

BINGLEY TOWN COUNCIL



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

MINUTES OF THE NEIGHBOURHOOD PLAN WORKING GROUP MEETING HELD AT CHURCH HOUSE, OLD MAIN STREET, BINGLEY ON MONDAY 18TH NOVEMBER 2019

Start: 6:30pm

Finish: 8:40pm

Councillors present:	Barton, Owen and Williams
Councillors in attendance not a member of this working group:	
In attendance:	Laura Jowett (Administrative Officer)
Non Councillor members of the working group	Ms Gibbons, Mr Meggitt, Mr Quarrie, Mr Urwin, Rev Weaver
Members of the public:	None

Councillor Williams took the chair in the absence of Councillor Dawson.

1920/40 Apologies for Absence

- a) To note apologies for absence
- b) To receive and consider apologies for absence
- c) To approve reasons for absence

Councillor Drucquer had resigned from the working group in advance of the meeting.

Councillor Dawson, Mr Dekker, Ms Hardman and Mr Lakin had given their apologies and reasons for absence.

Resolved to approve the reasons for absence for Councillor Dawson, Mr Dekker, Ms Hardman and Mr Lakin.

Councillor Brazendale was not present.

1920/41 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.

1920/42 Minutes

To approve the minutes of the meeting held on Tuesday 15th October 2019

Resolved to confirm as a correct record the minutes of the meeting held on 15th October 2019.

1920/43 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

None

1920/44 Project Plan

- a) To receive the activities outstanding document
 - b) To receive and review updated project plan
 - c) To allocate outstanding tasks if necessary
 - d) To receive information about the referendum process
- a) The document was received.

- b) The updated project plan was received and a discussion held about the process
- c) The working group identified the following owners of each chapter

Introduction Ros Dawson
 Policy collation Steve Williams
 Town Centre John Dekker
 Housing Philippa Gibbons
 Local Economy and Employment Steve Williams
 Natural Environment & appendices Helen Owen
 Built Heritage and Design & appendices Sara Hardman

Resolved that

- each chapter be reviewed by the owner to incorporate relevant comments from the consultation and include input from the Climate Emergency Working Group.
 - Amendments are to be made in red and brought back to the Neighbourhood Plan Working Group meeting in March 2020.
 - These will then be referred to the Planning Committee for approval.
 - Village Identities will be addressed at the meeting in January and will be sent to AECOM to inform the masterplan.
 - Mr Urwin will draft a letter to neighbouring councils notifying them of Bingley’s Neighbourhood Plan.
 - Steve Williams will draft a chapter on Infrastructure with input from Andrew Towleron Associates and the Town Clerk.
 - The draft neighbourhood plan will be shared with Bradford Council for a steer from them
- d) Andrew Towleron Associates explained the referendum process and advised that all costs associated with the referendum are met by Bradford Metropolitan District Council.

1920/45 AECOM Technical Support

- a) **To receive comments from Andrew Towleron Associates on the Housing Needs Assessment**
- b) **To consider the AECOM Housing Needs Assessment**
- c) **To consider recommending comments on the Housing Needs Assessment to the Planning Committee for approval.**
- d) **To receive an update on other AECOM technical support packages**
 - a) The comments were received.
 - b) The report was considered. It was agreed that the report was very comprehensive and would be a useful addition to the Neighbourhood Plan. Some minor typing errors had been identified. These will be highlighted and fed back to AECOM
 - c) **Resolved** to recommend to the Planning Committee that comments be sent to AECOM requesting that ‘more explicit reference is made to the Bingley Housing Needs and Characteristics Report and its relationship with the HNA and that it would be useful if it included model housing needs policies which could then be tailored to the needs of Bingley’.
 - d) Councillor Williams provided an update on Design Codes and Masterplan packages. These are being undertaken by AECOM, the Design Code will focus on Bingley Town Centre and the Masterplan will address the parish as a whole. Councillor Williams will send the timeline for the packages to the members of the Neighbourhood Plan Working Group.

1920/46 Housing Requirements

To consider the impact of Bradford Council’s revised housing requirements on the Bingley Neighbourhood Plan

Andrew Towleron Associates explained the revised housing requirement figures. The group were advised to keep an eye on the ongoing green belt review and that houses built before 2020 will not count towards the revised totals.

1920/47 Green Spaces

To review the Green Spaces list in light of advice from Bradford Council and Andrew Towleron Associates

The group reviewed the lists and the advice received and **Resolved:**

- That Andrew Towleron associates will provide an introductory section to be included with the list
- To include maps as an appendix
- To include the West Yorkshire Ecological Service reports as an appendix to the list
- That Councillor Owen review the lists with reference to the advice received from Bradford Council's Local Plans Team, to expand on justifications, eg local significance
- To remove item 7 (The Grove, Crossflatts) from the list
- To include information about designations of each site and to keep these sites on the list
- To write to Bradford Council's local plan team to ask how the review of local green spaces is progressing.

1920/48 Infrastructure

To consider how to proceed with a chapter on infrastructure

Resolved that Councillor Williams and Andrew Towleron Associates draft a chapter on infrastructure with reference to Bingley Town Council's approach to Community Infrastructure Levy.

1920/49 Next Meeting of the Neighbourhood Plan Working Group

The next meeting of the Neighbourhood Plan Working Group will be held on **Tuesday 28th January 2020 at 6.30pm at Cardigan House**. The following meeting will be held on Tuesday 3rd March 2020, venue to be confirmed.