



KEIGHLEY TOWN COUNCIL

Minutes of the meeting of the **Neighbourhood Plan Steering Group** held at the **Civic Centre, North Street, Keighley, BD21 3RZ** on Tuesday 30 January 2024 commencing at **17:00 - 18:00**.

Present: Cllr Andrew Judson, Allan Clark, Cllr Paul Godwin, Ashley Forsyth, June Forsyth, Cllr Russell Brown, Chris Graham, Jane Lee, Mike McColgan, Cllr Peter Corkindale, Cllr Martin Crangle, Jane Gibbon, Ashley Elliott.

Apologies: Tracey Turner, Jonathan Hayes.

Also In Attendance: Pip Gibson, Deputy Town Clerk

Minute Ref	Agenda Item
1	<p>Welcome & Introduction</p> <p>The Chairman to welcome everyone to the meeting.</p> <p>The Chairman welcomed everyone to the meeting and asked each member to introduce themselves.</p>
2	<p>Apologies for absence</p> <p>To receive apologies from members of the Steering Group unable to attend the meeting.</p> <p>Apologies were received from:</p> <p>Tracey Turner Jonathan Hayes</p>
3	<p>Minutes</p> <p>Members noted the minutes of the previous Steering Group meetings held on Tuesday 7 November 2023.</p>
4	<p>Draft Information Flyer</p> <ul style="list-style-type: none">i) To agree the design of the draft information flyer.ii) To note the costs of printing and distribution of flyer.iii) To agree the deadline for the submission of responses.iv) To agree the content of the questionnaire.

	<p>i) Members approved the content and design of the draft information flyer and gave delegated authority to the Town Clerk, up to an increased spend of £100, to amend the flyer to make it more attractive e.g. shiny or coloured paper.</p> <p>ii) Members approved the costs of printing and distribution of the information flyer and asked that DML be used as a local printer.</p> <p>iii) Members agreed the deadline for the submission of responses as Thursday 21st March, subject to any purdah restrictions.</p> <p>iv) Members agreed the content of the questionnaire.</p> <p>v) Members asked that the iPad be purchased locally at Curry's for no more than £500.</p> <p>vi) Members asked that an A4 poster be made available for display at venues across the town and that the poster should include the words "Winner will be announced in April".</p>
5	<p>Date & Time of next meeting</p> <p>Members ratified that Allan Clark be voted in as Vice Chairman.</p> <p>To agree the date & time of the next Steering Group meeting.</p> <p>A date for the next meeting of the Steering Group will be circulated in due course.</p>

Signed:
Chair

Date: