

**Minutes from Aberford and District Neighbourhood Development Plan Management
Group meeting of 4th July 2013**

Attendees

Mike Oakes	Steve Piper	Tom Picton-Phillipps	Keith Dunwell
Ruth Reed	Tom Robbins	John Barker	Sharon Ockleton
Margaret Lloyd	Ian Forster	Shereen Lloyd	Suzanne Phillips

Agenda Item	Description	Action
1.	<p>Apologies</p> <p>Dave Duddell, Derrick Mills and Paul Hancock.</p>	
2	<p>Declaration of Interests</p> <p>All declarations are up to date.</p>	
3.	<p>Minutes of the previous meeting and any matters arising. Each item covered off under the relevant section</p> <ul style="list-style-type: none"> i. Item 3iv – No update from the meeting on the 8th May regarding climate change as of yet. ii. Item 4ii – Parish boundary for ANDP – to be updated in Item 4 at this meeting. iii. Item 5iii – this forms part of an e-mail sent to the Parish Council by Mike Oakes. iv. Item 6b – email sent by David Duddell to Mr McKay – as of yet no response received. 	
4.	<p>Leeds City Council Update</p> <ul style="list-style-type: none"> i. It has been 6 months since Leeds City Council had agreement from the Parish Council to move the Parish boundary to the motorway as opposed to Sturton Grange, for the purpose of the ANDP only. ii. Ian McKay replied as of 24th June, recommending as discussed and agreed and notified Harewood, Garforth and Swillington Ward Councillors of the amends. A formal response is required from the Ward Councillors before agreement is finalised. No explanation provided as to the reason for the 6 month delay. iii. The invitation requested by the Comms sub group to invite Mr McKay to the ANDP on the 4th June was issued. No reply received. An open initiation remains. iv. Agreed it may be more feasible to send the questions via e-mail and via Julie Sou, the Parish Council Clerk, given Mr McKay responded to her recent boundary query. v. Alternatively, it was suggested that we invite Matthew Robinson to future meeting in addition to Mr McKay. vi. No other updates, no update received from the Project Board Meeting. 	<p>Steve P / Sharon O</p>
5.	<p>Parish Council Update</p> <ul style="list-style-type: none"> i. Julie Sou has formally replied on behalf of the Parish Council to the 	

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	<p>e-mail sent by Mike Oakes (as documented in the mins of 6th June).</p> <ol style="list-style-type: none"> a. With regard to the Planning Aid application, the Parish Council wishes to formally apply for free Consultant support, not a grant. b. The decision to make the application has been delegated to the ANDP group. The outcome decided at the meeting is for Ruth Reed, Steve Piper and Mike Oakes to meet up and formally complete the application form prior to the next ANDP meeting. c. The Parish Council also contacted the Awards for All body requesting an extension to the time period for the grant issued. The response was that rather than a 6 month extension be agreed, as requested, a 3 month extension was granted – up to 19th December 2013. The reply via letter also stated that if we foresaw a problem in spending the money, an alternative approach would be to cancel the application and may wish to try again. d. Within the letter received from David Herron, Funding Officer at Awards to All, he made reference to the completion of the project. Steve Piper to ask Julie Sou to ascertain the definition of “completion”. What was documented within the original application to the Awards for All grant? e. The Parish Council did not wish to appoint another councillor to the group at this stage. f. A discussion took place amongst all expressing a desire to move forward with the writing of the ANDP. Agreed that would await the outcome of the Planning Aid grant application for free consultant support to ascertain the next stages. Agreed Infrastructure team need advice as to whether the work completed will suffice or if other activity is needed. It was also assumed that should the ANDP group need to re-tender for some support, the thoughts are that the Parish Council would not necessarily approach all the original tender companies. The expectation was that a shortlist would be issued with the reduced funding, given we have achieved much of the work ourselves. g. Keith Dunwell raised the Makin Proposals to the group (consultation from 3rd June to 29th July). Mike Oakes reiterated that as the ANDP we will not respond. Either the Parish Council can make comments, or it can be done individually. It was noted that the best way to present feedback would be via the online access. It was noted that it would have an impact on the Parish Council, but not directly on the ANDP other than being aware of the infrastructure commitments for both Bramham and Makin. 	<p>Ruth R / Steve P / Mike O</p> <p>Steve P</p>
6.	<p>Sub Committee updates</p> <p>Infrastructure group.</p> <ol style="list-style-type: none"> i. Shereen Lloyd reported that no response had been received from any of the contacts noted on the previous minutes. It was agreed 	

