

Minutes from Aberford and District Neighbourhood Development Plan Management Group

16th July 2012

Attendees:-

David Gluck	Shereen Lloyd	Steve Piper	Tom Picton-Phillipps
Rachel Archer	Sharon Ockleton	Nigel Moore	Margaret Lloyd
Mike Oakes			

Apologies

Suzanne Phillips

Item	Description	Action
1.	<p>Matters arising from previous meeting.</p> <ul style="list-style-type: none"> i. All notes and hyperlinks circulated. ii. The Neighbourhood development plan management group has been raised at the Parish council and is now an agenda item for all subsequent meetings. 	
2.	<p>Elections of Officers</p> <ul style="list-style-type: none"> i. Mike Oakes nominated and voted as Chairman ii. Sharon Ockleton nominated and voted as Secretary. iii. Nigel Moore nominated as Vice Chair - pending 	
3	<p>Update on Leeds City Council actions.</p> <p>DG provided 2 key updates:-</p> <ul style="list-style-type: none"> i. Meeting held on 27th June for Outer North East Leeds Chairs / Parish Councils. DG and David Howson attended on behalf of the parish. No conclusions as of yet. A follow up meeting is to be held to review the sites and allocation. 4,500 planned in total for Outer North. No date yet for next meeting. ii. Project Board meeting – 4th July – Attended by Parish Council representatives from many Parishes and Mike Oakes attended on behalf of Aberford & District Parish Council and this group. Considered a draft Terms of Reference for the group. <p>The key aims being to:-</p> <ul style="list-style-type: none"> a. Gather evidence / hold regular meetings and document records. b. Consider a Project Plan and Communications strategy – share what good looks like (eg Barwick) c. Share update for Neighbourhood plans. Feeling was no need for a template and keep to the individual nature 	

	<p>for each parish. Can obtain ideas, but keep relevant to plans and local area. Share best practise.</p> <p>d. Define the committee profile – masterplan and Statement. Evidence of consultation needed. Need to demonstrate what the villagers want “ sustainability / deliverables”</p> <p>e. When assessing sites, consider those from the SHLAA plus others – list preferences.</p> <p>f. Need a register of landowners</p> <p>g. Consult the stakeholders – Parish / land owners / Coal Board / Electric Board / Railways etc</p> <p>iii. Andy Birkbeck / Ian Mackay. Key points raised are that the LCC officers will be visiting each individual site again to review for sustainability. LCC will advise the Parish Council when these appraisals will take place. We need a one page guide on sustainability appraisals so we can ensure all relevant factors have been covered.</p>	
4.	<p>Proposal to Parish Council for funding</p> <p>i. Draft Costed Project Plan submitted to Parish Council on 17 July. Costs estimated £11,350. Detail updated since last meeting.</p> <p>ii. Main comment re LCC can provide information on sites / policies for each Parish.</p> <p>iii. With regards to Stage 3 of the draft costed project plan, left the detail as is. Need to consider if there is an opportunity to share the cost amongst parishes?</p> <p>iv. With regards to the SHLAA sites, agreed to look at each site ourselves, not delegate responsibility to LCC. May take their findings, but need to review from our perspective.</p>	DG
5	<p>Sub Groups</p> <p>i. Agreed the need to divide key tasks into sub groups. Agreed they should include:-</p> <p>ii. Communications group. Key function implementing the statement of community involvement, through websites, notices, newsletters whilst ensuring respond to those with special needs.</p> <p>iii. Consultation group. Will overlap with the Communications group, but need to consider how to go through the process i.e. open meetings etc.</p> <p>iv. Community Profile. Census date etc.</p>	DG
6	<p>Register of interests.</p> <p>i. Register of Members Interests issued to all. Not for public domain, but to be held by the Secretary.</p>	

	<p>ii. Forms received from:-</p> <p>David Gluck Shereen Lloyd Steve Piper Rachel Archer Nigel Moore Tom Picton-Phillipps Sharon Ockleton Michael Oakes Derek Mills Ruth Reed Paul Hancock Ray Alderson Dave Duddell Margaret Lloyd</p> <p>iii. Forms outstanding to be submitted to Sharon Ockleton or Mike Oakes at the next meeting.</p>																																									
7	<p>Sites for consideration (housing)</p> <p>i. The proposed sites under consideration for SHLAA are:-</p> <table> <tr> <td>1048</td> <td>Main Street (behind Café/substation)</td> <td>-</td> <td>22 homes</td> </tr> <tr> <td>1131</td> <td>Allotments</td> <td>-</td> <td>22 homes</td> </tr> <tr> <td>1161</td> <td>Parlington Drive</td> <td>-</td> <td>61 homes</td> </tr> <tr> <td>1162</td> <td>Behind the school (Parlington estate)</td> <td>-</td> <td>63 homes</td> </tr> <tr> <td>1163</td> <td>Depot yard</td> <td>-</td> <td>24 homes</td> </tr> <tr> <td>1130</td> <td>Parlington Lane Football pitch</td> <td>-</td> <td>46 homes</td> </tr> <tr> <td>1132</td> <td>Off Lotherton Lane</td> <td>-</td> <td>11 homes</td> </tr> </table> <p>None of the above sites have planning permission, nor have any expired.</p> <p>Aberford and District Parish also includes:-</p> <table> <tr> <td>1232 Makins – Sturton Grange</td> <td>-</td> <td>6300 homes</td> </tr> </table> <p>66% of this site is in the Aberford Parish.</p> <table> <tr> <td>3115 Newhold</td> <td>-</td> <td>68 homes</td> </tr> <tr> <td>1165 Berwick Road (50% in the parish)</td> <td>-</td> <td>109 homes</td> </tr> <tr> <td>2156 Hawks nest wood (10% in the parish)</td> <td>-</td> <td>954 homes</td> </tr> </table> <p>Other alternatives can be identified by the group, for example, Behind the Village Hall, St John’s and the end of Highfield Road.</p>	1048	Main Street (behind Café/substation)	-	22 homes	1131	Allotments	-	22 homes	1161	Parlington Drive	-	61 homes	1162	Behind the school (Parlington estate)	-	63 homes	1163	Depot yard	-	24 homes	1130	Parlington Lane Football pitch	-	46 homes	1132	Off Lotherton Lane	-	11 homes	1232 Makins – Sturton Grange	-	6300 homes	3115 Newhold	-	68 homes	1165 Berwick Road (50% in the parish)	-	109 homes	2156 Hawks nest wood (10% in the parish)	-	954 homes	
1048	Main Street (behind Café/substation)	-	22 homes																																							
1131	Allotments	-	22 homes																																							
1161	Parlington Drive	-	61 homes																																							
1162	Behind the school (Parlington estate)	-	63 homes																																							
1163	Depot yard	-	24 homes																																							
1130	Parlington Lane Football pitch	-	46 homes																																							
1132	Off Lotherton Lane	-	11 homes																																							
1232 Makins – Sturton Grange	-	6300 homes																																								
3115 Newhold	-	68 homes																																								
1165 Berwick Road (50% in the parish)	-	109 homes																																								
2156 Hawks nest wood (10% in the parish)	-	954 homes																																								
8	<p>Any Other Business</p> <p>None raised.</p>																																									

Future meeting dates to be confirmed.