

# BINGLEY TOWN COUNCIL



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

## MINUTES OF THE NEIGHBOURHOOD PLAN WORKING GROUP MEETING HELD ON ZOOM ON WEDNESDAY 17<sup>TH</sup> JUNE 2020

Start: 10:30am

Finish: 11:55am

<b>Councillors present:</b>	Brazendale, Dawson, Owen and Williams
<b>Councillors in attendance not a member of this working group:</b>	
<b>In attendance:</b>	Andrew Towlerton (Neighbourhood planning consultant) and Laura Jowett (Administrative Officer)
<b>Non Councillor members of the working group</b>	Mr Quarrie, Mr Urwin, Reverend Weaver
<b>Members of the public:</b>	None

### 2021/01 Apologies for Absence

a) To note apologies for absence

b) To receive and consider apologies for absence

c) To approve reasons for absence

John Dekker's apologies and reasons for absence were noted. **Resolved** to approve the reasons for absence for John Dekker.

Sara Hardman's apologies and reasons for absence were noted. **Resolved** to approve the reasons for absence for Sara Hardman.

Philippa Gibbons' apologies and reasons for absence were noted. **Resolved** to approve the reasons for absence for Philippa Gibbons.

Tim Meggitt's apologies and reasons for absence were noted. **Resolved** to approve the reasons for absence for Tim Meggitt.

Mr Lakin was not present.

### 2021/02 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.

### 2021/03 Minutes

To approve the minutes of the meeting held on Tuesday 3<sup>rd</sup> March 2020

**Resolved** to confirm as a correct record the minutes of the meeting held on 3<sup>rd</sup> March 2020.

### 2021/04 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

The chair moved item 2021/12 Covid-19 up the agenda.

#### **2021/12 Covid-19**

- a) **To receive and consider information from the Ministry of Housing, Communities and Local Government regarding the impact of the Covid-19 pandemic on Neighbourhood Planning.**
- b) **To consider any impact the pandemic may have on the Bingley NP, including advice from the Neighbourhood Planning Consultant on planning issues that are being considered by principal authorities and national government.**

Councillor John Brazendale arrived at 10.38am

- a) The information was received from the Ministry of Housing, Communities and Local Government regarding the impact of the Covid-19 pandemic on Neighbourhood Planning. Andrew Towlerton Associates advised that a further £1,000 grant is available from Locality for Neighbourhood Plans affected by the pandemic.
- b) **Resolved** that Councillor Dawson project manage the neighbourhood plan to its conclusion and that she reviews the work plan in light of the pandemic and bring a revised plan back to a future meeting. **Resolved** that Councillor Williams bring a proposal to apply for further grant funding to a future meeting.

#### **2021/05 AECOM Packages**

- a) **To receive the final Housing Needs Assessment following a review by Locality**
  - b) **To receive and consider the Design Code**
  - c) **To receive and consider the Masterplan**
  - d) **To consider any next steps or recommendations to the Planning Committee**
- a) The Housing Needs Assessment was received
  - b) The Design Code was received
  - c) The Masterplan was received
  - d) **Resolved** that the Town Council write to AECOM explaining that the group's response is delayed due to the covid-19 pandemic and advising a response will be provided when the group have fully considered the documents, Councillor Williams will draft a project plan for progressing the AECOM documents including consultation with stakeholders including local retail outlets and Bradford District Metropolitan Council and that this plan will be brought back to a future meeting for consideration.

#### **2021/06 Bradford Council comments**

- a) **To receive and consider feedback provided by Bradford Metropolitan District Council on the Bingley Neighbourhood Development plan.**
  - b) **To consider any amendments required as a result of the feedback**
- a) The feedback from Bradford Metropolitan District Council was received and a discussion held about the points raised.
  - b) **Resolved** to write to Bradford Metropolitan District Council thanking them for their feedback, asking if they have a style guide which could be shared in order to address issues with the format or layout of the Bingley Parish Neighbourhood Plan, and requesting clarification on how the questions relating to the Green Spaces list could be better framed. **Resolved** that an evidence library be established in which to include all supporting documents

#### **2021/07 Consultation response**

**To receive and consider the proposed responses to the comments received during the consultation in September 2019 and any action required.**

The document was received. **Resolved** to make a recommendation to the Planning Committee that the consultation response document be approved, that it be included in the evidence library section of the Neighbourhood Plan and that it be publicised on the Bingley Town Council website, with thanks to residents for involvement and input, once the CIL policy has been publicised, to show how the consultation contributed to the creation of the policy.

#### **2021/08 Infrastructure Chapter**

**To consider how to progress the Infrastructure Chapter with reference to the AECOM Design Code and Masterplan and the BTC CIL policy.**

Andrew Towler Associates have produced a document which could be included but this was not circulated ahead of the meeting. Bingley Town Council have recently agreed a CIL policy which could be included. **Resolved** that this item be brought back to a future meeting to consider where to include information about infrastructure within the plan.

#### **2021/09 Village Identities**

- a) **To receive and consider the draft Village Identities Chapter**
- b) **To consider making a recommendation to the Planning Committee**
- a) The Village Identities Chapter was received and considered
- b) **Resolved** to recommend the Village Identities Chapter to the Planning Committee for approval.

#### **2021/10 List of Policies**

- a) **To receive and consider the list of policies**
- b) **To consider making a recommendation to the Planning Committee**
- a) The list of policies was received and considered
- b) The group acknowledged that further amendments are likely to be required so **resolved** to defer this item to a future meeting when the policies have been agreed

#### **2021/11 Review of outstanding work required**

- a) **To consider how to incorporate information about flooding into the Housing Chapter**
- b) **To consider how the Housing Chapter, the Housing Needs and Characteristic Report and the AECOM Housing Needs Assessment fit together**
- c) **To receive the amended list of Green Spaces and consider making a recommendation to the Planning Committee**
- a) **Resolved** that Andrew Towler Associates will send an example of a flooding statement and that this be sent to Ms Gibbons to draft a statement for Bingley which can be included within the Neighbourhood Plan.
- b) **Resolved** that the AECOM Housing Needs Assessment supersedes the Housing Needs and Characteristics Report and that the AECOM document be included in the evidence library as an appendix.
- c) **Resolved** that dates of the survey of sites be included, that consideration be given to an area identified in Cottingley and that the list of sites protected by Green Belt or other policy be amended to state 'Allotment sites at Beckfoot and Beckfoot Lane'. Subject to these amendments, **resolved** to recommend that the list of Green Spaces be approved by the Planning Committee.

#### **2021/13 Next Meeting of the Neighbourhood Plan Working Group**

The next meetings of the Neighbourhood Plan Working Group will be held on **Wednesday 22<sup>nd</sup> July and Wednesday 16<sup>th</sup> September at 6.30pm**. Arrangements to be confirmed.