

# Harden Village Council



Clerk: Ken Eastwood, Harden Village Council, PO Box 572, Keighley BD21 9FE  
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Dear Councillor,

You are summoned to attend a monthly virtual meeting of Harden Village Council, to be held by video conference, on **Thursday 11<sup>th</sup> March, 2021** at 7.15pm.



**Clerk to the Village Council**

6<sup>th</sup> March, 2021

Meeting access details

<https://us02web.zoom.us/j/88051199794?pwd=VE5sZTlnYjdoTi9MNDVMaURiS0wyUT09>

Meeting ID: 880 5119 9794

Passcode: 663991

## 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 the minutes of the Village Council meeting held on 11<sup>th</sup> February, 2021.
- 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: -

21/00542/HOU - Single storey side extension, alter rear flat roofed extension to pitched roof, new rear patio doors with access decking to new steps at 6 Midgeham Grove, Harden.

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

**6. Draft Local Plan (see Appendix 2)**

To decide on the Village Council's response to Bradford Council's Local Plan consultation.

**7. 20 MPH Zone (see Appendix 3)**

To review a revised response to Bradford Council prepared by Cllr Townsend incorporating advice received from 20's Plenty For Us. To agree appropriate next steps.

**8. Active Travel (see Appendix 4)**

To review a document identifying barriers and problems with active travel routes in Harden and opportunities to rectify these. To consider next steps including organisation of an online meeting to enable local councils and groups to give their input and ideas.

**9. Scribe Accounts (see Appendix 5)**

To receive a verbal report from the Clerk on research into financial management systems. To consider subscribing to Scribe Accounts and to authorise related expenditure.

**10. Signage (see Appendix 6)**

To review designs for replacement boundary signage and agree colours, wording and illustrations. To authorise expenditure up to £5,500.

**11. Exchange of Information**

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

**12. Correspondence (see Appendix 7)**

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

- a) Email from Christmas Plus re. removal and testing of Christmas lights.
- b) Emails from Shipley Area Office and Wilsden Parish Council re. Community Climate Action Fund.
- c) Email from West Yorkshire Combined Authority re. bus timetabling queries.
- d) Email from Bradford Council re. tree planting.
- e) Email from a resident re. Plastic Free Bingley.

### 13. Financial Matters

- a) To confirm appointment of Town Parish Audit to undertake the Internal Audit of the accounts for the financial year ending 31<sup>st</sup> March 2021.
- b) To authorise the following payments: -

Payee	Payment No.	Amount	Description
Ken Eastwood	2020-21-50	£53.16	Stamps & mileage
Roger Smith	2020-21-51	£75	Newsletter delivery
Impress Printers (UK) Ltd	2020-21-52	£175	Printing
E Petch Printers Ltd	2020-21-53	£54	Graphic design
Bradford MDC	2020-21-54	£1,198.87	Salary payment
YLCA	2020-21-55	£15	Training
YLCA	2020-21-56	£15	Training
Vision ICT	2020-21-57	£146.60	Email accounts
Wybone Limited	2020-21-58	£1,054.78	Benches x 2

- c) To note the following trial balances: -

<b>Harden Village Council</b>				
<b>1<sup>st</sup> March 2021</b>				
Item	Budget 2020/21	Expenditure to date	Budget Remaining	Forecast Shortfall (-) Surplus (+)
Staff Costs	9,000	12,724	-3,724	-6,122
Travel	300	47	253	230
Subscriptions	1,500	1,740	-240	-240
Insurance	500	438	62	62
Audits	400	380	20	20
Newsletter	850	95	755	460
Website	825	520	305	182
Parish Plan	1,000	0	1,000	1,000
Neighbourhood Planning	5,000	2,827	2,173	2,173
Training	400	53	348	348
Repairs	100	0	100	100
Stationery	250	103	147	147
PC equipment	250	0	250	250
Small grants	1,000	500	500	500
Horticulture	1,000	999	1	1
Projects & Assets	17,075	166	16,910	16,031
S 137	200	25	175	175
Other	125	183	-58	-58
	<b>39,775</b>	<b>20,798</b>	<b>18,977</b>	<b>15,259</b>

d) To note the following bank reconciliation: -

Cashbook balances

Balance 1 <sup>st</sup> April 2020	14,696.64	
Add: income to date	59,518.70	
Less: expenditure to date	(21,413.82) (incl. VAT)	
Total:		<b>£52,801.52</b>

Bank account balances 1<sup>st</sup> March 2021

Community Account	26,418.65	
Business Account	26,382.87	
Total:		<b>£52,801.52</b>

**14. Minor Items and Items for Next Agenda**

To note minor items and items for the next agenda.

**15. Next Meeting**

To confirm the date of the next virtual Village Council meeting as 8<sup>th</sup> April 2021, 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	November 2020	Preferred site not supported by Bradford MDC. Further contact being arranged with the Friends of St Ives to discuss community garden opportunities.
Neighbourhood Planning	Ongoing project.	Council, Clerk & Integreat Plus	March 2021	Regulation 14 consultation underway. Online Newsletters delivered. Q&A 24 <sup>th</sup> March, 6:30pm. Consultation ends 11 <sup>th</sup> April.
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	February 2021	Two benches require concrete strip foundations (to be fitted weather permitting). Two further benches ordered.
Traffic & Transport	Commission traffic survey(s) and expert recommendations.	Cllr Townsend & Clerk	January 2021	Agenda item.
Bingley St Ives	To consider registering the Estate, or parts thereof, as an Asset of Community Value.	Clerk & Chair	November 2020	Clerk preparing an application following advice provided by Bradford Council in October, 2020.
Emergency Plan	To develop an emergency plan for Harden.	Cllr Ahmed	February 2021	Cllr Ahmed refining draft. Resources and materials received from Bradford Council.

<b>Subject</b>	<b>Issues</b>	<b>Responsibility</b>	<b>Date of last action</b>	<b>Notes</b>
Signage & Wayfinding	Project to enhance boundary and village centre signage.	Clerk	February 2021	Agenda item.
Village Green Space	To register the village green space off Keighley Road as an Asset of Community Value.	Clerk	March 2021	Application completed and submitted to Bradford Council.

## Appendix 2: Draft Local Plan Consultation

### Information from Bradford Council about the Draft Local Plan and Consultation

## Bradford District Local Plan - Preferred Options (Regulation 18) and Call for Sites

This e-bulletin is to inform you that the Council's new *Draft Bradford District Local Plan (Regulation 18)* with 'preferred options' for policies and site allocations is now published for consultation. Alongside this consultation, the Council has issued a Call for Sites.

The Bradford District Local Plan is a newly integrated single plan and takes into account comments which were received to the last consultation on the partial review of the Core Strategy along with new evidence to support the policies.

The Council welcomes your views on the emerging Bradford District Local Plan and Call for Site submissions.

The consultation is open from 9am on Monday 8th February through to 23:59hrs on Wednesday 24 March 2021.

### Viewing Documents

The Bradford District Local Plan and supporting documents are available to view on the Council's new consultation software OpusConsult and OpusMaps consultation website here - [Local Plan consultation system](#).

An interactive Call for Sites form is available from on the Local Plan consultation system.

Alternatively, a full suite of Print/PDF versions of the plan are available to view and download on the Council's main [Planning Policy webpages](#) and via: [Bradford Council Consultations](#).

Due to the current pandemic, the consultation material will only be available online and paper copy documents will not be available in the usual deposit locations. We are however putting measures in place to improve accessibility to the plan with a [special order request](#) service for paper material for people unable to access digital material.

### Making Representations

We are encouraging you to use the [consultation website](#) to submit your comments about the plan, policy or site to ensure that the decisions we make are guided by a real appreciation of the views of the residents and people of the District.

You will need to register to use the OpusConsult system for the first time. Once registered, you will be able to draft, review and submit your comments at your convenience. Your comments will be stored as a record and you will be able to track the Council's response in due course.

Alternatively, if unable to use the consultation software then please set out your comment clearly stating which document, policy or site your representation refers to and submit the information to the Local Plan Team via:

Email to: [planning.policy@bradford.gov.uk](mailto:planning.policy@bradford.gov.uk)

Or post to: Local Plan Team, 4<sup>th</sup> Floor Britannia House, Broadway, Bradford, BD1 1HX

## Appendix 3: Draft 20 MPH Zone Feasibility Response

Harden Village Council wishes to work with Bradford Council towards a village-wide 20mph scheme, alongside a range of associated and complementary measures to enhance and promote active and sustainable travel. This document outlines the evidence basis, aims and requirements of such a scheme, and draws on research and good practice to propose how this scheme might take shape in order to satisfy our aims and suit particular local needs and contexts.

### Evidence and policy basis

A range of local and wider sources provides the evidence base for moving forward with a 20mph scheme:

- Neighbourhood plan consultation and residents’ input to Village Council – showing strong local concerns around road safety and traffic
- Met Consultancy Traffic Report – showing high average speeds and traffic volumes
- Shared statement with neighbouring villages – all Bingley Rural councils agreed we need ‘lower speeds and people friendly streets’
- Bradford Council policy – supporting active and sustainable travel, inclusive mobility, climate emergency declaration, vision zero approach to road casualty reduction
- Department for Transport guidance – supporting local consideration of 20mph limits where people live, walk and cycle; aiming to make active travel first choice for local journeys
- World Health Organisation guidance – recommending 20mph where people live, walk and cycle
- Academic studies – extensive studies showing that 20mph limits improve road safety and walkability/cyclability and reduce casualties as part of a ‘safe systems’ approach

### Our aims

We are pursuing this proposal because we wish to:

- Lower traffic speeds within the village, lowering risk of casualties, improving perceptions and making streets safer for walking and cycling
- Make our village a more pleasant, healthy and sustainable place to live and visit and enable and encourage people to use sustainable travel modes (walking, cycling and public transport)
- Support decarbonisation, healthier lifestyles, and more inclusive access to our green spaces

The table below shows immediate outcomes we are hoping to produce, the intended impacts of these changes, and indicators of success.

Outcomes	Impacts	Measures of success
<ul style="list-style-type: none"> <li>- Reduced traffic speeds</li> <li>- Enhanced local environment</li> </ul>	<ul style="list-style-type: none"> <li>- Reduced risk of road casualties</li> <li>- Residents &amp; visitors feel safer and happier</li> <li>- Residents &amp; visitors feel more able and inclined to use active travel</li> <li>- Reduced traffic, congestion, noise</li> </ul>	<ul style="list-style-type: none"> <li>- Average traffic speeds</li> <li>- Traffic volumes in village &amp; St Ives</li> <li>- Residents &amp; visitors using active travel</li> <li>- Formal and informal feedback from residents and local groups</li> </ul>



## What can help us achieve our aims?

Research<sup>1</sup> identifies a number of factors that aid compliance with 20mph limits:

- road environment making it harder to go fast or signalling a need to slow down
- presence of vulnerable users or places likely to have high pedestrian activity
- community engagement and awareness
- enforcement by police or cameras

Evidence also suggests that to encourage greater levels of walking and cycling, 20mph schemes should involve an integrated approach across agencies, and be complemented with wider measures to overcome barriers to active travel.

The wide, straight roads running into the village (Harden Road, Wilsden Road and Keighley Road) are therefore most likely to be susceptible to non-compliance, and indeed these are locations that suffer widespread non-compliance with the existing 30mph limit. This suggests focused treatment at these locations would be beneficial, such as through road narrowings, very obvious gateways and some strategically-located traffic calming. The evidence also points to the importance of clearly signalling to drivers that they are in a place with high levels of pedestrian activity, reinforcing that gateways are important. This will also be assisted by other planned and proposed activities to improve active travel.

Community engagement is clearly paramount for a range of reasons, hence we set out below a range of steps that we would take in Harden. Given that half our traffic is through-traffic, close working with neighbouring villages, and Bradford and Bingley Councils, on awareness-raising, is also important. We acknowledge that poor levels of traffic policing resourcing mean that regular police enforcement will not be possible, but will nevertheless explore with WY Police the potential for occasional speed checks.

### Key local requirements

Given the evidence above, and our local knowledge, for this scheme to be successful and well-supported in our village, we have identified the following key principles. This aims to ensure the scheme suits our local needs and fulfils Bradford Council's requirements of 20mph schemes being 'self-enforcing'.

<b>People- and place-centred design</b> – ensure the scheme prioritises, protects and welcomes pedestrians and cyclists and bus users, in line with the sustainable travel hierarchy, and enhances our village as a pleasant place to be	<b>A joined-up approach</b> – integrate the scheme with wider efforts to improve safety and enable active and sustainable travel, including: our wider active and sustainable travel improvements plan; good liaison with neighbouring village councils, Bingley and Bradford Councils, WY Police
<b>Focused treatment of village entry points</b> – use our four village entry points to physically slow traffic and make clear this is a place for people, rather than relying on traffic calming throughout	<b>Great local communications and involvement</b> – ensure local understanding and buy-in, using our established communication channels, links with community groups and businesses, and expertise in engagement

<sup>1</sup> See

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/757302/20mph-technical-report.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/757302/20mph-technical-report.pdf)

This approach is better suited and more viable for our village than a scheme that relies on lots of traffic calming measures throughout the village, on the basis that:

- It is more affordable: the council will be unable to financially support a scheme that runs to hundreds of thousands of pounds
- It will be better supported: traffic calming throughout the centre of the village risks noise, air quality and other concerns being raised
- It makes sense, given the size and shape of the village, to use our entry points to slow traffic, meaning drivers don't have much time to speed up again before they reach the roundabout at the village centre; these points are also strategic, in terms of providing better active travel access to our green spaces and neighbouring villages
- Compliance will be supported through intelligent speed adaption technology being fitted to all new cars from May 2022, and through local communications, engagement and coordination
- This fits with recommendations made by specialist third sector organisations supporting communities on sustainable travel and traffic issues, such as 20's Plenty, Brake and Sustrans.

### **Our proposed approach**

Having reviewed Bradford's initial proposal (feasibility map), the Village Council proposes an amended approach to the scheme's design, which should serve our aims, fit with the particular needs and circumstances in Harden (a place-based approach), align with evidence on achieving success, and be more likely to be affordable. This would include:

- The zone area as per Bradford's proposals, except extended on Keighley Road to start north of the St Ives entrance, where the 30mph limit starts. This would dramatically improve safe pedestrian and cyclist access to St Ives estate, which is currently risky and off-putting, and would also reduce crash risk on a stretch of road with a crash history;
- Clear gateways, with signage, road narrowings and markings at all four entry points
- Combine the gateway on Wilsden Road with a marked footway across Harden Beck Bridge and give way system, providing safe pedestrian access to Wilsden from our village, and for those visiting Goit Stock, while narrowing the road way and forcing drivers to slow down;
- Only a small number of speed tables should be considered, at or near the four village entry points and where there are no houses immediately alongside: on Keighley Road near to the St Ives entrance, on Harden Road just east of the layby, on Long Lane at the entrance to the zone, and Wilsden Road north of Wilsden Old Road;
- Consider incorporating pavement widening and lay-out adjustments proposed in the traffic study Met Consultancy, to improve walkability and more clearly signal to drivers this is a place for people;
- Instead of speed bumps on Narrow Lane, consider the feasibility of closing the route to through traffic (excepting bicycles);
- Ensure that throughout the scheme the needs of pedestrians (including those with disabilities or mobility aids), cyclists and horse-riders are considered and prioritised.

We additionally request that Bradford consider the feasibility of lowering the speed limits outside the 20mph zone, on Harden Road through to Bingley, Keighley Road running alongside the St Ives estate, and Hill End Lane through to Cullingworth, to 30mph. We believe this would make a major difference, not only to improving compliance in Harden, but making these roads safer and opening up more routes for safe and enjoyable pedestrian and cyclist access.

### **Community engagement and support**

A number of steps have already been taken by the Village Council to involve the community, and this will continue, to raise awareness about the importance of slowing down, and build a sense of understanding, buy-in and ownership towards the scheme.

Engagement conducted around our neighbourhood plan included traffic and transport, and suggested widespread concern around local traffic speeds and support for measures to control speeds and improve walkability and cyclability. Discussion with neighbouring councils has also led to consensus across the four villages that make up Bingley rural that across our wider area we need to tackle speeding and lower speed limits, to protect people and ensure people can walk and cycle without fear (*see appended statement*). In addition, Harden Village Council is delivering ongoing local communications and engaging community groups on its climate emergency declaration, including on opportunities to improve sustainable travel. We are planning an online mapping exercise on barriers to walking and cycling.

The Village Council recognises that ongoing engagement is crucial, to build local awareness and support, and promote compliance with the new limit. This would include:

- Reference to the proposal through our Neighbourhood Plan consultation;
- Online mapping and engagement webinar to gather local views on active travel improvements;
- Information, updates and opportunities for input promotes through our village newsletter (sent to all households three times a year), website, e-bulletins and noticeboard;
- Updates and discussion with other Bingley Rural councils and local community groups;
- Working with the school and WY police to set up community speed watch activities.

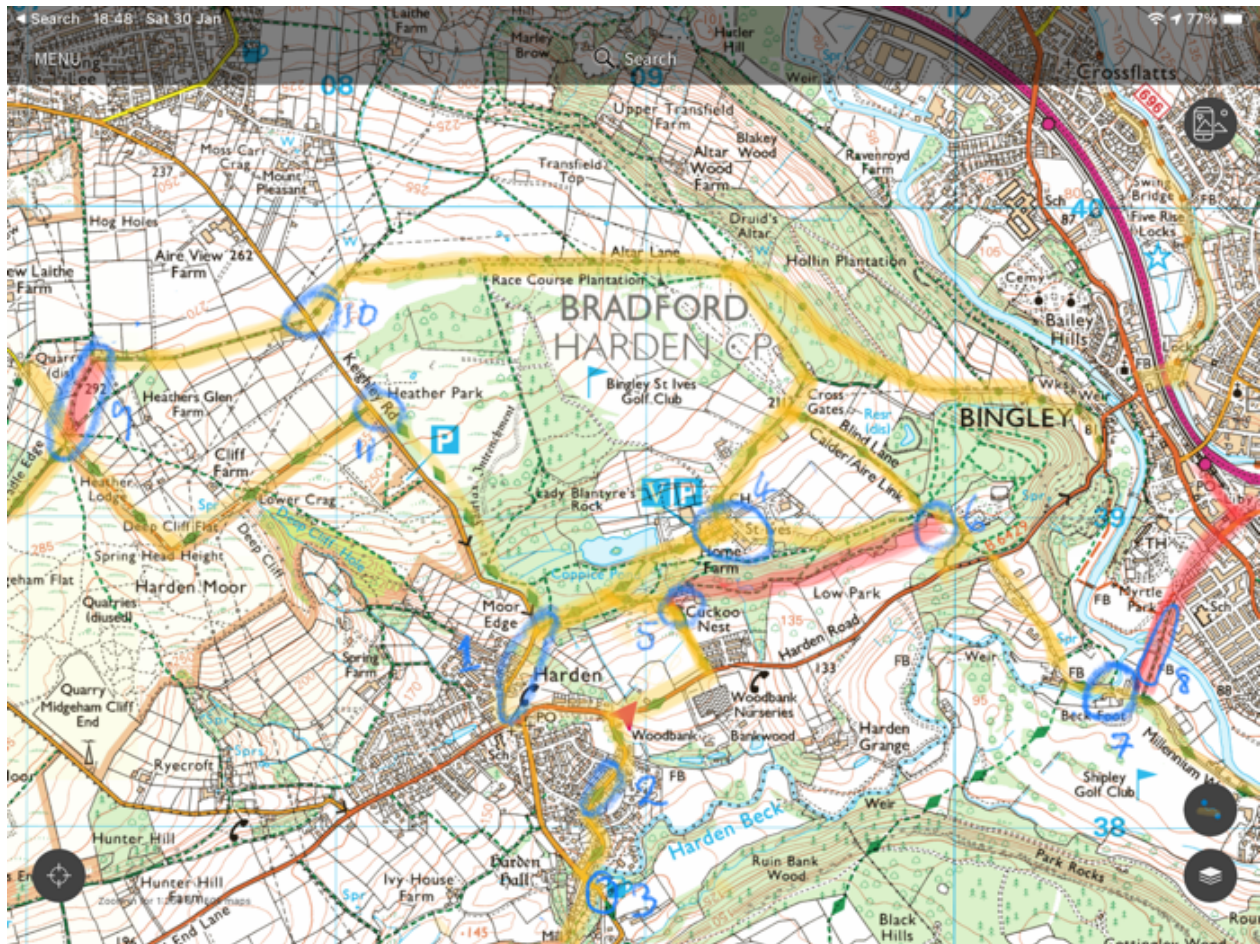
#### **Appendix 4: Harden active travel: proposed improvements**

This document lists identified barriers and problems with active travel routes in the parish of Harden, and opportunities to rectify these. This is a working document, to form the basis for further discussion with local people and community groups, and with Bradford Council, and neighbouring parish and town councils. Harden Village Council proposes to organise an online meeting to which local councils and groups will be invited, to give their input and ideas.

The aim of these proposals is to firstly to improve active and sustainable travel opportunities for people living in Harden and neighbouring villages, and secondly to widen healthy and sustainable access to the important green spaces in this area, for people in nearby conurbations. Ultimately, this aims to:

- improve public health and wellbeing;
- reduce the pollution, noise, road danger and congestion that blights our locality;
- create more equal access to green spaces, leisure, work and education;
- help to tackle the climate emergency.

Each number below corresponds with the location shown on the map.



### Roads in Harden village:

It should be noted that Harden Village Council is also progressing discussions with Bradford on a possible 20mph scheme for the village, which would complement these proposals, improving road safety and making our village more walkable and cyclable. The following specific proposals could be incorporated.

#### **1. Keighley Road south from St Ives entrance**

The shortest/quickest route from Harden village centre to the main lane through the St Ives estate is extremely risky for pedestrians and cyclists. There is a need to cross the road to get from the pavement/west side of the road into the estate; looking north from this side of the road, there is a blind bend, and the speed of vehicles is extremely high, related to the gradient and the fact that the speed limit is 50mph a few hundred metres to the north. Possible solutions:

- a) introduce a prominent village gateway with appropriate traffic calming at the entrance to the village speed limit at the same time as lowering the village speed limit to 20mph
- b) install a mirror enabling pedestrians and cyclists to check for vehicles approaching from the north
- c) lower the speed limit between Harden and Keighley, to 30mph ideally (also improves safety for along Keighley Road, especially on the stretch south of Alter Lane well-used by cyclists and horse-riders).

#### **2. Narrow Lane (part of Calder-Aire Link)**

This side road forms an important connection between St Ives and Goit Stock, and between Wilsden Bingley, but is beset by rat-running, some at high speed.

As part of its 20mph scheme proposals, Harden Village Council suggests:

a) this road is closed to through-traffic except cycles and horses.

### **3. Harden Beck Bridge**

This bridge provides the only pedestrian and cyclist access between Wilsden (with its shops, pubs, medical and leisure facilities) and Harden, as well as being part of the Calder-Aire Link and important for accessing to Goit Stock Falls on the Harden side and Ruin Bank Wood and its folly on the Wilsden side. Yet it is currently extremely risky to negotiate, with no pedestrian footway, and often vehicles approaching at speed, blind on the Wilsden side, and with a downhill gradient. Again, linked to our 20mph proposals, and drawing on our traffic study, we recommend:

a) a clearly marked footway is introduced across the bridge, narrowing the vehicle access to single carriageway with a give-way on the Wilsden side

b) a prominent village gateway is introduced signalling this is a well-used place for people.

### **St Ives Estate:**

#### **4. Lane through St Ives**

This is a good quality, narrow lane through the centre of St Ives, but the volume of motor vehicles is problematic and disruptive, especially the many parking and manoeuvring at weekends. Our traffic report shows c. 500 cars a day on average through the week, likely some rat-running to avoid traffic queues, and many at above the posted 10mph. Often the estate can feel more like a polluted car park than a country park, and access to the park by walking and cycling is limited by the factors outlined elsewhere in this list. It is suggested that:

a) The lane through the estate, perhaps near the picnic area and cafe, could be blocked to through-traffic

b) Some parking is given over to cycle parking, and proposals to charge for parking are reconsidered

c) Signage is used to welcome pedestrians and cyclists, remind of their presence, and deter idling.

#### **5. Cuckoo's Nest and eastwards to 6. Low Park eastern end**

There is a reasonable quality gravel track leading up from Harden Road to Cuckoo's Nest, providing a popular point of entry to St Ives for walkers, and occasional cyclists, who are permitted to continue up a steep, rocky track to the main lane through St Ives. However, cyclists are prevented from turning right along the much flatter route towards Bingley/Low Park by a kissing gate, and the path from here is a footpath not a bridleway. This could be addressed through:

a) removing the kissing gate and improving the path immediately up from this

b) upgrading the path from Cuckoo's Nest eastwards (to the north of Low Park, between point 5 and 6 on the map) to a bridleway, and associated surfacing improvements

c) as the eastern end of this path is narrow and weaves around mature trees, it is likely that the active travel route would need to pass through the (existing) gate into and across the eastern section of Low Park, with a new gate installed at the eastern edge of the field to provide access onto the lane.



## **Beckfoot to Bingley:**

### **7. Bottom of Beckfoot Lane, and 8. Beckfoot to Myrtle Park link**

Beckfoot Lane provides a crucial link for walkers and cyclists between Bingley/Myrtle Park/Cottingley and St Ives and Ruin Bank Wood, and onto Harden and other villages – an alternative to the congested, polluted and risky main road. However, the ‘bottom’ end of the lane near the river is extremely difficult for cyclists and those with limited mobility, due to two stone squeeze stiles either side of the historic Beck Foot Bridge, and lack of a cycle/bridle path from there to Myrtle Park. This could be addressed through:

- a) removal/replacement of the two stone squeeze stiles by Beckfoot Bridge, and levelling/resurfacing this short stretch connecting the lane either side of this bridge (dependent on listing requirements/status)
- b) widening and reclassifying the stretch of path north-east from Beckfoot Lane, across the river and into Myrtle Park, and ensuring a signed, safe active travel link via backstreets to the station and canal path.

## **Altar Lane and onto Harden Moor:**

### **9. Harden Moor to Alter Lane link**

The tracks around Harden Moor are well used already by cyclists, horse-riders, walkers and runners, but there are some frustrating and risky barriers. In particular, the three stiles along this short stretch of footpath force many cyclists to choose between attempting to hoist their bikes over (which can itself be dangerous in wet weather especially) or being forced onto Keighley Road, with its frighteningly high-speeds. This is restricting access not only to Harden Moor and St Ives, but also restricting important active travel connections through to Keighley and Cullingworth. It is proposed that:

- a) This short stretch of footpath is reclassified to a bridle way
- b) The two stone squeeze stiles and one wooden stile (see below) are replaced with suitable gates.



### **10. Altar Lane - Keighley Road junction, 11. Heather Park to Harden Moor**

This stretch of Altar Lane, and where it crosses Keighley Road, is well used by walkers and cyclists, despite the barriers described under point 9, and provides an important entrance to St Ives from the Keighley and Cullingworth side, and connection to Harden Moor. Yet it could be made far safer, more attractive and welcoming as a key active travel route, firstly by lowering traffic speeds and improving signage on the Keighley Road to improve this as a crossing point, but also by addressing the large numbers of motor vehicles parking and manoeuvring, causing extremely large pot-holes which are often filled with water stretching across the lane, and the associated fly-tipping and littering, which is rife here. It is proposed:

- a) a lower speed limit along the Keighley Road and signage warning drivers of pedestrians and cyclists
- b) parking is restricted to two spaces for disabled badge holders
- c) this strip of Altar Lane east of Keighley Road is resurfaced, with tree and hedge planting in the space freed up from parking, and welcome to St Ives sign added, providing an enhanced environment and contributing to biodiversity
- d) the path entering St Ives south of here, at point 11, has the foot 'dip' removed to enable this to work as another good active travel connection between Harden Moor and St Ives

## Appendix 5: Scribe Accounts



### Frequently Asked Questions

#### What are the alternatives to Scribe Accounts?

Whilst there are many different software options available, most are designed primarily for businesses with Profit and Loss accounts. This means there are complicated ledgers that are unnecessary for councils, and you can't produce the reports you need to meet your statutory obligations.

Many councils find using these packages difficult, so stick to Excel spreadsheets, but this has no audit trail and requires time to be spent on producing manual reports. Scribe is purpose built for town and parish Councils.

#### Why do I pay a recurring annual license?

In part the annual license fee covers software updates - we ensure that our software remains up-to-date with the latest requirements for local councils, and release regular software updates. However, the annual license also includes unlimited access to our Support Team. We provide regular training webinars, in addition to on-going phone and email support.

#### Receipts and Payments vs Income and Expenditure

Most councils with a budget of under £200,000 keep more simplified "receipts and payments" accounts, however, larger councils use "income and expenditure". Scribe works for both, and is a full receipts and payments accounts system, with an option to convert at year end to income and expenditure accounts.

#### What happens at the year end?

We know that the financial year end is the most stressful time of year for councils. With Scribe it will be pain-free. If your accounts data has been correctly added and reconciled, throughout the year; it is simply a case of clicking a few buttons to generate your year end reporting.

## Harden Village Council

### What would your subscription fee cover?

#### Scribe Accounts Web-based Software

Access to the latest version of Scribe Accounts software, including ongoing upgrades, cloud storage, backups and all the necessary GDPR compliance. You will have access to an unlimited amount of user logins, 'read only' for councillors as well as auditor logins.

#### Fully Inclusive Training

When you purchase Scribe we will set you up with access to your own online account and provide you with one-to-one training with our in-house MAAT Qualified Accountant.

Depending on your experience level, we typically find most Clerks require 1 to 5 hours of training in their first month of using Scribe. If your Clerk/RFO changes, or you employ someone new, we'll happily repeat the training at no extra charge.

#### Uncapped Accounts Support

Once you're up and running you will continue to have unlimited access to the Scribe Support Team. We're available by email, phone and live chat during office hours Monday to Friday.

Not only do we provide technical support, you'll also be able to ask questions about accounting too. With your permission, we can access your account and solve questions remotely and quickly.

#### Online Knowledge Base

If you prefer to self-learn, our online knowledge base is filled with tutorials, frequently asked questions, and help documents.

#### Financial Year End Support

We know from experience that the most stressful time of the year for Clerks, is the financial year end. As it approaches we offer free webinars and additional focused training sessions, to help take the pressure off. For any specific questions, we are at the end of the phone ready to help.



## Your quote

### Scribe Accounts

Subscription fee billed annually	£288.00
One off set-up fee <b>payable first year only</b>	£197.00

### Total

**£485+ VAT**

*This quote is valid for 30 days from 17/02/2020,*

Features included:

Full Accounting System	Cost Centres & Cost Codes	Online system with permission based users
Sales Invoices & POs incl. split transactions	Asset Register	Budgets vs. Actuals
Monthly Reconciliation	Reserves	VAT Form 126 / VAT 100 HMRC integrated for Making Tax Digital
Annual Return	Download Accounts	30+ Council Reports

## Appendix 6: Boundary Signs

Boundary signs, initial mock-ups by Sign of the Times and Sign & Design.



### Costs (Sign of the Times)

1 No. Tooling to make the relief motif, icons and set up the pattern	£ 528
6 No. Signs - domed rectangles 1100 x 650mm @ £809.00 each	£4,045
2 No. Double posts for Cullingworth & Ryecroft entrances	£389.78
Carriage and packing	£100 (approx.)

Total excl. VAT £5,062.78

## **Appendix 7: Correspondence**

### **Email from Christmas Plus**

**Date:** Thursday, 4 March 2021

**Subject:** Harden tree maintenance 2021

Hope you are all safe and well.

I have been asked by Paul to contact you regarding the 2 trees that we dressed previously. It is now time to look at some remedial work.

To safely remove all lighting from the tree opposite the church (over the wall tree) the total cost for removal of light strings, testing and report will be £421.

To remove the branch wrapped tree lighting, test and report would be an extra £95 as long as this work could be carried out at the same time.

All Costs subject to VAT. Please let me know how you would like to proceed.

### **Email from a Resident**

**4<sup>th</sup> March, 2020**

Good evening Ken,

The new cafe/bakery is a fantastic asset to the village, however with regards to this I am concerned about pedestrian safety.

With it being on the corner of a busy junction, on the opposite side to the crossings, it makes it challenging for people to cross safely. The footpath from Long Lane gets narrower as it goes round the corner onto Keighley road, this is difficult for most people to navigate and even harder for those with children, prams or those who use mobility aids.

The study commissioned last year looking at traffic levels and speed, highlighted the issue we have with speeding through the village. With this in mind, I would like to suggest that improving the safety of pedestrians in that area is paramount. Maybe an extra crossing could be considered on Keighley road, further up near the new housing estate.

I wondered if you'd be able to take forward this issue to the next local meeting.

### **Emails from Shipley Area Office & Wilsden Parish Council**

**From:** <gail.denham@wilsdenparishcouncil.gov.uk>

**Date:** Thursday, 4 March 2021

**Subject:** FW: Community Climate Action Fund

Dear Clerks of Harden, Cullingworth and Denholme,

Community Climate Action Fund

Following our discussions last summer about a joint approach on traffic and transport Wilsden Parish Council wondered if there was any mileage in a making a joint bid for a grant from the CCAF. Climate Action is not a parochial matter and, although the grant limit is nominally £5K consideration would be given to large bids. It may be possible to get something more ambitious for £20K than for 4 bids at £5K.

Transport is one of the five themes which will be supported by the fund.

What are your views?

Kind regards

Gail Denham

**From:** Graham Lockwood  
**Sent:** 26 February 2021  
**Subject:** Community Climate Action Fund

Dear All,

The Community Climate Action Fund aims to help communities through initiatives that can reduce our collective carbon footprint and support sustainable development.

The Shipley constituency area has been allocated £60,000 and we are seeking to fund projects up to a maximum of £5,000 each.

For further information please see the attached guidance document or visit our website - <https://www.bradford.gov.uk/your-community/community-grants/bradford-district-community-climate-action-fund/>

An application form is also attached.

The closing date for applications is Friday 23<sup>rd</sup> April 2021.

Please feel free to share this with your contacts.

Kind regards,

Shipley Area Co-ordinator's Office

**Email from West Yorkshire Combined Authority**

**From:** David Keady  
**Date:** Wednesday, 24 February 2021  
**Subject:** RE: Bus Timetabling Issues - Harden

Hi Ken,

Thank you for bringing these transport concerns to our attention. We will look into the detail and see if there's any improvements that can be made when we next review services in the area. As you are aware the Combined Authority support services K17/K19 so we can try to make improvements to the timetable.

Service 616 and 619 are operated on a commercial basis, so it will be more difficult to make changes however we will liaise with First to see if any improvements can be made.

Our focus at the moment is recovering the bus network from the impact of this pandemic, but we will look into your concerns as soon as we can.

I'll come back you when we have some more information.

Thanks,  
Dave

**David Keady | Bus Network Manager**  
**West Yorkshire Combined Authority | Leeds City Region Enterprise Partnership (the LEP)**

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### **Email from Bradford Council's Woodlands Manager**

**From:** Bob Thorp  
**Date:** Thursday, 18 February 2021  
**Subject:** RE: Tree Strategy

Hi Ken

I'm fine thanks, I hope you are too.

Our strategy is to increase tree cover in the district from its current 12% to 17-19% by planting either woodlands, hedges with trees or standard trees. We are evaluating Council land holding to do this, our main resources are highway verges, public green spaces and agricultural land – none of which are straightforward. We have carried out some tree planting on Harden Moor as a flood alleviation trial and restocked Bettys Wood with 14,000 trees following the felling.

Council aims to plant a tree for every primary school child and we will be writing to all primary schools this spring to work with them to do this.

If you have some ideas then we may be able to assist with funding; we've worked recently with Silsden, Shipley and Wrose Town Council's on various planting projects.

Best regards.

**Email from a Resident**

19/02/2021

Good morning

As a member of Harden Hobblers, I have tried to sign us up for Plastic Free Bingley recently but we are unable to be involved as we are not part of Bingley. I just wondered if the Village Council had considered a plastic free Harden as I am sure we have plenty of groups in the village who would be interested. My contact at Myrtle Parkrun has sent me some information if it would be useful for you to look at. Kind regards.