

**MINUTES OF THE NEIGHBOURHOOD PLAN WORKING GROUP MEETING HELD AT CHURCH HOUSE,  
BINGLEY ON THURSDAY 1<sup>ST</sup> FEBRUARY 2018**

**Start: 6:30pm  
Finish: 8:10pm**

<b>Councillors present:</b>	Clough, Dawson, Quarrie, Simpson and M Wheatley
<b>Councillors in attendance not a member of this working group:</b>	Goode and Hardman
<b>In attendance:</b>	Andrew Towlerton, Neighbourhood Plan Consultant, Kate Peel, Neighbourhood Plan Consultant, Ruth Batterley, Town Clerk and Laura Jowett, Administrative Officer
<b>Non Councillor members of the working group</b>	Mr Dekker, Ms Gibbons, Mr Lakin, Mr Meggitt, Mrs Owen, Mr Pearson, Rev Weaver, Mr Williams.
<b>Members of the public:</b>	None

**1718/01 Apologies for Absence**

- 1. To note apologies for absence**
- 2. To receive and consider apologies for absence**
- 3. To approve reasons for absence**

Councillor Chapman's, Mr J Burrill's and Mr T Urwin's reasons for absence were noted. Resolved to approve the reasons for absence for Councillor Chapman, Mr J Burrill and Mr T Urwin. Proposed Councillor M Wheatley, seconded Councillor Quarrie and agreed. All were in favour. Councillor Beckwith was not present.

**1718/02 Disclosures of interest**

- a) To receive declarations of interest from councillors on items on the agenda.**
- b) To receive written requests for dispensations for disclosable pecuniary interest**
- c) To grant any requests for dispensation as appropriate.**

None received.

**1718/03 Public Participation**

**Members of the public are reminded that this is their opportunity to speak to the meeting on any topic relevant to the work of the council. However, they may not speak during the rest of the meeting unless specifically invited to do so by the Chairman.**

There were no members of the public present who were not members of the Working Group.

**1718/04 Neighbourhood Plan Working Group Terms of Reference**

**To receive and discuss the Working Group's terms of reference**

The Terms of Reference were received by the group.

**1718/05 Project Plan**

- a) To receive the project plan**
- b) To consider community engagement**
- c) To consider any next steps**

- a) Andrew Towlerton gave a brief introduction to the project plan and advised that the Neighbourhood Plan Working Group focus on completing a draft plan.
- b) Andrew Towlerton suggested the Working Group consider what Community Engagement should look like. A discussion was held.

**Resolved** to recommend to the Planning Committee that the community are consulted on a draft outline Neighbourhood Plan in approximately 3 – 4 months' time to ensure it is on the right track. Proposed Councillor Dawson, seconded Councillor Clough, and agreed. All were in favour.

#### **1718/06 Bingley Census Profile Information**

- a) **To receive the town profile compiled using information from the census**
- b) **To consider any next steps**

- a) Andrew Towlerton presented the census information. He explained the obstacles gathering this had presented. In 2011 Bingley Town Council were not in existence and therefore the boundaries were slightly different. The information had been prepared on a best fit basis. Some headline issues include that Bingley has an older population and that this is growing at a faster rate than national or regional averages, there are less rental properties and a greater percentage of the population of Bingley have 3 or more cars and bedrooms. A discussion was held.

At 7:19pm Reverend Martyn Weaver and Councillor John Goode left the meeting.

- b) **Resolved** to recommend to the Planning Committee that the Neighbourhood Plan Working Group write to Andrew Towlerton Associates to request further statistical information about the number of new homes built since 2011, environmental data about the uptake of energy efficiency, data relating to key industries and services in Bingley, including business rates data, information about commuters and where they work, and how many residents work in Bingley, and information about forward projections of the demographics. Proposed Councillor Simpson, seconded Councillor Clough and agreed. All were in favour.

#### **1718/07 Key Outcomes of Previous Meeting**

- a) **To receive the write up of the previous meeting**
- b) **To decide priorities or key areas.**
- c) **To consider any next steps**

- a) The write up of the previous meeting was received.
- b) The priorities and key areas for Bingley are the Town Centre, Environment and Amenities, Housing, Heritage, Employment and recognizing and protecting the distinct village identities.
- c) **Resolved** to recommend to the Planning Committee that the Neighbourhood Plan Working Group ask Andrew Towlerton Associates for examples of policies from other Neighbourhood Plans which focus on these areas.

**Resolved** to recommend to the Planning Committee that the Neighbourhood Plan Working Group ask Andrew Towlerton Associates to provide examples of plans around heritage and the green belt for the next meeting of the Neighbourhood Plan Working Group which will focus on Heritage and Green Belt. **Resolved** to recommend that policies are circulated to the Neighbourhood Plan Working Group in advance of the meeting. Proposed Councillor Quarrie, seconded Councillor M Wheatley and agreed, all were in favour.

#### **1718/08 Draft Objectives and Policies**

No draft policies had been received

### **1718/09 Future Agendas**

#### **To discuss and agree the process of setting future agendas.**

It was explained that Bingley Town Council's administrative team would usually request agenda items from members of the Working Group approximately two weeks prior to a meeting. Any member could suggest items for the agenda but they would be expected to provide sufficient information for it to be included and should be prepared to present the item to the working group at the meeting. Agendas will be issued 3 clear days before the meeting.

### **1718/10 Future meetings**

#### **To set dates for future meetings of the Neighbourhood Plan Working Group.**

To note the dates of the next Neighbourhood Plan Working Group meeting as being Tuesday 6<sup>th</sup> March at 6:30pm and Tuesday 17<sup>th</sup> April at 6:30pm, venues to be arranged.