

BINGLEY TOWN COUNCIL



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

MINUTES OF THE NEIGHBOURHOOD PLAN WORKING GROUP MEETING HELD ON ZOOM ON TUESDAY 26TH JANUARY 2021

Start: 6:30pm
Finish: 7.40pm

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

2021/53 Apologies for Absence

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

Ros Dawson's apologies and reasons for absence were noted. **Resolved** to approve the reasons for absence for Ros Dawson.

2021/54 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.

2021/55 Minutes

To approve the minutes of the meeting held on Thursday 10th December 2020

Resolved to confirm as a correct record the minutes of the meeting held on 10th December 2020.

2021/56 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

2021/57 AECOM documents

- a) To receive and consider the amendments to the final draft of the Masterplan
- b) To receive and consider the amendments to the final draft of the Design Code
- a) The list of suggested amendments to the Masterplan had been circulated in advance of the meeting. **Resolved** to send the list to AECOM.
- b) The list of suggested amendments to the Design Code had been circulated in advance of the meeting. **Resolved** to send the list to AECOM.

2021/58 Objectives

- a) **To receive and consider the proposed document outlining the plan's objectives**
 - b) **To consider making a recommendation to the full council**
- a) The proposed objectives had been circulated in advance of the meeting and were considered by the group. A minor amendment to the order of the objectives was suggested and agreed. The objectives will be incorporated into the introductory chapter.
It was suggested that the introductory chapter required further amendments, a proposal would be drafted by Councillor Williams and Mr Dekker and brought back to a future meeting.
- b) **Resolved** to recommend that the Full Council approve the list of objectives once they have been incorporated into the introductory chapter.

2021/59 Updates

- a) **To receive an update on the draft plan**
 - b) **To receive an update on the evidence library**
 - c) **To receive an update on funding**
 - d) **To receive an update on the recommendations of the staffing review**
 - e) **To receive an update on the project plan**
- a) An update was provided. The plan is being amended to include links to supporting documents. **Resolved** that Councillor Williams amend both the full plan and the separate chapters so these can be displayed if required.
- b) Work is ongoing to upload all supporting documents to the evidence library. Further investigations will be made with the web site designer regarding links to individual documents.
- c) A further round of funding will be open for the 2021-2022 period. An application will be made during this period.
- d) Councillor Owen explained the recommendations of the recent staffing review and gave an update on the council's response to this. Suggestions had included
- NPWG's terms of reference to be amended to report directly to Full Council – this will save time and encourage all councillors to be informed and aware, ready to participate fully in the referendum later in the year
 - Dedicated Clerk for the NPWG – The permanent Administration Officer is already in the strongest position to continue this role, she has knowledge, skill and contacts. It is an onerous role and it would be better to give Ruth T extra hours to take on some of Laura's tasks rather than to try to recruit and bring someone else up to speed.
 - Facilitator – This role would need to be thoroughly scoped out, a specification drawn up, recruitment process undertaken. Suggest that we ask advice from other councils with successful neighbourhood plans to ascertain if this is useful before deciding. Funding can be applied for in next round.
- The group considered the recommendations and **resolved** to bring back any suggestions to the following meeting
- e) A response is required from Bradford Metropolitan District Council regarding the need for a Strategic Environmental Assessment. The response will be requested in time for the next meeting.

2021/60 Consultation

- a) **To receive quotes for the design of the plan**
- b) **To receive quotes for publicity materials for the Regulation 14 Consultation**
- c) **To receive an update on the stakeholder list**
- d) **To consider a communications plan**

e) To consider making a recommendation to the Full Council

- a) Quotes were received. **Resolved** to request further information. Councillor Williams will draft a request for further information.
- b) The quotes were noted
- c) Further suggestions had been made. Philippa Gibbons will update the stakeholder list and this will be brought back to the next meeting.
- d) This item will be considered at the next meeting
- e) No recommendation is to be made at this stage.

2021/61 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 Monday 15th March 2021, arrangements to be confirmed.