



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.