

Harden Village Council



Clerk: Ken Eastwood, Harden Village Council, PO Box 572, Keighley BD21 9FE
clerk@hardenvillagecouncil.gov.uk 07850 049 487

Dear Councillor,

You are summoned to attend the monthly meeting of Harden Village Council, to be held on **Thursday 12th December, 2019** at 7.15pm in Harden Memorial Hall.



Clerk to the Village Council
7th December, 2019

AGENDA

1. Apologies for Absence

To consider apologies offered.

2. Disclosure of Interest

To receive disclosure of personal and prejudicial interest from members on matters to be considered at the meeting.

- a) To receive declarations of interest from councillors on items on the agenda;
- b) To receive written requests for dispensations for disclosable pecuniary interest;
- c) To grant any requests for dispensation as appropriate.

3. Minutes of Meetings (previously circulated to Members)

- a) To agree and sign the minutes of the Village Council monthly meeting held on 14th November, 2019.
- b) To note the Outstanding Issues Report (information only, see Appendix 1).

4. Public Representation

Members of the public are invited to raise any matters of concern for a maximum of 15 minutes.

5. Planning Matters

To formulate observations relating to the following application: -

- 19/04731/HOU - Redevelopment of existing dwelling to include; First floor side extension over existing garage, construction of porch to front, re-roofing, removal of existing dormer window to front elevation and removal of existing rear extension at 11 Ferrands Park Way, Harden
- 19/04848/HOU - Single storey rear extension. Alterations to window and door opening to front elevation at 18 Harden Brow Lane, Harden

(Planning applications can be viewed via Bradford Council's online system <http://www.planning4bradford.com/online-applications>).

6. Skills & Experience

Members and the Clerk to provide an overview of individual skills, experience and areas of expertise and interest (new Member suggestion).

7. Traffic & Transport Update

To receive an update from Cllr Townsend with regard to issues raised with Bradford Council and to approve or otherwise appropriate actions.

8. Horticulture

To receive an update from Cllr Taylor regarding horticulture and arrangements with the Council's gardener. To approve or otherwise appropriate actions.

9. Village Christmas Tree Event

To receive an update from Cllr Taylor re. Harden Village Council participation in a joint Christmas village event on Saturday 14th December.

10. Budget

To review and formulate a budget for 2020/21.

11. Website

To consider proposals to publish further World War records online. To authorise, or otherwise, related expenditure (see Appendix 2).

12. Meeting Dates (see Appendix 3)

To authorise, or otherwise, the proposed dates for meetings in 2020.

13. Exchange of Information

To consider any concerns which may have been passed to the Village Council by residents.

14. Correspondence (see Appendix 4)

To receive the following correspondence and to formulate a response, if appropriate: -

- a) Email from the Friends of St Ives re. allotments.
- b) Emails to and from Bradford Council re. cleansing.
- c) Email from Locality re. Housing Needs Assessment.
- d) Emails with Bradford Council re. traffic & travel.
- e) Email from Met Consultancy Group re. traffic study.

15. Financial Matters

- a) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100685	£4.50	Mileage
		£14.64	Stamps
		£19.14	
Bradford MDC	100686	£687.08	Salary payment
Matthew Maddison	100687	£25	Winter maintenance

Vision ICT	100688	£90	Fee for .gov.uk domain renewal - February 2020 to January 2022
Groundwork UK	100689	£65.75	Neighbourhood Development Plan – refund of grant underspend
Harden Children's Gala Society	100690	£90	Contribution to Christmas Tree (Small grant - 50% of cost)

b) To note the following trial balances: -

Harden Village Council 7th December 2019				
Item	Budget 2019/20	Expenditure to date	Budget Remaining	Forecast Shortfall (-) / Surplus (+)
Staff Costs	8,500	5,720	2,780	-215
Travel	300	92	208	50
Subscriptions	1,400	1,426	-26	-66
Insurance	500	0	500	22
Audits	200	293	-93	-93
Newsletter	850	240	610	370
Website	825	905	-80	-780
Parish Plan	1,000	0	1,000	1,000
Neighbourhood Planning	3,000	3,475	-475	-475
Training	750	230	520	395
Repairs	100	65	35	0
Stationery	200	161	39	-50
PC equipment	250	677	-427	-427
Small grants	1,000	235	765	500
Horticulture	750	645	105	5
Projects & Assets	18,575	1,944	16,631	6,991
S 137	300	25	275	175
Other	125	0	125	125
	38,625	16,134	22,491	7,527

c) To note the following bank reconciliation: -

Cashbook balances

Balance 1 April 2019	18,405.92	
Add: income to date	30,916.42	
Less: expenditure to date	(17,741.13) (incl. VAT)	
Total:		31,581.21

Bank account balances 1 December 2019

Community Account	21,422.36	
Business Account	10,208.85	
Less: unrepresented cheques	50	
Add: unbanked cash	0	
Total:		31,581.21

16. Minor items and items for next agenda

To note minor items and items for the next agenda.

17. Next Meeting

To confirm the date of the next monthly Village Council meeting as 9th January, 2020 at 7.15pm.

THIS IS A MEETING HELD IN PUBLIC - ALL WELCOME

(A full version of the agenda with appendices is available at <https://hardenvillagecouncil.gov.uk>)

Appendix 1: Outstanding Issues

Subject	Issues	Responsibility	Date of last action	Notes
Allotments	Written representations received on the need for allotments.	Clerk & Members	September 2019	Preferred site not supported by Bradford MDC. Cllrs Bryan and Macdonald mapping potential other sites. Unsupportive response received from Cllr Ferriby. Cllr Bryan due to meet with the Chair of the Friends of St Ives.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	December 2019	Meetings arranged for 13 th January, 24 th February and 6 th April. Applications for Technical Assistance (Housing Needs Assessment) and grant support (Design Code) progressing with Locality. Several telephone conference calls held and Locality confirmed applications will be recommended for approval.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	September 2019	Need to consider fit out after renovation. Contact made with Addingham Civic Society re. fit out.
Benches	Replacement of village benches on rolling programme.	Clerk & Cllr A Macdonald	November 2019	Benches received. Fixings arrived 5 th November. To be installed weather permitting.
Traffic Study	Commission traffic survey(s) and expert recommendations	Clerk	December 2019	Traffic Counts commenced 30 th November. Survey data collated, analysed and draft report expected by 24 th January 2020.
Bingley St Ives	To consider registering the Estate, or parts thereof, as an Asset of Community Value.	Clerk & Chair	October 2019	Bradford Council Estates Officer forwarded initial proposals requesting views on options (8 th August). Cllr Bryan to review and propose a response.

Appendix 2: Website



QUOTE

Harden Village Council
PO Box 572
Keighley
BD21 9FE

Date
7 Dec 2019

Expiry
12 Dec 2019

Quote Number
QU-00256

VAT Number
124 0511 68

Digital Nomads Limited
Kemp House
152-160 City Road
London
EC1V 2NX
contact@digitalnomads.co
+44 (0) 843 289 0299

Description	Quantity	Unit Price	VAT	Amount GBP
Website content additions including: -				
WW1 39 survivors WW2 16 Casualties and 10 Survivors Up to 65 pages of content, plus work to set up new search tables with links to the pages and adding the new page links to the existing WW1 survivors table.				
15 minutes per page x 65 = 16.25 hrs plus 1hr for the table revisions.	17.25	49.00	20%	845.25
Subtotal				845.25
TOTAL VAT 20%				169.05
TOTAL GBP				1,014.30

Appendix 3: Meeting dates 2020/21

Date	Meeting	Start Time
9 th January 2020	Monthly meeting Harden Village Council (HVC)	7.15 p.m.
13 th February 2020	Monthly meeting HVC	7.15 p.m.
12 th March 2020	Monthly meeting HVC	7.15 p.m.
9 th April 2020	Annual Parish Meeting ⁽²⁾	7.00 p.m.
9 th April 2020	Monthly meeting HVC	7.15 p.m.
14 th May 2020	Annual Meeting ⁽³⁾	7.15 p.m.
11 th June 2020	Monthly meeting HVC	7.15 p.m.
9 th July 2020	Monthly meeting HVC	7.15 p.m.
10 th September 2020	Monthly meeting HVC	7.15 p.m.
15 th October 2020	Monthly meeting HVC	7.15 p.m.
12 th November 2020	Monthly meeting HVC	7.15 p.m.
10 th December 2020	Monthly meeting HVC	7.15 p.m.

Notes:

1. All meetings take place at the Memorial Hall, Harden.
2. Annual Parish Meeting. Although this meeting will be chaired by the Chair of Harden Village Council, it should be noted that this is a meeting of the electorate and not a council meeting. The Annual Parish Meeting must be held between 1st March and 1st June (Local Government Act 1972).
3. The Annual Meeting of the Council must be held in May, except in election year when it is held between the fourth and eighteenth day after the election (inclusive) (Local Government Act 1972).

Appendix 4: Correspondence

Email from the Friends of St Ives - Allotments proposal at St Ives below Cuckoo Nest

We discussed this proposal at the Friends of St Ives committee meeting last week. Firstly, we'd like to make it clear that we are not against Allotments in principal in any way. However, we do feel strongly that the position the Parish council is suggesting for the allotments is not appropriate for a variety of reasons.

The area adjacent to the rear of the houses in St Ives Place is extremely marshy. This has allowed an interesting and unique habitat to form.

Because the area is largely untouched or visited by humans, many small and large mammals, insects and butterflies enjoy the scrub and marshy areas. It is also a gathering ground for the various species of deer that spend much of their time on the estate at dawn and dusk. It's a beautiful little oasis. Many visitors use the sandy track by its side to walk up to access St Ives and we feel the allotments would detract from this part of their visit.

Further up the field is the site of an ancient pond mostly overgrown now. To the rear of the field area is the site of the Ferrands Pheasantry. This means there is much history here.

We feel that allotments here would be unsightly and that to police them would be difficult and would require firm sets of rules to stop what is the usual appearance of British allotments which would not be appropriate to the ethos of St Ives with its natural beauty and history.

We do accept that the present Parish council would undertake to monitor them, but moving forward, councillors' change and there is no guarantee that future members will be as vigilant.

We feel that there are other groups who would also oppose the allotments in this particular area.

.....
My personal feelings are that to put them behind these properties would be most unfair to the residents, especially also putting a car park there.

Their security and privacy would be compromised and the noise from cars coming and going, radios, barbecues, burning of rubbish etc. would be a real intrusion. Any carpark placed on St Ives would also become liable to parking charges which could be complicated.

How will you stop the general public parking in the car park?

If you lock it will everyone have a key? If so, what's to stop them coming up at any time of the day or night?

In my experience most visitors to St Ives are decent people. However, you will always sadly get those who will abuse any situation.

Also, there is a lack of off road parking for the residents and it would case them problems if allotment users parked on their roads.

.....
Perhaps we could discuss further another potential area within the estate?

Emails to and from Bradford Council - Cleansing

From: Wendy Fisher

Sent: 28 November 2019 12:49

Subject: New Model for Street Cleaning in Cullingworth, Harden & Wilsden

Dear Clerks and Chairs,

I am writing to advise you of a new model for street cleaning in your three villages. This is good news – a new offer, and the opportunity for the village councils to add extra value if they wish.

The core street cleaning offer for the three villages of Cullingworth, Harden & Wilsden at the moment is as follows –

- A daily 'gateway' clean of the main road through each village
- A four-weekly village tidy
- Visits from one of our 'floating drivers' who will target key litter bins, fly-tipping and so on

However, due to the recent retirement of Cullingworth's part-time street cleaner, we are able to offer an additional post from early-ish next year – a street cleaner who will work fifteen hours each week across the three villages.

Mel Smith, our Area Parks & Landscape Manager, will be heading up the recruitment process, and he is hoping to advertise the post in January.

We also recognise that there is an opportunity here for the village councils to fund additional hours for the new street cleaner. Our offer works out at five hours per week in each village, but village councils may wish to consider funding additional hours for their village. (For example, if all three village councils decided to fund a further five hours for their village, the post would become a full-time one, at thirty hours per week).

With additional hours the street cleaner could of course take on board other jobs such as verge-edging, leaf clearance and cutting back.

Please note that we intend to provide the fifteen-hour-a-week street cleaner whether or not the village councils decide to fund further hours. Please also note that any extra hours funded would of course be spent cleaning in the contributing village.

You will need to be aware that, as with any employee, there will be natural downtime, such as holidays, potential sick leave and so on. On the plus side, the street cleaner will be employed by Bradford Council, so there would be no employment responsibilities for the participating village councils.

We understand that village councils need to go through formal procedures and timescales in order to make decisions and release funding. We could look at employing the street cleaner on fifteen hours a week at the start, and then increase their hours from say April, if village councils want to fund extra hours but need more time to set things up.

We are keen to hear the views of the three village councils on this.

Finally, if you need any further clarification, please get in touch. As I am not the expert in this, an email with my Bradford Council colleagues (as above) copied in would be appreciated. One of them will be able to provide you with the information you require. If you wish to meet up, that can be arranged.

Ward Officer, Shipley Area Co-ordinator's Office

On 02/12/2019, 12:39, "Wendy Fisher" <wendy.fisher@bradford.gov.uk> wrote:

All,

I've just spoken to our Senior Finance Officer about the costs.

I've been informed that our street cleaners earn £9 an hour, and that the rate of on-cost payable is approximately 24.5%.

So the basic calculation would be –

(£9 per hour x 5 hours a week x 52 weeks a year) x 1.245 for on-costs, giving a total annual payment of about £2,913.

Regards,

Ward Officer, Shipley Area Co-ordinator's Office

From: Ken Eastwood [mailto:clerk@hardenvillagecouncil.gov.uk]

Sent: 02 December 2019 12:50

To: Wendy Fisher

Subject: Re: New Model for Street Cleaning in Cullingworth, Harden & Wilsden

Hi Wendy,

We could be very interested in this. In our budget considerations Members have been giving thought to funding a part time environmental warden and this arrangement could negate the need for that.

You mention that the street cleaner could take on board other jobs - would that include all environmental improvements e.g. cleaning the war memorial steps, street signs and furniture and other such tasks as and when they may arise?

How would we provide input into the 'additional' works required? Would that be through MeI?

We next meet on 12th December, when next year's budget will be finalised so this arrangement will be considered then.

Harden Village Council Clerk

On 03/12/2019, 11:32, "Stuart A Russo" <stuart.russo@bradford.gov.uk> wrote:

Hi Ken,

Hopefully I can help answer your questions.

Q) Whether the street cleaner could take on board work such as cleaning the war memorial steps, street signs and furniture and so on.

A) As Harden has very little litter I would imagine that the operative would be able to do all sorts of relevant work to keep the village looking nice including these things mentioned above. Edging verges at appropriate seasons may be another good task as I know that when they were last done it made such a difference as you drive through. The agenda can be devised between us to cover all the realistic aims we want to achieve

Q) How the Village Council would provide input into the 'additional' works required. Would this be through Mel?

A) Due to the low litter problem I suspect most tasks will be something that could be accommodated within Business As Usual and that if any issues came up then you could contact the relevant manager (currently that is Brian Dobson). There could be a review of arrangements maybe monthly at first and then quarterly when everyone is happy with the balance.

If you want to meet up before the 12th Dec if that would make you feel more confident in taking this to the Council then I am more than happy to do so, or if just drop me a line (01274431177) if you prefer.

Regards

Stuart Russo

Email from Locality re. Housing Needs Assessment

Dear Ken Eastwood,

Thank you for applying to the Neighbourhood Planning programme on behalf of Harden Village Council. We have reviewed your application for Technical Support and we are pleased to confirm that your application has been approved.

If you have also applied for grant support, you will be notified of the outcome separately. Please find attached to this email the support agreement detailing the package of support we will offer. Please note by accepting this offer you confirm that you have read and understood your responsibilities and the terms of the agreement.

Paul Avery will lead on delivering the support to your group and will contact you via email or phone within 10 working days to discuss how to go forward.

If you do not hear from us within 10 working days of this email or wish to no longer proceed with support, please contact us by clicking the 'Get in touch' button at the bottom of this page. Also, if you are seeking further advice to help you on your neighbourhood planning journey, have you heard about our Neighbourhood Planning Champions?

The Neighbourhood Planning Champions are people across England who have a wealth of knowledge and experience in making their communities better through neighbourhood planning. To see the locations of our champions on the map and to get in touch with a champion near you click here. For anything more technical, please don't hesitate to get in touch with the Neighbourhood Planning team at Locality by clicking the Get in touch button at the bottom of this page.

Interested in becoming a champion to share your experience with others? Get in touch with the Neighbourhood Planning team at Locality at champions@locality.org.uk to find out more. We look forward to working with you.

Please can you assist us by completing a short survey on how you have found the Technical Support assessment process so far? You can find this here (it should only take a minute or two).

Francis Shaw
Manager of the Neighbourhood Planning Team



TECHNICAL SUPPORT APPLICANT AGREEMENT

Date: December 5, 2019

1. Name of organization Harden Village Council
2. Name and details of the main contact for the organisation Ken Eastwood
3. Name and employer of lead consultant Paul Avery AECOM
4. Summary of planned activities expected for technical support. 4.1 Activity - Housing Needs Assessment 4.2 The period of support is expected to be during -
5. Responsibilities of the neighbourhood planning group 5.1 To work closely with the case worker to carry out activities agreed within the agreed timescales. 5.2 To provide the lead consultant with information relating to the planned activity as requested and within 5 working days. 5.3 To adhere to agreed work plans and timescales and to notify the case worker as early as possible if delays are anticipated. 5.4 Participate fully in the programme and where applicable provide feedback. 5.5 Provide accurate and complete information and will notify us immediately of any changes to information and materials provided. 5.6 Neither you nor the neighbourhood group concerned have actual or potential conflict of interest with Locality (including our programme partners AECOM and RICS). In complying with these terms you will immediately inform us if you become aware of any such conflict of interest. Part of the support involves agreeing a work plan and timescales with the qualifying body. It is essential that work progresses and timescales are followed. We retain the right to withdraw our offer if your group refuses to cooperate or if mutually agreed actions are not carried out.

Emails with BDMC on traffic & travel

From: Jools Townsend

I wanted to let you know that I've received a further response from Steve Hartley at BDMC about the issues I've raised to do with traffic on walking and cycling access, especially connecting Harden and Bingley - and some of their comments are very encouraging. It's a long response (to two long emails I've sent them), but the main points of relevance are:

- encouragingly, they expressed some positivity about a 'durable and safe walking and cycling route being constructed within the St Ives Estate', running parallel with the main road (see map attached provided by them) and for officers to work with us on plans and proposals

- they highlighted a couple of local and national funding pots for 20mph limits that may be available, if the VC wanted to do this, and suggested speaking to their officer Simon d'Vali. If you're happy for me to

do this, I will ask if he's able to come out for a meeting when the VC traffic survey is done so we have the results to hand. **Ken - can you confirm exactly when this will be please? Gerwyn - should I just liaise with you about coming along?**

- Simon is also going to be tasked with visiting the Harden Road to do an assessment against West Yorkshire Safety Camera Partnership's criteria for speed cameras. It may be we can tie this in with a meeting.

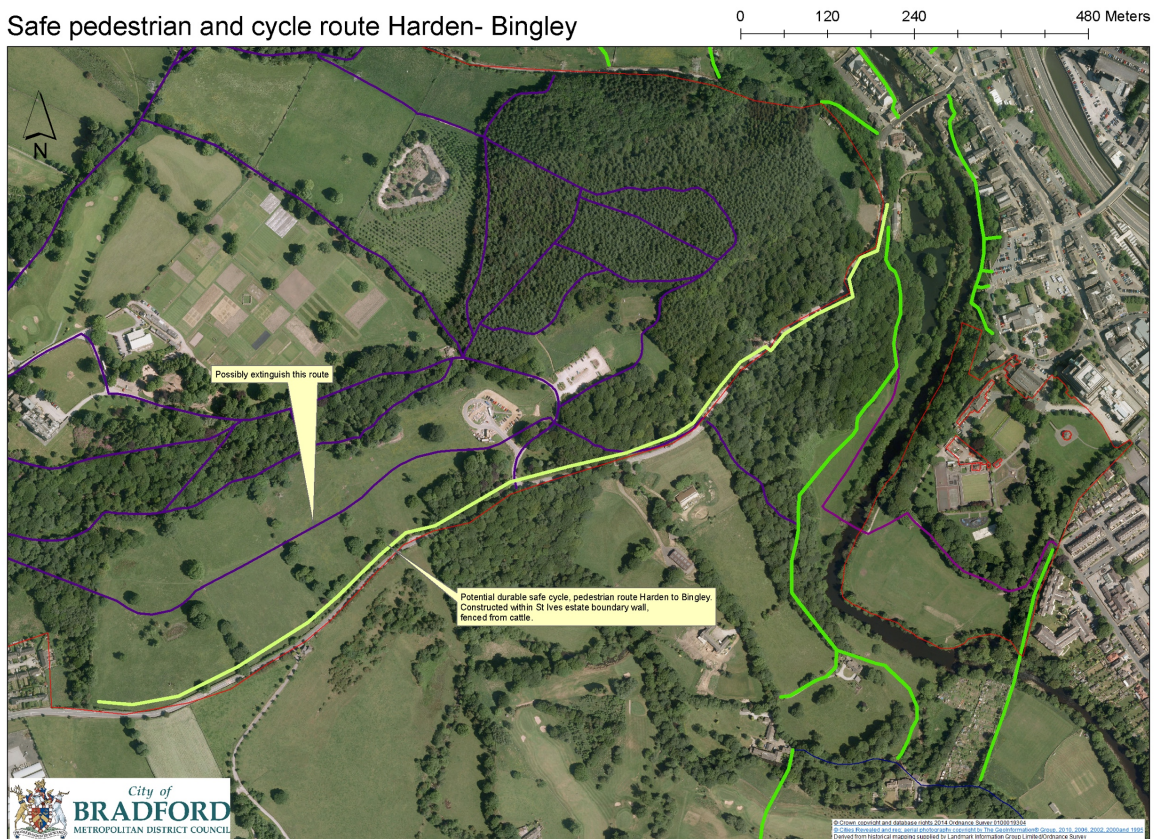
- in not so good news, they have insisted that the pavement on the Harden Road is properly checked and maintained and does not need resurfacing, despite my providing much evidence to the contrary. I wonder if the aforementioned Simon's visit might convince them of the unsatisfactory nature of their checks and the standard of the footway!

- WYCA has responsibility for timetabling, and so they have passed on my comments on the lack of coordination between bus companies and with trains. I intend to also follow up directly with the WYCA representative who was at the Bradford planning meeting.

As an aside, I wasn't sure whether to circulate this to the whole VC or not - it might be good for us to put a quick note on the next agenda about email etiquette and comms in between meetings as I'm not sure how it works at the moment and don't want to bombard everyone. I'm also getting a few reply-alls, which I don't need to see!

Best wishes
Jools

Safe pedestrian and cycle route Harden- Bingley



Email from Met Consultancy Group re. Traffic Study

A summary of the survey preparation time line is as follows:

- On the 29th Oct we got confirmation from Tracsis that surveys as per initial tender could occur on the w/c 11th Nov. at the earliest.
- We received confirmation from Harden VC to proceed with study on the 5th Nov.
- At this stage we recommended that original and O-D surveys should occur at same time.
- We received confirmation from Tracsis on the 8th Nov that original and O-D surveys would now occur on the w/c 25th Nov.
- We received confirmation from Harden VC to proceed with O-D surveys on the 15th Nov. and then an additional ATC count was added.
- We received confirmation from Tracsis on the 18th Nov. that all surveys would now occur on the 30th Nov. and confirmation was received from Harden VC to proceed on the 19th Nov.

It would appear from the above that the addition of the O-D and ATC surveys, my recommendation to carry out all surveys at the same time and the time periods involved in getting the various confirmations have unfortunately resulted in this slippage.

However I can confirm that surveys will commence this Sat. the 30th Nov. as last indicated.

We would hope to have all survey data with us before the X-mas break and will then need two to three weeks thereafter to complete report. I'm not back from the X-mas break till the 6th Jan. and will therefore aim to have a draft report with you not later than the 24th Jan. 2020.