

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 March, 2020** at 7.15pm in Harden Memorial Hall.

Clerk to the Village Council

7th March, 2020

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 13th February, 2020.
- 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

No applications received. To note recent enforcement matters raised with Bradford Council and to agree appropriate action.

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

6. Climate Emergency

To note, as approved previously, two places have been reserved at the LGC Climate Change conference being held in Manchester on 11th June, 2020. To authorise related expenditure.

To consider other climate actions arising, including progress with the communications & engagement campaign and contact with Bradford Council.

To authorise Cllr Townsend and the Clerk to manage delivery of the approved communications & engagement campaign and to produce and publish content, including posters, without prior sign-off from the Council.

7. Traffic & Transport Update

To discuss and agree actions following an earlier meeting of Members to examine the Harden Traffic Study report provided by Met Consultancy Group.

8. Exchange of Information

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

9. Correspondence (see Appendix 2)

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

- a) Email from Bradford Council about consultation on proposal to amalgamate Area Planning Panels (consultation closes 12th March).
- b) Email from Shipley Area Co-ordinator's Office with regard to Bradford District Libraries Consultation (open until 15th March).
- c) Email from YLCA about training on understanding the planning system.
- d) Email from a resident re. drainage issues on Parry Close and Gatesway.
- e) Email from Integreat Plus re. quote by heritage expert for assessing the Harden local heritage list to assist with the Neighbourhood Plan.
- f) Email from Bradford Council Highways re. planning and surfacing works.

10. Financial Matters

- a) To consider a quote from TheUrbanGlow Design & Heritage Ltd and to authorise or otherwise expenditure to undertake an assessment of heritage assets in Harden (details in correspondence, Appendix 2).
- b) To renew subscription to a managed payroll service, provided by Bradford Council for 2020/21 and to authorise, or otherwise, expenditure of £300 excluding VAT.
- c) To authorise the following payments: -

Payee	Cheque No.	Amount	Description
Ken Eastwood	100732	£4.50	Mileage
		£597.60	LGC conference booking fees
		£602.10	
Bradford MDC	100733	£687.08	Salary payment

Payee	Cheque No.	Amount	Description
Matthew Maddison	100734	£25	Winter maintenance
CIQ Agency	100735	£9,570	Neighbourhood Plan Design Code
YLCA	100736	£120	Spring conference booking fee
Vision ICT	100737	£147.60	Mailboxes (4) and email hosting charge
Digital Nomads Limited	100738	£127.56	Bench installation and disposal

d) To note the following trial balances: -

Harden Village Council				
7th March 2020				
Item	Budget 2019/20	Expenditure to date	Budget Remaining	Forecast Shortfall (-) Surplus (+)
Staff Costs	8,500	7,897	603	-85
Travel	300	114	186	182
Subscriptions	1,400	1,466	-66	-66
Insurance	500	440	60	60
Audits	200	293	-93	-93
Newsletter	850	240	610	610
Website	825	980	-155	-303
Parish Plan	1,000	0	1,000	1,000
Neighbourhood Planning	3,000	3,541	-541	-8,516
Training	750	230	520	-98
Repairs	100	65	35	35
Stationery	200	201	-1	-1
PC equipment	250	677	-427	-427
Small grants	1,000	325	675	580
Horticulture	750	720	30	5
Projects & Assets	18,575	10,784	7,791	7,663
S 137	300	76	224	224
Other	125	0	125	125
	38,625	28,050	10,575	895

d) To note the following bank reconciliation: -

Cashbook balances

Balance 1 April 2019	18,405.92
Add: income to date	38,895.00
Less: expenditure to date	(31,444.94) (incl. VAT)
Total:	25,855.98

Bank account balances 7 March 2020

Community Account	15,783.55	
Business Account	10,212.43	
Less: unpresented cheques	140	
Add: unbanked cash	0	
Total:		25,855.98

11. Attendance at Meetings

To note the next meeting of the Bingley Rural Schools Partnership is provisionally set for Wednesday 29th April at 10.30am. Venue to be confirmed.

12. Minor Items and Items for Next Agenda

To note minor items and items for the next agenda.

13. Next Meeting

To confirm the date of the next meeting as 9th April 2020, noting the Annual Parish Meeting will be held at 7.00pm, followed by the monthly Village Council Meeting 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	February 2020	Preferred site not supported by Bradford MDC. Cllrs Bryan and Macdonald mapping potential other sites. Unsupportive response received from Cllr Feriby and the Chair of the Friends of St Ives. Cllr Bryan responded to the Friends of St Ives re. ecological allotments. Cllr Townsend also contacted a Conservation Officer.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	February 2020	Meeting arranged for 6 th April. Draft Housing Needs Assessment received 24 th February. Grant support (Design Code) approved by Locality and £7,975 received 17 th January, 2020.
Telephone Kiosk	Adoption from BT, renovation and usage.	Clerk	September 2019	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	December 2019	Two benches require concrete strip foundations (to be fitted weather permitting).
Traffic Study	Commission traffic survey(s) and expert recommendations	Clerk	March 2020	Traffic counts completed and survey data collated. Draft report received and members meeting to discuss 9 th March.
Bingley St Ives	To consider registering the Estate, or parts thereof, as an Asset of Community Value.	Clerk & Chair	January 2020	Response sent to Bradford Council Estates Officer.

Appendix 2: Correspondence

Email from Bradford Council

Date: 13th February 2020

Subject: Consultation on proposal to amalgamate Area Planning Panels

Bradford Council is consulting on proposals to amalgamate the Keighley/Shipley and Bradford Area Panels into a single Planning Panel.

A report was presented to The Regulatory & Appeals Committee on 6 February 2020 which set out proposals to merge the two Area Planning Panels into one single Planning Panel due to the gradual decrease in number of planning applications being dealt with at the existing Keighley and Shipley Area Planning Panel and the Bradford Area Planning Panel. The Regulatory and Appeals Committee would continue to consider strategically significant and major applications.

The Committee resolved to carry out a consultation with Council Members, Town & Parish Councils and Civic Societies within the Bradford District. This consultation starts on Thursday 13 February 2020 and last for 4 weeks, ending on Thursday 12 March 2020.

All comments should be emailed to: planning.applications@bradford.gov.uk by 12 March 2020.

Email from Shipley Area Co-ordinator's Office

Date: Friday, 21 February 2020

Subject: Bradford District Libraries Consultation

Dear All,

For your information please find attached details of the Bradford District Libraries Consultation which is open until 15th March.

Further details are available on the Bradford Council website at -
<https://bradford.moderngov.co.uk/mgConsultationDisplay.aspx?ID=228>

If you require any further information about the consultation then please email -
libraries.consultation@bradford.gov.uk

Shipley Area Co-ordinator's Office

Email from YLCA

Date: 21st February 2010

Subject: Training on Understanding the Planning System

YLCA is running two Planning Seminars in April 2020. Which will focus on helping councils to understand their role in the planning system and guide them in making effective responses to planning applications.

The sessions are being led by Andrew Towleron who has worked in various senior roles in planning policy for North East Derbyshire District Council and Rotherham MBC.

A qualified planner, he is a former employee of YLCA and a planning adviser for the Society of Local Council Clerks. He is also a clerk to a parish council in the Rotherham area so is familiar with the policies and procedures of local councils.

Full details and booking instructions are below

Understanding the Planning System and making effective observations on planning applications

These sessions aim to help councils understand their role in and get the most from the planning system. There will be a focus on the role and responsibilities of local councils in the planning system; local plan making, the National Planning Policy Framework introduced in 2012 and guidance on how to respond effectively to planning applications, including best practice.

The session will examine:

- UK planning legislation and policy;
- The role of local councils in the planning system;
- Local Development Plans;
- The National Planning Policy Framework;
- Development Management;
- Enforcement, appeals and special planning rules and policies;
- Section 106 agreements and the Community Infrastructure Levy;
- Material Considerations – the need for them and their use;
- Incentivising new development;
- Pre-application discussions;
- How local councils make planning decisions;

Venues and dates:

Holiday Inn Leeds-Wakefield, Queens Drive, Ossett, WF5 9BE

Friday, 17 April.

10.00am (registration 9.45am) to 4.00pm

Mercure York Fairfield Manor Hotel, Shipton Road, Skelton, York, YO30 1XW

Saturday, 25 April

**10.00am (registration 9.45am) to 4.00pm
(Maximum 40 delegates on each seminar).**

Please complete the booking form via the YLCA website.

Once this is received, we will confirm the booking and raise an invoice.

Each seminar will run from 10.00am to 4.00pm with refreshments throughout the day and lunch.

Email from a Resident

Date: Monday, 2 March 2020

Subject: Blocked gully

I am hoping the Village Council might be able to assert some influence with BMDC regarding a blocked drain at the top of Parry Close.

I have already contacted BMDC after the recent floods and first of all they said it was an unadopted road. However I said that they have previously unblocked the drain, albeit not regularly, and very occasionally the street cleaning van clears the road. BMDC then said this would be logged amongst hundreds of others.

The blocked drain is on the road known as Back 'o' The Mill which is at the top of Parry Close. It is becoming more and more blocked with debris after the heavy rains. There is also a building site on this road and the sludge and debris is not helping matters. In fact one the fencing supports is laid half way across the drain with sludge and debris collecting at the side of it.

Then two weeks ago 2 out of the 3 houses on Gatesway had blocked toilets. Yorkshire Water have cleared these. This happened after the last floods in 2015 so I'm not sure if the drains and sewers are connected.

Would it be at all possible for someone from the Village Council to come and inspect the drain and surrounding area as the residents on Parry Close and Gatesway are extremely worried about the heavy rains that are still forecast and put some pressure on BMDC to clear the drain and the road?

Kind Regards

Gatesway Resident

Email from Integreat Plus

Date: Monday, 2 March 2020

Subject: Heritage in NDP

Hi Ken,

Please see email below and attachment for quote by heritage expert for assessing Harden local heritage list for the group's consideration.

I think the quote is fair given the number of properties identified by the group (34 = £50 each). There might still be some wiggle room to reduce the quote if HVC do not have that level of resource.

I understand that this would be an additional cost that was not identified at the start of the project, but it might help to move this piece of work along. Andy is very capable and well-suited to this type of work.

Design Review Manager
Assistant Urbanist & Planner // CIQA
Integreat Plus

From: Andy Graham
Sent: 28 February 2020
Subject: Re: Heritage in NDP

Afternoon Jamie,

Many thanks for this enquiry. I've had a look into it and attach a quotation for the groups consideration.

I've tried to keep the quote as low as possible but this does reflect the ideal of an illustrated booklet document that I think would be most appropriate. I realise however that even this might be too much, and as such I'd be happy to discuss the price and try to tailor accordingly.

I think the most important thing however is to get a short, robust, assessment of each property that the group feel is appropriate for local listing in order to provide a strong evidence base for potential future challenge both by residents, developers, and Inspectors.

Without such an assessment future change to these buildings would be left only to the LPA to try to defend as Locally Listed or even Non Designated Heritage Assets and this isn't really ideal.

In any case, happy to discuss and have a nice weekend.

TheUrbanGlow Design & Heritage
www.urbanglowdesign.com



Urban Design Heritage and Planning

Date: 28th February, 2020
To: Harden NPD c/o Jamie Wilde/Integreat Plus

FEE PROPOSAL

Harden NPD Local List Assessment.

Jamie,

Many thanks for your email earlier this week with regards assessment of a local list for Harden. I've gone through the information you sent and as a general list it appears fine. However, I consider that the criteria element needs more information with more assessment so as to improve the evidence base.

My concern is, (and I'm sure this is why you sent me this enquiry in the first instance) is that currently, if any of the properties on this list gets challenged I doubt whether there is enough evidence to be able to defend them either through a Planning Application, site allocation or at appeal.

Therefore, what I would propose is to undertake an assessment of each property and add more info for each of the Historic England criteria that the group have identified.

Ideally, I would like to create a booklet with each of these properties in. A photo for each and a description assessing its significance to give a good baseline based upon an initial architectural and historical assessment.

At the very least, something like this would need a days site visit to ensure I visited each property and probably another five days to produce a robust document, preferably with maps and photographs.

The commercial cost for this however would be in the region of £3000. However, with this being a local community group I would be willing to undertake this for £1700 and the breakdown of work would be the following:

TheUrbanGlow Design & Heritage Ltd
Registered Office: Cavendish House, St Andrews Court,
St Andrews Street, Leeds LS3 1JY
www.urbanglowdesign.com andy@urbanglowdesign.com
07736834722

Breakdown of work:

The work would therefore include:

- Full site visit to each property to assess its architectural and historic significance including its contribution to group value and sense of place/local distinctiveness.
- Taking of high quality photographs to at least record the principal elevation of each building.
- Assessment in terms of architectural quality, likely date (based on stylistic/architectural grounds).
- Map regression research to more fully understand phasing of each building (where necessary).
- Assessment of each heritage asset against Historic England Criteria.
- Production of a 'property sheet' for each building showing main image, map and description that can be used as appendices to the Neighbourhood Plan.
- Filling out of Excel spreadsheet with data for each as above.

Timescales: Subject to client recommendation. Could commence in mid March 2020.

Team Expertise: The work will be undertaken by Andrew Graham BA(hons) MA IHBC, who has 17 years experience in Planning, Urban Design and Heritage. He is a full member of the Institute of Historic Building Conservation (IHBC) a CABE Built Environment Expert and a member of the Cathedral's Fabric Advisory Board for York Minster and Ripon Cathedral. He is a qualified and well practised ex local authority Urban Designer and Heritage Officer with lots of experience in similar projects.

Quotation Price £1700.00

Inclusive of one two hour meeting. Extra meetings charged at £75.00 per meeting (limit to 2 hours per meeting). Also inclusive of one community workshop where the findings can be presented to interested parties.

Mileage would be added @0.45p per mile.

A.Graham BA(hons) MAued IHBC

28th February, 2020

TheUrbanGlow Design & Heritage Ltd
Registered Office: Cavendish House, St Andrews Court,
St Andrews Street, Leeds LS3 1JY
www.urbanglowdesign.com andy@urbanglowdesign.com
07736834722

Email From Bradford Council Highways

Date: Tuesday, 3 March 2020

Subject: West Yorkshire Planing and Surfacing Joint Contract 9 2019/20

Good Morning Councillors,

West Yorkshire Planing and Surfacing Joint Contract - Bradford Council Contract No 09 2019/20

Please find below a list of Carriageway Resurfacing/Reconstruction schemes in the above-mentioned contract, some of which are in your ward. The contract has been programmed to be undertaken between 16th March – 9th April 2020 . Residents and Businesses have and will be informed of the actual dates of the works upon the approval of the works programme.

Road	From	To	Traffic Management	Proposed Restrictions	Days	Proposed date
B6429 Harden Road, Harden	Woodbank Nurseries	Roundabout with Wilsden Road and Long Lane	Traffic Lights	Restricted	5	16th March 2020

The programme is as follows:

B6429 Harden Road: 16th to 20th March 2020.

If you have any queries in the meantime, please do not hesitate to get in contact.

Assistant Engineer/ Engineer - Highway Maintenance (North)