

BINGLEY TOWN COUNCIL



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

Minutes of the Neighbourhood Plan Working Group meeting held on Tuesday 20th July 2021

Start: 6:30pm

Finish: 8:50pm

Councillors present:	Gibbons, Owen, Truelove, Williams
Non-member Councillors in attendance:	None
In attendance:	Eve Haskins (Town Clerk), Andrew Towlerton (Planning Consultant, Towlerton Associates)
Non Councillor members present:	Ros Dawson, John Dekker, Lewis Kirdale, Michael Taylor, Tony Urwin, Rev Martyn Weaver
Members of the public:	None

2122/01 Election of Chair and Vice-Chair

Resolved that Councillor Gibbons be elected as Chair and Councillor Williams be elected as Vice-Chair for 2021-22.

2122/02 Apologies for Absence

Resolved that apologies received, and the reasons for absence approved, from Tim Meggit and Andrew Quarrie.

2122/03 Disclosures of interest

None.

2122/04 Minutes

Resolved to confirm as a correct record the minutes of the meeting held on 15th March 2021.

2122/05 Public Participation

None.

2122/06 Non-Councillors to sign Agreement Forms

Agreed that the Clerk to organise for all non-councillor members to be sent an amended version of the Agreement Form for completion.

2122/07 Report from meeting with Iain Cunningham on 15th July 2021

Councillors Owen, Williams and Gibbons reported on the meeting with Iain Cunningham of Bradford Council at the meeting last week (write-up circulated as part of meeting papers). NPWG agreed that the draft NP needs serious revision, and Andrew Towlerton confirmed that his company do not have the capacity to work with Bingley Town Council.

2122/08 Advice of Regulation 14 consultation and discuss the way forward

Andrew Towlerton confirmed that Regulation 14 is the first stage of the formal NP preparation process, and advised the following:

- This is the stage where the statutory bodies (neighbouring parish councils, Bradford Council, English Heritage, etc.) and others (local community groups, etc.) need to be consulted on the draft NP, including writing to owners of local green spaces and heritage buildings mentioned in

the NP, with a minimum six week consultation timescale, making the documentation available to all (including on the Town Council's website, within public buildings etc.).

- Draft NP for consultation needs to be as good as we can make it (i.e. our best version of a completed draft NP).
- All consultations need to be documented well to have evidence of adhering to timescales (eight weeks rather than six weeks recommended).
- Statutory duty to consider all comments received (recommended the compilation of a spreadsheet with all comments numbered, to demonstrate that all comments have been considered, even where there is a note to state that the Town Council 'disagree' with the comment).
- Draft NP will need to be amended according to comments received from relevant bodies – legal duty to take comments from Bradford Council into account.
- Community Assets & Facilities chapter could be added, noted that some of these have already been included in the NP (e.g. Bingley Pool), need to identify the most important ones; Andrew Towlerton to send a model policy and text to aid this.
- Need to include in NP where plans are aspirational/long-term/short-term etc.

2122/09 To discuss and agree which amendments will be made as advised, by whom, and what resources will be needed in order to complete project

Resolved the following:

1. Members of the Working Group to go through comments from Bradford Council, amending the following relevant sections/chapters, working in pairs where possible:
 - Section 3: Councillors Gibbons and Williams.
 - Maps, including of heritage buildings and green spaces (for inclusion in evidence library): Councillor Williams.
 - Housing: Councillor Gibbons.
 - Green Spaces (including Natural Environment): Councillors Owen and Truelove.
 - Heritage and Design: Councillor Williams and Michael Taylor.
 - Town Centre: John Dekker and Andrew Quarrie.
 - Village identities: to be determined including input from Town Councillors.
 - Design Code/Master Plan: to be determined (worked with AECOM on this originally: queried whether AECOM to be asked to review this once further funding received).
 - New chapter on Community Assets: Councillor Gibbons.
2. To create a NP Team within Microsoft 365, holding a collection of all documents: Councillors Gibbons and Williams to liaise with the Town Clerk on this.
3. A new consultant to be sought to continue work on the NP (estimated costs need to be sought from potential consultants; specification of the work of the new consultant and questions to potential consultants to be developed and agreed by Councillors on NPWG).
4. Councillors to meet remotely with Ilkley NP group (Councillor Owen to liaise with the Ilkley Town Clerk), and Steeton with Eastburn and Silsden NP group for advice.
5. Application for grants to Locality will need to be made to cover the costs of the consultation, staff time, and any further necessary items as recommended by the new consultant.
6. Councillor Gibbons to revise the milestones/timeline prior to the next NPWG meeting.

2122/10 Communications Plan

Confirmed that the previously circulated Communications Plan received positive input from Andrew Towlerton.

2122/11 Grant applications to be explored from Locality, to cover costs of support, potential alterations to Master Plan and Design Code, Consultation, Communications, Referendum

Resolved to recommend the following to the Full Council at the next meeting on 27th July 2021:

- NPWG continues to need the support of a professional consultant to complete the amendments/advise on the consultation and submission of the NP (in adherence to Regulation 14) and eventual completion: a request be therefore made to Full Council to use the funds allocated to the NP in the 2021-2022 Budget (£10,000) to allow a new consultant to commence work prior to the Locality grant being made available.

2122/12 Update on Stakeholder List

The Chair confirmed that there are no further additions to the stakeholder list. Discussed that sending a newsletter to every address in the parish area should cover all business.

2122/13 Update on document from Alan Cattell regarding the designation of Milner Field as an Area of Special Character

The Chair confirmed that the relevant document was circulated prior to the meeting. Councillor Owen reported that the Area of Special Character approach was required as Bradford Council had stated the area did not meet the necessary criteria for a Conservation Area. Agreed that Alan Cattell to continue further research on this area and review Bradford's comments. Councillor Williams to liaise with Michael Taylor regarding his input on further investigations in Cottingley.

2122/14 Next Meeting of the Neighbourhood Plan Working Group

The next meeting of the Neighbourhood Plan Working Group will be held on Wednesday 20th October 2021 at 6.30pm in the Hub.

The Chair thanked Andrew Towler for all his valued input.