



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
8 November 2021

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Allotment & Landscape Committee** which will be held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on Monday 15 November 2021 at 6pm.

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Cllr. J Kirby	Cllr. A Walker
Cllr. P Cook	Cllr. C Graham
Cllr. M Dowse	Cllr. C Abberton
Cllr. N Ali	Cllr. J Adams – Ex- Officio
Cllr. P Corkindale	

*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 & Fire Instructions

Members are reminded to consult the Standing Orders regarding conduct at meetings. Member's attention is particularly drawn to Standing Order 1.

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 Extra Ordinary meeting of the Allotment & Landscape Committee held on Tuesday 19 October 2021.

Copy attached

6. Progress Report – For Noting

To receive the progress report following the last meeting held Tuesday 19 October 2021.

Copy attached

7. Budget – For Noting

To receive an update on the Allotments & Landscapes budget.

Copy attached

8. Town Plan – For Noting

To consider the attached report from the Assistant Town Clerk/CDO regarding the committees Town Plan responsibilities.

Copy attached

9. Allotment & Landscapes Officers Report – For Decision

To consider the attached report from the Allotments & Landscape Officer.

To follow

10. Watching Brief – For Decision

Councillors are asked to consider matters relating to open spaces, parks, community and leisure centres, village greens, common land and War Memorials. Burial grounds, cemeteries and churchyards. The maintenance of footpaths and public rights of way and environmental issues.

11. Allotment & Landscapes Photo Competition – for Noting

Verbal Update from the Assistant Town Clerk/CDO regarding the Photo Competition.

12. Allotment Review – for Noting

To note the update on the breakdown of used and unused plots across all Council sites.

Copy attached

13. Guardhouse Allotment Site – For Decision

To consider the attached report from the Assistant Town Clerk/CDO regarding the Guardhouse Allotment site.

Copy attached

14. Community Asset Transfer Update – For Noting

To note the attached report regarding Asset Transfers requested from Bradford Council.

Copy attached

15. Climate Change Champion

To consider a verbal report from Cllr Corkindale and the Assistant Town Clerk.

16. Future Items – For Decision

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

17. Date of next meeting

The date of the next meeting of this committee will be held on Monday 17 January 2021 at 6.00pm.



KEIGHLEY TOWN COUNCIL

Minutes of the Extraordinary Allotment & Landscape (AL) Committee held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on Tuesday 19 October 2021

Present:

Councillor Graham
Councillor Kirby
Councillor Dowse
Councillor Corkindale
Councillor Abberton
Councillor Cook
Councillor Maunsell– Ex Officio

Also Present:

Pip Gibson, Assistant Town Clerk
Phil Hanson – Allotment & Landscapes Officer
Brian Morris – Contracts Officer
Cllr Westerman
Carol Owlett – member of the public
John Slater – member of the public

027/2021 (AL) Welcome & Fire Instructions

The Committee Chairman welcomed everyone to the meeting.

028/2021 (AL) Apologies for absence

None.

029/2021 (AL) 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.

030/2021 (AL) Public Question Time

- Carol Owlett spoke about Selborne Allotment.
- John Slater spoke about Selborne and mental health
- Cllr Westerman spoke about the plans for a Christmas tree for the Town Hall Square.

031/2021 (AL) Minutes

RESOLVED to confirm the minutes of the meeting held on Monday 13 September 2021 be confirmed as a true record of the proceedings and signed by the Chair.

032/2021 (AL) Committee Budget Request

RESOLVED Members agreed budget recommendations for the Allotment & Landscape Committee delegated budget 2022/23: Allotments Water £3,500; Allotments Maintenance & Repairs £20,000; Allotments Major Projects (Guardhouse) £5,000; Town Hall Square Maintenance £25,000. Total budget request £53,500.

RESOLVED Members agreed that unkempt plots be offered to people on the waiting list with the offer of a 1 year free rent and a free skip to help clear the plot. A 6 month review should take place.

RESOLVED to cut off all water supplies at all sites and to install one tap per site only.

033/2021 (AL) Ground Maintenance Report

RESOLVED Members appointed a contractor for the Ground Maintenance Contract: Steve Thorpe & Son Gardening Ltd.

Members noted that the quote from Steve Thorpe & Son Gardening Ltd showed comprehension of what is required from an experienced and knowledgeable contractor. Also that the contractor has previously won awards for his work for the Council including platinum and “Finest Memorial Gardens”. The Members want Steve Thorpe & Son Gardening to continue with their excellent work.

034/2021 Future Items

Breakdown of used and unused plots across all Town Council sites.
Community Asset Transfer Update

RESOLVED the above items would be included on future agendas.

035/2021 (AL) Date of Next Meeting

RESOLVED to note the date of the next scheduled meeting of this Committee will be held on Monday 15 November 2021 at 6.00pm.

Signed **Date**
Chair



REPORT FROM: ASSISTANT TOWN CLERK

TO: ALLOTMENTS & LANDSCAPES COMMITTEE

DATE: 15 NOVEMBER 2021

Report Author: Pip Gibson

Tel No: 01535 872126

Email: pip.gibson@keighley.gov.uk

**PROGRESS REPORT ON DECISIONS TAKEN AT THE
ALLOTMENTS & LANDSCAPES MEETING DATED 13
SEPTEMBER 2021**

Item No	Committee Decision	Update
1.	Members approved the cost of trimming hedges at Arncliffe and Selborne Grove	Works have been ordered
2.	An additional sum of £10,000 be requested from Council to addresses several issues at Guardhouse site	Full Council approved the additional funding request
3.	Approve action to ensure all un-authorized vehicular access to Guardhouse site is prevented	Gate has been permanently locked. However, the lock and gate have been vandalised and the gate is currently open, pending repair
4.	Members agreed budget recommendations for the Allotment & Landscape Committee delegated budget 2022/23: Allotments Water £3,500; Allotments Maintenance & Repairs £20,000; Allotments Major Projects (Guardhouse) £5,000;	Information will be submitted to Budge Working Group for consideration

	Town Hall Square Maintenance £25,000. Total budget request £53,500.	
5.	Members agreed that unkempt plots be offered to people on the waiting list with the offer of a 1 year free rent and a free skip to help clear the plot. A 6 month review should take place.	Actioned moving forward
6.	Members appointed a contractor for the Ground Maintenance Contract: Steve Thorpe & Son Gardening Ltd.	Contract has been issued
7.	Breakdown of used and unused plots across all Town Council sites.	Report sent to November committee meeting

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 8

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>301 Allotments Aireworth & Marley</u>						
4353 Allotments Water Charges	45	0	(45)		(45)	0.0%
Allotments Aireworth & Marley :- Indirect Expenditure	<u>45</u>	<u>0</u>	<u>(45)</u>	<u>0</u>	<u>(45)</u>	
Net Expenditure	<u>(45)</u>	<u>0</u>	<u>45</u>			
<u>302 Allotments Arncliffe Road</u>						
4353 Allotments Water Charges	442	0	(442)		(442)	0.0%
Allotments Arncliffe Road :- Indirect Expenditure	<u>442</u>	<u>0</u>	<u>(442)</u>	<u>0</u>	<u>(442)</u>	
Net Expenditure	<u>(442)</u>	<u>0</u>	<u>442</u>			
<u>304 Allotments Castle Hill</u>						
4353 Allotments Water Charges	833	0	(833)		(833)	0.0%
Allotments Castle Hill :- Indirect Expenditure	<u>833</u>	<u>0</u>	<u>(833)</u>	<u>0</u>	<u>(833)</u>	
Net Expenditure	<u>(833)</u>	<u>0</u>	<u>833</u>			
<u>307 Allotments Guardhouse</u>						
4350 Allotments Maint/Repairs	0	10,000	10,000		10,000	0.0%
4353 Allotments Water Charges	6	0	(6)		(6)	0.0%
Allotments Guardhouse :- Indirect Expenditure	<u>6</u>	<u>10,000</u>	<u>9,994</u>	<u>0</u>	<u>9,994</u>	<u>0.1%</u>
Net Expenditure	<u>(6)</u>	<u>(10,000)</u>	<u>(9,994)</u>			
<u>308 Allotments Hard Ings Road</u>						
4353 Allotments Water Charges	663	0	(663)		(663)	0.0%
Allotments Hard Ings Road :- Indirect Expenditure	<u>663</u>	<u>0</u>	<u>(663)</u>	<u>0</u>	<u>(663)</u>	
Net Expenditure	<u>(663)</u>	<u>0</u>	<u>663</u>			
<u>309 Allotments Oakworth</u>						
4353 Allotments Water Charges	33	0	(33)		(33)	0.0%
Allotments Oakworth :- Indirect Expenditure	<u>33</u>	<u>0</u>	<u>(33)</u>	<u>0</u>	<u>(33)</u>	
Net Expenditure	<u>(33)</u>	<u>0</u>	<u>33</u>			
<u>310 Allotments Selbourne Grove</u>						
4350 Allotments Maint/Repairs	644	0	(644)		(644)	0.0%
4353 Allotments Water Charges	836	0	(836)		(836)	0.0%
Allotments Selbourne Grove :- Indirect Expenditure	<u>1,480</u>	<u>0</u>	<u>(1,480)</u>	<u>0</u>	<u>(1,480)</u>	
Net Expenditure	<u>(1,480)</u>	<u>0</u>	<u>1,480</u>			

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 8

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>312 Allotments St John's Rd Utley</u>						
4353 Allotments Water Charges	350	0	(350)		(350)	0.0%
Allotments St John's Rd Utley :- Indirect Expenditure	<u>350</u>	<u>0</u>	<u>(350)</u>	<u>0</u>	<u>(350)</u>	
Net Expenditure	<u>(350)</u>	<u>0</u>	<u>350</u>			
<u>350 Allotments Other</u>						
1300 Income - Allotment rent	181	14,000	13,820			1.3%
1310 Income - Allotment Brad C	4,522	4,560	38			99.2%
Allotments Other :- Income	<u>4,703</u>	<u>18,560</u>	<u>13,858</u>			<u>25.3%</u>
4000 Salary costs	8,229	15,841	7,612		7,612	52.0%
4002 Paye/NI	1,546	2,976	1,430		1,430	51.9%
4350 Allotments Maint/Repairs	6,926	13,000	6,074		6,074	53.3%
4351 Allotments Improvements	0	10,000	10,000		10,000	0.0%
4353 Allotments Water Charges	1,656	4,500	2,844		2,844	36.8%
Allotments Other :- Indirect Expenditure	<u>18,357</u>	<u>46,317</u>	<u>27,960</u>	<u>0</u>	<u>27,960</u>	<u>39.6%</u>
Net Income over Expenditure	<u>(13,654)</u>	<u>(27,757)</u>	<u>(14,103)</u>			
Grand Totals:- Income	<u>4,703</u>	<u>18,560</u>	<u>13,858</u>			<u>25.3%</u>
Expenditure	<u>22,208</u>	<u>56,317</u>	<u>34,109</u>	<u>0</u>	<u>34,109</u>	<u>39.4%</u>
Net Income over Expenditure	<u>(17,506)</u>	<u>(37,757)</u>	<u>(20,251)</u>			
Movement to/(from) Gen Reserve	<u>(17,506)</u>					

KEIGHLEY TOWN COUNCIL

Item 8

REPORT ON TOWN PLAN PROGRESS



REPORT AUTHOR	Pip Gibson Assistant Town Clerk/CDO
EMAIL	pip.gibson@keighley.gov.uk
Date	Monday 8 November 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.

REASONS FOR RECOMMENDATION:

3. 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:

4. The Town Plan sets out the Council's aims and objectives over the next 2 years.
5. The Town Plan Steering Group meet quarterly to develop and monitor a general strategic approach and champion the Town Plan's vision and objectives.
6. It is important that all members are involved in the delivery of the Town Plan.
7. It is the responsibility of the Chair of this Committee to attend the Town Plan Steering Group and to share the Committee's progress. If the Chair cannot attend, he/she must arrange for the Vice Chair or elected third Member of the Committee to attend.
8. The Chair will share the discussion had at the Town Plan Steering Group meeting with fellow Councillors.

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

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

10. 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:

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

CLIMATE CHANGE IMPLICATIONS:

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

POLICY IMPLICATIONS:

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

DETAILS OF CONSULTATION:

14. In some circumstance's consultations may have taken place.

BACKGROUND PAPERS:

15. 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					
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; Team Litter pick at Devonshire Park; Regular news feed on social media platforms including individual ward forums; Allotment Photo Competition; Allotment Surgeries; Town Magazine (via Policy & Governance Committee)	Virtual Ward Forums created for each Ward. Weekly media programme showcasing the work of KTC. funding approved for Pop Up Markets, Oakworth Village Sign, Oakworth Gardening Equipment. The council has used its social media pages to encourage greater participation in several issues, including seeking submissions to the Environment Agency regarding the permit for an incinerator within Keighley and submitting their views to the Town Deal fund on how the £25m should be spent across Keighley. Allotment Photo Competition
Community Development					
CD007	Establish Allotment Associations and create a web-based allotment forum.	Short Term (2020/21)	Allotments and Landscapes Committee	Allotment Association currently exists at St Johns.	Invitation sent to tenants to join Allotment Development Group. Web page set up to request allotment plot. Forum in progress
Developing the Local Environment					
DLE006	Ensure that Keighley Town Hall Square and war memorial is maintained to a high standard.	Ongoing (2020-23)	Allotments and Landscapes Committee	New Maintenance Contract to be considered by Allotment & Landscape Committee at their September meeting.	Contractual arrangements in place future maintenance. THS Bereavement Plaque. 7 benches replaced. Seat with a View/Lion's Den projects to site repaired benches. New lease agreement currently under discussion with BMDC, will provide greater responsibility for Keighley Town Council including Christmas lights
DLE009	Undertake a survey of Town Council land and prepare accurate site maps.	Short Term (2020/21)	Allotments and Landscapes Committee	ACTION COMPLETED 2020/21	GPS mapping carried out of KTC assets and allotments
DLE010	Undertake appropriate groundwork preparations to facilitate the implementation of the "Peoples' Trees" initiative.	Short Term (2020/21)	Allotments and Landscapes Committee	ACTION COMPLETED 2020/21	KTC/Environment Agency partnership to facilitate and support.
DLE011	Increase the Number of available allotment plots.	Medium Term (2021/22)	Allotments and Landscapes Committee	Plots created at Arncliffe Road; Allotments & Landscape Committee looking towards Community Asset Transfers with BMDC some	The aim is to increase the number of plots available at Arncliffe Road by at least 4.
DLE012	Help to create a cleaner and greener Keighley by providing refuse and recycling bins in key locations.	Medium Term (2021/22)	Allotments and Landscapes Committee	Bin installed at Church Green, Merlin Top and Parson Street. Recycling continues at the Civic Centre	Installation of refuse bin in progress at Dementia Friendly Gardens, Merlin Top and Parson Street. Recycling scheme set up in Civic Centre
DLE014	Improve the accessibility and security of allotment sites.	Long Term (2022/23)	Allotments and Landscapes Committee	Allotments & Landscape Committee, Repairs and Maintenance Budget; Allotment Officer	Repairs & Maintenance. Ongoing at all allotment sites,
DLE016	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 (2022/23)	Allotments and Landscapes Committee	Allotments & Landscape Committee currently looking at securing 6 or 7 Assets via BMDC CAT Scheme.	Consultation held with District Cllrs. Awaiting update from BMDC Officer

KEIGHLEY TOWN COUNCIL

Item 12

REPORT TO ALLOTMENT & LANDSCAPE COMMITTEE



REPORT AUTHOR	Allotments & Landscape Officer Phil Hanson
EMAIL	Phil.hanson@keighley.gov.uk
Date	Monday 15 November 2021

SUBJECT	Allotment Review
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PURPOSE:

1. To update members on the total number of plots per site, occupancy rate and general condition of the site.

RECOMMENDATION(s):

2. Members note the report.

REASONS FOR RECOMMENDATION:

3. To provide oversight of the council's allotment sites

SUMMARY OF KEY POINTS:

4. The council currently has 12 active allotment sites: Aireworth and Marlan Road (Marley), Arncliffe Road, Bracken Bank, Castlehills, Wrights Field (East Morton), Granby Drive, Guardhouse, Hard Ings Road, Dock Royd Lane (Oakworth), Selborne Grove, and Utley.
5. Additionally, the committee has responsibility for the Town Hall Square, Memory Garden, Oakworth Sensory Garden and Damens Nature Trail.
6. Below is an overview of each allotment site, including number of plots, the number of vacant plots and the general condition of the site.

Marley

7. This site has 17 plots and 2 half plots. Nearly all the plots are occupied (one is due to be viewed by a potential new tenant w/c 8 November)

8. The site is generally well maintained. There are no animals allowed on these plots.
9. It is likely minor maintenance will be required to replaced one fence panel in the near future.

Arncliffe Road

10. This site has 67 plots and half plots.
11. All plots have tenants, although 3 require a large amount of rubbish clearing. This should be undertaken before Spring 2022.
12. The planned orchard is taking shape with a beekeeper moving two hives onto the site this winter.
13. Generally, the site is aesthetically pleasing, with some progress now being made on the bottom half of the site. Plans for 2022 include opening a path along the side, subject to quotes being received. There is also the possibility of reopening the communal brick building subject to costs.
14. There are no animals allowed on the plots.
15. Future works could include the rental of a shredder to dispose of numerous branches which would provide useful mulch for plot holders.

Bracken Bank

16. This site has 24 plots.
17. The site has 4 long term tenants on all the current plots.
18. The site is for mostly housing of animals including horses, chickens, ducks and cheese. There is very little in the way of cultivation on the site.

Castle Hills

19. This site has 60 plots all of which are tenanted.
20. A number of warning notices have been issued to 3 tenants for their failure to keep the plots tidy.
21. A further 2 plots have been sent warning letters about non-cultivation of their plot.
22. There is a large number of ducks and geese on some plots, investigations are continuing regarding their registration status.
23. Several plots have asbestos roofing sheets which are being used for fencing. Should these sheets become damaged they will need to be removed and replace with a more suitable material. Some plots also use the sheets on their shed roofs.

East Morton

24. This site has 30 full and half plots. All bar 1 plot currently has a tenant.

25. The site is a traditional allotment garden site. It is in a very good state of repair/cultivation.
26. One of the plots has been taken over by the association to use as a wildlife garden.
27. The site has no animals.

Granby Drive

28. This site has 16 plots and all are currently occupied.
29. The site is a traditional garden allotment site.
30. The site has recently seen some vandalism due to a gap in the gate from the adjacent playing field. The gate is the responsibility of Bradford MDC and the issue has been reported.

Guardhouse

31. This site has 45 plots, with 8 currently vacant.
32. The vacant plots are in varying state of disrepair. Some have no entrance; some are full of rubbish; one needs a fence erecting; one needs the building demolishing and the asbestos removing.
33. The whole site used to have a lot of large brick buildings which had asbestos roofs. Most of these were demolished over a long period. Most of the asbestos and bricks etc. were just ploughed into the land.
34. A substantial amount of asbestos has already been removed but there is unfortunately a lot of pieces still in the ground. It is uneconomical/ impractical to try to remove it in one go as the only way to do this would be to remove all the fencing and buildings and then get the top layers of soil removed and replaced with new soil.
35. The worst part of the site is the top plots 35 to 76A. These have not been in use for a long time with a lot of fly-tipped rubbish.
36. All of the hedges want cutting down to appx 6' and thinning out to allow proper access along the paths.
37. There is still evidence of some previous buildings, large areas of concrete bases. There are a lot of very large trees which should have been cut down many years ago.
38. There are also many self-seeded/runner saplings throughout the site.
39. Future use of the land would have to be carefully planned to reduce the costs associated with getting rid of the rubbish.
40. It would be more economical to get a large roll-on-roll-off skip as the new tenants would not have to keep waiting for a smaller skip which would be filled quickly.

41. There is also a problem with land water, the drainage for this, which kept excess water flowing down to the river has been broken in a few places.
42. The tenants complain at the pressure drops when someone uses the tap first is due to the way they were piped in the first place.
43. Work has been done to try and identify where the taps are and keep finding or being told where they are, this is difficult due to the large amount of vegetation surrounding some of the plots.
44. New fencing and at least two gates are required to complete the bottom plots.
45. Large mound of rubbish/building materials near to some of the plots needs removing.
46. There is also a large patch of Japanese knotweed which needs removing (I have been killing some off this year and will be carrying on next year in the spring).
47. The bottom road needs levelling out with road plainings to make it useable (Quote needed).

Hard Ings

48. There are 27 plots on this site with no vacant plots.
49. There are some pieces of asbestos on the site which are being used for separating planting beds and fencing.
50. The shoring on the lower path needs reinstating, quotes are currently being sought.
51. The path will also require some road plainings within the next couple of years.

Dock Royd Lane (Oakworth)

52. There are currently 11 plots with no vacancies.
53. The site is generally well maintained. There is a small quantity of asbestos in the hedge which can be removed once the hedge and brambles have been cut back.

Selborne Grove

54. The site has 65 plots, 2 of which are currently vacant.
55. There are small pieces of asbestos roofing sheets scattered around the site. It is safe to leave in place until someone decides they need that space. They will then be removed from site by a qualified asbestos removal company.
56. Several warning letters sent out recently due to non-cultivation. Some tenants have already started work.
57. Potential tenants have been shown around the vacant plots, but they have declined these due the amount of rubbish on them. The next people will be told that they will get the plots rent free if they take up one of these plots.

58. There is one plot that cannot be tenanted yet due to Japanese knotweed, which is being systematically killed off, and a large hole with a sewage pipe and ground water runoff. This should be available by the end of spring 2022.

Utley (St John's Road)

59. There are 19 plots and half plots with no vacant plots.
60. Generally, the site is in a good state of repair.

Westfield Crescent

61. There are 5 plots on the site. 1 plot is currently available.
62. A new gate is required for one of the entrances, quotes are currently being sought.

Town Hall Square

63. All new benches have now been installed. 3 wood benches require painting and quotes are currently being sought.

Oakworth Sensory Gardens

64. The gardens looked good during the earlier part of the year but have now got past their best. Consideration should be given to plant a few winter plants so the season continues.
65. There are a few palings; posts; and railings that need attention. The Oakworth Round Table committee have intimated said they may be able to arrange volunteers to do this work if materials can be provided.

Damens Nature Trail

66. This was created in 2019. It was former allotments, which had fallen into disrepair and flooding problems (it is next to the river). There have been a few occasions when vandals have pulled chunks off the viewing platform. The platform is in ruins and needs to be removed. Quotes are currently being sought.
67. A woodland walk is to be arranged with tree planting replacing the viewing platform.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

68. None directly arising from this report.

TOWN PLAN IMPLICATIONS:

69. Meets the Town Plan Key Objectives: CP016

CLIMATE CHANGE IMPLICATIONS:

70. N/A.

COMMUNITY IMPACT:

71. N/A.

POLICY IMPLICATIONS:

72. N/A.

DETAILS OF CONSULTATION:

73. N/A.

BACKGROUND PAPERS:

74. N/A

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney,
joe.cooney@keighley.gov.uk, 01535 872126

REPORT TO ALLOTMENTS & LANDSCAPE COMMITTEE



REPORT AUTHOR	Assistant Town Clerk/CDO Pip Gibson
EMAIL	pip.gibson@keighley.gov.uk
Date	Monday 15 November 2021

SUBJECT	Guardhouse Allotments Site
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PURPOSE:

1. To appraise Members of improvements to be made at the Guardhouse allotment site and decide how to use the remaining budget allocation.

RECOMMENDATION(s):

2. That Members note the report.
3. Members make recommendations for further work at the Guardhouse site within the allocated budget.

REASONS FOR RECOMMENDATIONS:

4. To enable the Council to fulfil its obligations to provide safe and viable allotment garden resources within its area of responsibility.

SUMMARY OF KEY POINTS:

5. A comprehensive site survey of the Guardhouse Allotments was undertaken on the 11 May 2021 resulting in the identification of a series of issues.
6. To stop fly tipping, members decided to lock the entrance barrier to the site and only allow access to authorised vehicles. Tenants raised complaints thereafter.
7. The barrier lock and arm were removed illegally on the weekend of 30th and 31 October. This incident has been reported to the Police.
8. Full Council approved a £10,000 budget to tackle the issues at the Guardhouse allotment site. To date Members have agreed quotes for work totaling £5,421.00, all of which are detailed within this report.

9. Members should now make recommendations for further work at the Guardhouse site using the remaining £4,579.00 of the £10,000 budget.
10. Members may find the Officers report in Appendix A useful when making decisions.

CLIMATE CHANGE & ENVIRONMENTAL IMPACT:

11. Improvements will reduce the negative effect on the local environment and enable the Council to fulfil its commitments as detailed in its Climate Change Action Plan.

COMMUNITY IMPACT:

12. The allotment site has a public right of way running through it which is used regularly by tenants and non-tenants. It is the Council's responsibility to ensure that the plots, footpaths and surrounding areas are maintained to a fit standard to ensure the health, safety and wellbeing of the public, tenants and users.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

13. The following costs will be taken from the £10,000 budget approved at Full Council, 30th September 2021:

- i. Strim grass banking of nettles and retrieve dumped waste £414.00
- ii. Remove all waste from fire area and spread ashes around to get rid of pile £207.00
- iii. Trimming back edges and trees up to head on approx. 30mtr stretch of road/path in the allotments £414.00
- iv. Removal of existing and installation of new steps down to one allotment inc materials £736.00
- v. Waste disposal £400.00
- vi. Asbestos removal £3250.00

Total cost: £5,421.00

POLICY IMPLICATIONS:

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

DETAILS OF CONSULTATION:

15. N.A.

TOWN PLAN IMPLICATIONS:

16. The provision of viable allotment space and improving the local environment are key objectives of the Town Plan.

BACKGROUND PAPERS:

17. Appendix A – Officer Report

FURTHER INFORMATION PLEASE CONTACT:

Pip Gibson pip.gibson@keighley.gov.uk

Appendix A

Officer's Report on security matters at Guardhouse Allotments

Overview

To look at the problems with Security at Guardhouse allotments

History

Guardhouse has a long history of vandalism, break-ins and fly tipping. Tenants have reported that when there was no proper boundary fence, fly tipping and burglary was a problem in the past times.

When the first fences were erected this deterred illegal access by others to the plots and it became a rare event.

The barrier at the entrance was often left open by the last person to leave the allotments which led to illegal access by others to fly tip.

A new lock was fit and keys given to the tenants. This did not stop tenants leaving the gate open.

There was also the issue of rubbish being dumped on the top allotments by both the residents of that part of North Dean Road, and by others from the estate. Most of this rubbish is still on site.

A new fence was erected in 2019 which has stopped most of the rubbish being dumped there.

To negate fly tipping including asbestos:

- First large stones were used to prevent vehicle access to the roads around the allotments, these were moved by others to regain access.
- A barrier was fixed across the entrance. This worked for a time, but people forgot to lock the gate during their time at the allotments and last thing at night, eventually letting in the fly tippers
- Gate was left open for a few years after with more fly tipping
- The Committee took the decision to lock the barrier gate preventing access to all unauthorised vehicles
- The barrier gate was locked on 11th October 2021. No keys given to tenants.
- Over the weekend of the 30th and 31st October, the barrier gate was illegally cut off.

Boundary to back of houses

- Lots of rubbish tipped by tenants and owners of properties to that boundary and not cleaned up
- New mesh fence was erected in 2019
- Only two properties threw rubbish onto allotments, the neighbours said it was people from other parts of the estate that were going through their gardens to throw their rubbish in there

Cat steps at end of allotments

- People from Guardhouse have thrown rubbish onto plot GH75, such as fridges and mattresses.
- Most rubbish is thrown down the hill from the rec.

How can we prevent rubbish being thrown onto the allotments?

- Palisade fence and double gates at a cost of around £1000 + fitting +VAT
- Small fine if gate proven to be tenant who left it unlocked, with warning notice sent that recurrence could lose them their plot
- Fit double gates on the bottom path to prevent access to the fly tip area
- Fit CCTV at entrance and along path where most of the fly tipping is found
- Fit higher fence panels to the property that is almost level with the top of the fence

Conclusions and recommendations

No easy solution to the problem

Fitting the old barrier or a new fence and gate to the entrance would sooner or later be removed illegally.

Fitting a gate at the bottom road to prevent access to fly tippers would only be a short-term solution as they would cut the gates off or use the other end of the bottom road for their fly tipping

Fitting the fence along the back has made a difference with no new rubbish thrown onto the plots. The only seen was from one property, but it is hard to prove who threw it there due to the neighbours saying that people from the estate came through the garden to throw it over the fence

Fitting extra posts and higher panels should prevent any rubbish being thrown over the rear fence.

KEIGHLEY TOWN COUNCIL

Item 14

REPORT TO ALLOTMENT & LANDSCAPE COMMITTEE



REPORT AUTHOR	Pip Gibson Assistant Town Clerk/CDO
EMAIL	pip.gibson@keighley.gov.uk
Date	Monday 15 th November 2021

SUBJECT	Community Asset Transfer
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PURPOSE:

1. To update Members on the Councils pursuit of Community Asset Transfers with Bradford Council.

RECOMMENDATION(s):

2. That Members note the updates in this report regarding Community Asset Transfers.
3. That members approve that the Assistant Town Clerk/CDO pursues a Service Level Agreement to maintain the War Memorial at Ingrow Church.
4. That the Assistant Town Clerk reports back on the pursuance of an SLA at a subsequent meeting.

REASONS FOR RECOMMENDATION:

5. In its Town Plan 2020-2023, the Council have committed to identify areas of land that could be brought under the management of Keighley Town Council to secure their future and/or encourage more community access.

SUMMARY OF KEY POINTS:

6. The Town Council chose numerous Bradford Council assets to pursue at the Allotments & Landscapes committee meeting held on the 12th October 2020.
7. In line with Bradford Council's Community Asset Transfer Policy and Assessment Process, the Town Council presented its expressions of interest for 6 assets for the approval of associated District Councillors.

8. Two District Councillors took up the invitation to attend the meeting and gave their approval, useful insight and suggestions.
9. On Tuesday 5th of October the Town Council's expressions of interest were taken before Bradford Council's CAT Board with an officer recommendation not to progress on any of the assets due to lack of Member support.
10. The CAT Board agreed with the officer recommendation and chose not to progress any of the applications.
11. Bradford Council gave these reasons why Members hadn't given their support:
 - i. North Dean Graveyard ARN52062 – Members do not wish this to be subject to a CAT
 - ii. Hainworth Road Recreational Land ARN53217- This land is in the Local Plan Allocations for Housing so the Council position should be no on this one
 - iii. Long Lee Recreational Ground ARN53937 – Members are already involved in securing Village Green status for part of this land, and for the rest they are happy to work with the Town Council on a planting scheme, but not allotments or parking spaces at this time
 - iv. Morton War Memorial – Located within Morton Cemetery ARN00079 – Members do not wish this to be subject to a CAT
 - v. Hermit Hole Verge ARN53415 – Members are happy to work with the Town Council on a planting scheme but do not wish it to be subject to a CAT at this time
 - vi. Oakworth War Memorial ARN54240 – Members do not wish this to be subject to a CAT

War Memorial at Ingrow Church

12. The Working Group set up in pursuit of asset transfers would like to request that the Committee pursue a Service Level Agreement with Ingrow Church to upkeep and maintain the War Memorial on its land.
13. Town Council would be required to make financial commitments towards the maintenance and repair of the War Memorial at Ingrow Church.
14. The final decision to take on the upkeep and maintenance of the War memorial would be made by Full Council.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

15. The ongoing upkeep and maintenance of the War Memorial would need to be factored into the Council's budget indefinitely.

TOWN PLAN IMPLICATIONS:

16. Meets Town Plan Key Objective: CP009, CP011, CD005, DLE001, DLE002, DLE003, DLE008, DLE016

CLIMATE CHANGE IMPLICATIONS:

17. Obtaining certain assets might increase the number of trees planted, create more wildlife habitats and increase the number of allotments within the Keighley Town Council area of benefit.

COMMUNITY IMPACT:

18. There is a natural desire to keep war memorials looking pristine, out of respect for those who died and as a testament to their continued relevance.

POLICY IMPLICATIONS:

19. N/A

DETAILS OF CONSULTATION:

20. N/A.

BACKGROUND PAPERS:

21. Community Asset Transfer Brief

FURTHER INFORMATION PLEASE CONTACT: Pip Gibson, 01535 872101,
pip.gibson@keighley.gov.uk