

## TODMORDEN TOWN COUNCIL

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### MINUTES OF THE NEIGHBOURHOOD PLAN ADVISORY COMMITTEE MEETING Held in the Cockcroft Room, Todmorden Town Hall, Bridge Street, Todmorden, on Thursday 23 February 2023 at 7.30 pm

**Committee Members:** Cllrs S Press, A Hollis, the Revd G Kent, J Williams, L Levick and J Wilde  
(co-opted (Integreat Planning Consultant))

**In attendance Officers:** Cllrs S Press, A Hollis, the Revd G Kent, L Levick  
Mr C Hill and Mrs S Miles – Assistant Town Clerk (Minute taker)

**Members of the Public:** 1 member of the public

2022(NP)013	<p><b><u>Item 1 Apologies for Absence – Decision Required</u></b> To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting.</p> <p><b><i>Proposed by Cllr S Press    Seconded by Cllr L Levick    Unanimously Approved</i></b></p> <p><b><i>RESOLVED:</i></b> That the apology of Cllr J Williams (due to a prior commitment) be received and her reasons for absence is accepted.</p>
2022(NP)014	<p><b><u>Item 2 Declarations of Interest – Decision Required</u></b> To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest.</p> <p>Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member with a disclosable pecuniary interest to leave the room where the meeting is held while any discussion or voting takes place.</p> <p><i>No declarations were received.</i></p>
2022(NP)015	<p><b><u>Item 3 Public Participation – Decision Required</u></b> To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting.</p> <p>Note: No resolutions can be under public participation</p> <p>No members of the public were present for this item.</p>

2022(NP)016	<p><b><u>Item 4 Exclusion of Press and Public – Public Bodies (Admission to meetings Act 1960) – For Decision</u></b></p> <p>To consider and confirm any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information.</p> <p>No members of the public were present for this item.</p>
2022(NP)017	<p><b><u>Item 5 Minutes – Decision Required</u></b></p> <p>To approve the minutes of the Neighbourhood Plan Advisory Committee meeting held on 16<sup>th</sup> February.</p> <p><b><i>Proposed by Cllr S Press      Seconded by Cllr A Hollis      Unanimously Approved</i></b></p> <p><b>RESOLVED:-</b> <i>That the draft minutes of the Neighbourhood Plan Advisory Committee meeting held on 16 February 2023 be approved as a true record of proceedings</i></p>
2022(NP)018	<p><b><u>Item 6 Review of Draft Neighbourhood Plan – Decision Required</u></b></p> <p>To review and approve sections of the Draft Neighbourhood Plan</p> <p>To review and approve sections of the Draft Neighbourhood Plan and Design Statement</p> <p>Any outstanding section that was not covered in the last meeting.</p> <p>The project manager reported that the issue of land stability raised at the last meeting is included in the Local Plan.</p> <p><b>Design Statement</b></p> <p>Section 1 Local Vernacular  Section 2 Townscape  Section 3 Living Networks  Section 4 Movement and Infrastructure</p> <p><b><u>1.0 Local Vernacular</u></b></p> <p>There was debate about the accessibility of terminology such as ‘Local Vernacular’. An alternative is ‘local characteristics’.</p> <p>It was believed to be important to use such terminology as the Neighbourhood Plan will be used by developers.</p> <p><b>Agreed:</b> <i>A glossary of such words should be included in the Neighbourhood Plan</i></p> <p><b><u>1.1 Building Details</u></b></p> <p>- <b>Green Streets</b></p> <p><b>Agreed:</b> <i>The 2<sup>nd</sup> sentence, ‘Most properties...’ should be deleted.</i></p> <p><b><u>1.2 Materials</u></b></p> <p><b>Agreed:</b> <i>Although the photos are examples it was suggested that they should match more closely with the text.</i></p>

- Pavements

**Agreed:** *the 2<sup>nd</sup> paragraph should end 'for example, Water St and Bridge St.'*

**2.1 Infill Housing**

**Agreed:** *The last sentence in the first paragraph should be deleted (Cues on massing...)*

- Boundaries

**Agreed:** *The words 'both existing and' on the 7/8<sup>th</sup> line should be deleted.*

**2.4 Street Furniture**

- Furniture Corridors – Point 3

**Agreed:** *The words 'both horizontally and vertically' in the 2<sup>nd</sup> line should be deleted.*

- Street Lighting Principles

**Agreed:** *The 6<sup>th</sup> bullet point should have an 'and' inserted between 'climbing' and 'entering'.*

**2.5 Street Planting/Growing**

**Agreed:** *In the 4<sup>th</sup> paragraph the first sentence should be 'In every instance, the advice of the Calderdale Council Ecologist should be sought...'*

**Agreed:** *In all references to 'Council' this should be expanded to 'Calderdale Council'.*

- Permanent planters/beds

**Agreed:** *The 2<sup>nd</sup> sentence in the 2<sup>nd</sup> paragraph should be: 'For example, can the planting edge act as a secondary...'*

**3.1 Green Spaces**

**Agreed:** *The 2<sup>nd</sup> sentence should end with '...green space for residents in a new development.'*

- Key Principles

**Agreed:** *Initial considerations should include 'Sustainability'.*

- Shading

**Agreed:** *A sentence should be added to the end of this section, 'This can also usefully lower the temperature in the town centre streets during hot weather'.*

	<p><b><u>3.3 Canals and Waterways</u></b></p> <p>- <b>Key Principles</b></p> <p><b>Agreed:</b> <i>In bullet point 12, the spelling should be 'programme'.</i></p> <p><b>Proposed by Cllr S Press    Seconded by Cllr A Hollis</b>  <b>Unanimously Approved</b></p> <p><b>RESOLVED:-</b> <i>That the proposed amendments be accepted and actions required to be reviewed.</i></p>
2022(NP)019	<p><b><u>Item 7 Items to be covered in the next meeting</u></b></p> <p>To review sections of the Draft Neighbourhood Plan</p> <p>Any outstanding section that was not covered in the last meeting.</p> <p>Design Statement  Section 5 Meeting Local Needs  Section 6 Extensions and Alterations  Section 7 Shopfronts  Non – Designated Heritage Statements  Sections A and B</p>
2022(NP)020	<p><b><u>Item 8 Date of the Next Neighbourhood Plan Advisory Committee Meeting – For Information</u></b></p> <p>To note the date of the next meeting of the Neighbourhood Plan Advisory Committee will be Thursday 2nd March 2023 at 7.30pm.</p> <p>The meeting ended at 9pm.</p>