



KEIGHLEY TOWN COUNCIL

TOWN PLAN

2020 – 2023

Keighley Town Council

Town Plan

This Town Plan summarises the projects and proposals that Keighley Town Council will develop and/or deliver over the next three years. The document will be subject to alteration and amendment and will inform the budget setting process.

Partners

In order to ensure the success of our projects we will be working in partnership with a broad range of service delivery agencies, community organisations, groups and individuals across the Parish. Where appropriate, details of these are included in our plan of action.

Review and Evaluation

The Town Plan will be regularly and formally reviewed. It is a 'live' document and the Council can add to it and amend as necessary. Progress on projects will be reviewed by Standing Committees and reported to Full Council.

What we want to achieve

The current Town Council was elected in May 2019 for a period of four years. We see our collective duty, during those four years, as serving the town to the best of our ability, within the limited resources available.

We have set ourselves 4 aims and objectives– the things we would like to achieve for the town during our term of office. This Strategic Plan explains how we will ensure everything we do as a Town Council contributes to one of these key objectives. We will regularly report to you on how the Council is progressing.

We won't achieve everything! Unexpected events will interfere with the strategy or may require a change in direction, or we may have been unrealistic in what we hoped to achieve.

The resources available to the Town Council are limited. The powers the Council has to do things are limited, but we think that by working cooperatively with others, encouraging them to use their own resources and experience in partnership with the Town Council to achieve their objectives we can achieve many things for Keighley.

There are some things that are beyond our powers but which we accept will be very important to the people of the town: a good range of local shops and jobs, better public transport, better health facilities. These are not forgotten, and we will support, encourage and make representation to others to deliver these whenever and wherever we can, even though many of these issues are outside the direct remit of the Keighley Town Council.

The aims and objective we have set out in this Town Plan the Town Council believes are realistic and achievable over the next 3 years.

Our areas of focus over the life of this plan will cover the following four objectives.

1. **Community Development**

Community development involves empowering the relationships between ordinary people and service providers such as Keighley Town Council, so that everyone can take part in the issues that affect their lives. Within Keighley there is a wealth of knowledge and experience which, if used in creative ways, can be channelled into collective action to meet the needs of the residents of Keighley.

Keighley Town Council will take the lead in promoting people-led action, developing self-help initiatives, increasing community engagement, expanding the number of productive working partnerships between organisations within Keighley, and improving health and wellbeing.

We will aim to support the development of life skills and skills sharing, create lifelong learning opportunities to assist people into work and/or increase opportunities for those already in work. Keighley Town Council has a pivotal role to play in the ongoing improvement of community relations, we will aim to contribute to reducing prejudice and creating an integrated society for the whole of Keighley.

2. **Developing the local environment**

Our aim is to make Keighley an attractive place to live, work or visit. We will champion the preservation of urban greenspace and the built environment. We will also work to protect our historic buildings and sites which form a cornerstone of our history. We will do what we can to work with partners in addressing climate change. We want everyone in Keighley to feel safe and we will work with others to create safer communities.

3. **Arts and Culture**

We want to ensure everyone in Keighley has the chance to be part of creative activities for all. Keighley has a wealth of talent and we will play our part in showcasing all of Keighley's talent. We aim to provide opportunities for cultural development and cross-cultural collaboration.

4. **Civic Pride**

The Town Council has invested into improving the Civic Centre. We will develop the Civic Centre as a central focal point for key events, workshops and exhibitions. The Civic Centre will also be available for residents of Keighley to use for their own events and celebrations. The Town Council will support the Town Mayor in their Mayoral duties. An overriding goal of the Town Plan is to preserving Keighley's proud history and rich heritage to generate, develop and promote community pride.

Timescales

We have assessed all the work we intend to undertake to deliver the above targets. We will categorise each area of work within the following timescales:

Short Term	Target completion date within Municipal year 2020/21
Medium Term	Target completion date within Municipal year 2021/22
Long Term	Target completion date within Municipal year 2022/23
Ongoing	These are items which form part of the annual Council Calendar and will often be repeated each year.

Our Actions

These are the actions we intend to take over the next 3 years to meet our 4 objectives. This will be a live document and could be changed, updated or amended at any point to reflect the needs of the Council to respond to clear demands from the community.

Key Objective	What we will do	Timescale	Who's responsible
Civic Pride	Organise an annual programme of Mayoral engagements.	Ongoing	Mayor's Office
	Create Cultural and Civic links with other Towns.	Ongoing	Mayor's Office
	Manage fundraising activities for the Mayor's Charitable Trust.	Ongoing	Mayor's Office
	Organise Ceremonial events including Remembrance Sunday.	Ongoing	Mayor's Office
	Organise the Keighley Community Awards Event.	Ongoing	Events & Leisure Committee
	Organise an annual Events Programme	Ongoing	Events & Leisure Committee
	Keep the public informed and up to date via social media, regular newsletters and other promotional materials.	Ongoing	Town Clerks Office
	Organise Regular Community Showcase Events to evidence the work of groups and projects supported by Keighley Town Council.	Ongoing	Community Development and Events Committees
	Promote civic pride and public participation.	Ongoing	All Councillors and staff

	Maintain our signs and noticeboards to a high standard with regularly updated information.	Ongoing	Watch & Transport Committee
	Develop a marketing plan to increase usage of the Civic Centre as a function venue.	Medium Term	Civic Centre and Strategy Committee
	Effectively management the Council's finances and seek value for money in all aspects of service provision	Ongoing	Finance & Audit Committee
	Develop a Corporate Governance Action Plan to ensure the Council is being run effectively.	Ongoing	Policy & Governance Committee
	Play a leading role in the development and implementation of the Keighley Town Funds.	Ongoing	Full Council
	Work on developing stronger links with neighbouring authorities, such as Bradford MDC, Silsden, Haworth, Bingley and Shipley Town Council's to ensure all strategic decisions taken benefit the whole of Keighley.	Ongoing	Full Council
	Make evidence-based decisions in an open and transparent way.	Ongoing	Full Council
	Develop a Preferred Suppliers list with the emphasis on local businesses and suppliers.	Medium Term	Finance & Audit Committee
	Keep the Town Plan under continuous review throughout its lifespan.	Ongoing	Policy & Governance Committee
	Encourage greater links with our Twin Town Poix Du Nord (France) on the back of the centenary in 2020.	Medium Term	Mayor's Office
	Continue to provide secretarial support to the Mayors Charitable Trust Committee.	Ongoing	Town Clerk
	Produce all Council Agendas & Minutes on the Council website in a timely manner.	Ongoing	Town Clerk
	Implemented the Council's commitment to hold paperless meetings.	Long Term	Town Clerk
	Continue to meet the Council's commitment to be a plastic free and environmentally friendly council.	Ongoing	Town Clerk

Community Development	Implement a programme of community-based Ward Development Forums.	Medium Term	Community Development Committee
	Develop and maintain working partnerships to access funding in support of our Key Objectives.	Ongoing	Community Development Committee. Town Clerk's Office
	Support the establishment of working partnerships between key agencies to develop a comprehensive social prescribing network.	Medium Term	Community Development Committee
	Design and implement projects that support lifelong learning and employability with key partners and local groups.	Ongoing	Community Development Committee
	Seek external funding and sponsorship for the development of open access Café/Workshops in the Civic Centre.	Short Term	Community Development' Committee. Civic Centre & Strategy Committee
	Support and encourage local people to develop and manage their own community resources.	Ongoing	Community Development Committee
	Organise public participation activities and events that encourage cohesion and promote harmonious integration.	Ongoing	Community Development Committee, Events & Leisure Committee
	Develop and implement Town Council ward based healthy eating events.	Medium Term	Community Development Committee
	We commit to providing reasonable financial support to established local, community groups and partners to ensure the development of our local communities	Medium Term	Finance & Audit Committee
	Establish Allotment Associations and create a web-based allotment forum.	Short Term	Allotments and Landscapes Committee
	Support the establishment of an anti-bullying scheme in local schools.	Medium Term	Watch & Transport Committee
	Always consider the impact on the community in every decision taken by Keighley Town Council.	Ongoing	Town Clerk
	Participate in any public consultation that would have a direct impact on Keighley.	Ongoing	Policy & Governance Committee
	Undertake a review of bylaws within Keighley.	Long Term	Policy & Governance Committee

Developing the Local Environment	Implement a local people led green space development programme.	Short Term	Community Development Committee
	Support the development of environmental improvement partnerships.	Ongoing	Community Development Committee
	Support the ongoing development of outdoor education and community activity facilities.	Ongoing	Community Development Committee
	Implement a community tree planting programme.	Ongoing	Community Development Committee
	Help to create a cleaner and greener Keighley by sponsoring the installation of refuse and recycling bins in key locations.	Medium Term	Allotments and Landscapes Committee
	Undertake a survey of Town Council land and prepare accurate site maps.	Short Term	Allotments and Landscapes Committee
	Increase the Number of available allotment plots.	Medium Term	Allotments and Landscapes Committee
	Ensure that Keighley Town Hall Square and war memorial is maintained to a high standard.	Ongoing	Allotments and Landscapes Committee
	Undertake appropriate groundwork preparations to facilitate the implementation of the "Peoples' Trees" initiative.	Short Term	Allotments and Landscapes Committee
	Improve the accessibility and security of allotment sites.	Long Term	Allotments and Landscapes Committee
	Scrutinise and comment on Planning Applications.	Ongoing	Planning Committee
	Identify publicly owned areas of land that could be brought under the management of Keighley Town Council to secure their future and/or encourage more community access.	Long Term	Allotments and Landscapes Committee
	Work up detailed proposals on publicly owned assets that could be managed by the Town Council for the benefit of Keighley.	Medium Term	Town Clerks Office
	Maintain all Keighley Town Council boundary signs to a high standard	Ongoing	Watch and Transport Committee
	Consider developing a Neighbourhood Plan for Keighley	Long Term	Planning Committee
	Ensure any Community Infrastructure Levy (CiL) collected from Bradford MDC is appropriately allocated across Keighley.	Ongoing	Planning & Full Council

Arts & Culture	Organise an integrated programme of multi-cultural Community Arts Activities.	Ongoing	Community Development Committee
	Seek funding and sponsorship to engage the services of a professional creative practitioner to develop and facilitate our Community Arts Programme.	Short Term	Community Development Committee
	Organise regular Creative Practitioners Forums to share knowledge encourage and support collaborative working practice across the Parish.	Medium Term	Community Development Committee
	Support the development of music, visual and performing arts programmes for young people.	Medium Term	Community Development Committee
	Support community groups offering arts and craft activities for older, vulnerable and socially isolated young people	Medium Term	Community Development Committee
	Create a "Creative Keighley" Arts and Culture Channel on YouTube and invite the community to submit content for publication.	Ongoing	Community Development Committee
	Maintain a database of creative practitioners.	Ongoing	Community Development Committee
	Organise an annual exhibition of local creative talent.	Ongoing	Community Development and Events & Leisure Committee
	Organise a pilot programme of open access Creative Café/Workshops.	Short Term	Community Development committee. Civic Centre & Strategy
	Work with partners to deliver a varied and vibrant events programme	Ongoing	Events & Leisure Committee
	Commit to reopening the Police History Museum.	Long Term	Civic Centre & Strategy Committee