

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

26th April 2012

Attendees:-

David Gluck	Shereen Lloyd	Steve Piper	Tom Picton-Phillipps
Rachael Archer	Sharon Ockleton	Lorna Highet	Ian Forster
Dave Duddell	Suzanne Phillips	Nigel Moore	

Apologies

Margaret Lloyd, Mike Oakes, Mark Watford, Richard Maltby, Paul Hancock, Ruth Reed, Derrick Mills

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>Terms of Reference (TOR)</p> <ul style="list-style-type: none"> i. Terms of Reference issued to all. Please notify David Gluck of any amends by 3rd May. ii. Discussed the need to register personal interest (i.e. land). DG to speak to Marilyn Piper (Parish Clerk) for advice. iii. Discussed the need to have geographical spread across all 4 wards of the neighbourhood and ensure there is representation from the smaller wards:- <ul style="list-style-type: none"> a. Aberford b. Lotherton c. Parlington d. Sturton Grange. iv. DG to confirm the number of members of the group currently across all 4 wards. v. Comment to be included within the TOR relating to the membership group, i.e. 25 max number. vi. New volunteers for the groups to be advertised in the parish newsletter. 	<p>All by 3rd May</p> <p>DG</p> <p>DG</p> <p>DG</p> <p>MP</p>
3	<p>Appointing the officers</p> <ul style="list-style-type: none"> i. DG has asked for volunteers or nominations for the roles below:- 	

	<p>Chairman Deputy Chairman Secretary</p> <p>ii. All to e-mail DG with offers or names prior to the next meeting. May consider rotating chair if needed.</p> <p>iii. DG unable to stand for chairperson role, as will be a conflict if the Parish seek professional support at a later date.</p>	<p>All by 22nd May</p>
4.	<p>Project Plan (see draft project plan)</p> <p>i. Dawlish development plan available to view. DG to circulate the link.</p> <p>ii. Currently in the setting up stage of the plan.</p> <p>iii. Activity 3 – Letter to LCC informing them of decision to proceed. An e-mail has previously been sent to LCC. Now the regulations have been issued, it confirms the method. Letter to be sent by the Parish Council on the 27th April. Amends discussed and approved by the management group. Once the application has been submitted, it will be available to view on the LCC website for 6 weeks.</p> <p>iv. Activity 6. Discussed the need to store our documents within the management group, prior to publicising on the Parish council website. Google docs seem to be the solution. DG to ask the Barwick / Scholes group how to set up. Steve Piper to set up a “NDP page” on the Aberford Parish Council website and load the links and documents (aberfordonline.com)</p> <p>v. Activity 7. Statement of Community Involvement. This ensures the engagement of all within the neighbourhood plan i.e. notice boards, websites etc. DG to re-draft the statement and to issue to the management team for comment. Lorna Hight to investigate Word functionality document and if that can be used if needed. Ian Forster to review the documentation regarding the regulations for EC citizens and to confirm the number of months the caravan residents will be at Garforth. Rachael Archer to seek advice from our Localism Officer, Andy Birkbeck.</p>	<p>DG</p> <p>MP</p> <p>DG</p> <p>SP</p> <p>LH</p> <p>IF</p> <p>RA</p>
5	<p>Appointing external support</p> <p>i. Need identified to ask the Parish Council for administration funds (printing, meeting space, professional support etc.). Next Parish Council meeting is the 22nd May.</p>	<p>DG</p>
6	<p>Any Other Business</p> <p>i. Summary of the key stages:</p> <ol style="list-style-type: none"> a. First Round of Consultations – public meetings / questionnaires / surveys b. Developing evidence base re infrastructure - sewer 	

	<p>capacity, car volume. The intention will be to use as much of the technical information as possible from the Aberford Masterplan.</p> <p>c. Physical land uses in the Parish. Review and consider each of the sites in SHLAA (aim approx Sept).</p> <p>d. Sustainable community. What do we need for Aberford in terms of shops, transport links, schools, infrastructure etc?</p> <p>ii. Parish Council website: http://www.aberfordonline.com/</p> <p>iii. DG to re-emails SHLAA links to all</p> <p>iv. Date of next meeting to be confirmed. Will be after 22nd May.</p>	<p>DG</p> <p>DG</p>
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