



## KEIGHLEY TOWN COUNCIL

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

Email: [townclerk@keighley.gov.uk](mailto: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 9 January 2023 at 6pm.**

Mr. Joe Cooney  
Town Clerk

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### **COMMITTEE MEMBERSHIP**

Cllr M. Anayat - Vice Chair	Cllr J. Lawless
Cllr P. Corkindale	Cllr L. Maunsell – Ex-officio
Cllr A. Ahmed	
Cllr M. Dowse	
Cllr J. Akhtar	

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

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### **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 Chairman**

To elect a Chairman for the remainder of the Municipal year 2022/23.

### **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 Watch & Transport Committee held on Monday 7 November 2022.

*Copy attached*

### **6. Police/Crime Report – For Noting**

To receive a verbal update on Policing issues across Keighley.

### **7. Bradford Council Highways Report – For Noting**

To receive a verbal update on highways issues across Keighley.

### **8. Speed Indication Devices – For Discussion**

To discuss the purchase and allocation of Speed Indication Devices.

### **9. CCTV – For Noting**

To receive the attached report on CCTV provision.

*Copy Attached*

### **10. Speeding Action Plan – For Noting**

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

*Copy attached*

**11. Progress Report – For Noting**

To receive the progress report following the last meeting held Monday 7 November 2022.

*Copy attached*

**12. Budget Report – For Noting**

To receive a report from the RFO on the Committee budget for Financial year 2022/23.

*Copy attached*

**13. Grit Bins – For Decision**

To consider any new applications for grit bin allocation and to receive an update on the Council's grit bin provision.

*To Follow*

**14. Town Plan – For Noting**

To receive a report and receive a progress update on the Town Plan.

*Copy attached*

**15. Future Items – For Decision**

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

**16. Date of next meeting**

The date of the next meeting of this committee will be held on Monday 6 March 2023 at 6.00pm.

**OFFICER SUPPORT TO THE MEETING**

Officers scheduled to attend: Pip Gibson, Deputy Town Clerk  
Brian Morris, Operations Manager

**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 7 November 2022.

**Present:**

Councillor Cook - Chairman  
 Councillor Anayat – Vice Chairman  
 Councillor Ahmed  
 Councillor Akhtar  
 Councillor Lawless  
 Councillor Maunsell – Ex Officio

**Also Present:**

Pip Gibson, Deputy Town Clerk  
 Simon Waye, Keighley Bus Museum  
 Inspector John Barker, West Yorkshire Police  
 Phil Holmes, CCTV Control Room Manager, BMDC  
 Imran Ali, ADC Risk Reduction, West Yorkshire Fire & Rescue Service

Minute Ref	Agenda Item
032/2022 (WT)	<p><b>Welcome from Chairman</b></p> <p>Cllr Cook welcomed members to the meeting.</p>
033/2022 (WT)	<p><b>Apologies for Absence</b></p> <p>Members received apologies of absence for this meeting from</p> <p>Cllr Corkindale            Cllr Dowse</p> <p><b>RESOLVED</b> to note the above apologies.</p>
034/2022 (WT)	<p><b>Declaration of Interest</b></p> <p><b>RESOLVED</b> 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.</p>
035/2022 (WT)	<p><b>Public Question Time</b></p> <p>None.</p>
036/2022 (WT)	<p><b>Minutes</b></p> <p><b>RESOLVED</b> Members approved the minutes of the meeting of the Watch &amp; Transport Committee held on Monday 5 September 2022.</p>

037/2022 (WT)	<p><b>Keighley Bus Museum</b></p> <p>Simon Waye provided members with an update on issues faced by the Keighley Bus Museum.</p> <p><b>RESOLVED</b> to write a letter to MP Robbie Moore asking for his support for the Museum, on behalf of the Committee.</p> <p><b>RESOLVED</b> to promote the Museum's Go Fund Me page on the Council's social media.</p> <p><b>RESOLVED</b> to look for suitable funding opportunities and signpost the Museum to them.</p>
038/2022 (WT)	<p><b>Police/Crime Report</b></p> <p>Inspector Barker provided a verbal crime statistic update, Op Shipdon deployments and information on catalytic convertor thefts in Keighley.</p> <p>Members thanked Inspector Barker for the update.</p>
039/2022 (WT)	<p><b>Bradford Council Highways Update</b></p> <p>Simon D'Vali was absent from the meeting so no update was issued.</p>
040/2022 (WT)	<p><b>Speed Indication Devices</b></p> <p>No discussion was held due to the Highways Officer not being present.</p>
041/2022 (WT)	<p><b>CCTV</b></p> <p>Members discussed CCTV provision with Phil Holmes, BMDC.</p> <p><b>RESOLVED</b> to purchase two mobile CCTV cameras out of the ear marked budget lines CCTV Long Lee and CCTV Mobile.</p> <p><b>RESOLVED</b> to note the update on the Devonshire Park CCTV.</p> <p><b>RESOLVED</b> to purchase a static CCTV camera for Devonshire Park out of the ear marked budget line CCTV Devonshire Park.</p> <p><b>RESOLVED</b> to authorise the Deputy Town Clerk to develop guidance, criteria and an application process for the allocation of the mobile CCTV camera scheme and bring it to a future meeting.</p>
042/2022 (WT)	<p><b>Speeding Action Plan</b></p> <p>Members considered an update report from the Deputy Town Clerk on the tasks identified in the Speeding Action Plan.</p> <p><b>RESOLVED</b> Members noted the progress made against the Speeding Action Plan.</p>

	<p><b>RESOLVED</b> members delegated authority to the Deputy Town Clerk to issue Correx board banners, made up of the 5 winning designs, to the Primary Schools that didn't take part in the competition.</p> <p>Members welcomed Imran Ali, WY Fire &amp; Rescue Service to the meeting. Discussion was held about how F&amp;R could support anti-speeding activity in upper schools in Keighley.</p> <p><b>RESOLVED</b> that Vice Chairman, Cllr Anayat, and Councillor John Lawless would attend the Road Safety Show at Victoria Theatre with Imy and both would give feedback to a future committee meeting.</p>								
043/2022 (WT)	<p><b>Progress Report</b></p> <p>Members received a progress update on decisions taken at the last committee meeting on Monday 5 September 2022.</p> <p><b>NOTED.</b></p>								
044/2022 (WT)	<p><b>Period 7 Finance Position Statement</b></p> <p>Members received an update report from the Responsible Financial Officer on the allocated committee budget.</p> <p><b>RESOLVED</b> to approve £980 for the cost of removing the phone box from Devonshire Street and siting at Victoria Primary School.</p>								
045/2022 (WT)	<p><b>Draft Budget 2023/24 Report</b></p> <p>Members considered the Committee Budget for 2023/24 to be submitted to the Budget Working Group.</p> <p><b>RESOLVED</b> members requested an overall budget of £18,000 for financial year 2023/24.</p> <p><b>RESOLVED</b> to request the following breakdown:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: right;">2023/24 £</th> </tr> </thead> <tbody> <tr> <td>Operation Shipdon</td> <td style="text-align: right;">10,000</td> </tr> <tr> <td>Grit Bin Service</td> <td style="text-align: right;">8,000</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>18,000</b></td> </tr> </tbody> </table>	Item	2023/24 £	Operation Shipdon	10,000	Grit Bin Service	8,000	<b>Total</b>	<b>18,000</b>
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046/2022 (WT)	<p><b>Grit Bins</b></p> <p>Members received a report from the Deputy Town Clerk on the preparation for the winter gritting season.</p> <p><b>RESOLVED</b> Members noted the spend on grit and the first fill.</p>								
047/2022 (WT)	<p><b>Town Plan</b></p>								

	<p>Members received an update report from the Deputy Town Clerk on the town plan progress.</p> <p><b>RESOLVED</b> Members will 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.</p>
048/2022 (WT)	<p><b>Keighley Flood Plan</b></p> <p>Members received a verbal update from the Deputy Town Clerk informing them that the Policies &amp; Governance Committee were undertaking this piece of work within the Community Emergency Action Plan.</p>
049/2022 (WT)	<p><b>Future Agenda Items</b></p> <p>Members requested the following items be added to the next committee agenda:-</p> <ul style="list-style-type: none"> <li>- Road Safety Show</li> </ul> <p><b>RESOLVED</b> to add the above items to the next committee agenda.</p>
050/2022 (WT)	<p><b>Date of next meeting</b></p> <p><b>RESOLVED</b> The date of the next meeting of this committee will be held on Monday 9 January 2023.</p>

Signed ..... Date .....

Chair

# KEIGHLEY TOWN COUNCIL

Item 9

## REPORT TO WATCH & TRANSPORT COMMITTEE



<b>REPORT AUTHOR</b>	Deputy Town Clerk Pip Gibson
<b>EMAIL</b>	<a href="mailto:pip.gibson@keighley.gov.uk">pip.gibson@keighley.gov.uk</a>
<b>Date</b>	Monday 9 January 2023

<b>SUBJECT</b>	<b>CCTV Update</b>
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### PURPOSE:

1. To update members of progress with the Mobile Camera Scheme and the Devonshire Park CCTV.

### RECOMMENDATION(s):

2. That Members note the update.

### REASONS FOR RECOMMENDATION:

3. To provide oversight of the Council's CCTV projects.

### SUMMARY OF KEY POINTS:

#### Mobile CCTV Scheme

4. Following discussion at its November meeting, Members approved the purchase of two mobile CCTV cameras out of the earmarked budget lines CCTV Long Lee (£6,000) and CCTV Mobile (£6,000).
5. The cost per camera was estimated at £5,556 plus VAT. There may be other associated costs to consider such as monitoring and repairs.
6. The Council has not received an update on these purchases from the supplier.
7. The Watch & Transport Committee would approve applications for deployment of the cameras based on guidance, criteria and an application process approved by the Committee.



## **Devonshire Park**

8. £7,000 was earmarked across from the 21/22 budget to 22/23 budget for the installation of a CCTV camera at Devonshire Park.
9. Members approved the purchase at their last meeting.
10. The supplier has since reported that the building in Devonshire Park next to the MUGA no longer has power. Therefore a camera cannot be installed as planned. The supplier is currently looking at alternative solutions.

## **FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

11. A total of £19,000 was earmarked into the committee budget for 2022/23 to deliver the CCTV schemes.
12. At the last meeting, Members approved the purchase of 2 mobile CCTV cameras out of the earmarked budget lines CCTV Long Lee (£6,000) and CCTV Mobile (£6,000).
13. At the last meeting, Members approved the purchase of a static CCTV camera for Devonshire Park out of the earmarked budget line CCTV Devonshire Park (£7,000).

## **TOWN PLAN IMPLICATIONS:**

14. Meets the Town Plan Key Objectives: CP016

## **CLIMATE CHANGE IMPLICATIONS:**

15. N/A.

## **POLICY IMPLICATIONS:**

16. N/A.

## **DETAILS OF CONSULTATION:**

17. N/A.

## **BACKGROUND PAPERS:**

18. N/A

**FURTHER INFORMATION PLEASE CONTACT:** Pip Gibson, [pip.gibson@keighley.gov.uk](mailto:pip.gibson@keighley.gov.uk), 01535 872126

# KEIGHLEY TOWN COUNCIL

Item 10

## REPORT TO WATCH & TRANSPORT COMMITTEE



<b>REPORT AUTHOR</b>	Deputy Town Clerk Pip Gibson
<b>EMAIL</b>	<a href="mailto:pip.gibson@keighley.gov.uk">pip.gibson@keighley.gov.uk</a>
<b>Date</b>	Monday 9 January 2023

<b>SUBJECT</b>	<b>Speeding Action Plan</b>
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### PURPOSE:

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

### RECOMMENDATION(s):

2. Members note the progress made.

### REASONS FOR RECOMMENDATION:

3. 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:

4. 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.

### Speeding Hotspots

5. PCSO Speedwatch figures for November/December can be viewed at the meeting.

### Operation Shipdon (Steerside)

6. An update, including deployments, work undertaken and results, will be reported back verbally to the Council on a regular basis and at this meeting.

### **Speed Indication Devices**

7. There has been no update received from the supplier on the purchase of SID or maintenance of the SID at Fell Lane.

### **Anti-speeding Campaign**

8. Road Safety Show – Cllrs Anayat and Lawless attended the Road Safety Show with Imran Ali, the WYF&RS representative. Feedback will be given during this meeting.
9. The Chairman of the Committee presented Long Lee, Eastwood Community, Ingrow and Our Lady of Victories Primary Schools with their prizes and winning designs on Correx boards.
10. Laycock winning design and the remaining boards will be presented to Schools during the next few weeks.
11. A press release will be organised thereafter.
12. All costs associated with this competition are within its £2,000 budget.

### **FINANCIAL IMPLICATIONS AND BUDGET PROVISION:**

13. £8,000 from the Watch & Transport 2022/23 Budget.

### **TOWN PLAN IMPLICATIONS:**

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

### **CLIMATE CHANGE IMPLICATIONS:**

15. N/A

### **COMMUNITY IMPACT:**

16. 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.
17. 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.
18. The council can also be the facilitator that brings together all the various partners who are involved in reducing speeding in Keighley.
19. 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:**

20. N/A.

**DETAILS OF CONSULTATION:**

21. 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:**

22. N/A

**FURTHER INFORMATION PLEASE CONTACT:** Pip Gibson, [pip.gibson@keighley.gov.uk](mailto:pip.gibson@keighley.gov.uk),  
01535 872126



**REPORT FROM:** DEPUTY TOWN CLERK

**TO:** WATCH & TRANSPORT COMMITTEE

**DATE:** 9 JANUARY 2023

**Report Author:** Pip Gibson

**Tel No:** 01535 872126

**Email:** [pip.gibson@keighley.gov.uk](mailto:pip.gibson@keighley.gov.uk)

**PROGRESS REPORT ON DECISIONS TAKEN AT THE  
WATCH & TRANSPORT COMMITTEE MEETING  
DATED 7 NOVEMBER 2022**

Item No	Committee Decision	Update
1.	<p><b>037/2022 (WT) Keighley Bus Museum</b></p> <p><b>RESOLVED</b> to write a letter to MP Robbie Moore asking for his support for the Museum, on behalf of the Committee.</p> <p><b>RESOLVED</b> to promote the Museum's Go Fund Me page on the Council's social media.</p> <p><b>RESOLVED</b> to look for suitable funding opportunities and signpost the Museum to them.</p>	<p>Actioned.</p> <p>January 2023.</p> <p>Cllr Corkindale has assisted.</p>
2.	<p><b>041/2022 (WT) CCTV</b></p> <p><b>RESOLVED</b> to purchase two mobile CCTV cameras out of the ear marked budget lines CCTV Long Lee and CCTV Mobile.</p> <p><b>RESOLVED</b> to purchase a static CCTV camera for Devonshire Park out of the ear marked budget line CCTV Devonshire Park.</p>	<p>No update received from supplier.</p> <p>Power supply an issue.</p>

	<p><b>RESOLVED</b> to authorise the Deputy Town Clerk to develop guidance, criteria and an application process for the allocation of the mobile CCTV camera scheme and bring it to a future meeting.</p>	To bring to a future meeting.								
3.	<p><b>042/2022 (WT) Speeding Action Plan</b></p> <p><b>RESOLVED</b> members delegated authority to the Deputy Town Clerk to issue Correx board banners, made up of the 5 winning designs, to the Primary Schools that didn't take part in the competition.</p> <p><b>RESOLVED</b> that Vice Chairman, Cllr Anayat, and Councillor John Lawless would attend the Road Safety Show at Victoria Theatre with Imy and both would give feedback to a future committee meeting.</p>	<p>To be actioned January/February 2023.</p> <p>Feedback to be given at item "Speeding Action Plan"</p>								
4.	<p><b>044/2022 (WT) Period 7 Finance Position Statement</b></p> <p><b>RESOLVED</b> to approve £980 for the cost of removing the phone box from Devonshire Street and siting at Victoria Primary School.</p>	Actioned.								
5.	<p><b>045/2022 (WT) Draft Budget 2023/24 Report</b></p> <p><b>RESOLVED</b> members requested an overall budget of £18,000 for financial year 2023/24.</p> <p><b>RESOLVED</b> to request the following breakdown:</p> <table border="1" style="margin-left: 40px;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: right;">2023/24 £</th> </tr> </thead> <tbody> <tr> <td>Operation Shipdon</td> <td style="text-align: right;">10,000</td> </tr> <tr> <td>Grit Bin Service</td> <td style="text-align: right;">8,000</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>18,000</b></td> </tr> </tbody> </table>	Item	2023/24 £	Operation Shipdon	10,000	Grit Bin Service	8,000	<b>Total</b>	<b>18,000</b>	<p>Actioned.</p> <p>Actioned.</p>
Item	2023/24 £									
Operation Shipdon	10,000									
Grit Bin Service	8,000									
<b>Total</b>	<b>18,000</b>									
6.	<p><b>030/2022 (WT) Future Items</b></p> <ul style="list-style-type: none"> <li>- Road Safety Show</li> </ul> <p><b>RESOLVED</b> to add the above items to the next committee agenda.</p>	Item on the Agenda within "Speeding Action Plan".								

# KEIGHLEY TOWN COUNCIL

Item 12

## REPORT TO THE WATCH & TRANSPORT COMMITTEE



<b>REPORT AUTHOR</b>	Responsible Financial Officer (RFO) Peter Clarke
<b>EMAIL</b>	<a href="mailto:peter.clarke@keighley.gov.uk">peter.clarke@keighley.gov.uk</a>
<b>Date</b>	Monday 9 January 2023

<b>SUBJECT</b>	<b>Period 8 (Nov 22) Budget Report</b>
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### PURPOSE:

1. This report provides Members with an update on the financial position of the Watch & Transport Committee for 2022-23. It outlines the revenue budget and financial position based on information at the end of November 2022.

### RECOMMENDATIONS:

2. That the report is noted.

### REASONS FOR RECOMMENDATION:

3. The report is to update the Committee.

### INTRODUCTION:

4. This report is presented to Members of the Watch & Transport Committee on the Committee's 2022-23 budget.
5. This report gives details of expenditure by budget heading and makes note of significant variances.

### EARMARKED RESERVES:

6. The Council has allocated the following Earmarked which fall under the remit of the Watch & Transport Committee. The Committee is able to draw down on these Earmarked Reserves for the purposes specified.
7. The Earmarked Reserves are as follows:

	<b>Total Ear. Reserve £000</b>	<b>Total Draw Down £000</b>	<b>Remaining Amount £000</b>
CCTV Devonshire Park	7	-	7
CCTV Long Lee	6	-	6
CCTV Mobile	6	-	6
<b>Total Cost</b>	<b>19</b>	<b>-</b>	<b>19</b>

8. The above reserves will remain until the amount is drawn down the committee or relevant officer, or the Council resolves to return the reserve to the General Fund.

#### **BUDGET:**

9. The total budget for the committee is £21k.
10. Since the 1<sup>st</sup> April 2022 the committee has spent £3k.
11. Members approved the cost of £980 towards the cost of removing the phone box from Lawkholme Lane and siting at Victoria Primary School at their meeting on 6<sup>th</sup> September 2021. The phone box from Devonshire Street was removed and taken to Victoria Primary School.
12. The committee's remaining revenue budget is £18k.

	<b>Total Budget £</b>	<b>Total Spent £</b>	<b>Variance £</b>
Grit Bin Service	8,000	1,345	6,655
New Speed Indicator Device	2,800	-	2,800
SID Maintenance	900	-	900
Speeding Action Plan	3,000	238	2,762
Boundary Signs Maintenance	176	-	176
Additional Mobile CCTV	6,000	-	6,000
Other - Telephone box removal	-	980	(980)
<b>Total Cost</b>	<b>20,876</b>	<b>2,563</b>	<b>18,313</b>

#### **TOWN PLAN IMPLICATIONS:**

13. N/A.

#### **CLIMATE CHANGE IMPLICATIONS:**

14. N/A.

#### **COMMUNITY IMPACT:**

15. N/A.

#### **POLICY IMPLICATIONS:**

16. N/A.



**DETAILS OF CONSULTATION:**

17. N/A

**APPENDICES:**

18. N/A.

**BACKGROUND PAPERS:**

19. N/A.

**FURTHER INFORMATION PLEASE CONTACT:** Peter Clarke,  
[peter.clarke@keighley.gov.uk](mailto:peter.clarke@keighley.gov.uk), 01535 872126

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# KEIGHLEY TOWN COUNCIL

Item 14

## REPORT ON TOWN PLAN PROGRESS



<b>REPORT AUTHOR</b>	Pip Gibson Deputy Town Council
<b>EMAIL</b>	<a href="mailto:pip.gibson@keighley.gov.uk">pip.gibson@keighley.gov.uk</a>
<b>Date</b>	Monday 9 January 2023

<b>SUBJECT</b>	<b>TOWN PLAN REPORT</b>
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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](mailto:pip.gibson@keighley.gov.uk)

Town Plan 2020-2023				
Key Objective	What we will do	Timescale	Who's responsible	Actions 2022/23
<b>Civic Pride</b>				
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; Winter Warmers Ward Funding: Bookmarks; Bin Sponsorship (Todley Hall Rd & Westburn Avenue); Play in Parks; Mini Bounce; CCTV Long Lee Cricket Club; Christmas Sweets; Children's Discos; 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; Scouts; Ma Kelly's;
CP010	Maintain our signs and noticeboards to a high standard with regularly updated information.	Ongoing (2020-23)	Watch & Transport Committee	New double sided noticeboard in bus station installed. Town Hall Square noticeboards repaired.
<b>Community Development</b>				
<b>Developing the Local Environment</b>				
DLE005	Maintain all Keighley Town Council boundary signs to a high standard	Ongoing (2020-23)	Watch and Transport Committee	Boundary signs due for annual maintenance and inspection.
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	CCTV, Speeding Action Plan, partnership with BMDC/NPT/Fire
<b>Arts &amp; Culture</b>				