

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

**7<sup>th</sup> February 2013**

Attendees:-

Mike Oakes	Steve Piper	Tom Picton-Phillipps	Sharon Ockleton
Keith Dunwell	Ruth Reed	Derek Mills	Shereen Lloyd
Suzanne Phillips	Margaret Lloyd	Paul Hancock	

Apologies

Richard Maltby	Ray Alderson	Mark Watford	Rachael Archer
David Duddell	John Barker	Ian Forster	Tom Robbins

<b>Item</b>	<b>Description</b>	<b>Action</b>
1.	<p><b>Declaration of Interests</b></p> <p>i. Sharon Ockleton to confirm listings at next Aberford NDP meeting.</p>	Sharon Ockleton
2.	<p><b>Minutes of the previous meeting and any matters arising.</b></p> <p>i. Amends from the December minutes – incorrectly shown as November, not December.</p> <p>ii. The date for the next Project Board 2 meeting is still yet to be confirmed.</p> <p>iii. Data has been provided from Mike Oakes to the Infrastructure team as promised after the Open Day. Census 2011 info too.</p> <p>iv. The local Development Framework is still available online to view.</p> <p>v. The separate meeting planned for Sturton Grange has yet to take place. Though the residents at Sturton Grange have received a letter to say their areas is no longer within the Aberford and District NDP.</p> <p>vi. Mark Watford has resigned from the group.</p>	Mike Oakes
3.	<p><b>Leeds City Council update</b></p> <p>i. The Infrastructure bill is going through the House of Lords. The project Board will keep the group up to date.</p> <p>ii. The Government has revoked the Regional Spatial Strategy for Yorkshire and Humberside, so the Core Strategy (UDP) now becomes the strategy that governs planning.</p> <p>iii. With regards to the Infrastructure levy, LCC has decided to accept the proposal of £90 per square metre, whereby up to 25% can be distributed to the Parishes.</p> <p>iv. The revision of the Aberford NDP boundary is on the website from 22<sup>nd</sup> Jan to 18<sup>th</sup> Feb for public notification.</p>	
4.	<p><b>Parish Council update</b></p> <p>i. The Village Design Statement discussion has been moved to the Parish Council meeting in March.</p> <p>ii. The Parish Council will draw the winners of the £100 prize</p>	

funding for the completion of the Comms team Questionnaire at their next meeting on the 19<sup>th</sup> February.

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**Sub Committee updates**

**Comms group:-**

- i. Members: Steve Piper, Ruth Reed, Keith Dunwell, Margaret Lloyd and Sharon Ockleton.
- ii. Feedback from the Open Day. See the table below

What went well?	What would we do differently?
<p>Well prepared:</p> <ul style="list-style-type: none"> <li>• Resources, planning and room layout (inc refreshments etc).</li> <li>• Mixture of visual displays and clear communications – FAQs, Facts, Photographs of the village and SHLAA sites, Maps, LCC and Parish Council feedback on the SHLAA Sites.</li> <li>• An opportunity to speak with members of the parish and engage. Seek their feedback.</li> </ul>	<p>Role of David Gluck:-</p> <ul style="list-style-type: none"> <li>• Confusion with the Village Design Statement</li> <li>• “suspicious of his motives”</li> <li>• Lack of clarity as to who belonged to the Aberford NDP team.</li> <li>• Soln – type up listing of who are the members for next events / comms with the village.</li> </ul>
<p>Engagement – questionnaire sent to over 600 households and posters erected throughout the village to publicise the event. Invites accepted by Lord Mayor, Alec Shelbrooke, Matthew Robinson. 98 villagers attended and signed it. Invites sent to the Landowners. Steady flow of traffic</p>	<p>Need to celebrate event – photos of the event uploaded soon after?</p>
<p>Quality and Quantity of Materials – SHLAA info and LCC analysis of every site</p>	<p>No snow !!!</p>
<p>Support from Aberford Neighbourhood Development Team prior to, and on the day - 11 members (comms team, Tom P, Mike, Derrick, Suzanne, Rachael, John B, Paul and support from friends and family)</p>	<p>Village hall plans were on display on the day. Perception was that was part of our Open Day.</p>

- iii. Questionnaire feedback:-
  - a. Deadline was the 31<sup>st</sup> January 2013 to return.
  - b. Distributed to 630 households.
  - c. 170 returns received – 27% response rate. The anticipated average response rate is usually 3% or 5%/6% if a stamped address envelope included. So an excellent response.

	<p>d. Comms team to circulate the findings after their next meeting on the 10<sup>th</sup> Feb.</p> <p>iv. SO to forward on the Feedback received from Tom Picton Phillips.</p> <p>v. Agreed to provide feedback regarding the questionnaire outcome etc via Parish Council newsletter. Comms team to discuss at meeting on the 10<sup>th</sup> Feb.</p> <p>vi. Steve Piper to add the definitions re SHLAA etc, as prepared by Mike Oakes for the open day.</p> <p>vii. Agreed next steps are to consider engaging with the business community.</p> <p>a. Tom Picton Phillips to ask David Gluck for the LCC list of businesses.</p> <p>b. ALL to consider which questions to use for a business questionnaire and suggest at the next team meeting. Agreed to keep to one page and just a few questions.</p> <p><b>Community Profile and Infrastructure group:-</b></p> <p>i. Members: Tom Picton Phillips, David Dudell, Derrick Mills, Rachael Archer and Shereen Lloyd.</p> <p>ii. No meeting since the Open Day.</p> <p>iii. Tom and Derrick to arrange next meeting date.</p>	<p>Sharon O</p> <p>Comms team</p> <p>Steve P</p> <p>Tom PP</p> <p>ALL</p> <p>Tom PP / Derrick</p>
6.	<p><b>SHLAA sites Update</b></p> <p>i. It is anticipated an update will be provided in April / May.</p> <p>ii. Add the SHLAA info / FAQs onto the Parish Council website (already a previous action).</p> <p>iii. Sharon Ockleton to send over the SHLAA feedback from LCC and PC to Steve Piper to upload.</p> <p>iv.</p>	<p>Sharon O / Steve P</p>
8	<p><b>Any Other Business</b></p> <p>i. Village hall plans. The NDP does not decide on planning applications, nor do we have a collective view. If you wish to comment on a particular planning application, then we do so as individuals to LCC in the normal way.</p>	

Next meeting dated – 7<sup>th</sup> March 2013.