Minutes from Aberford and District Neighbourhood Development Plan Management Group meeting of 4th July 2013

<u>Attendees</u>

Mike Oakes Steve Piper Tom Picton-Phillipps Keith Dunwell Ruth Reed Tom Robbins John Barker Sharon Ockleton Margaret Lloyd Ian Forster Shereen Lloyd Suzanne Phillips

Agenda Item	Description	Action
1.	Apologies	
	Dave Duddell, Derrick Mills and Paul Hancock.	
2	Declaration of Interests	
	All declarations are up to date.	
3.	Minutes of the previous meeting and any matters arising. Each item covered off under the relevant section i. Item 3iv – No update from the meeting on the 8 th May regarding climate change as of yet. ii. Item 4ii – Parish boundary for ANDP – to be updated in Item 4 at	
	this meeting. iii. Item 5iii – this forms part of an e-mail sent to the Parish Council by Mike Oakes. iv. Item 6b – email sent by David Duddell to Mr Mckay – as of yet no response received.	
4.	Leeds City Council Update	
	 It has been 6 months since Leeds City Council had agreement from the Parish Council to move the Parish boundary to the motorway as opposed to Sturton Grange, for the purpose of the ANDP only. 	
	ii. Ian McKay replied as of 24 th June, recommending as discussed and agreed and notified Harewood, Garforth and Swillington Ward Councillors of the amends. A formal response is required from the Ward Councillors before agreement is finalised. No explanation provided as to the reason for the 6 month delay.	
	iii. The invitation requested by the Comms sub group to invite Mr Mckay to the ANDP on the 4 th June was issued. No reply received. An open initiation remains.	
	iv. Agreed it may be more feasible to send the questions via e-mail and via Julie Sou, the Parish Council Clerk, given Mr McKay responded to her recent boundary query.	Steve P / Sharon O
	v. Alternatively, it was suggested that we invite Matthew Robinson to future meeting in addition to Mr McKay.	
	vi. No other updates, no update received from the Project Board Meeting.	
5.	Parish Council Update	
	i. Julie Sou has formally replied on behalf of the Parish Council to the	

Minutes from Aberford and District Neighbourhood Development Plan Management Group meeting of 4th July 2013

	1	*h	
		sent by Mike Oakes (as documented in the mins of 6 th June). With regard to the Planning Aid application, the Parish	
		Council wishes to formally apply for free Consultant support, not a grant.	
	b.	The decision to make the application has been delegated to	
		the ANDP group. The outcome decided at the meeting is	Ruth R / Steve
		for Ruth Reed, Steve Piper and Mike Oakes to meet up and	P / Mike O
		formally complete the application form prior to the next	,
		ANDP meeting.	
	c.	The Parish Council also contacted the Awards for All body	
		requesting an extension to the time period for the grant	
		issued. The response was that rather than a 6 month	
		extension be agreed, as requested, a 3 month extension	
		was granted – up to 19 th December 2013. The reply via	
		letter also stated that if we foresaw a problem in spending	
		the money, an alternative approach would be to cancel the	
	4	application and may wish to try again. Within the letter received from David Herron, Funding	
	u.	Officer at Awards to All, he made reference to the	
		completion of the project. Steve Piper to ask Julie Sou to	Steve P
		ascertain the definition of "completion". What was	
		documented within the original application to the Awards	
		for All grant?	
	e.	The Parish Council did not wish to appoint another	
		councillor to the group at this stage.	
	f.	A discussion took place amongst all expressing a desire to	
		move forward with the writing of the ANDP. Agreed that	
		would await the outcome of the Planning Aid grant	
		application for free consultant support to ascertain the next stages. Agreed Infrastructure team need advice as to	
		whether the work completed will suffice or if other activity	
		is needed. It was also assumed that should the ANDP group	
		need to re-tender for some support, the thoughts are that	
		the Parish Council would not necessarily approach all the	
		original tender companies. The expectation was that a	
		shortlist would be issued with the reduced funding, given	
		we have achieved much of the work ourselves.	
	g.	Keith Dunwell raised the Makin Proposals to the group	
		(consultation from 3 rd June to 29 th July). Mike Oakes	
		reiterated that as the ANDP we will not respond. Either the Parish Council can make comments, or it can be done	
		individually. It was noted that the best way to present	
		feedback would be via the online access. It was noted that	
		it would have an impact on the Parish Council, but not	
		directly on the ANDP other than being aware of the	
		infrastructure commitments for both Bramham and Makin.	
6.	Sub Committee	e updates	
	Infrastructure	group.	
		en Lloyd reported that no response had been received from	
		the contacts noted on the previous minutes. It was agreed	
	-		

Minutes from Aberford and District Neighbourhood Development Plan Management Group meeting of 4th July 2013

	that advice from the Planning Aid consultant would be greatly valued.	
	ii. Mike Oakes suggested the team look at the Thame Neighbourhood plan to see what else is missing or can be investigated further.	Infrastructure Team
	Comms group:-	
	i. No update. Other than Marilyn Piper, the Parish Councillor's remit is to liaise with Mrs Boulding, the Aberford Primary School Head Mistress.	
	ii. The school capacity is 99 and is at that number now.iii. Agreed it would be appropriate to ask Mr McKay how the capacity or future build would impact on the school.	Steve P / Sharon O
7.	SHLAA sites Update	
	i. No updates / nothing to report.	
8.	Resignation of the Chair.	
	 i. Mike Oakes has notified the Parish Council of his intention to resign as Chairperson from the group. An update to the meeting is a clearer explanation as to his reasoning for the resignation. a. "I do not feel the NDP group should be just an extension of the PC, it should be operated separately otherwise there is no point in it existing. However, the PC must be more involved than it is and in my view the PC + NDP are on different paths. Other parishes have much closer ties with their NDP processes and it is more effective in moving things forward at a pace. ii. Tom Robbins asked Mike why not join the Parish Council, to which Mike responded by saying he was not able to attend the Tuesday meetings. iii. Not all the group were in agreement that the Chair must be a member of the PC, but appreciated Mike's honesty. Suzanne thanked Mike for his work to date on behalf of the group. 	
	 iv. The Parish Council has asked the group to decide the new Chairperson. v. It was agreed that nominations by individuals who wish to become Chairperson, be submitted directly to Sharon Ockleton within 2 	All
	weeks (by Thursday 18 th July). Please do not nominate anyone on their behalf, just solely those people who wish to apply personally. vi. If several people respond, a vote will be taken between the 18 th July and 31 st July, and managed by Sharon Ockleton.	
9.	Date of next meetings	
	i. Thursday 1 st August. To be held at 7:30pm in the Oriel Room, St Ricarius Church, Aberford.	