

Agenda for a meeting of the Keighley Area Committee to be held on Thursday, 15 September 2016 at 6.00 pm in Council Chamber - Keighley Town Hall

Members of the Committee – Councillors

CONSERVATIVE	LABOUR	THE INDEPENDENTS	INDEPENDENT
Ali Brown Mallinson BM Smith	M Slater Bacon Farley	Hawkesworth	K Hussain

Alternates:

CONSERVATIVE	LABOUR	THE INDEPENDENTS	INDEPENDENT
Gibbons Miller Poulsen Rickard	Pullen Abid Hussain Lee	Naylor	

Notes:

- This agenda can be made available in Braille, large print or tape format on request by contacting the Agenda contact shown below.
- The taking of photographs, filming and sound recording of the meeting is allowed except if Councillors vote to exclude the public to discuss confidential matters covered by Schedule 12A of the Local Government Act 1972. Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. Anyone attending the meeting who wishes to record or film the meeting's proceedings is advised to liaise with the Agenda Contact who will provide guidance and ensure that any necessary arrangements are in place. Those present who are invited to make spoken contributions to the meeting should be aware that they may be filmed or sound recorded.
- If any further information is required about any item on this agenda, please contact the officer named at the foot of that agenda item.

Decisions on items marked * are not Executive functions and may not be called in under Paragraph 8.7 of Part 3E of the Constitution.

From:

To:

Parveen Akhtar

City Solicitor

Agenda Contact: Jane Lythgow

Phone: 01274 432270

E-Mail: jane.lythgow@bradford.gov.uk



A. PROCEDURAL ITEMS

1. ALTERNATE MEMBERS (Standing Order 34)

The City Solicitor will report the names of alternate Members who are attending the meeting in place of appointed Members.

2. DISCLOSURES OF INTEREST

(Members Code of Conduct - Part 4A of the Constitution)

To receive disclosures of interests from members and co-opted members on matters to be considered at the meeting. The disclosure must include the nature of the interest.

An interest must also be disclosed in the meeting when it becomes apparent to the member during the meeting.

Notes:

- (1) *Members may remain in the meeting and take part fully in discussion and voting unless the interest is a disclosable pecuniary interest or an interest which the Member feels would call into question their compliance with the wider principles set out in the Code of Conduct. Disclosable pecuniary interests relate to the Member concerned or their spouse/partner.*
- (2) *Members in arrears of Council Tax by more than two months must not vote in decisions on, or which might affect, budget calculations, and must disclose at the meeting that this restriction applies to them. A failure to comply with these requirements is a criminal offence under section 106 of the Local Government Finance Act 1992.*
- (3) *Members are also welcome to disclose interests which are not disclosable pecuniary interests but which they consider should be made in the interest of clarity.*
- (4) *Officers must disclose interests in accordance with Council Standing Order 44.*

3. MINUTES

Recommended –

That the minutes of the meeting held on 30 June 2016 be signed as a correct record (previously circulated).

(Jane Lythgow – 01274 432270)



4. INSPECTION OF REPORTS AND BACKGROUND PAPERS

(Access to Information Procedure Rules – Part 3B of the Constitution)

Reports and background papers for agenda items may be inspected by contacting the person shown after each agenda item. Certain reports and background papers may be restricted.

Any request to remove the restriction on a report or background paper should be made to the relevant Strategic Director or Assistant Director whose name is shown on the front page of the report.

If that request is refused, there is a right of appeal to this meeting.

Please contact the officer shown below in advance of the meeting if you wish to appeal.

(Jane Lythgow - 01274 432270)

5. PUBLIC QUESTION TIME

(Access to Information Procedure Rules – Part 3B of the Constitution)

To hear questions from electors within the District on any matter this is the responsibility of the Committee.

Questions must be received in writing by the City Solicitor in Room 112, City Hall, Bradford, BD1 1HY, by mid-day on Tuesday 13 September 2016.

(Jane Lythgow - 01274 432270)

B. BUSINESS ITEMS

6. KEIGHLEY AND ILKLEY VOLUNTARY AND COMMUNITY ACTION (KIVCA) 1 - 14

The report of the Strategic Director, Environment and Sport, (**Document “M”**) summarises the work of Keighley and Ilkley Voluntary and Community Action (KIVCA) in supporting communities and voluntary organisations in the Keighley Area.

Recommended –

That the wide range of activities undertaken by Keighley and Ilkley Voluntary and Community Action to support communities and voluntary organisations in the Keighley Area be noted.

(Corporate Overview and Scrutiny Committee)

(Paul Stephens – 01535 665258)



7. **PARKS AND GREEN SPACES SERVICE ANNUAL REPORT**

15 - 26

Previous reference: Minute 9 (2015/16)

The annual report for the Parks and Green Spaces Service (**Document “N”**) reviews activity during the past year and also considers the significant issues that will have an effect over the coming 12 months. The report also presents options, where appropriate, for future service delivery.

Recommended –

That the content of Document “N”, and in particular the Bowls Club agreement and the outcomes achieved following the flower bed consultation, be noted.

(Regeneration and Economy Overview and Scrutiny Committee)
(Ian Wood – 01274 432648)

THIS AGENDA AND ACCOMPANYING DOCUMENTS HAVE BEEN PRODUCED, WHEREVER POSSIBLE, ON RECYCLED PAPER



Report of the Strategic Director – Environment and Sport to the meeting of Keighley Area Committee to be held on 15 September 2016

M

Subject:

Keighley and Ilkley Voluntary and Community Action (KIVCA)

Summary statement:

This report summarises the work of KIVCA in supporting communities and voluntary organisations in the Keighley Area.

Steve Hartley
Strategic Director
Environment & Sport

Report Contact: Paul Stephens
Phone: (01535) 665258
E-mail: paul.stephens@kivca.org.uk

Portfolio:

Neighbourhoods and Community Safety

Overview & Scrutiny Area:

Corporate



1. SUMMARY

- 1.1 This report summarises the work of KIVCA in supporting communities and voluntary organisations in the Keighley Area.

2. BACKGROUND

- 2.1 KIVCA's work has the following objectives:

- To support organisations, charities, individuals and local groups in practical ways to achieve their own aims and develop new projects to meet local needs
- To help people to influence how services are developed, funded and delivered
- To bring people together to create solutions that help local people and communities

- 2.2 This work is carried out by KIVCA's team which consists of paid staff and volunteers. The trustees all represent voluntary organisations and KIVCA has 180 members who are almost entirely local groups.

- 2.3 The development and management of Central Hall, Alice Street (which opened in February 2011) has taken KIVCA into a different world of enterprise development and responsibility for a large resource for the town. KIVCA sees this as a physical expression of its core mission and charitable objects that brings opportunities for the local area, its organisations, businesses and residents.

- 2.4 KIVCA is based at Central Hall, and has an office base in Ilkley. They also work across the Bradford District in partnership with others, to create a stronger voice for the voluntary sector and the public to influence commissioning and service delivery, and address inequalities while building the resilience and capacity of the Voluntary and Community Sector to be effective partners at local and district levels, and service delivery organisations.

- 2.5 Appendix A gives a summary of activities undertaken by KIVCA during 2015-16 and Appendix B gives a summary of the work undertaken by the Voluntary Organisation Support Officer (VOSO) in the year 2015/16 to support communities and voluntary organisations in the Keighley Area.

3. OTHER CONSIDERATIONS

- 3.1 No other considerations.

4. FINANCIAL & RESOURCE APPRAISAL

- 4.1 KIVCA is funded from a number of sources including commissions from Bradford Council.



5. RISK MANAGEMENT AND GOVERNANCE ISSUES

5.1 The reduction in funding available in the public sector and wider grant-making bodies creates a risk to services provided by the voluntary and community sector.

6. LEGAL APPRAISAL

6.1 There are no legal implications arising from this report.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

7.1.1 Voluntary and community organisations meet the needs of all sections of the community, particularly those in need of additional support. Active and well-managed voluntary and community groups can play a significant contribution to tackling deprivation and disadvantage in our communities.

7.2 SUSTAINABILITY IMPLICATIONS

7.2.1 KIVCA provides advice, guidance, and training that helps the work of voluntary and community organisations to be sustainable.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

7.3.1 No implications.

7.4 COMMUNITY SAFETY IMPLICATIONS

7.4.1 No implications.

7.5 HUMAN RIGHTS ACT

7.5.1 No implications.

7.6 TRADE UNION

7.6.1 There are no Trade Union issues arising from this report.

7.7 WARD IMPLICATIONS

7.7.1 The information in this report is relevant to all Wards in the Keighley Area.

7.8 AREA COMMITTEE ACTION PLAN IMPLICATIONS

7.8.1 The work of KIVCA contributes significantly to many of the priorities within the Keighley Area Ward Plans 2016-17.



8. NOT FOR PUBLICATION DOCUMENTS

None.

9. OPTIONS

- 9.1 This report is presented primarily for information and in order to provide information that might assist Keighley Area Committee in addressing issues in its Ward Plans.

10. RECOMMENDATIONS

- 10.1 Keighley Area Committee notes the wide range of activities undertaken by Keighley and Ilkley Voluntary and Community Action to support communities and voluntary organisations in the Keighley Area.

11. APPENDICES

- 11.1.1 Appendix A: Keighley & Ilkley Voluntary and Community Action – a summary of activities 2015/16
- 11.2 Appendix B: Development and support activities for voluntary and community groups, Annual Report – 2015/16

12. BACKGROUND DOCUMENTS

- 12.1 Keighley and Ilkley Voluntary and Community Action, Document “AO”, Keighley Area Committee, 13 March 2014.



Keighley & Ilkley Voluntary and Community Action – a summary of activities 2015/16

1. Keighley & Ilkley Voluntary and Community Action (KIVCA)

In November 2008 KIVCA, known as Keighley Voluntary Services (KVS) at that time, took over responsibility for services in the Ilkley area due to the closure of Ilkley CVS. This led us to changing our name to Keighley & Ilkley Community and Voluntary Action (KIVCA).

KIVCA is the trading name of KVS and is a registered charity and a company limited by guarantee. In addition to its local development and support role (helping voluntary and community groups) KIVCA also provides a range of services to both the local community as well as the wider Bradford District.

2. Support given to Bradford and District

Healthwatch

This year was the third year of our three year contract to host Healthwatch Bradford and District, which is an organisation that reaches out to people across our district to find out about their experiences of health and social care.

Healthwatch listens to groups of people whose voices are not often heard in health and social care and this year the organisation has gathered views from a wide section of our community. Healthwatch volunteers and staff do outreach sessions in hospitals and GP practices and have spoken to over 1,000 people this year, using this information to seek improvements in services. We also do focussed project work, talking to people using particular services such as Stroke Services, home care services, mental health support; we have secured improvements in these areas. Our survey on NHS dental services got more than 1000 responses – we are working with NHS England to improve access in the Bradford District.

Healthwatch has statutory powers for authorised volunteers to carry out Enter and View visits to health and social care providers to see how they are doing and find out what patients, carers and service users think. They have a strong reputation locally and nationally. We use our position and influence to hold decision-makers and providers to account.

The Healthwatch staff team are supported by dedicated and talented volunteers, including the Healthwatch Bradford and District board who work in partnership with KIVCA to ensure Healthwatch delivers its objectives and responsibilities.

Inclusion Worker & Racial Justice Network

Penny Wangari-Jones and Arwa Almari have been working with Bradford Council around the very contentious issue of child sex exploitation. Recently they arranged for a play to be shown to those working with the community explaining the complexity of the nature of this abuse.

They also held a series of workshops with the aim of creating safe spaces to talk about their thoughts and feelings around a range of subjects including, faith, child poverty and being British. The conversation cafe style made for a calm, respectful space in which people could discuss their thoughts and feelings.

3. Support given to people in Keighley District

Big Local Community Development Worker

Shaun O'Hare continued in his role as the Big Local Development Worker until the end of

KIVCA -Keighley & Ilkley Voluntary and Community Action

December 2015. Shaun has spoken to many residents, businesses and community groups to understand their thoughts about the Big Local project. Shaun has been focussing on some quick win work to engage local residents in the programme with the hope that, if they can see small changes, they may be able to envisage and support larger ones.

Community Development

Jo Horrox reported on her work at Keighley Area Committee on 30th June 2016.

Older Peoples Service Development

KIVCA worked in partnership with groups across the BD16 area and the Council's area office to launch Dementia Friendly Bingley. The awards were to highlight the work of businesses, neighbours, and friends who make a community more than somewhere you just live.

4. Support to groups in the Keighley and Ilkley area

Appendix B details the development and support activities provided to groups in the Keighley constituency this year by staff at KIVCA, funded through the Infrastructure Support Commission.

KIVCA assisted 71 groups working in the Keighley & Ilkley constituency with a good geographical spread across different wards.

5. Voluntary and Community Sector Infrastructure Support 2015 to 2017

A Review of 'generic' support for groups established 5 strands:

1. VCS Information
2. VCS Voice and Influence
3. VCS Engagement, Support and Development
4. Volunteering
5. Active Giving

VCS Information - to provide reliable and accessible information to groups in the most effective way possible. This includes:

- managing the Diva directory of VCS organisations across Bradford District, making core contact details available to other relevant partners, including the Council itself and enabling small groups to have a web presence
- maintaining the B-Funded website and update/news service which provides important information on funding available to groups
- co ordinating and providing a range of news and update services including Briefing Bradford
- maximising self-serve for groups, an important aspect of delivering groups support
- conducting regular surveys of the VCS to establish its current state and support needs

VCS Voice and Influence - representation for local voluntary organisations and community groups - developing relationships between the public sector and the VCS - engaging with diverse organisations and groups – developing opportunities with Public and private bodies. This includes:

- supporting the Assembly and Forum structure
- supporting equalities work, an important element of the Assembly and Forum structure.

VCS Engagement, Support and Development - This will support general advice related to funding, constitution & legal, marketing, dissemination and gathering of information, good practice, evaluation and tendering. This includes:

- provision of training to include the Development of skills, Effective use of resources and Community Accountancy
- strong generalist offer of support to groups – particularly new and emerging groups

KIVCA -Keighley & Ilkley Voluntary and Community Action

- a named Voluntary Organisation Support Officer (VOSO) worker within each constituency area who can provide support to groups

We now offer charged for services for both more specialist areas of support and for larger established groups.

Volunteering will focus on encouragement and promotion of volunteering, recruitment and co-ordination.

Active Giving to include support for Bradford District Community Fund, Local giving and Corporate giving. This includes:

- building a stronger relationship between local business and voluntary and community organisations to develop a new resource for the sector
- leading and supporting the Active Giving Group and donor development work

Asset Based Community Development Pilot Programme – Developing “Community Engagement Practitioners”

In 2014 Bradford and AWC CCGs identified a need to improve public engagement during consultations on service change. KIVCA was commissioned to work with the local VCS to improve their capacity and effectiveness in engaging with communities, which would in turn assist CCGs. The pilot programme concluded in January 2016 having delivered training to around 30 VCS organisations and who in turn engaged with around 400 people on some key topics for the CCGs.

6. The impact of the new commission on VCS organisations in the Keighley & Ilkley Constituency

• VCS Information

Rebecca Hewitt and Rose Lanigan are part of the information team.

The information team continue to update the **bfunded website** in 2015/16. The email community funding news list grew by 78 subscribers to 670 and an additional 141 people follow bfunded on twitter (from 381 to 522).

The **DIVA Bradford** is a directory of 1,500 community groups that are active in Bradford. DIVA also publicises job opportunities within the VCS (no charge) and for many is a first port of call for this information.

The information team is in the process of developing a new design for the website, part of the work we are undertaking to streamline support services for groups.

The team is also undertaking the development of a new website which will replace the websites of KIVCA, BCVS, SBVS, Bsupported and Volunteering Bradford. The new website will provide a much needed integrated one stop shop for VCS groups seeking support and information.

The team is supports VCS organisations seeking assistance with their own information management including around monitoring their activities and in designing, conducting and analysing surveys.

• VCS Voice and Influence

Paul Stephens, KIVCA CEO is also the Chair of the Bradford District VCS Assembly. Groups such as Project 6 play an active part in the Health and Wellbeing Forum.

A number of larger groups who work in the Keighley constituency support the Assembly Forums. However, one of the key issues for the Assembly is encouraging the engagement of smaller groups

• VCS Engagement, Support and Development

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Chris Barker is the VOSO for the Keighley & Ilkley constituency. Appendix B provides detail of the groups she has supported and a brief description of the type of support offered.

Case study one

Real Food Ilkley is a group of eight local residents who have come together with the intention of running a Local Market in the town. The aims of this group are to hold a regular event for the benefit of the community, promote local economic growth and encourage local community groups to promote their services. Chris helped the group was to talk through potential legal structures, to choose the best structure for their purposes and assist the group in setting up the structure.

The result of the work is that the group is now set up as a CIC, has an understanding of how this form of governance will enable the group to achieve its objectives without undue restrictions on the groups method of operation. The group also understands their responsibilities under the CIC structure. A number of other outcomes such as insurance, small grants, project development, linking with other groups and political support were achieved. The following feedback was sent to Chris from the group:

“On behalf of all the team, thank you so much for your very valuable advice. We really do appreciate the time you have spent helping us to decide the most appropriate legal status and then helping with the form filling process.”

Case study two

Keighley Soup is a new activity based on the Detroit Soup model. The event took place on 13th April 2016. The idea is that a group of community groups, social entrepreneurs and individuals come together, pay entry fee which collectively funds a community project. Those who came paid £5 entry, which bought them a bowl of soup, bread roll and a vote. KIVCA provided the venue and the soup. On the night 4 applicants were invited to ‘pitch’ their ideas to the audience, who were then given an opportunity to choose who they wanted to vote for.

We had 31 people come to support it which gave us a prize fund of £155. This was great for the first SOUP but we want to grow and encourage more people to take the giant step of being involved and more community members to come along to support the evening whilst seeing all the great things that are happening in the area. The winning pitch was from a man whose proposal was to start a WRAP group (Wellness Recovery Action Plan). A condition of winning the prize fund is that the winning project is required to feedback on their achievements at a future SOUP. The money will be used for room hire, tea and coffee.

The evaluation also revealed a universally positive experience with all the participants agreeing that the event was Worthwhile, Successful, Relevant, Interesting, Thought Provoking, and Contained Useful Information.

- **Volunteering**

The Keighley Volunteer Centre helps organisations and individuals looking for support with volunteering. As they report to Area Committee I have not provided information about their activities across the Keighley and Ilkley district.

- **Active Giving**

Bradford District Community Fund (BDCF) manages the grant process for a number of charities including the Henry Smith Foundation, BG Campbell Diamond Jubilee Grants, Comic Relief and Winter Warmth. The following Keighley & Ilkley projects received Winter Warmth Grants to support people affected by the cold in winter via the Bradford District Community Fund of up to £1500, the grants were provided by Bradford Council.

- **Dementia Friendly Keighley**

KIVCA -Keighley & Ilkley Voluntary and Community Action

- Highfield Food Co-op
- The Sangat Centre
- Welcome Project

Approximately 80 flooded households in Keighley received grants of up to £500 from the Bradford District Community Fund which raised over £160000 in donations to help flood victims. The Keighley Flood Support group is applying for funding from the Fund to pay for pumping equipment to be loaned to local homes to help in future floods.

Events such as Keighley Healthy Living Drop-in Service and Keighley Gala have been advertised through the **People Can Community Campaign**. This partnership campaign has also featured community clean ups in Keighley supported through the Community Development Worker Pip Gibson.

You can support the campaign on social media or online www.peoplecanbradforddistrict.org.uk.

Resources available for groups in the Keighley Area

Central Hall

KIVCA continues to work on the development of Central Hall as a Community Resource, and as well as being home to several local enterprise organisations is building a reputation for hosting both public events and private celebrations, including weddings and birthday parties.

A wide range of groups use the building, often supported by the KIVCA development team who, as a result of their outreach work, help groups to raise funds and start new activities, as well as encouraging people to use the building.

7. Collaboration between the CVSs in the Bradford district

The Chief Officers and Boards of the three Councils for Voluntary Service in the district, BCVS, KIVCA and SBVS have continued to hold meetings to discuss better collaboration and more effective working. We are at present exploring the feasibility for merger of the three organisations. However all three organisations believe locally-based support to groups is most effective.

Together with Bradford and District Community Empowerment Network (CNet) and Volunteering Bradford the CVSs, members of the Bradford District Infrastructure Partnership make use of all partners' skills, knowledge and experience to maintain locally-based support and a district-wide strategic focus on sustainability.

Coordinating support to community groups through a shared database is part of the planned improvements we are making through Bradford District Infrastructure Partnership. Innovative projects like this will enable all five charities to deliver integrated services to voluntary and community groups across the district whilst retaining local knowledge and delivery at a constituency level.

P D Stephens
Chief Executive Officer
Keighley & Ilkley Voluntary Community Action
July 2016

Appendix B

**Keighley and Ilkley Voluntary Community Action
Development and support activities for voluntary and community groups.**

Annual Report – 2015/16

Introduction

This report focuses on the work of the voluntary organisation support officer. The role is funded for three days a week through the Neighbourhood Services Commissioning Team.

Summary

KIVCA helps voluntary and community groups to start up, grow, develop and (when needed) to change or even close. A broad range of support is provided to staff, volunteers and management committee members.

Voluntary organisation support officers help groups with good governance, carry out organisational health checks and explain how to find funding and apply for grants. They also deal with enquiries about employment/ volunteer issues, financial management, marketing and business planning. Help is provided through one-to-one support (phone, email, and outreach), events and network meetings. Groups are referred to specialist support and training where appropriate.

The voluntary organisation support officers provided one-to-one support to a total of 71 groups and individuals.

Craven

Addingham Academy Community	Constitutional advice support
Amateur Sports Club	
Addingham Civic Society	Advice on constitution
Addingham Community Library	Policy and procedures, developing a library outreach service
Addingham Community Shop	Funding
Aware – Airedale And Wharfedale	Fundraising
Autism Support	
Silsden Amateur Football Club	Funding advice
Silsden Youth	New CIC to run youth activities on asset transfer basis from Council
Spencer Avenue Action Group	Fundraising

Ilkley

All Saints	General support, funding
Burley In Wharfedale Scouts	Funding for new scout headquarters
Carers Resource	General support, funding
Ilkley And District Community Transport	General support, funding
Ilkley And District Good Neighbours	General support, funding
Ilkley Civic Society	General support, funding
Ilkley Insight Group	General support, funding
Ilkley Mutual Support Network	General support, funding
Ilkley Real Food CIC	Choosing correct legal structure, establishing a new CIC
Ilkley Stroke Group	General support, funding
Ilkley Thursday Group	Advice on closing group down in

Ilkley Youth And Community Association	line with constitution Advice re funding , asset transfer and loans
Wharfedale And District Scout Council	General support, funding
Wharfedale Walking Football	Enterprise support, legal structures constitution, funding

Keighley Central (including Keighley wide projects)

Bandwagoners	Advice on using a fundraising consultant
Believe In Yourself Seminars	Social enterprise options
Cancer Support Keighley And Airedale	Set up new charity, charity registration
Chrissie Scott (Individual)	Options for becoming a social enterprise
Cowling Harlequins	Funding advice, small grants
Dementia Friendly Keighley	Advice on fundraising legalities, liability of running services, responsibilities of trustees
Friends Of Burgess Field	Partnership working, funding
Friends Of Devonshire Park	Funding
Highfield Community Preschool	Public benefit reporting and charity registration
Playgroup	Setting up a CIC to deliver services to voluntary groups
Jen Miles (Individual)	Developing a formal partnership agreement for Lottery Women and Girls work
Kawacc	Advice on event management, charity registration
Keighley Armed Forces Association	Registering as a charity
Keighley In Bloom Partnership	Developing new work
Keighley Muslim Association	Policy and procedures, health and safety advice
Keighley Olive Tree Foundation	General advice and future development issues, gift aid, marketing
Keighley Sea Cadets	Project support
Keighley Valley Big Local	New CIC
Lifelines	Funding advice
Madinah Mosque	General support
Men Of Worth	Funding advice, business strategy
Roshni Ghar	Setting up new group
Sammie Jones (Individual)	Financial reserves and management
Sangat Community Association	Advice on fundraising strategy, advice on lease
Small World Arts Collective	Charity registration
Utleigh STAR Youth Project	

Keighley East

KIVCA -Keighley & Ilkley Voluntary and Community Action

Friends Of Saxilby Wood Iqbal Volley Ball	Advice on setting up new group Setting up constitution, funding advice
Keighley Cougars Foundation	Support on funding, governance issues, financial issues, project development
Keighley Fringe	Advice on structures and development for an arts group
Long Lee Village Hall	Governance advice

Keighley West

Bracken Bank Community Association	Project development, volunteer recruitment
Braithwaite And North Dean Action Group	Funding and development advice
Fairmondo	Funding and development advice
Hainworth Wood Adventure	Project development
Hillworth Village Community	Setting up new group to run community room within an older peoples complex
Keighley In Bloom	Funding and development advice
Keith Thompson Centre	Advice on energy conservation via the area office, management committee support
Spin Dj	Advice on CIC formation
Transition Towns Keighley	Funding and development advice

Worth Valley

Bronte Spirit	Garfield Weston bid, power to change bid, Pilgrim trust bid
Friends Of Laycock Primary School	Setting up new group
Holden Hall Users Group	Project management
Oakworth Older Peoples Welfare	Revision of constitution
Oxenhope Social Club	Loan funding, funding, community shares
Parkside Social Club	Governance
Welcome Project Wellbeing Cafe	Policies

Bradford District Wide Projects

Bingley 'Men In Sheds'	Project development
Cycle Re Cycle	Setting up a new CIC
Racial Justice Network	Constitutional advice, funding

Provide networking opportunities for groups to come together for mutual support

- Ilkley voluntary sector forum/mutual support network, 19/11/15 A network who come together to discuss issues of mutual interest, network, receive information and explore opportunities for joint working.

KIVCA -Keighley & Ilkley Voluntary and Community Action

- Green Drinks Keighley, 9/2/16. A group representing a number of different environment groups and projects who come together to discuss issues of mutual interest, network, receive information and explore opportunities for joint working.

Sustainable plan for community centres

Work with Keith Thompson Centre as part of a multi agency approach including Incommunities, Neighbourhood office, Wycas and Kivca to develop and skill up the organisation.

Groups receiving community building support

Examples include;

- Oxenhope social club, a community owned Industrial and Provident Society, who provide social activities to marginalised members of the community. Looking at ways of financing a capital rebuild including social enterprise loans such as Charity bank.
- Utley star project, advice to a south Asian group who are looking to run part of the former Keighley college buildings as a community focussed social enterprise.
- Burley in Wharfedale Scouts; Fundraising advice/ strategy for the group who are looking to raise £500k to redevelop their building for the groups activities and wider community use.
- Addingham Community library. Policy and procedures review for the group that run this community facility.
- Silsden AFC. Fundraising advice/ support for community based football club whose premises have suffered two burglaries.
- Silsden Youth. Setting up a new CIC for a group of residents who are looking to take on the Silsden Youth Centre as part of Bradford Council's asset transfer process.

Further development of a creative and adaptive sector

- Work with Keighley Cougars Foundation to develop their governance and financial structure to allow them to develop a new strategy of providing community activities. This has involved applying for funding for a number of pilot projects in order to re - establish the foundations work and move on to larger projects in the medium term.
- Work with Keighley Sea Cadets to look at different ways of explaining their work and publicity. This in order to network more effectively by connecting with more potential volunteers and funding opportunity.

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Report of the Director of Environment & Sport to the meeting of the Keighley Area Committee to be held on Thursday 15th September 2016

N

Subject:

Parks & Green Spaces Service Annual Report

Summary statement:

The annual report for the Parks & Green Spaces Service reviews activity during the past year and also considers the significant issues that will have an effect over the coming 12 months and presents options where appropriate for future service delivery.

Steve Hartley
Strategic Director Environment and Sport

Portfolio:
Environment, Sport and Culture

Report Contact
Ian Wood
Principal Manager Parks & Green Spaces

Overview & Scrutiny Area:
Regeneration and Economy

Phone: (01274) 432648
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1. SUMMARY

The Council's Executive on 9 October 2012 identified the Parks & Green Spaces Service to report to Area Committees through the devolution agenda.

The Annual Report for the Parks & Green Spaces Service considers the significant issues that will have an effect over the coming 12 months and presents options where appropriate for future service delivery.

2. BACKGROUND

2.1 The Parks & Green Spaces Service

Currently sits in the Sport and Leisure Service, which is part of the Environment & Sport Department and the main function is the management and maintenance of the district's parks and green spaces. The area of land managed by the section totals over 1,000 hectares of parks/grassed areas and around 850 hectares of woodland.

In total, utilising its 95 permanent gardeners, the service manages, develops and maintains 36 parks, of which 5 have achieved Green Flag status, 115 recreational spaces (which include football, rugby, cricket, tennis and bowls facilities) and 276 play areas. Property responsibility is also held for over 50 pavilion/changing rooms, 20 lodges and 5 cafes.

The service provides support to community, voluntary and friends of groups whilst co-ordinating all sporting fixtures on playing fields within the service remit.

This service includes the following operational activities managed and delivered within the Keighley Area:

- Management and development of sites including parks, buildings, sports provision and community events
- Maintenance of Parks and recreation grounds
- Maintenance of sports pitches and bowling greens
- Maintenance of play areas (other than play equipment)
- Maintenance of cemeteries
- Winter maintenance activity to Highways, Adult & Children's Services
- Maintenance of highway verges and green spaces vested in other internal clients

In addition to the above, the Parks and Green Spaces service is responsible for the following services, managed and delivered on a District wide basis:

- Highway weed spraying (delivered by an external contract)
- Plant production and floristry service (Peel Park Nursery)
- Technical Unit (including management of play equipment repair)
- Events relating to sports and parks (including Bingley Music Live) and development of 'Friends of' groups
- Trees & Woodlands (including highway trees)



- War Memorials
- Control and coordination of the Parks & Green Spaces Fleet

2.2 Managed Facilities in Keighley & Ilkley Area

Within the constituency there are 9 main parks that are managed and maintained by the service area teams:-

Central Park, Haworth, (Green Flag retained for 2016/17)), Cliffe Castle Park, Devonshire Park, Oakworth Park, Silsden Park, Lund Park, Crossroad Park, Riverside Gardens, Victoria Park.

There are also 37 recreation grounds, 23 equipped play areas, 3 MACA's (Multi Activity Communal Areas) and 7 skate/BMX parks. Other facilities include 37 Football/Rugby pitches (10 of which are exclusively for juniors), 11 bowling greens, 2 cricket pitches, 10 tennis courts, and 1 aviary.

In addition to horticultural works the service is responsible for the upkeep of all the associated structures within the above sites including 9 pavilions, 4 changing facilities and 3 lodges.

2.3 New Facilities

Completed/In Progress

- Holden Park Multi Use Community Area and associated footpaths - £110,000 of Yorventure funding
- East Morton Recreation Ground – new path, £12k through 106 monies
- Cross Roads Park – Fencing to bowling green and new MUGA, £120,000 in collaboration with the friends of Cross roads Park
- Braithwaite Play Area development - £100,000 working with local community groups
- Oxenhope Recreation Ground – New slide £10k

Planned

- Cliffe Castle HLF £4.5m renovation to the park and buildings. Funded jointly with Heritage Lottery Fund.
- Holden Park Trim trail extension - £5,000 funding from the friends group.
- Silsden Park – Pitch improvements TBC

2.4 Events

The Parks & Green Spaces Service stages and/or supports a high number of events throughout the year (over 150) in its parks & recreation grounds, some of which are major District events such as the historic Bingley Show, the renowned Moscow State Circus, Keighley Show and Ilkley Carnival.



The Sport & Leisure events team is responsible for organising, delivering and promoting a number of prestigious events. These include Skyride, Bradford City Run and the popular Bingley Music Live festival which attracts circa 40,000 people over the weekend. In addition the team were also actively engaged in the world famous Tour de France Grand Depart and as a legacy of the Tour de France are currently involved in the series of Tour de Yorkshire cycle races.

Other significant events planned this year Keighley & Ilkley Area include:

- 2 Fun fairs at Victoria Park, 1 East Holmes Field
- Ilkley Gala, Eastholmes Fields - May
- Central Park –Haworth 1940's weekend in May
- Marley Armed Forces Day - June
- Marley Junior Football Tournament - July
- East Holmes Field Race For Life July
- Cliffe Castle – Fresh Aire - August
- Children's summer activities – across all wards
- Marley –Keighley Show –September
- Cliffe Castle – 6 bandstand concerts
- Riverside Gardens – Ilkley Xmas Teepees
- Eid Prayers – Cliffe Castle

All the above events create a very large footfall in our parks and green spaces from both the local community and the wider population of the district; indeed, some of the larger events attract people from all over the country.

2.5 Trees & Woodlands update

In addition to the ongoing maintenance of trees within parks, highways and the continued management of woodlands the department has been engaged with some other projects within the area.

Heavy winter rain caused a landslip on land owned by Keighley Rifle Club (Park Wood Quarry). This caused considerable damage to a key public path in Park Wood requiring closure and re-routing. Engineers were satisfied that the movement has abated and steps are being taken to reroute the path.

Officers and staff were heavily involved with the preliminary works in relation to the HLF refurbishment of Cliffe Castle Park by undertaking extensive tree removal and pruning throughout the site.

The department is now in its second full year of carrying out highway “visual tree inspections” and this is nearing completion in Keighley Central and West with other areas to follow. Visual tree inspections will cover Parks, Highways and Woodlands (paths and edges).



3. OTHER CONSIDERATIONS

3.1 Floral Display Review

The Council historically has prepared flower beds and hanging baskets for summer displayed at various street scene, parks and green spaces locations throughout the District and then again in the winter for the flower beds only.

Through the 2015/16 budget setting process the council made a decision to reduce the level of funding allocated to this provision which had an effect on the appearance of flower beds and hanging baskets across the district. Hanging basket provision for summer 2016 has been handed across for local areas to fund with no baskets being provided by the department. It was also agreed to reduce the expenditure on flower beds by 80% across the district due to the closure of the central nursery with any future plant requirements being contract grown externally.

There remain a number of beds identified across the district which need to remain planted to prevent claw back of lottery grants and there is also a requirement to provide bedding to a number of graves under the perpetuity planting scheme.

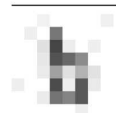
As a starting point the parks team considered each flower bed and RAG rated (Red Amber and Green) them based upon a set of perception criteria to show their priority and then identified a type of treatment proposed for each flower bed based upon the rating and the available resources (See appendix 1).

However, in order to minimise the effect of the necessary saving, committee agreed that officers should consider other options/ideas and these included the following:-

- Grass over the flower beds in low priority areas
- Reduce the size and/or density of planting in some beds
- Continue to plant a very limited number of high profile flower beds
- Introduce planted beds that produce colour all year round with minimal maintenance
- Introduce a community planting and maintenance scheme through a 'friends of the flowers' model
- Use precept charges to support the future cost of flower bed provision in some areas
- Use voluntary sector groups to grow plants to support the planted beds

Members also requested a consultation exercise with various interested user groups which resulted in the following beneficial outcomes for the sites highlighted within 'Appendix 1' and following further meetings and discussions the following outcomes were achieved:

- Consultation with Ilkley in Bloom took place over the proposed changes and they are now assisting greatly with the majority of the bedding schemes in Ilkley. Indeed, in addition to this they have agreed to manage and fund some areas and continue to work with officers in further development of flower beds.



- At Haworth Central Park, officers consulted with the Friends of Group and following further wider consultation agreements were made with regard to the initial proposals. Further development may take place at Haworth next year.
- Keighley in Bloom were also consulted over the proposals and they too have agreed to maintain some planters and tubs in the town centre ensuring that floral displays are continued. Officers will continue to engage and assist with K.I.B. for future development.
- Following further consideration and discussion officers have agreed to plant some of the larger flower beds within town centres with some spring flowering plants. This will add further seasonal interest to areas that would have otherwise have been left fallow and will also enable the development of further sustainable planting schemes to be adopted.

It was suggested that the timing of full implementation of the agreed changes to the floral displays across the district would be likely to take place over two winter periods, however, due to early consultation and a concerted staff effort over 90% of the new proposals have been completed this winter/spring, although it is anticipated that further development will continue through the newly formed partnerships in this area.

3.2 Bowling Greens - Update

The Council has agreed savings target from the operation of bowling greens throughout the district for both 2015/16 and 2016/17.

The original proposal was for maintenance savings to be achieved through a 'Community Club' model where each club would maintain the greens through their own members (e.g. mow their own greens). This option is still available to the clubs, however it was not taken up during 2015/16, but might be adopted in 2016/17 by some clubs. It will be for the clubs to determine if this is the way they wish to progress.

On the basis that all clubs continue to take the Council Services, we have agreed to step up the annual charges in line with the savings targets of £25k in 2015/16 and an additional £25K in 2016/17.

All clubs collected, recorded and paid £15 per player in 2015/16 under a mutually agreed method. A single invoice to clubs was issued in early August 2015 to an agreed sum representing all the 'pay per player' contributions at each club.

The Council will continue to set the fees for a 'pay per player' model and continue to develop the 'Community Club' model with any club that wishes to investigate that option further.

The 'pay per player' model will be £25 per player in 2016/17; the latter will be invoiced in early April 2016 to coincide with the start of the bowls season.



3.3 Community Asset Transfers (CATS) – Town & Parish Councils

Whilst the Service continues to work with colleagues on a number of individual CATs, predominantly around sports pitches/facilities, there is a growing interest from Town and Parish Councils in making applications covering assets across a number of different services. The most current application, not within Keighley/Ilkley, includes buildings from both theatres and libraries together with the vast majority of the green spaces in the parish, together with the management and horticultural maintenance of the latter.

A senior officer group is currently considering the councils response to such applications with the intention of selecting one or more as pilot schemes to allow a protocol to be developed to inform the Council's future approach.

3.4 Riddlesden Golf Club

Following the closure of Riddlesden Golf Club the site was handed back to Sports & Culture in March of this year. Officers worked alongside colleagues in Estates, Legal and Facilities Management to ensure a smooth handover took place.

Once the insolvency practitioners had cleared the site all the buildings were made secure and the main points of access were fully defended.

Throughout the growing season Parks & Landscapes staff ensured that a basic level of maintenance was carried out to the main grass areas and public rights of way to alleviate the site becoming overgrown.

The council is presently considering all its options as to the future use of this 58 acre site and is also considering the values and benefits from both a commercial and community use.

4. FINANCIAL & RESOURCE APPRAISAL

4.1 The Parks and Green Spaces Service has been given savings targets for both the current year and also for 2016/17 financial year.

The savings will be challenging to achieve in year, but work has commenced to deliver the saving and minimise the impact as far as possible.

A summary of the savings to be achieved is as follows:

Parks and Green Spaces Savings Targets	2015/16	2016/17
	(K)	(K)
Review the workforce to reflect seasonal variations	65	85
Management Restructure	100	0
Bowling Greens	25	25
Achieve 100% of events at zero cost	25	50
Reduce floral displays and close the nursery	150	50
Total Savings	365	210



5. RISK MANAGEMENT AND GOVERNANCE ISSUES

- 5.1 The financial risks posed are limited by the nature of the expenditure delegated. However, there is potential to reduce efficiency and overall quality of the service in specific areas if any proposed change is not considered for the wider implications. It will be important to establish a financial governance regime to devise and ensure sound stewardship of the limited resources available. This is work in progress and must be in place to support effective devolution.

6. LEGAL APPRAISAL

- 6.1 The contents of this report are in accordance with the decisions of the Executive on 9 October 2012 and 16 April 2013.

7. OTHER IMPLICATIONS

7.1 EQUALITY & DIVERSITY

Area Committee decisions will need to be made in line with Equal Rights legislation. This will require Area Committees to assess the potential equality impact of any decisions they make.

7.2 SUSTAINABILITY IMPLICATIONS

Increased local decision making has the potential to create more sustainable solutions to local issues. The proposal to move to permanently planted flower beds is more sustainable for both economic and environmental reasons.

7.3 GREENHOUSE GAS EMISSIONS IMPACTS

The Parks and Green Spaces service provides a pro-active approach in the reduction of greenhouse gas emissions through the local deployment of its maintenance teams. Teams are based in areas in an effort to reduce travelling times with its fleet/plant resulting in reduced fuel consumption. In addition to this parks and recreation grounds/trees/woodlands provide communities with 'green lungs' which can naturally assist with the filtering of polluted air.

7.4 COMMUNITY SAFETY IMPLICATIONS

There are no Community Safety Implications arising from this report.

7.5 HUMAN RIGHTS ACT

There are no Human Rights Act implications arising from this report.



7.6 TRADE UNION

Trade Unions at all levels are engaged in consultation over the proposals included in this report.

7.7 WARD IMPLICATIONS

The information in this report is relevant to all Wards in the area.

Increased devolution of the services will allow the Area Committee to further address local priorities for those services within wards.

8. NOT FOR PUBLICATION DOCUMENTS

None

9. OPTIONS

Members are asked to consider the content of this report and in particular to offer comment on the way the service engaged with other user groups to achieve a satisfactory outcome in relation to the proposed flower bed proposals.

10. RECOMMENDATIONS

That Keighley Area Committee:

Note the content of this report and in particular:

- The bowls club agreement
- The outcomes achieved following the flower bed consultation.

11. APPENDICES

Flower Bed reclassification proposal (Appendix 1)

12. BACKGROUND DOCUMENTS

None



Appendix 1:- Keighley Areas Flower Bed Proposals

LOCATION	Number of Plants	Proposals
BOW STREET	1600	Reduce size and use permanent planting – Already completed
BRIDGE STREET	300	Permanent planting – Ilkley In Bloom consulted and agreed plan
SILSDEN MEM GDN	235	Reduce scale and use 80/20 permanent/bedding plants – Awaiting further feedback
ADDINGHAM MEMORIAL	1700	Reduce scale and use 80/20 permanent/bedding plants – Awaiting further feedback
BROOK STREET	5190	Reduce scale and use permanent planting - Ilkley in Bloom consulted and agreed as above
GROVE PARK	2527	Reduce scale and use permanent planting – Proposal to turf over beds and re-design new beds
MEMORIAL GDNS	5428	Reduce scale and use 80/20 permanent/bedding plants – Ilkley in Bloom consulted and agreed proposals to include herbs and roses
THE GROVE	5370	Reduce scale and use 50/50 permanent/bedding plants – Ilkley in Bloom consulted and agreed proposal
TOWN HALL	500	Reduce scale and use permanent planting – I in B consulted and will manage with Parish Council to fund
HAWORTH WAR MEM	300	Reduce scale and use 80/20 permanent/bedding plants – Agreed as above
STEETON MEM GDN	2100	Reduce scale and use 80/20 permanent/bedding plants – Awaiting further feedback
HAWORTH PARK	13630	Reduce scale and use 50/50 permanent/bedding plants – Friends of Group consulted and agreed as above proposal
FOUNTAIN BASE	2250	Reduce scale and use 50/50 permanent/bedding plants – I in B consulted and have agreed to manage area and seed with wild flowers
HIGH ST R'BT	2500	Reduce scale and use 80/20 permanent/bedding plants – Change to mix of perennials and roses
Perpetuity Graves	500	Retain as bedding – As above
SKIPTON RD R'BT	8000	Reduce scale and use 80/20 permanent/bedding plants – Proposal is to reduce scale and plant with roses
BUS STATION TUB	260	Remove – Consulted with Kly in Bloom and awaiting response
CAVENDISH ST	430	Remove – Consulted with Kly in Bloom and awaiting response
HOLME WOOD RES	190	Remove – Change to perennial planting
ILKLEY CONGS CH	1200	Remove – Following consultation with Ilkley in Bloom it would remain as annual bedding but Ilkley in Bloom to fund
MAIN STREET	845	Remove – Awaiting response following consultation
SPRING GDNS LN	2050	Reduce size and use permanent planting – As above proposal
BARK LANE	400	Remove – As above proposal
BOLTON ROAD	380	Remove – Awaiting response following consultation
CHURCH FORT	8340	Reduce scale and use permanent planting – Following consultation with Ilkley in Bloom it is agreed to reduce scale but plant with both perennials and annuals



COWPASTURE ROAD	1500	Reduce scale and use permanent planting – Following consultation with Ilkley in Bloom agreed to as above but to include annual planting
ILKLEY CEM	620	Reduce scale and use permanent planting – Following consultation with I in B agreed as above
MIDDLETON REC	802	Remove – Following consultation with I in B agreed to leave but change to perennial planting
OLD STATION WAY	180	Remove – Awaiting further feedback
SCHOOL LN ADDIN	150	Remove – Awaiting further feedback
SUGAR HILL	1200	Reduce scale and use permanent planting – Awaiting further feedback
OAKWORTH CEM	3830	Reduce scale and use permanent planting – As above
SILSDEN PARK	2360	Reduce scale and use permanent planting – Awaiting further feedback
INGROW LANE	25	Remove – To plant with annual bedding
LUND PARK	270	Remove – Change to perennial planting
ST ANDREWS CH	160	Remove – As above and turf over
WORTH WAY	1500	Remove – Change to perennial planting
CASTLE RD RSIDE	300	Remove – Already removed
CHURCH STREET	380	Remove – Awaiting further feedback
MEWS PROMENADE	100	Remove – Following consultation with Ilkley in Bloom this will change to perennial planting
SPENCERS GDNS	461	Remove – Ilkley in Bloom to manage and plant
WELLS PROM ILK	300	Remove – Ilkley in Bloom to agree to change to wildflower/poppy mix
KING STREET	860	Remove – As above
WHEATLEY LANE	100	Remove – Following consultation Ilkley in Bloom are to fund wild flower planting/seeding

Omitted additions –

Morton Cemetery – Change to perennial planting
Utley Cemetery – Change to perennial planting



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