



KEIGHLEY TOWN COUNCIL

Mr. Joe Cooney
Town Clerk to the Town Council
23 December 2022

Email: townclerk@keighley.gov.uk

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **Policies & Governance Committee** which will be held at Keighley Town Council, Civic Centre, North Street, Keighley, BD21 3RZ on **Tuesday 3 January 2023 at 6pm.**

Mr. Joe Cooney
Town Clerk

COMMITTEE MEMBERSHIP

Cllr M. Westerman – Chairman	Cllr J. Akhtar
Cllr M. Curtis – Vice Chairman	Cllr M. Walker
Cllr C. Abberton	Cllr L. Maunsell – ex-officio
Cllr J. Adams	
Cllr A. Ahmed	

*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 & Introduction – For Noting

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 meeting of the Policies & Governance Meeting held Tuesday 1 November 2022.

Copy attached

6. Progress Report – For Noting

To receive the progress report following the last meeting held Tuesday 1 November 2022.

Copy attached

7. Town Plan – For Noting

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

Copy attached

8. Town Plan Refresh 2023-2026 – For Decision

To consider a report from the Town Clerk setting out the draft consultation document as part of the Town Plan refresh 2023-2026.

Copy attached

9. Green Space – For Decision

To consider the response received from Homes England regarding the former college site, North Street, Keighley.

Copy attached

10. Internal Governance Working Group – For Noting

To receive a verbal update on the work of the Internal Governance Working Group.

11. NALC – Make a Change Campaign – For Decision

To consider a report from the Town Clerk on the NALC – Make a Change Campaign ahead of the 2023 Town Council elections.

Copy attached

12. Items for Future Agenda – For Decision

To consider items for inclusion on future agendas.

13. Date of next meeting

The date of the next meeting of this committee will be held on Tuesday 7 February 2023 at 6.00pm.

OFFICER SUPPORT TO THE MEETING

Officers scheduled to attend: Joe Cooney, 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 Policy & Governance (PG) Committee held Civic Centre, North Street, Keighley, BD21 3RZ on Tuesday 1 November 2022

Present: Councillor Westerman - Chairman
 Councillor Curtis – Vice Chairman
 Councillor Akhtar
 Councillor Adams
 Councillor Abberton
 Councillor Ahmed
 Councillor Maunsell – Ex Officio

Also Present: Pip Gibson, Assistant Town Clerk
 Jane Lee, Green Space representative.

Minute Ref	Agenda Item
055/2022 (PG)	Welcome from Chairman Cllr Westerman welcomed members to the meeting.
056/2022 (PG)	Apologies for Absence Cllr M Walker RESOLVED to accept and record the above apologies.
057/2022 (PG)	Declaration 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.
058/2022 (PG)	Public Question Time None.
059/2022 (PG)	Minutes RESOLVED Members approved the amended minutes of the meeting of the Policies & Governance Committee held on Tuesday 4 October 2022.
060/2022 (PG)	Progress Report

	<p>Members received a progress update on decisions taken at the last committee meeting on Tuesday 4 October 2022.</p> <p>Jane Lee gave an update on letters she had sent and which ones had responded.</p> <p>NOTED.</p>																																												
061/2022 (PG)	<p>Town Plan</p> <p>Members received an update report from the Assistant Town Clerk/CDO on the town plan progress.</p> <p>RESOLVED members noted the Town Plan progress.</p>																																												
062/2022 (PG)	<p>Budget 2023/24 Update</p> <p>Members considered a report from the Town Clerk regarding the Committee budget for 2023/24.</p> <p>RESOLVED members requested an overall budget of £102,608 for financial year 2023/24.</p> <p>RESOLVED to request the following breakdown:</p> <table><tr><th>Item</th><th>2023/24</th></tr><tr><td>Travel & Subsistence (Members & Officers)</td><td>1,500</td></tr><tr><td>Subscriptions</td><td>4,320</td></tr><tr><td>Elections</td><td>30,000</td></tr><tr><td>Office Administration</td><td>9,500</td></tr><tr><td>Postage</td><td>1,620</td></tr><tr><td>Stationary</td><td>2,700</td></tr><tr><td>Insurance</td><td>9,866</td></tr><tr><td>IT Costs</td><td>19,440</td></tr><tr><td>Website</td><td>1,728</td></tr><tr><td>Meeting Refreshments</td><td>864</td></tr><tr><td>Civic & Ceremonial</td><td>8,000</td></tr><tr><td>Training - Members</td><td>4,320</td></tr><tr><td>Conferences</td><td>2,750</td></tr><tr><td>Annual Report/Magazine</td><td>6,000</td></tr><tr><td>Total</td><td>102,608</td></tr></table> <p>RESOLVED to request that the following budget lines sit with the HR Committee:</p> <table><tr><th>Item</th><th>Description</th><th>2023/24</th></tr><tr><td>Legal Fees</td><td>Annual HR & H&S contract</td><td>5,783</td></tr><tr><td>Training - Officers</td><td>Training budget to support officers</td><td>7,700</td></tr><tr><td>Uniform & PPE</td><td>The provision of necessary staff uniform and PPE where required</td><td>2,200</td></tr></table>	Item	2023/24	Travel & Subsistence (Members & Officers)	1,500	Subscriptions	4,320	Elections	30,000	Office Administration	9,500	Postage	1,620	Stationary	2,700	Insurance	9,866	IT Costs	19,440	Website	1,728	Meeting Refreshments	864	Civic & Ceremonial	8,000	Training - Members	4,320	Conferences	2,750	Annual Report/Magazine	6,000	Total	102,608	Item	Description	2023/24	Legal Fees	Annual HR & H&S contract	5,783	Training - Officers	Training budget to support officers	7,700	Uniform & PPE	The provision of necessary staff uniform and PPE where required	2,200
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	<p>RESOLVED to request that the Finance Committee look at how committees monitor their own budgets.</p>
063/2022 (PG)	<p>Key Performance Indicators</p> <p>Members considered a report from the Town Clerk on the performance of the Council's Key Indicators.</p> <p>RESOLVED to note the report.</p>
064/2022 (PG)	<p>Community Emergency Action Plan</p> <p>Members considered an update from the Town Clerk on the development of the Keighley Community Emergency Plan.</p> <p>RESOLVED Members noted the plan is still in draft form.</p> <p>RESOLVED Members delegated authority to the Town Clerk to complete the Emergency Plan and implement any actions arising from the plan.</p> <p>RESOLVED Members noted any expenditure necessary will come from within existing Town Council budget lines.</p> <p>RESOLVED Members requested a copy of the final plan be shared with all Town Councillors.</p>
065/2022 (PG)	<p>Internal Governance Working Group</p> <p>Members received a verbal update from Cllr Adams on the initial meeting of the Internal Governance Working Group. The group have asked the Town Clerk to look at options for the internal structure of committees.</p>
066/2022 (PG)	<p>Local Council Award Scheme</p> <p>Members considered a report from the Town Clerk on the Local Council Award Scheme.</p> <p>RESOLVED members noted the council meets the criteria for the Local Council Foundation Awards.</p> <p>RESOLVED to recommend to Full Council to approve the submission of the foundation application to the Local Council Awards.</p>
067/2022 (PG)	<p>Items for a future agenda</p> <p>Members requested the following items be added to the next committee agenda:-</p> <ul style="list-style-type: none"> - Councillors non-attendance at Council meetings. <p>RESOLVED to add the above items to the next committee agenda.</p> <p>RESOLVED that Green Space Campaign becomes a standard item on the Agenda</p>

068/2022 (PG)	Date & time of next meeting The next meeting will be on Tuesday 6 December 2022.

Signed **Date**
Chair



REPORT FROM: TOWN CLERK

TO: POLICIES AND GOVERNANCE COMMITTEE

DATE: 3 January 2023

Report Author: Joe Cooney

Tel No: 01535 872126

Email: joe.cooney@keighley.gov.uk

PROGRESS REPORT ON DECISIONS TAKEN AT THE POLICY AND GOVERNANCE COMMITTEE MEETING DATED 1 NOVEMBER 2022

Item No	Committee Decision	Update																						
1.	<p>Budget 2023/24 Update</p> <p>RESOLVED members requested an overall budget of £102,608 for financial year 2023/24.</p> <p>RESOLVED to request the following breakdown:</p> <table><tr><th>Item</th><th>2023/24</th></tr><tr><td>Travel & Subsistence (Members & Officers)</td><td>1,500</td></tr><tr><td>Subscriptions</td><td>4,320</td></tr><tr><td>Elections</td><td>30,000</td></tr><tr><td>Office Administration</td><td>9,500</td></tr><tr><td>Postage</td><td>1,620</td></tr><tr><td>Stationary</td><td>2,700</td></tr><tr><td>Insurance</td><td>9,866</td></tr><tr><td>IT Costs</td><td>19,440</td></tr><tr><td>Website</td><td>1,728</td></tr><tr><td>Meeting Refreshments</td><td>864</td></tr></table>	Item	2023/24	Travel & Subsistence (Members & Officers)	1,500	Subscriptions	4,320	Elections	30,000	Office Administration	9,500	Postage	1,620	Stationary	2,700	Insurance	9,866	IT Costs	19,440	Website	1,728	Meeting Refreshments	864	Committee request considered by the Budget Working Group.
Item	2023/24																							
Travel & Subsistence (Members & Officers)	1,500																							
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	Civic & Ceremonial	8,000	HR Committee agreed the budget lines
	Training - Members	4,320	
	Conferences	2,750	
	Annual Report/Magazine	6,000	
	Total	102,608	
	RESOLVED to request that the following budget lines sit with the HR Committee:		
	Item	2023/24	
	Legal Fees	5,783	
	Training - Officers	7,700	
	Uniform & PPE	2,200	
RESOLVED to request that the Finance Committee look at how committees monitor their own budgets.		Item will be added to a future agenda	
2.	Local Council Award Scheme		Application approved by Full Council and submitted to YLCA for consideration.
RESOLVED members noted the council meets the criteria for the Local Council Foundation Awards. RESOLVED to recommend to Full Council to approve the submission of the foundation application to the Local Council Awards.			

KEIGHLEY TOWN COUNCIL

Item 7

REPORT ON TOWN PLAN PROGRESS



REPORT AUTHOR	Pip Gibson Deputy Town Clerk
EMAIL	pip.gibson@keighley.gov.uk
Date	Tuesday 3 January 2023

SUBJECT	TOWN PLAN REPORT
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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 to be announced following the community consultation period for the new Town Plan 2023-2027.
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, Deputy Town Clerk 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	Events Programme 2022. CD Funded: Mini Bounce Planet; Youth Arts Development Programme; Outdoor Education Programme; People's Planters; Community Consultation; Keighley In Frame; Do it Yourself Ward Funding: Bookmarks; Bin Sponsorship (Todley Hall Rd & Westburn Avenue); Play in Parks; Mini Bounce; CCTV Long Lee Cricket Club; Grant Funded: Keighley in Bloom; Children's Literature Festival; Ma Kelly's Kitchen; Keighley Cricket Club; Lund Park Community Group; Keighley Lions; Events x 3 at Lund Park; Defib at Lund Park; Benches at Holden Park; Keighley Business Awards;
CP013	Develop a Corporate Governance Action Plan to ensure the Council is being run effectively.	Ongoing (2020-23)	Policies & Governance Committee	P&G will continue to monitor the Corporate Action Plan, next review due in the September meeting
CP018	Keep the Town Plan under continuous review throughout its lifespan.	Ongoing (2020-23)	Policies & Governance Committee	The Town Plan Steering Group oversees the progress of the Town Plan. Meetings are held quarterly and minutes/reports presented to Full Council.
Community Development				
CD002	Participate in any public consultation that would have a direct impact on Keighley.	Ongoing (2020-23)	Policies & Governance Committee	Parish poll for the use of land at the top of Cavendish Street/North Street junction. LNER May 2022 Timetable; Planning Committee. Policies & Governance Committee has recently considered responses to two Royal Mail consultations. One for the location of the new Post Office and the second about a new Drop & Go service on Lawkholme Lane.
CD014	Undertake a review of bylaws within Keighley.	Long Term (2022/23)	Policies & Governance Committee	Report to follow Autumn 2022
Developing the Local Environment				
Arts & Culture				

KEIGHLEY TOWN COUNCIL

Item 8

REPORT TO POLICIES & GOVERNANCE COMMITTEE



REPORT AUTHOR	Town Clerk Joe Cooney
EMAIL	Joe.cooney@keighley.gov.uk
Date	Tuesday 3 January 2023

SUBJECT	Town Plan Refresh 2023 - 2027
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PURPOSE:

1. To seek members approval of the draft consultation questionnaire for the Town Plan refresh 2023 – 2027.

RECOMMENDATION(s):

2. Members approve the draft consultation questionnaire outlined in Appendix A of this report.
3. Members note that there will be an expectation of elected members to assist with the gathering of questionnaires in the coming weeks.
4. Members request the outcome of the consultation process be reported to a future committee meeting.

REASONS FOR RECOMMENDATION:

5. To begin the process of refreshing the Town Plan.

SUMMARY OF KEY POINTS:

6. The current Town Plan runs until May 2023, which coincides with the next round of Town Council elections.
7. Ahead of the new council term commencing in May 2023, it is sensible to begin the refresh process ahead of time, so the new council can set its objectives for the 4-year term early in their mandate.

8. The draft consultation in Appendix A, aims to gather as much information on the issues and concerns faced by residents, businesses, and charities and organisations within the town.
9. Officers view it important to ensure the widest possible range of views are gathered as part of the consultation process.
10. The consultation also provides an opportunity for the Town Council to better understand what residents know about the town council and the services it delivers.
11. The aim is to take the information gathered via the consultation process and create a new 4-year town plan with clear aims and objectives on how the identified goals can be achieved.
12. The approval of any new Town Plan will be a matter for Full Council following recommendations from the Policies & Governance Committee.
13. The consultation document will be published online, but also in hard copy that can be completed and returned to the Town Council. All completed returns will be entered into a competition to win a prize as an incentive for individuals to complete the questionnaire, either online or in person.
14. Following the recruitment of the Community Development & Policy Officer, a consultation plan will be developed once they take up their post. This will include the opportunity for members to get directly involved with stakeholder engagement and assisting residents with the completion of the consultation.
15. More details on these opportunities will be provided to members in due course.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

16. The Community Development Committee has provided £3,750 to facilitate the Consultation process, this includes the cost of providing the incentive prize.

TOWN PLAN IMPLICATIONS:

17. Meets the Town Plan Key Objectives: CP009, CP016, CP018, CD006,

CLIMATE CHANGE IMPLICATIONS:

18. N/A.

COMMUNITY IMPACT:

19. Residents, businesses and community organisations will be asked directly about their concerns, issues and what is important to them within Keighley.

POLICY IMPLICATIONS:

20. The information gathered will inform the next Town Plan from 2023 - 2027

DETAILS OF CONSULTATION:

21. A variety of consultation formats will be used to provide as wider access as possible to the consultation process.

BACKGROUND PAPERS:

22. Appendix A – Draft Consultation Document

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney,
joe.cooney@keighley.gov.uk, 01535 872126

Town Plan Consultation 2023 - 2027

Keighley Town Council is currently updating its Town Plan for the period 2023 - 2026. This plan will set out the aims and objectives the council hopes to achieve over the next 4 years.

It is important to the council that this plan represents the views of residents, businesses and organisations within Keighley. This survey has been designed to help identify the key areas that the council needs to focus on as well as identifying areas where the council needs to improve.

Q1. Are you responding as...?

Respondent type	Pleas tick which most accurately applies to you
A local resident	
A local business	
Community group or organisation	
Other (please explain)	

Q1A. If a local business, please provide your business name or give us a brief description of the type of business that you run.

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Q1B. If community group or organisation, please provide your group/organisation name or give us a brief description of the type of group/organisation that you run.

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YOUR AREA - RESIDENTS ONLY

If you're a business, please go to Question 3

If you're a community group or organisation, please go to Question 4

When we refer to 'your local area', please consider this to be the area within 15-20 minutes walking distance from your home.

Q2. If you were to describe your local area in one word, what would it be?

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Q2A. What three things do you like most about your local area?

1.	
2.	
3.	

Q2B. What for you are the three biggest issues in your local area?

1.	
2.	
3.	

Q2C. What do you think makes somewhere a good place to live? Please choose up to three of the most important things.

Service	Please tick all that apply
Activities for children and young people to do	
Availability, affordability and quality of housing	
Clean streets and public spaces	
Community, including sense of community, events and volunteering	
Countryside and access to parks and open spaces	
Education	
Health Services	
Household refuse collection and recycling	
Job prospects	
Sports and leisure facilities	
Roads and traffic management	
Transport links including public transport	
Other (please explain)	
Don't know	

Q2D. How could your local area be improved/ areas to tackle? Please select up to 3

Service	Please tick a maximum of 3
Reduce levels of crime and anti-social behaviour	
Traffic and speeding	
Cleanliness of streets	
Activities and opportunities for young people	
Access to health services	

Parks and outside spaces	
Maintenance/quality of roads	
Town centre offer	
Public transport links	
Street lighting	
Availability and quality of jobs	
Parking	
Housing and planning	
Community harmony	
Other	
Don't know	

Q2E. Why have you picked these options? / Please explain how you feel these areas could be improved.

SUPPORTING LOCAL BUSINESSES - *BUSINESSES ONLY*

If you're a community group or organisation, please go to Question 4

As a local business, we want to hear about the issues that are important to you and how we can help.

Q3. What one thing do you like most about running a business in the Keighley area?

Q3A. What is the one thing you would change about running a business in the Keighley area?

Q3B. What is the biggest challenge for your business over the next 12 months?

Q3C. Do you have any ideas or suggestions for how Keighley Town Council could help you and your business? This could be big or small.

SUPPORTING LOCAL GROUPS AND ORGANISATIONS - *GROUPS AND ORGS ONLY*
If you're a resident and/or a business, please go to Question 5.

As a local group or organisation, we want to hear about the issues that are important to you and how we can help.

Q4. What one thing do you like most about running a group/organisation in the Keighley area?

Q4A. What is the one thing you would change about running a group/organisation in the Keighley area?

Q4B. What is the biggest challenge for your group/organisation over the next 12 months?

Q4C. Do you have any ideas or suggestions for how Keighley Town Council could help you and your group/organisation? This could be big or small.

KEIGHLEY TOWN CENTRE

Q5. How often have you visited Keighley town centre over the last 12 months?

Regularity of visits to town centre	Please tick which one applies
At least once a week	
Around once a month	
Less often than monthly	
Never	
I work in Keighley town centre	

Q5A. All except 'never' What do you like most about Keighley town centre?

Q5B. All except 'never' how could Keighley town centre be improved?

Q5C. If 'never' why haven't you visited Keighley town centre in the last 12 months?

AWARENESS OF KEIGHLEY TOWN COUNCIL

Q6. Households pay council tax which then goes to a range of public services. What percentage of a council tax bill in the area do you think goes to Keighley Town Council?

Percentage	Please tick which you think applies
1%	
3%	
7%	
13%	
17%	

Q6A. Here is a list of local services and activities. Some are delivered by Keighley Town Council; some are delivered by other public services such as Bradford Metropolitan Council. Please select the 3 you think are delivered by Keighley Town Council.

Service	Provided by Keighley Town Council
Highways, road repairs & improvements	
Allotments	
Civic Centre	
Fly-tipping and Environmental Crime	

Town Centre events	
Social Services such as Children's social services	
Community Grants	
Town Hall Square maintenance & upkeep	

Q6B. Have you used any Keighley Town Council services that you are aware of? Please select all that apply

Service	Please tick all that apply
I have accessed grants through the Community Grants Fund	
I have an allotment through Keighley Town Council	
I have attended an event(s) organised by Keighley Town Council	
I have visited, used, or hired space in the Civic Centre	
Not aware that I have used any Keighley Town Council services	

Q6C. Imagine you were given £100 to invest in Keighley Town Council services. How would you divide it up?

Service	Amount allocated
Town Centre planting and appearance	
Allotment provision and upkeep	
Events, such as Christmas Light switch on	
School holiday activities	
Civic Centre upkeep	
Grants to charities & Community Groups	
Environmental projects such as Tree planting	

Q6D. There are parts of our current offer at Keighley Town Council that we are looking to develop. How interested would you be in any of the following over the next 12 months?
Grid question - scale: very interested / quite interested / not very interested / not interested at all / already do this

	Very Interested	Quite interested	Not very interested	Not interested at all	Already do this
Rent an allotment					
Venue hire in the Civic Centre					
Attend a town council organised event					
More support for community and voluntary groups					

Increased provision of playgrounds/play areas					
Provision of town centre public toilets					
Creation of a Keighley Neighbourhood Plan					
More Town Centre floral displays					
Events and activities other than within the town centre					

Q6E. Is there anything else you would like Keighley Town Council to offer in the future?

Q6F. We need a new Town Plan which sets out our priorities and the things we will do for our residents, businesses, and local stakeholders over the next few years. If you were writing our plan, what one thing would you make sure it includes?

INFORMATION AND INVOLVEMENT

Q7. How do you prefer to find information about the local area?

Facebook		Twitter		Instagram		Tik Tok	
Email Newsletters		Visit Websites		Local Newspapers		Local news websites	
Local Councillors		Attending meetings		Noticeboards		Other (please explain)	

Q7A. Keighley Town Council is on different social media platforms including Facebook and Instagram. We also put press releases out in local newspapers and have a regular email newsletter. What types of information would you be most interested in hearing about from us? Please select up to 3

Service	Please tick all that apply
Events happening in the Keighley area	
Community meetings on issues affecting Keighley	
Volunteer opportunities	
News on changes happening in Keighley	
Grants available to local groups and organisations	
Who your local Councillors are and what they do	
Support available to residents and businesses	
General information on Keighley and the surrounding area	
Don't know	

Q7B. If you would like to sign up to our e-newsletter for regular updates, please provide an email address so we can add you to our mailing list. Your details will not be shared with any third parties or used for any other purpose.

ABOUT YOU - RESIDENTS ONLY

These final few questions help us analyse the results of this survey and understand how different groups of people feel about different issues.

Q8. What is your home postcode?

Q8A. Which age group do you belong to?

Age range	Please tick which one applies
16 – 24	
25 – 34	
35 – 44	
45 – 54	
55 – 64	
65 – 74	
75+	
Prefer not to say	

Q8B. Which of the following best describes how you think of yourself?

	Please tick which one applies
Male	
Female	

In another way	
Prefer not to say	

Prize Draw Terms & Conditions

- You must be 16 years or over to enter the prize draw.
- Subject to exclusions, everyone who completes the survey and enters the prize draw on or before **28 February 2023** is eligible to win the prize.
- The prize is a **{ADD DESCRIPTION OF PRIZE}**.
- The prize draw is not open to participating organisation employees.
- Entry to the prize draw is non-transferable. No cash alternative is available.
- A winner will be selected at random on or before 31 March 2023 after which the winner will be notified via the contact details given.
- By entering the prize draw, you agree to be bound by these rules in relation to the prize draw.
- We reserve the right to pick an alternative winner at random if the original winner is unable to take up the prize or we are unable to contact them.
- We reserve the right to cancel or suspend the prize at any point without liability to the winner.
- Our decision is final on all matters and no correspondence will be entered into.

Please confirm you agree with these terms and conditions.

☐ I agree to the terms & conditions

To enter into the Prize draw we require the following details from you:

Full Name:	
Email:	
Contact Number:	

Robbie Moore MP
House of Commons
London
SW1A 0AA

1 December 2022

Dear Mr Moore

Thank you for your letter dated 4 October 2022 regarding the former Keighley College site as outlined in correspondence from Mr Joe Cooney at Keighley Town Council.

I would firstly like to point out, that contrary to the penultimate sentence within Mr Cooney's letter, Keighley Town Council are not party to the funding agreement between Yorkshire Forward and Bradford Metropolitan Council and assume that this statement is an error on Mr Cooney's behalf.

Colleagues in Homes England remain in contact with officers at Bradford Council, although we understand that no final decision has yet been taken with respect to the site – of course we encourage that the Council remain in contact with officers and councillors at Keighley Town Council as they move forward with their plans. If Bradford Metropolitan Council were minded to retain the site as open space then Homes England would need to assess how this use fits within the scope of the Funding Agreement dated 2006 and its overall impact on the wider regeneration of the area before it could be established whether any clawback would be due.

Homes England will consider any proposal from Bradford Council on proposed uses for this site that would benefit the local community in accordance with the obligation of the existing funding agreement. In any case, we cannot comment on the conditions of grant unless we are formally notified that a relevant event for recovery as set out in the Grant Recovery Determination 2017 is anticipated. To date, Homes England have not been contacted by Bradford Council to this effect

I hope this is useful to you and Mr Cooney, and thank you again for taking the time to write to Homes England.

Yours sincerely,



Jon Irvine
Director – Development North

KEIGHLEY TOWN COUNCIL

Item 11

REPORT TO POLICIES & GOVERNANCE COMMITTEE



REPORT AUTHOR	Town Clerk Joe Cooney
EMAIL	Joe.cooney@keighley.gov.uk
Date	Tuesday 3 January 2023

SUBJECT	NALC – Make a Change Campaign
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PURPOSE:

1. To seek approval to use the Make a Change campaign ahead of the Town Council elections in May 2023.

RECOMMENDATION(s):

2. Members approve the use of the Make a Change Campaign ahead of the Town Council elections in May 2023.

REASONS FOR RECOMMENDATION:

3. To encourage residents to consider becoming Councillors.

SUMMARY OF KEY POINTS:

4. In May 2023 all 30 of the current town council seats will be up for election. In 2019, the last time the town council held an all-out election, 13 of the 30 seats were uncontested. In other words, no more than 1 candidate was nominated for that seat which resulted in no election being necessary in those wards.
5. The ward breakdown from 2019 is below:-

Ward	Contested / Not Contested	No of seats
Bogthorn & Exley	Contested	1
Bracken Bank & Ingrow	Not Contested	3
Fell Lane & Westburn	Not Contested	3
Guardhouse	Contested	1
Highfield	Not Contested	2

Knowle park	Not Contested	1
Laycock & Braithwaite	Not Contested	1
Lawholme & Showfield	Contested	2
Long Lee & Parkwood	Contested	2
Morton & Sandbeds	Contested	2
Oakworth	Not Contested	3
Riddlesden & Stockbridge	Contested	3
Spring Gardens & Utley	Contested	3
Town	Contested	1
Woodhouse & Hainworth	Contested	2

6. The council should strive to ensure every seat is contested and requires an election of the ward electors to determine the outcome.
7. NALC, as the National Association for Local Councils, each year run the Make a Change Campaign, the aim of the campaign is to raise awareness of local council elections and encourage members of the public to get involved.
8. The campaign is apolitical and focusses on the role played by local councils in serving their communities.
9. Attached to the report are some examples of the campaign material created by NALC and template press release promoting the campaign.
10. Subject to members approval, the Make a Change campaign will be rolled out across the Town Council's social media channels, website and media releases ahead of the nomination period commencing.

FINANCIAL IMPLICATIONS AND BUDGET PROVISION:

11. None directly arising from this report.

TOWN PLAN IMPLICATIONS:

12. Meets the Town Plan Key Objectives: CP016

CLIMATE CHANGE IMPLICATIONS:

13. N/A.

COMMUNITY IMPACT:

14. N/A.

POLICY IMPLICATIONS:

15. N/A.

DETAILS OF CONSULTATION:

16. N/A.

BACKGROUND PAPERS:

17. Appendix A – Make A Change Campaign Materials

FURTHER INFORMATION PLEASE CONTACT: Joe Cooney,
joe.cooney@keighley.gov.uk, 01535 872126

CALLING ALL COMMUNITY HEROES



NEEDS YOU!

MAKE A CHANGE
BECOME A COUNCILLOR

TO FIND OUT MORE, CONTACT:

WHAT DO LOCAL COUNCILS DO?

Your local (parish and town) council has overall responsibility for the wellbeing of your local community. Their work falls into three main categories:

- Delivery of services
- Improve quality of life for residents
- Give communities a democratic voice

Local councils run numerous services, depending on the size of the council. Many you will see day-to-day, but some are less known. These include introducing solar panels, setting up dementia-friendly groups, organising community buses, creating neighbourhood plans, implementing suitable housing, establishing youth projects, managing allotments and open spaces, maintaining footpaths, public seating and litter bins.

BECOMING A LOCAL COUNCILLOR

As a local councillor you can become a voice for your community and make real change. Local councillors are the champions of their community who invest time in local projects and issues to the benefit of residents and the neighbourhood.

Local councillor responsibilities fall into three main categories:

- Decision-making
- Monitoring
- Getting involved locally

Local councillors attend to local needs of residents, local groups and businesses, make decisions on local services, collaborate with district and borough councils to adhere to local needs, and progress vital projects to invest in the future of the community.

CAN I STAND FOR ELECTION?

To stand for election to a local council you must be:

- A UK or Commonwealth citizen; or be a citizen of the Republic of Ireland; or be a citizen of another Member State of the European Union
- At least 18 years old
- An elector of the local council; or in the past 12 months occupied land or other premises in the area the local council serves (as owner or tenant); or work in the area local council serves (as your principal or only place of work); or live within three miles of the local council boundary

FIND OUT MORE AT:

www.nalc.gov.uk/makeachange

KEIGHLEY TOWN COUNCIL BACKS NATIONAL CAMPAIGN URGING RESIDENTS TO BECOME A COUNCILLOR TO MAKE A CHANGE

Keighley Town Council supports a national campaign encouraging residents to stand in the May 2022 local (parish and town) council elections.

The Make A Change campaign by the National Association of Local Councils (NALC) calls on people from all backgrounds and experiences who are passionate about their local area to put themselves forward.

Keighley Town Council is urging enthusiastic and engaged members of the community who want to make a long-lasting change, have innovative ideas or have concerns about a specific issue to stand as councillors for the opportunity to make a real difference.

The work Keighley Town Council does is exciting and rewarding. An integral part of a councillor's role is engaging with local people, groups, and businesses to determine their needs, making decisions on the services and projects the council should take forward, and getting involved to ensure services meet the community's needs.

Find out more about the local elections and how to become a councillor
<<https://www.nalc.gov.uk/makeachange> or www.keighley.gov.uk