



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
25 May 2022

Email: 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 6 June 2022 at 6pm.**

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Cllr J. Akhtar	Cllr P. Corkindale
Cllr A. Ahmed	Cllr M. Dowse
Cllr M. Anayat	Cllr J. Lawless
Cllr E. Bernardini	Cllr L. Maunsell – Ex-officio
Cllr P. Cook	

*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. Election of Chair for Municipal Year– For Decision

To elect a Chairman for the Municipal year 2022/23

2. Election of Vice Chair – For Decision

To elect a Vice Chairman for the Municipal year 2022/23

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 Watch & Transport Committee held on Monday 7 March 2022.

Copy attached

7. Police/Crime Report – For Noting

To receive an update on Policing issues across Keighley.

8. Budget Update – For Noting

To receive an update on the Committee budget for Financial year 2022/23.

Copy attached

9. CCTV – For Noting

To consider the attached report on CCTV provision.

Copy attached

10. Speeding Action Plan

To consider the attached report and update on the Speeding Action Plan.

Copy attached

11. Grit Bins – For Noting

Full Council approved the amendments to the Grit Bin Policy and Application Form that the Committee recommended.

12. Town Plan Update

To receive a progress update on the Town Plan.

Copy attached

13. Future Items – For Decision

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

14. 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: 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 the Watch & Transport (WT) Committee held on Monday 07 March 2022.

Present: Councillor P Cook - Chairman
Councillor Ahmed
Councillor Dowse
Councillor Maunsell – Ex Officio

Also Present: Pip Gibson, Assistant Town Clerk
Brian Morris, Contracts and IT Officer
Peter Clarke, Responsible Financial Officer
District Councillor Julie Lintern
Six members of the public

089/2021 (WT) Apologies for absence

Members received apologies of absence for this meeting from Cllrs **Graham, Akhtar, Zubair.**

090/2021 (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.

091/2021 (WT) Public Question Time

Members of the public asked questions about an item on the Agenda, speeding in the Town. The Chairman responded verbally to some questions and the Council will issue a written response where necessary.

092/2021 (WT) Police/Crime Report

Insp. John Barker gave a verbal overview of Policing issues and responses across Keighley, making specific reference to speeding actions.

093/2021 (WT) Speeding Action Plan

RESOLVED Members noted the progress made towards the Speeding Action Plan.

RESOLVED that Operation Steerside be added to the Speeding Action Plan.

094/2021 (WT) Minutes – For Decision

RESOLVED Members approved the minutes of the meeting of the Watch & Transport Committee held on Monday 10 January 2022.

095/2021 (WT) Progress Update

Members noted the progress report following the last meeting held Monday 10 January 2022.

096/2021 (WT) CCTV

RESOLVED Members noted the update on the Long Lee CCTV camera.

RESOLVED Members noted the update on the mobile CCTV scheme.

RESOLVED Members asked that the office liaise with Ward Officer Dan Palmer to try and secure movement with BMDC mobile CCTV provision.

097/2021 (WT) Budget

RESOLVED Members give delegated authority to the Assistant Town Clerk/CDO to request that an amount for a further CCTV camera be ear marked to the 2022/23 budget from this year's budget.

098/2021 (WT) Grit Bin

RESOLVED Members noted the grit bin refills across the Parish to date, including scheduled and ad-hoc fills.

RESOLVED Members opted not to carry out a third grit bin refill this financial year.

099/2021 (WT) Town Plan Update

Members noted the progress made on the Town Plan.

100/2021 (WT) Future Items

CCTV as a standard item on the agenda items for future meetings.

101/2021 (WT) Date of Next Meeting

To be confirmed by Council.

Signed **Date**
Chair

Detailed Income & Expenditure by Budget Heading 24/05/2022

Month No: 2

Committee Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>701 Watch & Transport</u>							
5300 W&T Other	0	20,876	20,876		20,876	0.0%	
Watch & Transport :- Indirect Expenditure	<u>0</u>	<u>20,876</u>	<u>20,876</u>	<u>0</u>	<u>20,876</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(20,876)</u>	<u>(20,876)</u>				
Grand Totals:- Income	0	0	0			0.0%	
Expenditure	0	20,876	20,876	0	20,876	0.0%	
Net Income over Expenditure	<u>0</u>	<u>(20,876)</u>	<u>(20,876)</u>				
Movement to/(from) Gen Reserve	<u>0</u>						

KEIGHLEY TOWN COUNCIL

Item 9

REPORT TO WATCH & TRANSPORT COMMITTEE



REPORT AUTHOR	Assistant Town Clerk Pip Gibson
EMAIL	pip.gibson@keighley.gov.uk
Date	Monday 6 June 2022

SUBJECT	CCTV Update
----------------	--------------------

PURPOSE:

1. To update members on the latest progress for the provision of a permanent CCTV camera at Long Lee.
2. To update members of progress with the Mobile CCTV Scheme.
3. To update members on the ear marked funding for a new camera placement at Devonshire Park.

RECOMMENDATION(s):

4. Members note the update on the Long Lee CCTV camera.
5. Members note the update on the Mobile CCTV Scheme and decide where the test camera should be sited.
6. Members note the amount of funding ear marked for a new camera for Devonshire Park.
7. Members allocate £6,000 funding for the maintenance of all CCTV cameras in 22/23.

REASONS FOR RECOMMENDATION:

8. To provide oversight of the Council's 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. This has been earmarked across for the financial year 22/23.
10. The camera has been installed at Long Lee. The Council awaits an SLA and invoice to include the costs of the camera, installation, monitoring and maintenance from Bradford Council.
11. The Council contacted Dan Palmer, Ward Officer at BMDC, who advised that the Town Council make should continue to engage with officers for a response and if not happy with such responses then to escalate it higher if needed.
12. The BMDC Officer responded on 24th March 2022 to advise that he would “sort the invoice” once he had checked the records.
13. The Town Council prompted a response on 24th May which advised that the Long Lee camera is up and live and that to date no request for any footage had been received and that nothing had been seen untoward.
14. Regarding invoicing for the camera, this still sits with BMDC account team.
15. The Town Council expects a yearly monitoring and maintenance cost to be forthcoming which will be over and above the initial £6,000 for installation and purchase of the camera.

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. Again, the Town Council was advised as above and a response was received from the BMDC officer on 24th March 2022 stating that cameras were due in at the end of the month and that the delay had been caused by a major component shortage. The officer advised that as soon as the cameras were built they would install a camera for the Town Council to test and asked if we had a location in mind.
18. The Town Council responded advising that the original location at “Tin Bridge” could be used for the test camera site.
19. The Town Council prompted a response on 24th May which advised that a re-deployable camera would be available next week.

Devonshire Park

20. Members gave delegated authority to the Assistant Town Clerk to request that an amount for a further CCTV camera at Devonshire Park be ear marked to the 22/23 budget from the 21/22 budget.
21. £7,000 was earmarked across from the 21/22 budget to 22/23 budget.

Maintenance of CCTV cameras

22. The previous Committee allocated £6,000 in the 22/23 budget for the continuation of the mobile camera project if it was set up in 2021/22.
23. The project wasn't set up in 21/22.
24. The Council will be required to maintain each camera project on a yearly basis. As yet that cost is unknown.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

25. A total of £12,000 has been earmarked into the new committee budget for 2022/23 to deliver both schemes.
26. A further £7,000 has been earmarked for a CCTV camera for Devonshire Park.

TOWN PLAN IMPLICATIONS:

27. Meets the Town Plan Key Objectives: CP016

CLIMATE CHANGE IMPLICATIONS:

28. N/A.

POLICY IMPLICATIONS:

29. N/A.

DETAILS OF CONSULTATION:

30. N/A.

BACKGROUND PAPERS:

31. N/A

FURTHER INFORMATION PLEASE CONTACT: Pip Gibson, pip.gibson@keighley.gov.uk, 01535 872126

KEIGHLEY TOWN COUNCIL

Item 10

REPORT TO WATCH & TRANSPORT COMMITTEE



REPORT AUTHOR	Assistant Town Clerk/CDO Pip Gibson
EMAIL	pip.gibson@keighley.gov.uk
Date	Monday 6 June 2022

SUBJECT	Speeding Action Plan
----------------	-----------------------------

PURPOSE:

1. To update members on the progress made against the Speeding Action Plan.

RECOMMENDATION(s):

2. Members note the progress made.
3. That the timescale for completion to increase the number of SIDs be amended.
4. Members give delegated authority for the Assistant Town Clerk to work in partnership with Bradford Road Safety team to develop a road safety campaign.

REASONS FOR RECOMMENDATION:

5. The Action Plan sets out how Keighley Town Council can contribute towards a reduction in the number of speeding vehicles across Keighley, whilst recognising the plan cannot be delivered without the support and co-operation of partner organisations.

SUMMARY OF KEY POINTS:

6. The Speeding Action Plan, Appendix A, sets out what the Town Council would like to achieve, and which partners will be needed to deliver against the action.
7. The action plan aims to have achievable and realistic outcomes. It also sets out the timescales for likely completion.
8. Operation Steerside has been added to the Plan. An agreement is currently underway. Updates on actions will be given by Insp. Barker at each Watch & Transport Committee meeting.

9. The Council website questionnaire collects data from people who are raising concerns about speeding vehicles on their streets. This information is then shared with the Police NPT Team and Bradford Council.
10. Bradford Council feed the speed data into a Stage A investigation process. The sites are assessed against other priorities in the Keighley Area Constituency. They then check the collision record of the sites and the number of highway related public/Member letters and emails on their system and also if a build solution is feasible.
11. A build solution is anything that is a capital project within one of Bradford Council's programmes, for example: Speed limit change; Cameras; Traffic Calming; Junction improvement scheme; Crossing facilities; Parking provision.
12. Bradford Council also has responsibility for Road Safety across the District. Education, Training and Publicity methods include: School Road Safety education; District and localised Road Safety Campaigns; Bicycle training for all ages; Social media and print/radio media publicity campaigns.
13. The Assistant Town Clerk met with the Road Safety Team to discuss how they target school children, young people and families as part of their campaigns. As part of the Speeding Action Plan it is hoped that both Council's can work together on an anti-speeding/road safety campaign.
14. There has been no update from Bradford regarding the SID at Fell Lane other than that a conversation with the assigned officer would be had back in March 2022.
15. A virtual meeting was held with the Deputy Mayor for Policing & Crime, Alison Lowe. Alison is keen for the Town Council to be actively involved in the Vision Zero approach.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

16. £8,000 from the Watch & Transport 2022/23 Budget.

TOWN PLAN IMPLICATIONS:

17. Meets the Town Plan Key Objectives: CP016, CD004, CD005, DLE017

CLIMATE CHANGE IMPLICATIONS:

18. N/A

COMMUNITY IMPACT:

19. Residents raised several concerns regarding speeding issues across Keighley. It was agreed rather than address each of these issues in isolation to consider what could be done to tackle the wider problem of speeding vehicles in Keighley.
20. Ultimately, the Town Council has no role in the policing or enforcement of speeding in Keighley, however, it can be the voice of residents in Keighley who are concerned about the number of speeding vehicles.

21. The council can also be the facilitator that brings together all the various partners who are involved in reducing speeding in Keighley.
22. The Speeding Action Plan sets out what the town council would like to achieve, and which partners will be needed to deliver against the action.

POLICY IMPLICATIONS:

23. N/A.

DETAILS OF CONSULTATION:

24. Questionnaire set up on the Council's website to collate information gathered to be used as evidence for areas of need. The data will help with decisions about what further measures may be required – such as speed bumps, community speedwatch schemes or extra policing.

BACKGROUND PAPERS:

25. Appendix A Speeding Action Plan

FURTHER INFORMATION PLEASE CONTACT: Pip Gibson, pip.gibson@keighley.gov.uk,
01535 872126



Keighley Town Council Speeding Action Plan

This action plan sets out how Keighley Town Council can contribute towards a reduction in the number of speeding vehicles across Keighley, whilst recognising the plan cannot be delivered without the support and co-operation of partner organisations.

Action	How will it be achieved	Town Council Funding	Partners required to deliver on action	Measurable outcome	Timescale for completion
Identify Speeding hotspots	Set up questionnaire on Town Council website, social media and the Keighley News to collate information from residents. Information gathered to be used as evidence for areas of need		None	Hotspot information to inform preventative action from key partners	December 2021
Multi agency approach	The Town council aims to host a meeting of West Yorkshire Police, West Yorkshire Mayor, Bradford MDC, West Casualty Prevention partnership to develop multi agency approach to address speeding		1. West Yorkshire Police 2. West Yorkshire Metro Mayor 3. Bradford MDC 4. West Yorkshire Casualty Prevention Partnership	Agreed plan between all parties with detailed actions for each organisation	January 2022
Increase number of Speed Detection Devices (SID's) in Keighley	Keighley Town Council has purchased one SID for use initially on Fell Lane before potentially being rolled out across all parts of the town. The Town Council will purchase additional SID's to increase presence across Keighley	£4,000 to purchase one additional SID and meet initial annual service fees	1. Bradford MDC	1. Increased number of SID's in use. 2. SID's deployed in areas identified from evidence gathered from online survey. 3. Data from SID's demonstrate reduction in speeding over a period of time	June 2022
Establish the number, if any, of	Keighley Town Council will work with groups of residents,	£2,000 to fund any necessary	1. West Yorkshire Police	1. New speed watch groups established	November 2022



Speed watch groups in Keighley	schools, community groups to establish speed watch areas.	training and/or resources	2. West Yorkshire Casualty Prevention Partnership	2. Regular timetable of activities for each group	
Anti-speeding campaign	Keighley Town Council will seek to create anti-speeding campaign material specifically targeted at Keighley. Working with schools to design campaign material, work with BMDC to investigate the option of children designed road signs in residential areas.	£2,000 to develop promotional campaign and targeted material	1. Bradford MDC 2. West Yorkshire Casualty Prevention Partnership 3. Primary Schools 4. Faith Organisations	1. Competition to design campaign material 2. Launch of campaign 3. New signage in residential areas	December 2022
Lobby for new speed van locations	Attempt to work in partnership with West Yorkshire Casualty Prevention Partnership to identify more residential locations where speed vans can be deployed		1. West Yorkshire Casualty Prevention Partnership 2. Bradford MDC	1. Speed vans deployed in new locations	December 2022
Operation Steerside – take positive action against anti-social driving	Keighley Town Council has provided £10,000 funding to the Police in support of action against anti-social driving	£10,000	1. West Yorkshire Police	1. Increased number of days in which dedicated Police Officers are deployed to tackle anti-social driving.	April 2023

KEIGHLEY TOWN COUNCIL

Item 12

REPORT ON TOWN PLAN PROGRESS



REPORT AUTHOR	Pip Gibson Assistant Town Clerk/CDO
EMAIL	pip.gibson@keighley.gov.uk
Date	Monday 6 June 2022

SUBJECT	TOWN PLAN REPORT
----------------	-------------------------

PURPOSE:

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

RECOMMENDATION(s):

2. That Members use this 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. Forthcoming Town Plan Steering Group meeting dates: 13 July 2022, 7 September 2022, 14 December 2022 and 1 March 2023.
5. The Town Plan 2020-23 sets out the Council's aims and objectives over a 3-year period. This year will see the final year of the Plan.
6. The Town Plan Steering Group meets 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.

8. Chairs of Committees are asked to add to the Town Plan proposed Actions for their respective Committees in advance of the Town Plan Steering Group meetings.
9. It is the responsibility of the Chair of each Committee to attend the Town Plan Steering Group and to share this 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.
10. The Chair of each Committee will share the discussion had at each Town Plan Steering Group meeting with Members of their Committee at their next meeting.
11. The Key Objectives, attached as Appendix A, detail the responsibilities of this Committee over the life of the Plan.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

12. 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:

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

CLIMATE CHANGE IMPLICATIONS:

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

POLICY IMPLICATIONS:

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

DETAILS OF CONSULTATION:

16. In some circumstances consultations may have taken place.

BACKGROUND PAPERS:

17. 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 2022/23
Civic Pride				
CP009	Promote civic pride and public participation.	Ongoing (2020-23)	All Councillors and staff	
CP010	Maintain our signs and noticeboards to a high standard with regularly updated information.	Ongoing (2020-23)	Watch & Transport Committee	Work to repair the noticeboards around the Town Hall Square are underway. The noticeboard in the bus station has been replaced in March 2022.
Community Development				
Developing the Local				
DLE005	Maintain all Keighley Town Council boundary signs to a high standard	Ongoing (2020-23)	Watch and Transport Committee	The Council have a contract in place for the maintenance of boundary signs.
DLE017	Work with partners to improve community safety and address issues of anti-social behaviour in the town centre and local neighbourhoods	Ongoing (2020-23)	Watch & Transport	Work continues towards the objectives in the Speeding Action Plan including a virtual meeting held with Dep. Mayor for Policing & Crime. Resources are available for Town Council use via Bradford Council Road Safety Team.
Arts & Culture				

Do not insert rows beyond this point