



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 & GREEN SPACES COMMITTEE

to be held at 7.00pm on Thursday 14 January 2021

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, 10 January 2021

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 & Green Spaces Committee held 11 November 2020
- 3.2 To confirm, as a correct record, the draft minutes of the meeting of the Allotments & Green Spaces Committee held 11 November 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 – FORMER NAB WOOD MIDDLE SCHOOL PLAYING FIELDS

- 6.1 To receive invited guests with an interest in the management of land at the former Nab Wood Middle School playing fields
- 6.2 To consider opportunities to enhance the site of the former Nab Wood Middle School playing fields, for the provision of public recreation, allotment gardens, wildlife habitat and measures to reduce flood risk
- 6.3 To agree to engage the landowner (City of Bradford Metropolitan District Council) and any other interested parties and for a report to be presented to a future meeting of the Allotments & Green Spaces Committee with recommendations
- 6.4 To appoint a councillor(s) to lead on the actions at Item 11.2 (if agreed)

ITEM 7 – NORTHCLIFFE PARK

- 7.1 To receive a report from the Town Clerk, summarising the ongoing discussions between the Town Council and the Friends of Northcliffe regarding the future management of Northcliffe Park (to follow)

- 7.2** To agree what the Town Council will do to support the preparation and realisation of a management plan for Northcliffe Park
- 7.3** To discuss the proposed use of the Town Fund Accelerator to install fitness equipment, a multi-use games area (on part of the existing tennis courts) and public art in Northcliffe Park

ITEM 8 – LITTER-PICKS/CLEAN-UPS

- 8.1** To receive an update report from Councillor Spiers regarding the organisation of community litter-picks/clean-ups
- 8.2** To agree the recommendations arising:
 - a) Shipley Town Council and Clean Streets of Shipley will share each other's publicity.
 - b) Shipley Town Council will risk-assess and insure any litter-picks it organises but will not be responsible for litter-picks organised by others.
 - c) Shipley Town Council will refer any members of the public requiring equipment (grabbers, gloves, bags and tabards) to the Kirkgate Centre, where a stock is kept.
 - d) During the period of the national lockdown and any similar COVID-19 restrictions, Shipley Town Council will organise litter-picks for councillors and their households only but these will revert to public events when the restrictions are lifted.
 - e) Shipley Town Council will purchase grabbers, bags, gloves and hi-visibility tabards for the town councillors/officers to use and each individual will receive a supply to keep at home which will be personal to them reducing central storage and cleaning requirements.
 - f) A budget of up to £200 from the Town Council's £4,000 Shipley in Bloom budget will be made available for the purchase of litter-grabbers, gloves and bags for the use of councillors/officers.
 - g) A budget of up to £200 from the Town Council's general publicity budget will be made available for the purchase of yellow hi-visibility tabards which will say "Shipley Town Council" on the back.
 - h) Shipley Town Council will consider any funding requests from the Clean Streets of Shipley campaign or the Kirkgate Centre, if the cost of supplying equipment to the public for litter-picking cannot be met by Bradford Council.

ITEM 9 – SHIPLEY IN BLOOM

- 9.1** To receive an update report from Councillor Spiers regarding the organisation of Shipley in Bloom
- 9.2** To agree the recommendations arising
 - a) Shipley Town Council agrees to enter the Town Category of the Yorkshire in Bloom competition 2021 and to pay the entry fee from the Shipley in Bloom budget.

- b) Shipley Town Council agrees to make one or more of the currently disused allotment plots, at the Red Beck allotment site, available for the use to the Shipley in Bloom campaign, free of rent and that the management of this arrangement is delegated to the Town Clerk in consultation with Councillors Hickson and Spiers.
- c) Shipley Town Council agrees the procurement of up to twelve commercial-standard summer hanging baskets, to be erected on the existing brackets of the street lighting columns in Shipley Market Square, at a cost not to exceed £1,500 in total, to include erection, dismantling, watering, VAT and any other associated costs.
- d) Shipley Town Council authorises the Town Clerk, in consultation with Councillor Spiers and any other relevant partners, to take any action required to further Shipley Town Council's entry into the Yorkshire in Bloom competition, including any expenditure falling within the allocated budget and anything else incidental to the Shipley in Bloom campaign.
- e) Shipley Town Council agrees to work with Bradford Council, community partners, businesses and residents to improve "grot spot" locations and other places requiring enhancement.
- f) Shipley Town agrees to launch a fundraising appeal for Shipley in Bloom, inviting gifts and donations of cash, to be paid to the Town Council and ring-fenced for allocation by the Allotments & Green Spaces Committee for purposes which will support Shipley in Bloom.
- g) Shipley Town Council agrees that the Town Clerk, in consultation with Councillor Spiers, can make public appeals for plants, gardening equipment and supplies, as might be required from time-to-time to meet identified needs.

ITEM 10 – ALLOTMENT TRANSFERS

- 10.1** To receive a verbal report from Councillor Hickson regarding a site visit to Red Beck allotments
- 10.2** To receive and consider the reports on the independent site surveys undertaken by Mr Lee Senior (Allotments Guru) for the sites:
 - a) Carlton Avenue/Hirst Lane
 - b) Caroline Street
 - c) Red Beck
- 10.3** To receive an update from the Town Clerk about the independent survey of allotment tenants and associated communications.

ITEM 12 – UNTIDY LAND AT BAKER STREET, SALTIRE

- 11.1** To note communication with the Town Council of public complaints regarding untidy, privately-owned land at the junction of Baker Street and Saltire Road (between the garages and the road)
- 11.2** To note several expressions of interest from members of the public willing to manage the land as a community garden

- 11.3 To agree to write to the owner of the land, making the offer of community management of the land as part of the Shipley in Bloom campaign

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 receive an update from the Town Clerk in relation to an offer from Bradford Council regarding land at Caroline Street, Saltaire