

**Minutes from Aberford and District Neighbourhood Development Plan
Management Group meeting of 6th June 2013**

Attendees

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| Mike Oakes | Steve Piper | Tom Picton-Phillipps | Keith Dunwell |
| Ruth Reed | Tom Robbins | John Barker | Sharon Ockleton |
| Derrick Mills | Ian Forster | Shereen Lloyd | |

| Agenda Item | Description | Action |
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| 1. | <p>Apologies</p> <p>Dave Duddell, Margaret Lloyd, Paul Hancock and Suzanne Phillips</p> | |
| 2 | <p>Declaration of Interests</p> <p>All outstanding declarations have now been submitted.</p> | |
| 3. | <p>Minutes of the previous meeting and any matters arising</p> <ul style="list-style-type: none"> i. Item 3ii – Doctors Questionnaire. Issued by the Comms team and response received. ii. Item 3iv – No update from the meeting on the 8th May regarding climate change as of yet. iii. Item 4ii – Parish boundary for ANDP – to be updated in Item 4 at this meeting. iv. Item 5iii – this forms part of an e-mail sent to the Parish Council by Mike Oakes. v. 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. Mike Oakes provided feedback from a meeting for the Chairs of the neighbourhood development plans. It was a SHLAA updated meeting for Outer North East. Key learns:- <ul style="list-style-type: none"> a. The Ward Councillors were more cautious than the Parish Councils during the SHLAA exercise and marked alternatives sites either red or orange. b. LCC claims to have done an extensive site survey for every SHLAA site. However some have disputed this. ii. The Executive Board met on the 9th May to review the draft proposal. All the Aberford Parish sites went through as “sieved out as not part of the hierarchy”. So from the initial 70,000 properties LCC are aiming to identify for the next 15 – 20 years, none are identified within Aberford at present. iii. The site at Bramham is still under review, with a possible 5,000 properties identified. However, infrastructure will | |

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| | <p>be a key consideration.</p> <ul style="list-style-type: none"> iv. The LCC are opening up comments on SHLAA sites for the public. We need to look at the adjacent sites to Aberford and consider the impact. v. Suggestions to be provided online, not via paper. vi. Also need to look at feedback and details for others and see if they can be used in the ANDP. | |
| 5. | <p>Parish Council Update</p> <ul style="list-style-type: none"> i. Mike Oakes has sent a letter to Julie Sou, the new Parish Clerk outlining several key learns:- <ul style="list-style-type: none"> a. The Boundary of the motorway for the Aberford NDP. Although all in agreement to use the M1 motorway as the revised boundary, as of yet there is no mention from LCC regarding this. Mike has asked Julie Sou if a response has been received. Initially we anticipated this would take approx 6 weeks. b. SHLAA update. Mike recommended that with continue with the Aberford NDP given more than 25% of the households had responded to the Comms team questionnaire, although all the sites are not currently within the hierarchy. c. Harvey Pritchard and Quentin Bradley were initially invited to attend the group via the Parish Council. Mike has asked the PC if they are happy for Aberford to be used as a case study. d. £10k grant support. As previously documented there is a 12 month deadline. However, Harvey Pritchard (Chartered Planner) did suggest at our previous meeting that we apply to the government for the Planning Aid £500 - £7000 grant support. In addition to the grant, there is a possibility of free consultancy support. Need to clarify how the money will be used and Mike Oakes has volunteered his support to the PC in submitting the application. e. Consultant support. There is a limit to the group expertise. The additional support needed may come via Planning Aid. ii. Mike Oakes submitted the update to Julie, prior to the recent Parish Council (also the AGM meeting). As of yet, no formal update received by Mike from Julie. Steve Piper to liaise with Marilyn Piper for formal confirmation to be sent. The consensus from those attending the PC AGM was that agreement was made to apply for the Planning Aid grant, though there was a need to scope out the consultation support needed. iii. Request was made by Steve Piper to invite Mr McKay to future team meetings (preferably 4th July). If unable to attend, Comms team can suggest alternative dates. Aim | <p>Steve Piper</p> <p>Mike Oakes</p> |

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| | <p>is to send over questions prior to meeting. Mike Oakes to formally invite Mr McKay to the meeting (or his colleagues / Ward Councillors).</p> | |
| <p>6.</p> | <p>Sub Committee updates</p> <p>Infrastructure group.</p> <p>i. Shereen Lloyd has contact the Clifford NDP team and asked for contact details for key utilities. As of yet no substantive response has been received from the list below:-</p> <ul style="list-style-type: none"> a. Street Lighting - Chris Kitching - chris.kitching@ssecontracting.com (response 05/06/13 - query passed to Leeds City Council) b. Gas - Peter Thompson - pthompson@northerngas.co.uk (incorrect email address and cannot find alternative) c. Traffic Management East – Highways, Leeds City Council - Nick Borrás - Nick.Borrás@leeds.gov.uk (v helpful – has passed on my query to colleagues and different department (traffic section). Reply expected within 2 weeks) d. Highways - Adrian Hodgson - adrian.hodgson@leeds.gov.uk (response 30/05/13 – he is passing query to Ian Mackay who will revert) e. Electricity - Phil Spivey - philspivey@northernpowergrid.com (no response, chased 06/06/13) f. Water - Sammi-Jo Taylor - sammi-jo.taylor@yorkshirewater.co.uk (no response, chased 06/06/13) g. Telephone - Amanda Carney - Amanda.carney@openreach.co.uk (directed to colleagues who have ultimately directed me to call “maps by email” on 0800 0232023 – choose option 5 – no progress despite several attempts at different times of days) <p>ii. Discussion then took place as to who the Highways division would have evidence of surveys; data collection; traffic volumes and traffic management surveys. Shereen to see if such data can be obtained.</p> <p>iii. Need to ensure the School will also be included within the infrastructure investigations – capacity etc</p> <p>iv. Doctors feedback received from Jessamine Cottage can be included within the Aberford NDP.</p> <p>v. Tom Robbins suggested we consider green spaces; social spaces; use of land pockets; local village committees and groups. Briefly included within the Comms Questionnaire but Infrastructure team to consider.</p> <p>Comms group:-</p> <ul style="list-style-type: none"> i. Action point as to how do we engage with the Community Groups to be taken away for Comms team to consider. ii. Comms team newsletter to be distributed w/c 3rd June, if not already received (thank you to Steve Piper for his work and collation of the data from the Questionnaire). iii. Next Open Day to be autumn 2013. iv. Wish to meet with Mr McKay to ask several questions. If | <p>Infrastructure team</p> <p>Comms team</p> |

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| | <p>you have you would like to put forward, please send to Steve Piper and Sharon Ockleton. The Comms team are meeting on the 9th June and will begin to collate questions.</p> <p>v. Looking at the next stage to start writing the Aberford NDP, Steve has suggested we look at the structure and format of Thame NDP, given we have much of the data and information already:-</p> <ul style="list-style-type: none"> a. Are able to use the Questionnaire information, village Design Statement and Masterplan b. At the Open Day engage with the parishioners as to where would they wish to position housing if any were to be built c. Consider retail options – all in agreement are keen for a Post Office etc, however no active stakeholder to run. | All ANDP members |
| 7. | <p>SHLAA sites Update</p> <ul style="list-style-type: none"> i. As previously documented, at present from a residential point of view all the SHLAA sites have been sieved out. ii. Two remain from an industry / retail point of view: Home Farm and Park House Farm. iii. However LCC published site allocations on Monday (refer to Map 25). Land opposite the Park House Farm (currently owned by Prudential) have been put forward for industrial | |
| 8. | <p>Any Other Business</p> <ul style="list-style-type: none"> i. Mike Oakes to ask the Parish Council if Ian Forster's replacement wishes to join the ANDP. | |
| 9. | <p>Date of next meetings</p> <ul style="list-style-type: none"> i. Thursday 4th July. To be held at 7:30pm in the Oriel Room, St Ricarius Church, Aberford. ii. August date to be confirmed – clashes with holidays? | |