

**MINUTES OF THE NEIGHBOURHOOD PLAN WORKING GROUP MEETING HELD AT CHURCH HOUSE,
BINGLEY ON THURSDAY 6TH MARCH 2018**

**Start: 6:30pm
Finish: 8:40pm**

Councillors present:	Beckwith (from 6.36pm), Clough, Dawson, and Simpson
Councillors in attendance not a member of this working group:	Hardman
In attendance:	Andrew Towlerton, Neighbourhood Plan Consultant, Kate Peel, Neighbourhood Plan Consultant and Laura Jowett, Administrative Officer
Non Councillor members of the working group	Mr Dekker, Ms Gibbons, Mr Lakin, Mrs Owen, Mr Pearson, Mr Urwin, Rev Weaver, Mr Williams (from 6.35pm).
Members of the public:	None

Councillor Dawson explained that having sought advice, she could confirm that every member of the working group has voting rights.

1718/11 Apologies for Absence

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

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

1718/12 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.

1718/13 Minutes

To approve the minutes of the meeting held on Thursday 1st February 2018

One required amendment was identified for the minutes: 1718/06 should read 'a greater percentage of the population of Bingley have 3 or more cars and bedrooms'.

Resolved, subject to the above amendments, to confirm as a correct record the minutes of the meeting held on 1st February 2018. Proposed Mr Dekker, seconded Councillor Simpson and agreed. Ten were in favour and there was one abstention from the vote.

Mr S Williams arrived at 6.35pm and Councillor Beckwith arrived at 6.36pm.

1718/14 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.

Councillor Dawson used her discretion as Chair to take item 1718/17 Maps next on the agenda

1718/17 Maps

- a) To consider the use of the parish online website to obtain maps**
- b) To consider any next steps and recommendations**

Resolved to recommend that the planning committee agree that Bingley Town Council sign up for one month's free trial of Parish Online in order to access the maps needed for the development of the Neighbourhood Plan and that the planning committee allocates £650 from the Neighbourhood Plan grant in case a license and further access to Parish Online is required. Proposed Reverend Weaver, seconded Mrs Owen and agreed, all were in favour.

1718/15 Heritage and Green Spaces

- a) To receive examples of Neighbourhood Plans which focus on Heritage and Green Spaces**
- b) To receive examples of policies which focus on Heritage and Green Spaces**
- c) To consider next steps**

a) The examples of plans were received

b) The examples of policies were received

c) **Resolved** to ask Andrew Towlerton Associates to develop a layered map which will include green belt designated land, listed buildings and the information we have relating to heritage and green spaces. Proposed Mr G Lakin, seconded Reverend Weaver and agreed, all were in favour.

Resolved to break into groups after the next item on the agenda to focus on heritage and green spaces in specific areas, Bingley, Cottingley, Crossflatts and Micklethwaite, Gilstead and Eldwick.

Resolved that members of each area would walk around and report back to the next working group meeting, to build a list of local groups and individuals who can be contacted for their input and to start to develop mini visions around key areas such as heritage, housing etc.

Proposed Councillor Dawson, seconded Mr Lakin and agreed, all were in favour.

1718/16 Statistical Information

- a) To receive 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.**
- b) To consider next steps**

a) An update on the available statistical information was provided. Further information is due to be published at the end of March so Andrew Towlerton Associates will provide an update at the next meeting.

b) **Resolved** to recommend that the planning committee ask Andrew Towlerton Associates to continue researching footfall information using existing data or identifying bespoke research which the Neighbourhood Plan may need to commission and to provide comparisons with towns with a similar profile to Bingley rather than Bradford. Proposed Mr Dekker, seconded Councillor Simpson and agreed, all were in favour.

7.40pm – 8pm The working group split into smaller groups to discuss heritage and green spaces in specific areas, Bingley, Cottingley, Crossflatts and Micklethwaite, Gilstead and Eldwick. Each group gave a report back to the whole group.

1718/18 Topics for next meeting

a) To consider which key area to focus on at the next meeting

b) To consider next steps and recommendations

a) A discussion was held about topics for the next meeting.

b) **Resolved** that the next meeting would consider housing and identifying brownfield sites.

Resolved that the next meeting should include further findings from each area regarding heritage and green spaces, an updated project plan, receiving the layered map and an update on footfall research.

Resolved to recommend that the planning committee consider investigating having a Neighbourhood Plan page on the website. Proposed Mrs Owen, seconded Reverend Weaver and agreed, all were in favour.

1718/19 Community Consultation

a) To consider how best to consult the community

b) To consider next steps and recommendations

a) Community consultation was considered including raising awareness of the Neighbourhood Plan at local events and shows over the summer.

b) **Resolved** to recommend to the planning committee that community consultation be delayed until the Autumn. Proposed Councillor Simpson, seconded Councillor Dawson and agreed, all were in favour.

Resolved to ask Andrew Towlerton associates to provide further information on, and examples of how to consult the community. Proposed Ms Gibbons, seconded Mr Dekker and agreed, all were in favour.

1718/20 The Good Councillors Guide to Neighbourhood Planning

a) To receive the Good Councillors Guide to Neighbourhood Planning pamphlet

The Good Councillors Guide to Neighbourhood Planning pamphlet was received.

1718/21 Next Meeting of the Neighbourhood Plan Working Group

The next meeting of the Neighbourhood Plan Working Group will be held on **Tuesday 17th April 2018 at 6.30pm at St Wilfrid's, Gilstead.**

The following meeting will be held on Tuesday 5th June, venue to be confirmed.