

**Aberford and District Parish Council
Neighbourhood Development Plan Management Group
Community Profile and Infrastructure Sub-Group**

Meeting 11 December 2012 at 10.00 am

Notes

Present **Rachael Archer
David Duddell
Derrick Mills
Tom Picton Phillipps**

Apologies **Shereen Lloyd**

1. Tom Picton Phillipps was confirmed as Chairperson of the sub-group
2. The terms of reference for the sub-group were agreed to be, "To provide for the main group a detailed analysis of the Parish Community – its people, its activities and its facilities – and, in the context of future development, its needs. This needs to be confirmed by the main group.
3. It was agreed that any analysis would have to recognise the needs of differing groups of people by reference to age. It was also agreed that it would be necessary to provide a report in two parts – one relating to the village the other to Sturton Grange.
4. The issues which need to be looked at were identified as:
 - a. Utilities
 - b. Transport and traffic management
 - c. School(s)
 - d. Shops
 - e. Environment – including flooding and access to pathways
 - f. Needs of different groups
5. Sources of information were identified as:
 - a. Aberford and District Masterplan 2011
 - b. Aberford and District Village Design Statement (when available)
 - c. Utility Providers – Gas, Electricity, Water, Telecoms and Broadband
 - d. Environment Agency
 - e. Leeds City Council – Highways, Public transport, Traffic Management, Education
 - f. 2011 Census
 - g. Electoral Roll
6. It was agreed that before the group could allocate tasks and begin to collect evidence, there were some fundamental questions that needed to be asked and answered. The first of these is the resolution of the "Boundary Issue". Reference was made to a CPRE leaflet in which it states that the Planning Authority (ie Leeds City Council) has the power to dictate the boundary of the area to which a Neighbourhood Plan applies. Other questions relate to which authority is responsible for what. To get answers to these questions, Tom Picton Phillipps will draft and circulate a letter to Mr Mackie at Leeds City Council.

7. There was no further business and it was agreed that the next meeting would be arranged at the meeting of the whole group on either 3 or 10 January.