

# BINGLEY TOWN COUNCIL



Bingley Town Council, Myrtle Place, Bingley, BD16 2LF

## MINUTES OF THE NEIGHBOURHOOD PLAN WORKING GROUP MEETING HELD ON ZOOM ON THURSDAY 10<sup>TH</sup> DECEMBER 2020

Start: 6:30pm

Finish: 8:00pm

<b>Councillors present:</b>	Dawson, Owen and Williams
<b>Councillors in attendance not a member of this working group:</b>	Clough
<b>In attendance:</b>	Laura Jowett (Administrative Officer),
<b>Non Councillor members of the working group</b>	Mr Dekker, Ms Gibbons, Mr Kirdale, Mr Quarrie, Mr Urwin and Reverend Weaver
<b>Members of the public:</b>	None

### 2021/43 Apologies for Absence

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

Councillor Miah's apologies and reasons for absence were noted. **Resolved** to approve the reasons for absence for Councillor Miah.

The Chair welcomed Lewis Kirdale to the group.

Councillor Dawson advised this was her last meeting as a Councillor and thanked all members of the Neighbourhood Plan Working Group for their contribution.

### 2021/44 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.

### 2021/45 Minutes

**To approve the minutes of the meeting held on Wednesday 4<sup>th</sup> November 2020**

**Resolved** to confirm as a correct record the minutes of the meeting held on 4<sup>th</sup> November 2020.

### 2021/46 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

### 2021/47 Bingley Parish Neighbourhood Plan

- a) To receive and consider the draft plan
- b) To receive an update on the creation of the evidence library

- a) The draft plan was received. The shorter version of the plan has been created. Councillor Williams advised that the blank pages had been removed. Minor amendments were identified. It was identified that the objectives are still to be written. **Resolved** that Mr Dekker write the objectives and they are brought back to the next meeting.
- b) The website has recently been amended so that the evidence library can be displayed. Work is ongoing to upload the evidence library to the website. This will be reviewed at the next meeting.

Councillor Williams and the Administrative Officer were thanked for their work.

#### **2021/48 AECOM documents**

**a) To receive and consider the final draft of the Masterplan**

**b) To receive and consider the final draft of the Design Code**

- a) The Masterplan was received. A number of amendments were identified, including
  - Photos of the Hub need updating
  - The date of the workshop was 16<sup>th</sup> September not November
  - The map on page 17 does not include listed buildings in Micklethwaite
  - The maps on pages 37 and 39 show a green space at the Sty Lane development but this is not yet in existence – this should be clarified in the Masterplan
  - Footpaths to be included in the key to the map at 5.2
  - Request that the yellow footpath on Page 43 be continues to the bottom of the page in the direction of Myrtle Park and Cottingley
  - There are a number of typing errors, spelling, punctuation and grammatical errors throughout the document. Mr Dekker will produce a full list of these and bring them back to the next meeting so they can then be passed to AECOM
- b) The Design Code was received. A number of amendments were identified, including
  - Photo of the Hub on page 20 needs updating
  - 2.2 on page 14 should read 'Town Centre Character'
  - To query if car registration numbers should be redacted
  - There are a number of typing errors, spelling, punctuation and grammatical errors throughout the document. Mr Dekker will produce a full list of these and bring them back to the next meeting so they can then be passed to AECOM

**Resolved** to advise AECOM there will be a delay in providing full feedback until after the next meeting, to request the amendments and to advise that a list of errors will follow after the meeting in January.

#### **2021/49 Funding**

**a) To receive and consider an update on funding for the Neighbourhood Plan**

**b) To consider submitting an application to Locality for grant funding**

- a) An update was received about funding. A grant from Locality can be applied for by the 29<sup>th</sup> January 2021 and this would have to be spent by the 31<sup>st</sup> March 2021
- b) Resolved to consider applying for the grant when quotes have been obtained for publicity materials and design of the plan.

#### **2021/50 Project plan**

**a) To receive an update on the project plan and agree actions**

**b) To receive an updating relating to Strategic Environmental Assessment (SEA)**

**c) To consider the project plan and items for future meetings**

- a) The updated project plan was received
- b) No update was available at the time of the meeting, this item will be brought back to the next meeting

- c) The next meeting will include items on the amendments to the AECOM documents, the updated complete plan and an update regarding the SEA.

#### **2021/51 Consultation**

- a) **To consider communications and publicity materials for the formal Regulation 14 consultation with the community about the plan**
  - b) **To consider the design of the plan including accessibility**
  - c) **To receive and consider the draft stakeholder list**
  - d) **To consider making a recommendation to the Planning Committee**
- a) Communications and publicity materials were considered. The plan, and evidence library, will be displayed on line and an A5 double sided postcard sent to all homes in the parish to notify residents of the consultation.
  - b) The NPWG **resolved** to recommend that quotes be obtained for the design of the electronic version of the plan
  - c) Philippa Gibbons was thanked for her work on the draft stakeholder list. Members were asked to contact Philippa with suggestions of additional stakeholders so these could be added to the list and brought back to the next meeting.
  - d) **Resolved**
    - to write to Bradford Council to ask if copies of the plan need to be available in hard copy
    - that Ros Dawson will draw up a comms plan for the consultation
    - to obtain quotes for printing and design of an A5, double sided postcard for each home in the parish
    - to obtain quotes for distribution of the postcard and
    - to obtain quotes for the design of the electronic version of the plan for consultation.

Councillor Owen, Councillor Williams and Ros Dawson offered to draw up a specification to be used to obtain quotes.

#### **2021/52 Next Meeting of the Neighbourhood Plan Working Group**

**To consider dates for future meetings.**

**The next meeting of the Neighbourhood Plan Working Group will be held on Tuesday 26<sup>th</sup> January 2021, arrangements to be confirmed.**