

# BINGLEY TOWN COUNCIL



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

## Minutes of the Neighbourhood Plan Working Group meeting held at The Hub, Myrtle Place, Bingley on Tuesday 19<sup>th</sup> September 2023

<b>Councillors present:</b>	Gibbons (PG), Heseltine (DH), Williams (SW)
<b>Councillors absent:</b>	Drucquer, Forrest, Truelove
<b>Non-member Councillors in attendance:</b>	None
<b>Non Councillor members present:</b>	John Dekker (JD), Jan Smith (JS), Lynne Williams (LW)
<b>In attendance:</b>	Eve Haskins (EH, Town Clerk)
<b>Members of the public:</b>	One

**Start: 6.33pm**  
**Finish: 7.53pm**

**SW welcomed new lay member, JS.**

### **2324/30 Apologies for Absence**

Apologies received, and the reasons for absence approved, from Councillors Forrest and Truelove, and Andrew Quarrie (AQ) and Tony Urwin (TU).

### **2324/31 Disclosures of interest**

None received.

No written requests for dispensation received.

### **2324/32 Minutes**

**Resolved** to approve as a correct record the minutes of the meeting held on 21<sup>st</sup> August 2023.

### **2324/33 Confidential items to be discussed in confidence after item 2324/38**

**Resolved** to agree that no further items to be discussed in confidence after item 2324/38, following exclusion of the press and public, due to its sensitive nature.

### **2324/34 Public Participation**

None.

### **2324/35 Draft Neighbourhood Plan**

The draft Plan was discussed, and the following highlighted by SW:

- Document is now complete and was approved by the Full Council at the last meeting.
- TU has highlighted that there is no mention of disability access within the document, only in relation to disability accessible routes in and out of the town (routes suitable for cycling/walking/wheelchairs etc.): agreed that this can be revisited as part of the Regulation 14 consultation therefore there is potential for the document to be amended again if necessary.

### **2324/36 Regulation 14 Consultation**

- Survey (including to consider the wording of the postcard):

Regarding the postcard: agreed to recommend changing the wording on the postcard from 'We want' to 'Your views are important to us – please let us know': SW to amend the wording on Appendix 1 and Appendix 2 accordingly; also agreed that SW to contact the designer to determine whether he can

provide the following costs: for the design of the postcard (A5 front and back printing – text to be supplied by the Town Council), for 1000 printed cards for local retail distribution (to be organized by the Town Council), and for providing the artwork to a distribution company for them to print the bulk and distribute them across the parish.

Regarding the policies maps: Town Clerk updated all that Bingley Library have advised that they do not have the space to display this; agreed to still purchase two policies maps, as recommended at the previous meeting and agreed by the Full Council (a large one to keep in the Hub and a smaller one for elsewhere).

A discussion took place regarding the Neighbourhood Plan documents that will be placed on the website for residents to view once Regulation 14 consultation takes place: agreed that SW to determine exactly which documents are the most up to date in the Teams folder, in preparation for the staffing team to place them on the website.

A discussion took place regarding the questionnaire: agreed to leave it as it is.

A discussion took place regarding publicizing/advertising: agreed that it will be recommended to Full Council that social media to be utilized to disseminate the information regarding the Regulation 14 consultation; SW to organise for draft text to be written for the website and a press briefing; to recommend that information to be placed in local shops and restaurants, and SW to investigate whether this could be included in the Telegraph + Argus. Town Clerk to arrange for the mailing list of local groups to be updated accordingly, to allow them all to be circulated the information in addition to the statutory consultees; agreed also to recommend to Full Council that local schools to be consulted to determine whether they could use the draft Neighbourhood Plan consultation in their curriculum as a social project.

- Timescales:

Agreed that the timescales may be changed depending on the meeting with Bradford Council prior to Regulation 14 consultation, however all agreed that it would be ideal to go to Regulation 14 prior to Christmas.

- Approach/events:

As previously agreed, face to face events to be held in the Hub: to advertise these on the postcards, which will also include links to documents on website.

- Possible meeting with Bradford Council prior to going to consultation:

Agreed that a meeting with Bradford Council prior to going to consultation would be useful: SW to contact Iain Cunningham at Bradford Council to determine his availability for a meeting.

### **2324/37            Next Meeting of the Neighbourhood Plan Working Group**

The date of the next meeting of the Neighbourhood Plan Working Group will be agreed via email to be held in October 2023 (provisionally 23<sup>rd</sup>, 24<sup>th</sup> or 25<sup>th</sup> October).

### **2324/38            Exclusion of press and public**

Agreed to exclude the press and public from item 2324/39 under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), due to its confidential nature.

### **2324/39            Costs for delivery of postcards**

Agreed to recommend to the Full Council the printing of 11,500 postcards, A5 size, 250GSM, and the use of Leafletdrop for the distribution of the postcards, subject to SW making further investigations with both Leafletdrop and the Plan designer to compare prices of printing/distribution.