

# **Report of the Assistant Director (Planning, Transportation & Highways) to the meeting of Executive Committee to be held on 2 December 2014.**

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**AH**

**Subject:**

**Neighbourhood Planning – Neighbourhood Area Applications**

**Summary statement:**

**This report sets out three applications for Neighbourhood Area designations that have been submitted to the Council by the Parish Councils of:**

- **Menston**
- **Steeton-with-Eastburn, including the area of Silsden Town Council**
- **Wilsden**

**Each Parish is seeking a Neighbourhood Area designation for the sole intention to produce a Neighbourhood Development Plan for their area.**

**Following a formal eight week public consultation, including consideration by the relevant Area Committee, the Executive are recommended to approve each of the Neighbourhood Area Applications. This would be the first step in producing Neighbourhood Development Plan for each of the respective parished areas.**

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**Portfolio:**  
**Housing, Planning & Transport**

**Overview & Scrutiny Area:**  
**Regeneration & Economy**



## 1. SUMMARY

- 1.1 This report sets out three separate applications for Neighbourhood Area designations that been submitted to the Council by the Parish of:
- Menston
  - Steeton-with-Eastburn, including the area of Silsden Town Council
  - Wilsden
- 1.2 Each Parish is seeking a Neighbourhood Area designation for the sole intention to produce a Neighbourhood Development Plan for their area.
- 1.3 Following a formal eight week public consultation, including consideration by the relevant Area Committee, the Executive are recommended to approve each of the Neighbourhood Area Applications. This would be the first step in producing Neighbourhood Development Plan for each of the respective parished areas.

## 2. BACKGROUND

- 2.1 The Localism Act 2011 devolves planning powers to Town and Parish Councils or designated Neighbourhood Forums to lead on the preparation of Neighbourhood Development Plans (NDPs) for their area. These powers provide local communities with the opportunity to take responsibility and accountability to shape development and growth in their areas.
- 2.2 Neighbourhood planning is one of the five key measures introduced within the Localism Act. There is now a package of non mandatory neighbourhood planning tools which are available for use by local communities through qualifying bodies should they choose to use them. These relate to the production of:
- Neighbourhood Development Plans (NDP)
  - Neighbourhood Development Orders (NDO)
  - Community Right to Build Order (CRTBO)
- 2.3 The Neighbourhood Planning (General) Regulations 2012 came into force on 6th April 2012. The Regulations outline seven key roles and responsibilities for the Council:
1. Designation of a neighbourhood plan area
  2. Designation of Neighbourhood Forums
  3. Consider compliance with statutory and EU requirements
  4. Organise and fund independent examination
  5. Organise and fund a referendum
  6. General 'duty to support'
  7. Duty to adopt
- 2.4 A report entitled '*Localism Act Neighbourhood Planning Provisions*' was considered and approved by the Executive Committee on 9<sup>th</sup> October 2012. This report set out



the legal provisions, regulatory procedures, financial and resource implications for both the Council and communities and also the implications for the Council in terms of duties (resource and financial) and legal compliance. It also set out the Council's approved governance arrangements for neighbourhood planning.

## **Neighbourhood Planning**

2.5 Neighbourhood planning provides an opportunity for local communities to be fully engaged in the future of their communities and the local ownership that comes from neighbourhood planning is an opportunity to assist the Council in improving equality, diversity, cohesion and integration in our communities. Through neighbourhood planning communities can:

- have a say on where they want new homes, shops and offices to be built;
- have their say on what those new buildings should look like;
- include other matters in their plan that are important to them in their Plan.

2.6 The neighbourhood planning powers are non mandatory and it is up to each local community to consider the issues in their locality and whether the neighbourhood planning tools are the right mechanism for them to use. It will then be a community decision whether or not to prepare a Neighbourhood Development Plan given the issues, resources and timescales available.

## **Neighbourhood Development Plans**

2.7 Neighbourhood Development Plans are required to be 'pro-development'. They cannot be used as a means to stop development from taking place within an area, or propose less development than is set out in the Local Plan (Core Strategy and Allocations Development Plan Documents). They can, however, propose more development than set out in the Local Plan.

2.8 The National Planning Policy Framework (NPPF) sets out guidance on Neighbourhood Development Plans which makes clear that they should be positive planning documents which need to confirm with the strategic policies in the Local Plan which relate to:

1. The homes and jobs needed in the area;
2. The provision of retail, leisure and other commercial development;
3. The provision of infrastructure for transport, telecommunications, waste management, water supply, wastewater, flood risk and coastal change
4. Management, and the provision of minerals and energy (including heat);
5. The provision of health, security, community and cultural infrastructure and other local facilities; and
6. Climate change mitigation and adaptation, conservation and enhancement of the natural and historic environment, including landscape.

2.9 The content of the plan will be decided by local communities, as will the decision to prepare the plan. The plan can be a means of setting out more detailed policies for



their community over and above the Local Plan, to start to shape the choices over the use of land and the designation of land for housing, employment, community uses. Neighbourhood Development Plan should cover land use planning issues; however non-planning related issues could be included as a separate / supplementary part of the plan.

### **Neighbourhood Planning – The Process**

- 2.10 The key stages in the preparation of a Neighbourhood Development Plan are set out in Appendix 1. This also identifies some of the key roles and duties.
- 2.11 The first step in producing the Neighbourhood Development Plan is the submission of an application to the Council for a Neighbourhood Area (i.e. an area to which a Neighbourhood Development Plan will relate) by a relevant body (parish/town council or body designated as a neighbourhood forum for the discharge of neighbourhood planning). In fully parished areas the application can only be submitted by a qualifying body, i.e. a town or parish council. The application is published by the Council and comments are invited from member of the public. Following public consultation the Council must formally decide whether or not to approve the neighbourhood Area Application. The Council's decision must then be published.
- 2.12 If the Neighbourhood Area Application is approved by the Executive the qualifying body can then commence work on their Neighbourhood Development Plan.
- 2.13 Once a Neighbourhood Development Plan has been prepared by the qualifying body, it will be submitted to the Council who will then publish the Plan for formal representations. The Council will appoint an independent examiner to check that the Plan meets the basic conditions, including compliance with the Local Plan for the Bradford District. If the plan does not meet the required standards, the examiner could recommend changes. The planning authority will then need to consider the examiner's views and decide whether to make those proposed changes.
- 2.14 If the examiner recommends significant changes, then the qualifying body may decide to consult the local community again before proceeding any further.
- 2.15 If the plan is deemed acceptable following the examination by an independent person a referendum can be held. If the referendum gains a simple majority in favour of the Plan, the Neighbourhood Development Plan can then become part of the statutory Development Plan for the Bradford District; the Local Plan.

### **The level of interest in Neighbourhood Planning in the District**

- 2.16 To date the Executive has approved four Neighbourhoods Area Applications for the following areas:
- Burley-in-Wharfedale
  - Haworth
  - Ilkley





- Oxenhope

These Parish Councils have commenced work preparing their Neighbourhood Development Plans.

- 2.17 The Council has received a further three Neighbourhood Area Applications, as listed below:
- Menston,
  - Steeton-with-Eastburn, including the area of Silsden Town Council; and
  - Wilsden.

The Executive is requested to consider these applications.

- 2.18 The Council has also received a Neighbourhood Area Application from Cullingworth Village Council. The application will be presented to future meetings of the Shipley Area Committee and the Executive Committee.

### **Local Authority roles and responsibilities**

- 2.19 The Local Planning Authority has the primary responsibility for determining applications for neighbourhood areas and designating neighbourhood forums. This includes carrying out public consultations on any Neighbourhood Area Applications and on the final Neighbourhood Development Plan prior to an examination.
- 2.20 Support from other Council services including Democratic Services, Strategic Policy and Research, Consultation and Engagement, Neighbourhood Services and Legal Services may be required as and when appropriate.
- 2.21 The Council has a general 'duty to support' local communities through the provision of advice and assistance to qualifying bodies in developing proposals for plans and plan preparation.
- 2.22 There is no requirement on the Local Planning Authority to provide financial assistance but it is not prohibited. However, the Council has a duty to pay for and organise the examination and referendum on the Neighbourhood Development Plan.

### **Consultation with the Area Committee**

- 2.23 It was agreed at the Executive meeting on 9<sup>th</sup> October 2012 that Area Committees will have a consultative role to play in all aspects of neighbourhood planning. The approved governance arrangements are set out in Appendix 2.
- 2.24 In addition to the role outlined above it is envisaged that Area Committees and local members, through their Area Coordinators, will have the opportunity to play an important role in adding value through advising, signposting, empowering, resolving any conflict and partnership working with qualifying Town and Parish Councils and Neighbourhood Forums to aid delivery of a plan.



- 2.25 A report was presented to Keighley Area Committee on 23<sup>rd</sup> October 2014 seeking their views regarding the Neighbourhood Area Application submitted by Steeton-with Eastburn. The Area Committee resolved;

*“That the item be deferred to allow the Strategic Director, Regeneration and Culture, to provide clarification on the legality of the application as Members felt that there was no evidence to confirm that Silsden Parish Council had democratically agreed the Neighbourhood Area Application.”*

A report will be presented to the Keighley Area Committee on 27th November 2014 providing clarity on the legality of the application and, again, seeking their views regarding the Neighbourhood Area Application for Steeton-with Eastburn. These will be reported verbally to the Executive.

- 2.26 A report was presented to Shipley Area Committee on 29<sup>th</sup> October 2014 seeking their views regarding the Neighbourhood Area Applications for Menston and Wilsden. The Area Committee resolved;

*(1) That the proposal for Neighbourhood Areas in Menston and Wilsden be supported.*

*(2) That it be agreed that the areas identified in Menston and Wilsden are suitable for the basis of Neighbourhood Areas.*

*(3) That it be agreed that the proposed boundary areas identified in Menston and Wilsden are appropriate for the basis of Neighbourhood Areas.*

*(4) That the proposal of designating Neighbourhood Areas in Menston and Wilsden, for the purpose of producing Neighbourhood Plans, and the proposed boundary areas outlined in Document “AB” be supported.*

*(5) That the resolutions be referred to the Executive for consideration at its meeting on 2 December 2014.*

### **Neighbourhood Area Applications**

- 2.27 The Council is responsible for receiving and determining applications for the designation of a neighbourhood area (i.e. an area to which a Neighbourhood Development Plan would relate). Part 2, Section 5 of the Neighbourhood Planning (General) Regulations 2012 states that application for designation of a neighbourhood area must include:

- a. a map which identifies the area to which the area application applies;
- b. a statement explaining why the area is considered appropriate to be designated as a neighbourhood area; and
- c. a statement that the organisation or body making the area application is the



relevant body for the purpose of section 61G of the 1990 Act.

- 2.28 As soon as practicable after receiving an area application, the Council must formally publish it on its website for a minimum statutory period of 6 weeks. This must include a copy of the area application, details of how to make representations and a date by which those representations must be received should be published on their website. The Council is then required to consider any representations received.
- 2.29 At this stage, it is only the **principle** of becoming a neighbourhood area and the extent of the proposed boundary which is being requested for consideration and approval. The determination of the applications should not consider the content or approach of the proposed Neighbourhood Development Plan.
- 2.30 Each of the three Neighbourhood Area Applications are considered to have met the requirements of the Neighbourhood Planning regulations, as set out above.
- 2.31 The Executive Committee is requested to consider the following three Neighbourhood Area Applications:

### **1. Menston Parish Council - Neighbourhood Area Application**

- 2.32 The Council received a formal application from Menston Parish Council on 5<sup>th</sup> June 2014 to become a Neighbourhood Area for the purpose of producing a Neighbourhood Development Plan.
- 2.33 The application was reviewed by the Assistant Director to ensure it included the key requirements under the relevant regulations. The application was accepted and subsequently published on the Council's website and formal representations invited over an 8 week period from 14<sup>th</sup> July to 8<sup>th</sup> September 2014. A press release was issued to raise the awareness of those living and working in the area. The Council also included an article in the July 2014 edition of its e-newsletter 'Plan-it Bradford' and also notified relevant parties on the Local Plan consultation database.
- 2.34 The Neighbourhood Area Application for Menston is contained in Appendix 3. In line with the regulations it is made up of a map showing the extent of the proposed area, a statement confirming that they are a qualifying body and outlining why the proposed area is appropriate. The Parish Council propose that their Neighbourhood Area boundary matches the extent of the existing Parish boundary.
- 2.35 The Council received a total of 15 representations within the formal consultation period. A summary of the representations received are summarised in Appendix 4.
- 2.36 There was general support for the designation of a neighbourhood area covering the Menston parish. One objector suggested that the neighbourhood area boundary be extended to include the High Royds development which adjoins Menston but is within the Leeds City Council jurisdiction. The Council's response to the issues raised by those making representations is set out in Appendix 4. The High Royds development falls within the Aireborough Neighbourhood Area, which has already



been approved by Leeds City Council. Section 116 of the Localism Act 2011 amends The Town and Country Planning Act 1990 by inserting Section 61G, paragraph 7, which prohibits any neighbourhood areas from overlapping. For this reason it would not be possible for Menston Parish Council to consider the proposed boundary amendment and it is not a valid reason to refuse the area application.

- 2.37 Shipley Area Committee, at their meeting on 29<sup>th</sup> October 2014, resolved to support the Neighbourhood Area Application for Menston as noted in paragraph 2.26.
- 2.38 Upon consideration of the Act, the relevant planning regulations as well as the representations received and comments from the area Committee, it is recommended that the neighbourhood area application be approved.

## **2. Steeton-with-Eastburn Parish Council, including the area of Silsden Town Council - Neighbourhood Area Application**

- 2.39 The Council received a formal application from Steeton-with-Eastburn Parish Council on 11<sup>th</sup> June 2014 requesting become designated a neighbourhood area for the purpose of producing a Neighbourhood Development Plan. The application covers the whole of the parishes of Steeton-with-Eastburn and Silsden. Steeton-with-Eastburn Parish Council are the lead parish and applicant.
- 2.40 The application was reviewed by the Assistant Director to ensure it included the key requirements under the relevant regulations. The accepted application was then published on the Council's website and formal representations invited over an 8 week period from 14<sup>th</sup> July to 8<sup>th</sup> September 2014. A press release was issued to raise the awareness of those living and working in the area. This resulted in several articles in locally circulating newspapers including the Telegraph and Argus, Craven Herald and Keighley News. The Council also included an article in the July 2014 edition of its e-newsletter 'Plan-it Bradford' and also notified relevant parties on the Local Plan consultation database.
- 2.41 The Neighbourhood Area Application for Steeton-with-Eastburn, including the area of Silsden, is contained in Appendix 5. In line with the regulations it is made up of a map showing the extent of the proposed area, a statement confirming that they are a qualifying body and outlining why the proposed area is appropriate. The Parish Council propose that the Neighbourhood Area boundary matches the extent of the existing Parish boundaries of Steeton-with-Easburn and Silsden.
- 2.42 Although not required for the determination of the application, the Parish Council have set out nine essential aims for their Neighbourhood Development Plan to address key local issues such as
- 1) Preserve and enhance the character of Steeton, Eastburn and Silsden;
  - 2) Meet the defined housing needs in a manner commensurate to the Local Plan and the character of the area;



- 3) Maintain and improve shopping, recreational, cultural and community facilities;
  - 4) Meet defined employment need in a manner commensurate to the Local Plan and the character of the area;
  - 5) Ensure a flourishing commercial, business and economic environment;
  - 6) Meet the needs of residents in the areas of education, health, leisure, recreation, sport and transport, including footpaths and cycleways;
  - 7) Ensure that both parishes are good places to live with facilities for young and old alike;
  - 8) Maintain and protect the natural environment and availability of green spaces;
  - 9) Maintain an on-going dialogue with local organisations, developers, individuals and the Local Planning Authority to ensure that the agreed Local Plan criteria are met throughout the initial development of the Neighbourhood Development Plan.
- 2.43 Although not required for the determination of the application, in addition the application included other background documents relating to the working relationships of the two local councils.
- 2.44 The Council received a total of 15 representations within the formal consultation period. A summary of the representations received and the Council's response is set out in Appendix 6.
- 2.45 There was general support for designation of a Neighbourhood Area, with no objections from members of the public or organisations. Several respondents raised a number of considerations for the Parish Council to bear in mind should they gain Neighbourhood Area status from the Council and begin work on a Neighbourhood Development Plan.
- 2.46 The Keighley Area Committee considered the application at their meeting on 23 October 2014 and resolved;  
*"That the item be deferred to allow the Strategic Director, Regeneration and Culture, to provide clarification on the legality of the application as Members felt that there was no evidence to confirm that Silsden Parish Council had democratically agreed the Neighbourhood Area Application."*
- 2.47 The Neighbourhood Area Application, included as part of Appendix 5, submitted by Steeton-with-Eastburn Parish Council complied with Part 2, Section 5 of the Neighbourhood Planning (General) Regulations 2012, in that
- a) it included a map which identifies the area to which the area application applies;
  - b) it contained a statement explaining why the area is considered appropriate to be designated as a neighbourhood area; and
  - c) it contained a statement that the organisation or body making the area application, namely Steeton-with-Eastburn Parish Council, is the relevant body for the purpose of section 61G of the 1990 Act.
- 2.48 It is not a requirement of the Regulations that the neighbourhood area application include any evidence that Silsden Town Council has democratically agreed to the application.



2.49 However, later on in the process when any Draft Neighbourhood Development Plan is submitted to the Council, as noted in paragraph 2.13 of this report, the Localism Act 2011, under Section 116, inserts additional provisions into the Town and Country Planning Act 1990, where, under Section 61E, Schedule 4B,

*6 (2) The Local Authority must consider-*

*a) whether the qualifying body is authorised for the purposes of a neighbourhood development order to act in relation to the neighbourhood area concerned as a result of Section 61F.*

Section 61F relates to authorisation to act in relation to neighbourhood areas.

*(2) If that neighbourhood area also includes the whole or any part of another parish council, the parish council is authorised for those purposes to act in relation to that neighbourhood area only if the other parish council have given their consent.*

The Localism Act 2011 also amended the Planning and Compulsory Purchase Act 2004, by inserting as Section 38C Supplementary provisions. These state that,

*a. The following provisions of the principal Act apply in relation to neighbourhood development plans*

*b. The provisions to be applied are*

*(a) Section 61F (authorisation to act in relation to neighbourhood areas)*

2.50 The resolutions of both local councils were included, for information, as part of the application. These are included as part of Appendix 5. If these were submitted as part of the Draft Neighbourhood Development Plan, they would not have satisfied the above provisions under Section 61F.

2.51 Similarly, the resolution of Silsden Town Council, on 6 March 2014, which was made available after the last meeting of the Area Committee on 23 October 2014, and is included as Appendix 9, would also not satisfy the above provisions for the submission of a Draft Neighbourhood Development Plan under Section 61F.

2.52 Appendices 10 and 11, include new resolutions of both local councils clarify their intent to satisfy the above provisions under Section 61F. This includes;

1. Steeton-with-Eastburn Parish Council formally resolved, on 5 November 2014, that Steeton-with-Eastburn Parish Council are the lead council for the purposes of preparing the Neighbourhood Development Plan and, accordingly, their consent under Section 61F of the Town and Country Planning Act 1990.

2. Silsden Town Council formally resolved, on 6 November 2014, that Steeton-with-Eastburn Parish Council are the lead council for the purposes of preparing the Neighbourhood Development Plan and, accordingly, their consent under Section 61F of the Town and Country Planning Act 1990.

2.53 It is not a requirement of the Regulations that the Neighbourhood Area Application





should include any evidence that Silsden Town Council has democratically agreed to the application. However, this evidence will be required later in the process, under the provisions of Section 61F, when any Draft Neighbourhood Development Plan is submitted to the Council.

- 2.54 However to satisfy the concerns raised by the Keighley Area Committee, at their meeting on 23<sup>rd</sup> October 2014, this evidence is included as part of Appendices 10 and 11.
- 2.55 A report will be presented to the Keighley Area Committee on 27th November 2014 providing clarity on the legality of the application and, again, seeking their views regarding the Neighbourhood Area Application for Steeton-with Eastburn. These will be reported verbally to the Executive.
- 2.56 Upon consideration of the Act, the relevant planning regulations as well as the representations received and comments from the area Committee, it is recommended that the neighbourhood area application be approved.

### **3. Wilsden Parish Council - Neighbourhood Area Application**

- 2.57 The Council received an initial formal application from Wilsden Parish Council on 4<sup>th</sup> June 2014 requesting designation as a neighbourhood area for the purpose of producing a Neighbourhood Development Plan.
- 2.58 The application was reviewed by the Assistant Director to ensure it included the key requirements under the relevant regulations. The accepted application was then published on the Council's website and formal representations invited over an 8 week period from 14<sup>th</sup> July to 8<sup>th</sup> September 2014. A press release was issued to raise the awareness of those living and working in the area. This resulted in several articles in locally circulating newspapers including the Keighley News. The Council also included an article in the July 2014 edition of its e-newsletter 'Plan-it Bradford' and also notified relevant parties on the Local Plan consultation database.
- 2.59 The Neighbourhood Area Application for Wilsden is contained in Appendix 7. The Parish Council propose that their Neighbourhood Area boundary matches the extent of the existing Parish boundary. Although required for the determination of the application, the Parish Council have set out ten essential aims for their Neighbourhood Development Plan to address key local issues such as to:
1. Preserve the character of Wilsden
  2. Retain the distinct village community and cherish the natural and physical heritage, maintain the conservation area and retain the separateness of the village;
  3. Meet the defined housing needs as set out in the Local Plan, with emphasis on smaller scale developments which meet local needs;
  4. Meet the defined employment need as set out in the Local Plan which ensures availability of land, office, retail, and industrial space to enable provision of adequate employment opportunities for residents now and in the future;





5. Ensure the area maintains a commercial, retail business and economic environment;
  6. Maintain a successful profile for the area in line with the Local Plan with good shopping, recreation and cultural facilities;
  7. Facilitate the needs of residents in terms of education, health, leisure, recreation, sport and transport;
  8. Ensure Wilsden is a good place to live with facilities for young and old alike;
  9. Maintain and protect the natural environment and availability of green spaces;
  10. Maintain on-going dialogue with local organisations, developers, individuals and the Local Planning Authority.
- 2.60 The Council received a total of 14 representations within the formal consultation period. The representations are summarised in Appendix 8.
- 2.61 There was general support for designation of a Neighbourhood Area from members of the public or organisations. Several respondents raised a number of considerations for the Parish Council to bear in mind should they gain Neighbourhood Area status from the Council and begin work on a Neighbourhood Development Plan. The Council's response to the issues raised by those making representations is set out in Appendix 8.
- 2.62 There was one unsubstantiated objection stating that the boundary was not considered appropriate. As no further explanation was given the Council is unable to consider any alternative boundary and it is not a valid reason to refuse the area application.
- 2.63 Shipley Area Committee, at their meeting on 29<sup>th</sup> October 2014, resolved to support the Neighbourhood Area Application for Wilsden as noted in paragraph 2.26.
- 2.64 Upon consideration of the Act, the relevant planning regulations as well as the representations received and comments from the area Committee, it is recommended that the neighbourhood area application be approved.

### **Neighbourhood Area Application Considerations**

- 2.65 The Act sets out the considerations relevant to the determination of a neighbourhood area application at section 61G. Principles for consideration in parished areas include:
- Can include whole or part of a parished area
  - Consideration of the desirability of designating the whole of the area of a parish council as a neighbourhood area
  - An area can only be included in one neighbourhood area designation
  - Council can modify areas in light of later applications if appropriate with consent of the parish council
- 2.66 There is no further guidance on how local authorities should determine the acceptability of a proposed area. Given the three applications propose to designate



the whole parished area/s there are no considerations that suggest a smaller or larger area would be more appropriate given the supporting statements.

2.67 If approved by the Executive, the Parish Councils will be formally notified in writing of the decision. The decision will also be published on the Council's web site together with the following information:

- The name of the neighbourhood area;
- A map which identifies the boundary of the proposed area; and
- The name of the relevant body who applied for the designation.

### **3. OTHER CONSIDERATIONS**

#### **Funding and Support**

3.1 There are several sources of advice and support for Councils and communities that are interested in neighbourhood planning.

3.2 From April 2013 Local Planning Authorities could claim for up to 20 area designations (£100,000) in each financial year 2013 to 2014 and 2014 to 2015. This money recognised the duties that local authorities have in relation to neighbourhood planning.

3.3 The payments are broken down into three stages to reflect the work involved in getting a plan to the point of being published prior to an examination. The payments are broken down as follows:

- 1) First payment of £5,000 is payable to the LPA upon designation of a neighbourhood area in recognition of officer time supporting and advising the community in taking the Neighbourhood Development Plan forward.
- 2) Second payment of £5,000 is made to the LPA once it publicises the Neighbourhood Development Plan prior to examination. This will contribute towards the costs of the examination as well as other staff costs incurred at this stage.
- 3) Third payment of £20,000 is made upon successful completion of a Neighbourhood Development Plan examination. This fund will, in part, pay for the examination and any other further steps that maybe needed for the Neighbourhood Development Plan to come into legal forces, including a local referendum.

3.4 The Department for Communities and Local Government has established separate support for communities. From May 2013 the Government ran a £10.5 million, 2-year rolling programme to provide support and grants to communities to progress their Neighbourhood Development Plans. Communities could apply for direct support and / or grants of up to £7,000 to help them develop a Neighbourhood Development Plan.



- 3.5 With effect from 20<sup>th</sup> August 2014 the Government were no longer accepting any new expressions of interest of grants. It is likely that a new support programme will be available from April 2015.
- 3.6 The Government has pledged funding along with support to communities directly through organisations such as Locality, mycommunityrights.org, RTP1 and Planning Aid England. There is an array of support networks available to communities should they wish to request assistance.

### **Community Infrastructure Levy**

- 3.7 The Government has announced that Local Planning Authorities operating a Community Infrastructure Levy (CIL) will pass on 25% of the money raised from development within a neighbourhood plan area to the community itself, so that they can decide how the money is to be spent. The Localism Act sets out what neighbourhood CIL can be spent on: the provision, improvement, replacement, operation or maintenance of infrastructure - or anything else that is concerned with addressing demands that development places on an area. Communities without a Neighbourhood Development Plan would only be entitled to 15% of any CIL. To qualify, a Neighbourhood Development Plan must have been through a referendum and brought into force and the local authority needs to have introduced CIL.
- 3.8 The Council is currently investigating the potential of a Community Infrastructure Levy for the Bradford District. This will be the subject of a future report to the Executive Committee.

### **Bradford's Local Plan**

- 3.9 Progress in putting in place an up-to-date Development Plan, now known as the Local Plan, to replace the Replacement Unitary Development Plan (RUDP) is critical to support the take up of the new neighbourhood planning provisions. The Core Strategy Development Plan Document (DPD) will provide the key strategic planning policies against which Neighbourhood Development Plans will be tested to ensure conformity. At present it is anticipated that the Core Strategy will be adopted in 2015 following an independent examination. Work on identifying sites via the Allocations DPD as well as the two area Action Plans for the City Centre and Shipley Canal Road Corridor will follow on from the Core Strategy.
- 3.10 Details of the timetable of the Local Plan are contained within the Local Development Scheme 2014-2017. At its meeting on 22<sup>nd</sup> July 2014, the Executive approved the revised Local Development Scheme.

## **4. FINANCIAL & RESOURCE APPRAISAL**

- 4.1 There are potentially significant financial and resource implications from the discharge of the new duties under the Localism Act. The full scope of the financial and resource implications from the discharge of the new duties is documented in



the 9 October 2012 report to the Executive (Background document 12.4).

4.2 These burdens will depend in the main upon the overall take up by communities of these non mandatory activities. The government has made available resources to cover these additional burdens, and the Council will make prompt application for payment, at each appropriate stage, as long as the funding support is available. However as this is a relatively new process the implications are yet unknown for Bradford. The impact on resources of the council will need to be carefully monitored and may need to be subject to prioritisation.

4.3 For the year 2014/2015, the Government pledged further financial support to councils with neighbourhood planning. The Council is able to claim for up to £30,000 per area designation. For further information please refer to paragraphs 3.1 to 3.8 of this report.

## **5. RISK MANAGEMENT AND GOVERNANCE ISSUES**

5.1 The Executive, on the 9<sup>th</sup> October 2012 (see background document 12.4), approved the governance arrangements for the discharge of the Councils duties under the Act in relation to Neighbourhood Planning.

5.2 The portfolio holder for Change Programme, Planning and Housing will take the lead for neighbourhood planning.

5.3 The Assistant Director for Planning, Transportation and Highways will coordinate and manage the Council's neighbourhood planning role and responsibilities.

## **6. LEGAL APPRAISAL**

7.1 The legal requirements related to neighbourhood planning are set out in the Localism Act 2011 and the Neighbourhood Planning (General) Regulations 2012. The implications of discharging the Council's legal duty are considered above.

## **7. OTHER IMPLICATIONS**

### **7.1 EQUALITY & DIVERSITY**

7.1.1 Any Neighbourhood Development Plan that is produced by a Parish/Town Council must be in line with the policies and plans contained within the Local Plan which has been subjected to its own Equality Impact Assessment.

7.1.2 Good practice would suggest that the qualifying body should seek to ensure compliance with equality legislation in preparation of a Neighbourhood Development Plan, including the production of an Equality Impact Assessment where relevant and appropriate.

### **7.2 SUSTAINABILITY IMPLICATIONS**



7.2.1 Neighbourhood Development Plans are required to conform to national and local policy which is supported by sustainability appraisals. However, depending on the nature of the Neighbourhood Development Plan, the Plan may need to be supported by its own Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA).

### **7.3 GREENHOUSE GAS EMISSIONS IMPACTS**

7.3.1 Any Neighbourhood Development Plan would need to ensure compliance with national and local policy which promote sustainable development and seek to minimise impact on climate change.

### **7.4 COMMUNITY SAFETY IMPLICATIONS**

7.4.1 There are no community safety issues.

### **7.5 HUMAN RIGHTS ACT**

7.5.1 All neighbourhood planning tools are subject to consultation and engagement. There is a third party right to be heard at the independent examination.

### **7.6 TRADE UNION**

7.6.1 There are no trade union implications.

### **7.7 WARD IMPLICATIONS**

7.7.1 The neighbourhood planning tools can be picked up by communities and can relate to small areas within and across wards. At present there are seven Parish Councils who are actively taking forward a neighbourhood planning, of which relate to the following wards:

- Craven ward Steeton-with-Easburn, and Silsden
- Bingley Rural ward Cullingworth and Wilsden
- Ilkley ward Ilkley
- Wharfedale ward Burley-in-Wharfedale and Menston
- Worth Valley ward Haworth, Cross Roads & Stanbury and Oxenhope

## **8. NOT FOR PUBLICATION DOCUMENTS**

8.1 None

## **9. OPTIONS**

9.1 The Executive is requested to consider three Neighbourhood Area Applications for the designation a Neighbourhood Area in Menston, Steeton-with-Eastburn, in conjunction with Silsden; and Wilsden.



9.2 There are two options for the Executive, these are:

- Option 1 - to approve each of the three Neighbourhood Area Applications, following the satisfactory assessment set out in Section 2 of this report.
- Option 2 is to refuse any of the Neighbourhood Area Applications; although there are no grounds for this, given the satisfactory assessment in set out in Section 2 of this report.

## **10. RECOMMENDATIONS**

- 10.1 That the Neighbourhood Area Application submitted by Menston Parish Council be approved and the Assistant Director (Planning, Transportation & Highways) be authorised to arrange formal publication of the decision in line with the relevant Neighbourhood Planning regulations.
- 10.2 That the Neighbourhood Area Application submitted by Steeton-with-Easburn Parish Council, including the area of Silsden Town Council, be approved and the Assistant Director (Planning, Transportation & Highways) be authorised to arrange formal publication of the decision in line with the relevant Neighbourhood Planning regulations.
- 10.3 That the Neighbourhood Area Application submitted by Wilsden Parish Council be approved and the Assistant Director (Planning, Transportation & Highways) be authorised to arrange formal publication of the decision in line with the relevant Neighbourhood Planning regulations.

## **11. APPENDICES**

- 1 Neighbourhood Plans Process
- 2 The governance arrangements for the key decisions within the respective processes for neighbourhood planning.
- 3 Menston Parish Council - Neighbourhood Area Application
- 4 Summary of representations and Council's response to Menston Neighbourhood Area Application
- 5 Steeton-with-Eastburn Parish Council - Neighbourhood Area Application
- 6 Summary of representations and Council's response to Steeton-with-Eastburn Neighbourhood Area Application
- 7 Wilsden Neighbourhood Area Application
- 8 Summary of representations and Council's response to Wilsden Neighbourhood Area Application
- 9 Resolution of the Silsden Town Council, 6 March 2014
- 10 Resolution of the, Steeton-with-Eastburn Parish Council 5 November 2014
- 11 Resolution of the Silsden Town Council, 6 November 2014

## **12. BACKGROUND DOCUMENTS**



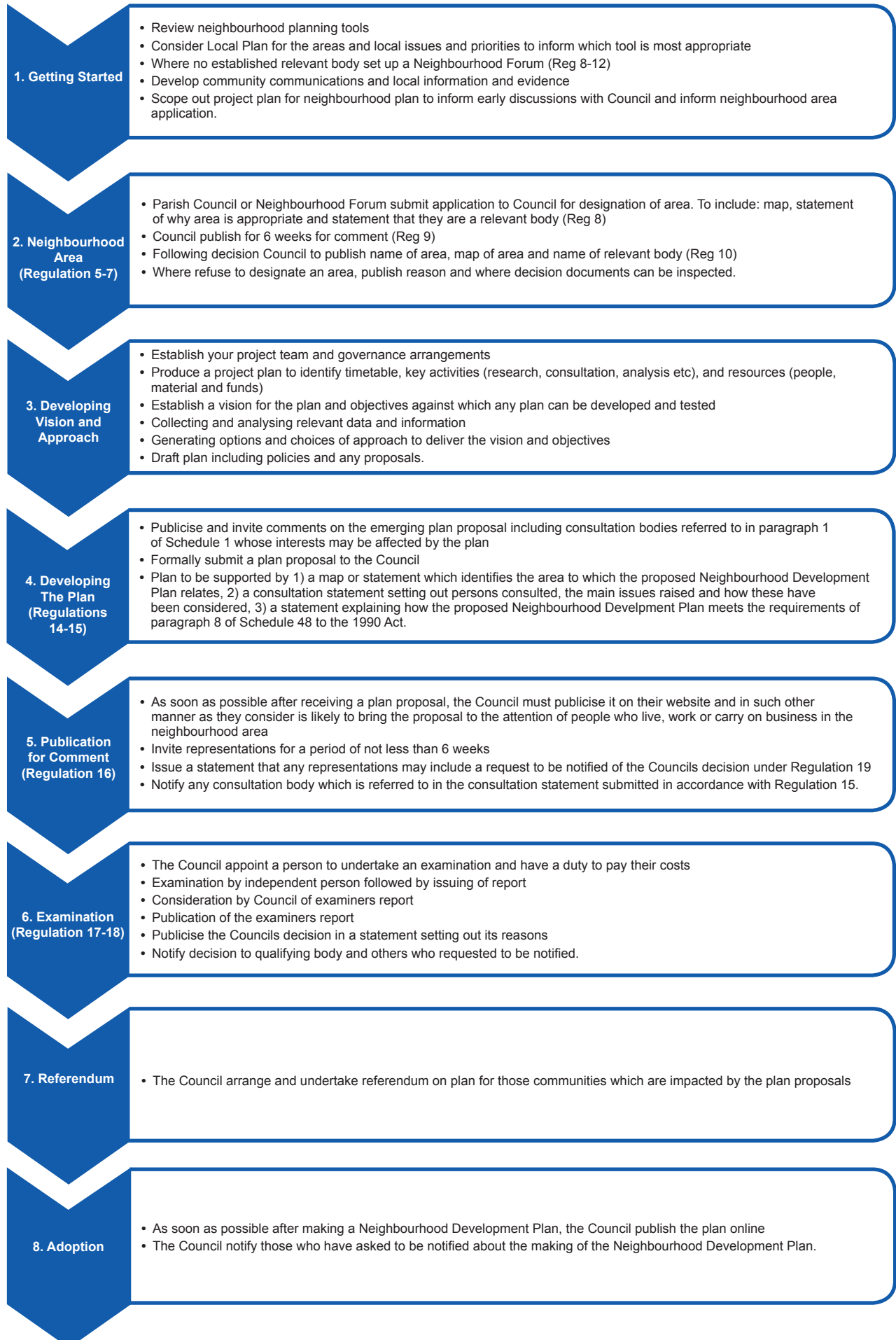
- 12.1 The Localism Act 2011  
<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>
- 12.2 The Neighbourhood Planning (General) Regulations 2012  
<http://www.legislation.gov.uk/uksi/2012/637/made>
- 12.3 National Planning Policy Framework (March 2012)  
<http://www.communities.gov.uk/documents/planningandbuilding/pdf/2115939.pdf>
- 12.4 Report of the Assistant Director (Planning, Transportation & Highways) to the meeting of Executive to be held on 9 October 2012. (Document AE)
- 12.5 Report of the Assistant Director (Planning Transportation & Highways) to the meeting of Keighley Area Committee to be held on 23 October 2014
- 12.6 Report of the Assistant Director (Planning Transportation & Highways) to the meeting of Shipley Area Committee to be held on 29 October 2014
- 12.7 Report of the Assistant Director (Planning Transportation & Highways) to the meeting of Keighley Area Committee to be held on 27 November 2014





# Appendix 1

## Neighbourhood Plan Process



## Appendix 2

The approved governance arrangements for the key decisions within the respective processes for neighbourhood planning.

<b>Neighbourhood Planning Decision Making</b>			
<b>Activity</b>	<b>Stage</b>	<b>Consultation</b>	<b>Decision</b>
<b>Application to set up Neighbourhood forum</b>	Application received and published for comment	Portfolio holder	Assistant Director PTH
	Application decision	Area Committee	Executive
<b>Neighbourhood Area Application</b>	Application received and published for comment	Portfolio holder	Assistant Director PTH
	Application decision	Area Committee	Executive
<b>Neighbourhood Plan</b>	Draft received by Council and published for representations	Portfolio holder	Assistant Director PTH
	Submit for independent examination	Portfolio holder	Assistant Director PTH
	Receipt of independent persons report and decision on plan and move to referendum	Area Committee	Executive
	Adoption	Portfolio holder	Assistant Director PTH
<b>Neighbourhood Development Order/Community Right To Build Order</b>	Draft received by Council and published for representations	Portfolio holder	Assistant Director PTH
	Submit for independent examination	Portfolio holder	Assistant Director PTH
	Receipt of independent persons report and decision on plan and move to referendum	Area Committee	Executive
	Adoption	Portfolio holder	Assistant Director PTH

Appendix 3

## **MENSTON PARISH COUNCIL**

*(FOUNDED 2006)*

**CHAIRMAN – PETER FINLAY**

**VICE-CHAIRMAN – QUENTIN MACKENZIE**

Andrew Marshall,  
Planning and Transport Strategy  
Manager,  
City of Bradford Metropolitan District  
Council,  
Floor 8,  
Jacobs Well,  
Bradford,  
BD1 5RW

### **MENSTON PARISH COUNCIL**

c/o 17 Oakridge Court  
Bingley  
West Yorkshire  
BD16 4TA  
e-mail: [menstonpc@hotmail.co.uk](mailto:menstonpc@hotmail.co.uk)  
mobile : 07919168317

5 June 2014

Dear Andrew Marshall

### **Neighbourhood Plan for Menston**

Following a meeting with two of your colleagues, Bill Caulfield and Wendy Brown, on Thursday 22<sup>nd</sup> May 2014 and a decision taken by Menston Parish Council later that day; on behalf of the Menston Parish Council I would like to submit our application for the designation of a Neighbourhood Development Plan.

To comply with Regulation 5 (1) of the Neighbourhood Planning (General) Regulations 2012 I attach a plan map which identifies the area to which the application relates.

This area is considered appropriate to be designated as a Neighbourhood Area as it comprises the whole of the area administered by Menston Parish Council.

Menston Parish Council is a relevant body to make the application under the Section 61G(2) of the Town and Country Planning Act 1990 (as inserted by paragraph 2 of Schedule 9 to the Localism Act 2011 (c20)).

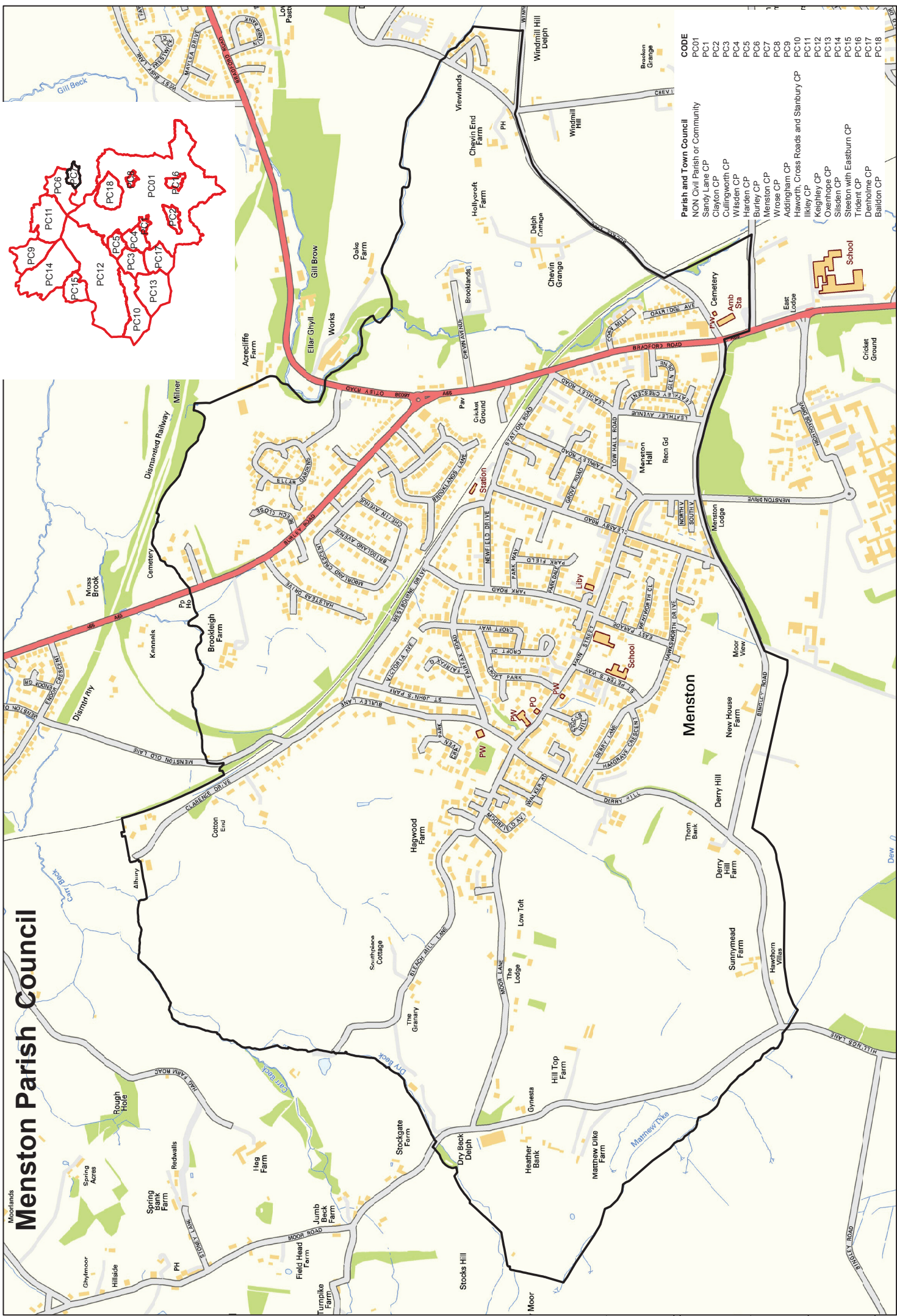
We also understand that at this stage we do not have to provide a Vision Statement to support our application.

Yours sincerely

Catriona Hanson

Clerk to Menston Parish Council

# Menston Parish Council



CODE	Parish and Town Council
PC00	NON Civil Parish or Community
PC01	Sandy Lane CP
PC02	Cullingworth CP
PC03	Wilsden CP
PC04	Harden CP
PC05	Burley CP
PC06	Menston CP
PC07	Wrose CP
PC08	Addingham CP
PC09	Haworth, Cross Roads and Stanbury CP
PC10	Ilkley CP
PC11	Keighley CP
PC12	Overthorpe CP
PC13	Sleiden CP
PC14	Sleiden with Eastburn CP
PC15	Trident CP
PC16	Denholme CP
PC17	Baldon CP
PC18	

## Appendix 4

### Menston Neighbourhood Area Application

#### Summary of Representations and Council's Response

No.	Respondent	Issues Raised / Comment	Council's Response
1	Network Rail	No comments.	Noted.
		Request that any proposed changes consider the impact on the railway infrastructure, particularly access to and from railway stations and at railway/public level crossings.	Comment noted. The Council will pass these comments onto the Parish Council for consideration during the preparation of their Plan.
2	Yorkshire Wildlife Trust	No comments on the proposed boundary.	Noted
		With the Neighbourhood Development Plan there will be potential to include details about supporting and improving the natural environment. Yorkshire Wildlife Trust encloses a document containing information on the natural environment within Neighbourhood Plan areas and also a map showing our Living Landscapes within Bradford for consideration during the preparation of the Plan.	It is for the Parish Council to determine the detailed scope of their Neighbourhood Development Plan, not the Council. However the Council will ensure that the Parish Council receive a copy of these comments and Yorkshire Wildlife Trust documentation.
3	McCarthy & Stone	No comments.	Noted.
		Within the Neighbourhood Development Plan there is potential to address the issue of the provision of specialist housing for the elderly by way of retirement housing. McCarthy & Stone enclose a document containing a short presentation on how to consider the needs of older residents to be considered during the preparation of the Plan.	It is for the Parish Council to determine the detailed scope of their Neighbourhood Development Plan, not the Council. However the Council will ensure that the Parish Council receive a copy of these comments and McCarthy & Stone documentation.
4	Sport England	No specific comments on the application.	Noted
		Within the Neighbourhood Development Plan	It is for the Parish Council to determine the



## Appendix 4

No.	Respondent	Issues Raised / Comment	Council's Response
		<p>there is potential to address sport and recreational facilities. Sport England outlines several points for consideration during the preparation of the Plan.</p>	<p>detailed scope of their Neighbourhood Development Plan, not the Council. However the Council will ensure that the Parish Council receive a copy of these comments and Sport England documentation.</p>
5	Jonathan Gadd	<p>Support in principal.</p> <p>Boundary suggestion.</p> <p>That the proposed boundary be extended to include the High Royds development as it has little or no facilities of its own and the residents are dependent upon the facilities of Menston Village.</p>	<p>Support noted.</p> <p>Boundary suggestion noted.</p> <p>Menston Parish Council made a decision to promote a Neighbourhood Development Plan solely for the land within the confines of the Menston Parish area.</p> <p>The High Royds development, adjacent to Menston, falls within the Aireborough Neighbourhood Area. This area has been approved by Leeds City Council.</p> <p>Schedule 9, section 61G paragraph 7 of the Localism Act 2011 prohibits any area falling within more than 1 Neighbourhood Area boundary. For this reason it would not be possible for Menston Parish Council to consider the proposed boundary amendment.</p> <p>The Council would strongly recommend that Menston Parish Council and Aireborough Neighbourhood Forum have joint discussions regarding the wider impact of development within this section of the Wharfe valley, particularly as they commence community engagement and begin to shape the content of their plans.</p> <p>No decision has been made on the content of the Menston Neighbourhood Development Plan</p>

## Appendix 4

No.	Respondent	Issues Raised / Comment	Council's Response
			so it may not include any reference to facilities. The content of the plan should be influenced by community engagement which is yet to commence.
6	Natural England	<p>Natural England is a statutory consultee in neighbourhood planning and must be consulted on draft Neighbourhood Development Plans where proposals are likely to affect a Site of Specific Scientific Interest (SSSI), or 20 hectares or more of Best and Most Versatile agricultural land. The organisation should also be consulted on Strategic Environmental Assessments (SEA), Habitats Regulations Assessments (HRA) screening and Environmental Impact Assessments, where these are required.</p>	Noted. Natural England will continue to be consulted on the Neighbourhood Development Plan, subject to the content of the Plan and where appropriate.
		<p>Natural England can provide sources of additional advice for the Parish Council with regard to:</p> <ul style="list-style-type: none"> <li>• Advice on sources of environmental information and ideas of incorporating the environment into plans and proposals;</li> <li>• Protected landscapes;</li> <li>• Protected species;</li> <li>• Local Wildlife Sites;</li> <li>• Best and Most Versatile agricultural land;</li> <li>• Opportunities for enhancing the natural environment.</li> </ul>	Noted. The Council will ensure that the Parish Council receive a copy of these comments contained within the original representation to the Parish Council for their consideration.
7	National Farmers Union (North East)	No specific comments on the application.	Noted.
		Within the Neighbourhood Development Plan there is potential to adequately address the issues and opportunities of farming within the Plan area. The National Farmers Union has set	It is for the Parish Council to determine the detailed scope of their Neighbourhood Development Plan, not the Council. However the Council will ensure that the Parish Council



## Appendix 4

No.	Respondent	Issues Raised / Comment	Council's Response
		out their vision and key priorities within present day farming for consideration during the preparation of the Plan.	receive a copy of these comments.
8	Wakefield Council	No objections to the proposals. No specific comment to make at this stage.	Noted.
9	David Brown	Support in principal.	Support noted.
10	Natural England	No objections to the neighbourhood plan area	Noted.
		<p>Attention is drawn to the existence of the South Pennine Moors Special Protection Area (SPA) and Special Area of Conservation (SAC) approximately 1km to the west of Menston.</p> <p>The plan making body should be aware that policies which are likely to affect their interest features (alone or in combination with other plans and projects) may require assessment under the Conservation of Habitats and Species regulations 2010 (as amended). However, assessment under the habitats regulations should not be required if they deliver higher tier local plan policies, which have themselves undergone assessment.</p>	<p>Noted. The decision at this stage is on the appropriateness of the neighbourhood plan application.</p> <p>The strategic scale of development will be subjected to these assessments in the Local Plan – Core Strategy. The outcomes of these reports will be publically available once completed.</p> <p>Detailed local level impacts will need to be considered if appropriate and relevant to the scope and content of the Neighbourhood Development Plan. The Parish Council will need to consider this issue as part of its project planning work and in preparation of the plan.</p>
11	The Coal Authority	The majority of parish area is outside of the defined coalfield and therefore there are no specific comments.	Noted.
12	Kirklees Council	No comments.	Noted.
13	Environment Agency	No comments.	Noted.
		Request that the Parish Council take note of the content of the representation and refer to the submitted guidance note - 'Planning for the	Comment noted. The Council will pass these comments/documents onto the Parish Council for consideration during the preparation of their

## Appendix 4

No.	Respondent	Issues Raised / Comment	Council's Response
		environment at the neighbourhood level' when considering how to develop the Plan.	Plan.
14	North Yorkshire County Council	It is confirmed that there are no strategic implications for the County Council and no further comments.	Noted.
15	English Heritage	No objections.	Noted.
		<p>The area identified by Menston Parish Council for the Neighbourhood Plan includes a number of important designated heritage assets.</p> <p>Plan preparation offers the opportunity to harness a community's interest in the historic environment by getting them to help add to the evidence base, perhaps by creating and or reviewing a local heritage list, inputting to the preparation of conservation area appraisals and undertaking historic characterisation surveys. Both English Heritage and the local Council can provide support, advice and evidence on the historic environment.</p>	Comment noted. The Council will pass these comments/documents onto the Parish Council for consideration during the preparation of their Plan.
		<p>English Heritage has a statutory role in the development plan process and there is a duty on either the Local Planning Authority or the Neighbourhood Planning Forums to consult English Heritage on any Neighbourhood Plan where our interests are considered to be affected.</p> <p>Should a Strategic Environmental Assessment/Sustainability Appraisal be required we again have a formal role in that process.</p>	Comment noted.

## Appendix 5



# Steeton-with-Eastburn Parish Council

Rosie Sanderson, Clerk to the Parish Council.

35 Kings Mill Lane, Settle, North Yorks, BD24 9FD. Tel: 01729 825944

clerk@steeton-with-eastburnparishcouncil.gov.uk

---

Emma Higgins  
Planning Dept  
City and District of Bradford Metropolitan District Council

11<sup>th</sup> June 2014

Dear Emma

Steeton-with-Eastburn Parish Council and Silsden Town Council intend to develop a joint neighbourhood development plan and wish to apply for joint neighbourhood area status. I attach files in support of this application as follows:

- Statement to confirm status as a qualifying body
- Statement of general aims
- Statement in support of the joint application
- A map showing the boundaries of the application area
- Minutes of a meeting of Steeton-with-Eastburn Parish Council confirming agreement with the joint application
- Minutes of a meeting of Silsden Town Parish Council confirming agreement with the joint application
- A letter from Silsden Town Council agreeing that Steeton-with-Eastburn Parish Council should act as the lead body for the application

Please let me know if any further information is required.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R. Sanderson', with a long horizontal line extending to the right.

Rosie Sanderson  
Clerk to the Council

### **Statement to confirm status as a qualifying body**

Steeton-with-Eastburn Parish Council and Silsden Town Council are both qualifying or relevant bodies to apply for designated area status under the provisions of the Localism Act 2011 Schedule 9 Neighbourhood planning section 61G, paragraph (2) A

The two councils have agreed to jointly produce a neighbourhood development plan and to jointly apply for neighbourhood area status. For the purposes of this application they have agreed that Steeton-with-Eastburn Parish Council should lead.

*2(A) A “relevant body” means-*

*(a) a parish council, or*

*(b) an organisation or body which is , or is capable of being, designated as a neighbourhood forum (on the assumption that, for this purpose, the specified area is designated as a neighbourhood area).*

**Statement explaining why this area is considered appropriate to be designated as a neighbourhood area**

Steeton-with-Eastburn Parish Council and Silsden Town Council are within the jurisdiction of City of Bradford Metropolitan District Council. The proposed neighbourhood area boundary covers the entirety of both parishes.

The two councils aim to create a Neighbourhood Development Plan, based on consultation with key local interest groups and residents which will ensure, through Planning Guidance, that the joint parishes develop in such a manner as to protect the area's heritage, enhance its attractiveness, provide for housing need and build for a viable economic future.

The two parishes do not oppose development in principle but recognises that there are competing pressures which such activity will bring to infrastructure in the area.

In applying for designated area status, the essential aim of any resultant Neighbourhood Plan will be to:-

1. preserve and enhance the character of Steeton, Eastburn and Silsden as an attractive, distinct rural communities, protecting and cherishing the natural and built environment;
2. meet defined housing needs in a manner commensurate with the LOCAL PLAN and the character of the designated area during the period of the plan;
3. maintain and improve shopping, recreational, cultural and community facilities;
4. meet defined employment need in a manner commensurate with the LOCAL PLAN and character of the designated area to enable provision of adequate employment opportunities for its residents – now and in the future;
5. ensure a flourishing commercial, business and economic environment;
6. meet the needs of residents in the areas of education, health, leisure, recreation, sport and transport, including footpaths and cycleways;
7. ensure that both Parishes are a good places to live with facilities for young and old alike;
8. maintain and protect the natural environment ( including sites of special scientific interest), and availability of green spaces within the designated area boundary;
9. maintain on-going dialogue with local organisations, developers, individuals and the LPA to ensure that agreed LOCAL PLAN criteria for are met throughout initial development of the Neighbourhood Plan and beyond.

**Statement in support of the application for the two parishes of Steeton and Eastburn together with the parish of Silsden to be considered as one neighbourhood for the purposes of Local Planning.**

**1. GEOGRAPHY**

Both parishes abut one another in the floor of the Aire Valley. This means that both are wholly contained within Airedale with certain consequences. The valley contains two principal watercourses, namely the River Aire and the Leeds Liverpool Canal. The presence of these two waterways dictates the route of the various highways running along the valley. The two waterways also pose the need for crossing points with the consequent restriction on traffic flow. A further consequence of these waterways is the danger of flooding in the valley floor and the need for flood defences both for the valley itself and for lower down the river. The sides of the valley mean that certain terrain in both parishes is unsuitable for building both in terms of practicality and environmental reasons. Both parishes adjoin the county of North Yorkshire and are affected by transport strategies originating in Lancashire.

**2. TRANSPORT**

Both parishes are on either side of the main dual carriageway running down the length of the valley and which leads to the Dales via Skipton. The route and raised location of this road is dictated by the waterways as discussed above. This road, the A629, is an important route for through traffic and for traffic from both parishes. Both parishes are also served by the same railway station whose name of Steeton and Silsden reflects the importance of the rail link to both parishes. The station is heavily used by inhabitants of both parishes for commuting, leisure and also access to the rest of the rail network via Leeds. The disadvantage of the railway station is the further pressure this places on the road network due to the presence of various level crossings along the valley. There are many bus services common to both parishes. The importance and position of the station is one major reason for this. The other major reason is the secondary school shared by both parishes at South Craven in Crosshills. Whilst the school is outside both parishes it is reached by pupils from Silsden via Steeton and Eastburn.

**3. HEALTH**

The local hospital, Airedale, is situated squarely within Steeton and Eastburn. This hospital is of great importance to both parishes from both a clinical perspective and as a major employer in the area. The hospital offers specialist care in several fields and also is the receiving A and E service for a very wide geographical area, including both parishes. One GP's practise serves both parishes, with surgeries in both and offering appointments to residents of either parish on a day to day basis.

**4. EDUCATION**

both parishes share the same major secondary comprehensive school in the area, namely South Craven. All the primary schools in both parishes are feeder schools for South Craven.

**5. EMPLOYMENT**

both parishes share the same major employers, such as the hospital, Landis and South Craven school. In addition both parishes have a similar pattern of smaller businesses located on small industrial estates within each parish.

**6. HOUSING**

both parishes share a similar housing stock, consisting of a mixture of new build and much older stock dating from the Victorian era or earlier. Both parishes are due to receive a similar proportion of further new housing relative to their respective sizes.

**7. LEISURE AND TOURISM**

Both parishes will attract visitors and tourists because of the river and the canal discussed above. The tourism is by way of walkers, cyclists and boaters. Both parishes are also at the gateway to the Dales proper and the tourism generated by the National Park. There are thriving sports clubs in both parishes which attract players from the whole neighbourhood of all age groups.

**8. UTILITIES**

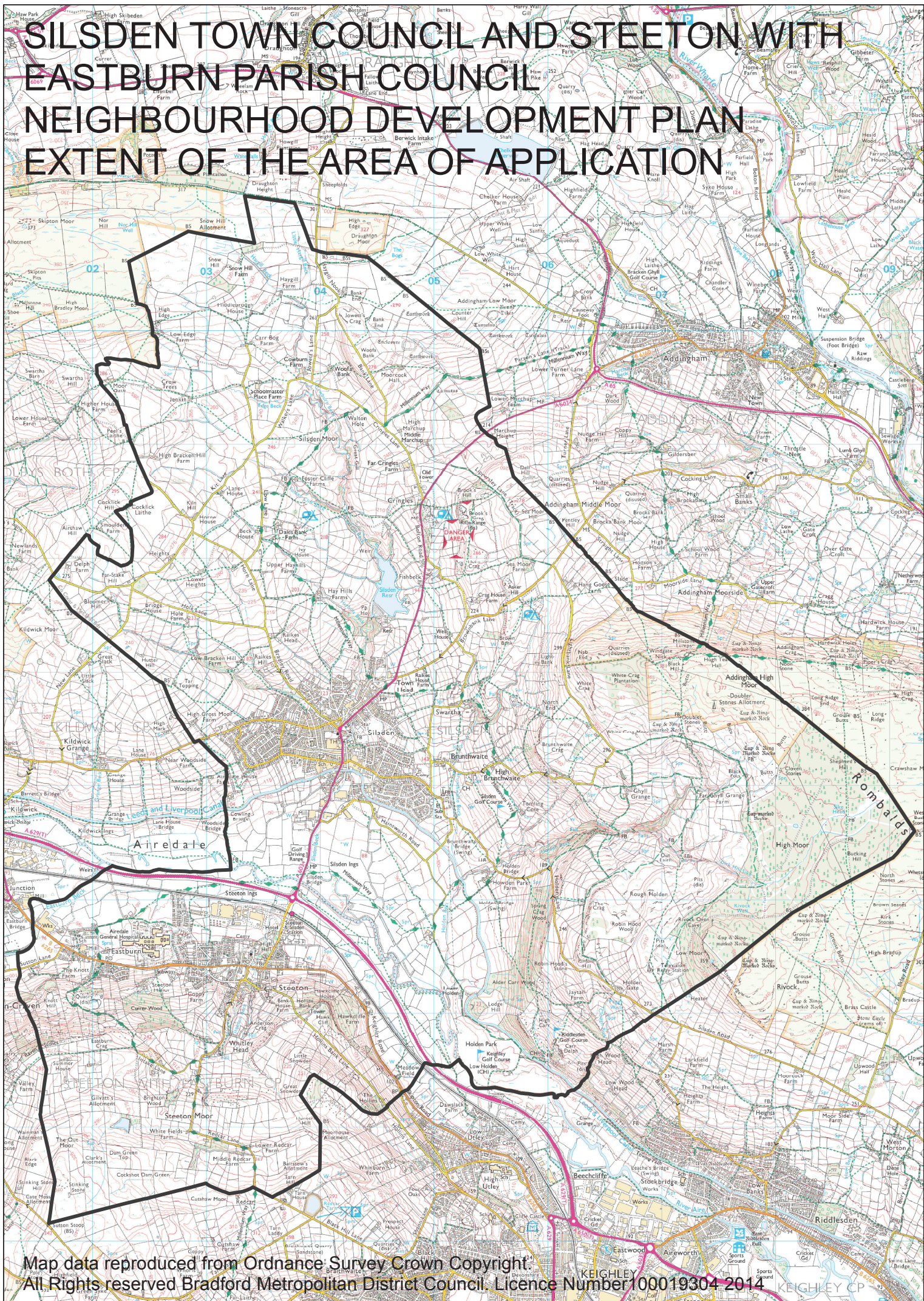
The parishes share major infrastructure for drainage and energy supplies.

**9. POLITICAL AND SOCIAL**

Both parishes share a very similar ethnic mix and age distribution. The population consists largely of white working to middle classes with a larger than average older population. Both parishes are in the same parliamentary constituency. Both parishes are within the jurisdiction of City of Bradford Metropolitan District Council.



# SILSDEN TOWN COUNCIL AND STEETON WITH EASTBURN PARISH COUNCIL NEIGHBOURHOOD DEVELOPMENT PLAN EXTENT OF THE AREA OF APPLICATION







# Steeton-with-Eastburn Parish Council

Rosie Sanderson, Clerk to the Parish Council.

35 Kings Mill Lane, Settle North Yorkshire, BD24 9FD. Tel: 01729 825944

Clerk@steeton-with-eastburnparishcouncil.gov.uk

## Minutes of The Council Meeting held on 6 November 2013 at 7.30pm at The Community Hub, Skipton Road, Steeton, BD20 6FE

**Present :** Councillors: – Mullen, Blagden, Thompson, Lambert , Mounsey, Ebden and Townend

**In attendance:** Ward Councillors: – Kelly  
Police: – PC Southgate  
Clerk: – Rosie Sanderson  
Members of the public: 1 people

### Public question time

No questions

### 13/155 Apologies

Apologies were received from Councillors Weller (for lateness), Emmott and Pugh. **Resolved:** To sanction apologies from Councillors Emmott and Pugh(unwell) and Cllr Weller (competing commitment).

### 13/156 Disclosures of Interest: None

### 13/157 Minutes

**Resolved:** That the minutes of the Parish Council meeting held on 2<sup>nd</sup> October 2013, the Extraordinary meeting of the Council held on 15<sup>th</sup> October and the Community Hub committee held on 2<sup>nd</sup> October 2013 are approved as a true record and signed by the Chairman on behalf of the Council.

### 13/158 Reports of Police and invited guests

#### Police

a) PC Southgate reported on the crime log for October. There were 9 crimes, 1 burglary of a dwelling, and one theft of a bike, scooter and skateboard. There was one violent crime. PC Southgate distributed crime prevention leaflets. These are distributed to homes around a home which has been burgled.

b) Reports for communication to the police: None

#### Ward Councillors

Cllr Kelly asked about plans to replace the trees in Station Road. He offered to help if he could.

### 13/159 Neighbourhood planning

a) Cllr Derek Booth (lead Councillor for implementing the neighbourhood plan) and Mike Tomkins (clerk )of Bradley Both Parish Council gave a presentation about their experience of neighbourhood planning. An influx of housing prompted the beginning of the process 40 years ago. They approached the then County Council regarding limitations on development. With the County Council they drew up a map setting the boundaries for development, a system which has worked well. The neighbourhood planning opportunity followed on from this, to lead to something of statutory significance. Steps taken so far have included:

Set up a committee of the Council, including District Councillors and co-opted members of the public  
 Decided whether to do it or not  
 Met monthly to decide on issues  
 Coincided with presentation of a village profile at Craven District  
 Worked with Planning England and Mike Dando  
 Held an open community meeting, sent a flyer to all households inviting them, attracted too many people to fit in the village hall! Meeting was designed to encourage participation, people sat around tables and wrote their comments and input.  
 Most contentious issue is housing. Other issues dealt with: traffic, education, buses etc.  
 Neighbourhood planning concept allows almost anything, but if the Sec of State doesn't like it can be changed.  
 Planning authority remains as is  
 Sought opinions of CDC officers from the start  
 Application to designate the area has been submitted to CDC  
 Application for a grant to be submitted to Locality in November  
 Bradley will share documents with Steeton-with-Eastburn Parish Council.

b) Silsden Town Council have formally agreed to a joint application for Neighbourhood Area status. **Resolved:** to submit a joint application for neighbourhood area status with Silsden, and to set up a working group to take this forward. Members to be: Cllrs Ebdon, Lambert, Mounsey and Thompson.

- 13/160**      **Trees in Station Road**  
 Three trees were planted by Bradford Environmental Trust on behalf of the council in 2012. Two of the trees have been snapped off and are no longer viable. The estimated cost of replacement is £113. **Resolved:** to purchase and plant two replacement trees in Station Road, Steeton.
- 13/161**      **Notice Boards**  
 The clerk reported that only 1 quotation had been received by the date of the meeting. Two other quotations are being followed up.
- 13/162**      **Christmas Lights**  
 The clerk reported that the new electricity supply from the Hub will be installed during the week beginning 11<sup>th</sup> November. The lights will be installed before the end of November. Once in place the lights do not have to be taken down each year.
- 13/163**      **Planning Issues**  
 a) **Planning applications:** None received  
 b) **Outcomes of Planning Applications:** noted  
**Approvals:** None  
**Refused:** None  
 c) **Enforcement action was noted at**  
 13/00711/ENFCON Lyon House Farm Lyon Road Steeton With Eastburn West Yorkshire BD20 8UY, Tipping of waste  
 d) **Planning Application Appeals:** None received  
 e) **Core Strategy briefing :** an invitation was received from CBMDC for a councillor to attend a briefing session on 11<sup>th</sup> November. **Resolved:** Cllr. Mullen to attend on behalf of the Council.
- 13/164**      **Finance**

The accounts for payment were agreed and the receipts and balances noted  
**Resolved:** to authorize payment of the accounts below and note the receipts and account balances.

**Payments:**

Purpose	Payee	Amount
Clerk's salary	R Sanderson	629.66
Newsletter delivery	Newsquest (delivery)	221.40
Bowling Green maintenance	CBMDC for Bowling Green	212.40
Travel	D Mullen	25.20
Magnetic hooks for Community Hub	R Sanderson	40.20
Stationery	RBS (Walker Office)	29.92
No smoking signs for Community Hub	RBS (Walker Office)	34.48
Fire exit signs for Community Hub	Safe Fire Direct	9.24
Newsletter printing	Ellesmere Press Ltd	250.00
Postage	R Sanderson	81.20
*Arboricultural Survey	Treeplan	1,280.00
*Community Hub- paving and railings	R N Wooler & Co	4,231.20
*Community Hub marketing -posters	Ellesmere Press Ltd	93.84
*Community Hub flyers	Ellesmere Press Ltd	33.00
*Return of deposit for keys	Bowling Club - key deposit	90.00
*Recreational area maintenance/clearing	J Westbrook T/A Greenfingers	195.00

**Receipts:**

Purpose	From	Amount
Hall hire	Creative Support	10.00
Hall hire	Daisy Chain	120.00
Sundry income	Npower feed in tariff	253.56
Sundry income	Sponsored toddle	384.10
*Hall hire	Asian Arts	30.00
*Donation for playground	Steeton Court	50.00
*Hall hire	City of Bradford MDC	40.00

**Balances** as at 6 November 2013, after the above payments

Community Account	£ 7,308.05
Business Base Tracker	£43,978.35

Noted that £12,000 has been transferred from the Business Base Rate Tracker account to the Community account.

\*Invoices and receipts received after publication of the agenda

**13/165 Clerk's Salary and conditions of service**

**Resolved:** to accept the recommendation of the Staffing Committee to award the clerk one salary point, taking her from L20 to L21, backdated to 1<sup>st</sup> October 2013.

**13/166 Budget 2014/15**

The following items were suggested for inclusion in a draft budget for 2014-15: maintenance of recreational areas, neighbourhood planning, bowling green play area, car park at the hub, chapel lane wall, drainage of Keighley Road play area, Tour de France. It was noted that the amount of rate support grant to be received from CBMDC will not be known until late December. **Resolved:** to review the draft budget at the December Parish Council meeting, and to set up a finance working party to review it if required. The budget to be finalised in January.

**13/167 Chapel Lane recreation Ground**

The chairman reported that following discussions with residents and the ward Cllr Mallinson residents have been told they have 6 weeks from 1<sup>st</sup> November to come up with a plan to reinstate the car-park. During that 6 weeks no further action to be taken by the Council. An estimated timescale for legal action had been received from the solicitors acting on behalf of the insurers. Were the matter to go to court the total time could be up to a year before resolution. It was noted that Cllr Lambert has been asked to meet with Cllr Mallinson and one of the residents. **Resolved:** to review the matter at the January Council meeting.

**13/168 Correspondence (for information and to inform future agendas):**

None received

**13/169 Meetings attended**

- a) **Neighbourhood Forum meeting:** held 8 October 2013. Cllr. Mullen reported that the meeting was largely concerned with parking issues in Thorn hill road, caused by the new development and by the hospital. A highways engineer was present to discuss the proposed mitigating measures.
- b) **Rural Action Yorkshire AGM:** held 12 October 2013: Cllr. Mullen reported that the meeting focused on neighbourhood planning. He had circulated a briefing note to councillors.

**13/170 Member's Community Reports (for information and to inform future agendas)**

Cllr. Ebden: 1) Flooding is a problem on the road opposite Eastburn Post Office. Cllr. Mullen will report this. 2) He asked who is responsible for damage to walls caused by grit spreading. He was advised to contact CBMDC.

Cllr. Blagden: 1) sandwich boards have been placed on pavements. Cllr. Mullen will report them if they are causing an obstruction. 2) there are still potholes on Keighley Road Cllr Mullen will report these. 3) there are various footpath issues, the closure of the railway crossing at the bottom of Curren walk is not being pursued by Network Rail; the temporary footpath closure through the new development off Thorn hill Road is still in place. Cllr. Blagden is ensuring that these issues are regularly brought to the attention of the Rights of Way officer at CBMDC. Cllr. Blagden has observed youths playing football on the bowling green.

**13/171 Date of next meeting**

4<sup>th</sup> December 2013, 7.30p.m. at the Hub, Stone Grove, Steeton

There being no further business the Chairman closed the meeting at 9.25 p.m.

Chairman..... Date: 4<sup>th</sup> December 2013

**MINUTES OF THE MEETING OF SILSDEN TOWN COUNCIL  
IN THE LIBRARY BUILDING  
Thursday 10<sup>th</sup> October 2013**

Commenced 7.30pm

Concluded 9.30pm

Present Cllrs Atkinson, Savage, Higgins, A Conway, K Conway, Walton, Robinson O'Dwyer and Whitaker  
Public [5] Police [1]

**Cllr Atkinson in the Chair.**

1. Apologies for absence were received and accepted from Cllrs Jump, Naylor and Croft. The Chair welcomed new Councillor Rebecca Whitaker to the meeting.
2. No declaration of interest on items on the agenda was made
3. POLICE update was given by PC Southgate and information was given to the police about people regularly coming down the one way streets of New Road and Briggate in the wrong direction.
4. MINUTES – The minutes of the meeting of Silsden Town Council held on 5<sup>TH</sup> September 2013 were signed as a true and accurate record.
5. ADJOURNMENT – 2 taken. Regarding the TDF the TC and St James church to join together with regards to the public information meeting to be arranged soon. Council also to look into 'small business Saturday' and raise awareness in the town if applicable
6. Resolved that this council joins with Steeton and Eastburn Parish Council for the development of a neighbourhood plan.
7. The 'stopping the highway order' which means the area where the ramp will go outside the town hall will no longer be highway. STC to reiterate that highways must ensure that they have at least 1.5m of pavement all along the length of the ramp.
8. Agreed write a letter of support for Silsden AFC request to highways towards possible lining changes which should help to alleviate some of the parking problems incurred by the club during match days.
9. ACCOUNTS AND FINANCE.

1. Agreed following payments

Mrs L Corcoran	salary	1226	698.81
K Boocock	salary	1227	84.46
IR	Tax	1228	47.20
Laycocks	Goods for flood defence	1229	675.14
Littlejohn	External auditors	1230	240.00
SELRAP	membership	1231	15.00

2. Agreed to continue with SELRAP membership at £15 for a further year.

3. Noted that the accounts have been returned and once again council has passed with no comments for improvement from the auditors. A photocopy of the return will be displayed in the notice board soon in order to fully comply with publication requirements.

10. PLANNING:

13/03811/FUL | Retrospective application for widening existing field access to improve highway safety | Middle Marchup Farm Bolton Road Silsden West Yorkshire BD20 9JA – No Objections

13/03922/HOU | Construction of side extension | 72 Cornwall Avenue Silsden West Yorkshire BD20 0DB- No Objections

13/04038/FUL | Construction of 2no detached dormer bungalows with garages in rear garden | 87 Skipton Road Silsden West Yorkshire BD20 9DA – No objections so long as PPS3 is not applicable.

13/04042/FUL | Construction of rural workers dwelling | Delph Farm Coates Lane Silsden West Yorkshire BD20 9HH- If conditions were applied that dwelling solely for the use of rural agricultural workers then no objection, however if merely being classified as a rural property then this council will object to this as unsuitable development in greenbelt.

11. REPORTS – Town Hall steering group have invited members of the council, along with other users to attend a meeting on wed 16<sup>th</sup> Oct at 5pm in the library. Cllrs Walton, O'Dwyer and Robinson to attend.

Letter received from a Cowling resident regarding Silsden's public footpaths. It will be forwarded to BMDC

Works done on the public toilets have resulted in the drains by the seats on Bridge Road being filled in with concrete – this will be reported.

Cllr Walton raised concerns over the condition of the Xmas lights due to them having been moved a number of times by those doing the TH refurb. All the lights were in working order at the beginning of the summer. It was suggested that Cllr Walton contact Nigel Gillat in order to arrange they both check the lights before the weekend set aside for trimming up.

Council were saddened to hear of the passing of Winnie Barker a much loved and very well known Silsden lady. It was resolved that if the family have no objections then a remembrance plaque will be made and placed in the bandstand in celebration of all she did for Silsden.

13. Confirmed the date of the next main meeting as 7<sup>th</sup> November 2013.

Being no further business the chair closed the meeting at 9.30pm

.....  
Signed as true  
Chair 07/11/13



# SILSDEN TOWN COUNCIL



Mrs Lesley Corcoran  
1 Oak Tree Court,  
Silsden,  
Keighley,  
West Yorkshire.  
BD20 9QS  
Telephone: 01535 670005  
E-Mail: silsdentownclerk2@blueyonder.co.uk

Neighbourhood planning officer

To whom it may concern

Silsden town council confirms that Steeton with Eastburn parish council can submit an application for both councils for the purpose of applying for neighbourhood status.

Regards

*p.p. K. Savage*

CLlr C Atkinson - Mayor  
Chair of Silsden Town Council

## Steeton-with-Eastburn & Silsden Neighbourhood Area Application

### Summary of Representations and Council's Response

No.	Respondent	Issue Raised / Comment	Councils Response
1	Network Rail	No specific comments on the application.	Noted.
		Request that any proposed changes consider the impact on the railway infrastructure, particularly access to and from railway stations and at railway/public level crossings.	Comment noted. The Council will pass these comments onto the Parish Council for their consideration.
2	Yorkshire Wildlife Trust	No comments on the proposed boundary.	Noted.
		Within the Neighbourhood Development Plan there is potential to include details about supporting and improving the natural environment. Yorkshire Wildlife Trust encloses a document containing information on the natural environment within Neighbourhood Plan areas and also a map showing our Living Landscapes within Bradford for consideration during the preparation of the Plan.	It is for the Parish Council to determine the detailed scope of their Neighbourhood Development Plan, not the Council. However the Council will ensure that the Parish Council receive a copy of these comments and Yorkshire Wildlife Trust documentation.
3	McCarthy & Stone	No specific comments on the application.	Noted.
		Within the Neighbourhood Development Plan there is potential to address the issue of the provision of specialist housing for the elderly by way of retirement housing. McCarthy & Stone enclose a document containing a short presentation on how to consider the needs of older residents to be considered during the preparation of the Plan.	It is for the Parish Council to determine the detailed scope of their Neighbourhood Development Plan, not the Council. However the Council will ensure that the Parish Council receive a copy of these comments and McCarthy & Stone documentation.
4	Sport England	No specific comments on the application.	Noted.
		Within the Neighbourhood Development Plan there is potential to address sport and recreational facilities. Sport England outlines	It is for the Parish Council to determine the detailed scope of their Neighbourhood Development Plan, not the Council. However

Appendix 6

No.	Respondent	Issue Raised / Comment	Councils Response
		several points for consideration during the preparation of the Plan.	the Council will ensure that the Parish Council receive a copy of these comments and Sport England documentation.
5	National Farmers Union (North East)	No specific comments on the application.	Noted.
Within the Neighbourhood Development Plan there is potential to adequately address the issues and opportunities of farming within the Plan area. The National Farmers Union has set out their vision and key priorities within present day farming for consideration during the preparation of the Plan.		It is for the Parish Council to determine the detailed scope of their Neighbourhood Development Plan, not the Council. However the Council will ensure that the Parish Council receive a copy of these comments for their consideration..	
6	Wakefield Council	No objections to the proposals. No specific comment to make at this stage.	Noted.
7	Natural England	No objections to the neighbourhood plan area	Noted.
		<p>Attention is drawn to the existence of the South Pennine Moors Special Protection Area (SPA) and Special Area of Conservation (SAC) are within Silsden and Steeton-with-Eastburn Eastburn Parishes.</p> <p>The plan making body should be aware that policies which are likely to affect their interest features (alone or in combination with other plans and projects) may require assessment under the Conservation of Habitats and Species regulations 2010 (as amended). However, assessment under the habitats regulations should not be required if they deliver higher tier local plan policies, which have themselves undergone assessment.</p>	<p>Noted. The decision at this stage is on the appropriateness of the neighbourhood plan application.</p> <p>The strategic scale of development will be subjected to these assessments in the Local Plan – Core Strategy. The outcomes of these reports will be publically available once completed.</p> <p>Detailed local level impacts will need to be considered if appropriate and relevant to the scope and content of the Neighbourhood Development Plan. The Parish Council will need to consider this issue as part of its project planning work and in preparation of the plan.</p>
8	ID Planning on behalf of Barratt Homes & David Wilson Homes	Support for the proposal for a Neighbourhood Area.	Support noted.
		The area is considered to be suitable for the basis of producing a Neighbourhood	Noted.

Appendix 6

No.	Respondent	Issue Raised / Comment	Councils Response
		Development Plan and the boundary is considered to be appropriate.	
9	The Coal Authority	The Parish is outside the defined coalfield, therefore there are no specific comments.	Noted.
10	Kirklees Council	No comments.	Noted.
11	Gill Taylor	Support for the proposal for a Neighbourhood Area.	Support noted.
		The area is considered to be suitable for the basis of producing a Neighbourhood Development Plan and the boundary is considered to be appropriate.	Noted.
12	Canal & River Trust	Support for the proposal for a Neighbourhood Area.	Support noted.
		The area is considered to be suitable for the basis of producing a Neighbourhood Development Plan and the boundary is considered to be appropriate.	Noted.
		Welcome the inclusion of a stretch of the Leeds and Liverpool Canal within the Plan area. The Plan could explore ways to strengthen and develop the cabals existing offer, i.e improving access along, to and from the canal on the form of new signage.	Noted. It is for the Parish Council to determine the detailed scope of their Neighbourhood Development Plan, not the Council. However the Council will ensure that the Parish Council receive a copy of these comments for their consideration.
		It is noted that the Plan aims to meet local housing needs. It is recommended that future development adjacent to the canal is designed to ensure that it safeguards the structural integrity of the canal infrastructure and the safety of its users. For example, the digging of foundations near a canal embankment needs to be carefully considered in order to prevent damage and a	It is for the Parish Council to determine the detailed scope of their Neighbourhood Development Plan, not the Council. However the Council will ensure that the Parish Council receive a copy of these comments for their consideration.

Appendix 6

No.	Respondent	Issue Raised / Comment	Councils Response
		breach that could result in a serious flood event. New development should also be designed so as to add to the appearance of the canal corridor and not to serve to detract or harm its visual amenity.	
13	Environment Agency	No comments.	Noted.
		Request that the Parish Council take note of the content of the representation and refer to the submitted guidance note - 'Planning for the environment at the neighbourhood level' when considering how to develop the Plan.	Comment noted. The Council will pass these comments/documents onto the Parish Council for consideration during the preparation of their Plan.
14	North Yorkshire County Council	It is confirmed that there are no strategic implications for the County Council and no further comments.	Noted.
15	English Heritage	No objections.	Noted.
		The area identified by the Steeton-with-Eastburn Parish and Silsden Town Councils for the Neighbourhood Plan includes a number of important designated heritage assets. Plan preparation offers the opportunity to harness a community's interest in the historic environment by getting them to help add to the evidence base, perhaps by creating and or reviewing a local heritage list, inputting to the preparation of conservation area appraisals and undertaking historic characterisation surveys. Both English Heritage and the local Council can provide support, advice and evidence on the historic environment.	Comment noted. The Council will pass these comments/documents onto the Parish Council for consideration during the preparation of their Plan.
		English Heritage has a statutory role in the development plan process and there is a duty on either the Local Planning Authority or the Neighbourhood Planning Forums to consult	Comment noted.



Appendix 6

No.	Respondent	Issue Raised / Comment	Councils Response
		<p>English Heritage on any Neighbourhood Plan where our interests are considered to be affected.</p> <p>Should a Strategic Environmental Assessment/Sustainability Appraisal be required we again have a formal role in that process.</p>	



## **WILSDEN PARISH COUNCIL**

The Village Hall,  
Wilsden,  
Bradford,  
BD15 0HT.

West Yorkshire.

[www.wilsdenparishcouncil.gov.uk](http://www.wilsdenparishcouncil.gov.uk)

Clerk to the Council

Ruth Batterley

Tel. No. 07875 635 203

Email: [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk)

Mr A. Marshall  
Planning and Transport Strategy Manager  
Bradford Metropolitan District Council  
Floor 2 South  
Jacobs Well  
Bradford  
BD1 5RW

4th June 2014

Dear Mr Marshall,

### DESIGNATION OF A NEIGHBOURHOOD PLAN AREA

Please find attached an application for designated status by Wilsden Parish Council for the purposes of preparing a Neighbourhood Plan.

Enclosed are:

1. Statement to confirm status as a qualifying body.
2. Map showing the area for the proposed Neighbourhood Plan.
3. Statement explaining why the area is appropriate and what the plan will address.

Please contact me if you need any further information.

Yours sincerely

Ruth Batterley  
Wilsden Clerk

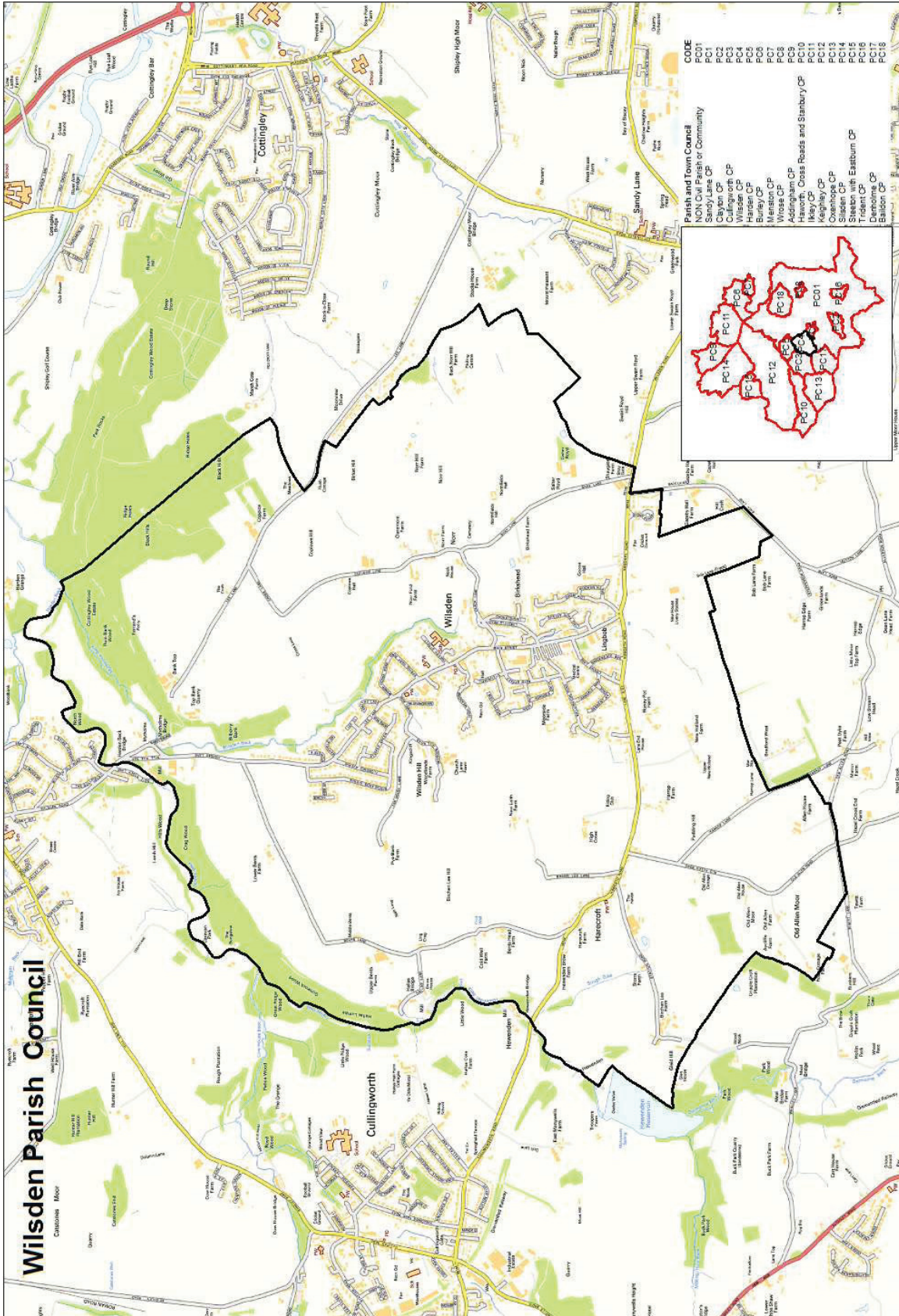
Application from: Wilsden Parish Council

Subject: Application for Designated Area Status

For the purposes of creating a Neighbourhood Development Plan for the parish of Wilsden

Contents:

1. Extract from O/S Map identifying the boundaries of the parish of Wilsden – the area to which this area application relates.
2. A statement explaining why this area is considered appropriate to be designated as a Neighbourhood Area.
3. A statement that the organisation making the area application is a relevant and/or qualifying body for the purposes of section 61G of the 1990 Act.



Map Author: Stephen Davis, Business Support Services, 01274 437258

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2 Statement explaining why the area confined within Wilsden parish boundaries is considered appropriate to be designated as a Neighbourhood Area.

Wilsden Parish Council operates within the confines of the Wilsden parish boundaries shown on the preceding page as an extract from the Bradford Observatory maps.

The area illustrated on the preceding page is considered as being appropriate to be designated as 'The Wilsden Parish Neighbourhood Area' since it is already administered by Wilsden Parish Council.

The chief aim of Wilsden Parish Council is to create a Neighbourhood Development Plan, based on consultation with key local interest groups and residents. To generate research and evidence which will ensure, through Planning Guidance, that the village and parish develop in such a manner as to protect the area's heritage, maintain its attractiveness, provide for housing need and build for a viable economic future.

Wilsden Parish Council does not oppose development in principle but recognises that there are competing pressures which such activity will bring to infrastructure in the area.

In applying for designated area status, the essential aim of any resultant Neighbourhood Plan will be to:-

1. preserve the character of Wilsden and its parish as an attractive rural area;
2. retain a distinct village community, protect and cherish the natural and physical heritage, maintain the conservation area and retain the separateness of the village.
3. meet defined housing needs in a manner commensurate with the Local Plan and character of the designated area during the period of the plan with an emphasis on smaller scale developments which meet local needs;
4. meet defined employment need in a manner commensurate with the Local Plan and character of the designated area which ensures availability of land, office, retail and industrial space to enable provision of adequate employment opportunities for its residents – now and in the future;
5. ensure that the designated area maintains a commercial, retail business and economic environment;
6. maintain a successful profile for the designated area in line with the policy aspirations of the Local Plan, with good shopping, recreation and cultural facilities;
7. facilitate the needs of residents in the areas of education, health, leisure, recreation, sport and transport;
8. ensure that Wilsden and its parish are a good place to live with facilities for young and old alike;
9. maintain and protect the natural environment and availability of green spaces within the designated parish boundaries;
10. maintain on-going dialogue with local organisations, developers, individuals and the LPA to ensure that agreed Local Plan criteria are met throughout the initial development of the Neighbourhood Plan and beyond.

3 Statement – demonstrating that the organisation making the area application is a relevant and/or qualifying body for the purposes of section 61G of the 1990 Act.

**NEIGHBOURHOOD PLAN “QUALIFYING BODY” STATEMENT**

Wilsden Parish Council, the organisation applying for designated area status for the purpose of developing a Neighbourhood Plan for the parish of Wilsden, is adjudged to be the “Relevant/Qualifying Body” (specified in the 2004 Act part 2, section 5 (1) c) in making application for the area delineated by the parish boundaries of Wilsden (map attached) under the following criteria:-

*VIZ: “A parish council, or an organisation or body designated as a neighbourhood forum, authorised for the purposes of a neighbourhood development order to act in relation to a neighbourhood area as a result of the 2004 Act section 61E and F”*

The relevance of the sitting Parish Council is also attested by the following:

<http://www.legislation.gov.uk/ukpga/2011/20/schedule/9/paragraph/7> section 38A (12) para 4

<http://www.legislation.gov.uk/ukpga/2011/20/schedule/9> section 61G (2)

**WILSDEN PARISH COUNCIL**

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Bradford,

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Clerk to the Council

Ruth Batterley

Tel. No. 07875 635 203

Email : [clerk@wilsdenparishcouncil.gov.uk](mailto:clerk@wilsdenparishcouncil.gov.uk)



## Appendix 8

### Wilsden Neighbourhood Area Application Summary of Representations and Council's Response

No.	Respondent	Issues Raised / Comment	Council's Response
1	Jane Pearson	Support in principle.	Support noted.
		The proposed boundary is not considered appropriate. <i>(No further explanation given)</i>	Objection noted, however with no further explanation given the Council is unable to consider any alternative boundary. The proposed boundary covering the extent of the Parish boundary is deemed to be appropriate by the Council.
2	David Wadsworth	Support in principle.	Support noted.
3	John Emmett	Support in principle.	Support noted.
4	Yorkshire Wildlife Trust	No comments on the proposed boundary.	Noted
		With the Neighbourhood Development Plan there will be potential to include details about supporting and improving the natural environment. Yorkshire Wildlife Trust enclose a document containing information on the natural environment within Neighbourhood Plans and also a map showing our Living Landscapes within Bradford for consideration during the preparation of the Plan.	It is for the Parish Council to determine the detailed scope of their Neighbourhood Development Plan, not the Council. However the Council will ensure that the Parish Council receive a copy of these comments and the enclosed document.
5	McCarthy & Stone	No comments.	Noted.
		Within the Neighbourhood Development Plan there is potential to address the issue of the provision of specialist housing for the elderly by way of retirement housing. McCarthy & Stone enclose a document containing a short presentation on how to consider the needs of older residents.	It is for the Parish Council to determine the detailed scope of their Neighbourhood Development Plan, not the Council. However the Council will ensure that the Parish Council receive a copy of these comments and McCarthy & Stone documentation.
6	Sport England	No specific comments on the application.	Noted

## Appendix 8

No.	Respondent	Issues Raised / Comment	Council's Response
		<p>Within the Neighbourhood Development Plan there is potential to address sport and recreational facilities. Sport England outlines several points for consideration during the preparation of the Plan.</p>	<p>It is for the Parish Council to determine the detailed scope of their Neighbourhood Development Plan, not the Council. However the Council will ensure that the Parish Council receive a copy of these comments and Sport England documentation.</p>
7	Natural England	<p>Natural England is a statutory consultee in neighbourhood planning and must be consulted on draft Neighbourhood Development Plans where proposals are likely to affect a Site of Specific Scientific Interest (SSSI), or 20 hectares or more of Best and Most Versatile agricultural land. The organisation should also be consulted on Strategic Environmental Assessments (SEA), Habitats Regulations Assessments (HRA) screening and Environmental Impact Assessments, where these are required.</p>	<p>Noted. Natural England will continue to be consulted on the Neighbourhood Development Plan, subject to the content of the Plan and where appropriate.</p>
		<p>Natural England can provide sources of additional advice for the Parish Council with regard to:</p> <ul style="list-style-type: none"> <li>• Advice on sources of environmental information and ideas of incorporating the environment into plans and proposals;</li> <li>• Protected landscapes;</li> <li>• Protected species;</li> <li>• Local Wildlife Sites;</li> <li>• Best and Most Versatile agricultural land;</li> <li>• Opportunities for enhancing the natural environment.</li> </ul>	<p>Noted. The Council will ensure that the Parish Council receive a copy of these comments contained within the original representation to the Parish Council for their consideration.</p>
8	National Farmers Union (north East)	<p>No specific comments on the application.</p> <p>Within the Neighbourhood Development Plan there is potential to adequately address the issues and opportunities of farming within the Plan area. The National Farmers Union has set</p>	<p>Noted.</p> <p>It is for the Parish Council to determine the detailed scope of their Neighbourhood Development Plan, not the Council. However the Council will ensure that the Parish Council</p>

## Appendix 8

No.	Respondent	Issues Raised / Comment	Council's Response
		out their vision and key priorities within present day farming for consideration during the preparation of the Plan.	receive a copy of these comments.
9	Wakefield Council	No objections to the proposals. No specific comment to make at this stage.	Noted.
10	Natural England	No objections to the neighbourhood plan area	Noted.
		Attention is drawn to the locally designated nature conservation sites which extend beyond the plan area.  Located on the parish's northern and western boundaries, these areas of deciduous woodland (a priority habitat) form part of a wider network of ecological sites. Information regarding these sites can be found on the MAGIC website.  Paragraph 114 of the NPPF requires emerging plans should create, protect, and enhance networks of biodiversity and green infrastructure.	Noted. The decision at this stage is on the appropriateness of the neighbourhood plan application.  Detailed local level impacts will need to be considered if appropriate and relevant to the scope and content of the Neighbourhood Development Plan. The Parish Council will need to consider this issue as part of its project planning work and in preparation of the plan.
11	The Coal Authority	The parish area is outside of the defined coalfield and therefore The Coal Authority has no specific comments to make on the definition of the Neighbourhood Plan Area.	Noted.
12	Kirklees Council	No comments.	Noted.
13	North Yorkshire County Council	It is confirmed that there are no strategic implications for the County Council and no further comments.	Noted.
14	Environment Agency	No comments.	Noted.
		Request that the Parish Council take note of the content of the representation and refer to the submitted guidance note - 'Planning for the environment at the neighbourhood level' when considering how to develop the Plan.	Comment noted. The Council will pass these comments/documents onto the Parish Council for consideration during the preparation of their Plan.

## Appendix 9

### MINUTES OF THE MEETING OF SILSDEN TOWN COUNCIL HELD ON Thursday 6<sup>th</sup> March 2014

Commenced 7.35pm

Concluded 9.22pm

Present: Cllrs Walton, A Conway, Huggins, Jump, Whitaker, O'Dwyer, Savage and Naylor  
Police [1] Public [3]

#### **Cllr Savage in the Chair**

1. Apologies for absence were received and accepted from Cllrs Robinson, Croft, Atkinson and K Conway.
2. No declaration of interest on items on the agenda was made
3. POLICE update given. PC Southgate stressed the importance that the public ensure their garages and garden sheds are securely locked. PSCO Turnball has been actively pursuing the parking issues on Bolton Rd.
4. MINUTES – The minutes of the meeting of Silsden Town Council held on 6<sup>th</sup> Feb 2014 were signed as a true and accurate record.
5. ADJOURNMENT – Meeting closed whilst 3 were heard.
6. BRADFORD CORE STRATEGY – Cllrs noted consultation now open to public via Bradford Website, papers copies available in Keighley and Ilkley libraries and that comments made during the LDF process are NOT automatically transferred to the core strategy comments need to be resubmitted. STC to formulate its comments at the planning meeting.
7. Band stand – Noted that a booking form for the public to self fill is now available on the tour pages via Silsden.net for people to book should they wish during and on the run up to the tour booking is free on a first come first serve. It was suggested a notice to this effect be placed on the band stand – Cllr Huggins to deal.
8. TDF – Resolved to purchase 1000 meters of bunting for £408. Cllr A Conway to deal.
9. SILSDEN FOOTPATHS – To note no report received as yet but is ongoing with BMDC queries re path from Skipton Rd resolved and information to be sent to BMDC.
10. Youth Council/Gala – Silsden Youth council were granted the council's permission for using the park during the TDF for an art project. The gala committee were granted permission to use the park for this year's gala. The clerk confirmed no other requests for the use of the park at this time have been made.
11. Noted a letter received from a solicitor in Bradford written on behalf of a complainant. Resolved that a short response be made under the advice of YLCA and our legal advisors.
12. Joint neighbourhood plan. Resolved that this council gives permission [written] for Steeton and Eastburn to be classed as the lead council for the purposes of submitting the application for a neighbourhood plan only. Cllr Whitaker to take letter to next meeting of the joint group.
13. ACCOUNTS AND FINANCE.

#### 1. Agreed payments below:

Mrs L Corcoran	Salary	1262	698.81
K Boocock	Salary	1263	84.46
IR	Tax	1264	47.20
John Laycock	Materials	1265	107.59
Cardiac Science	Defib box	1266	624.00

2. To consider a request for funding from Silsden Gala Committee for £4000 councillors to note that no funding was requested in the last financial year. Resolved to request sight of

the committee's accounts and projected spending and to have a representative from the group present when this request to be considered.

3. Resolved to grant £500 funding to Proms on the Farm towards their administration costs.
  4. Noted estimate for the repainting and cleaning up of the bandstand is £535. Councillors to have a site visit to decide whether this is required and if so further quotes to be sought.
  5. Resolved to purchase a new laptop and associated programmes.
14. PLANNING:
- 14/00631/HOU **Proposal: Two storey extension to form additional accommodation**  
**Location: Light Bank House Brown Bank Lane Silsden West Yorkshire BD20 0NN- no objections so long as within GB policy**
- 14/00708/HOU **Proposal: Loft conversion with dormer windows to front and rear**  
**Location: 16 Skipton Road Silsden West Yorkshire BD20 9JZ- no objections**
- 14/00815/HOU **Proposal: Construction of extension**  
**Location: Honeymans Cottage Heights Lane Silsden West Yorkshire BD20 9HW- no objections so long as within GB policy**
15. Defibrillators – The Defib housing box has arrived and will be fitted the defib its self its due in about 3 – 4 weeks
  16. Tour De France – Meeting in the Methodist by Welcome to Yorkshire has been arranged by all three craven councils on the 13<sup>th</sup> March 2014. The Le tour website is being updated as information comes in. The emergency planning team from BMDC has walked round the town with Cllrs and members from the le tour group to identify possible parking sites, where toilets will go and possible problems. More information on how it will affect our roads can be found on roadworks.org which is also being continually updated. We also understand that public 'hubs' with big screens will be located in Ilkley, Keighley and Haworth.
  17. REPORTS The planning application for 'Aldi' is going before regulatory and appeals panel on the 13<sup>th</sup> March with officers recommendation to approve.
  18. Confirmed the date of the next main meeting as 3<sup>rd</sup> April 2014.

Being no further business the chair closed the meeting at 9.22pm

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 Chair 3/4/14

## Appendix 10



# Steeton-with-Eastburn Parish Council

Rosie Sanderson, Clerk to the Parish Council.

35 Kings Mill Lane, Settle North Yorkshire, BD24 9FD. Tel: 01729 825944

Clerk@steeton-with-eastburnparishcouncil.gov.uk

### Minutes of

The Meeting of the Council held on 5 November 2014 at 7.30pm at

The Community Hub, Skipton Road, Steeton, BD20 6FE

*Draft, subject to confirmation*

**Present :**      **Councillors:** – Blagden, Emmott, Lambert, Mullen, Pugh and Thompson

**In attendance**      Ward Councillors: – Mallinson  
Clerk: – Rosie Sanderson  
Members of the public: (7) people

**14/112      Apologies**

Apologies were received from Cllr. Mounsey and Cllr. Weller. **Resolved:** To sanction apologies from Cllr. Mounsey (competing commitment) and Cllr. Weller (unwell).

**14/113      Disclosures of Interest:** Cllr Blagden declared a non pecuniary interest in item 16a (Dale House), Cllrs Thompson and Mullen declared an interest in item 16a (Thornhill Road development)

**14/114      Dispensations:** None

**14/115      Councillor vacancies**

Two local residents put themselves forward for the two vacancies. They were Martin Carr, a local resident for 3 years who is a retired chartered accountant and member of the local patient participation group; and Chris Matthews a resident for 6 years who serves as a school governor, he has 2 children at local schools. **Resolved:** to co-opt Martin Carr and Chris Matthews to the council.

**14/116      Public question time:** (1) a local resident who had been contacted by the Council regarding breach of a Council owned wall spoke about the need to clarify ownership of the wall and surrounding land, and the reasons for them installing a gateway in the wall. They requested that a Councillor visit and view the deeds and the site together with the householders. Cllr. Lambert will liaise with the residents and visit.

(2) Christmas decorations: 2 residents spoke about a local group who has met to discuss arranging additional Christmas lighting in Steeton and Eastburn. The initial suggestion is to light existing trees which have been lit in the past. To that end the residents have contacted Bradford Festival lighting (a trading arm of Bradford Council) and have obtained permission for connection to street lighting. They are raising money from local residents and businesses and organising a competition. A local resident who is a qualified electrician will help with installation and taking down. They want to work with the Council to provide lights. Income of £1,950 has been pledged. The overall cost including a switch on event is £2,900. They would like Council to purchase the lights on behalf of the group so that VAT can be reclaimed, and to donate £500 towards the lights. The group wish to work with the Council on publicity.



**14/117 Minutes**

**Resolved:** That the minutes of the following meetings:

- a) Parish Council 1 October 2014
- b) Community Hub Committee 1 October 2014

are approved as a true record and signed by the Chairman on behalf of the Council.

**14/118 Reports of Police and invited guests**

**Police:** No report

**Reports for the police:** None

**Cllr. Mallinson:** Neighbourhood services are being changed, neighbourhood forums may be only once a year or ad hoc. Funding for the voluntary sector is being reviewed. Tensions across Bradford district related to events across the world are low and improving.

**14/119 Name of the Council**

There is confusion in the eyes of the public between the Parochial Church Council and the Parish Council. **Resolved:** to defer the item until the new Council is elected in May 2015 and to gather public views via the January newsletter.

**14/120 Social Media**

A Facebook page has been set up. **Resolved:** to allow the clerk discretion regarding allowing the public to post items on the page.

**14/121 Chapel Lane Recreation Ground – boundary wall**

(a) Stability of the wall: A revised report is awaited from Paul Waite, structural engineers. Cllrs Mullen and Lambert will review the report. The work commissioned by residents to the central section of the car park area has been completed. Quotations for fencing the area had been obtained. **Resolved:** To send a letter from the Council's solicitor to properties which adjoin the Council land and a copy of the structural report when completed (2) to obtain revised quotations for a stock proof fence with a rail at the top and a gate.

(b) Breaching of the wall at the westerly end: **Resolved:** (1) Cllr Lambert will provide the occupiers of the property who have constructed a gateway in the Council's wall with a copy of the Council's deeds, and will then visit them to review the site, (2) A list and ideally a map of Council owned land to be added to the council website.

**14/122 Cartmell Lane Road Surface**

A request was received for action to alleviate potholes in Cartmell Lane. **Resolved:** to take legal advice on the responsibilities of the Council. Cllr Lambert to send a suggestion to the clerk regarding the question to be asked.

**14/123 14 Barrow Lane**

A request was received from the new owners of 14 Barrow Lane for permission to create a gap between their property and the Council's recreation ground. **Resolved:** that no land can be given away as it is covenanted to the Council. The residents may have permission to install waterproofing and use the Council's land on a temporary basis providing plans are submitted in advance of work taking place and are approved by the Council.

**14/124 Christmas lights 2014**

**Resolved:** to contribute £500 towards lighting trees in Steeton and Eastburn for Christmas 2014. The Council to purchase the lights and to be reimbursed by the local Christmas lights group. Joint publicity to be undertaken.

14/125

**Remembrance Sunday**

War memorial: **Resolved:** to approve retrospectively appointment of David Gallagher to renovate lettering and clean the war memorial prior to remembrance Sunday at a cost of £1,571 including VAT.

Wreath: **Resolved:** (1) to purchase a wreath from the British Legion and to make a donation to a total of £25 as in previous years. Expenditure to be authorised under Section 137 of the Local Government Act 1976, (2) in future to order a printed card to go with the wreath.

14/126

**Fence at Memorial Gardens**

**Resolved:** to order knee rail fencing from Matthew Armstrong at an estimated cost of £1,546. Clerk to provide a copy of the deeds to Cllr Lambert. Work to begin after tree work is completed.

14/127

**Neighbourhood Area application**

**Resolved:** (a) That this council gives permission for Steeton and Eastburn to be classified as the lead council for the purposes of preparing the neighbourhood plan.  
(b) The plan will cover the parishes of both Silsden and Steeton-with-Eastburn, and will be prepared jointly.

14/128

**Planning Issues**

**a) Planning applications:**

14/03717/OUT: [Construction of dwelling](#), Dale House Skipton Road Steeton With Eastburn West Yorkshire BD20 6PD

**Resolved:** No comments

14/04208/MAO: [Residential development of up to 31 houses with access from new road proposed by 14/00450/MAO](#), Land West Of Green Lane Steeton With Eastburn

**Resolved:** Recommend refusal. Highways issues need further consideration, in particular the proposed closure of Green Lane and the inadequacy of Lyon Lane for existing traffic. The proposed development will inhibit access between the hospital and the hospital helipad.

14/04122/FUL: [Plot substitution for 3 dwellings at plots 152, 159 and 160 of development approved under 13/02588/MAF](#), Land At Thornhill Road Steeton With Eastburn West Yorkshire

**Resolved:** No comments

14/04539/FUL [Installation of proposed cattery](#) Grange House 42 Moor Lane Steeton With Eastburn West Yorkshire BD20 8UJ

**Resolved:** Recommend refusal. The application is unclear. The documents state that there are no trees on site and that the site does not abut a public road. There are trees on the site and Moor Lane is a public road. The Council is also concerned about the large distance between the proposed car parking area and the cattery building.

14/04599/HOU [Construction of 2 no. car parking spaces to north west of house and new access](#) Eastburn House Green Lane Steeton With Eastburn West Yorkshire BD20 8UT

**Resolved:** No comments

14/04606/LBC [Alterations to form a new gateway through the boundary wall to allow construction of 2 no. car parking spaces to north west of house and new access with sliding](#)

[gates](#) Eastburn House Green Lane Steeton With Eastburn West Yorkshire BD20 8UT  
**Resolved:** No comments

Cllr Townend declared a non pecuniary interest in the following item  
Wind turbine in Keighley: **Resolved:** No comments

**b) Outcomes of Planning Applications:**

**Approvals:** None

**Refused:** None

**c) Enforcement action was noted:** None

**d) Planning Application Appeals:** None received

**14/129 Health and Safety and Lone Worker Policies**

**Resolved:** the existing policies were ratified with minor typographical changes and authorised for signing by the chairman.

**14/130 Budget 2015/16**

**Resolved:** to include funding for the following projects in the 2015-16 budget: Christmas lighting, reinstatement of car parking area of Chapel road recreation ground, drainage of Keighley Road recreation ground.

**14/128 Finance**

**(a) Accounts for payment:**

The accounts for payment were agreed and the receipts and balances noted. **Resolved:** to authorise payment of the accounts below and note the receipts and account balances.

**Payments:**

Purpose	Payee	Amount (£)
Clerk's salary admin costs	Bradford Community Payroll	36.00
Neighbourhood plan - newsletters	Ellesmere Press Ltd	266.22
Neighbourhood plan- flyers	Ellesmere press Ltd	195.00
Clerk's salary - NI	HMRC	5.47
Stationery	Ask the Office	47.93
Community Hub – equipment (floor signs)	Ask the Office	11.49
Community Hub - consumables	Scott Janitorial supplies	101.45
Travel	D Mullen	31.50
Clerk's salary	R Sanderson	794.60
Community Hub – equipment (hooks)	R Sanderson	12.75
Recreational area maint/clearing	J Westbrook T/A Greenfingers	235.00
Travel	T Mounsey	63.00
Return of key deposit	Steeton Bowls Club	270.00
*Recreational area maint/clearing	J Westbrook T/A Greenfingers	195.00
*Clerk's salary – national insurance	HMRC	92.63
*Renovation of war memorial	Wright & Sons	1,571.40

**Receipts:**

Purpose	From	Amount
	Chairman	Date

(£)		
Public Sector deposit fund interest	Public Sector Deposit	15.67
Bank interest business base rate	Business Rate tracker	2.78
Feed in Tariff	Npower	255.91
Grants received	Awards for All	9,500.00
Hall hire	K Higson`	15.00
Hall hire	Craegmore facilities	240.00
Hall hire	Steeton Film	14.00
Hall hire	A Gudgeon	15.00
Hall hire	Book club and handicrafts	160.00
Hall hire	Breath Easy Aire Valley	80.50
Hall hire	Breathe Easy - deposit	45.00
Donation towards renovation of war memorial	C Douthwaite	100.00
Hall hire	T Bailey-Turner	15.00
Hall hire	J Mason	15.00
*Hall hire	Asian Arts	36.00
*Public Sector deposit fund interest	Public Sector Deposit	16.34

**Balances** as at 4 November 2014, after the above payments

Community Account	£9,409.98
Business Base Tracker	£8,993.75
Public Sector Deposit Account	£50,000.00

\*Invoices and receipts received after publication of the agenda

b) Appointment of a councillor to review the accounts: **Resolved:** To ask Cllr Martin Carr if he will take on this role.

**14/129 Correspondence (for information and to inform future agendas):**

A letter from Christine Douthwaite regarding her relative who is commemorated on the Steeton war memorial, together with a donation of £100 towards renovation of the war memorial – clerk to send a letter of thanks.

**14/130 Meetings attended (for information and to inform future agendas)**

Rural Action Yorkshire AGM – Cllr. Mullen attended.

**14/131 Member's Community Reports\_(for information and to inform future agendas)**

Cllr Blagden: telephone box at the bottom of Chapel Lane needs cleaning. Clerk to contact BT.  
Cllr Emmott: dropped manhole by Sun street has not been repaired. Another one has dropped near the end of Currer Wood Farm road. Cllr Mullen to report.

**14/132 Date of next meeting**

3<sup>rd</sup> December 2014, 7.30p.m. at the Hub, Stone Grove, Steeton

There being no further business the Chairman closed the meeting at 10.05 p.m.

Chairman..... Date: 5<sup>th</sup> November 2014

## APPENDIX 11

### MINUTES OF THE MEETING OF SILSDEN TOWN COUNCIL 6<sup>th</sup> November 2014

Commenced 7.33pm

Concluded 8.50pm

Present: Cllrs O'Dwyer, Robinson, Huggins, Atkinson, Whitaker, Naylor and Walton. Police [1] Public [3]

#### Cllr Atkinson in the chair

1. Apologies for absence were received and accepted from Cllrs A Conway, K Conway, Jump and Croft.
2. No declaration of interest on items on the agenda was made.
3. POLICE an update on crime stats was read out and councillors and public urged to ring 101 if they have issues with their card being retained at the NatWest atm as this machine appears to be constantly targeted at the moment. The police were informed of parking concerns on Dale View, North Street and Bolton Road.
4. The minutes of the meeting of Silsden Town Council held on 9th October 2014 were signed as a true and accurate record.
5. ADJOURNMENT – none requested
6. Highways – Resolved: given that there were no complaints about the temporary 7.5tonnes weight limited restriction during recent works this council formally request that the ban become permanent.
7. Noted information from Yorkshire water already forwarded to Silsden.net: Government legislation means that from 1st October 2016 all eligible private sewage pumping stations in Yorkshire will automatically transfer to our ownership and responsibility. This is good news for customers since it'll mean that they are no longer responsible for future maintenance and repair costs associated with the stations. The pumping stations included in the transfer will be owned by us and will be looked after by our experienced team of operators. We'd also be grateful if you could help inform people and encourage them to report their pumping stations to us as soon as possible by calling 0345 124 24 24.

**8. Neighbourhood Plan – Resolved to pass the following resolution for clarity in our joint submission.**

**(a) That this council gives permission for Steeton and Eastburn to be classified as the lead council for the purposes of preparing the neighbourhood plan.**

**(b) The plan will cover the parishes of both Silsden and Steeton-with-Eastburn, and will be prepared jointly.**

**9. ACCOUNTS AND FINANCE.**

**1. Agreed the following payments:**

Brissco	Waymarkers SS	1319	225.60
Vistaprint	publicity cards ss	1320	25.77
Mrs L Corcoran	Salary	1332	698.65
K Boocock	Salary	1333	84.66
IR	Tax	1334	44.13
Faxsol	web hosting	1335	240.00
SELRAP	membership	1336	15.00
RBL	wreath	1337	25.00
M O'Dwyer	repay materials	1338	36.20

**2. Resolved to maintain membership of SELRAP fee this year £15.**

**10. PLANNING:**

**Councillors are advised to view plans and visit sites if required prior to the meeting**

14/04309/PNA | Conversion of barn into 2 dwellings | Former Jacobs Wood Farm Holden Lane Silsden West Yorkshire BD20 0LT – Note this is a pre notification and look forward to being able to comment on the full application when submitted.

14/04195/HOU | Construction of single storey front extension | 36 Hainsworth Road Silsden West Yorkshire BD20 0NB – No objections

14/04269/REM | Reserved matters of appearance and landscaping in respect of 4 x two-storey terraced dwellings and 1 x two-storey detached dwelling approved under outline permission No objections

13/04192/OUT | The Grouse 31 Keighley Road Silsden West Yorkshire BD20 0EH . No objections

14/04328/FUL | Amended house type to plot 4 to include conservatory to rear | 63 Daisy Hill Silsden West Yorkshire No Objections

14/04585/FUL | Change of use - reinstatement of previous use as workshop to lower ground floor with creation of fitness studio over. | 74 Keighley Road Silsden West Yorkshire BD20 0EA No objections in principal but wish council to note concerns as to whether adequate parking for 5 additional vehicles and concerns over the sloping pavement outside as to whether meets with DDA compliance

## 11. REPORTS

- RW asked whether STC wish to be in the community group directory. Council agreed for details to be given.
- RW has received copies of information/photo's regarding complaints within the park area. These have already been sent to Mel Smith Cllr Whitaker to forward details to the clerk.
- LW reminded councillors volunteers needed for the putting up of the Christmas lights next weekend.
- LW gave an update on the beck project and it was noted that a builder will now be brought in in order to avoid any other further delays, even with this decision the project is still well within budget.
- FH told the council that the next edition of Yorkshire life will feature a piece on the Silsden Christmas Market.

12. Confirmed the date of the next meeting as the 4<sup>th</sup> December 2014.

Being no further business the chair closed the meeting at 8.50pm

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Chair 5/12/14