



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
27th May 2020

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Community Development Committee** which will be virtually via the following link <https://us02web.zoom.us/j/87535175761> on **Wednesday 3rd June 2020**. You can also access via phone using the following number and meeting ID number **Meeting ID: 87535175761# Tel No: +442034815240**

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Mayor & Deputy Mayor (Ex-Officio)
Councillor C. Chapman
Councillor C. Mahmood
Councillor C. Graham
Councillor A. Mohammad

Councillor E. Bernardini
Councillor J. Clarkson
Councillor A. Shohid
Councillor S. Cooper

*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 Chairman'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 Chairman, 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 after 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. Election of Chair for Municipal – For Decision

To elect a Chairman for the Municipal year 2020/21

2. Election of Vice Chair – For Decision

To elect a Vice Chairman for the Municipal year 2020/21

3. Apologies for absence

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

4. 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

5. 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.

6. Minutes – For Decision

Members are asked to approve the minutes of the meeting of the Community Development Committee held on Monday 9th March 2020.

Copy attached

7. Progress Report – For Noting

To receive the progress report following the last meeting held Monday 9th March 2020.

Copy attached

8. Community Development Officer's Report – For Noting

Members are invited to note progress made on community development activities since the last meeting.

Copy attached

9. Budget Update – For Decision

To receive an update on the Committee budget for Financial year 2020/21.

Copy attached

10. Social Prescribing update – For Noting

To note progress on the Social Prescribing funding application.

11. Craven College CLLD update – For Noting

To note progress on the Craven College/ Keighley Town Council CLLD bid.

12. Future Items – For Decision

Councillors are asked to suggest any agenda items for future meetings.

13. Date of next meeting

The date of the next meeting of this committee will be held on Wednesday 5th August 2020 at 6.00pm.

KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Community Development Committee held in the Victoria Room, Keighley Civic Centre on Monday, 9th March 2020

Present: Councillor Adams, Chair
Councillor Clarkson
Councillor Cooper
Councillor Corkindale, ex-Officio
Councillor P Shaw
Councillor Shohid (until 18.30)

Also Present: Pip Gibson, Community Development Officer
Nichola Powell, Minute Secretary
Jo Beecroft, Keighley East Ward Officer, Bradford Council
Jeff Bennett, Chair of Keighley Urban Meadows

044/2019 (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.

045/2019 (CD) Apologies

Apologies had been received from:

- Councillor Chapman
- Councillor Bernardini

046/2019 (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.

047/2019 (CD) Public Question Time and Participation

There were no members of the public present.

048/2019 (CD) Minutes

RESOLVED to approve the minutes of the ordinary meeting of the Community Development Committee held on Wednesday, 26th February 2020.

RESOLVED that the minutes of meetings on Wednesday, 12th June 2019, Wednesday, 10th July 2019 and Wednesday, 11th September 2019 be approved and resigned.

049/2019 (CD) Progress Report

Members noted the Community Development Officer's progress report.

050/2019 (CD) Project Workers

The Community Development Officer updated members following her meeting with Craven College regarding the recruitment of 2 x Project Key Workers. The CLLD bid had been submitted and members would be appraised whether it had been successful in April. If the bid was successful it was anticipated the new staff would commence in June 2020.

051/2019 (CD) Community Development Officer's Report

Members noted the Community Development Officer's report.

052/2019 (CD) New Project Proposals

There were none.

053/2019 (CD) Terms of Reference

RECOMMENDED that the Community Development Committee recommends the Terms of Reference for the Community Development Committee to Full Council for adoption.

054/2019 (CD) Ward Facebook Groups

The Community Development Officer said that all Councillors could set up their own Facebook page for their Wards where they could upload updates on Community Developments and advertise all Council events. She also said that she promoted Community Development on the Council's website and on their Facebook page.

Following discussions members agreed that notices for all events should be put up on all notice boards in the Town.

055/2019 (CD) Social Prescribing Workshop

Jeff Bennett, Chair of Keighley Urban Meadows addressed the meeting and explained the background of Keighley Urban Meadows and the work they were involved in. A copy of his briefing paper which gives, further details, is attached to these minutes.

056/2019 (CD) Date of Next Committee Meeting

RESOLVED to note that the date of the next scheduled meeting of this committee will be Monday, 6th April 2020 at 6.00pm in the Main Room, Keighley Civic Centre.

There being no further issues raised the Chair closed the meeting at 19.05 and thanked all for attending.

Signed Date
Chair



REPORT FROM: TOWN CLERK

TO: COMMUNITY DEVELOPMENT COMMITTEE

DATE: 3RD JUNE 2020

Report Author: Joe Cooney

Tel No: 01535 872126

Email: joe.cooney@keighley.gov.uk

**PROGRESS REPORT ON DECISIONS TAKEN AT THE
COMMUNITY DEVELOPMENT MEETING DATED 9TH
MARCH 2020**

Item No	Committee Decision	Update
1.	Committee Terms of Reference RECOMMENDED that the Community Development Committee recommends the Terms of Reference for the Community Development Committee to Full Council for adoption.	Terms of Reference approved by Full Council on 19 th March and included in the Scheme of Delegation approved 21 st May.
2.	Social Prescribing Workshop NOTED the presentation from Keighley Urban Meadows	Appears elsewhere on the agenda.
3.	Project Workers NOTED the update on the CLLD application in partnership with Craven College	Appears elsewhere on the agenda.

KEIGHLEY TOWN COUNCIL **Item 8**

REPORT TO COMMUNITY DEVELOPMENT COMMITTEE



REPORT AUTHOR	Pip Gibson Community Development Officer
EMAIL	pip.gibson@keighley.gov.uk
Date	3 rd June 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 and the impact of Covid-19.

RECOMMENDATION(s):

3. That the report is noted.

REASONS FOR RECOMMENDATION:

4. This report is for information only.

SUMMARY OF KEY POINTS:

5. Craven College

The assessment stage of the joint Craven College/Keighley Town Council CLLD application for 2 x Key Workers has been delayed due to Covid-19. We await notification of success or rejection in May. Members will be advised on progress in due course.

6. Social Prescribing Workshop

A detailed application to Leeds Community Foundation has been submitted in partnership with Keighley Urban Meadows (lead

organisation). Members were appraised of the details at the meeting of the 9th of March. The assessment of applications has now been delayed until June due to Covid-19. Members will be advised on progress in due course.

Irrespective of the outcome of this application, feedback from partners and key service providers clearly indicates that social prescribing will be an extremely important element of future community development following the easing of Lockdown restrictions.

7. Ward Development 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.

The item will be discussed by the Finance & Audit Committee at their June meeting. The outcome will be reported to Councillors at the next meeting.

8. Update on Community Development Projects.

i. Foster Gardens Community Centre

The open day event incorporating a special “Just Veg” pop up bistro to be held at the centre on April 9th was cancelled along with all other centre based activities due to Covid 19 restrictions.

Initially lunches were prepared & delivered to group members (whilst observing distancing protocols). However, after a couple of weeks this became unpractical due to maintenance and cleaning services at the community centre being suspended.

The community education element of the project continues by making good use of available resources which involves recording “cook and eat” and “craft and keep” videos and posting them on the Keighley Urban Meadows You Tube channel set up specifically for this purpose together with a weekly facebook “pub quiz” too.

<https://www.facebook.com/groups/241205353227765/>

ii. Cabbage Club

All Cabbage Club activities are suspended for the duration of the lockdown.

iii. **Damems Wildlife Project**

As with other projects, activities have been suspended. As the work, particularly tree planting, is seasonal it will be necessary to re-assess plans for the development of this initiative when it is safe to resume activities.

iv. **Laycock Layby**

Activities suspended until further notice.

v. **Just Veg**

Activities are suspended until further notice. The nature of these events means they are high-risk. It may be necessary to re-design some elements of the project depending on prevailing post-lockdown conditions. The funding for the Just Veg initiative was awarded to Keighley Urban Meadows and is being retained in a secure restricted account until it is safe to resume work on the initiative.

vi. **Party on the Green**

This “Great Get Together” style event to be held on Church Green during the school holidays to encourage maximum community engagement and participation from local groups is another high-risk event. It may have to be re designed and/or re-scheduled due to lockdown restrictions.

vii. **Keighley Community Showcase**

The event that was to have taken place on 21st March was cancelled due to Covid-19 restrictions.

viii. **People’s Trees**

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

Work at the North Dean site, named by local volunteers as “The Planting of Willow Wood” was successfully undertaken prior to the full implementation of Covid-19 Lockdown protocols. Funding from the Allotments & Landscapes Committee for the People’s Trees initiative was awarded to Keighley Urban Meadows and is being retained in a secure restricted account until it is safe to resume work on the initiative. It is anticipated that a “bare root” planting scheme could be undertaken in the winter months if conditions are favourable.

Discussions are currently being had with Trees For Cities, Environment Agency and Schools post Covid-19 lockdown.

9. **Other Community Development activity.**

i. **Volunteer Co-ordination for the Covid-19 Response Team in Keighley West**

Bradford Council in partnership with Keighley Town Council, Action Point Community Services and other voluntary organisations have put together a comprehensive scheme of support for vulnerable people during lockdown. The “Keighley Hub” programme has been co-ordinated in the Keighley West wards by Keighley Town Council's Community Development Officer. This has involved organising registered voluntary support for the vulnerable and those who need it, including welfare checks for those shielding, befriending, food parcels, dog walking, collection of prescriptions and shopping, delivery of vital information and boredom beating activity packs.

In addition to food produce being donated by local supermarkets, Keighley Town Council has donated funding to support local communities in the distribution of food parcels.

ii. **Town Plan**

The Town Plan is a working document which summarises the projects and proposals that Keighley Town Council will develop and/or deliver over the next three years. There are currently 63 objectives, of which 22 sit under the responsibility of the Community Development Committee. A report on a possible working group of Councillors to oversee the Town Plan will be presented to Full Council in June.

iii. **CPD – Continuous Professional Development**

The following training has been achieved:

Accident Reporting (RIDDOR)
Equality and Diversity
First Aid in the Workplace (Employees) General Data Protection Regulation (GDPR)
Induction Safety
Lone Working (Employees)
Office Safety
Slips, Trips and Falls
Workstation Setup
Digital Skills – Social Media

iv. **Keighley Police Museum**

Supported the recruitment of Trustees for The Keighley Police Museum CIO and will continue to support the project throughout.

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:

Pip Gibson
Community Development Officer pip.gibson@keighley.gov.uk

Detailed Income & Expenditure by Account 30/04/2020

Month No: 2

Account Code Report

	Actual Current Mnth	Actual Year to Date	Current Annual Bud	Budget Variance	Committed Expenditure	Funds Available	% Spent
<u>Expenditure Detail</u>							
4402 Community Development Fund	0	0	10,000	10,000		10,000	0.0%
Total Overhead	0	0	10,000	10,000	0	10,000	0.0%
Total Income	0	0	0	0			0.0%
Total Expenditure	0	0	10,000	10,000	0	10,000	0.0%
Net Income over Expenditure	0	0	(10,000)	(10,000)			
Movement to/(from) Gen Reserve	0	0					