



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Town Clerk to the Town Council  
29<sup>th</sup> July 2020

Email: [townclerk@keighley.gov.uk](mailto: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/89650934189> on **Wednesday 5<sup>th</sup> August 2020 at 6.00pm**. You can also access via phone using the following number and meeting ID number **Meeting ID: 89650934189# Tel No: +44203 0512874**

Mr. Joe Cooney  
Town Clerk

---

### **COMMITTEE MEMBERSHIP**

Mayor & Deputy Mayor (Ex-Officio)  
Councillor S. Cooper - Chairman  
Councillor C. Mahmood  
Councillor C. Graham  
Councillor A. Mohammad

Councillor E. Bernardini  
Councillor J. Clarkson  
Councillor A. Shohid  
Councillor C. Chapman

\*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. Welcome & Introduction

The Chairman to remind members of arrangements for Virtual Meetings

### 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 Decision

Members are asked to approve the minutes of the meeting of the Community Development Committee held on Wednesday 3<sup>rd</sup> June 2020.

*Copy attached*

### 6. Progress Report – For Noting

To receive the progress report following the last meeting held Wednesday 3<sup>rd</sup> June 2020.

*Copy attached*

### 7. Community Development Officer's Report – For Noting

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

*Copy attached*

### 8. Ward Forums – For Decision

To receive an update on the Ward Forums.

*Copy attached*

**9. Town Plan – For Noting**

To note the attached report relating to the Town Plan.

*Copy Attached*

**10. Future Items – For Decision**

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

**11. Date of next meeting**

The date of the next meeting of this committee will be held on Wednesday 7th October 2020 at 6.00pm.

## KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Community Development Committee held remotely on Wednesday, 3<sup>rd</sup> June 2020

**Present:** Councillor Cooper  
Councillor Clarkson  
Councillor Chapman  
Councillor Bernardini  
Councillor Mohammad  
Councillor Graham  
Councillor Adams ex-officio

**Also Present:** Pip Gibson, Community Development Officer  
Joe Cooney, Town Clerk  
Brian Morris, Council Facilitator

### **001/2020 (CD) Election Chairman**

Cllr Cooper was proposed by Cllr Chapman and Seconded by Cllr Mohammad as Chairman for the Municipal year 2020/21.

**RESOLVED** that Cllr Cooper be appointed as Chairman for the municipal year 2020/21.

### **002/2020 (CD) Election Vice Chairman**

Cllr Clarkson was proposed by Cllr Mohammad and Seconded by Cllr Bernardini as Vice Chairman for the Municipal year 2020/21.

**RESOLVED** that Cllr Clarkson be appointed as Vice Chairman for the municipal year 2020/21.

### **003/2020 (CD) Apologies**

None

### **004/2020 (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.

### **005/2020 (CD) Public Question Time and Participation**

There were no members of the public present.

### **006/2020 (CD) Minutes**

**RESOLVED** to approve the minutes of the ordinary meeting of the Community Development Committee held on Wednesday, 9<sup>th</sup> March 2020.

### **007/2020 (CD) Progress Report**

Members noted the progress report.

**008/2020 (CD) Community Development Officers Report**

Members considered the written report provided by the Community Development Officer.

Members noted the report and its contents.

**009/2020 (CD) Budget**

Members noted the budget allocated for 2020/21.

**010/2020 (CD) Social Prescribing Update**

Members noted the above grant application outcome had been delayed due to the Covid-19 Outbreak.

Members noted the updated.

**011/2020 (CD) Craven College - CLLD**

Members noted the above grant application outcome had been delayed due to the Covid-19 Outbreak.

Members noted the updated.

**012/2020 (CD) Items for future agendas**

The following items would be added to future agendas

- Ward Forums – Cllr Graham
- Town Plan – Cllr Mohammad

**013/2020 (CD) Date of Next Committee Meeting**

**RESOLVED** to note that the date of the next scheduled meeting of this committee will be Wednesday, 5<sup>th</sup> August 2020 at 6.00pm.

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



**REPORT FROM:** TOWN CLERK

**TO:** COMMUNITY DEVELOPMENT COMMITTEE

**DATE:** 5<sup>th</sup> AUGUST 2020

**Report Author:** Joe Cooney

**Tel No:** 01535 872126

**Email:** [joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)

**PROGRESS REPORT ON DECISIONS TAKEN AT THE  
COMMUNITY DEVELOPMENT MEETING DATED 3<sup>RD</sup> JUNE  
2020**

<b>Item No</b>	<b>Committee Decision</b>	<b>Update</b>
1.	Town Plan  <b>RESOLVED</b> the Town Plan be added to the next meeting agenda.	Item appears elsewhere on the agenda

# KEIGHLEY TOWN COUNCIL **Item 7**

## REPORT TO COMMUNITY DEVELOPMENT COMMITTEE



<b>REPORT AUTHOR</b>	Pip Gibson Assistant Town Clerk/CDO
<b>EMAIL</b>	<a href="mailto:pip.gibson@keighley.gov.uk">pip.gibson@keighley.gov.uk</a>
<b>Date</b>	5th August 2020

<b>SUBJECT</b>	<b>Community Development Officer's Report</b>
----------------	---

### **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**

Craven College have been successful in their bid for CLLD funding and await a Partnership Agreement from Bradford Council. Keighley Town Council can then look towards employing 2 x Key Workers fully funded by CLLD for 30 hours per week, to be managed by the Assistant Town Clerk/CDO.

## 6. **Social Prescribing Workshop**

The bid to access Keighley specific funding to develop a café/workshop resource in the Civic Centre enabling users to take part in a broad range of practical self-help and life skills development activities whilst getting the support and encouragement they need to take control over their own lives has been **rejected** by the Leeds Community Foundation.

The bid was made by Keighley Urban Meadows on behalf of itself and the Council in support of the key objectives of the Town Plan as corporate organisations such as schools and local councils were ineligible to apply. The reason for rejection was that the bid did not meet the charitable objectives of the fund.

The chair of Keighley Urban Meadows has responded by saying, *“We are disappointed at the outcome of this but it was not unexpected, The bid was made before the Covid-19 virus took hold and focused on our commitment to supporting the Town Plan objectives of promoting self-help, community pride and people led community development as opposed to the current trend of feeding dependency. We thought we were in with a good chance before the virus hit but things have changed a lot and it is almost impossible to get support for our style of working or indeed anything that doesn’t directly involve so called pandemic support.”*

In the light of this a proposal has been prepared for the consideration of the Finance Committee for a proportion of funding previously ringfenced for Cabbage Club maintenance to be used to fund the initial development of the café workshop as a base for providing a range of specialist services and a much needed creative media resource facility in support of a number of Key Objectives of the Town Plan. Keighley Urban Meadows, as a long established supporter and working partner of the Council, has been invited to submit a project proposal in the form of a grant application to fund this “pilot project” for the remainder the 2020/21 financial year with the option to review and renew in 2021/22.

## 7. **Update on Community Development Projects.**

### i. **Foster Gardens Community Centre**

At the time of writing the centre remains closed. People’s Health Trust funding will cease at the end of August and the future of the centre is now uncertain due to the debilitating effects of Lockdown and a marked cultural shift from self-help back to the ingrained dependency culture that marked the community as severely deprived in years gone by in spite of the tremendous efforts of the centre’s users. Whether there is now a will on the part of the group to continue once it is safe to go back into the centre remains to be seen.

They will need support.

Discussions with Incommunities and other key supporters will take place at the appropriate time to develop a forward plan for this valuable community



resource as it will be a key focal point for the Council's future community engagement programme.

This will be a story repeated across the Parish. However large sums of funding are being committed to fund current and post Covid-19 support across the constituency which means that Keighley Town Council has a unique opportunity to target its own resources at groups such as Braithwaite Senior Voice who despite age and infirmity are still making the effort without the support of the established grant funded charities and organisations.

ii. **Cabbage Club**

Proposals have been made to change the management structure of the Cabbage Club.

Socially distanced site visits have been arranged and a Zoom meeting of key participants has been held to determine next steps. Verbal update to be given.

iii. **Just Veg**

It is hoped that the easing of lockdown restrictions will enable the project to run from October 2020. Arrangements have been made to implement social distance measures whilst still enabling Cook and Eat street food demonstrations to be staged in outdoor locations within participating wards. New equipment has been obtained that meets food hygiene standards and it is proposed that all give-away produce including Just Veg farmhouse specials, savoury dunkers and stir fry/curry kits will be pre-prepared in the Civic Hall Kitchens. Ready-made Just Veg hot or not specials will be pre-cooked and frozen, the public will be able to help themselves whilst observing established safety protocols.

iv. **Capt. Sir Tom Moore Celebration Event**

The 'Party on the Green' and 'Keighley Community Showcase' events were both postponed due to Covid-19 restrictions. Both will now be incorporated within the Capt. Sir Tom Moore Celebration event which will take place later in the year and will celebrate the fundraising efforts of Capt. Tom and thank all frontline workers for their efforts during the Covid-19 pandemic.

v. **People's Trees**

A virtual meeting with the Environment Agency has secured site visits to both North Dean & Damems with a view to them funding the entire cost of our People's Trees planting initiative for 2020/21. Verbal update to be given.

£2,000 Allotments & Landscapes funding was approved for the facilitation of planting activities at the Cabbage Club Urban Orchard Project, North

Dean Arboretum and Thorne Wood at Damems. Keighley Urban Meadows have no objection to redeploying this funding to purchase trees if needed.

**8. Other Community Development activity.**

**i. CPD – Continuous Professional Development**

The following training has been achieved:

- Sexual Harassment
- Mental Health
- Managing Your Council's Social Media
- GDPR
- Display Screen Equipment
- Performance Management

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

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

**POLICY IMPLICATIONS:**

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

**DETAILS OF CONSULTATION:**

11. None required.

**BACKGROUND PAPERS:**

12. None.

**FURTHER INFORMATION PLEASE CONTACT:**

Pip Gibson  
Assistant Town Clerk/CDO [pip.gibson@keighley.gov.uk](mailto:pip.gibson@keighley.gov.uk)

# KEIGHLEY TOWN COUNCIL **Item 8**

## REPORT TO COMMUNITY DEVELOPMENT COMMITTEE



<b>REPORT AUTHOR</b>	Pip Gibson Assistant Town Clerk/CDO
<b>EMAIL</b>	<a href="mailto:pip.gibson@keighley.gov.uk">pip.gibson@keighley.gov.uk</a>
<b>Date</b>	5 <sup>th</sup> August 2020

<b>SUBJECT</b>	<b>Virtual Ward Forums</b>
----------------	----------------------------

### **PURPOSE:**

This report invites members to consider proposals for the implementation of a parish wide programme of virtual Ward Development Forums to enable the effective engagement and participation of Keighley residents in the development of their own communities.

### **RECOMMENDATION(s):**

1. That the Community Development Committee approves the development of a programme of virtual Ward Development Forums to inform the deployment of Council resources and generate proposals for community development activities in the 15 wards that make up the Keighley Town Council Parish.

### **REASONS FOR RECOMMENDATION:**

2. Effective community engagement is a primary function of Town and Parish Councils.
3. At the time of writing, the implementation of community engagement meetings is impractical as public safety (Covid-19) cannot be guaranteed in any location. It is therefore proposed to establish a programme of virtual Ward Development Forums using social media.

### **SUMMARY OF KEY POINTS:**

4. There are several local community pages in operation within the Parish but these are ad hoc and have no official status. Also, the control of content and membership is inconsistent and much of the content is based on conjecture, hearsay and misinformation.
5. Should the Council resolve to establish virtual Ward Development Forums, these would have to conform to strict standards.
6. To ensure consistency, all Council content, including Member responses, shall be vetted by a nominated responsible Officer before publication.

7. Access to forums will be via the Council's web site and/or social media page.
8. Participating members of the public will be granted membership of the forum only if they can prove that they reside within that ward (this can be checked against the electoral register) and log on using their real names and a profile picture of themselves.
9. Items for discussion and responses shall be time limited and ward specific, although from time to time there will be cross ward issues of concern such as the new incinerator proposal that have implications for the council's constitutional obligations or the key objectives of the Town Plan.
10. Forum members will be able to comment on the Council's performance as well as give direct ground level feedback on the effectiveness of Council funded organisations.
11. Irrelevant posts will be deleted.
12. Any issues with implications for the Metropolitan District Council or other key service providers will be passed on to the relevant officer with a request to respond and feedback on progress made. This in turn can be fed back to the forum as an information item.
13. Post Covid-19 restrictions - Members will be invited to identify the best locations within their wards to hold "live" Ward Development Forums.
14. As with the virtual Forums, there will be issues that have cross ward or parish wide implications. Where this is the case it should be possible to select venues that serve several wards allowing for a broader range of opinions and ideas to be discussed whilst providing significant savings on associated costs.

#### **FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

15. The estimated costs of implementing a programme of virtual Ward Development Forums will be limited to staff co-ordination time.
16. Live Ward Development Forums have been agreed at a cost of £3750 which will be funded directly from the CD Budget. However, the actual cost may be lower if wards join.

#### **POLICY IMPLICATIONS:**

17. The outcomes of virtual Ward Development Forums will have a direct impact on future Council policy and decision making.

#### **DETAILS OF CONSULTATION:**

18. None Required

#### **BACKGROUND PAPERS:**

19. Feb 1st, 2020 Ward Forums Update Report to the Community Development Committee.

**FURTHER INFORMATION PLEASE CONTACT:**

Pip Gibson  
Assistant Town Clerk/CDO  
[pip.gibson@keighley.gov.uk](mailto:pip.gibson@keighley.gov.uk)

# Town Plan 2020-2023

## Community Development Committee

Key Objective	What we will do	Timescale	Who's responsible	Budget Implications
<b>Civic Pride</b>				
CP008	Organise Regular Community Showcase Events to evidence the work of groups and projects supported by Keighley Town Council.	Ongoing	Community Development and Events & Leisure Committees	
CP009	Promote civic pride and public participation.	Ongoing	All Councillors and staff	
<b>Community Development</b>				
CD001	Develop and maintain working partnerships to access funding in support of our Key Objectives.	Ongoing	Community Development Committee & Town Clerk's Office	
CD003	Design and implement projects that support lifelong learning and employability with key partners and local groups.	Ongoing	Community Development Committee	
CD005	Support and encourage local people to develop and manage their own community resources.	Ongoing	Community Development Committee	
CD006	Organise public participation activities and events that encourage cohesion and promote harmonious integration.	Ongoing	Community Development Committee & Events & Leisure Committee	
CD008	Seek external funding and sponsorship for the development of open access Café/Workshops in the Civic Centre.	Short Term 2020/21	Community Development Committee & Civic Centre & Strategy Committee	
CD009	Develop and implement Town Council ward based healthy eating events.	Medium Term 2021/22	Community Development Committee	Just Veg-The project has been commissioned and funded from 2019/20 budget

## Town Plan 2020-2023

CD011	Implement a programme of community-based Ward Development Forums.	Medium Term 2021/22	Community Development Committee	
CD013	Support the establishment of working partnerships between key agencies to develop a comprehensive social prescribing network.	Medium Term 2021/22	Community Development Committee	
<b>Developing the Local Environment</b>				
DLE001	Support the development of environmental improvement partnerships.	Ongoing	Community Development Committee & Watch & Transport Committee	
DLE002	Support the ongoing development of outdoor education and community activity facilities.	Ongoing	Community Development Committee	
DLE003	Implement a community tree planting programme.	Ongoing	Community Development Committee	
DLE008	Implement a local people led green space development programme.	Short Term 2020/21	Community Development Committee	
<b>Arts &amp; Culture</b>				
AC002	Organise an integrated programme of multi-cultural Community Arts Activities.	Ongoing	Community Development Committee	
AC003	Create a "Creative Keighley" Arts and Culture Channel on YouTube and invite the community to submit content for publication.	Ongoing	Community Development Committee	
AC004	Maintain a database of creative practitioners.	Ongoing	Community Development Committee	
AC005	Organise an annual exhibition of local creative talent.	Ongoing	Community Development Committee and Events & Leisure Committee	

## Town Plan 2020-2023

AC006	Seek funding and sponsorship to engage the services of a professional creative practitioner to develop and facilitate our Community Arts Programme.	Short Term 2020/21	Community Development Committee	
AC007	Organise a pilot programme of open access Creative Café/Workshops.	Short Term 2020/21	Community Development committee. Civic Centre & Strategy	
AC008	Organise regular Creative Practitioners Forums to share knowledge encourage and support collaborative working practice across the Parish.	Medium Term 2021/22	Community Development Committee	
AC009	Support the development of music, visual and performing arts programmes for young people.	Medium Term 2021/22	Community Development Committee	
AC010	Support community groups offering arts and craft activities for older, vulnerable and socially isolated young people	Medium Term 2021/22	Community Development Committee	