

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

**8<sup>th</sup> November 2012**

### Attendees:-

Mike Oakes	Steve Piper	Tom Picton-Phillipps	Sharon Ockleton
David Duddell	Keith Dunwell	Paul Hancock	Ruth Reed
John Barker	Derek Mills	Ian Forster	Margaret Lloyd
Rachael Archer			

### Apologies

Suzanne Phillips	Richard Maltby	Ray Alderson	Mark Watford
Nigel Moore	Shereen Lloyd		

Item	Description	Action
1.	<p><b>Declaration of Interests</b></p> <p>Not received from Keith Dunwell, Mark Watford and Richard Maltby. Keith has previously submitted declaration to the Parish Council. (Update copy rec'd via Steve Piper).</p>	Mark Watford, Richard Maltby
2.	<p><b>Minutes of the previous meeting and any matters arising.</b></p> <p>i. Discussion around Sturton Grange remaining with the Aberford and district parish NDP. Independent advice has been sought and all Parish Councillors are in agreement that Sturton Grange remains within the parish.</p> <p>ii. NDP project plan. Previous action point for Mike to review timescales. However a "best practise" meeting is due in approx 2 weeks with neighbouring parishes, so will update thereafter.</p> <p>iii. Query raised at previous meeting regarding the outcome of the Barwick end of Aberford Road. Parish Council discussing with counterparts (may also need comms group to engage too).</p> <p>iv. £10,000 funding. Has been confirm that some of the funding was allocated for the use of external consultants within 12 months. If it needs to be spent, the sign off is via the Parish Council. Alternatively still trying to source expertise and see what resources exist in the parish.</p> <p>v. Outstanding Skills Assessments – please complete and urgently return, if not already done so, to Mike.</p> <p>vi. Future meeting dates – all in agreement for it to be the first Thursday of each month.</p>	Mike Oakes  Comms group
3.	<p><b>Leeds City Council update</b></p> <p>i. As noted above, there is a meeting for Project Board 2 on the 5<sup>th</sup> December to share best practise. Mike will be attending on our behalf.</p>	Mike Oakes

	<ul style="list-style-type: none"> <li>ii. Overview of SHLAA Assessments:- <ul style="list-style-type: none"> <li>a. 156 sites across the area for 2011 and 2012. Meetings have taken place between LCC and the Ward members (who were briefed by the parish councillors).</li> <li>b. 80% of the sites were agreed. They were assessing 4,600 sites of which 1,600 were assigned Green, 1,600 Amber and 1,200 Red.</li> <li>c. Not yet told which of the 20% of the sites were disagreed with or where there may be a conflict of opinion. Feedback will be via the Parish Council.</li> </ul> </li> </ul>	
4.	<p><b>Parish Council update</b></p> <ul style="list-style-type: none"> <li>iii. The last meeting was held on the 16<sup>th</sup> October.</li> <li>iv. The Sturton Grange issue was raised (as noted under section 2 of the minutes).</li> <li>v. The meeting also reviewed the Village Design statement. Comments and feedback were noted for re-draft. Amends due shortly.</li> </ul>	
5	<p><b>Sub Committee updates</b></p> <p>2 groups agreed so far:-  Communications Group (comms)  Community Profile and infrastructure.</p> <p><u>Comms group:-</u></p> <ul style="list-style-type: none"> <li>i. Members: Steve Piper, Ruth Reed, Keith Dunwell, Margaret Lloyd and Sharon Ockleton.</li> <li>ii. 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.</li> <li>iii. All about engagement with the villagers, businesses, landowners and collating and sharing news.</li> <li>iv. Open day agreed to be held early in the New Year – Date / Venue / Content to be confirmed. “How do the parishioners want the parish to look like in 15 – 20 years time?”</li> <li>v. Remit to include (ideas):- <ul style="list-style-type: none"> <li>a. Face to face street contact</li> <li>b. Pubs</li> <li>c. Member of clubs / societies within the parish</li> <li>d. Village Hall – notice board</li> <li>e. Local businesses – info in shop / Aberford Interiors</li> <li>f. Events in the parish – Farmers Market, Horticultural show</li> <li>g. School newsletter / Church newsletter / Parish Magazine</li> <li>h. Alms houses</li> <li>i. Landowners / Developers</li> <li>j. Questionnaire</li> </ul> </li> <li>vi. Sharon Ockleton to issue the questionnaires obtained via Clifford and Thorner to the comms group</li> <li>vii. Visibility of the Sites – Margaret Lloyd and Sharon Ockleton to</li> </ul>	<p>Mike Oakes</p> <p>Sharon Ockleton</p>

	<p>walk to sites to gain an understanding of location.</p> <p>Community Profile and Infrastructure group:-</p> <ul style="list-style-type: none"> <li>i. Members: Tom Picton Phillips, David Dudell, Derrick Mills and Rachael Archer</li> <li>ii. Ideas:- <ul style="list-style-type: none"> <li>a. Utility companies – plans? Major gas pipes</li> <li>b. Village Design Statement and Master plan (Barwick?)</li> <li>c. SHLAA Assessments</li> <li>d. Clifford NDP / Thorner / Walton</li> <li>e. Record of activity</li> <li>f. Parish Councillors</li> <li>g. Infrastructure</li> <li>h. Census</li> </ul> </li> <li>iii. New members welcome to either group.</li> <li>iv. Committees to provide updates at future NDP meetings.</li> </ul>	
6.	<p>SHLAA sites Update</p> <ul style="list-style-type: none"> <li>i. 2011 SHLAA sites previously issues and the Parish Councillors completed the assessments</li> <li>ii. 2012 Sites announced and include:- <ul style="list-style-type: none"> <li>o Park House Farm - marked Amber</li> <li>o Home Farm, Lotherton Estate - marked Amber</li> <li>o Village Hall site – planning application refused within last 12 months</li> </ul> </li> <li>iii. Other sites to be aware of, on the border of the parish (A64) over 5000 units under consideration at Bramham. Infrastructure required as Greenfield location.</li> </ul>	
8	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>i. Barwick Village Design Statement is now available on line.</li> <li>ii. Feedback from Clifford Open day (see attachment by Sharon Ockleton).</li> </ul>	

Next Meeting to be held at 7:30pm on Thursday 6<sup>th</sup> December 2012 in the Oriel Room at St Ricarius Church, Aberford.