

BINGLEY TOWN COUNCIL



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

Minutes of the Neighbourhood Plan Working Group meeting held in the Hub, Myrtle Place, Bingley on Wednesday 29th June 2022

Councillors present: Gibbons (PG), Truelove (MT), Williams (SW)
Non-member Councillors in attendance: None
In attendance: Eve Haskins (Town Clerk), Lee Searles (LS, Consultant)
Non Councillor members present: John Dekker (JD), Tony Urwin (TU)
Members of the public: None

Start: 6.30pm
Finish: 8.20pm

2223/01 Election of Chair and Vice-Chair

Resolved to elect Councillor Williams as Chair of the Neighbourhood Plan Working Group for the municipal year 2022-23.

Resolved to elect Councillor as Gibbons Vice-Chair of the Neighbourhood Plan Working Group for the municipal year 2022-23.

2223/02 Apologies for Absence

Resolved to receive apologies, and to approve the reasons for absence, from Councillor Dawson, Andrew Quarrie, Mick Taylor and Martyn Weaver.

2223/03 Disclosures of interest

None received.
No written requests for dispensation received.

2223/04 Minutes

Resolved to confirm as a correct record the minutes of the meeting held on 16th May 2022.

2223/05 Public Participation

None.

2223/06 Terms of Reference

Resolved to approve the Terms of Reference for the Neighbourhood Plan Working Group.

2223/07 Review and Feedback on Revised Plan

The following was discussed and reported regarding the revised Plan of Bingley Town Council (BTC) and the feedback from Bradford Council (BMDC):

- LS reported that he had not yet made any changes to the Plan since the recent meeting with BMDC. He confirmed that most of their recommendations for changes to the Plan were focused on the policies, and highlighted their substantive comments:
 1. Composite requirements map: BMDC advised mapping all points onto a map, and mapping onto a proposal map broad corridors where BTC wish to include cycling/walking links.

2. Vision: BMDC felt that it should refer explicitly to the five settlements that make up Bingley; LS stated that it would be challenging to do this however he will work on the wording to make it short, direct and full of meaning.
 3. Aspirations: BMDC praised the aspirations table, however advised to have an extra column to show how aspirations would be taken forward (via lobbying etc.): LS to do this.
 4. Community facility: BMDC advised to identify/list the community facilities being discussed, to state which ones should be protected. LS confirmed that these should be listed, and include objectives set on how the facility could be enhanced.
 5. AECOM documents: BMDC advised that these are good pieces of work however are too generic, therefore need to be more specific, to ensure that the final document makes it clear what we want. LS advised that the Design Code could specify materials/quality/finish/distinct styles, to show unique features as an area, therefore need to choose from the options AECOM have provided in their generic Design Code. Regarding the Masterplan and waterworks site: BMDC were concerned that this was straying into site allocation therefore LS advised to water this down to ameliorate this.
 6. Town Centre: BMDC advised that the planning policies for the town centre are brought into this section, so one policy is made from all the town centre policies. LS suggested that they could be re-ordered and the Masterplan element incorporated; agreed that the swimming pool facility should not be included in this section. It was also noted that BMDC have a different town centre boundary than included: BMDC are currently working on this. LS noted that BMDC were very complimentary of BTC's survey work, especially that it covered two time periods over the last five years.
 7. Upkeep: BMDC queried this section, LS explained it was to ensure the 'quality of place' in a town centre, to reinforce its importance and ensure it is not too prescriptive: LS to help provide the wording for this.
 8. Employment: BMDC advised to add value here, not just recap what it says in the Local Plan, therefore could set out sites being specifically discussed, and set out more criteria than is in Local Plan, e.g. more specific marketing requirements. LS to create a table including area, address, what currently in use as etc.
 9. Housing needs: BMDC advised further explanation here. LS to look at this section again and incorporate information from the 2021 Census; to look at the wording that BMDC use in their own housing analysis.
 10. Cycling/walking infrastructure, the financial contribution etc.: LS advised that this policy should be kept in, BMDC recommended more specificity regarding the routes/having a list of priority routes/connections that BTC want to identify; recommended liaising with BMDC's Active Travel Officer regarding this: IC to chase this up with BMDC.
 11. Green infrastructure principles: needs the wording revising to be less forthright, to incorporate some flexibility: LS to build in flexibility to this section, and setting a threshold that makes sense.
 12. Views and Vistas: BMDC advised that this should be included in policies; also need to include management policy for special character areas: LS to bring these in from the appendices.
 13. BMDC/national policies: BMDC advised that their policies/the National Planning Policy Framework (NPPF) are added to each section – LS to do this.
- LS confirmed that BMDC advised that all policies are less specific and less prescriptive, therefore wording needs to be less forthright where appropriate, and the specificity of the percentages toned down.
 - List of green spaces should be listed in the policy, not be a policy itself: LS advised that landowners/building owners who may be included in the Plan need to be contacted prior to the formal consultation, prior to Regulation 14; their responses could be reported as part of the consultation process, which Examiners like to see for transparency. He recommended that they

are contacted once, and given a time limit for reply (e.g. 3-4 weeks). Agreed that it is recommended to the Full Council that the Town Clerk to write to the landowners/property owners; SW noted that Parish Online could be utilized for this.

- PG reported that there will be a further follow up meeting with BMDC to discuss the Plan again once it has been more widely circulated, on Monday 18th July.

2223/08 Schedule 14 Consultation

PG confirmed that decisions are needed on the Schedule 14 Consultation, including the number of hard copies required etc. Agreed that the Town Clerk to contact Ilkley Town Council to determine how they consulted, how many copies of the Plan they printed, where they were placed etc. It was discussed whether to employ a graphic designer prior to the Schedule 14 Consultation; LS advised to present a web-based version of the Plan, to allow residents to view the chapters in isolation, to make it more digestible; he also advised that a special consultation website could be used for this purpose. LS to also investigate the issue of document accessibility prior to this consultation.

2223/09 Project Plan

LS confirmed that he would complete his actions outlined above, amending the policies etc., in a day or two, and will also look at the Design Codes; he advised that Locality may provide further support if it is necessary to go back to AECOM. SW confirmed that he will review the policies map, and to see what BMDC and other parishes have done.

2223/10 Next Meeting of the Neighbourhood Plan Working Group

The next meeting of the Neighbourhood Plan Working Group will be held on Tuesday 19th July 2022 at 6.30pm at the Hub, Myrtle Place, Bingley, with the consultant attending via Teams.