

Minutes from Aberford and District Neighbourhood Development Plan Management Group

1st October 2012

Attendees:-

Mike Oakes	Shereen Lloyd	Nigel Moore	Tom Picton-Phillipps
Sharon Ockleton	David Duddell	Keith Dunwell	Mark Watford
Paul Hancock	Ruth Reed	John Barker	

Apologies

Ian Forster	Suzanne Phillips	Steve Piper	Marilyn Piper
Rachael Archer	Margaret Lloyd	Derek Mills	Richard Maltby
Ray Alderson	David Gluck	Gill Broadley	

Item	Description	Action
1.	<p>Agree Previous Meetings.</p> <p>i. Amendment to Item 7 of the previous minutes. Site 1163 (depot yard) has had previous planning permission but this expired approximately 25 years ago.</p>	
2.	<p>Elections of Officers</p> <p>i. At the previous meeting officers were elected. Nigel Moore is unable to stand as Vice Chair.</p> <p>ii. It was agreed that Shereen Lloyd be nominated and elected Vice Chair.</p>	
3	<p>Matters Arising</p> <p>i. Register of Interests. There are 6 members of the group whom have not submitted their Register of Interests:-</p> <ul style="list-style-type: none"> o Gill Broadley o Keith Dunwell o Mark Watford o Marilyn Piper o Richard Maltby o Suzanne Phillips <p>ii. Blank Register of interests form issued with previous minutes. To be completed and returned either at the next meeting or to Sharon Ockleton at 16 Parlington Villas.</p>	<p>Gill, Keith, Mark, Marilyn, Richard and Suzanne</p>
3	<p>Update on Leeds City Council actions.</p> <p>A. Meetings – 6th & 14th September</p> <p>B. Sturton Grange and Aberford NDP</p> <p>A. 2 meetings were held since the previous NDP meeting, Paul Hancock attended on the 6th September and David Stainton on the meeting on the 14th. No notes available for meeting on the 14th.</p>	

	<p>Notes from meeting on the 6th September:</p> <ul style="list-style-type: none"> i. Leeds City Council has issued revised timescales with regards to the SHLAA site assessments. As the assessments are to be completed by the LCC and reviewed in October, in view of the urgency, the Parish Councillors have been asked to provide a provisional assessment and grade the SHLAA sites red, amber or green. The feedback is to be provided to the Parish Council clerk by the 8th October. The Parish Councillors have been able to provide local knowledge i.e. flood plains etc. Views will then be provided to Matthew Robinson, our Ward Councillor, for the LCC and Ward Councillors to discuss on the 16th October. ii. Mike Oakes to collate the SHLAA Parish Council assessments and distribute to the management group (on Marilyn Piper's return from hols – w/c 8th October) iii. As of yet, we have not sought professional advice from consultants. Similar neighbouring parishes have retired professionals (planners / architects) whereby available to provide skills and time. As of yet, we are unaware of whether a similar resource exists within Aberford. A consideration is that we may need to fund professional support in the future. iv. At the meeting, Mr McKay from Leeds City Council did offer expertise. As discussed at our meeting on the 1st October:- <ul style="list-style-type: none"> a. This may be a limited resource – as available to all parishes and would there be a prioritisation of requests. b. The perspective of the LCC may differ to that of the local parish. So a second opinion (local) is needed. v. Although the timescales have changed, the aim is to provide a 15 – 20 year sustainable plan for the village, taking into account all needs, not just housing, so the NDP is still ongoing. vi. The sites under review are the SHLAA sites. These do not take into account any possible sites which may be appropriate and sustainable, but not yet identified. vii. Additional SHLAA sites have been identified by LCC for the 2012 plan (we are currently working to the 2011 SHLAA sites). The Parish Council has contacted Mr McKay at LCC for notification, however, the 2012 have not yet been declared. Only LCC are aware of the sites. <p>B. Sturton Grange</p> <ul style="list-style-type: none"> viii. On the 15th August LCC had a meeting regarding the designated neighbourhood parish areas. LCC noted that Aberford and District parish was disconnected into two areas by the M1 motorway and recommended the Sturton Grange site was removed from our Parish. 	<p>Mike Oakes</p>
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	<p>ix. The Parish Council strongly disagreed and notified both LCC and our Ward Councillor. The Aberford Neighbourhood Development plan previously declared to the LCC was submitted as Aberford and District.</p> <p>x. Point to note. Only parishes are able to design a neighbourhood plan. Garforth is not designated as a parish, so if Sturton Grange were to join Garforth, they would be unable to submit a Neighbourhood Development Plan</p> <p>xi. Ruth Reed did ask if we were aware of the Barwick's plans for Aberford Road end. Considerations needed for the impact on flooding etc. Mike Oakes to raise with Marilyn Piper and verify if contact has been made with the Barwick parish and if knowledge had been shared.</p>	Mike Oakes
4.	<p>Update on Parish Council Funding</p> <p>i. The Tender process had started for proposals from Consultants. David Gluck had drawn up tender documents for discussion. Funding of £10,000 had been awarded by the Big Lottery Awards for all to Aberford parish for this purpose, the clerk to the Parish Council had written to the Award for All to notify that at present no involvement for consultants was necessary. Confirmation was received that the funds were available for a 12 month period (awarded Sept 2012 – so have 11 months remaining).</p> <p>ii. Mike Oakes to obtain clarification from the Parish Council regarding the criteria for the £10,000 funding</p>	Mike Oakes
6	<p>Establish members for Sub Groups</p> <p>i. At the previous meeting, it was agreed to establish 2 sub groups to divide key tasks. Agreed they should include:-</p> <p>ii. Communications and Consultations Group. Key function implementing the statement of community involvement, through websites, notices, newsletters whilst ensuring respond to those with special needs. Consider how to go through the process i.e. open meetings etc.</p> <p>iii. Community Profile. Census date etc.</p> <p>iv. All members within the management group were invited to volunteer for either committee. Support to be provided by all within the management team where needed.</p> <p>v. Each member to advise Mike Oakes if wish to volunteer for either committee. Steve Piper and Ruth Reed were suggested for the Comms group (along with Margaret Lloyd in her absence). Tom Picton Phillips and David Dudell volunteered for the Community Profile.</p>	ALL

7	<p>SHLAA Sites</p> <ul style="list-style-type: none"> i. As previously noted in the minutes, LCC have issued a new time line. ii. Mike Oakes to issue the notification to all (included within the minutes distributed). (DONE VIA E-MAIL) iii. w/c 8th October. The Localism Officer is to meet with the 15 Town and Parish Councils to discuss site allocations. iv. w/c 16th October. The Harewood and Wetherby Ward will be briefings on site allocations. v. It is envisaged that the Parish Council will be advised of the 2012 SHLAA sites prior to the December report being issued. vi. It was agreed to invite Matthew Robinson to attend the next NDP meeting. Mike Oakes to formally invite Matthew. vii. Mike Oakes to review the NDP Project Plan and Timescales to ensure ahead of the LCC timeframe. viii. Mike Oakes to issue the blank proforma for "Leeds Site Allocations Development Plan Document" to be used by LCC when conducting site assessments. Also used by the Parish Council. (DONE VIA E-MAIL) ix. Mike Oakes to distribute the A4 size maps showing the SHLAA sites and areas. (DONE VIA E-MAIL) x. It was agreed that the NDP members should provide factual feedback where applicable regarding the SHLAA sites to Mike Oakes . 	<p>Mike Oakes</p> <p>Mike Oakes</p> <p>Mike Oakes</p> <p>Mike Oakes</p> <p>Mike Oakes</p> <p>ALL</p>
8	<p>Any Other Business</p> <ul style="list-style-type: none"> i. David Gluck has resigned from the Aberford and District Neighbourhood Development Plan Management Group and also the Parish Council. ii. The Aberford Village Design Statement draft is currently being reviewed by the authors and the Parish Council. iii. As Consultants may not be needed, a skills assessment is needed for the NDP group (and time available) to gauge skills available (and needed to source). Mike Oakes to issue Item 8 AOB Skills and Meeting Availability form to all (DONE VIA E-MAIL). All to return urgently. iv. Next meeting date to be confirmed upon receipt of the previous item to Mike. 	<p>Mike Oakes and ALL</p> <p>ALL</p>