

# KEIGHLEY TOWN COUNCIL



Mr Joe Cooney  
Town Clerk  
28 September 2022

E-mail: [joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk)

There will be a meeting of the **Town Plan Steering Group** which will be held at Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ on **Wednesday 5 October 2022 at 6pm**.

Mr Joe Cooney  
Town Clerk

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## COMMITTEE MEMBERSHIP

Town Mayor – Cllr Luke Maunsell - Chair	Cllr. M Walker
Deputy Town Mayor – Cllr John Kirby	Cllr. P Cook
Cllr. C Graham	Cllr. A Shohid
Cllr. M Westerman	Cllr. J Adams
Cllr. P Corkindale	Cllr. M Curtis
Cllr. M Dowse	

\*Committee Terms of Reference are contained within the Scheme of Delegation.

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## AGENDA

### 1. Welcome

### 2. Apologies for absence

Members are asked to receive apologies of absence for this meeting

### 3. Minutes – For Decision

Members are asked to approve the minutes of the meeting held on the 13 July 2022.

*Copy attached*

### 4. Progress Report – For Noting

To receive the progress report following the last meeting held 13 July 2022.

*Copy attached*

### 5. Town Plan 2022/23 – For Discussion

To share progress to date. To look at individual Committee objectives and see how budgets can be used to support progress.

### 6. Town Plan Refresh – For Noting

To receive a report from the Town Clerk

*Copy attached*

## **7. Future Items – For Decision**

To notify the Assistant Town Clerk/CDO of matters for inclusion on the agenda of the next meeting.

## **8. Date of next committee meeting**

The date of the next meeting of this committee will be held on Wednesday 14 December 2022.

### **OFFICER SUPPORT TO THE MEETING**

Officers scheduled to attend: Joe Cooney, Town Clerk  
Pip Gibson, Assistant Town Clerk.

### **APOLOGIES**

Contact the office during normal opening hours (01535) 872126  
Email: [sarah.kissack@keighley.gov.uk](mailto: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 Town Plan Steering Group (TPSG) Committee held at Keighley Civic Centre, North Street, Keighley, BD21 3RZ on Wednesday 13 July 2022.

### **Present:**

Cllr J Adams  
Cllr A Shohid  
Cllr P Corkindale  
Cllr M Curtis  
Cllr M Wood  
Cllr M Dowse  
Cllr M Westerman

**Also Present:** Joe Cooney - Town Clerk, Pip Gibson - Assistant Town Clerk/CDO

### **001/2022 (TPSG) Welcome**

In the absence of the Mayor and Deputy Mayor, Members elected Cllr J Adams to Chair the meeting.

Chairman welcomed everyone to the meeting.

### **002/2022 (TPSG) Apologies for absence**

Apologies were received from:

Cllr L Maunsell, Cllr J Kirby, Cllr C Graham, Cllr P Cook.

### **003/2022 (TPSG) Minutes**

**RESOLVED** to confirm the minutes of the meeting held on 2 March 2022 be confirmed as a true record of the proceedings and signed by the Chair.

### **004/2022 (TPSG) Town Plan 2022/23**

Members discussed a variety of activities and services of the Council including the upcoming Poll, events, Operation Steerside, Councillor volunteering opportunities, a Town Council stall and the community consultation.

Cllr M Wood shared the progress of the Planning Committee.

Cllr M Curtis shared the progress of the Finance & Audit Committee.

Cllr M Westerman shared the progress of the Policies & Governance Committee.

Cllr J Adams shared the progress of the Events & Leisure Committee.

Cllr M Dowse shared the progress of the Allotments & Landscapes Committee.

Cllr A Shohid shared the progress of the Community Development Committee.

Cllr P Corkindale shared the progress of the Civic Centre & Strategy Committee and the Watch & Transport Committee.

**005/2022 (TPSG) Town Plan Refresh**

Members noted the report from the Town Clerk on the work being undertaken to refresh the Town Plan for the years 2023-2027.

**006/2022 (TPSG) Future Items**

None.

**007/2022 (TPSG) Date of Next Meeting**

**RESOLVED** to note the date of the next scheduled meeting of this committee will be held on Wednesday 21 September 2022 at 6pm.

**Signed** .....  
**Chair**

**Date** .....



**REPORT FROM:** TOWN CLERK

**TO:** TOWN PLAN STEERING GROUP

**DATE:** Wednesday 21 September 2022

**Report Author:** Pip Gibson

**Tel No:** 01535 872126

**Email:** pip.gibson@keighley.gov.uk

**PROGRESS REPORT ON DECISIONS TAKEN AT THE  
TOWN PLAN STEERING GROUP MEETING DATED  
WEDNESDAY 13 JULY 2022**

<b>Item No</b>	<b>Committee Decision</b>	<b>Update</b>
1.	No decisions were made at the meeting.	

### REPORT TO TOWN PLAN STEERING GROUP



<b>REPORT AUTHOR</b>	Town Clerk Joe Cooney
<b>EMAIL</b>	<a href="mailto:Joe.cooney@keighley.gov.uk">Joe.cooney@keighley.gov.uk</a>
<b>Date</b>	Wednesday 21 September 2022

<b>SUBJECT</b>	<b>Keighley Town Plan Refresh 2023-2027</b>
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#### PURPOSE:

1. To update members on the commencement of the Town Plan refresh for 2023-2027.

#### RECOMMENDATION(s):

2. Members note the report.

#### REASONS FOR RECOMMENDATION:

3. To brief members on the work being undertaken to refresh the Town Plan.

#### SUMMARY OF KEY POINTS:

4. The Community Development Committee has allocated £3,750 towards the Town Plan refresh consultation programme.
5. The aim is to undertake consultations between October 2022 – January 2023, with the draft refreshed Town Plan being presented first to the Policies & Governance Committee and then Full Council in March 2023 for adoption.
6. In order to inform the Town Plan refresh a full consultation with residents, community groups, businesses and partners needs to be undertaken before a plan is produced.
7. The Community Development Committee agree to provide £3,750 funding to support the consultation process.

8. The aim is to undertake consultations between October 2022 – January 2023, with the draft refreshed Town Plan being presented first to the Policies & Governance Committee and then Full Council in March 2023 for adoption.
9. Consultation process will need to be varied to reach the largest cross section of responses. Councillors will play a critical role in assisting with the consultation process to facilitate the responses from residents, organisations, businesses and partners.
10. Officers are currently developing a plan of consultation initiatives. These could include for example, online survey, incentive-based response submissions, attendance at community events, visiting organisations, one to one visits, group discussions and town centre temporary stalls.
11. The information gathered from the various aspects of the consultation will be used to influence the aims and objectives in the Town Plan 2023-2027.

**FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

12. None directly arising from this report.

**TOWN PLAN IMPLICATIONS:**

13. Meets the Town Plan Key Objectives: CP009, CP018, CD004, CD011,

**CLIMATE CHANGE IMPLICATIONS:**

14. N/A.

**COMMUNITY IMPACT:**

15. N/A.

**POLICY IMPLICATIONS:**

16. N/A.

**DETAILS OF CONSULTATION:**

17. Full details of the consultation will be provided to all members once agreed by the Policies & Governance Committee.

**BACKGROUND PAPERS:**

18. N/A

**FURTHER INFORMATION PLEASE CONTACT:** Joe Cooney,  
[joe.cooney@keighley.gov.uk](mailto:joe.cooney@keighley.gov.uk), 01535 872126