

**Minutes from Aberford and District Neighbourhood Development Plan
Management Group**

6th December 2012

Attendees:-

Mike Oakes	Steve Piper	Tom Picton-Phillipps	Sharon Ockleton
David Duddell	Keith Dunwell	Ruth Reed	John Barker
Derek Mills	Ian Forster	Margaret Lloyd	Nigel Moore
Shereen Lloyd			

Apologies

Suzanne Phillips	Richard Maltby	Ray Alderson	Mark Watford
Paul Hancock	Rachael Archer		

Item	Description	Action
1.	<p>Declaration of Interests</p> <p>Not received from either Mark Watford or Richard Maltby.</p> <p>Feedback that if adjacent to / or overlooks any SHLAA sites, all advised to update declaration of interests or submit revised copy. Outstanding declarations of interest would count against the group and its aims when the final plan and evidence is put before an Inspector. All to return their Declarations of Interest even if there are no interests to Declare.</p> <p>SO to re-issue the declaration of interests with the minutes of the meeting.</p>	<p>ALL</p> <p>SO</p>
2.	<p>Minutes of the previous meeting and any matters arising.</p> <p>i. Outstanding Skills Assessments – please complete and urgently return, if not already done so, to Mike Oakes. Need to determine the skills from those within the parish that may help and support the management group (rather than rely on Consultants and their costs).</p> <p>ii. Project Board 2 feedback from 5th December – Leeds City Council timeframes remain as is for the moment, but the assumption is that they will be revised in Feb 2013 to complete the Core Strategy.</p>	<p>ALL</p>
3.	<p>Leeds City Council update</p> <p>i. Meeting held for Project Board 2 on the 5th December to share best practise. Mike attended on our behalf as part of the Outer North East parishes. Updates:-</p> <p>a. Each parish provided an update at the meeting. Some are ahead, some behind as to where we are at present. Barwick and Scholes are in a different boundary team.</p> <p>b. Boundary issues exist – though different to ours with LCC and Sturton Grange. The others are mainly within plots of land that are shared between different parishes.</p> <p>c. In depth assessments of the SHLAA sites are needed –</p>	<p>Mike Oakes</p>

	<p>remember need factual evidence – not subjective. Photographs etc</p> <p>d. Tempo FM broadcasts from Wetherby, can publicise the events (as long as able to receive the transmission in the village).</p> <p>e. Noted feedback boxes will be needed on the open day (see update from Comms team) for comments / post it notes</p> <p>f. Advised to be careful with the use of affordable housing term – can be misinterpreted by others, or social housing to LCC. We need to be specific about the types of housing we refer to and it may be better described as housing affordable to those who have grown up in the village.</p> <p>g. Next meeting date for Project Board 2 anticipated being within the next 6 – 8 weeks. Mike Oakes to attend.</p> <p>ii. Village Design Statement – to include in the Neighbourhood Development Plan in draft form and need to consider starting soon.</p> <p>iii. Sturton Grange – meeting to take place on 18th Dec with the 3 x ward councillors and representatives from Aberford & District Parish Council at the Garforth Library at 4pm. The development plan boundary is the parish boundary, that stance has not changed, though LCC still wish to move it to Garforth. Reading through the Localism Act, it is rather vague. Outcome may include agreement, or escalate to legal dispute etc. Await outcome of the meeting. Mike Oakes will attend for our group.</p>	<p>Mike Oakes</p> <p>Mike Oakes</p>
4.	<p>Parish Council update</p> <p>i. £100 funding has been agreed by the Parish Council to be used as prizes for the completion of the Comms team Questionnaire.</p> <p>ii. Next Parish Council meeting is the 18th December at 7.30pm.</p> <p>iii. Aberford Village Design Statement to be approved at this meeting.</p>	
5	<p>Sub Committee updates</p> <p>2 groups agreed so far:-Communications Group (comms) and Community Profile and infrastructure.</p> <p>Comms group:-</p> <p>i. Members: Steve Piper, Ruth Reed, Keith Dunwell, Margaret Lloyd and Sharon Ockleton.</p> <p>ii. 3 meetings held to date and walked the SHLAA sites in the village.</p> <p>iii. Open day planned for 19th Jan 2013.</p> <p>a. Next meeting to discuss the content of the Open day to be 3rd January for all those within the management group. The aim being for the Comms group to share Open Day plans to date and plan distribution and collection of responses of the Questionnaire.</p> <p>b. Volunteers within management group needed to support the Comms team on the 19th Jan. Please notify Steve Piper if all to help out for a few hours etc on the</p>	<p>ALL</p>

	<p>day.</p> <p>c. Notified that there will be 2 questionnaires – one for Aberford village and the other for Sturton Grange. Awaiting outcome of meeting on 18th Dec before issue Sturton Grange.</p> <p>d. Questionnaire for Aberford village to be printed over Christmas and begin to distribute 10th January. (Discuss support etc on meeting on 3rd Jan)</p> <p>e. Posters to be put up around the village promoting the rationale for the questionnaire.</p> <p>f. Deadline for completion is 31st January 2012. Prize draw to take place at next Parish Council meeting in Feb 2013.</p> <p>iv. Help requested with the letter to be written and posted to the landowners (need covering explanation / ask for skills and, or support / invitation to Parish Development meeting.</p> <p>v. Questionnaire produced (and to be circulated to all by Steve Piper to all within the management group).</p> <p>Community Profile and Infrastructure group:-</p> <p>i. Members: Tom Picton Phillips, David Dudell, Derrick Mills, Rachael Archer and Shereen Lloyd.</p> <p>ii. Future meeting date for the subcommittee to be agreed. Shereen Lloyd has joined the group.</p> <p>iii. Mike Oakes to send the road safety link to Tom PP.</p> <p>New members welcome to either group.</p> <p>Committees to provide updates at future NDP meetings.</p>	<p>ALL – discuss at 3 / 1 / 13</p> <p>Mike Oakes</p>
6.	<p>SHLAA sits Update</p> <p>i. No update. Noted that Amber sites may in future be viewed as a potential green site.</p>	
8	<p>Any Other Business</p> <p>i. Barwick Village Design Statement is now available on line.</p>	

Future Meeting Dates for all within the management group:-

- 3rd January 2013 – main focus to discuss Open Day,
- 10th January 2013 – general meeting