



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
30 September 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/83320631694> on **Wednesday 7 October 2020 at 6.00pm**. You can also access via phone using the following number and meeting ID number **Meeting ID: 833 2063 1694 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 C. Abberton

Councillor E. Bernardini
Councillor M. Anayat
Councillor J. Clarkson
Councillor 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 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 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 5 August 2020.

Copy attached

6. Progress Report – For Noting

To receive the progress report following the last meeting held Wednesday 5 August 2020.

Copy attached

7. Budget – For Decision

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

To agree the 2021-22 committee budget to be taken to the Budget Working Group and Finance & Audit Committee.

Copy attached

8. Project Worker Report – For Noting

To receive an update from the Project Worker.

9. Town Plan – For Noting

To note the attached report relating to the Town Plan.

Copy Attached

10. Sporting Activities – For Discussion

This item was added to the agenda by Cllr Bernardini

11. Future Items – For Decision

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

12. Date of next meeting

The date of the next meeting of this committee will be held on Wednesday 4 November 2020 at 6.00pm.

KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Community Development Committee held remotely on Wednesday, 5th August 2020 at 6.00pm

Present: Councillor Cooper - Chairman
Councillor Bernardini
Councillor Anayat
Councillor Graham
Councillor Adams ex-officio

Also Present: Pip Gibson, Assist Town Clerk/CDO
Joe Cooney, Town Clerk

014/2020 (CD) Welcome & Introduction

The Chairman reminded members of the virtual meeting protocols.

015/2020 (CD) Apologies

Cllr Shohid
Cllr Clarkson

RESOLVED to accept and record the apologies from the Councillors listed above.

016/2020 (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.

017/2020 (CD) Public Question Time and Participation

There were no members of the public present.

018/2020 (CD) Minutes

RESOLVED to approve the minutes of the ordinary meeting of the Community Development Committee held on Wednesday, 3rd June 2020.

019/2020 (CD) Progress Report

Members noted the progress report.

020/2020 (CD) Community Development Officers Report

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

Members noted the report and its contents.

021/2020 (CD) Virtual Ward Forums

Members considered a report from the Assistant Town Clerk/CDO regarding the establishment of virtual ward forums.

RESOLVED 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

022/2020 (CD) Town Plan

Members considered a report from the Assistant Town Clerk/CDO on the elements of the Town Plan under the remit of the Community Development Committee.

Members noted the updated.

023/2020 (CD) Items for future agendas

The following items would be added to future agendas

- Sporting Activities – Cllr Bernardini

024/2020 (CD) Date of Next Committee Meeting

RESOLVED to note that the date of the next scheduled meeting of this committee will be Wednesday, 7th October 2020 at 6.00pm.

Signed Date
Chair



REPORT FROM: TOWN CLERK

TO: COMMUNITY DEVELOPMENT COMMITTEE

DATE: 7 October 2020

Report Author: Joe Cooney

Tel No: 01535 872126

Email: joe.cooney@keighley.gov.uk

**PROGRESS REPORT ON DECISIONS TAKEN AT THE
COMMUNITY DEVELOPMENT COMMITTEE MEETING
DATED 7 OCTOBER 2020**

Item No	Committee Decision	Update
1.	Agenda item - Sporting Activities	Item added to agenda.
2.	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	The Ward Forums have now been created on Facebook.

KEIGHLEY TOWN COUNCIL

Item 7

REPORT TO COMMUNITY DEVELOPMENT COMMITTEE



REPORT AUTHOR	Joe Cooney Town Clerk
EMAIL	Joe.cooney@keighley.gov.uk
Date	Wednesday 7 th October 2020

SUBJECT	Budget Update
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PURPOSE:

1. This report provides updates on current budget for 2020/21.
2. Members are also asked to consider their initial request for their budget in financial year 2021/22.

RECOMMENDATION(s):

3. Members note the position of the 2020/21 Committee budget
4. Members request a sum of £10,000 for the financial year 2021/22.

REASONS FOR RECOMMENDATION:

5. To effectively monitor and manage the committee finances.

SUMMARY OF KEY POINTS:

6. The current agreed budget for financial year 2020/21 is £10,000. Due to the Coronavirus Pandemic any of this budget has yet to be spent in the current financial year.
7. The committee did agree in principal £3,750 for the development of ward forums but these have been unable to be established in person and are currently operating via the Councils facebook page.
8. Looking ahead to financial year 2021/22, the Budget Working Group will meet for the first time in early November to develop a budget recommendation which will

be presented to Finance & Audit Committee and finally to Council in January 2021.

9. It is important the working group has the relevant information from the various council committees as part of their deliberations. It is important to note a request from any committee isn't a guarantee of funding, the request could be amended at various points throughout the process. Either as part of the budget working group proposals, the Finance & Audit Committee proposals and finally by Council.
10. The amount of budget provided to each committee is ultimately a matter for Council to decide.
11. The membership of the budget working group is set out in the Councils Scheme of Delegation. The members are the Mayor and Deputy Mayor plus the Chairman and Vice Chairman of Finance & Audit Committee.
12. The budget proposal from the working group will be presented to the Finance & Audit Committee in December, ahead of its final approval by Council in January 2021.
13. Based on the commitments within the Town Plan that falls within the committee's responsibilities, the Officers recommend a request of £10,000 would be sufficient to deliver against the objectives.
14. Members should note, it is unlikely any budget remaining from 2020/21 will be carried over into the next financial year unless the funding has been committed for a specific project.
15. However, it is a matter for members to decide what amount they deem to be required and to submit their request to the budget working group.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

16. £10,000 remains in the 2020/21 budget.

TOWN PLAN IMPLICATIONS:

17. The projects listed above meet the following Town Plan Key Objectives: CP004, CP015, CD005, CD006, CD010, DLE008, DLE012

POLICY IMPLICATIONS:

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

DETAILS OF CONSULTATION:

19. None required

BACKGROUND PAPERS:

20. None

FURTHER INFORMATION PLEASE CONTACT:

Joe Cooney, Town Clerk joe.cooney@keighley.gov.uk

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Community Development						
<u>103</u> <u>Special Projects</u>						
4402 Community Development Fund	0	10,000	10,000		10,000	0.0%
Special Projects :- Indirect Expenditure	<u>0</u>	<u>10,000</u>	<u>10,000</u>	<u>0</u>	<u>10,000</u>	<u>0.0%</u>
Net Expenditure	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>			
Community Development :- Income	0	0	0			0.0%
Expenditure	0	10,000	10,000	0	10,000	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					
Grand Totals:- Income	0	0	0			0.0%
Expenditure	0	10,000	10,000	0	10,000	0.0%
Net Income over Expenditure	<u>0</u>	<u>(10,000)</u>	<u>(10,000)</u>			
Movement to/(from) Gen Reserve	<u>0</u>					

KEIGHLEY TOWN COUNCIL

Item 8

REPORT TO COMMUNITY DEVELOPMENT COMMITTEE



REPORT AUTHOR	Sarah Barnes Project Worker
EMAIL	sarah.barnes@keighley.gov.uk
Date	Wednesday 7 th October 2020

SUBJECT	Project Worker Report
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PURPOSE:

1. This report provides updates on current projects including financial implications.

RECOMMENDATION(s):

2. That the report is noted.

REASONS FOR RECOMMENDATION:

3. This report is for information only.

SUMMARY OF KEY POINTS:

4. **Knowle Park Planters**
The planting of low maintenance flowers and herbs in 8 existing stone planters in the Knowle Park Ward. To be funded by Cllr. Ali's Ward Development working in partnership with local groups and individuals and Bradford Council's Highways Department. Currently budgeted at £500.
5. **MP plaque at Oldfield School**
Unveiling of a plaque dedicated to Margaret Winteringham, the first elected female MP. Made at The Yorkshire Society, it will be placed outside Oldfield School, in the Oakworth Ward with a small guest list according to Covid-19 restrictions. Funding already allocated.
6. **Laycock Phone Box**
A lease has been signed between Keighley Town Council and Laycock Village Hall. KTC are in the process of repairing 4 broken window panes and painting the outside before the handover. The Village Hall and local people will transform the

inside into a Book Exchange/Library. Repair work to be funded by Cllr Kirby's Ward Development for Laycock & Braithwaite Ward.

7. **Waste bin at Guardhouse**

Provision of a bin in or near to the play area next to Merlin Top Academy Primary School. The school will be running a 'bin wrap design' competition, whereby the winner will be judged and their design will be printed and displayed on the bin. To be funded jointly by Cllr Bernardini and Cllr Kirby's Ward Development. This project sits just inside the Guardhouse Ward bordering the Laycock & Braithwaite Ward.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

- 8. Knowle Park Planters: £500 Cllr. Ali Ward Development Fund
- 9. MP plaque at Oldfield School: £300 already budgeted from Council Reserves for Oldfield School
- 10. Laycock Phone Box: to be confirmed, Cllr Kirby Ward Development Fund.
- 11. Waste bin at Guardhouse: £250 Cllr. Bernardini plus £250 Cllr. Kirby Ward Development Funds.

TOWN PLAN IMPLICATIONS:

The projects listed above meet the following Town Plan Key Objectives.

- 12. Knowle Park Planters: CP015, CD005, CD006, CD010, DLE008
- 13. MP plaque at Oldfield School: CP004
- 14. Laycock phone box: CD005, CD006, CD010
- 15. Waste bin at Guardhouse: CP015, CD006, CD010, DLE012

POLICY IMPLICATIONS:

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

DETAILS OF CONSULTATION:

- 17. None required

BACKGROUND PAPERS:

- 18. None

FURTHER INFORMATION PLEASE CONTACT:

Sarah Barnes
Project Worker sarah.barnes@keighley.gov.uk

KEIGHLEY TOWN COUNCIL

Item 9

REPORT TO COMMUNITY DEVELOPMENT COMMITTEE



REPORT AUTHOR	Pip Gibson Assistant Town Clerk/CDO
EMAIL	Pip.gibson@keighley.gov.uk
Date	Wednesday 30 th September 2020

SUBJECT	Town Plan
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PURPOSE:

1. To request that members make decisions relating to the Town Plan with direct reference to the Key Objectives for the Community Development Committee.

RECOMMENDATION(s):

2. That members make suggestions and decisions on how the Key Objectives within the Plan can be met, with specific reference to the CD Committee's areas of responsibility.
3. That members allocate funding from the CD Budget where applicable.
4. That members nominate a representative to attend the Town Plan Steering Group meetings in the absence of both the CD Committee Chairman and Vice Chairman.

REASONS FOR RECOMMENDATION:

5. The Council is responsible for the delivery of the Town Plan, either through the implementation of its own projects and activities, individually or in partnership with key service providers or by commissioning projects and services from third party organisations, groups and individuals.
6. Reports are taken to the Town Plan Steering Group by the CD Chairman, Vice Chairman or representative every quarter.
7. The Steering Group will monitor the overall progress of the Plan's objectives, ensure that Council committees relate their decision making directly to the Plan's objectives and assist Officers in developing appropriate actions in pursuance of its successful implementation.

8. Full Council receives updates on the progress of the Town Plan at least every 3 months.

SUMMARY OF KEY POINTS:

9. The Town Plan sets out the Councils heading aims and objectives over the next 3 years.
10. The Town Plan Steering Group meet quarterly to develop and monitor a general strategic approach and champion the Town Plan's vision and objectives.
11. It is important that all members are involved in the delivery of the Plan. All Councillors are members of at least 1 committee, which provides them with a direct link, via their committee chairman to the Steering Group.
12. The Key Objectives, attached as Appendix A, detail the responsibilities of the Community Development Committee over the life of the Plan.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

13. The Town Plan will inform the Community Development Committee's financial decision making with regards to the Community Development Budget.

POLICY IMPLICATIONS:

14. The Town Plan is the primary reference for all work undertaken, sponsored or funded by the Town Council.

DETAILS OF CONSULTATION:

15. Full Council meeting on Thursday 25 June 2020.

BACKGROUND PAPERS:

16. Appendix A – Key Objectives for the Town Plan (CD Committee)

FURTHER INFORMATION PLEASE CONTACT: Pip Gibson, 01535 872126,
pip.gibson@keighley.gov.uk

Town Plan 2020-2023

Community Development Committee

Key Objective	What we will do	Timescale	Who's responsible	Budget Implications	Actions 2020/21
Civic Pride					
CP008	Organise Regular Community Showcase Events to evidence the work of groups and projects supported by Keighley Town Council.	Ongoing (2020-23)	Community Development and Events & Leisure Committees		Postponed Covid-19
CP009	Promote civic pride and public participation.	Ongoing (2020-23)	All Councillors and staff		Virtual Ward Forums created for each Ward
Community Development					
CD001	Develop and maintain working partnerships to access funding in support of our Key Objectives.	Ongoing (2020-23)	Community Development Committee & Town Clerk's Office		Partnership established with Craven College (CLLD)
CD003	Design and implement projects that support lifelong learning and employability with key partners and local groups.	Ongoing (2020-23)	Community Development Committee		CLLD funding obtained for KTC/Craven College initiative supporting employability
CD005	Support and encourage local people to develop and manage their own community resources.	Ongoing (2020-23)	Community Development Committee		Grants/funding requests allocated with ref to Town Plan also CD Officer support on request

Town Plan 2020-2023

CD006	Organise public participation activities and events that encourage cohesion and promote harmonious integration.	Ongoing (2020-23)	Community Development Committee & Events & Leisure Committee		Covid-19 limitations. Ward Development Forums (virtual) implemented.
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		Match resources pledged subject to KTC agreement
CD009	Develop and implement Town Council ward based healthy eating events.	Medium Term (2021/22)	Community Development Committee	Ward Development Funding allocated 2019/20.	Just Veg initiative approved.
CD011	Implement a programme of community-based Ward Development Forums.	Medium Term (2021/22)	Community Development Committee		Virtual Ward Development Forums set up. Funding agreed for Ward based Forums post Covid-19 restrictions
CD013	Support the establishment of working partnerships between key agencies to develop a comprehensive social prescribing network.	Medium Term (2021/22)	Community Development Committee		
Developing the Local Environment					
DLE001	Support the development of environmental improvement partnerships.	Ongoing (2020-23)	Community Development Committee & Watch & Transport Committee		People's Trees Project partnership with Environment Agency developing

Town Plan 2020-2023

DLE002	Support the ongoing development of outdoor education and community activity facilities.	Ongoing (2020-23)	Community Development Committee		Restructure for Cabbage Club agreed between KTC and partners
DLE003	Implement a community tree planting programme.	Ongoing (2020-23)	Community Development Committee		Environment Agency agreed to participate and support KTC People's Trees initiative
DLE008	Implement a local people led green space development programme.	Short Term (2020/21)	Community Development Committee		Knowle Park Planter Project being developed
Arts & Culture					
AC002	Organise an integrated programme of multi-cultural Community Arts Activities.	Ongoing (2020-23)	Community Development Committee	£3,600.00 from F&A	Request submitted, subject to KTC approval
AC003	Create a "Creative Keighley" Arts and Culture Channel on YouTube and invite the community to submit content for publication.	Ongoing (2020-23)	Community Development Committee		Request submitted, subject to KTC approval
AC004	Maintain a database of creative practitioners.	Ongoing (2020-23)	Community Development Committee		Request submitted, subject to KTC approval
AC005	Organise an annual exhibition of local creative talent.	Ongoing (2020-23)	Community Development Committee and Events & Leisure Committee		Request submitted, subject to KTC approval
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		Matched resources pledged and available subject to KTC approval

Town Plan 2020-2023

AC007	Organise a pilot programme of open access Creative Café/Workshops.	Short Term (2020/21)	Community Development committee. Civic Centre & Strategy		Request submitted, subject to KTC approval
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		Request submitted, subject to KTC approval
AC009	Support the development of music, visual and performing arts programmes for young people.	Medium Term (2021/22)	Community Development Committee		Project Worker employed with Theatrical background
AC010	Support community groups offering arts and craft activities for older, vulnerable and socially isolated young people	Medium Term (2021/22)	Community Development Committee		Request submitted, subject to KTC approval