



## KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney  
Town Clerk to the Town Council  
28 May 2021

Email: [townclerk@keighley.gov.uk](mailto:townclerk@keighley.gov.uk)

**YOU ARE HEREBY SUMMONED TO ATTEND** a meeting of the **Watch & Transport Committee** which will be held at Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ on Monday 7 June 2021 at 6pm.

Mr. Joe Cooney  
Town Clerk

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### **COMMITTEE MEMBERSHIP**

Cllr. J. Akhtar	Cllr. E. Bernardini
Cllr. M. Anayat	Cllr. S. Zubair
Cllr. M. Shaw	Cllr. P. Cook
Cllr. C. Graham	Cllr. A. Ahmed
Cllr. L. Maunsell	

\*Committee Terms of Reference are contained within the Scheme of Delegation.

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### **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 Chair for Municipal Year– For Decision**

To elect a Chairman for the Municipal year 2021/22

### **2. Election of Vice Chair – 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 extra-ordinary meeting of the Watch & Transport Committee held on Monday 12 April 2021.

*Copy attached*

### **7. Police/Crime Report – For Noting**

To receive an update on Policing issues across Keighley.

### **8. Budget Update – For Decision**

To receive an update on the Committee budget for Financial year 2021/22.

*Copy attached*

### **9. CCTV Update – For Decision**

To consider the attached report regarding CCTV in Long Lee.

*Copy attached*

*The following items have been added to the agenda by Councillors:*

**10. Partnership working with Horton Housing – Cllr M Walker**

To discuss the above item as requested by Cllr M Walker.

**11. Speeding on Oakworth Road – Cllr M Walker**

To discuss the above item as requested by Cllr M Walker.

**12. Traffic Lights & CCTV on Skipton Road close to Utley Cemetery – Cllr Abberton**

To discuss the above item as requested by Cllr Abberton

**13. Traffic Calming Measures on Arctic Street – Cllr Abberton**

To discuss the above item as requested by Cllr Abberton

**14. Traffic Calming Measures generally – Cllr Akhtar**

To discuss the above item as requested by Cllr Akhtar.

**15. Future Items – For Decision**

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

**16. Date of next meeting**

The date of the next meeting of this committee will be held on Monday 6 September 2021 at 6.00pm.

**OFFICER SUPPORT TO THE MEETING**

Officers scheduled to attend: Joe Cooney, Town Clerk

**APOLOGIES**

Contact the office during normal opening hours (01535) 872126  
Email: [joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)

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



## KEIGHLEY TOWN COUNCIL

Minutes of the Watch & Transport (WT) Committee held remotely on Monday 12 April 2021.

**Present:** Councillor Akhtar - Chairman  
Councillor Ahmed  
Councillor Abberton  
Councillor M Walker  
Councillor Corkindale – Ex Officio

**Also Present:** Joe Cooney, Town Clerk  
Inspector Khalid Khan  
Vicki Beere, Project 6

### **091/2020 (WT) Welcome & Introduction**

The Chairman welcomed everyone to the meeting and reminded members of the virtual meeting protocols.

### **092/2020 (WT) Apologies for Absence**

**RESOLVED** to accept apologies from:

Cllr M Shaw  
Cllr S Zubair  
Cllr Anayat

### **093/2020 (WT) 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.

### **094/2020 (WT) Public Question Time**

None.

### **095/2020 (WT) Minutes**

**RESOLVED** to confirm the minutes of the meeting held on Monday 1 February 2021 be confirmed as a true record of the proceedings and signed by the Chair.

### **096/2020 (WT) Progress Report**

Noted.

### **097/2020 (WT) Police Report**

Inspector Khan updated the Committee on the latest crime figures for Keighley.

### **098/2020 (WT) Town Plan**

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

**RESOLVED** to note the report.

### **099/2020 (WT) Project 6**

Vicki from Project 6 updated members on the work of the charity across Keighley. Including supporting those with drug and alcohol addictions.

### **0100/2020 (WT) Budget**

Members considered a report from the Town Clerk detailing the 2021/22 Committee budget.

**RESOLVED** members noted the report.

### **0101/2020 (WT) CCTV**

Members considered a report from the Town Clerk regarding CCTV schemes

**RESOLVED** members noted the update on the Long Lee CCTV camera.

**RESOLVED** members noted the outcome of the meeting between Bradford MDC, Incommunities and the town council regarding the mobile CCTV scheme.

**RESOLVED** members requested a further update on both projects at their June committee meeting.

### **0102/2020 (WT) Boundary Signs**

Members considered a report from the Town Clerk on town council owned boundary signs.

**RESOLVED** members requested the Town Clerk seek quotations for the annual maintenance regime of all boundary signs.

**RESOLVED** members delegated to the Town Clerk the authority to devise the required maintenance regime.

**RESOLVED** members requested the Town Clerk reports the options to committee by its September committee meeting.

### **0103/2020 (WT) Future Items**

The following Councillors requested items be placed on a future agenda:

Partnership working with Horton Housing – Cllr M Walker

Speeding on Oakworth Road – Cllr M Walker

Traffic Lights & CCTV on Skipton Road close to Utley Cemetery – Cllr Abberton

Traffic Calming Measures on Arctic Street – Cllr Abberton

Traffic Calming Measures generally – Cllr Akhtar

**0104/2020 (WT) Date of Next Meeting**

**RESOLVED** to note the date of the next scheduled meeting of this Committee will be held on Monday 7 June 2021 at 6.00pm.

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

# KEIGHLEY TOWN COUNCIL

Item 8

## REPORT TO WATCH & TRANSPORT COMMITTEE



<b>REPORT AUTHOR</b>	Town Clerk Joe Cooney
<b>EMAIL</b>	<a href="mailto:Joe.cooney@keighley.gov.uk">Joe.cooney@keighley.gov.uk</a>
<b>Date</b>	Monday 7 June 2021

<b>SUBJECT</b>	<b>Budget 2021/22</b>
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### PURPOSE:

1. To update members on budget allocated to the committee for the financial year 2021/22.

### RECOMMENDATION(s):

2. Members note the report.
3. Members request an update at their September meeting.

### REASONS FOR RECOMMENDATION:

4. To provide oversight of the committee's budget.

### SUMMARY OF KEY POINTS:

5. In January 2021 council approved the budget for 2021/22. A sum of £18,000 has been allocated to the committee for the current financial year.
6. In addition to the £18,000 agreed for the financial year, a total of £15,105 has been carried forward from the previous financial year 2020/21. The carry forwards are tied to projects which have been commenced but have yet to be completed. £6,000 has been carried forward for the Long Lee CCTV scheme, £6,000 has been carried forward for the Mobile CCTV scheme and £3,105 has been carried forward for the recently installed boundary signs.
7. Members will be aware the newly allocated budget is to cover schemes the committee may want to undertake this year. Members should also note the annual cost of grit bin maintenance, replacement bins and grit must also be funded from

the budget. In 2020/21 the approximate cost of grit bin replacements, grit refills and the provision of new bins was £7,200.

8. Additionally, members have requested the Town Clerk investigate developing an annual maintenance regime for all town council boundary signs. Any such scheme would need to be funded from the committee budget. The draft maintenance plan will be presented to members at their next committee meeting.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

9. None directly arising from this report.

**TOWN PLAN IMPLICATIONS:**

10. Meets the Town Plan Key Objectives: CP016

**CLIMATE CHANGE IMPLICATIONS:**

11. N/A.

**POLICY IMPLICATIONS:**

12. N/A.

**DETAILS OF CONSULTATION:**

13. N/A.

**BACKGROUND PAPERS:**

14. Appendix A – 2021/22 Committee Budget

**FURTHER INFORMATION PLEASE CONTACT:** Joe Cooney,  
[joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk), 01535 872126



## Detailed Income &amp; Expenditure by Budget Heading 2021/22

Month No: 1

## Watch &amp; Transport Annual Budget

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>701 Watch &amp; Transport</u>							
5300 Watch & Transport	(120)	27,105	27,225		27,225	(0.4%)	
Watch & Transport :- Indirect Expenditure	<u>(120)</u>	<u>27,105</u>	<u>27,225</u>	<u>0</u>	<u>27,225</u>	<u>(0.4%)</u>	<u>0</u>
<b>Net Expenditure</b>	<u>120</u>	<u>(27,105)</u>	<u>(27,225)</u>				
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	(120)	27,105	27,225	0	27,225	(0.4%)	
<b>Net Income over Expenditure</b>	<u>120</u>	<u>(27,105)</u>	<u>(27,225)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>120</u>						

# KEIGHLEY TOWN COUNCIL

Item 9

## REPORT TO WATCH & TRANSPORT COMMITTEE



<b>REPORT AUTHOR</b>	Town Clerk Joe Cooney
<b>EMAIL</b>	<a href="mailto:Joe.cooney@keighley.gov.uk">Joe.cooney@keighley.gov.uk</a>
<b>Date</b>	Monday 7 June 2021

<b>SUBJECT</b>	<b>CCTV Update</b>
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### PURPOSE:

1. To update members on the latest progress with the provision of a permanent CCTV camera on Long Lee Lane.
2. To update members on the latest progress with the potential Mobile CCTV Scheme.

### RECOMMENDATION(s):

3. Members note the update on the Long Lee CCTV camera.
4. Members request an update at their September meeting.
5. Members delegate to the Town Clerk, in consultation with the Committee Chairman, the authority to enter into a Service Level Agreement with BMDC for the provision of the Mobile CCTV Scheme.
6. Subject to an SLA being agreed, members delegate to the Town Clerk, in consultation with the Chairman to review the applications already submitted for consideration and possible deployment under the terms of the SLA.
7. Members request an update at their September meeting.

### REASONS FOR RECOMMENDATION:

8. To provide oversight of both CCTV projects.

### SUMMARY OF KEY POINTS:

## **Long Lee CCTV Camera**

9. In the previous financial year the committee allocated £6,000 towards a permanent camera being sited on Long Lee Lane.
10. Due to the Covid-19 pandemic the project has been delayed as a result the funding has been carried forward into the new financial year.
11. Members will be aware from the update at the previous meeting BMDC were waiting to gain access to the care home where the signal will be relayed from the camera to the CCTV Control room.
12. Access to the Care home was secured in mid-May and the necessary surveys have been undertaken.
13. The required equipment to install the camera was due to be ordered by the end of May 2021.
14. The council has been advised there is currently a delay in sourcing electronic equipment due to a global shortage of components. Once an estimate delivery date has been agreed BMDC will update council and provide the final price for the completion of the works.
15. Members will receive a further update from the Town Clerk at their September meeting at the latest. If any update is available before the next committee meeting the information will be shared via email to all committee members.

## **Mobile CCTV Scheme**

16. The second part of the committee's CCTV project was the creation of a mobile CCTV scheme that could be used to erect temporary CCTV cameras in hotspot areas for Anti-Social behaviour, fly-tipping etc.
17. Initially, it was hoped the scheme could be operated in partnership with Incommunities who would provide the mobile cameras and undertake the monitoring and retrieval of the footage to pass onto the relevant authorities.
18. During discussions with Incommunities it became apparent the cameras could only be placed on private properties and not as originally hoped on existing public street furniture, such as lampposts.
19. Subsequently, members asked the Town Clerk to investigate with BMDC if any solution could be found to allow Incommunities access to the street furniture.
20. Despite, several attempts no progress has been made between the town council, BMDC and Incommunities. As a result, the Town Clerk has looked for an alternative option to deliver the mobile scheme.
21. Early discussions with BMDC CCTV team have opened up the possibility of the town council entering into a direct Service Level Agreement with BMDC for the provision and monitoring of temporary CCTV cameras.
22. The recommendation to members is the Town Clerk, in consultation with the Chairman review the applications already submitted and assess, if any, should be

used as a pilot for the arrangement, with a full update being reported to the Committee at their September meeting.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

23. A total of £12,000 has been carried forward into the new committee budget for 2021/22 to deliver both schemes.

**TOWN PLAN IMPLICATIONS:**

24. Meets the Town Plan Key Objectives: CP016

**CLIMATE CHANGE IMPLICATIONS:**

25. N/A.

**POLICY IMPLICATIONS:**

26. N/A.

**DETAILS OF CONSULTATION:**

27. N/A.

**BACKGROUND PAPERS:**

28. N/A

**FURTHER INFORMATION PLEASE CONTACT:** Joe Cooney,  
[joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk), 01535 872126