

# Harden Village Council



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

Dear Councillor,

You are summoned to attend a monthly virtual meeting of Harden Village Council, to be held by video conference, on **Thursday 8<sup>th</sup> April, 2021** at 7.15pm.



**Clerk to the Village Council**

3<sup>rd</sup> April, 2021

Meeting access details

<https://us02web.zoom.us/j/88051199794?pwd=VE5sZTlnYjdoTl9MNDVMaURiS0wyUT09>

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> March, 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: -

21/01457/HOU - Single storey rear extension at 24 Effingham Road, Harden.

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

**6. Horticulture**

To consider expressions of interest received with regard to the supply of gardening services to the Village Council. To authorise or otherwise related expenditure.

**7. Climate Action Fund (see Appendix 2)**

To review a draft grant application prepared by Cllr Townsend following a joint meeting with other Bingley Rural Local Councils. To agree appropriate next steps.

**8. Signage (see Appendix 3)**

To review final designs for replacement boundary signage.

**9. Active Travel**

To review recommendations and agree next steps with regard to development and improvement of active travel routes in Harden.

**10. Future Meeting Arrangements (see also YLCA Correspondence in Appendix 4)**

To note that The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 will not apply to meetings on or after 7<sup>th</sup> May 2021. To consider future meeting options and to approve appropriate arrangements.

**11. Exchange of Information**

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

**12. Correspondence (see Appendix 4)**

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

- a) Email from resident re. speeding and signage.
- b) Email from Bradford Council re. invoice for Lengthsman.
- c) Email from Keep Britain Tidy re. Great British Spring Clean.
- d) Email from resident re. grass verges and wildflower planting.
- e) Email from YLCA re. the future of remote meetings and annual meetings in May 2021.

**13. Financial Matters**

- a) To authorise the following payments: -

Payee	Payment No.	Amount	Description
Ken Eastwood	2021-22-01	£9	Mileage

Payee	Payment No.	Amount	Description
Bradford MDC	2021-22-02	£1,651.20	Lengthsman SLA
Bradford MDC	2021-22-03	£1,198.87	Salary payment
Starboard Systems Limited	2021-22-04	£582	Scribe accounts
SLCC	2021-22-05	£166	Membership renewal
YLCA	2021-22-06	£572	Membership renewal

b) To note the following year end balances: -

<b>Harden Village Council</b>			
<b>1<sup>st</sup> April 2021</b>			
Item	Budget 2020/21	Expenditure to date	Outturn Shortfall (-) Surplus (+)
Staff Costs	9,000	13,923	-4,923
Travel	300	65	235
Subscriptions	1,500	1,740	-240
Insurance	500	438	62
Audits	400	380	20
Newsletter	850	390	460
Website	825	643	182
Parish Plan	1,000	0	1,000
Neighbourhood Planning	5,000	2,827	2,173
Training	400	83	317
Repairs	100	0	100
Stationery	250	137	113
PC equipment	250	0	250
Small grants	1,000	500	500
Horticulture	1,000	999	1
Projects & Assets	17,075	1,044	16,031
S 137	200	25	175
Other	125	183	-58
	<b>39,775</b>	<b>23,377</b>	<b>16,398</b>

c) 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	(24,202.23)	(incl. VAT)
Total:		<b>£50,213.77</b>

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

Community Account	23,830.24	
Business Account	26,383.53	
Total:		<b>£50,213.77</b>

**14. Exclusion of the Press and Public**

To resolve that members of the press and public be excluded from item 15 under the provisions of The Public Bodies (Admission to Meetings Act 1960 s1 (2)) during consideration of an item of a confidential nature.

**15. Staffing**

To receive a report from Cllr Bryan on staffing matters and to authorise or otherwise recommendations made.

**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 Village Council meeting.

**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 held. 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	March 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	March 2021	Response on 20 MPH feasibility sent to Bradford MDC 13 <sup>th</sup> March, 2021.
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. Acknowledgment received.

Appendix 2: Climate Action Fund

# CLIMATE ACTION FUND SHIPLEY

## GRANT APPLICATION FORM 2020-21

PLEASE NOTE THE CLOSING DATE FOR APPLICATIONS IS  
Friday 23<sup>rd</sup> April 2021

The guidance notes must be read before you complete this application

### Q1. Your details

Project Name	Bingley Rural green travel project
Organisation Name	Harden Village Council (leading the bid), in collaboration with Sustrans, Wilsden Parish Council, Cullingworth Village Council and Denholme Town Council
Organisation Main Contact	Ken Eastwood, Harden Village Council Clerk Cllr Jools Townsend, Harden Village Council
Address	
Postcode	
Landline telephone number	
Mobile telephone number	
Email	<a href="mailto:clerk@hardenvillagecouncil.gov.uk">clerk@hardenvillagecouncil.gov.uk</a> <a href="mailto:jools.townsend@hardenvillagecouncil.gov.uk">jools.townsend@hardenvillagecouncil.gov.uk</a>

Please tick the box if you agree to your details being shared with other parts of the Council for climate environment and sustainability purposes?

 Y

**Q2. What type of organisation is your group? If you are not a constituted group, please state this.**

This application is made jointly by **Harden Village Council and Sustrans** (the active travel charity), with the formal support of Wilsden Parish Council, Cullingworth Village Council, Denholme Town Council, and with the expertise and involvement of: Mapping for Change (an organisation that runs participatory mapping and is part of UCL); Community Rail Network (a national organisation supporting communities on local engagement and sustainable travel promotion); and the Decarbon8 network (a collaborative academic research network focused on sustainable travel). All parties have fed into this application and all parties would be involved in the project's governance (see Q4 below). We have also discussed this application with Bingley Town Council and have their interest in collaborating, but were unable to secure their formal support due to the timescales of the application process. If this bid is successful, we will explore with them how the activities could potentially be extended to Bingley and Cottingley to make it a **whole cross-ward exercise**.

This joint approach enables us to: work collaboratively across the Bingley Rural area, acknowledging the cross-boundary nature of sustainable transport issues. It also enables us to draw on both local knowledge, contexts and considerations, and bring in wider expertise, in order to deliver an evidence-based, good practice-led, collaborative approach. Working with the Decarbon8 network, and evidence-led third sector partners, and our well-evidenced theory of change (below), will mean this project will firmly rest on academic research as well as local experience and insights, and be well evaluated to deliver a wealth of lessons and findings that can be utilised elsewhere in the District, and showcased across wider local authority/community sector networks.

We recognise that governance of this project across these multiple councils and organisations will be crucial. This will be led by:

-Cllr Jools Townsend, Harden Village Council – Jools has 20 years' experience managing complex community engagement projects and campaigns, and is chief executive of a national non-profit organisation, Community Rail Network, which supports communities to engage with rail and sustainable transport issues. She has led discussions on this bid and therefore has the good connections and relationships across the partners. Jools will chair the steering group meetings and liaise with and advise the Sustrans/other project leads as needed in between.

Jools' time is provided on a voluntary, in-kind basis.

-Sustrans project lead (to be decided) – XXXXXX

All project partners will have an assigned lead who will attend project steering group meetings, to take place every two months throughout the project (moving up to monthly if deemed necessary) and these leads will feed back through to their respective councils/organisations as appropriate. These meetings will enable review of progress against an agreed project plan, resolution of any issues arising, and ensure appropriate input and involvement across the councils/partners.



**Q3. Describe your project by demonstrating how it would reduce carbon emissions and tackle climate change and how the local community will be involved.**

This collaborative project would engage people within Bingley Rural, and the area's thousands of visitors, to encourage and enable more sustainable travel behaviours, and inform and support infrastructure and service improvements such as enhanced walking and cycling access and public transport integration. It would seek to develop local awareness, positivity and enthusiasm towards climate-safe, green and healthy travel modes – walking, cycling, public transport and community transport – and identify and start to break down barriers. At the same time, we would aim to deliver co-benefits for local cohesion, inclusion and efficacy, building a sense of local pride and confidence in the wake of the pandemic. Our project would be firmly based on evidence showing community involvement and action to be the most promising way to create a shift towards more sustainable lifestyles, within the sector proving most challenging to bring down emissions: transport. It would be run at a crucial time, as we seek to recover and rebuild from the pandemic, a crucial 'moment of change' that provides a powerful opening for engaging people on behavioural change, and as attention to decarbonising transport mounts nationally and globally.

Transport is now the single biggest source of carbon emissions nationally, and emissions are failing to fall, due to vehicle mileage (and sales of the most polluting cars) continuing to rise. It is increasingly acknowledged by government, researchers and campaigners that electric cars do not provide the answer (for example, see the academic network [Decarbon8](#) and Parliament's [Science and Technology Committee](#)), related to their carbon-intensive manufacture and high costs, and we must instead strive to make public transport and active travel the 'natural choice' (see DfT [Transport Decarbonisation report](#)). This imperative to reduce car use through behavioural change is clearly reflected in the Climate Action Fund's criteria. This poses particular challenges in rural/peri-urban environments such as Bingley Rural, which have become increasingly car-dependent over many decades (see statistics in Bradford's draft Local Plan), not least in a post-Covid context, with public transport use and confidence at a low. Experts, academics and leaders in the field are therefore very interested in community-led approaches to sustainable transport development, giving the opportunity for this project to demonstrate innovation that could lead the way for other areas.

There is, without doubt, a wealth of evidenced social and economic, as well as environmental, benefits to be gained from engaging local people with sustainable transport, and supporting and encouraging green and healthy travel habits. In Bingley Rural, these include:

- **Understanding local views**, needs and aspirations better, to inform transport and active travel infrastructure and service developments/investments, ensuring these deliver **good value**;
- Improving public awareness and confidence around public transport and active travel use, helping to **rebuild patronage** and mobility post-Covid;
- Creating a sense of **local efficacy and ownership**, and drawing on local identities through effective engagement: an evidenced way to encourage more sustainable behaviours as well as delivering co-benefits to cohesion, inclusion and wellbeing;

**Q3. Describe your project by demonstrating how it would reduce carbon emissions and tackle climate change and how the local community will be involved.**

- Improved **health and wellbeing** through increasing access to and confidence in active travel, as well as through reducing air pollution from vehicles, and through the wellbeing benefits of local engagement;
- More **equitable mobility and access** to our green spaces, employment, education and services, by helping those without access to a car or facing mobility barriers to get around.

The ability of community involvement and community-led change to deliver such benefits is well-evidenced through the work of Community Rail Network (see [Value of Community Rail](#)), Sustrans and their partner NGOs – the experience and expertise of whom this project will draw on – and is acknowledged by the Department for Transport through a number of its strategies (for example, [Community Rail Development Strategy](#), [Tackling Loneliness strategy](#), [Transport Decarbonisation setting the challenge](#)).

Through this project we would aim to seize opportunities that have opened through the pandemic to engage people positively at community level in the reshaping of behaviours, bearing in mind how travel habits and perceptions have altered through Covid (see [article](#)) and the idea that ‘moments of change’ are key to influencing ingrained lifestyle behaviours (see [work by Professor Lorraine Whitmarsh](#)). This would support the need to rebuild public transport confidence post-Covid, and increase familiarity with non-car based modes among wider audiences, while also tapping into the heightened appetite for walking and cycling that has borne out through the pandemic. At the same time, we would encourage input and ideas into active travel and public transport improvements and integration that will make these modes more convenient, safe and appealing, contributing to a sense of inclusion and efficacy. This would align with academic evidence showing that community engagement, dialogue and building on local identities is likely to be key to enabling more sustainable transport behaviours (see for example [JT TO ADD](#)).

We would also draw on local evidence and identified needs, especially views shared by the four villages of Bingley Rural that we need to work towards safer, more people-friendly streets, more joined-up public transport, and healthier access to green spaces (see our joint statement appended?). The project will thus build on past local engagement and experience – including the experience of and discussions between village councils, their past research on traffic and transport issues (e.g. traffic and speed reports), consultation carried out around neighbourhood plans – and align with and support BMDC’s strategic goals, including as set out in its climate declaration and draft Local Plan commitments to prioritise sustainable transport. The project will also support and reinforce ongoing and planned activity across the Ward (some of which we have included as ‘match’ in the budget), including:

- Harden Village Council’s discussions with BMDC’s Highways Team on active travel route improvements and speed management, and its planned work to improve way-finding;

**Q3. Describe your project by demonstrating how it would reduce carbon emissions and tackle climate change and how the local community will be involved.**

- Denholme Town Council's development of a community map highlighting local points of interest and encouraging exploration on foot, its review of bus connections, and its plans for a 'We heart Denholme' campaign;
- **Wilsden ....XXX**
- **Cullingworth ....XXX and its Great North Rail Trail providing a high-quality active travel route along the Hewenden Viaduct;**
- Bingley Town Council's review of active travel access within the town and connections to St Ives.

Specifically, we would deliver six strands of work over the course of a year (see Q5 below for timeline):

**1. Local communications** – To launch the project and at key points through the timeline (shown below), we will use multi-channel communications to highlight the aims/results of the project and promote how people can get involved, while positioning public transport and active travel as sustainable, aspirational and community-minded. The messaging and design will be agreed between the project team and will draw on Cllr Townsend's research and professional background in sustainable transport-related communications. This will include: articles in each council's newsletter and website; posters on council and community noticeboards; dedicated email updates for local community groups/volunteers who have expressed interest in being involved and subscribed; posts on local Facebook groups; press releases to local Bradford media. Through these communications we will encourage a cascade effect and involvement through the many local community groups/clubs each council is in touch with, including walking, cycling, running and other transport/mobility-related groups, i.e. encouraging dissemination and promotion of coming events to their members/contacts.

**2. Celebratory 'off-road road show'** - We will run a series of **three-four** local events in the community, involving local volunteers **and coordinated by Sustrans**, to speak to people and gather their views, experiences and ideas. We will especially target visitors to St Ives and Goit Stock, both families arriving by car, and walkers, cyclists, horseriders and runners, using a simple survey asking about their travel habits and what might encourage/enable them, and others, to use sustainable modes, and asking people to add comments/ideas to an interactive map on local routes. The events will be positive and celebratory, providing hand-out (sustainably-produced, plastic-free) materials on active travel and public transport, and using colourful banners that can be retained and re-used. The exact locations, content and timing will be agreed in consultation with local councils and BMDC, but see Q4 for proposed rough timings, including suggesting making use of Car Free Day in September.

**3. Participatory mapping workshops (online) x 2-3?** – We will work with experts at Mapping for Change, a dedicated and acclaimed social enterprise hosted by UCL, who will run **a series of three** participatory mapping sessions online. These will be promoted via the local councils to local residents and visitors to the area, and specifically target involvement from the many community groups across the

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ward, e.g. encouraging representation from walking/running/cycling groups, youth groups, sports/social/arts clubs, local businesses and other interest groups. They will engage people in collaborative and positive exploration of local walking, cycling and public transport routes and the benefits and barriers. [MORE HERE ON THIS FROM M4C](#)

**4. Creative competition for children and young people** – In parallel with the ‘roadshow’ style events, we will involve local schools and youth clubs in an arts and photography competition to promote awareness and generate content to be exhibited at local community spaces (to be determined) and used in the below maps. [MORE ON HOW THIS WILL WORK – SUSTRANS TO RUN?](#)

**5. Creating and displaying sustainable travel maps** – Building on the engagement activities above, we will seek to produce a sustainable travel map of Bingley Rural. This will not only show active travel and public transport routes, but local sights, stories, images and hidden gems. It will build on and extend the work that Denholme have recently delivered to create a community map, aiming for each of the four conurbations of Harden, Wilsden, Cullingworth and Denholme to have a complementary, similar-style map, and, crucially, for the connections and sustainable travel opportunities between these places, and connections through to Bingley and Cottingley and Keighley, to be highlighted. Created through local engagement, it will be a truly community-owned and led map, which can be accessible and promoted online, but also with sections to be turned into physical panels for display in four key locations (to be determined) and printed as a fold-out brochure, so they can be used and enjoyed by local people and visitors alike, and accompanied with appropriate local way-finding, which some of the local councils are putting in place.

**6. Evaluation, input and partnership working with BMDC, WYCA and local transport providers** – We will ensure we have mechanisms in place to feed in advice, intelligence and community input to BMDC, WYCA and local transport providers, especially to show where there are identified barriers to sustainable transport use that could be rectified. This will support Bradford and WYCA’s strategic commitments on sustainable transport development. It also build on and feed into existing ongoing discussions Harden Village Council has been undertaking with BMDC and WYCA about active travel improvements and public transport timetabling respectively, and work by Denholme and XXX?? looking at bus connections. It will also draw on the links various local councils have with local bus operators, and Councillor Townsend’s links with the rail industry as chief executive of the Community Rail Network.

As well as ensuring these lines of communication are open throughout the project, so Bradford and WYCA and transport partners are able to engage with and draw on our project, we will also **produce a comprehensive evaluation report** that will include:

- review of outputs and outcomes achieved through the project’s activities (in line with our theory of change below);

**Q3. Describe your project by demonstrating how it would reduce carbon emissions and tackle climate change and how the local community will be involved.**

- summary of input and data collected from local community members, local groups and visitors through our engagement activities – this will be well-presented using charts, tables, word clouds and of course our maps;
- summary of creative content gathered through the competition and creative materials produced to support the campaign;
- recommendations for next steps to be considered by local councils, transport providers, Bradford and WYCA, aligning with local strategies;
- lessons for future local engagement work of this kind in other areas.

This report will be pulled together by our two project leads but will draw heavily on evaluation by Mapping for Change of their participatory mapping workshops, and Sustrans' evaluation of the local roadshow events. It will also be shared with academics at the Decarbon8 network for academic input.

**Q4. How will you measure the effectiveness of the project?**

As set out above, the project will be managed by Cllr Jools Townsend on Harden Village Council **and XXXXX Sustrans**, and overseen by a project steering group with a representative from each of the local councils and non-profit organisations involved. We will also be keen to invite at least occasional attendance from Bradford, as is appropriate, and to ensure that regular updates go through to Bradford and WYCA, especially to inform thinking and progress on infrastructure and service improvements. We will also, as stated above, produce a comprehensive evaluation report which will serve to explain how successful the project has been, lessons for other areas, and recommendations for ongoing development of sustainable travel development in Bingley Rural.

All of this governance and evaluation will review progress and success against our 'theory of change' (summarised below), and our timeline (see Q5). With regards to both the activities set out and timescales, our project leads would at the start of the project, flesh these out in further detail and firm up exact timings, locations and content in consultation with the project steering group.

Theory of change (summarised):

**Long-term impacts:**

Shift journeys onto active travel/public/community transport and reduce car use in Bingley Rural and surrounding areas, cutting carbon emissions and making our communities more sustainable, healthy, safe and pleasant

#### Q4. How will you measure the effectiveness of the project?

<b>Target outcomes:</b>					
<p>a) People within Bingley Rural and our visitors become more aware of, positive about and confident using active travel and public/community transport</p> <p>b) Bingley Rural's local councils, Bradford Council, WYCA and transport providers gain increased understanding of barriers to sustainable transport and can effectively break these down</p>					
<b>Outputs:</b>					
Thousands of local people are reached and engage positively with our comms	Hundreds of visitors & local people engaged and contributing views through 3x events	3 x well-attended and evaluated workshops producing map ideas/ input and barrier identification	Children/young people from schools/youth groups across the ward engaged and produce positive content	4 x village/town maps created and connected in a cross-ward sustainable travel map; displayed at 4 x locations	Learnings identified throughout + report produced with constructive lessons & take-aways for all parties
<b>Activities:</b>					
Local comms & PR	Roadshow events	Participatory mapping workshops	Creative competition	Developing community maps	Evaluation & learning

#### Q5. What will be the timeline of the project?

As stated above, the details of delivery and exact timings would need working out in more detail, firming up and agreeing between the steering group once funding is confirmed. However, in summary, and assuming that funding decisions will be confirmed in May, we anticipate the following approximate timescales:

**MAY-JUL:** Steering group formed and terms agreed, inaugural meeting; activity plans and timings further worked out and agreed across partners; communications content, messaging and design development and a system agreed for pushing out communications through partners' channels; dates and locations agreed for roadshow events; initial planning/dates set for participatory workshops and creative competition

**JUL:** Project launched and preliminary communications issued

**JUL-OCT:** **First three?** roadshow events run, including tying in with Car Free Day on 23 September; further communications promoting engagement in these, and the mapping workshops



**Q5. What will be the timeline of the project?**

OCT-DEC: Participatory workshops run; creative competition run with associated communications

JAN-MAR: Mapping for Change and Sustrans report on input through engagement so far; further communications announcing winner of creative competition and tying in with the new-year; maps are developed

APR-MAY: Maps are displayed and launched through associated communications; evaluation report produced and agreed through final meeting of steering group

**Q6. Please indicate how much money you are applying for? Maximum amount is £5,000. However, if you have an inspiring project that exceeds this amount, in the first instance please contact your Area Office to discuss your application.**

TO BE ADDED ONCE BUDGET COMPLETE

**Q7. Please provide a clear and accurate breakdown of how the money will be spent. You must submit 2 quotations for each item of expenditure.**

<b>Breakdown of costs:</b>	
<b>Item</b>	<b>Cost</b>
Mapping for Change costs for running 3 mapping workshops and evaluation of these	£1950+VAT TBC
Sustrans core costs jointly managing project and running roadshow events and associated evaluation	£TBC
Promotional/display materials for roadshows	JT to get quotes
Design of community green travel maps	JT TO GET QUOTE FROM DENHOME CONTACT
Production of 4 x map display boards	
Printing of map as a handy fold-out brochure	JT to get
Website development costs	
<b>Match and in-kind contributions:</b>	
Denholme town map design	
Harden wayfinding improvements	XXX
Cllr Jools Townsend project management (voluntary)	XXX

**Q7. Please provide a clear and accurate breakdown of how the money will be spent. You must submit 2 quotations for each item of expenditure.**

All local councils' involvement in the steering group and project government/delivery	Provided in-kind or on a voluntary basis
<b>Total Cost</b>	

**Q8. If the total cost of your project is greater than the amount you are applying for, please tell us how you will fund the project. *i.e match funding, contribution in kind. If there are any other agencies involved with this project please list their names and contribution. (No more than 150 words)***

**TO BE ADDED REFLECTING THE BUDGET/INFO ABOVE**

**Q9. How will you ensure you can deliver your project safely complying with relevant Covid safety guidance, including social distancing? If your application is successful you will need to submit a risk assessment prior to initiating work, if appropriate.**

***If you require assistance compiling this information, contact the Area Coordinators office on the number below.***

Much of the project's work will be conducted online/digitally/remotely, including the participatory mapping workshops and steering group meetings being conducted online. The roadshow events will be in-person, but these will be outside and located in places suitable for social distancing. It is hoped that, if the roadmap continues to proceed as planned, all restrictions will be lifted by the time that these take place. However, should restrictions be re-introduced, the project leads will agree appropriate adjustments to our plans. This may include adjusting the timings, and/or the nature of these events to avoid any close contact. Both the project leads are experienced in running/adapting community engagement activities through the pandemic so are able to deliver this work flexibly in line with any current government rules/restrictions.



**By completing this section, you are confirming all the information on this application form is true and correct. You understand that Bradford Council may ask for more information at any stage of the application process or when the project is running. You also agree that you may be contacted to provide information for media use.**

**Name:**

**Signature:**

**Position:**

**Date:**

**You must submit the following with your application. \*if you are an organisation that requires these documents/policies.**

<b>Document</b>	<b>Attached (YES)</b>
quotations for each item of expenditure	Yes – <b>two quotes are provided for printing/design of materials and maps</b> , but not for Sustrans' and Mapping for Change's core contributions as these are project partners' core costs, and services that they are uniquely able to provide. It is therefore not appropriate or practical to obtain comparative quotes for these parts of the budget.
Child Protection Policy*	
Vulnerable Adults Policy*	
Equal Opportunities Policy*	
Health & Safety Policy*	

**Send the completed application form and supporting documents to:**

**Shipley Area Co-ordinator's Office**

**Tel: 01274 437146**

**E-mail: [shipleyareaneighbourhoodforums@bradford.gov.uk](mailto:shipleyareaneighbourhoodforums@bradford.gov.uk)**

**Appendix 3: Boundary Signs**

**Sign of the Times**



**S&D (Keighley)**



## **Appendix 4: Correspondence**

### **Email from Resident**

**Date:** 7 March, 2021

**Subject:** Slow down children playing

Hi, we live in Harden and have for many years, in fact I'm a past Parish Councillor :)

I live on the corner of Cliffe avenue and Poplar Grove and I've a young family, so have many others in that particular area.

Unfortunately, there's some real speeding going on up and down Cliffe Ave and we are concerned for the Kids who play out, even when supervised. I am beginning to feel anxious when in the garden.

It is residents that are speeding and I just wondered if we could possibly have some slow down children playing signs putting up on a couple of lamp posts on that road please?

Hopefully it would give people the nudge they need.

Much Appreciated.

### **Email from Bradford Council**

**Sent:** 18 March 2021

**Subject:** BMDC Invoice for Lengthsman

Good morning,

#### **2020/21**

I am just letting you know that an invoice should arrive in the post early next week with regards the lengthsman agreement with BMDC.

As the worker didn't start till part way through the 2020/21 financial year the invoice only covers the period worked rather than a full year cost for which you may have set aside a budget for so you may well have a surplus from the budget you set aside.

As agreed the invoiced amount only equates to 50% of the costs however I have been informed by our tax-expert in Finance we are legally obliged to charge VAT and this will be automatically added on by our centralised Invoicing process.

It may be worth looking in to with your Treasurer whether this is recoverable in your tax returns.

#### **2021/22**

In terms of planning ahead for the 2021/22 financial year a full year of 520 contracted hours will equate to £5,960.55 of which BMDC would pay half leaving the outstanding amount as £2,980.25 before VAT.

We will charge you at the 2020/21 wage rates as Local Authorities do not find out what the annual pay award for staff is until September when the Government and Unions agree on the National Pay Award and we are conscious you need to set your budget out for the year.

Any queries please let me know. Regards

**Stuart Russo**

Senior Technical Officer

Neighbourhoods & Customer Services, Bradford MDC

**Email from Keep Britain Tidy**

**Date:** 24 March 2021

**Subject:** It's time to engage your communities in the Great British Spring Clean



## THE GREAT BRITISH SPRING CLEAN 2021 HAS NOW LAUNCHED

Hello,

We are pleased to announce the launch of the **2021 Great British Spring Clean** campaign, which went live in the Daily Mail on Saturday.

This year, we want #LitterHeroes across the country to get outside and get active and help us on our mission to clean up a million miles of UK streets, coastline, parks, footpaths and neighborhoods.

And to do this, we need your help!

Please let us know if your Town or Parish Council will be joining us by filling in this short survey.

**LET US KNOW IF YOU WILL TAKE PART!**

### **Help us spread the word**

We have developed a handy pack of assets and resources to help you engage local communities in the campaign. This includes a press release, assets for social media and key messages.

**DOWNLOAD YOUR RESOURCES PACK NOW!**

### **Getting Involved**

This year, supporters can join us by again making a simple pledge and let us know how many minutes they'll clean-up for during the campaign (**28 May – 13 June 2021**).

We'll convert those minutes to miles with the hope that, come summer, we can all enjoy a cleaner, greener, litter-free environment.

People can pledge as an individual or as a group, ensuring they follow the latest Covid-19 guidance about group gatherings outdoors. On our site, we have all the latest safety advice and information.

**MAKE YOUR PLEDGE TODAY**

### **Keep Britain Tidy Charity Webshop**

We are delighted to announce the launch of our new charity webshop.

All our high-quality litter-picking equipment is made by our partner Helping Hand Environmental in Britain. Profits will go back towards supporting our charitable aims and, what's more, all our products are packaged in recyclable materials, so you can rest easy knowing you've made the best decision for the environment.

BUY EQUIPMENT NOW!

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## Email from resident

**Date:** 30 March, 2021

**Subject:** Grass verges

Hello,

I came across a photograph on the internet of grass verges sown with wild flowers and meadow grasses in Rotherham.

It helps local wildlife and bees and reduces the need for the verges to be mown through the summer as well as looking beautiful. I shared the photo on Harden neighbours and have had a really positive response.

Would the village council consider something like this in Harden along the grass verges along Wilsden and Bingley road? How do I go about it?

Kind regards.

This is Rotherham where council have planted 8 miles of wild flower verges. It has saved 25k in mowing costs. These photos posted by British Beekeeping Association!



## Email from YLCA

**From:** YLCA Admin

**Date:** 30 March, 2021

**Subject:** The future of remote meetings and annual meetings in May 2021

Dear Clerk/Chairman,

### THE FUTURE OF REMOTE MEETINGS AND ANNUAL MEETINGS IN MAY 2021

On 25 March, the Minister for Regional Growth and Local Government, Luke Hall MP, wrote to principal councils in England confirming that emergency legislation regarding virtual council meetings will not be extended (a copy of the letter is attached). This is massively disappointing. The Chairman of the National Association of Local Councils, Cllr Sue Baxter has **responded** to express NALC's disappointment, as has the Local Government Association (LGA) in their **statement**.

A 12-week **call for evidence** about how remote meetings have been used has also been published, and YLCA and NALC are strongly urging all local councils and parish meetings to respond! Councils are being encouraged to share their experiences on how remote meetings have been used during the pandemic. The consultation will inform any potential future legislation regarding their use beyond the coronavirus outbreak, and will close on 17 June 2021; which in itself indicates that nothing is proposed to be done about extending the legislation in what we would consider to be a timely manner!

YLCA has sent the results of the recent remote meetings survey to all Yorkshire MPs and a number have responded to say that they have or will be taking this up with the Minister. The 12 week call for evidence is a separate consultation and we need all our members to respond to it. The questions asked in this consultation can be found at: <https://www.gov.uk/government/consultations/local-authority-remote-meetings-call-for-evidence/local-authority-remote-meetings-call-for-evidence> We know that councillors and clerks like to look at and consider the questions being posed, prior to responding to the consultation.

The link to the actual consultation is: <https://consult.communities.gov.uk/local-government-stewardship/local-authority-remote-meetings-call-for-evidence/>

YLCA will also be responding to the consultation, using the results of the recent survey to do so.

NALC has reminded us that as part of its lobbying, it is continuing to support and application by Hertfordshire County Council, Lawyers in Local Government and Association of Democratic Services Officers to the court for a declaration that councils already have the powers needed to hold online meetings. This will continue despite the government's decision and is expected to be determined before the end of April. You can read more on all of this in NALC's news story **here**.

### ***The holding of meetings***

The government has also **updated the guidance on the safe use of council buildings** – again, NALC is disappointed that it was **not** involved or consulted in this process.

Part 3(c) of this guidance refers to meetings of local authorities, which includes the parish sector. This is reproduced below:

Please note that the Government guidance is in ordinary text below and YLCA advice which responds to the guidance, is shown in italics:

### **18. 3c: Meetings**

Link to Government guidance: [Working safely during coronavirus \(COVID-19\): Offices and contact centres](#)

The principles set out in the 'Safer workplaces' guidance above apply but are not limited to:

- meetings of civic, political or community groups (e.g. parish council meeting, ward meeting of political party; charity board of trustees)
- MP or councillor surgery/drop-in sessions
- public meetings and local consultations (e.g. planning)

Under regulations made under section 78 of the Coronavirus Act 2020 local authorities in England have express powers to hold public meetings virtually by using video or telephone conferencing technology, but these regulations will not apply to meetings on or after May 7.

This guidance is designed to assist local authorities who hold face-to-face meetings once these regulations come to an end. Ultimately it is for local authorities to carry out their own risk assessments and follow the working safely guidance to ensure physical meetings take place safely, but the government will work with sector representative bodies to ensure that local authorities understand the guidance and are aware of the full range of options available to them.

If deemed necessary, these options could include:

- Use of your existing powers to delegate decision making to key individuals such as the Head of Paid Service to minimise the number of meetings you need to hold.
- Relying on single-member decision making where your constitution allows.

When considering whether either of these options may be necessary, you should always consider the democratic implications of your decision to ensure that local residents are appropriately represented and that all local authority (includes a parish sector council), decisions have appropriate scrutiny.

*YLCA advice – Councils may wish to agree some delegation of decision making to the Proper Officer of the council. This is a belt and braces approach to ensure that if a council cannot meet for whatever reason, decisions can continue to be made. The terms of that could be that where it is found that it is not possible for a council to meet but a decision is required, the action of making the decision is delegated to the Officer to decide the relevant circumstances in which a decision shall be made and also the actual decision on behalf of the authority. Remember that it is not possible to delegate decision making to an individual councillor, including a chairman.*

Holding the annual meeting before 7 May – councils that do not have elections in 2021



Although a greater number of local authorities will be subject to elections in 2021 due to the postponement of the 2020 elections, those authorities who are not subject to elections could hold a virtual annual meeting before 7 May so that the meeting is held while the current regulations allowing remote meetings, still apply.

*YLCA advice – where this can be done, it sounds a sensible approach. Where it is not possible however, councils must consider the Working Safely guidance (see link above) and information below.*

#### Guidance given in the letter from Luke Hall MP for councils with elections this year

Councils who are subject to elections are statutorily required to hold their annual meeting between the fourth and fourteenth day following the election. The relevant dates have been checked with legal services at the National Association of Local Councils and are 11 and 25 May (taking into account days that need to be omitted in the calculation, such as a Sunday). The Government's roadmap proposes that organised indoor meetings are permitted from 17 May, subject to Covid secure guidelines and capacity rules. Government guidance encourages local councils to hold their face to face annual meeting (and any other physical meeting), after 17 May at which point it is anticipated that a much greater range of indoor activity can resume. That means that there is a window between **17 May and 25 May** (inclusive) for the Annual Meeting to be held (face to face).

In addition to this, the Government is encouraging councils to allow members of the public to have remote access to physical meetings until the 21 June where this is possible, ie a type of hybrid meeting.

#### Working safely

As a local authority, you have a legal responsibility to protect officers, elected members and others from risk to their health and safety, including from the risks of COVID-19. COVID-19 is a hazard in the workplace and, as such, should be managed in the same way as other workplace hazards. This includes completing a suitable and sufficient assessment of the risks of COVID-19 in the workplace and identifying control measures to manage that risk. Where elected members, officers and others attend physical meetings, you must maintain social distancing wherever possible. Where the social distancing guidelines cannot be followed in full in relation to a particular meeting, local authorities should consider whether that meeting can be redesigned to maintain a 2m distance or 1m with risk mitigations where 2m is not viable.

Mitigating actions include:

- further increasing the frequency of hand washing and surface cleaning
- keeping the meeting time as short as possible
- using screens or barriers to separate people from each other
- using back-to-back or side-to-side working (rather than face-to-face) whenever possible

Where the social distancing guidelines cannot be followed in full, even through redesigning a particular meeting, local authorities should consider whether that meeting

needs to continue for the local authority to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between members and others.

Social distancing applies to all parts of a local authority building or venue used for a meeting, not just the place where elected members are meeting, but also entrances and exits, break rooms, canteens and similar settings. These are often the most challenging areas to maintain social distancing and elected members and officers should be specifically reminded.

Local authorities that require additional space for essential meetings can hire function and event space at permitted venues. Local authorities should not hire function or event space for non-essential purposes. Read further information on [hiring function and event space](#).

Steps that will usually be needed:

1. Meetings where local authorities deem that in-person attendance is not required should continue to be held virtually. *(YLCA comment – as parish sector meetings are open to members of the public, this is highly unlikely to apply. It would apply to sub-committee (not committee) meetings, where members of the public are not normally in attendance; very few councils operate a structure that includes sub-committees).*
2. Only absolutely necessary participants should physically attend meetings and should maintain social distancing (2m, or 1m with risk mitigation where 2m is not viable).
3. Avoiding transmission during meetings, for example avoiding sharing pens, documents and other objects.
4. Providing hand sanitiser in meeting rooms.
5. Holding meetings in well-ventilated rooms whenever possible.
6. For areas where regular meetings take place, using floor signage to help people maintain social distancing.

*YLCA concluding comment – As and when we receive any kind of update in this matter, we will be in touch with our members to keep you all fully informed.*