



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:

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| 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 |
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| 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 |

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| | 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 |
| | Implement 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 |
| New 2021/22 | Support a programme of creative activities for children and young people to develop awareness, skills and knowledge related to democracy and voting. | Ongoing | Community Development Committee |
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| 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 |

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| | 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 |
| New 2021/22 | Support the development, health and wellbeing of children and young people. | Ongoing | Community Development Committee |
| New 2021/22 | Support the engagement of children and young people in Science, Technology, Engineering and Maths (STEM) learning. | Ongoing | Community Development Committee |
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| 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 and assets 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 |
| | 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 |
| | Work with partners to improve community safety and address issues of anti-social behaviour in the town centre and local neighbourhoods. | Ongoing | Watch & Transport Committee |

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| 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 |