

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

4<sup>th</sup> April 2013

Attendees:-

Ian Forster	John Barker	Keith Dunwell	Margaret Lloyd
Mike Oakes	Ruth Reed	Sharon Ockleton	Tom Picton-Phillips

Apologies

David Duddell	Derek Mills	Paul Hancock	Shereen Lloyd
Steve Piper	Tom Robbins	Suzanne Phillips	

Item	Description	Action
1.	<p><b>Management Group Members</b></p> <p>Revised meeting attendee listing produced.</p> <p>Resignations to date:- Rachael Archer, Ray Alderson, David Gluck, Mark Watford and Nigel Moore.</p> <p>Awaiting response from Richard Maltby.</p>	
2.	<p><b>Declaration of Interests</b></p> <p>i. Sharon Ockleton to confirm listings at next Aberford NDP meeting (this item was carried forward to the April meeting). Awaiting confirmation as to the group members. Listings to discussed and revised at May meeting.</p>	SO
3.	<p><b>Minutes of the previous meeting and any matters arising.</b></p> <p>i. Following on from the feedback from members of the parish noted in the mins of the 7<sup>th</sup> Feb, David Gluck has responded which is noted below:</p> <p style="color: blue;">"The minutes of 7th February 2013 of the NDP group refer to "my role" at the NDP open day, specifically:</p> <p style="color: blue;">1. Confusion with the Village Design Statement: firstly, I offered to display the VDS on the day and that was accepted as a good thing, so I willingly did so. Secondly, it was pretty obvious that the VDS was a different beast to the NDP consultation; thirdly, no-one expressed any confusion about the two things to me on the day.</p> <p style="color: blue;">2. Suspicious of his motives: Firstly, I started the whole NDP process in the parish and put a huge amount of time and effort in getting it up and running as you are well aware. My standing down from the process was not through lack of support for the process but because I have a living to make and could not afford to spend such a large amount of time running the NDP while also fulfilling my other voluntary duties in the village. Secondly, I was there because I was asked to be there to display the draft VDS, nothing else.</p>	

	<p>3. I would point out to the suspicious person(s) who made such a statement that all the work I did for the NDP was voluntary; all the work I have done in writing the VDS is voluntary; all the work I do for the Village Hall committee is voluntary. All the work I do is with the best interests of our community at heart</p> <ul style="list-style-type: none"> <li>ii. Amendment to the minutes produced from 7<sup>th</sup> March, Parlinton Estate point VII “The Estate in its current format is not sustainable in that rental income exceeds the costs of running the Estate”, should read the costs exceed the rental income.</li> <li>iii. Queries have been raised via <a href="http://www.aberfordplan.com">www.aberfordplan.com</a>. Answered directly by either Steve Piper or Mike Oakes. Any points of interest to be raised at future meetings.</li> <li>iv. Comms team Newsletter. Tom PP (the infrastructure team) to add a paragraph.</li> <li>v. Mike Oakes has re-forwarded on the Village Design Statement to TPP to see if able to open file.</li> <li>vi. Infrastructure group to contact Ian Mackay.</li> <li>vii. SO to make contact with Clifford Neighbourhood plan group to see if can share best practise with the Infrastructure team. Actioned - E-mail sent on 14<sup>th</sup> April, await response.</li> <li>viii. AOB from the mins on the 7<sup>th</sup> March:- <ul style="list-style-type: none"> <li>a. The group (via the PC) had received a request from a lecturer at Leeds Metropolitan University to talk to our group about the NDP and specifically the boundary issue. Mike has contacted the Lecturer and is awaiting a reply. If it relates to the boundary issue will recommend the lecturer makes contact with the Parish Council. Will be invited to a NDP meetings.</li> </ul> </li> </ul>	<p>Infrastructure team</p> <p>Infrastructure team</p>
4.	<p><b>Leeds City Council update</b></p> <ul style="list-style-type: none"> <li>i. Draft minutes have been issued from the Project Board meeting. The Community Infrastructure Levy charging schedule was presented due April 2014.</li> <li>ii. Mike Oakes to share websites some of the Parish NDP groups in the north of Leeds. <ul style="list-style-type: none"> <li><a href="http://www.lintonvillage.org/neighbourhood-plan/overview-of-the-neighbourhood-plan/#">http://www.lintonvillage.org/neighbourhood-plan/overview-of-the-neighbourhood-plan/#</a></li> <li><a href="http://www.eastkeswick.org.uk/plan/">http://www.eastkeswick.org.uk/plan/</a></li> <li><a href="http://www.shadwellneighbourhoodplan.co.uk/">http://www.shadwellneighbourhoodplan.co.uk/</a></li> <li><a href="http://www.scarcroft.org/neighbourhood-plan/">http://www.scarcroft.org/neighbourhood-plan/</a></li> </ul> </li> <li>iii. With regards to the SHLAA site allocations, on the <b>8<sup>th</sup> May</b> a report is to be discussed by the Council Board members. The report will be available 5 working days before the meeting on their website.</li> <li>iv. Andrew Birkbeck, our Localism Officer and Project Board member is moving on.</li> <li>v. No meeting date as of yet for the next Project Board meeting.</li> <li>vi. General info:- <ul style="list-style-type: none"> <li>a. The Department for Communities and Local Government are making available a 2 year fund of £9.5million for groups who are producing Neighbourhood Development plans. We are able to</li> </ul> </li> </ul>	<p>Mike Oakes</p>

	<p>bid for £7,000, details to be made available on the 15<sup>th</sup> April, with applications received after 1<sup>st</sup> May. Mike Oakes to investigate further and report back at the next meeting.</p> <p>vii. Sturton Grange – a meeting has been organised for 18<sup>th</sup> April. Update to be provided by Keith Dunwell at the next team meeting.</p>	<p>Mike Oakes</p> <p>Keith Dunwell</p>
4.	<p><b>Parish Council update</b></p> <p>i. The final Village Design Statement has been submitted to the Parish Council.</p> <p>ii. With regards to the current £10,000 budget from the Parish Council, timeframe queried as to how long available to use.</p> <p>iii. Steve Piper to confirm with the Parish Council Clerk the exact amount and timeframe.</p> <p>iv. Raised by Mike Oakes and Tom Picton Phillips that funding may be required by the Infrastructure team.</p> <p>v. Mike Oakes also suggested that David Gluck was currently working on 5 different Neighbourhood Development Plans and would be able to help on a consultative basis.</p> <p>vi. Sharon Ockleton raised the suggestion of recruiting a Project Manager to manage the remaining process and outsourcing of consultations as and when needed, though reporting to the ANDP team and Parish Council.</p> <p>vii. Ruth Reed reminded all that a process needs to be followed via the Parish Council.</p> <p>viii. Group to agree what works are needed and to discuss at the next team meeting.</p> <p>ix. Mike Oakes has asked for volunteers to attend “How can your neighbourhood make a difference to climate change” meeting on the 25<sup>th</sup> April. If you are able to attend on behalf of the group, please contact Mike.</p>	<p>Steve Piper</p> <p>ALL</p>
5	<p><b>Sub Committee updates</b></p> <p>i. Comms team:</p> <p>a. Business Questionnaire despatched to 17 businesses a few weeks ago. 2 responses received to date, but the closing date is not until 30<sup>th</sup> April.</p> <p>b. Questionnaire not sent to the Doctors Surgery, as have assumed the Infrastructure team will have specific questions to ask?</p> <p>c. Comms team to issued a copy of the questionnaire and covering letter to all (included within the distribution of these meetings).</p> <p>d. Infrastructure team to advise Comms team of questions so questionnaire can be distributed.</p> <p>e. Newsletter drafted. Received paragraph from Mike Oakes, but awaiting input from Infrastructure team.</p>	<p>Infrastructure team</p> <p>Infrastructure team</p>
6.	<p><b>SHLAA sites Update</b></p> <p>i. As previously mentioned under item 4 Leeds City Council iii, meeting arranged for 8<sup>th</sup> May.</p>	

8	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>i. SO queried in the timelines in the original action plan are still relevant. Mike Oakes confirmed no amends needed.</li> <li>ii. Mike Oakes announced that the Aberford Community Interests group (CIC) are soon to conduct a noise monitoring project to measure the noise from the motorway. Funding has been issued to carry out the research. No dates for outcomes as of yet as a long term project.</li> </ul>	

- The next meeting dates are 2<sup>nd</sup> May, 6<sup>th</sup> June and 4th July.