



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
30 June 2021

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Community Development Committee** which will be held at Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ on **Wednesday 7 July 2021 at 6pm.**

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Cllr S Cooper	Cllr J Clarkson
Cllr A Shohid	Cllr A Clark
Cllr E Bernardini	Cllr C Abberton
Cllr P Corkindale	Cllr J Adams – Ex Officio
Cllr M Ikram	

*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 Chairman for Municipal – For Decision

To elect a Chairman for the Municipal year 2021/22

2. Election of Vice Chairman – For Decision

To elect a Vice Chairman for the Municipal year 2021/22

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 Events & Leisure Committee Meeting held Wednesday 7 April 2021.

Copy attached

7. Town Plan – For Decision

To consider the attached report from the Assistant Town Clerk/CDO on the Town Plan.

Copy attached

8. Project Worker Report – For Decision

To consider the attached report from the Project Worker on their latest work.

Copy attached

9. Downstairs Project – For Decision

To consider the attached report from the Assistant Town Clerk/CDO on the Downstairs Project.

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 Thursday 15 July 2021 at 6.00pm.

OFFICER SUPPORT TO THE MEETING

Officers scheduled to attend: Pip Gibson, Assistant Town Clerk

APOLOGIES

Contact the office during normal opening hours (01535) 872126
Email: sarah.kissack@keighley.gov.uk

Late apologies should be made by phone to the senior officer scheduled to attend.



KEIGHLEY TOWN COUNCIL

Minutes of a meeting of the Community Development Committee held remotely on Wednesday 7 April 2021 at 6.00pm.

Present: Councillor Clarkson – Chaired the meeting
Councillor Abberton
Councillor Anayat
Councillor Bernardini
Councillor Shohid
Councillor Adams – Ex-Officio

Also Present: Pip Gibson, Assistant Town Clerk/CDO
Sarah Barnes, Project Worker

067/2020 (CD) Welcome & Introduction

The Chairman reminded members of the virtual meeting protocols.

068/2020 (CD) Apologies

Cllr. Cooper

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

069/2020 (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.

070/2020 (CD) Public Question Time and Participation

There were no members of the public present.

071/2020 (CD) Minutes

RESOLVED to approve the minutes of the ordinary meeting of the Community Development Committee held on Wednesday 3 February 2021.

072/2020 (CD) Progress Report

RESOLVED Members noted the progress report and note that the office devise a forward plan for items 5 and 6.

073/2020 (CD) Budget

Verbal update given on current CD Budget spend and £13750 for next financial year's CD budget.

RESOLVED Members noted the budget.

074/2020 (CD) Town Plan

Members considered update from Assistant Town Clerk/CDO on the Town Plan.

RESOLVED Members noted the report.

073/2020 (CD) Project Worker Report

To receive an update from the Project Worker to include Community Shop and Black Lives Matter.

RESOLVED Noted.

074/2020 (CD) The Powers of CD Committee, Town and District Councils

To note that a motion will be presented at a future Full Council meeting.

RESOLVED noted.

075/2020 (CD) Youth Voice - This item was brought forward to item 6

Bradford Council Youth Service representatives attended the meeting to talk about Youth Voice (Youth Council) and also for a KTC representative to sit on the Keighley Youth Offer group.

RESOLVED that the item be taken to Full Council in May to enable all Councillors to have the opportunity of becoming the representative for Town Council on the Keighley Youth Offer Group.

076/2020 (CD) Items for Future Agenda

None.

078/2020 (CD) Date of Next Committee Meeting

RESOLVED to note that the date of the next scheduled meeting of this committee will be Wednesday 7 July 2021 at 6.00pm.

Signed Date
Chair

KEIGHLEY TOWN COUNCIL

Item 7

REPORT ON TOWN PLAN PROGRESS



REPORT AUTHOR	Pip Gibson Assistant Town Clerk/CDO
EMAIL	pip.gibson@keighley.gov.uk
Date	Wednesday 5 July 2021

SUBJECT	TOWN PLAN UPDATE
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PURPOSE:

1. To inform Members of the progress made towards the Town Plan Key Objectives.

RECOMMENDATION(s):

2. That Members use the information to make decisions and allocate funding where applicable with specific reference to the Committee's areas of responsibility within the Town Plan.
3. That Members choose a third representative from the Committee to attend the Town Plan Steering Group meeting in the absence of the Chair or Vice Chair.

REASONS FOR RECOMMENDATION:

4. The Council is responsible for the delivery of the Town Plan, either through the implementation of its own projects and activities, individually, in partnership with key service providers or by commissioning projects and services from third party organisations, groups and individuals.

SUMMARY OF KEY POINTS:

5. The Town Plan sets out the Council's aims and objectives over the next 2 years.
6. The Town Plan Steering Group meet quarterly to develop and monitor a general strategic approach and champion the Town Plan's vision and objectives.
7. It is important that all members are involved in the delivery of the Town Plan. The Chair of this Committee will attend the Town Plan Steering Group to share the Committee's progress. In the absence of the Chair, the Vice or another Member of the Committee will attend.

8. The Key Objectives, attached as Appendix A, detail the responsibilities of the Committee over the life of the Plan.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

9. With the exception of staffing and essential running costs, all other Council funding including Committee Budgets should be allocated with reference to Town Plan Objectives.

TOWN PLAN IMPLICATIONS:

10. All decisions should be made with direct reference to the Town Plan.

CLIMATE CHANGE IMPLICATIONS:

11. Wherever appropriate climate change considerations are factored into all activities implemented with reference to the Town Plan.

POLICY IMPLICATIONS:

12. There are no new policy implications arising from this report.

DETAILS OF CONSULTATION:

13. In some circumstances consultations may have taken place.

BACKGROUND PAPERS:

14. Town Plan.

FURTHER INFORMATION PLEASE CONTACT:

Pip Gibson, Assistant Town Clerk/CDO pip.gibson@keighley.gov.uk

Town Plan 2020-2023					
Key Objective	What we will do	Timescale	Who's responsible	Actions 2021/22	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		2020 - Postponed due to Covid-19 lockdown in March.
CP009	Promote civic pride and public participation.	Ongoing (2020-23)	All Councillors and staff	Oakworth Dog Bags; Election of Town Mayor; Keep Britain Tidy; Capt Tom 100;	Virtual Ward Forums created for each Ward. Weekly media programme showcasing the work of KTC. funding approved for Pop Up Markets, Oakworth
CP024	Support a programme of creative activities for children and young people to develop awareness, skills and knowledge related to democracy and voting.	Ongoing (2021-23)	Community Development Committee		
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). Officers attend the weekly Keighley area response meetings. This group is led by BMDC officers and is made up of third sector organisations and public bodies who are working on the response to the Coronavirus pandemic. Developing a partnership with Environment Agency. Festive Craft Bags, Ma Kelly's Kitchen WDF, Keith Thompson Food Bank WDF
CD003	Design and implement projects that support lifelong learning and employability with key partners and local groups.	Ongoing (2020-23)	Community Development Committee	East Morton Music Classes The Twines Footpath St Michaels Low Wood Activity Centre Open Air Shelter CLLD Pop Up Event	CLLD funding obtained for KTC/Craven College initiative supporting employability project October 2020-June 2022. Pop Up Markets, Cabbage Club, Casey's Corner Bench Downstairs Project draft workshop programme created, Phone Box Seed Exchange
	Support and encourage local people to develop and manage their own community resources.	Ongoing (2020-23)	Community Development Committee	Healthy Growth Initiative Oakworth Dog Bags Oakworth Grit Bin The Twines Footpath St Michaels Low Wood Activity Centre Open Air Shelter Nightingale Street Planters Goshia Mosque Bench Goose Eye Flood Locker	Grants/funding requests allocated with ref to Town Plan also appropriate Project Worker support made available. Projects include Knowle Park Planters Laycock Phone Box, Casey's Corner Bench, Environmental Improvement Groups, People's Planters, Pop Up Markets, Cabbage Club, Oakworth Benches, Oakworth Gardening Equipment, Ma Kelly's Kitchen WDF, Keith Thompson Food Bank WDF. Phone Box Seed Exchange. Braithwaite Senior Voice supported to run Foster gardens community Centre as a local hub and contact point

DLE002	Support the ongoing development of outdoor education and community activity facilities.	Ongoing (2020-23)	Community Development Committee	The Twines Footpath Nightingale Street Planters	Future programme for Cabbage Club agreed between KTC and partners. Environmental Improvement Groups Supported. Fairy Doors, People's Planters, Oakworth Gardening Equipment, Phone Box Seed Exchange projects implemented
DLE003	Implement a community tree planting programme.	Ongoing (2020-23)	Community Development Committee		Tree planting partnership with Environment Agency established
DLE008	Implement a local people led green space development programme.	Short Term (2020/21)	Community Development Committee	Nightingale Street Planters	Knowle Park Planter Project – phase one completed in October. Environmental Improvement Groups, Fairy Doors, People's Planters, Cabbage Club, Oakworth Gardening Equipment
Arts & Culture					
AC002	Organise an integrated programme of multi-cultural Community Arts Activities.	Ongoing (2020-23)	Community Development Committee		Festive Craft Bags, The Big Draw, Mobile Stage. Downstairs Project.
AC003	Create a "Creative Keighley" Arts and Culture Channel on YouTube and invite the community to submit content	Ongoing (2020-23)	Community Development Committee		Under Development as part of website re-development
AC004	Maintain a database of creative practitioners.	Ongoing (2020-23)	Community Development Committee		Project Worker liaising with Keighley Creative. Building as part of larger database including Community Groups etc
AC005	Organise an annual exhibition of local creative talent.	Ongoing (2020-23)	Community Development Committee and Events & Leisure Committee		funding for mobile stage approved. Contributions invited via social media and web site. see AC003
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	ACTION COMPLETED 2020/21	Matched resources total value in excess of £20,000 pledged and available. Change of use of funding approved 21/09/20 F&A UNTIL 31/04/21. Site specific theatre programme put on hold due to pandemic restrictions
AC007	Organise a pilot programme of open access Creative Café/Workshops.	Short Term (2020/21)	Community Development committee. Civic Centre & Strategy	Downstairs Project due to open following lockdown lift in July 2021	Delayed due to Covid-19 restrictions. Virtual activities in place: Photo/postcard competition, Befriending Penpals
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		To be implemented as part of the "Downstairs Drop-in" programme 2021/2
AC009	Support the development of music, visual and performing arts programmes for young people.	Medium Term (2021/22)	Community Development Committee	East Morton Music Classes	Project Worker employed with Theatrical background. Photo/Postcard Competition, The Big Draw, Stage
AC010	Support community groups offering arts and craft activities for older, vulnerable and socially isolated young people	Medium Term (2021/22)	Community Development Committee		Laycock Phone Box, Festive Craft Bags, Befriending Penpals, Photo/Postcard Competition, The Big Draw Artist in residence services available as part of F&A approved contractual arrangements for Downstairs project. See AC 006

CD006	Organise public participation activities and events that encourage cohesion and promote harmonious integration.	Ongoing (2020-23)	Community Development Committee & Events & Leisure Committee	Low Wood Activity Centre Open Air Shelter Nightingale Street Planters	Covid-19 limitations. Ward Development Forums implemented on social media platforms. Knowle Park Planters Laycock Phone Box, Merlin Top Bin, Utley Baby Memorial, Befriending Penpals, Book Club, Environmental Improvement Groups, The Big Draw, People's Planters, Pop Up Markets, Fun Runs, Games Days, Garden Projects, Community Choir. BLM. Oakworth Gardening Equipment
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	ACTION COMPLETED 2020/21	Match resources and F&A award. REFURBISHMENT PROPOSALS SUBMITTED TO TOWN FUND AND CROWD FUNDING APPEAL LAUNCHED BY K.U.M. 13/11/20
CD009	Develop and implement Town Council ward based healthy eating events.	Medium Term (2021/22)	Community Development Committee		Just Veg initiative approved. Ward Development Funding allocated 2019/20. facilities and equipment acquired
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. MEMBERS ADVISED ON PROCESS FOR IMPLEMENTING COUNCILLOR LED VIRUAL WARD SURGERIES
CD013	Support the establishment of working partnerships between key agencies to develop a comprehensive social prescribing network.	Medium Term (2021/22)	Community Development Committee	Healthy Growth Initiative St Michaels	links established with local practitioners and educational establishments. Green Prescribing bid supported KTC to take the lead.
CD015	Support the development, health and wellbeing of children and young people.	Ongoing (2021-23)	Community Developemnt Committee	NEW for 2021/22	
CD016	Support the engagement of children and young people in Science, Technology, Engineering and Maths (STEM) learning.	Ongoing (2021/23)	Community Developemnt Committee	NEW for 2021/22	
Developing the Local Environment					
DLE001	Support the development of environmental improvement partnerships.	Ongoing (2020-23)	Community Development Committee	Oakworth Dog Bags The Twines Footpath Nightingale Street Planters Goose Eye Flood Locker	Tree planting partnership with Environment Agency developing. A Seat with a View, Environmental Improvement Groups, People's Planters, Oakworth Benches, Oakworth Gardening Equipment, Phone Box Seed Exchange New working partnership formed between KTC cravel College, Free Seeds Co. and Keighley urban meadows to develop and manage Cabbage Club facilities at North Dean allotments). Allotment Photo competition successful.

KEIGHLEY TOWN COUNCIL

Item 8

REPORT TO COMMUNITY DEVELOPMENT COMMITTEE



REPORT AUTHOR	Damien Summers Project Worker
EMAIL	damien.summers@keighley.gov.uk
Date	7 th July 2021

SUBJECT	Project Worker Report
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PURPOSE:

1. This report provides members with an update of Community Development Projects.

RECOMMENDATION(s):

2. That the report is noted.

REASONS FOR RECOMMENDATION:

3. This report is for information only.

SUMMARY OF KEY POINTS:

4. A summary of Community Development Committee Projects:

- i. **Keighleygraphic**

Postcards are printed and ready for sale in aid of the Mayors chosen charities. A presentation event will be organised by the Downstairs Project once Covid-19 restrictions are lifted.

- ii. **Befriending PenPals**

Herncliffe Care Home and Holycroft Primary School have taken part in this project which started at the end of April 2021. 25 residents and 25 pupils are writing to each other over 12 weeks at which point a review will take place.

- iii. **A Seat with a View**

Benches taken from the Town Hall Square are currently being refurbished for re-siting at various locations across the Keighley Town Council parish. Sites include Laycock Layby, Westfell Rd, Harehills Lane Oakworth and Green Head Road.

Morton in Bloom aim to have theirs installed, with help from Bermar Building, who reached out to support Community Projects in April.

Details of Round 2 benches installations to follow.

iv. **Fairy Doors**

This project will be incorporated into the Thorne Wood project at Damems Nature Trail in liaison with the Allotments and Landscape Committee.

v. **Environmental Improvement Groups**

In April, the project successfully supported 6 groups from across the Parish with litter picking equipment. A lot of interest was shown across the whole town, with residents wanting to make a difference in their area.

vi. **People's Planters**

No progress to date due to new recruit workload.

vii. **Pop Up Markets**

5 gazebos have been purchased in support of Council markets.

viii. **Utley Baby Memorial**

After further discussions between Cllr Abberton and Bradford Bereavement Services, a consultation will be carried out by Bradford Council to develop the whole area of the Baby Memorial. The Community Development Committee allocated £1480 from 20/21 which will contribute to this financially.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

5. All the above Projects are financed with the CD Budget 2020/21.
6. The Community Development Budget 21/22 is £10,000.

TOWN PLAN IMPLICATIONS:

7. The projects listed above meet the following Town Plan Key Objectives:
 - a. Keighleygraphic: CP003, AC009, AC010
 - b. Befriending PenPals: CD006, AC010
 - c. A Seat with a View: DLE001
 - d. Fairy Doors: DLE002, DLE008
 - e. Environmental Improvement Groups: CD005, CD006, DLE00, DLE002, DLE008
 - f. People's Planters: CD005, CD006, DLE001, DLE002, DLE008

- g. Pop Up Markets: CP009, CD003, CD005, CD006
- h. Utley Baby Memorial: CD004, CD006

CLIMATE CHANGE IMPLICATIONS:

- 8. A Seat with a View – this project repurposes old benches that have been removed from the Town Hall Square, therefore supporting the development of environmental improvement partnerships.
- 9. Environmental Improvement Groups – this project in its title is about improving the environment, developing community activity and implementing local people led green space action.
- 10. People's Planters – improves the environment, developing community activity and implementing local people led green space action.

POLICY IMPLICATIONS:

- 11. N/A

DETAILS OF CONSULTATION:

- 12. N/A

BACKGROUND PAPERS:

- 13. N/A

FOR FURTHER INFORMATION PLEASE CONTACT:

Damien Summers
Project Worker damien.summers@keighley.gov.uk

KEIGHLEY TOWN COUNCIL

Item 9

REPORT TO COMMUNITY DEVELOPMENT COMMITTEE



REPORT AUTHOR	Assistant Town Clerk/CDO Pip Gibson
EMAIL	pip.gibson@keighley.gov.uk
Date	Wednesday 7 July 2021

SUBJECT	Keighley Urban Meadows Downstairs Project
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PURPOSE:

1. To update members of actions carried out against agreed targets by Keighley Urban Meadows to facilitate the Development of Downstairs Project facilities and associated services.

RECOMMENDATION(s):

2. Members note the report.

REASONS FOR RECOMMENDATION:

3. The contractual agreement between Keighley Urban Meadows and Keighley Town Council requires that quarterly progress reports are presented to the Community Development Committee.

SUMMARY OF KEY POINTS:

4. Appendix A provides details of work undertaken from April 1st to June 30th 2021.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

5. The budget allocation for the development of the Downstairs Project for the 2021/22 financial year is £8,000. The current value of resources (not counting qualified professional skills and technical support) being made available to the Council exceeds £20,000.

TOWN PLAN IMPLICATIONS:

6. Downstairs project facilities and services are available on request to provide appropriate support for the implementation of the Town Plan.

Meets the Town Plan Key Objectives: CP009; CD003; CD006; CD008; AC002; AC005;

CLIMATE CHANGE IMPLICATIONS:

7. Downstairs project facilities and services are available on request to provide appropriate support for the implementation of the Council's Climate Change Action Plan.

POLICY IMPLICATIONS:

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

DETAILS OF CONSULTATION:

9. The Downstairs Project is being developed in consultation with members, staff and potential users.

BACKGROUND PAPERS:

10. Town Plan
11. Climate Change Action Plan

FURTHER INFORMATION PLEASE CONTACT:

Pip Gibson, pip.gibson@keighley.gov.uk, 01535 872126

Appendix A: Project Monitoring Information

1st Quarter: 1st April to 30th June.

Agreed Targets	Actions
<p>Develop and equip the Drop-in Gallery & Workshop space.</p>	<p>The catering area has been refurbished and redecorated, walls have been repaired and new equipment installed. The coffee machine requires a professional overhaul and rodent infestation issues have been addressed. A high quality multi-functional sound system is being installed to support training and events such as the “little nights in” and presentations etc.</p>
<p>Establish links with potential users.</p>	<p>Discussions have been undertaken with the Keighley Works (K.W.) team and Keighley College (K.C.) on the provision of informal work experience placements, volunteering and a range of multi skills development opportunities for K.W. clients and K.C. students from August 2021. Access to facilities and technical/creative support is currently available on request.</p> <p>Offers of support for the development and promotion of youth arts in Keighley has been ignored by Bradford Council’s Youth Service. It is therefore suggested that the Council implements its own programme of youth arts development as part of its community development strategy with the Downstairs Project taking the lead, supported by the Council’s Project Worker.</p> <p>Offers of support and access to facilities and materials have been made together with an invite to participate in Downstairs Workshops to current Civic Centre tenants and user groups including Roshni Ghar, Saima’s group and Making Space. Contact is being made with other communities of interest across the parish with a view to developing a programme of multicultural workshops and exhibitions celebrating cultural diversity and promoting positive community relations.</p> <p>This not only benefits the participating groups and adds an exciting dimension to the Downstairs Project but gives a much-needed boost to the Council’s own commitment to the promotion of cultural diversity as detailed in the Town Plan. Further discussions are planned with a view to developing long term productive joint working practice.</p> <p>Cllr Chris Graham has been in contact with Long lee Art Group with a view to inviting its members to join the open access workshops and Keighley Historical Society have shown an interest in the offer of exhibition space.</p>

<p>Seek external funding.</p>	<p>Applications are being prepared to provide a basic catering service and related volunteer training for the Downstairs Drop-in in anticipation of a steady growth of public interest following the lifting of Covid restrictions.</p>
<p>Create a “Wall of Fame”.</p>	<p>The request for nominations has generated a poor response from both the public and Councillors. It is therefore proposed that Keighley Urban Meadows engages with its own reliable network of contacts across the town and prepares a shortlist of suggestions (including those nominations already received) for the approval of the Town Mayor and any other members of her choosing.</p>
<p>Create a range of exhibition/events and promotional resources.</p>	<p>A technician’s workshop and facilities store are being created in a former police cell next to the Downstairs Project. This will enable the provision of a broad range of materials, event support, exhibition and creative services together with workshop facilities to be made available to support Civic Centre and community-based activities including the development of the Police Museum.</p>
<p>Train Volunteers.</p>	<p>Deferred to second quarter. It is proposed that Downstairs Volunteers be registered with the Council.</p>
<p>Provide “on demand” services.</p>	<p>Press releases, together with photographs have been prepared, The George & Dragon cut outs were created, and an extensive visual audit undertaken at Guardhouse Allotments.</p> <p>Graphics and promotional materials have been prepared for the Allotments and Landscapes photo competition.</p> <p>Other services provided include the provision of professional outdoor event support facilities (including a new public address system and gazebos) research, report writing and proof reading....</p> <p>.....and making smoked salmon and mozzarella or spam and cheddar toasties with a bistro salad for staff and members.</p>