

HEBDEN ROYD TOWN COUNCIL & THE HILLTOP PARISHES

Meeting of the NEIGHBOURHOOD PLANNING COMMITTEE
Held Wednesday 5th August 2020

MINUTES

PRESENT: Councillors: Kimber (Chair), Butterworth, Greenwood, Hodgins & Slater

Also: Anthony Rae

HRTC Council Clerk: E Green.

66. **APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS**
Apologies were received from Cllrs Boggis & Patient.
67. **MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.**
Item 5 Cllr Slater as a Trustee of Mytholmroyd Community Association.
68. **MATTERS ARISING FROM THE MINUTES OF THE MEETING HELD 24TH FEBRUARY NOT ITEMISED ON THIS AGENDA.**
There were no matters arising

The Chair added a late item.

69. **RESIGNATION OF PLANNING CONSULTANT**
The committee were advised that on Thursday 30th July an email had been received from our planning consultant Lyndsay Smales, stating that due to a number of personal factors and relocation out of the area that he would be unable to continue in his role as consultant to the Hebden Royd and Hill Top Parishes Neighbourhood Plan.
- Cllr Kimber informed the committee that his resignation had been accepted and that a response had been sent which thanked Lindsay for his vital work on the Neighbourhood Plan to date and wished him the very best for the future.
- It was moved by Cllr Greenwood
Seconded by Cllr Kimber and
RESOLVED: To note thanks to Lyndsay Smales on behalf of the Committee.
- Discussion followed about how the plan would now proceed. Anthony Rae who has been advising and preparing work for the plan was asked for his thoughts on continuing this work.
- It was moved by Cllr Kimber
Seconded by Cllr Greenwood and
RESOLVED: that given the late stage in the plan, we are well placed to continue the work without to need to engage a further consultant. Should the

need arise for specific technical advice this could be obtained through Aecom using the Technical Support Grants.

A note of thanks was made to Anthony Rae for his past work and continuing support on the Neighbourhood Plan, it is much appreciated.

Items 4 & 6 were taken together

70. NEIGHBOURHOOD PLAN PROCESS UPDATE & STRATEGIC ENVIRONMENTAL ASSESSMENT

Anthony Rae provided a comprehensive update to the committee. There had been a pause in proceedings whilst the SEA got underway, however this is now nearing completion and the report should be with the committee in the coming weeks. The draft text has been refined, a chapter on Mytholmroyd and Hebden Bridge has been included and the demographic data updated. There are still a few paragraphs to insert particularly in response to Climate Emergency and Age Friendly communities.

The Local Plan Stage 2 Inquiry will begin in September and as the intention has been throughout, we are still working in step with the Local Plan. Anthony Rae has prepared statements in response to the questions raised by the examiner on the four allocated sites, Topland, Manor Drive, Stoney Land and Market Place, which have now been submitted.

It was moved by Cllr Kimber

Seconded by Cllr Butterworth and

RESOLVED: That a paragraph mirroring those for Hebden Bridge and Mytholmroyd should be included for the Hill Top Parishes, but that they could be combined. The draft Parish Specific Policies should be reviewed. The aim should be to start the reg 14 consultation mid to end of September.

71. KEY SITES & AREAS OF INTEREST

The landowners of the key sites identified in the Neighbourhood Plan have now been consulted and there is a clear understanding of the aspirations and policies for each site. The statements for each of these sites can now be completed.

72. DRAFT PLAN

Amendments as outlined will be made to the plan, additional areas to be reviewed are the provision/encouragement of use of electric vehicles, use of Long Causeway, Heights Road as the A646 becomes increasingly congested. How Protected Views are dealt with and further opportunities for water management. These points need to be considered from a geographical viewpoint.

Lucy Sykes will be contacted in regard to updating the designed version with the revised text.

It was moved by Cllr Kimber

Seconded by Cllr Greenwood and

RESOLVED: That following amendments outlined above; the committee should aim to move the plan to Reg 14 consultation.

The process for this will be as follows:

- Revised draft to be available to all parishes by Thursday 27th August, the draft will be considered for comment by HRTC on Wednesday 2nd August.
- Comments to be received by NP Committee by 5pm Monday 7th September
- Amendments will be included on a final version which will be considered at a meeting of the NP Committee on Monday 14th September. The meeting will recommend to adopt this plan for consultation or will recommend further amendments.
- If the plan is recommended to be adopted for consultation this will be considered for approval by HRTC Full Council on Wednesday 23rd September.
- It will be considered for approval by Blackshaw Parish Council on Thursday 24th September.
- Where Parish councils do not meet before this time, and to avoid further delay, they may wish to call an extraordinary meeting or the elected representative will act on behalf of and with permission from each of the councils to approve the document for consultation.

Cllr Greenwood for Erringden Parish Council
Cllr Kimber for Wadsworth Parish Council
Cllr Slater for Heptonstall Parish Council

- Once approval has been granted from each of the councils, the document can proceed to consultation which will be mainly online given the current situation. The consultation will last for a period of six weeks.

Meeting Finished at 8.07pm

HEBDEN ROYD TOWN COUNCIL & THE HILL TOP PARISHES

Meeting of the NEIGHBOURHOOD PLANNING COMMITTEE Held Monday 14th September 2020

MINUTES

PRESENT: Councillors: Kimber (Chair), Boggis, Butterworth, Greenwood, Hodgins, Patient, Stevens & Wood

Also: Anthony Rae

HRTC Council Clerk: E Green.

- 126. Apologies for Absence and any substitutions**
Apologies were received from Cllr Slater
- 127. Members` Interests relating to agenda items for this meeting.**
None were declared
- 128. Matters arising from Minutes of Meeting held Wednesday 5th August 2020 itemised on this Agenda.**
There were no matters arising
- 129. NEIGHBOURHOOD PLAN PROCESS UPDATE**
The neighbourhood planning committee were updated following a meeting with Phillip Dawes of CMBC, which set out the expected timescales and process of the Neighbourhood Plan. It was discussed that although the plan is almost ready for the Regulation 14 Consultation, that it would be unlikely that it would be ready for a May referendum. It was clarified that the Regulation 14 consultation did not require the Basic Conditions Statement of the Consultation Statement to be provided prior to the Regulation 14 Consultation, in addition CMBC will not have the capacity to provide their comments until December. After this time, the plan should undergo a Health Check before being submitted to CMBC (Regulation 15), after which they will conduct their own consultation (Regulations 16).
- 130. ECOLOGICAL ASSESSMENT**
The requirement for the Ecological Assessment was discussed. This is to provide a stronger evidence base to give weight to the policies within the plan which seek to address ecological matters as per section 14 of the plan. It was moved by Cllr Kimber
Seconded by Cllr Greenwood and
RESOLVED: to appoint David Watts Associates Ltd to carry out and Ecological Scoping Study at a cost of £2800.00
- 131. STRATEGIC ENVIRONMENTAL ASSESMENT**
This piece of work is still outstanding and is required by Calderdale Council prior to the Neighbourhood Plan proceeding to Regulation 14 Consultation.

Councillors expressed their disappointment that the report had not yet been completed.

ACTION: Emma Green to contact Aecom to request a progress update.

132.

DESIGN GUIDE

The design guide would support the appropriate design of new development outside of the Conservation Area or where the Conservation Area information is not sufficiently detailed to inform decision making. As per policy 37 the design guide may include flooding resilience, energy efficiency and renewable generation, and accessibility. The committee were informed that the initial submission for technical support from Locality (to be delivered by Aecom) has been made.

133.

DRAFT NEIGHBOURHOOD PLAN

Anthony Rea provided a comprehensive explanation of the text amendments. Following a detailed discussion

It was moved by Cllr Wood

Seconded by Cllr Boggis and

RESOLVED: To recommend to the constituent councils that the draft plan should now be progressed to a Regulation 14 Consultation. Each council must confirm in writing that it has approved the adoption of the plan for the purposes of the Regulation 14 Consultation.

It was moved by Cllr Kimber

Seconded by Cllr Boggis and

RESOLVED: That Lucy Sykes be commissioned to provide the designed version of the plan for the purposes of the consultation at a cost of £650.00.

The meeting finished at 9:30pm

HEBDEN ROYD TOWN COUNCIL & THE HILL TOP PARISHES

Meeting of the NEIGHBOURHOOD PLANNING COMMITTEE Held Monday 9th November 2020

MINUTES

PRESENT: Councillors: Kimber (Chair), Boggis, Butterworth, Greenwood, Hodgins, Slater, Stevens & Wood

Also: Anthony Rae

HRTC Council Clerk: E Green.

- 203. Apologies for Absence and any substitutions**
No apologies were received.
- 204. Members` Interests relating to agenda items for this meeting.**
No interests were declared.
- 205. Matters arising from Minutes of Meeting held Monday 14th September 2020 itemised on this Agenda.**
Cllr Kimber informed the committee that there had been some delay with Aecom, and it was disappointing that it had taken an email from the Chair and some time to resolve and get the SEA report.
- 206. COMMITTEE RESIGNATION**
The committee were informed that Co-opted Non-Voting Committee member Anthony Rae, had stepped down due to a potential conflict of interests with other roles, and the need to protect the integrity of the Neighbourhood Plan. It was moved by Cllr Kimber
Seconded by Cllr Greenwood and
RESOLVED: to accept the resignation and to note thanks for the invaluable contribution that Anthony Rae has made to the Neighbourhood Plan. Mr Rae will continue to contribute to the process as a Technical Advisor.
- 207. BUDGET REQUEST 2020/21**
The budget request was considered.
It was moved by Cllr Greenwood
Seconded by Cllr Slater and
RESOLVED: To approve the budget request for each parish to now take that request to their own councils for consideration for inclusion in their 2021/22 Budget.
- 208. NEIGHBOURHOOD PLAN PROCESS UPDATE**
The committee received an update on the current process. The SEA is now completed; however, we await comments on this from CMBC. CMBC Officers are currently very busy with the Local Plan EIP and it is expected that comments will be received in mid-December. This committee have not

identified any significant issues in the SEA. It is unlikely that referendum will be possible in May, but it is expected that this process will conclude in 2021.

209. ECOLOGICAL ASSESSMENT

The draft report included a number of acronyms and technical terms which have now been replaced or explained to enable a better understanding. It was also important to ensure the usefulness of this report to the Neighbourhood Plan process, and as such this report provides clear and useful descriptions of the main ecological areas. Despite this being a general scoping study, the special habitats and specific threats and opportunities are clearly identified and well described. David Watts, author of the report had recently been made aware of reports produced by Moors for the Future and work by Leeds University on habitat interventions and will consider this against the report.

Significant to the Neighbourhood Plan is the condition of the uplands and the potential methods for implementing improvements. Cllr Hodgins commented that the advice not to plant trees on grassy uplands seemed contrary to other advice, but was reassured that this guidance is in line with that issued by other organisations. An important point to note is that 48% of the Neighbourhood Plan area is identified as blanket bog.

This report will form part of the evidence base and will not be included in the appendix.

210. DESIGN GUIDE

The application has been made to Locality for technical support to produce the design guide. Whilst Hebden Bridge has a detailed conservation area plan, this is lacking in other parts of the plan area. The design guide will also consider the approach in regard to energy efficiency, sustainable design and drainage and also the general approach to heights, massing and the treatment of biodiversity.

211. DRAFT NEIGHBOURHOOD PLAN

The comments raised by Wadsworth Parish Council in relation to traffic data, layout and food production, and Heptonstall Parish Council in relation to P14 (treatment of the village envelope) and P28 (to be complicit with the current BRIAM legislation) and were discussed in detail.

It was moved by Cllr Slater

Seconded by Cllr Boggis and

RESOLVED: to note the comments from both parishes and make amendments where appropriate. To write to Wadsworth Parish Council specifically to address their concerns and ask them to reconsider the draft Neighbourhood Plan.

HEBDEN ROYD TOWN COUNCIL & THE HILL TOP PARISHES

**Meeting of the JOINT NEIGHBOURHOOD PLANNING COMMITTEE
Held Monday 1st February 2021**

MINUTES

PRESENT: Councillors: Kimber (Chair), Boggis, Hodgins, Lacey, Stevens & Patient.

Also: Anthony Rae

HRTC Council Clerk: E Green.

324. APOLOGIES FOR ABSENCE AND ANY SUBSTITUTIONS

Apologies were received from Cllrs Butterworth (Cllr Lacey substituting), Greenwood and Slater.

325. MEMBERS' INTERESTS RELATING TO AGENDA ITEMS FOR THIS MEETING.

No interests were declared.

326. MATTERS ARISING FROM MINUTES OF MEETING HELD MONDAY 9TH NOVEMBER 2020 ITEMISED ON THIS AGENDA.

It was noted that a response to the concerns raised by Wadsworth Parish Council had been received and considered by them, and that no further comments were raised. Cllr Kimber confirmed that Wadsworth Parish Council now approved the draft plan for the purpose of the Regulation 14 Consultation.

327. STRATEGIC ENVIRONMENTAL ASSESSMENT

The committee were informed that unfortunately the SEA did not include a HRA (Habitats Regulations Assessment), as such Calderdale Council have concluded that the SEA does not address potential effects of the Plan on important Habitats associated with the Special Protection Area (SPA) and Special Area of Conservation (SAC). The HRA will be required to be undertaken as a separate piece of work for which funding is available through Locality. It was confirmed that this work is not required for the Regulation 14 Consultation but will be required for the Regulation 15 submission.

ACTION – E Green to apply for the HRA Technical Support Grant from Locality.

328. DESIGN GUIDE

The approach to the design code was considered, taking in to account the number of sites allocated in the NP area by the local plan, the limited opportunity for housing identified in the NP, also the fact that there will be a national design code, and a more local design code developed by CMBC. The size of the NP area is also a key consideration.

It was moved by Cllr Kimber
Seconded by Cllr Stevens and

RESOLVED: that a generic design guide which focuses on the overriding areas of energy, sustainability, flood resilience, and accessibility, with a more detailed approach for the three key sites and policy referring to the renovation of abandoned farm houses would be the best approach for the NP, this will be communicated to Aecom and the work should be completed by April. This document is not a requirement of the Regulation 14 consultation.

329. REGULATION 14 CONSULTATION - DRAFT NEIGHBOURHOOD PLAN

The consultation version of the Neighbourhood Plan text was considered Anthony Rae took time to highlight recent changes to the text or areas where further clarification is required.

It was moved by Cllr Kimber

Seconded by Cllr Stevens and

RESOLVED to approve this text for the purposes of the Regulation 14 Consultation subject to subject to continued small-scale factual refinements that are accepted by the Town Clerk and, if necessary, approved by the chair of the committee.

330. REGULATION 14 CONSULTATION STRATEGY

The proposed consultation strategy was considered, and the 'Headline' flyer discussed. The concept to the flyer was welcomed, however suggestions were made to refine the wording and increase its simplicity. The draft Survey Monkey questionnaire was reviewed and through discussion it became apparent that this also required refinement, particularly in terms of ease of use and enabling people to make a 'quick comment' on a specific area of the plan.

It was moved by Cllr Kimber

Seconded by Cllr Stevens and

RESOLVED: to approve the consultation strategy as amended to reflect the points above. Key elements to be circulated by email and once approval has been agreed then a date can be set and the consultation can begin.