councillor Kirby - work commitments

### **05/2019 (CD) Declarations of Interest**

**RESOLVED** there were no declarations of interest under consideration on this agenda in accordance with the Localism Act 2011 s32 and the relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 from either Members or Officers.

### **06/2019 (CD) Public Question Time and Participation**

There were no members of the public present.

### **07/2019 (CD) Minutes**

**RESOLVED** to approve the minutes of the meeting of the Community Development Committee held on Wednesday, 13<sup>th</sup> March 2019.

**RESOLVED** to approve the extra-ordinary meeting of the Community Development Committee held on Tuesday, 26<sup>th</sup> March 2019.

## **08/2019 (CD) Community Development Worker's Report**

The Community Development Coordinator informed members that her report set out the background to the current projects and their current position. However, since she had been in post there was some confusion due to the fact that the Locum Town Clerk was her direct line manager and she did not feel she could contact the councillor directly as she had in her previous role.

The Locum Town Clerk said as the Community Development Coordinator's direct line manager she would liaise with her on decisions which had been made by the Committee, however, her role was not to monitor the work the Community Development Coordinator undertook as that was the role of the Committee. She also said there was no issue with her contacting councillors so long as she was included in any e mail exchange so she was aware of what was going on but if they had any requests for work to be undertaken they would have to complete the necessary paperwork which would then be discussed by Committee members for their approval or otherwise.

The Community Development Coordinator informed members that the report together with her recommendations would be circulated to members prior to every meeting for the Committee to agree whether they approve/reject the recommendations therein.

**08.1 RESOLVED** that the Community Development Coordinator's report is accepted.

**08.2 RESOLVED** that the Locality Planning Framework be accepted.

**08.3 RESOLVED** that the format for the recording and approval of projects details in Appendix B of the Community Development Worker's report be approved.

**08.4(i) Foster Gardens Community Centre**

**RESOLVED** that the Community Development Coordinator continues with the organisation of further participation and community engagement events and activities to the growing number of new groups who use the Centre.

**08.4(ii) Cabbage Club**

**RESOLVED** that the Community Development Committee approve the continuation of the Cabbage Club supporting new initiatives including the 'Just Veg' allotment surplus giveaway and the hosting of approved/accredited Craven College courses.

**08.4(iii) Cherry Tree Rise Project**

The Community Development Coordinator informed members that pathway was the responsibility of Bradford MDC so the Committee could refer this issue back to them or agree for her to co-ordinate an action day.

**RESOLVED** that the Community Development Coordinator refer this issue back to Bradford MDC with a timeframe for the work to be completed. If the work was not completed in the agreed timeframe it would be bought back to the Community Development Committee for further discussion.

**08.4(iv) Damems Wildlife Project**

**RESOLVED** that the project continues with the monitoring report being submitted to both the Community Development Committee and the Allotments & Landscapes Committee.

- 08.4(v) Laycock Layby Project**  
**RESOLVED** that the Community Development Coordinator co-ordinate a 'Planters Day Party' with Laycock Primary school and to support them to organise a seasonal planting programme with the donation from tradesman via Bradford MDC.
- 08.4(vi) Postman's Walk / Westgate / Beckside Project**  
**RESOLVED** that the Community Development Coordinator organises the multi-agency approach to further develop the entire site.
- 08.4(vii) Westfell Green Space**  
**RESOLVED** that the Community Development Coordinator organise further participation and community engagement events and activities.
- 08.4(viii) The 'Just Veg' North Dean Nature Reserve Launch Party**  
**RESOLVED** that the Community Development Coordinator organise a range of rustic fun and games with recycling workshops, vegetarian world food, planter's workshops, demonstrations and informative conversations.
- 08.4(ix) The Great Get Together Project**  
 The Community Development Coordinator informed members that although this was an event it was not organised by the Events & Leisure Committee but funding had been provided by them for the event to take place. The Council were enabling the event with support from a number of partners.  
  
**RESOLVED** that the Community Development Coordinator continue with the organisation of the event.
- 08.4(xi) Project/Work**  
**RESOLVED** that the current and predicted projects/activities be approved.
- 08.5** **RESOLVED** that a GDPR paragraph be added to the Community Development Contact Record following which the Community Development Coordinator will create a relational contacts database based on information received from the contact record.
- 08.6** **RESOLVED** that wherever practical members, through the Community Development Committee, be included in the planning and delivery of projects and initiatives in the respective wards and are invited and encouraged to share their skills and expertise in the delivery of other Keighley Town Council initiatives.
- 08.7** **RESOLVED** that the Community Development Coordinator organise an informal workshop for new and existing members on the process of engaging meaningfully with local communities and the application of good community development practice in the identification of ward and parish priorities (after the formal Councillor training).
- 08.08** **RESOLVED** that the Community Development Coordinator shall have the devolved authority from the Chair and Community Development Committee to make informed decisions on the day-to-day implementation of approved projects, initiatives and the planning of community engagement events and activities.

**08.09 RESOLVED** that the Community Development Coordinator, Chair of the Community Development Committee and the Locum Town Clerk are directly involved in, oversee and make the final decision on the appointment of the project workers.

**09/2019 (CD) Date of Next Committee Meeting**

**RESOLVED** to note that the date of the next scheduled meeting of this committee will be Wednesday, 10<sup>th</sup> July 2019 at 6.00pm in the Victoria Meeting Room, Keighley Civic Centre.

There being no further issues raised the Chair closed the meeting at 19.35 and thanked all for attending.

Signed ..... Date .....  
Chair