



Shipley Town Council

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Dear Councillors Hickson, Longhorn, Parkinson, Robison and Spiers,
You are hereby summoned to the meeting of the Shipley Town Council

ALLOTMENTS COMMITTEE

to be held at 7.00pm on Wednesday 11 November 2020

The meeting will be held remotely, in accordance with the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

An electronic link and telephone number to join the meeting will be sent to your electronic mail address, providing access to the meeting by video link or telephone.

Yours sincerely

Joe Ashton, Town Clerk, 6 November 2020

PUBLIC NOTICE

Meetings of Shipley Town Council are open to the press and public in accordance with the *Public Bodies (Admission to Meetings) Act 1960* and the *Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020*.

Meetings of Shipley Town Council may be recorded and reported upon in accordance with the *Public Bodies (Admission to Meetings) Act 1960* and the *Openness of Local Government Regulations 2014*.

Members of the press and public requiring to view, listen to or participate in the meeting should use the video link or telephone number provided on the Shipley Town Council website at <https://shipleytowncouncil.wordpress.com/meetings/>. Please note that public participation is restricted to the designated session for that purpose*.

A G E N D A

ITEM 1 – COMMITTEE CHAIR

- 1.1 To receive the Chair's opening remarks

ITEM 2 – APOLOGIES FOR ABSENCE

- 2.1 To receive and note apologies for absence
- 2.2 To approve reasons for absence (if provided)

ITEM 3 – MINUTES

- 3.1 To receive the draft minutes of the meeting of the Allotments Committee held 17 September 2020
- 3.2 To confirm, as a correct record, the draft minutes of the meeting of the Allotments Committee held 17 September 2020, for signing by the Chair

ITEM 4 – MEMBERS' INTERESTS

- 4.1 To receive disclosures of members' pecuniary and other interests
- 4.2 To agree dispensations for interests (if applicable)

ITEM 5 – PUBLIC PARTICIPATION*

- 5.1 To adjourn the meeting for a period of public participation (to be managed in accordance with the relevant adopted Standing Order)
- 5.2 To invite district councillors and other guests to address the committee (if applicable)
- 5.3 To receive representations from Allotment Site Representatives (if any)

ITEM 6 – NORTHCLIFFE PARK

- 6.1** To discuss the findings of the recent site visits to Northcliffe Park, regarding the biodiversity of the park and proposals for enhancing biodiversity (Summary report from Councillor Garside attached)
- 6.2** To agree if the Town Council will make a collective submission to the Friends of Northcliffe consultation regarding the improvement of Northcliffe Park (Councillor Spiers)
- 6.3** To consider a proposal from Northcliffe Environmental Enterprises trust for a café in the tennis pavilion and to agree if the Town Council will support this proposal financially and/or otherwise
- 6.4** To consider a request from Northcliffe Park Crown Green Bowls Club for assistance with preventing misuse of the bowling green and to agree if the Town Council will offer assistance financially and/or otherwise

ITEM 7 – YOUTH FUND AND PLAY IN THE PARKS

- 7.1** To discuss the allocation of the Town Council's 2020/21 Youth Service budget of £4,000
- 7.2** To confirm, subject to the approval of the 2021/22 budget by Full Council, to book Bradford Council's Play Service to provide "Play in the Parks" activities on six days across the 2021 school summer holidays, at a total cost of £3,600
- 7.3** To consider an allocation of funding towards the cost of enhancing the skate park area in Crowgill Park

ITEM 8 – LITTER-PICKS/CLEAN-UPS

- 8.1** To agree if the Town Council will organise further litter-picks/clean-ups, following the success of the Great British September Clean.
- 8.2** To appoint a lead councillor(s) for 8.1 (if agreed)

ITEM 9 – SHIPLEY IN BLOOM

- 9.1** To agree the allocation of the 2020/21 budget of £4,000 for Shipley-in-Bloom, to one or more of the following pre-approved proposals:
- A contribution to improving permanent planting displays in Shipley Town Centre
 - The installation of planters on the traffic islands at Otley Road and Salts Mill Road
 - A contribution to restoring and creating wildflower verges in Shipley Central Park and elsewhere
- 9.2** To agree that Shipley Town Council will co-ordinate “Shipley in Bloom” in 2021, including an entry or entries to the Yorkshire in Bloom competition
- 9.3** To establish a Shipley-in-Bloom Working Party which will report to the Allotments & Green Spaces Committee
- 9.4** To appoint a town councillor as the Shipley-in-Bloom co-ordinator and authorise the councillor to work in consultation with the Town Clerk and other stakeholders to prepare a plan of action for Shipley-in-Bloom in 2021 and report back to this committee

ITEM 10 – ALLOTMENT TRANSFERS

- 10.1** To receive a copy of the letter to plot-holders confirming the transfer, on 1 October 2020, of day-to-day management of the Shipley municipal allotment sites at Carlton Avenue, Caroline Street and Red Beck, from City of Bradford Metropolitan District Council to Shipley Town Council (to follow)
- 10.2** To note the confirmed 2020/21 whole-year income from the allotment rents as follows:
- Carlton Avenue/Hirst Lane – £66.12
 - Caroline Street – £689.43
 - Red Beck – £1,206.15
 - Total for all sites – £1,961.70

- 10.3** To note the actual expected income to Shipley Town Council in 2020/21 from allotments rents as £980.85 (50% of the total collection)
- 10.4** To receive a report summarising the number, type and status of allotment garden tenancies across all sites
- 10.5** To receive a report summarising the number, longevity and status of the allotment garden waiting lists across all sites
- 10.6** To receive an update on the independent site surveys for Carlton Avenue/Hirst Lane (completed), Caroline Street (completed) and Red Beck (scheduled for 12 November 2020)
- 10.7** To note the agreement of Bradford Council to clear the historic fly-tipping on land alongside Shipley Public Footpath Number 28 at the Red Beck site
- 10.8** To note that the line of Shipley Public Footpath Number 28 has deviated from that shown on the Bradford District Map of Paths and requires re-aligning, for which landscaping works will be needed
- 10.9** To agree that the Town Clerk should negotiate a solution for Public Footpath 28 with Bradford Council's Rights of Way Service and in doing so obtain quotations for boundary treatments for the land adjacent to Shipley Public Footpath 28 in an attempt to prevent future fly-tipping and unauthorised access
- 10.10** To note the award of £500 from the Bradford Council Cleaner Streets Fund, for works to tidy the woodland area adjacent to Plot 10A at Red Beck Allotments and to decide further action if necessary

ITEM 11 – TOWN COUNCIL BUDGET 2021/22

- 11.1** To receive the Town Clerk's estimates for income and expenditure falling within the remit of the Allotments & Green Spaces Committee
- 11.2** To receive the proposals for expenditure falling within the remit of the Allotments & Green Spaces Committee, as submitted by Members of the Council
- 11.3** To recommend, to the Management Committee, a budget for the

ITEM 12 – CORRESPONDENCE

- 12.1** To note correspondence received by the Town Clerk and which requires the attention of the committee under its terms of reference
- 12.2** To agree any actions arising

ITEM 13 – URGENT NOTICES AND REPORTS

- 13.1** To receive urgent notices and reports, for information only, from the Town Clerk
- 13.2** To receive urgent notices and reports, for information only, from Members of the Council

ITEM 14 – PUBLICITY

- 14.1** To agree the publicity statements arising from this meeting

ITEM 15 – FUTURE BUSINESS

- 15.1** To note the items of business arising for consideration at future meetings (Town Clerk to report)
- 15.2** To receive advance notice from Members as to tabled future business

ITEM 16 – CALENDAR OF MEETINGS

- 16.1** To confirm the date of the next meeting of the Allotments Committee as Thursday 14 January 2020 at 7.00pm
- 16.2** To agree the date of future meetings

ITEM 17 – CONFIDENTIAL BUSINESS

To agree, under the provisions of the *Public Bodies (Admission to Meetings) Act 1960*, that exclusion of the press and public is required, during consideration of business of a confidential nature and in recognition that the disclosure of the confidential business to be

transacted would be prejudicial to the public interest, for the following reasons:

Item 18: commercial interests and legal privilege

ITEM 18 – ALLOTMENT TRANSFERS (CONFIDENTIAL SESSION)

- 18.1** To consider an offer from Bradford Council regarding land at Caroline Street, Saltaire and to recommend a response to the Management Committee