

BINGLEY TOWN COUNCIL



The Hub, Myrtle Place, Bingley, BD16 2LF

Minutes of the Neighbourhood Plan Working Group meeting held at The Hub, Myrtle Place, Bingley on Monday 18th December 2023

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| Councillors present: | Forrest (MF), Gibbons (PG), Heseltine (DH), Truelove (MT), Williams (SW) |
| Councillors absent: | Drucquer |
| Non-member Councillors in attendance: | None |
| Non Councillor members present: | John Dekker (JD), Tony Urwin (TU) |
| In attendance: | Eve Haskins (EH, Town Clerk), Lee Searles (LS, Consultant, via Teams) |
| Members of the public: | None |

Start: 6.30pm

Finish: 7.32pm

2324/40 Apologies for Absence

Apologies received, and the reasons for absence approved from Jan Smith (JS) and Lynne Williams (LW).

2324/41 Disclosures of interest

None received.

No written requests for dispensation received.

2324/42 Minutes

Resolved to approve as a correct record the minutes of the meeting held on 19th September 2023.

2324/43 Confidential items to be discussed in confidence after item 2324/48

Resolved to agree that no items to be discussed in confidence after item 2324/48, following exclusion of the press and public, due to its sensitive nature.

2324/44 Public Participation

None.

2324/45 Draft Neighbourhood Plan

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

- Plan has previously been agreed by the Full Council.
- Met with Iain Cunningham (IC), Senior Planning Officer, Local Plans at Bradford Council, to gain his views prior to going to Regulation 14 consultation, who strongly advised to include a Habitats Regulation Assessment (HRA) Screening document within the Plan, and asked to be sent the previous comments on this from Aecom. PG compiled an HRA document accordingly, after looking at examples compiled by other local Neighbourhood Plans, as advised by IC, which has now also been shared with IC.
- LS highlighted that evidence of consultation with Historic England etc. is within the paper trail of emails sent and received, and advised to go to Regulation 14 consultation. SW highlighted that

the updated Plan and all timescales/costs for the Regulation 14 consultation need to be approved at the next Full Council meeting on 9th January 2024, to be at least well underway before the pre-election period at the end of March: all agreed that the updated Plan/HRA to be sent to the next Full Council meeting for approval.

- SW reported that the Bingley town boundary issue was also discussed with IC, who confirmed that the review of this boundary is ongoing by Bradford Council, therefore it was agreed to adhere to the Plan's town centre boundary, which is more up to date.
- SW also reported that, once the Regulation 14 consultation has ended and the Plan amended where necessary, the Plan goes to Bradford Council (Regulation 15 consultation), who then take over the whole process for the Regulation 16 regulation consultation, identification of an independent Examiner and the referendum (including the cost of the referendum).

2324/46 Regulation 14 Consultation

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

This has been previously agreed, with some amended wording. Survey Monkey to be used for this survey, with some comments inputted manually where necessary, prior to collating all comments for review.

- Timescales:

Agreed that the Regulation 14 consultation can go ahead as soon as the updated documents/costs etc. have been agreed by the Full Council on 9th January 2024. SW to determine timescales and updated costs from the printer of the survey postcards/leaflets/Plan, and to compile a paper to present all Regulation 14 information to the Full Council. Agreed that the provisional dates for the Regulation 14 consultation to be 29th January to 22nd March 2024 (prior to pre-election period for the local elections on 2nd May 2024. Agreed that SW to amend the first paragraph of the postcard/leaflet to include further explanation on the purpose of the Plan etc.

- Approach/events:

Agreed to have drop-in events at the Hub on Saturday 10th February and Sunday 10th March 2024, consisting of two sessions, 10am-12pm, then 12pm-2pm, to be attended by NPWG members. TU suggested compiling a simple Frequently Asked Questions (FAQ) sheet for NPWG member use at the events: agreed, also agreed that the FAQ sheet could be added to the website for residents' information.

2324/47 Next Meeting of the Neighbourhood Plan Working Group

Agreed that the next meeting of the Neighbourhood Plan Working Group to be held on Tuesday 23rd January 2024 (LS attendance not required).

2324/48 Exclusion of press and public

There were no agenda items from which the press and public were excluded under the provision of the Public Bodies (Admission to Meetings Act 1960 s1 (2)), due to their confidential nature.