

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the NEIGHBOURHOOD PLANNING COMMITTEE Held Monday 18<sup>th</sup> June 2018

#### MINUTES

**PRESENT:** Councillors: Patient (Deputy Chair) Butterworth, Greenwood, Hodgins, Kimber, Slater, Timbers.

**Also:** Lindsay Smales, Anthony Rae

**HRTC Council Clerk:** E Green.

#### APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS

Apologies were received from Cllrs Boggis and Davies.

**81. MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**

None were declared at this point.

**82. MATTERS ARISING FROM MINUTES OF MEETING HELD 9TH MAY 2018 NOT ITEMISED ON THIS AGENDA.**

Lindsay Smales that he had met with Phil Ratcliffe (CMBC), and hoped to have feedback from Phil Ratcliffe, on the draft plan in the next two weeks.

**84. CALDERDALE LOCAL PLAN: CONFORMITY & CONSULTATION**

Anthony Rae reported that he had considered the Local Plan against the Neighbourhood Plan for conformity or areas of non-compliance, and that overall the Neighbourhood Plan did not have any evident areas of non-compliance. It is important, however, to check that policies are not duplicated and it was highlighted that the retail section within the Local Plan is fairly strong and this should be taken in to consideration. This is also the case for the section on 'Culture, Recreation, and Green Infrastructure'.

Allocated housing numbers in the Local Plan continue to fall sitting at around 150 houses over the next 15 years, leaving a clear shortfall which the Neighbourhood Plan can address, bringing forward its own response.

**ACTION:** Lindsay Smales to identify possible areas of duplication and the leeway for the Neighbourhood Plan to make a local impact.

**ACTION:** Constituent councils and the committee should start thinking about their formal response to the Local Plan.

**85. CRAGG VALE WORKSHOPS**

Lindsay Smales updated the group following the Cragg Vale consultation. The committee need to consider how it will feed back information gathered to

residents particularly where the issues raised are not planning issues which can be dealt with but the Neighbourhood Plan.

It was moved by Cllr Timbers

Seconded by Cllr Patient and

**RESOLVED:** That the Neighbourhood Planning Committee should write to each of the constituent councils with the comments made throughout the consultations which are not planning issues. The responsibility then lies with the individual councils to respond and inform its residents of future plans and feedback concerning those areas.

**ACTION:** Emma to circulate the Cragg Vale Feedback to Cragg Vales Community Association and St Johns Church

**86.**

### **POLICY CHECK LIST**

The Policy Checklist prepared by Anthony Rae was considered which gave an overview of policy types. Cllr Timbers gave a note of thanks to Anthony Rae for his work on this. He proposed changes to the wording of the policy 'Access for all' suggesting that it needs to be more specific including a policy for disabled people and support for the young and the elderly. The policies should not include aspirational but vague language. It must be considered that the policies for access need to reflect the conservation areas where appropriate.

The policies within the plan all highlight the key theme of protecting the uplands in favour of sustainable development of brownfield sites. The interconnectivity of the valley bottom and the uplands is the precise reason why the parishes are working together to develop one plan.

**ACTION:** Contact landowners and property developers as a stakeholder consultee. Sue has started to make inroads with this through the Mytholmroyd Business Breakfast Meetings.

**ACTION:** To include a policy for off road parking provision within upland developments.

**ACTION:** Consider the Local Plan treatment of the Area around Todmorden; Can this be better protected within the Neighbourhood Plan?

**ACTION:** All members of the committee to consider the policy checklist and forward to [emma@hebdentowncouncil.gov.uk](mailto:emma@hebdentowncouncil.gov.uk) any comments or suggested additions for policy areas.

**87.**

### **NEIGHBOURHOOD PLAN CONSULTATION**

a) Feedback from the public meeting held on 11<sup>th</sup> June 2018 was positive with no major criticism.

b) Proposals for the NP informal consultation (July- August)

Discussion took place as to whether it was necessary for an informal consultation to take place, and what this might look like? Will it be confusing for residents?

It was moved by Cllr Timbers

Seconded by Cllr Butterworth and

**RESOLVED:** that the informal consultation should be streamlined, and focused on particular groups including, manufactures, industrial areas, young people, property developers and land owners.

As a working group of Hebden Royd Town Council the DAF will also have advanced viewing of the draft and in depth formal consultation prior to public consultation, to ensure that their comments are accurately reflected within the Neighbourhood Plan.

c) By 24<sup>th</sup> September the plan will be signed off by Parish Councils for the formal consultation.

d) The format of the formal consultation will be considered and presented at the next meeting. In the meantime Emma will update the website.

**88.**

### **PREPARATION OF FINAL NEIGHBOURHOOD PLAN DOCUMENT**

There was a short discussion;

**ACTION:** Lindsay Smales to meet with Emma to consider the format and timescales for the production of the final plan.

**ACTION:** Prior to each meeting an email is to be sent out which contains all the attachments and suggested reading material for that meeting one one place for ease of access.

### **NEXT MEETING- MONDAY 23<sup>RD</sup> JULY**

The meeting finished at 9:40pm

## HEBDEN ROYD TOWN COUNCIL

Meeting of the NEIGHBOURHOOD PLANNING COMMITTEE  
Held Monday 23<sup>rd</sup> July 2018

### MINUTES

**PRESENT:** Councillors: Boggis (Chair), Hodgins, Patient, Slater, Timbers.

**Also:** Lindsay Smales, Anthony Rae (Arrived at 8:15pm)

**HRTC Council Clerk:** E Green.

**125. APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS**

Apologies were received from Cllrs Butterworth, Greenwood and Kimber.

**126. MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**

None were declared at this point.

**127. MATTERS ARISING FROM MINUTES OF MEETING HELD 18TH JUNE 2018 NOT ITEMISED ON THIS AGENDA.**

Item 87 – Cllr Timbers highlighted that the Disability Access Forum should not just be included with the other consultees, but that their official status as a working group of the Town Council should be recognised.

It was moved by Cllr Timbers

Seconded by Cllr Boggis and

**RESOLVED:** That the minutes shall be amended to reflect the status of the Disability Access Forum as a working Group of Hebden Royd Town Council and as such their official status in the forthcoming consultations.

Item 86 – Cllr Slater updated that contact had been made with Mytholmroyd Businesses through the Business Breakfasts.

**ACTION** – Members to compile a list of key developers, land owners and businesses in the area which should be included in the informal consultation and send to Emma.

**ACTION** – Further to a press editor error in a recent letter, in any correspondence with the press it must be made clear that this is the Hebden Royd & Hill Top Parishes Neighbourhood Plan and that reference to the plan should be made as such.

Item 4 was moved to the end of the agenda in order to accommodate the late arrival of Anthony Rae,

**128. NEIGHBOURHOOD PLAN – REVISED DRAFT**

Lindsay Smales referred to the recently circulated draft policies. Feedback is still awaited from Phil Ratcliffe. Cllr Timbers highlighted an amendment in

that the DDA has now been superseded by the Equality Act 2010 and the plan needs to reflect this. The committee also needs to consider how it creates planning policy rather than aspirational statements. Cllr Timers will collate the comments from the DAF and forward these to Lindsay.

It was moved by Cllr Timbers

Seconded by Cllr Boggis and

**RESOLVED:** that the foreword of the plan should include a small paragraph written by each of the Mayors or Chairs of each of the Parish Councils. This will be done after the presentation of the final draft at the meeting on the 20<sup>th</sup> August. Logos will be reviewed and updated so that they are suitable for use.

**ACTION** – Members to forward comments on the draft policies so Lindsay by Monday 30<sup>th</sup> July.

**ACTION** - for the next meeting the clerk will compile a list of expected costs and proposed budget to the end of the project.

**129. TIMETABLE & ACTIVITY FOR CONSULTATIONS & BEOND**

The new timetable was discussed. The next meeting on the 20<sup>th</sup> August will need to see the draft signed off ready for informal consultation with Parish Councils, Stakeholders and the Disability Access Forum.

The deadline for approval/ further comment from the Parish Councils is 25<sup>th</sup> September, with a view to formal consultation commencing on the 22<sup>nd</sup> October.

**ACTION:** Emma to speak with Town Hall Business Breakfast to try to secure the November slot for consultation.

**130. CALDERDALE COUNCIL TRANSPORT ISSUES**

The draft Hebden Bridge Parking Review and the emerging A646 Improvement corridor reports were considered.

These drafts must also be circulated to the DAF for comment.

It is still required to establish the road traffic levels. As yet CMBC have been unable to provide these figures, but it is understood that an amendment has been made to include these figures within the Local Plan. AR shall endeavour establish what these figures are. Air Quality Statistics are still not available.

The review of parking undertaken by CMB followed a similar strategic framework and drew the same conclusions as that undertaken by the Neighbourhood Planning Committee. However, it omits the evidence of peak demand, and some capacity recommendations have been ignored. On the 10<sup>th</sup> August the consultation of this review will commence. In general it is thought that the principles are good but the evidence base is lacking, however, at this sensitive time it was agreed that no further comments will be made on the draft review to allow CMBC time to fully investigate and report

on all options. The committee also need to be mindful not to comment on highways issues which are not related to the Neighbourhood Plan.

It was moved by Cllr Timbers

Seconded by Cllr Hodgins and

**RESOLVED:** to formally write to CMBC that it is vital, that given the change in the law in January 19 that communication about forthcoming plans such as the parking review and A646 improvement corridor are shared with the Neighbourhood Planning Committee, and that whilst the committee is broadly in favour of the proposals there are items of evidence missing.

**ACTION:** For the next agenda include items on the Environment Agency and collation of evidence.

**NEXT MEETING- MONDAY 20<sup>TH</sup> AUGUST**

The meeting finished at 8:50pm

## HEBDEN ROYD TOWN COUNCIL

### Meeting of the NEIGHBOURHOOD PLANNING COMMITTEE Held Monday 20<sup>th</sup> August 2018

#### MINUTES

**PRESENT:** Councillors: Patient (Deputy Chair), Butterworth, Davies, Hodgins, Greenwood, Kimber, Slater.

**Also:** Lindsay Smales, Anthony Rae

**HRTC Council Clerk:** E Green.

- 175. APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS**  
Apologies were received from Cllr Boggis.
- 176. MEMBERS` INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**  
None were declared.
- 177. MATTERS ARISING FROM MINUTES OF MEETING HELD 23<sup>RD</sup> JULY 2018 NOT ITEMISED ON THIS AGENDA.**  
There were no matters arising

Order of the Agenda: The chair agreed to reorder the agenda to table an information note about traffic prior to item 5.

- 178. CALDERDALE LOCAL PLAN ‘PUBLICATION’ VERSION**  
Anthony Rae gave a brief overview of the publication version of the Local Plan. There is nothing within the Local Plan to cause detriment or concern to the Neighbourhood plan. It was noted that there is the potential for housing allocation numbers to be even further reduced. It was also noted that the Village Envelopes are now omitted with villages either remaining in or out of greenbelt. It was highlighted that within the allocation at Top Land in Mytholmroyd there is a Site of Special Scientific Interest. It is not understood how this will affect the allocation, if at all. Section IM7, within the plan considers master planning and that this should be supported, which is of importance when considering the Mytholmroyd Masterplan.
- 179. TRAFFIC MODELING AND FORECASTS**  
Anthony Rae had recently been able to access the traffic modelling system used by CMBC to inform the Local Plan. With regard to the volume of cars it shows a projected increase to 2032, as anticipated in the Neighbourhood Plan. The committee now needs to consider how the analysis can be turned in to policy.

It was moved by Cllr Davies  
Seconded by Cllr Patient and

**RESOLVED:** to approve that additions concerning traffic growth be made to the NP text in sections 3, Factual background and 8, Transport & Connectivity before the preview commences; and that the issues it has identified be raised with Calderdale officers in the suggested discussion with them concerning the overall neighbourhood plan approach.

**180.**

**NEIGHBOURHOOD PLAN LATEST REVISED VERSION**

The revised draft was discussed and the amends highlighted and explained. I was updated that Lindsay Smales and Anthony Rae had met with Craig Broadwith from Historic England and that Mytholmroyd was not considered at risk, as there are fewer empty properties, the toilets have been removed from the centre of the village and the refurbishment of the station building is underway.

It was noted that the Heptonstall Policies need to be updated.

**ACTION** – Roger to send updated list of Heptonstall and Erringden policies to Lindsay

**181.**

**NEIGHBOURHOOD PLANNING PROCESS TIMETABLE**

A cover note for the preview was tabled and would be considered by Lindsay. It was decided that drop in activity would be excluded from the preview period and saved for the formal consultation.

It was hoped that the preview version of the document would be available in PDF format to download from the website by 23<sup>rd</sup> August.

The preview period will run until Monday 24<sup>th</sup> September when comments will be collated and considered in the development of the final draft.

**182.**

**BUDGET**

The budget was discussed with parishes being aware of the potential for contributions to the budget to be made should there be a shortfall in funding in the future. The total now available from locality is £17,000.

**NEXT MEETING- MONDAY 20<sup>TH</sup> AUGUST**

The meeting finished at 8:50pm

## **HEBDEN ROYD TOWN COUNCIL**

### **Meeting of the NEIGHBOURHOOD PLANNING COMMITTEE Held Monday 2<sup>nd</sup> October 2018**

#### **MINUTES**

**PRESENT: Councillors: Boggis (Chair), Butterworth, Hodgins, Greenwood, Kimber, Patient, Slater.**

**Also: Lindsay Smales, Anthony Rae**

**HRTC Council Clerk: E Green.**

**223. APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS**

No apologies were received.

**224. MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**

None were declared.

**225. MATTERS ARISING FROM MINUTES OF MEETING HELD 20<sup>TH</sup> AUGUST 2018 NOT ITEMISED ON THIS AGENDA.**

Minute 178 – Local Plan, a brief discussion took place regarding comments submitted by the parishes as part of the Local Plan consultation process. Blackshaw raised concerns about the treatment of 'Land around Todmorden' and that the treatment of this land should be brought closer to that of greenbelt. Blackshaw were also disappointed that the Callis and Woodman sites had been removed from allocations.

There need to be clarification on Village Envelopes, if they still exist, and if so their treatment moving forward.

It was mentioned that land at Wadsworth has been offered to the Community Land Trust, though this had sparked objection amongst residents.

This reinforced the need for Village Design Statements to be written once the Neighbourhood Plan is adopted.

**226. NEIGHBOURHOOD PLAN PREVIEW PERIOD**

Lindsay gave an overview of comments made by various individual and groups. On the whole these were found to be constructive and helpful. It was suggested that there is a need to clarify the strength of accessibility in the document and where something is Flood Resilient it does not necessarily mean inaccessible. Feedback is still awaited from the Environment Agency, which is crucial before the final draft is completed as the Town Centre Flood Alleviation Scheme will be an integral part of the plan.

Lindsay is expecting to have designed pages of the plan by 8<sup>th</sup> October and will circulate them, the design will be completed when there is the full final text.

ACTION: Emma to contact EA for comments

**227.**

**FORMAL CONSULTATION**

AR raised that the change in NPPF meant that it would be wise to submit our Neighbourhood Plan to Calderdale after the official change date of 24<sup>th</sup> January, so that it judged again the new and relevant criteria. This means that there is now some flexibility in the in the date of the Formal Consultation.

The potential requirement of Strategic Environmental Assessment was also discussed and this will be clarified at a meeting with Phil Ratcliffe on 23<sup>rd</sup> October.

**NEXT MEETING- MONDAY 19<sup>TH</sup> NOVEMBER**

The meeting finished at 8:50pm

## HEBDEN ROYD TOWN COUNCIL

Meeting of the NEIGHBOURHOOD PLANNING COMMITTEE  
Held Monday 19th November 2018

### MINUTES

**PRESENT:** Councillors: Edwards (Chair), Butterworth, Hodgins & Kimber.

**Also:** Lindsay Smales, Anthony Rae

**HRTC Council Clerk:** J Boom.

- 291. APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS**  
Apologies were received from Cllrs Boggis, Patient & Slater with Cllr Mike Edwards acting as substitute for Cllr Slater.
- The meeting agreed Cllr Mike Edwards would chair the meeting in the absence of the Chair and Deputy Chair.
- 292. MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**  
None were declared.
- 293. Matters arising from Minutes of Meeting held 2nd October not itemised on this Agenda.**  
None were raised.
- 294. MEETING WITH CALDERDALE COUNCIL PLANNING OFFICERS**  
Anthony Rae reported on the meeting with Phil Ratcliffe and Richard Seaman of CMBC. The meeting was attended by Anthony Rae, Lindsay Smales, Emma Green and Jason Boom, with on the whole a very positive assessment being provided by the Calderdale officers on the latest (Preview) version of the Neighbourhood Plan. Three main issues requiring consideration were identified:
- They had now identified a need for a Strategic Environmental Assessment (SEA) of the Neighbourhood Plan because it includes the allocation of sites; the NP process should submit an initial SEA application for the Calderdale officers to consider, the SEA itself will take a number of weeks to prepare. The SEA could be undertaken whilst the first 6 weeks formal consultation is being held. The committee was told that additional costs would be likely with the process outlined for the meeting.
  - They advised that the NP should check with the Environment Agency that they also are supportive of the proposed housing allocations on flood plain 3a Valley bottom sites. The EA has consequently been contacted and are awaiting detailed plans for each of the sites.
  - Phil Ratcliffe considered that, at the moment, the wording of the policies in the Transport and Connectivity section are too 'aspirational',

such that they could not be used to determine planning applications.  
Anthony Rae and Lindsay Smales are to meet to address this.

This positive assessment on balance by CMBC is important at this stage, but will require a number of additional weeks on the previous timetable to respond to.

**295. OUTSTANDING ISSUES STILL TO BE RESOLVED**

The agenda had identified three areas of strategic significance for the plan, which also still awaited final resolution:

- Environment Agency Hebden Bridge Town Centre Flood Alleviation Scheme: the EA had still not yet provided an outline design for the town centre section of this scheme or advised when it would be available for consultation.
- Environment Agency Assessment of NP housing allocations in flood zones: as above
- Calderdale Council - highways and parking issues: There are still a number of areas where the draft NP is taking a different view from Calderdale's highway officers. It's important that an alignment between the two positions is secured before the plan goes to public consultation, but so far CMBC had not responded to requests for comments.

Officers would continue to work hard to seek answers and resolution to these issues.

**296. REVISED DRAFT TEXT OF NEIGHBOURHOOD PLAN**

Lindsay Smales advised that the plan had been revised following the preview period incorporating comments, from councillors, officers and interest groups. He presented the comments received for discussion by the committee. Most of those raised by the Disability Access Forum had been included and he would reply to them concerning their point about housing allocations in flood zones with an explanation.

Blackshaw Parish Council asked that the site of the former Woodman Inn be included as a key site, the meeting was content to accept this request. The curtilage of the site, which is in Greenbelt, will need to be checked.

The revised draft text was approved subject to the Town Clerk checking the documents policy wording.

**297. PROPOSALS FOR FIRST PUBLIC CONSULTATION**

This issue was discussed at length considering when the first six week period public consultation should be undertaken.

It was agreed that the Neighbourhood Plan should not be submitted to CMBC before 24th January 2019 in order to ensure that it would be assessed against the revised 2018 version of NPPF.

It was agreed that the deadline for comment and alteration be Monday 17th December, and that a meeting be held on that date to sign off the consultation draft for submission and that the consultation could then go 'live' from Friday 21st December 2018 for a public consultation lasting longer than the required 6 weeks and into early February 2019. This timetable will however require all the outstanding issues identified earlier in the meeting to be resolved before 17th December.

Meeting finished at 8.35pm.

## HEBDEN ROYD TOWN COUNCIL

Meeting of the NEIGHBOURHOOD PLANNING COMMITTEE  
Held Monday 17<sup>th</sup> December 2018

### MINUTES

**PRESENT:** Councillors: Boggis (Chair), Butterworth, Hodgins & Kimber, Slater & Timbers.

**Also:** Lindsay Smales, Anthony Rae

**HRTC Council Clerk:** E Green.

**334. APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS**

Apologies were received from Cllrs Patient & Greenwood.

**335. MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**

Cllr Boggis declared an interest in respect of item 4 relating to the flood zones within the Neighbourhood plan area.

**336. Matters arising from Minutes of Meeting held 19<sup>th</sup> November not itemised on this Agenda.**

None were raised.

**337. MEETING WITH ENVIRONMENT AGENCY OFFICERS**

Anthony Rae reported on the meeting with Cristian Merriman (EA Lead Hebden Bridge FAS) Laura Buckley (EA Planning and Permitting) and Fraser Tomlinson (EA Sustainable Places). Also, in attendance were Jason Boom and Emma Green.

The meeting was an opportunity to further discuss with the EA the sites allocated within the Neighbourhood Plan and to agree an alignment with the EA. Unfortunately, it was discovered in the meeting that one of the key sites for Hebden Bridge, Brown Site (Land of King Street) is in fact allocated as Flood Zone 3b. This means that the land can only be used for water compatible development. It is also believed the existing permissions granted in 2013 have expired, but this still requires clarification from CMBC.

The implication of this is that the committee needs to reassess the potential for Browns site and the uses that are of best fit, considering the evidence base. It is also necessary to consider the uses for other sites given the loss of what had been identified as a key housing development opportunity.

It was evident from the meeting that the plan needs to strengthen the sequential testing of other sites in Flood Zone 3a. The plan also needs to consider the overall FAS and how out sites function within this overall.

## ACTION

To write to both CMBC and the EA stating our understanding of the flood zone classification of Browns site and what the land can be used for, seeking clarification that our understanding is correct.

338.

## OUTSTANDING ISSUES STILL TO BE RESOLVED

There are a number of areas of strategic significance for the plan, which still awaited clarification and resolution.

- Treatment of ‘aspirational’ policy wording identified by CMBC

Further to feedback from CMBC officers that some of the wording within the plan policies was aspirational, and therefore could not be used as a criterion to demine planning, consideration has been given as to how to amend this within the plan. It was felt that the plan needed to have some element of aspiration, what we would like to see in the town, but needed to consider how this was presented.

Looking at the plan of West Hampstead, which has already been passed by the examiner, it was suggested that this proposed a suitable format for dealing with aspirations, giving recommendations (aspirations) alongside the related policy. With an emphasis within the text that these are aspirations and do not suggest an agreement with the principle authority or landowner to act upon them.

When considering the questions raised about our transport section the Holbeck and Balsall Heath approach has been considered, whereby there are programmed schemes (as within the Local Plan) but also favourable proceedings.

The wording of the preview text will be revised to reflect this and respond to the challenge from CMBC, officers will then check with CMBC that this sufficiently addresses the points raised.

There was concern that taking the aspirations out of policy and putting them in to recommendations may negatively impact the weight of the plan, but it must be remembered that this is a community led plan with a significant evidence base to reinforce the text. The text therefore gives an indication of the intention of the plan and to guide implementation. Such an evidence base will provide weight in determining applications.

- Engagement with landowners

Questions had been raised about the EA engagement with landowners, in particular Walshaw, and Midgley and Warley Moors and how they were contributing to catchment management. As yet this has not been determined but will be an action going forward of the EA. It is important that a land ownership plan must be included in the NP.

It was moved by Cllr Timbers

Seconded by Cllr Boggis and

**RESOLVED:** to write to both CMBC and the EA stating the need to find out the changes that have been made on the uplands and the impact on flooding.

**RESOLVED:** to include a retrospective recommendation in the NP that once the effects of development have been ascertained, any developments which have caused a negative impact on flooding should be removed.

- Highways and Parking

Despite repeated requests there has still not been a response from Highways.

It was moved by Cllr Kimber

Seconded by Cllr Boggis and

**RESOLVED:** That this lack of communication should not hinder or slow down the Neighbourhood Planning process. A final letter shall be written to Mark Thompson highlighting the unresolved issues and the need for alignment and interaction with the various projects and the NP, requesting a meeting prior to the 14h January, where the final text will be approved.

- Strategic Environmental Assessment

Lindsay Smales will proceed with the SEA and liaise with Phil Ratcliffe as appropriate.

**339. REVISED DRAFT TEXT OF NEIGHBOURHOOD PLAN**

Considering the points above and comments from the preview consultation a revised text will be available for consideration at the meeting to be held on 14<sup>th</sup> January.

**340. PROPOSALS FOR FIRST PUBLIC CONSULTATION**

This item was deferred to the next meeting when it is hoped a draft would be able to be voted on.

Meeting finished at 9:15.

## HEBDEN ROYD TOWN COUNCIL

Meeting of the NEIGHBOURHOOD PLANNING COMMITTEE  
Held Monday 14<sup>th</sup> January 2019

### MINUTES

**PRESENT:** Councillors: Boggis (Chair), Butterworth, Hodgins, Hughes, Kimber, Patient & Timbers.

**Also:** Lindsay Smales, Anthony Rae

**HRTC Council Clerk:** E Green.

**358. APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS**

Apologies were received from Cllrs Greenwood and Slater with Cllr Hughes substituting

**359. MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**

None were declared.

**360. Matters arising from Minutes of Meeting held 17<sup>th</sup> December not itemised on this Agenda.**

None were raised.

**361. OUTSTANDING ISSUES STILL TO BE RESOLVED**

Anthony Rae was pleased to report that responses had been received from CMBC with regard to the Traffic and Highways issues, and from Richard Seaman and the Environment Agency with regards to the classification of the Browns site.

The response from Steven Lee did not highlight anything contrary to the Neighbourhood Plan and although it didn't allow for a discussion on parking it was at this stage satisfactory to allow the plan to proceed.

With regard to the Browns site, it is assumed that the planning permission has now lapsed, as there has not been a submission for an extension at Hebden Royd Town Council, confirmation of this however, is still awaited. As a flood zone 3b site the Environment Agency would object to any development on the site which does not fall under the water compatible uses. This includes the area being used for car parking.

There is a stakeholder meeting with the EA regarding the Hebden Bridge FAS on the 16<sup>th</sup> January which will give important details about the scheme to be undertaken in the centre of Hebden Bridge. It may give a further indication of how the Browns site may be used, either by the EA as part of the FAS or by a third party.

AR then went on to explain that the draft text had now been circulated, with policies which were deemed to be aspirational ‘dropped’ in to the Recommendations, as such these still require an element of rewording to make them suitable for their new purpose.

AR highlighted the amends made to the Low Carbon and Flooding section of the plan which amends the policy to ensure that the HB FAS seeks maximum protection and reduction of flows in the uplands and sets out three key recommendations.

#### **ACTION**

Following the EA meeting on the 16<sup>th</sup> January there needs to be a small section included in the Areas of Interest about potential uses for the Browns Site and appropriate details as an area of interest. (use the section for Mayroyd as an example)

JT expressed that he and many in his ward felt that the Brown site should be used for flood alleviation. If this is not to be the case, then we/the EA need to be able to explain the reasons why.

#### **ACTION**

JT requested that the wording is changed from ‘Must’ to ‘Should’ when it comes to the Town Council writing a tourism Statement (Policy 18 recommendations).

#### **ACTION**

JT highlighted the need for the word ‘accessible’ to be defined within the Neighbourhood Plan and for its use to be consistent with that definition. JT will draft a sentence to be included in the plan.

It was moved by Cllr Boggis  
Seconded by Cllr Hodgins and

#### **RESOLVED**

- To approve the draft neighbourhood plan text (version circulated 11th January 2019), together with the revisions highlighted within the note tabled at the meeting and above.
- To authorise the Town Clerk to continue to i) check the text so approved for small scale errors for correction, and ii) make any further revisions to this text consistent with the approach already agreed by the committee, either to take account of developments reported after 14th January, or which he believes to be beneficial to the subsequent public consultation\* **subject to the approval of the chair of the committee, and all members of the committee being circulated with a final version of the text** before it is distributed for public consultation so that they can be aware of such amendments.

\* It may be possible to consult with the strategic planning officers of Calderdale Council after 24th January and in subsequent weeks before the

public consultation begins to confirm whether they are supportive of the revisions to the text made consequent to their comments made in October.

- To approve the preparation of a designed up version of the text, and of related display and consultation materials.

**362. STRATEGIC ENVIRONMENTAL ASSESSMENT**

LS explained the need for a Strategic Environmental Assessment and has started filling in the initial screening form to be returned to CMBC. There is a need for clarification on certain points with Phil Ratcliffe prior to its submission. CMBC will then instigate the full Strategic Environmental Assessment to be undertaken.

**363. REVISED DRAFT & DESIGN OF NEIGHBOURHOOD PLAN**

The designed draft was presented, and the initial comments were made;

- Black & white photos should be in colour
- Check numbering
- Increase size of font and style at certain points
- Foreword is not correct
- Ensure that the images are inclusive of all the parishes
- Check use of railway icon – is it corporate
- Caption the image to include location and issue/objective highlighted
- Full range of pictures for economy, not just tourism.
- Ensure no identifiable car registrations
- Images also to include visualisation of what might be achieved
- Need to include more people/consultation events

**ACTION**

All members to consider the draft and send comments to Lindsay Smales (Copy in Emma Green) by 28<sup>th</sup> January.

Also to submit any high quality images of the area

**364. PROPOSALS FOR FIRST PUBLIC CONSULTATION**

A revised programme of works will be circulated by LS.

It may be possible to start the consultation by mid-March to run to the end of April.

**ACTION**

EG to write draft plan circulation list and send to all for additions.

LS & EG to write consultation Strategy and circulate. Need to consider how each of the consultations relates to each other.

Meeting finished at 9pm.

**HEBDEN ROYD TOWN COUNCIL**

**Meeting of the NEIGHBOURHOOD PLANNING COMMITTEE  
Held Monday 11<sup>th</sup> March 2019**

**MINUTES**

**PRESENT: Councillors: Butterworth, Greenwood, Hodgins, Kimber, Patient & Slater**

**Also: Lindsay Smales, Anthony Rae**

**HRTC Council Clerk: E Green.**

**437. ELECTION OF CHAIR AND DEPUTY CHAIR OF THE  
NEIGHBOURHOOD PLANNING COMMITTEE 11.3.19 to 11.9.19**

It was moved by Cllr Kimber

Seconded by Cllr Slater and

**RESOLVED:** That Cllr Greenwood will be the Chair of the Neighbourhood Planning Committee for the period 11.3.19 to 11.9.19

It was moved by Cllr Greenwood

Seconded by Cllr Slater and

**RESOLVED:** That Cllr Kimber will be the Deputy Chair of the Neighbourhood Planning Committee for the period 11.3.19 to 11.9.19

**438. APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS**

Apologies were received from Cllr Boggis.

**439. MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR  
THIS MEETING.**

None were declared.

**440. Matters arising from Minutes of Meeting held 14<sup>th</sup> January not itemised  
on this Agenda.**

Following brief discussion.

It was moved by Cllr Kimber

Seconded by Cllr Greenwood and

**RESOLVED:** to formally note the thanks from the committee for the work and contribution to the Neighbourhood Plan by Anthony Rae.

**441. OUTSTANDING ISSUES STILL TO BE RESOLVED**

Anthony presented a briefing note regarding the recent meeting with Phil Ratcliffe at CMBC to discuss the Reg 14 Pre Submission Consultation. At this meeting Purdah was discussed in relation to the forthcoming elections. The due process and timescales were also discussed and the need for certain documents to be prepared, including the Strategic Environmental Assessment, Statement of Basic Conditions and Evidence Base. There are questions concerning the 2016 ONS statistics, in that the committee have been advised that these have been withdrawn and are therefore no longer valid. It was also

highlighted that the Neighbourhood Plan will be measured in part against the existing 2006 UPD, as the adopted framework and we need to ensure that the Neighbourhood Plan aligns with this as well as seeking to compliment the emerging Local Plan. It will be some time (probably 2020) before the Local Plan is adopted. The meeting also highlighted the recent submission and subsequent examiners report of the Ripon Neighbourhood Pan. Considering this scenario, it is important the Hebden Royd and Hill Top Parishes Neighbourhood Plan is as accurate as it can be prior to submission to CMBC to reduce the risk under scrutiny by the independent examiner.

It was moved by Cllr Greenwood

Seconded by Cllr Slater and

**RESOLVED:** Not to proceed with the Reg 14 Pre-Submission Consultation during Purdah, this will mean it is 3<sup>rd</sup> May before a consultation could be undertaken.

**442. STRATEGIC ENVIRONMENTAL ASSESSMENT**

The Strategic Environmental Assessment is the next piece of work that needs to be completed. To do this there first needs to be SEA Screening request form completed and sent to CMBC. It was discussed that this will create further works and that it may be useful to engage with Locality for Technical Support to complete the SEA and other elements relating to the plan.

**ACTION** – LS to complete and submit the SEA Screening Request Form by Thursday 21<sup>st</sup> March

**ACTION** – EG to contact Locality in respect of the Technical Support that may be available.

**443. PRE- CONSULTATION VERSION OF THE NEIGHBOURHOOD PLAN**

The current version of the plan was discussed. It was suggested that when the final draft is completed there is a full afternoon meeting to go through the plan as a committee page by page to consider amendments.

It was moved by Cllr Kimber

Seconded by Cllr Slater and

**RESOLVED:** that the Neighbourhood Plan should include an executive summary which is no more than three pages long.

**ACTION** – Provisional date for afternoon consultation draft amendments meeting: Tuesday 7<sup>th</sup> May

**444. PROPOSALS FOR FIRST PUBLIC CONSULTATION**

The outline proposals were tabled, however these will be discussed in more detail once a start date of the Reg 14 Pre Submission Consultation is agreed. EG to write draft plan circulation list and send to all for additions. Meeting finished at 9pm.

Date of the Next Meeting – Tuesday 9<sup>th</sup> April 7:30pm

Meeting Finished at 8:40pm