



## KEIGHLEY TOWN COUNCIL

Minutes of the meeting of the **Public Spaces & Assets Committee** held at the **Committee Meeting Room, Civic centre, Keighley** on Monday 5 June 2023 commencing at **18:00 - 20:00**.

**Present:** Cllr P Corkindale, Cllr J Kirby, Cllr E Bailey, Cllr M Muazzam, Cllr N Rasak, Cllr M, Nazam, Ex-Officio(until 7pm), Cllr G Hussain (from 7pm as Ex-Officio)

**Apologies:** Cllr L Kelly, Cllr M Ibraheem

**Also In Attendance:** Pip Gibson, Deputy Town Clerk, Brian Morris, Operations Manager, Sgt Mark Chapman, acting up as Inspector, WYP, 2 members of the public.

Minute Ref	Agenda Item
<b>1 / 2023 PSA</b>	<p><b>Election of Committee Chairman</b> To elect a Chairman for the Municipal year 2023/24.</p> <p>Cllr Kirby proposed Cllr Corkindale seconded by Cllr Muazzam.</p> <p><b>RESOLVED</b> that Cllr Corkindale be elected Chairman for the Municipal year 2023/24.</p>
<b>2 / 2023 PSA</b>	<p><b>Election of Vice Chairman</b> To elect a Vice Chairman for the Municipal year 2023/24.</p> <p>Cllr Corkindale proposed Cllr Kirby seconded by Cllr Nazam.</p> <p><b>RESOLVED</b> that Cllr Kirby be elected Vice Chairman for the Municipal year 2023/24.</p>
<b>3 / 2023 PSA</b>	<p><b>Apologies for absence</b> Members are asked to receive apologies of absence for this meeting.</p> <p>Cllr L Kelly Cllr M Ibraheem Cllr P Cook</p> <p><b>RESOLVED</b> to accept the above apologies.</p>

<p><b>4 / 2023 PSA</b></p>	<p><b>Declaration of Interests</b> 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.</p> <p>Members are reminded that should you declare a pecuniary interest at a meeting, it is your responsibility to inform the Monitoring Officer.</p> <p>i) Declarations of Interest from Members ii) Declarations of Interest from Officers</p> <p>None.</p>
<p><b>5 / 2023 PSA</b></p>	<p><b>Public Participation &amp; Question Time</b> 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.</p> <p>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.</p> <p>A tenant from Selborne Grove requested payment of £200 for a contractor that she had arranged to level a piece of allotment land at Selborne Grove, stating that the Allotments &amp; Landscapes Committee had given her permission to do so at one of its previous meetings.</p> <p>The Town Council will investigate the matter and reply in writing to the tenant.</p> <p>A tenant from Selborne Grove asked for permission to burn allotment waste on the allotment site.</p> <p>The tenant was verbally advised to follow the Allotment Tenancy Agreement rules regarding the safe lighting of fires.</p>
<p><b>6 / 2023 PSA</b></p>	<p><b>Previous Committee Minutes</b> Members are asked to approve the minutes of the:-</p> <p><b>RESOLVED</b> to approve the minutes of the following meetings:</p>
<p><b>6.1 / 2023 PSA</b></p>	<p><b>Allotments &amp; Landscape Committee</b> Minutes from Monday 13 March 2023</p> <p><b>RESOLVED</b> to approve the minutes of the Allotments &amp; Landscapes Committee meeting held on Monday 13 March 2023.</p>
<p><b>6.2 / 2023 PSA</b></p>	<p><b>Civic Centre &amp; Strategy Committee</b> Minutes from Wednesday 15 March 2023</p> <p><b>RESOLVED</b> to approve the minutes of the Civic Centre &amp; Strategy Committee meeting held on Wednesday 15 March 2023.</p>

<p><b>6.3 / 2023 PSA</b></p>	<p><b>Watch &amp; Transport Committee</b> Minutes from Monday 6 March 2023</p> <p><b>RESOLVED</b> to approve the minutes of the Watch &amp; Transport Committee meeting held on Monday 6 March 2023.</p>
<p><b>7 / 2023 PSA</b></p>	<p><b>Police/Crime Report</b> To receive a verbal update on Policing issues across Keighley.</p> <p>Acting up as Inspector, Mark Chapman gave a verbal update on crime statistics across the Parish, including anti-social behaviour, anti-social driving and targeted speed watches.</p> <p>The Chair thanked Mark for his time.</p>
<p><b>8 / 2023 PSA</b></p>	<p><b>Budget Report</b> To receive a report from the Responsible Finance Officer on the Committee's Budget allocation.</p> <p>Noted.</p>
<p><b>9 / 2023 PSA</b></p>	<p><b>Allotments &amp; Landscapes Officer Report</b> To consider a report from the Allotments &amp; Landscapes Officer.</p> <p>Members noted the report.</p> <p><b>RESOLVED</b> Members chose Company 2, at a cost of £1967.31 ex VAT, to install fencing at Arncliffe Road.</p>
<p><b>10 / 2023 PSA</b></p>	<p><b>Limiting Plot Holders to a Maximum of One Plot</b> To consider a report from the Operations Manager to limit the number of plots an individual tenant can have.</p> <p><b>RESOLVED</b> Members approved the amendment to the Allotment Tenancy Agreement: "An individual is limited to one allotment plot within the Town Councils boundary."</p> <p><b>RESOLVED</b> Members approved the removal of current tenants from the Council's waiting lists to be effective immediately.</p> <p><b>RESOLVED</b> Members approved the amendment to the Allotment Tenancy Agreement: "Exceptions to this policy can be granted, in extraordinary circumstances, for community groups or organisations that necessitate multiple plots to undertake specific community projects. However, any such exceptions must receive written approval from the Council."</p> <p><b>RESOLVED</b> Members approved the amendment to the Allotment Tenancy Agreement: "Tenants currently in possession of multiple allotment plots will be permitted to retain them. However, upon voluntarily surrendering a plot for any</p>

	<p>reason, or a breach of Agreement or any other valid reason, the Council will promptly reallocate the plot to another individual or group within a reasonable timeframe."</p>
<p><b>11 / 2023 PSA</b></p>	<p><b>Allotment Tenancy Agreement Review</b> To consider amendments to the Council's Allotment Tenancy Agreement.</p> <p><b>RESOLVED</b> to defer the item and recommendations to a future committee meeting.</p> <p><b>RESOLVED</b> that the amendment at 3a in the Allotment Tenancy Agreement be re-worded to ensure a fairer process that is in line with current legislation.</p>
<p><b>12 / 2023 PSA</b></p>	<p><b>Civic Centre Report</b> To receive a report from the Operations Manager on the Civic Centre.</p> <p>Members noted the report.</p> <p>Members noted the request to attach light displays to the front of the Civic Centre building.</p>
<p><b>13 / 2023 PSA</b></p>	<p><b>Canal &amp; River Trust Litter Bins</b> To consider a request from the Canal &amp; Rivers Trust regarding the servicing of litter bins on the canal.</p> <p>Members noted the request.</p> <p><b>RESOLVED</b> Members asked that quotes for the servicing of the 5 litter bins are brought to the next meeting.</p>
<p><b>14 / 2023 PSA</b></p>	<p><b>CCTV</b> To consider a report on proposed CCTV installations in the Town.</p> <p><b>RESOLVED</b> Members approved the draft Criteria and Guidance for Redeployable CCTV.</p> <p><b>RESOLVED</b> Members approved the draft Redeployable CCTV Application Form.</p> <p><b>RESOLVED</b> Members approved the installation of a Redeployable CCTV camera at Devonshire Park.</p> <p><b>RESOLVED</b> Members approved the installation of a 2<sup>nd</sup> Redeployable CCTV camera at Devonshire Street West and West Lane junction.</p>
<p><b>15 / 2023 PSA</b></p>	<p><b>Road Safety Show</b> To consider a report from the Community Development &amp; Policy Officer on the Road Safety Show.</p> <p>Members noted the progress made.</p>

	<p><b>RESOLVED</b> members approved that the Road Safety Show can take place at a secondary school in Keighley.</p> <p><b>RESOLVED</b> members allocated a budget of up to £1500 out of the Road Safety Earmarked Reserve for the Road Safety Show.</p>
<p><b>16 / 2023 PSA</b></p>	<p><b>Future Items</b> Councillors are asked to suggest any agenda items for future meetings.</p> <p>Creation of additional plots at Guardhouse &amp; other allotment sites.  Boundary Signs  Town Hall Square Planting  Grit Bins</p>
<p><b>17 / 2023 PSA</b></p>	<p><b>Date of next meeting</b> The next meeting will be held on Monday 4 September 2023, 6.00pm, Civic Centre, North Street, Keighley, BD21 3RZ</p>

Meeting ended at **19:40**

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

**Date:** .....