



## KEIGHLEY TOWN COUNCIL

Minutes of the Allotment & Landscape (AL) Committee held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on Monday 13 September 2021

**Present:**

Councillor Graham  
Councillor Kirby  
Councillor Dowse  
Councillor Corkindale  
Councillor Abberton  
Councillor Adams– Ex Officio

**Also Present:** Pip Gibson, Assistant Town Clerk  
Phil Hanson – Allotment & Landscapes Officer  
Brian Morris – Contracts Officer  
Peter Clarke – Responsible Financial Officer  
Cllr Luke Maunsell – Deputy Town Mayor  
Carol Owlett – member of the public

### **012/2021 (AL) Welcome & Fire Instructions**

The Committee Chairman welcomed everyone to the meeting.

### **013/2021 (AL) Apologies for absence**

None.

### **014/2021 (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.

### **015/2021 (AL) Public Question Time**

None.

### **016/2021 (AL) Minutes**

**RESOLVED** to confirm the minutes of the meeting held on Monday 14 June 2021 be confirmed as a true record of the proceedings and signed by the Chair.

### **017/2021 (AL) Progress**

Noted.

### **018/2021 (AL) Budget**

Members considered a report on the current committee budget.

RESOLVED members noted the report.

### **018/2021 (AL) Town Plan**

**RESOLVED** that Councillor Abberton be the third representative to attend the Town Plan Steering Group in the absence of the Chair or Vice-Chair

### **019/2021 Allotment Officers Report**

**RESOLVED** Members approve the removal of the viewing platform, signage and gate posts at Damems and that the location be given over to tree planting and re-wilding as part of the creation of Thorne Wood.

**RESOLVED** That new dates for Allotment Surgeries be sent to members of the committee.

**RESOLVED** That the Allotments and Landscapes officer undertakes an in-depth appraisal of security issues relating to the Councils allotments and presents a detailed report identifying key issues, costs and proposed actions in response to those issues together with any additional resource implications to a future meeting of the allotments and landscapes committee.

**RESOLVED** Members chose Company 1, at a cost of £3080, to remove asbestos from Guardhouse Allotment site.

**RESOLVED** Members approve the cost of trimming the hedges at Arncliffe Road and Selborne Grove.

### **020/2021 (AL) Watching Brief**

**RESOLVED** that the item: maintenance of Ingrow War Memorial and churchyard be deferred and taken up by the Community Asset Transfer Working Group.

### **021/2021 (AL) Allotment Photo Competition**

**RESOLVED** that the Committee relaunch the photo competition next year.

**RESOLVED** that the Community Development Committee are asked to work in partnership with the Allotments & Landscape Committee for the photo competition.

### **022/2021 (AL) Guardhouse Allotment Site**

**RESOLVED** That the A&L Committee submit a request to Finance & Audit for a £10,000 budget for Guardhouse Allotment Site to include:

- I. Asbestos removal £3080
- II. Strim grass banking of nettles and retrieve dumped waste £414.00

- III. Remove all waste from fire area and spread ashes around to get rid of pile £207.00
- IV. Trimming back edges and trees up to head on approx. 30mtr stretch of road/path in the allotments £414.00
- V. Removal of existing and installation of new steps down to one allotment inc. materials £736.00
- VI. Waste disposal £400.00

**RESOLVED** Members approved action to ensure all un-authorized vehicular access to the site be prevented by installing a new high security lock on the existing barrier at the entrance to the site and that tenants be informed accordingly.

**RESOLVED** Members deferred the demolition of buildings to a future meeting.

**RESOLVED** Members deferred how to tackle and remove fly tipping in the plots adjacent to North Dean Road housing to a future meeting.

### **023/2021 (AL) Community Asset Transfer**

**RESOLVED** Members noted the updates in this report.

**RESOLVED** Members re-appointed a small working group to continue working on the project: Cllrs Kirby, Maunsell, Graham and Dowse.

**RESOLVED** That the working group's findings be presented to a future Committee when progress has been made.

### **024/2021 (AL) Town Hall Square Maintenance Contract**

**RESOLVED** Members approved the Town Hall Square Maintenance Contract, attached Appendix A.

**RESOLVED** Members agreed to the timeline for seeking quotations as outlined in Appendix B.

**RESOLVED** Members will hold an extra ordinary meeting on 19 October 2021 to consider the quotes received and appoint the appropriate contractor.

### **025/2021 (AL) Future item for Agendas**

Councillors requested the following items be included on a future agenda

Guardhouse Allotments Site.

Community Asset Transfer – Working Group Update.

**RESOLVED** the above items would be included on future agendas.

### **011/2021 (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** .....  
**Chair**

**Date** .....