



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
6 June 2022

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 13 June 2022 at 6pm.

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Cllr J. Adams	Cllr L. Wrench
Cllr P. Cook	Cllr J. Kirby – Ex-officio
Cllr M. Dowse	
Cllr J. Lawless	
Cllr A. Walker	

*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 Allotment & Landscape Committee held on Monday 14 March 2022.

Copy attached

7. Progress Report – For Noting

To receive the progress report following the last meeting held Monday 14 March 2022.

Copy attached

8. Allotment Officers Report – For Decision

To receive a Progress Update from the Allotments & Landscapes Officer.

Copy attached

9. Budget – For Noting

To consider a report from the Town Clerk detailing the committee budget for 2022/23.

Copy attached

10. Town Plan – For Noting

To consider the attached report from the Assistant Town Clerk/CDO on the Town Plan objectives the Policies & Governance Committee is responsible for.

Copy attached

11. Guardhouse Allotments – For Noting

To receive an update on the work undertaken at the Guardhouse Allotment site.

Copy attached

12. Allotment Surgeries – For Decision

To agree dates and times for the next Committee Allotment surgeries.

13. Meeting for all Tenants – For Decision

To consider hosting a meeting for all tenants

14. Number of Unused Plots – For Noting

To consider the attached report from the Town Clerk detailing the current number of unused plots.

Copy attached

15. Town Centre Barrier and Hanging Baskets – For Decision

To consider the attached report from the Town Clerk relating to the plating and maintenance of the Town Centre barrier and hanging baskets.

Copy attached

16. Town Hall Square Festive Lights – For Decision

To consider the attached report from the Town Clerk setting out the options for festive light display in the Town Hall Square.

To follow

17. Future Items – For Decision

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

18. Date of next meeting

The date of the next meeting of this committee will be held on Monday 11 July 2022 at 6.00pm.

OFFICER SUPPORT TO THE MEETING

Officers scheduled to attend: Joe Cooney, Town Clerk
Phil Hanson, Allotments Officer

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.