

KEIGHLEY TOWN COUNCIL



Mr. Joe Cooney
Town Clerk
3rd March 2020

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a Meeting of the Community Development Committee to be held in the Mai Hall Civic Centre, Keighley on **Monday 9th March 2020 at 6pm.**

Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Mayor or Deputy Mayor (Ex-Officio)
Cllr C. Chapman – Chair
Cllr J. Adams – Vice-Chair
Cllr E. Bernardini
Cllr J. Clarkson

Cllr S. Cooper
Cllr C. Mahmood
Cllr A. Shohid

*Committee Terms of Reference are contained within the Scheme of Delegation.

ADJOURNMENT FOR PUBLIC PARTICIPATION

Notice is given that at a time agreed by the meeting, 15 minutes may be set aside for members of the public to make representation on the business of the agenda for the meeting.

- Members of the public wishing to speak are to have given three working days' notice to the Town Clerk; this may be waived at the Clerk's discretion.
- Any member of the public shall not speak for more than five minutes.
- In the event of more than three members of the public wishing to address the Council then priority will be determined by the Town Clerk, based on subject matter.
- A question asked by a Member of the Public during Public Participation shall not require a response or debate during the meeting though the Chairman may direct that a written response will be provided subsequent to the meeting.

Recording at Council Meetings Recording is allowed at Council, committee and sub-committee meetings which are open to the public, subject to:- (i) the recording being conducted with the full knowledge of the Chairman of the meeting; and (ii) compliance with the Town Council's Recording of Meetings Policy. Anyone wishing to record must contact the Town Clerk prior to the start of the meeting. Any recording must be conducted openly and not in secret.

AGENDA

1. Fire Safety Announcement

2. Apologies for absence

Members are asked to receive apologies of absence for this meeting.

3. Declarations of Interest

To receive 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.

Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.

- i) Declarations of Interest from Members
- ii) Declarations of Interest from Officers

4. Public Question Time and Participation

Members of the public are advised that they are welcome to ask questions about items on the Agenda. It is not always possible to give a verbal response at the meeting and questions may receive a written reply. No resolution can be made under this item.

Questions should relate to matters of Town Council policy or practice and not relate to the individual affairs of either the questioner or any other named person.

5. Minutes – For Approval

- a) To approve the draft minutes of the meeting of the Community Development Committee held on:

Wednesday 26th February 2020.

Copy attached

- b) To approve for resigning the minutes of meetings of the Community Development Committee held on:

Wednesday 12th June 2019

Wednesday 10th July 2019

Wednesday 11th September 2019

6. Progress Report – For Noting

Report attached

7. Project Workers – For Noting

To receive a verbal update from the Community Development Officer on the progress of the recruitment and selection process.

8. Community Development Officer's Report – For Noting

Members are invited to note progress made on community development activities since the last meeting and consider any new emerging issues and opportunities.

Report attached

9. New Project Proposals – For Decision

Members are invited to approve proposals for new projects. Verbal update to be given.

10. Terms of Reference – For Decision

Councillors are asked to consider the proposed terms of reference for the Committee and make a recommendation to Full Council.

Report attached

11. Ward Facebook Groups – For Discussion

To discuss the use of Social Media to promote the work of the Community Development Committee.

12. Social Prescribing Workshop – For Discussion

To receive an update from guest speaker Jeff Bennett, Chair of Keighley Urban Meadows on the Social Prescribing funding application.

13. To note the date of the next meeting

Members are asked to note that the next meeting of the Community Development Committee will be held on Monday 6th April 2020.

KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Community Development Committee held in the Victoria Room, Keighley Civic Centre on Wednesday, 10th July 2019

Present: Councillor A Mohammad, Chair
Councillor Adams
Councillor Chapman
Councillor Clarkson
Councillor Fletcher
Councillor Shohid

Also Present: Pip Gibson, Community Development Coordinator
Nichola Powell, Minute Secretary

09/2019 (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.

10/2019 (CD) Apologies

Apologies had been received from:

- Councillor Cooper - sickness
- Councillor Kirby - annual leave
- Councillor Shaw - civic duty

11/2019 (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.

12/2019 (CD) Public Question Time and Participation

There were no members of the public present.

13/2019 (CD) Minutes

This item was deferred to the next meeting as there were no minutes available from the meeting held on 12th June 2019.

14/2019 (CD) Laycock Phone Box Books

In the absence of Councillor Kirby the Community Development Coordinator had no further information on this item to that which was on the agenda. However, members agreed that it was not the responsibility of the Town Council to provide the ongoing upkeep.

RESOLVED that Keighley Town Council would gift the Laycock Phone Box to the local residents who would be responsible for the upkeep of the outside.

15/2019 (CD) Project Coordinators Report

The Chair requested that an addition be made to the form with a summary of what the project is and an update on progress since the last meeting. Members also agreed it would be useful for the Project Coordinator to comment on the impact to people the project would have.

Following discussions the Project Coordinator agreed to email all Committee members with dates for site visits where they would be welcome to attend.

15.1 Updates on Existing Projects

a) **Cherry Tree Rise Project**

Members agreed there was a safety issue due to the overgrown foliage on the footpath and BMDC were unable to assist.

RESOLVED that once the new Project Workers had been employed the Town Council would work in partnership with the local residents to co-ordinate an action day.

b) **Damems Wildlife Project**

The Project Coordinator had no further information in the absence of Councillor Kirby.

c) **Laycock Lay-by Project**

Members agreed that due to the impending school holidays this issue should be deferred to the next meeting.

With regards to the bins members agreed that as they would be placed on BMDC land they should supply them and not an external provider. However, if BMDC were unable to supply the bins they could be funded from the local ward improvement fund.

RESOLVED that the local Ward Councillor would be approached to provide funding for the bin from his Ward Improvement Fund.

d) **The "Just Veg" North Dean Nature Reserve Launch Party**

Members thanked the Project Coordinator for facilitating the event in such a short timescale. Discussions took place regarding the assistance which should be provided by Committee members and it was agreed that for all future events more information should be provided on what assistance would be required.

15.2 Emerging Issues and Opportunities

a) **Striker Cameras**

Members agreed this issue should be dealt with by the Watch & Transport Committee.

RESOLVED that the issue of installing striker cameras throughout the Keighley Town Council parish be placed on the next agenda for the Watch & Transport Committee.

b) **Play Partnership**

The Project Coordinator informed members that the company who had agreed to match fund £95k was now only able to provide £10k, however, she was in

discussions with them to see if they could offer an increase. Discussions also took place regarding the possibility of an application for a grant which would be up to £10k.

c) **Racemoor Lane**

Due to the tensions between residents the local Ward Councillor had arranged a consultation evening to discuss what should/should not be put on the land. The Project Coordinator to report back to the next meeting.

15.3 Project Workers Job Description/Person Specification

Members discussed the reporting lines for the Project Workers.

RESOLVED that the Project Workers day-to-day workload would be managed by the Project Coordinator but any HR issues would be managed by the Locum Town Clerk.

RESOLVED that the job description and person specification for the Project Workers be referred to the HR Committee and the Chair/Vice Chair attend to discuss the concerns of the Community Development Committee.

16/2019 (CD) Date of Next Committee Meeting

RESOLVED to note that the date of the next scheduled meeting of this committee will be Wednesday, 11th September 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

KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Community Development Committee held in the Victoria Room, Keighley Civic Centre on Wednesday, 11th September 2019

Present: Councillor A Mohammad, Chair
Councillor Adams
Councillor Chapman
Councillor Clarkson
Councillor Fletcher (from 18.10)
Councillor Kirby
Councillor P Shaw, Ex-Officio
Councillor Shohid

Also Present: Pip Gibson, Community Project Coordinator
Nichola Powell, Minute Secretary
Councillor Maunsell (until 18.20)
Mrs I Fowler, Resident Racemoor Lane (until 18.20)
Mr J Bransfield, Resident Racemoor Lane (until 18.20)

17/2019 (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.

18/2019 (CD) Apologies

Apologies had been received from:

- Councillor Cooper - sickness

19/2019 (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.

20/2019 (CD) Public Question Time and Participation

There were no members of the public present.

21/2019 (CD) Minutes

RESOLVED to approve the minutes of the meeting of the Community Development Committee held on Wednesday, 12th June 2019.

RESOLVED to approve the minutes of the meeting of the Community Development Committee held on Wednesday, 10th July 2019.

22/2019 (CD) Racemoor Lane

The Vice Chair addressed members and stated that the Community Development Committee had not "given up" on assisting with Racemoor Lane but until the current disagreements have been settled the Council could not be involved in the project. If and

when the conflict was settled the matter could then be brought back to the Community Development Committee for consideration.

Mrs Irene Fowler, a local resident, addressed members stating she had sought permission from Bradford MDC to clean up the area in question last year. One of the suggestions for use of the land had been to erect a bench but due to certain reservations it had been agreed not to continue with that proposal. The new suggestion was to tidy up the area and then plant foliage/flowers which would hopefully introduce wild life back to the area. She informed members that the main conflict had been settled, apart from one small contingent, so was seeking approval from the Community Development Committee to commence the planting.

Members acknowledged the comments and stated that before any planting could take place further clarification should be sought from Bradford MDC with regards to what can and can't be done/planted on the land as they owned it.

The Chair thanked Mrs Fowler for her input and said if she/the local community wanted any assistance with a development project for the area in the future they should bring it back to the Committee for further consideration.

23/2019 (CDC) Promotion and Marketing

The Chair reiterated comments from a previous meeting stating it was important that the work the Project Coordinator undertook was promoted throughout the area. With regards to that the Project Coordinator suggested that a new position be created for a Media/Communications Officer specifically to promote the work she undertook.

Members discussed the feasibility of employing a Media/Communications Officer for the Community Development Committee and suggested that the role could be incorporated into the role of one of the Project Workers which would also incorporate promoting the work which the Council undertook.

RESOLVED that the Project Coordinator amend the job description/person specification for one of the Project Workers to incorporate the role of media and communications. Once amended these would be placed on the agenda for the HR Committee for ratification.

24/2019 (CDC) Project Coordinator

The Project Coordinator informed members that she had amended the report in line with comments at the previous meeting so there was now a project summary which was taken directly from the project proposal, followed by a summary of the project and an impact which showed the benefits and outcomes.

Members thanked the Project Coordinator for updating the report and discussed how the information on each project should be distributed throughout each ward. All agreed as there was a Community Hub in the majority of areas information via a leaflet/flyer could be sent to each Hub manager informing them of the projects which were taking place in the area so the community could become involved.

The Chair asked whether the Project Coordinator could update the report with a timescale for each project and how much time she would be spending on them. Following discussions it was agreed that the report would include the start date of each project and a projected end date.

a) **Updates on Progress of Existing Projects**

i) **Cherry Tree Rise Project**

Members agreed that as the resources and volunteers were ready to proceed with the project it should take place as soon as possible as it would have a big impact for the local residents.

ii) **Westfell Green Space**

A pumpkin feast was being arranged for the 30th October which funding had already been obtained. An open invitation would be issued to all Councillors.

iii) **The Just Veg Initiative**

The Project Coordinator said she was looking at developing a parish wide initiative using ward improvement grants.

RESOLVED that as part of the Allotment Surplus Giveaway Project Just Veg provide free food for Councillors to have a meet and greet with members of the public.

b) **New Project Proposals**

i) **Vernon Court**

Members discussed the fact that as Vernon Court was an unadopted road Bradford MDC would not want to be involved, however, information received from Traffic and Highways stated that there may be a possibility of obtaining resident only parking.

RESOLVED that the Community Development Committee agree to support a people-led solution to parking issues on the unadopted highway at Vernon Court.

ii) **Great Get Together - Community Arts & Culture Festival**

RESOLVED that the Community Development Committee supports the Great Get Together's Community Arts and Culture Festival to bring communities together in a celebration of Keighley's cultural diversity and creative talent.

iii) **North Dean Nature Reserve**

RESOLVED that the Community Development Committee supports the creation of a new Nature Reserve at North Dean and make the most of the land's potential for wildlife. To include the planting of 1000+ trees, a bee corridor and animal habitats.

c) **KTC Event Support**

Members discussed the events which the Project Coordinator should attend and agreed that any projects/events which came through the Community Development Committee would come under her remit but she should review what input she could give to any other Keighley Town Council events and make the decision whether to attend or not.

Members also agreed that the Community Development Committee manage the Project Coordinator apart from any HR issues which would be dealt with by the office staff.

d) **Mapping**

The Project Coordinator informed members she had obtained a Keighley Town Council Parish map together with individual Ward maps which would be used to highlight the projects which were taking place in each Ward.

25/2019 (CD) Date of Next Committee Meeting

RESOLVED to note that the date of the next scheduled meeting of this committee will be Tuesday, 8th October 2019 at 6.00pm in the Victoria Meeting Room, Keighley Civic Centre.

There being no further issues raised the Chair closed the meeting at 19.40 and thanked all for attending.

Signed Date
Chair

KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Community Development Committee held in the Victoria Room, Keighley Civic Centre on Wednesday, 12th 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, 13th March 2019.

RESOLVED to approve the extra-ordinary meeting of the Community Development Committee held on Tuesday, 26th 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, 10th 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

KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Community Development Committee held in the Victoria Room, Keighley Civic Centre on Tuesday, 7th January 2020

Present: Councillor Chapman, Chair
Councillor Adams
Councillor Anayat, ex-Officio
Councillor Bernardini
Councillor Clarkson
Councillor Cooper

Also Present: Pip Gibson, Community Development Officer
Nichola Powell, Minute Secretary

033/2019 (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.

034/2019 (CD) Apologies

None.

035/2019 (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.

036/2019 (CD) Public Question Time and Participation

There were no members of the public present.

037/2019 (CD) Minutes

RESOLVED to approve the minutes of the extra-ordinary meeting of the Community Development Committee held on Tuesday, 7th January 2020.

038/2019 (CD) Ward Forums

The Community Development Officer informed members that the cost of implementing Ward Forums would be approximately £3,750 but she was also looking for sponsorship, however, if she could not raise any sponsorship there would be money in the Community Development budget to cover this cost.

RESOLVED that funding for the Ward Forums, £3,750, be requested from the Finance & Audit Committee, however, if they refuse the monies will be funded from the Community Development budget.

039/2019 (CD) Project Workers

The Community Development Officer said that only one Project Worker had been funded from the 2020/21 budget, however, she and the Town Clerk were due to meet with Craven College

regarding them funding a project worker from CLLD funds. She would update members following the meeting.

040/2019 (CD) Community Development Officer's Report

Members reviewed the report and commented on the following:

a) **Mapping**

The Community Development Officer said that the new system, Pear Technology, had been installed and she was due to attend a training session shortly. Once the map had been populated it was anticipated that all Councillors would have access to it so they could review what was in their wards and what required updating.

b) **Litter Picking**

Discussions took place regarding litter picking in hotspots around the town and members said that local residents had set up Keighley Clean Street which included a group of local residents cleaning up their own areas. Members agreed that the details of Keighley Clean Street would be posted on the Council's Facebook page.

c) **Case Studies**

Councillors who attend the Keighley Community Showcase will invite groups and organisations to provide voluntary testimonials along with evidence of how they have benefited from KTC support or funding.

Members noted the Community Development Officer's report.

041/2019 (CD) New Project Proposals

There were none.

042/2019 (CD) Future Agenda Items

- Ward Facebook Page

043/2019 (CD) Date of Next Committee Meeting

RESOLVED to note that the date of the next scheduled meeting of this committee will be Monday, 9th March 2020 at 6.00pm in the Victoria Meeting Room, Keighley Civic Centre.

There being no further issues raised the Chair closed the meeting at 18.45 and thanked all for attending.

Signed Date
Chair



REPORT FROM: TOWN CLERK

TO: COMMUNITY DEVELOPMENT COMMITTEE

DATE: 9TH MARCH 2020

Report Author: Joe Cooney

Tel No: 01535 873126

Email: joe.cooney@keighley.gov.uk

**PROGRESS REPORT ON DECISIONS TAKEN AT THE
POLICY & GOVERNANCE MEETING DATED 16TH
DECEMBER 2019**

Item No	Committee Decision	Update
1.	Ward Forums Resolved Funding for the Ward Forums, £3,750, be requested from the Finance & Audit Committee, however, if they refuse the monies will be funded from the Community Development budget.	The request will be presented to the Finance & Audit Committee's first meeting of the new financial year.
2.	Project Workers Noted the update from the Community Development Officer was noted.	Appears elsewhere on the agenda.
3.	Community Development Officer Report Noted the report from the Community Development Officer.	Appears elsewhere on the agenda.

KEIGHLEY TOWN COUNCIL **Item 8**

REPORT TO FINANCE EMPLOYMENT AND SERVICES COMMITTEE



REPORT AUTHOR	Pip Gibson Community Development Officer
EMAIL	pip.gibson@keighley.gov.uk
Date	9 th March 2020

SUBJECT	Community Development Officer's Report
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PURPOSE:

1. This report provides responses to Members' comments and suggestions made at previous meetings of the Community Development Committee.
2. The report also provides updates on the Council's existing community development commitments.

RECOMMENDATION(s):

3. That the report is noted.

REASONS FOR RECOMMENDATION:

4. This report is for information only.

SUMMARY OF KEY POINTS:

5. **Case Studies**

Members were fully appraised of the issues relating to case studies at the last meeting of the Community Development committee. Members are advised that it is not within the scope of the CD Officer or any future Project Workers to conduct individual case studies. Groups and organisations funded by the CD Committee will be advised that case studies may be requested of them by Councillors as part of any future monitoring and evaluation arrangements.

6. **Ward Facebook Pages**

In response to the suggestion that there could be a social media page for each of the Town Council wards, Members are advised that these have already been set up in some Wards by Town Cllrs.

7. **Project Workers**

A meeting was held on Friday 28th February to finalise the details of the Craven College/Keighley Town Council bid to CLLD to fund two Key workers with a focus on employability. Members will be appraised of the outcome of that bid at a future meeting of the Community Development Committee.

Town Council funding for one Project Worker has been approved within the budget setting process for the next financial year. Project workers will be managed by and report directly to the Community Development Officer and/or Town Clerk.

8. **Update on Community Development Projects.**

i. **Foster Gardens Community Centre**

An open day event incorporating a special “Just Veg” pop up bistro will be held at the centre on April 9th. Members are invited to attend. The event will also be attended by representatives of the People’s Health Trust.

The Foster Gardens project has earned national recognition as an example of good community development practice.

ii. **Cabbage Club**

Significant improvements are being made to the site in anticipation of extra sessions and activities being delivered by Craven College, Free Seeds CIC and People’s First Keighley & Craven.

A new bio-digesting (flushing) toilet and shower facilities are to be installed onsite along with an undercover recycling workshop area.

The site is also the location for the People’s Trees urban orchard and will be used as a key location for groups funded through the Keighley Social Prescribing initiative.

iii. **Damems Wildlife Project**

It is anticipated that the groups and individuals originally involved in this initiative will rejoin the project in springtime. Trees will be planted (see ix. People’s Trees) and the project will be linked to other environmental improvement and social prescribing initiatives planned for the coming year.

iv. **Laycock Layby**

Laycock Primary School have secured Ward Improvement Funding (Cllr. Kirby) to carry out horticultural tuition for parents and children to ensure seasonal maintenance of the rustic planters on the layby. Other community projects, including the planting of trees is expected.

v. **Just Veg**

The first Just Veg event will take place at Guard House on April 9th 2020. To add to the previous list, Councillors have requested additional pop-up events, funded by their Ward Improvement Funds, in the following Wards:

Woodhouse & Hainworth

vi. **Party on the Green**

This “Great Get Together” style event will be held on Church Green during the school holidays to encourage maximum community engagement and participation from local groups.

vii. **Vernon Court**

Residents have been appraised of the process to apply for funding to maintain the street surface on this unadopted road. This will require them to become a fundable organization. No further action is necessary.

viii. **Keighley Community Showcase**

Over 50 Keighley Town Council funded groups have been invited to take part in the Showcase event of which 15 have taken up the offer. The event takes place on 21st March. A report on the success and outcomes of the event will be taken to a future meeting of the Community Development Committee.

ix. **People’s Trees**

£2,000 Allotments & Landscapes has been approved to implement the Cabbage Club Urban Orchard Project, North Dean Arboretum and Thorne Wood at Damems.

Note: The Criteria for implementing the proposed Trees for Cities initiative as detailed in previous reports was unworkable as it would have required Keighley Town Council to accept an unreasonable level of liability for the implementation and future maintenance of the project.

Alternatives will be sought.

9. **Other Community Development activity.**

i. **Town Fund**

Keighley is one of 100 towns across the country selected to receive up to £25m of funding to develop ambitious and innovative plans to boost the town and its economy. Members will be updated on any issues or actions with implications for Keighley Town Council community development support as the bidding process develops.

ii. **Ward Development Profiles/Town Plan**

A significant proportion of CD officer time will continue to be devoted to the creation of Ward Development Profiles as an essential element of the Town Plan development process. Both the Profiles and Plan will provide an essential reference for the future deployment of human, material and financial resources.

Ward Development Forums have an important role to play in this process.

iii. **PEAR training (mapping)**

Training has been organised for Officers and volunteers on this.

iv. **Social Prescribing**

A detailed application to Leeds Community Foundation has been prepared in partnership with Keighley Urban Meadows (lead organisation) who will appraise Members of the details at this meeting.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

10. There are no financial implications relating to this Report.

POLICY IMPLICATIONS:

11. There are no Policy Implications arising from this report.

DETAILS OF CONSULTATION:

12. None required.

BACKGROUND PAPERS:

13. None.

FURTHER INFORMATION PLEASE CONTACT:

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KEIGHLEY TOWN COUNCIL **Item 10**

REPORT TO COMMUNITY DEVELOPMENT COMMITTEE



REPORT AUTHOR	Pip Gibson Community Development Officer
EMAIL	pip.gibson@keighley.gov.uk
Date	9 th March 2020

SUBJECT	Terms of Reference for the Community Development Committee
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PURPOSE:

1. This report invites Members to agree Terms of Reference for the Community Development Committee.

RECOMMENDATION(s):

2. That the Committee agrees to Terms of Reference for the Community Development Committee and refers them to Full Council for approval.

REASONS FOR RECOMMENDATION:

3. It is a requirement that all Keighley Town Council Committees with decision making powers operate within Terms of Reference approved by Full Council.

SUMMARY OF KEY POINTS:

4. **Proposed Terms of Reference**

The proposed Terms of Reference provide details of the role and function of the Community Development Committee and a framework for its decision making.

These are:

Membership: Eight Town Councillors, plus Mayor or Deputy Mayor

Quorum: Four Town Councillors with voting powers

Meetings: Bi-Monthly

Terms of Reference:

- (i) To oversee the Council's commitment to support community development practice within its area of benefit and influence.
- (ii) To support the Community Development Officer in the development of positive actions and activities in response to emerging issues and opportunities within local communities.
- (iii) To implement and support positive actions with reference to the key priorities detailed within the Council's Town Plan.
- (iv) To facilitate effective community engagement arrangements that encourage and enable local residents to contribute to the development of the Town Plan.
- (v) To facilitate the creation of Ward Profiles in support of the Council's community engagement strategy.
- (vi) To be responsible for the deployment of community development specific budgets.
- (vii) To approve Project Proposals generated in consultation with partners and Members.
- (viii) To consider and develop Parish wide initiatives in response to Keighley Town Council's priorities.
- (ix) To ensure Councillors are appraised of and aware of their roles within the community development process through the implementation of workshops and the sharing of information.
- (x) To liaise with and support other Keighley Town Council Committees on issues of common interest.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

- 5. None

POLICY IMPLICATIONS:

- 6. There are no Policy Implications arising from this report.

DETAILS OF CONSULTATION:

7. None required.

BACKGROUND PAPERS:

8. None.

FURTHER INFORMATION PLEASE CONTACT:

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