

## December 2019 Full Council Appendix

### **1920/182 Council office/toilet**

A re-tender was undertaken. One of the contractors who originally tendered was not interested in pursuing the project. Of the remaining three two, came in higher than on their original tender and one still higher than the Council's budgeted amount.

*The following e-mail was received from the Council's Project Manager*

*Thanks for your email, we cannot state for certain why costs have come in higher than the original costs, it may be that they have become extremely busy which sometimes lead to Contractors pricing themselves out of the market, or they feel to make the job profitable they required that contract value to meet their costs and overheads which may have fluctuated since the original tender.*

*Antony and I suggest further omissions to the project to ensure we meet the budget of £160,000 plus VAT for the building works. This includes a £10,000 Contingency Sum which we recommend remains as part of the contract sum in case of any unforeseen occurrences, this may be brought back in later during the works once it is felt the levels of any potential risk occurring has diminished.*

*To meet the required £160,000, we have removed the following from scope of the project:*

- *Works to supply and install paving to the external perimeter of the property – Saving £6100*
- *Works to supply and install the movable wall – Saving £5000 (this could be installed using the contingency fund towards the end of the project, given the contingency hasn't been required).*
- *CCTV Survey of Drains - £1610 – this will not be required due to the new extension not being built and effecting the existing drains.*
- *Yorkshire Water Meter – £2000 – Install at a later date – we included this in the specification as a precaution, however the building may currently already have one and it could be installed at a later date if required.*
- *Dyson Hand Dryers – We will reduce the high specification of the handdryers from £2760 overall to £1000*
- *Roofing Works – We have reduced the provisional sum for roofing repairs from £5000 to £3000.*
- *Security requirements. We believe this item can be further value engineered and reduced in cost.*

*We will liaise with to streamline any further potential cost saving, they have continued to be the most proactive during the entire tender process and feel they will be the most suitable contractor to undertake the project.*

The Council may wish to consider increasing the amount that it intends to put into the project from £11k (already included as part of business plan) to a higher figure to retain some of the above features. In terms of future proofing the office and making the best use of the space available, it would be sensible to retain the moveable wall as a minimum. The aesthetics of the building will be enhanced by the paving to the perimeter and branded dryers are more robust and reliable than cheaper versions. The Council may wish to include the £12,500 for these items, making the overall amount that the Council would pay towards the building £22.5k.

### **1920/183 Website accessibility**

#### **Background**

New regulations (Web Content Accessibility Guidelines (WCAG2.1) came into force on 23 September 2018 which say that all public sector websites or apps must:

- meet accessibility standards
- publish an accessibility statement

The Administrative Office attended SLCC webinars about this subject on the 25<sup>th</sup> and 27<sup>th</sup> November. It is a vast subject and further training may be advisable.

### **Key points**

- Websites need to be accessible and have published an accessibility statement by September 2020.
- Stem the flow of inaccessible documents  
This will involve raising awareness of how to create accessible documents in word format and how to convert these to pdf. All documents should be checked for accessibility issues before converting to pdf and uploading to the website. The SLCC are hoping to host webinars about how to create accessible documents in March 2020.
- There are some exemptions  
Older documents (pre-September 2018) are exempt and 'disproportionate burden' can be used to explain non-compliance – however this needs to be audited, costed and justified.
- Some issues can be addressed by office staff/ councillors (documents, news items, alt text on images)
- Some will need to be carried out by IT professionals
- The Finance and General Purposes Committee agreed that Digital Nomads, the Town Council website provider conduct an audit, write a report and develop an accessibility statement for the Town Council website. This will be completed early in the new financial year.

### **What next**

What can the Town Council do?

- Office staff and councillors to attend webinars on accessible documents and other accessibility issues if appropriate
- All documents created and uploaded to the website from September 2018 to be checked for accessibility. Improvements to include checking tables, alt text on images, headings to be included throughout agendas, minutes and supporting documents, where appropriate
- Alt text to be included for images uploaded to the media library.
- Links within documents and news items to be reviewed to ensure they contain information about the link rather than 'click here'

### **1920/184 Bingley Pool**

An e-mail was received from Marcus Dearden, Co-Chair of Friends of Bingley Pool:

*After having conversations with Town councillors and fellow trustees it appears in the first instance Bingley Town council will be continuing with the proposed redevelopment of the public toilet building in jubilee gardens, the need for available space in the pool building therefore is not required.*

*If in the future there is a need for the council to expand its operations and further space is required, we can then discuss options.*

*We believe our time is best spent getting the asset transfer done, any information and progress reports you require can be fed back through the Town councillors presently sitting as trustees on the friends of Bingley pool.*

*Kind regards  
Marcus Dearden  
co-chair friends of Bingley Pool*

### **1920/185 Neighbourhood Plan Working Group.**

The terms of reference for the Neighbourhood Plan Working Group require that there be a minimum of six Councillors as members of this group. The current councillor members are Councillors Barton, Brazendale, Dawson, Owen and Williams. The Council may wish to review the Working Group's terms of reference in light of the number of councillors on this group.

### **1920/186 Climate Emergency Working Group**

Simon Kerr has requested to join this Working Group. Information about Mr Kerr:

*I would like to be considered for the role of non-council member of the Bingley Town Council Climate Emergency Working Group.*

*I am a chartered engineer by profession who shares a passion for sustainability and for the upkeep and betterment of my adopted home town of Bingley. I work for the global multi disciplinary consultancy Mott MacDonald as their global Knowledge and Innovation Manager for the water sector and so have direct access to internationally recognised thought leaders in climate resilience and mitigation.*

*I actively support local groups and institutions such as the Bingley Swimming Club as treasurer; Bradford Society of Architects and Surveyors as a newly appointed council member; and Bradford University on their civil engineering industrial advisory board and am eager to find more ways of using my skills to the benefit of the local community.*

*I work largely from home and currently work a 3-day week, which should allow me the time to be part of council meetings.*

### **1920/187 Time capsule and historical documents Town Centre Planning Document**

Bingley Town Council received a document which appears have been drawn up by a Leeds based firm of architects and town planners and contains plans for the redevelopment of Bingley Town Centre. It dates back to the 1960s or 70s and contains some lovely drawings and photographs. The whole document is approximately 30 pages long and in A1 size.

West Yorkshire Archive Service (WYAS) have suggested the planning document sounds like the kind of records they would be interested in. They may be interested in the documents from the time capsule but this depends on what they are. WYAS is unlikely to accept newspapers.

If the Town Council were to deposit the records with WYAS, they would store the records on the Town Council's behalf and make them available in their search room for the council's reference and to the public for use in their own research. There isn't a charge for people or organisations who deposit records with WYAS. They accept records as either a gift, where ownership would pass to WYAS, or a deposit, where ownership would remain with Bingley Town Council.

Bingley Town Council may wish to consider whether to pass the documents to WYAS as a gift or a deposit. It is recommended that if the Town Council is offered documents that enquiries are made with WYAS to see if they would accept the documents and that the resident/ group be written to thanking them for the donation and advising them of the document's whereabouts.

### **Time Capsule**

Bingley Town Council has also received a time capsule from the Priestthorpe Annex. It was found behind the founder's stone when the building was demolished. It is a glass jar and appears to contain newspapers. The date of the newspapers is not visible by looking at the capsule. There is nothing to indicate who made the time capsule or when, what it contains or when it was intended to be opened.

WYAS may be interested in the documents from the time capsule but this depends on what they are. WYAS is unlikely to accept newspapers.

Bradford Council's legal department have advised that there are no general rules covering the opening of time capsules.

### **Bingley Town Council may wish to consider**

- If it has the authority to open the time capsule
- The circumstances of opening the time capsule (who, what, when, how?)
- How to deal with the contents
- Publicity

### **1920/190 Tourism brown signs**

Councillors have been working with both Bradford Council tourism staff and the Canal and River Trust to promote tourism in Bingley. Specific measures include pavement markers marking out a trail between Bingley railway station and the canal, being designed and paid for by the C&RT.

It has been noted that the brown tourism signs pointing to the 5-Rise locks and a non-existent water bus are cluttering and often misleading. Some of these are in town, others on the relief road. Councillors have requested that these be removed. However, Bradford Council does not have a record of where all the brown signs are. In order to go forward, the Town Council will need to identify which brown signs it wishes to remove and notify Bradford Council.

### **1920/191 Updates**

#### **a) Request to support local energy bill**

I am writing to ask that you please join 27 Parish, Town and Community Councils that have already resolved to support the Local Electricity Bill.

The Bill, if made law, would empower local communities to sell locally generated clean energy directly to local customers by establishing a statutory Right to Local Supply. This is currently

impossible because of the huge setup and running costs involved in doing so.

The ultimate result of this would be:

Local communities and businesses could buy their electricity from a local energy company.

Building more local renewable energy would be financially viable.

Communities would benefit from the revenues that new local energy supply companies would generate, such as more local skilled jobs, energy efficiency schemes and investment in local facilities.

**Could you please help by doing the following?**

**1. Ask Bingley Town Council to support the Local Electricity Bill.** A suggested resolution is further below.

**2. Sign up to the campaign** as an individual, which you can do here:

[www.powerforpeople.org.uk/sign-up](http://www.powerforpeople.org.uk/sign-up)

Please reply if you would like a more detailed briefing or to ask anything about the Bill or our campaign for it.

Kind regards

Steve

Director

Power for People

[www.powerforpeople.org.uk](http://www.powerforpeople.org.uk)

See a copy of the Bill here:

<https://powerforpeople.org.uk/wp-content/uploads/2019/03/Local-Electricity-Bill.pdf>

See a list of the cross-party group of 115 MPs supporting the Bill here:

<https://powerforpeople.org.uk/local-electricity-bill-supportive-mps/>

### **Council Draft Resolution**

That Bingley Town Council

I) notes that the Local Electricity Bill aims to address the current situation, whereby the very large financial setup and running costs involved in selling locally generated renewable electricity to local customers result in it being impossible for local renewable electricity generators to do so, if made law, would make these financial costs proportionate to the scale of a renewable electricity supplier's operation and therefore empower councils, together with their communities, to sell locally generated renewable electricity directly to local people, businesses and organisations, and would result in councils or community organisations that set up local renewable electricity companies receiving revenues that could be used to help fund local greenhouse gas emissions reduction measures and to help improve local services and facilities

II) accordingly resolves to support the Local Electricity Bill, supported by a cross-party group of 115 MPs during the 2017-19 Parliamentary session; and

III) further resolves to write to the organisers of the campaign for the Bill, Power for People, (at 8 Delancey Passage, Camden, London NW1 7NN or info@powerforpeople.org.uk) expressing its support.

#### **b) SEND consultation**

##### **Statutory Consultations on the Sufficiency of Specialist places for Children and Young People with Special Education Needs and Disabilities (SEND) across the Bradford District**

The Council is publishing statutory proposal relating to Beechcliffe Special School. The will be published in the Keighley newspaper on Thursday 5<sup>th</sup> December 2019 and full details of the proposal can be found on the Council's website.

The Notice sets out the procedure for making comments in support of, and objections against, the proposal.

The Notice relating to the school will also be posted at the entrances to the school, on notice boards and in any other conspicuous place at the schools where it is likely to be seen by parents and others who may have an interest. The Notice must remain on display from Thursday 5<sup>th</sup> December 2019 until Thursday 9 January 2020 inclusive.

#### **Why are we making changes?**

The Local Authority has a statutory duty to keep under review the provision it makes for children and young people with special educational needs and disabilities (SEND) whilst also ensuring there are sufficient specialist places available to meet the needs of the growing SEND population.

Bradford has experienced a significant increase in demand for Special Educational Needs and Disabilities (SEND) provision in the last 10 years. It is projected that the demand for SEND provision in Bradford will continue to grow and it has been identified that additional specialist places across all sectors in the Bradford District are required. This consultation is to share and gather information on the development of further specialist provision places to enhance the current specialist provision offer across the District.

To maximise the opportunities for expansion and creation of new provision we will keep under review any possibilities of expanding and re-configuring existing spaces to maximise the capital allocation.

In 2019/2020 we proposed to increase the amount of specialist places available through a range of services by expanding and developing further specialist provision to enhance the network of Special Schools, Early Years Enhanced Specialist provision (EYESPs), Resourced Provision places both School and Local authority led in mainstream schools, that are required to meet the current and future needs of children and young people with a range of Special Educational Needs and Disabilities.

In July 2019 the council; executive approved the development of:

- 34 resourced provision places and
- 40 additional special school places

In addition to the proposals, 215 additional specialist places were also proposed across the academy sector, requiring approval from the Regional Schools Commissioner. The Regional Schools Commissioner approved these in July 2019. This left a further 65 places to be developed. The below proposals are in addition to this.

We are now seeking the views of all stakeholders and interested parties on the development of further additional specialist places to be delivered within the Bradford District.

The Proposal is as follows:

**The Local Authority is proposing to increase the number of Special School places for Secondary aged pupils with effect from 24<sup>th</sup> February 2020 by:**

- Expanding Beechcliffe Special School from 144 places to 224 places. To deliver provision on a split site (Ellar Carr Pupil Referral Unit) for children and young people with Social Emotional and Mental Health (SEMH) needs

Your views are important to us, please take a few minutes to answer our short questionnaire by following the below link:

- Beechcliffe Special School/ Ellar Carr –

<https://surveys.bradford.gov.uk/snapwebhost/s.asp?k=157477010934>

If you do not have access to the internet or you would prefer a paper copy of this questionnaire or any of the documents, please contact– 01274 438260 or email:  
[SENDPlacesConsultation@bradford.gov.uk](mailto:SENDPlacesConsultation@bradford.gov.uk)

**Consultation documents**

If you would like further information about the proposals please refer to the following documents:

- Statutory proposal for prescribed alteration document
- Consultation document
- Maps showing Current and Proposed Provision
- Full list of Consultees
- Consultation Questionnaire
- Equality Impact assessment
- SEN Improvement Test
- SEN Evidence of Need

All of the above documents can be found online by visiting:

<https://localoffer.bradford.gov.uk/Content.aspx?mid=589> - Bradford SEND Local offer

[www.bradford.gov.uk/consultations](http://www.bradford.gov.uk/consultations)

<https://bso.bradford.gov.uk>

## **Consultation Meetings**

You can also share your views by attending a public consultation meeting. They are being held on the below dates:

- **Either:** Monday 9<sup>th</sup> December 2019 9.30-10.30am - Room 104 Margaret McMillan Tower, Bradford, BD1 1NN.
- **Or** Wednesday 11<sup>th</sup> December 2019 5.30-6.30pm - Margaret McMillan Tower, | Bradford, BD1 1NN.
- **Or** Thursday 19<sup>th</sup> December 1.00pm-2.00pm at Keighley Library Annexe - Spencer Street, Keighley, BD21 2BN.

**The consultation closes on Thursday, 9<sup>th</sup> January 2020. All responses must be received by this date.**

c) Christmas tree- E-mail from resident copied below:

*I have since the Bingley Market Square was created mentioned first to the market manager and then to my councillor to plant a Christmas tree in the square.*

*Please can they discuss planting one or more Christmas trees in the market square to avoid transporting in a cut tree in future.*

*This suggestion had an excellent response recently on the BD16 Facebook site, where someone told me emailing you was the way forward.*

## **1920/193 Finance**

d) The clerk's laptop stand broke. A new stand was purchased for the cost of £57.96