

# BINGLEY TOWN COUNCIL



Cottingley Community Centre, Littlelands, Cottingley, Bingley, BD16 1AL

## MINUTES OF THE NEIGHBOURHOOD PLAN WORKING GROUP MEETING HELD AT CROSSFLATTS COMMUNITY CENTRE, ST AIDAN'S SQUARE, CROSSFLATTS ON TUESDAY 18<sup>TH</sup> SEPTEMBER 2018

Start: 6:30pm

Finish: 8:40pm

<b>Councillors present:</b>	Beckwith (part of the meeting), Dawson, Hardman and M Wheatley
<b>Councillors in attendance not a member of this working group:</b>	None
<b>In attendance:</b>	Andrew Towleron (Neighbourhood Plan Consultant) and Ruth Batterley (part of the meeting),
<b>Non Councillor members of the working group</b>	Ms Gibbon, Mr Urwin, Rev Weaver (part of the meeting)
<b>Members of the public:</b>	None

### 1819/22 Apologies for Absence

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

Mr Dekker, Mr Lakin, Mr Meggitt, Councillor Owen, Mr Pearson, Councillor Quarrie and Mr Williams had given their apologies. The reasons for absence were noted.

**Resolved** to approve the reasons for absence for Mr Dekker, Mr Lakin, Mr Meggitt, Councillor Owen, Mr Pearson, Councillor Quarrie and Mr Williams. Proposed Councillor Hardman, seconded Reverend Weaver and agreed, all were in favour.

### 1819/23 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.

### 1819/24 Minutes

#### To approve the minutes of the meeting held on Monday 23rd July 2018

The minutes of the previous meeting require one amendment to reflect that Councillor Quarrie was not present.

Subject to this amendment **Resolved** to confirm as a correct record the minutes of the meeting held on 23<sup>rd</sup> July 2018. Proposed Councillor M Wheatley, seconded Councillor Hardman and agreed. All were in favour.

### 1819/25 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.

No members of the public were present who were not members of the working group.

### 1819/26 Updates

- a) **To receive an update on arrangements for community consultation in early 2019**
  - b) **To receive an update regarding inviting a planning officer to attend a meeting**
  - c) **To consider any next steps and recommendations**
- a) **Resolved** to hold the community consultation at Eldwick on Monday 1<sup>st</sup> April from 1.30-5.30pm. Proposed Councillor M Wheatley, seconded Councillor Hardman and agreed, all were in favour.
  - b) A planning officer was unable to attend this meeting of the Neighbourhood Plan Working Group but has advised they hope to attend the meeting in October.
  - c) The Administrative Officer will ensure the dates for community consultation are sent to all members of the Neighbourhood Plan Working Group to enable them to plan to attend.  
**Resolved** to make local village societies and other interested parties aware of the date of the next meeting. **Resolved** to send the draft housing chapter to Andrew Marshall in advance of the next meeting. Proposed Reverend Weaver, seconded Councillor M Wheatley

The chair took item 1819/30 as the next item of business

### 1819/30 Housing

- a) **To receive an update on the latest housing land allocations and figures**
  - b) **To receive an update on the housing chapter**
  - c) **To consider next steps and recommendations**
- a) Andrew Towlerton Associates provided an update regarding the latest housing land allocations and figures. Due to a review of the district council's core strategy there are currently no figures specified. The previous allocation of 1400 new homes in Bingley and a further 200 in Cottingley may increase, decrease or stay the same as a result of the review.
  - b) The housing chapter will be drafted in time for the next meeting
  - c) **Resolved** to recommend to the Planning Committee that Andrew Towlerton Associates draft a housing chapter to incorporate the following policies
    - 1) That the Neighbourhood Plan does not support releasing land from the Green Belt
    - 2) To restrict the % of houses with 4 or more bedrooms to 10% of any development
    - 3) Not to reduce the amount of social housing available to rent in the area and to ensure sites which provide social housing continue to do so
    - 4) To highlight the sites which a previous consultation in 2016 identified as being most appropriate for housingProposed Ms Gibbon, seconded Councillor M Wheatley and agreed, all were in favour.

Ruth Batterley, Town Clerk arrived at 7.18pm

Councillor Robert Beckwith arrived at 7.20pm

### 1819/27 Maps

- a) **To receive an update on developing a layered map of Bingley Parish showing all conservation areas, listed buildings, heritage assets, green spaces and natural environments, the latest land allocations for housing and employment and greenbelt land.**

- b) To consider progress with maps of Bingley Parish**
- c) To consider any next steps and recommendations**

- a) Andrew Towlerton Associates explained the difficulties in producing a layered map
- b) Some maps had been provided but further maps are required
- c) **Resolved** that
  - Councillor Hardman would plot special character buildings on one of the large maps provided.
  - Andrew Towlerton Associates would plot all listed buildings on a large map
  - Andrew Towlerton Associates will send a large map to Mr Urwin who will plot green spaces on the map
  - Andrew Towlerton Associates to provide a map identifying all Brownfield sites
  - Andrew Towlerton Associates will obtain maps of the conservation areas within the parish from Bradford Council
  - Andrew Towlerton Associates will develop a map incorporating the information Bingley Town Council provided in 2016 in response to a consultation about the SHLAA, this will include those sites identified by Bingley Town Council as suitable for development and will identify which sites are located in the green belt and which sites aren't. Andrew Towlerton Associates are asked to approximate the number of houses per site identified (based on an average number of houses per hectare)

Proposed Reverend Weaver, seconded Councillor Beckwith and agreed, all were in favour.

Reverend Weaver left the meeting at 7.40pm

#### **1819/28 Heritage**

- a) To receive an update on the revised draft chapter on built heritage and design, including all conservation areas**
- b) To receive an update on a draft policy statement on protected sites and Special Character Areas**
- c) To receive an update on the list of buildings and structures of local heritage interest**
- d) To consider next steps and recommendations**

- a) A revised draft chapter on Heritage had been received. Some minor amendments were identified. Maps of the conservation areas and the list of heritage assets will form part of the evidence as an appendix. The draft chapter will be revisited in future to identify 'Special Character Areas' and possible further conservation areas.
  - b) Policy BBE1 will be reviewed once sites have been plotted on a map, which will highlight potential Special Character Areas
  - c) The list of character buildings is being reviewed and will be cross referenced with WY Heritage Environment Records by Councillor Hardman and Ms Gibbons.
- Proposed Councillor M Wheatley, seconded Councillor Hardman and agreed, all were in favour.

#### **1819/29 Green Spaces**

- a) To receive updated lists of green spaces/ natural environment**
- b) To receive comments on the draft chapter circulated at the previous meeting**
- c) To consider any distinctive views**
- d) To consider next steps and recommendations**

Green spaces have not yet been identified. **Resolved** that Mr Urwin and Councillor Quarrie will compile a list and review it against the criteria supplied by Andrew Towlerton Associates, they will also plot green spaces on a map of the parish. Andrew Towlerton Associates will email members of the

Neighbourhood Plan Working Group requesting details of important local views and vistas. Proposed Councillor Hardman, seconded Ms Gibbons and agreed, all were in favour.

The chair took item 1819/32 as the next item of business

#### **1819/32 Employment**

- a) To receive employment data collated to date**
- b) To consider geographical areas suitable for increasing employment**
- c) To consider next steps and recommendations**

**Resolved** that Andrew Towler Associates will draft an employment policy that protects all current employment sites, and will identify all sites allocated for employment on a map of the parish if possible. Proposed Councillor M Wheatley, seconded Councillor Hardman and agreed, all were in favour.

#### **1819/31 Finance**

- a) To consider future funding**
- b) To receive an update on costs to date**
- c) To consider next steps and recommendations**

Andrew Towler Associates are supporting the Town Council's application to Aecom for technical support. This support is to cover the Town Centre chapter of the Neighbourhood Plan.

It was confirmed that £2,000 was allocated to the Neighbourhood Plan in the Town Council's 2018-2019 budget and the majority of this has not yet been spent. An update on finance will be provided at the next meeting.

Councillor M Wheatley left the room at 8.25pm and returned at 8.26pm.

#### **1819/33 Topics for next meeting**

- a) To consider which key area to focus on at the next meeting**
- b) To consider next steps and recommendations**

It was agreed that the next meeting should focus on the Planning Officer from Bradford Council, if they are able to attend, including land allocation, housing sites and employment sites. A finance update, the draft Housing chapter, the draft Employment chapter and review of the progress plan should also be included. If the planning officer is unable to attend the meeting may also cover Green Spaces and an update on Heritage

#### **1819/34 Next Meeting of the Neighbourhood Plan Working Group**

The next meetings of the Neighbourhood Plan Working Group will be held on Monday 15<sup>th</sup> October 2018, at Church House, Old Main Street, Bingley, and on Tuesday 20<sup>th</sup> November at 6.30pm, venue to be arranged.