

Minutes from Aberford and District Neighbourhood Development Plan Management Group

13th June 2012

Attendees:-

David Gluck
Rachael Archer
Ruth Reed
Steve Piper
Derrick Mills

Apologies

Margaret Lloyd, Mike Oakes, Mark Watford, Richard Maltby, Paul Hancock, , Shereen Lloyd, Sharon Ockleton, Suzanne Phillips, Tom Picton-Phillipps, Nigel Moore, Ian Forster

The meeting proceeded but according to the ToR was not quorate and therefore any decisions made are advisory only and require ratification at the next full meeting.

Item	Description	Action
1.	<p>Matters arising from previous meeting.</p> <p>i. The Neighbourhood development plan management group has been raised at the Parish council and is now an agenda item for all subsequent meetings – SP to attend next PC meeting to brief on any issues arising (DG to send minutes to Marolyn Piper)</p> <p>ii. Terms of Reference – approved with small amendments from the Parish Council. SP has put them on the website.</p> <p>iii. Continued desirability to attract new members from Parlington and Sturton Grange wards if possible.</p> <p>iv. Nominations for officers – Mike Oakes has been nominated for Chair and has indicated his willingness to stand. Sharon Ockleton has been nominated for Secretary and DG will check her willingness to act in this role. As no quorum, decisions on appointment deferred to next meeting.</p> <p>v. External support – note was taken of comments made at the May parish council meeting. It was agreed that DG should do a detailed breakdown of tasks, indicating which could be undertaken by the group/wider community, and those which will need external support and how much this is likely to cost. This note to be circulated to all for comment before sending to the parish Council for discussion and decision.</p> <p>vi. Statement of Community Involvement – this is now out for consultation with comments required by 16th July.</p> <p>vii. Application for neighbourhood Area – this has been submitted and the consultation period extends until 6th July.</p>	<p>DG/SP</p> <p>All to note</p> <p>All to note</p> <p>DG</p> <p>DG</p>
2.	<p>Update on Leeds City Council action</p> <p>i. The East North East Area Support Team has established a Project Board for the 8 parishes who have recently applied for</p>	

	<p>Neighbourhood Area status in order to undertaken a NDP. Mike Oakes has been proposed as being the most appropriate person to attend this, subject to ratification of his election as Chair of this group. The first meeting is scheduled for 4th July and MO will attend.</p> <p>ii. LCC have also arranged a meeting of Chairs of all PCs in the outer north east to discuss NDPs and housing allocations – scheduled for 27th June. David Howson + one other will attend from Aberford PC.</p> <p>iii. DG met with Heather Suggate, NDP Offcier at LCC on 7th June and gave her a tour of the parish + a brief on progress to date. She remains available as a limited resource for us going forward.</p>	MO
3	<p>Update from Aberford and District Parish Council</p> <p>i. As previously noted, NDP is now a standing agenda item and at the last meeting, the PC ratified with some comments the SCI, ToR and noted the Project Plan and Risk Assessment.</p>	
4.	<p>Project Plan (see draft project plan)</p> <p>i. Activity 6. SP has now got the webpage set up on aberfordonline.com. DG still to set up Google Docs.</p> <p>ii. Activity 7. Statement of Community Involvement – RA had confirmed that we are advised to ensure we have contact with the employer of transient labour at Makins Farm.</p> <p>iii. Activity 8: DG has a list of all external stakeholders.</p>	DG
5	<p>Register of Members Interest</p> <p>i. DG has drafted an outline for group members to complete. Dg to circulate for comments from the group before sending out the final version.</p>	DG
6.	<p>Meeting Landowners and Developers</p> <p>i. The group debated how to engage with landowners who have submitted their land to the SHLAA. It was agreed to write to all and inform them that they are welcome to attend our future meetings as a member of the audience and also to seek individual meetings so that the group can understand what landowners are planning, and so they can understand the process we have embarked upon.</p>	DG
6	<p>Any Other Business</p> <p>i. Date of next meeting to be confirmed for July.</p>	DG