

**Minutes from Aberford and District Neighbourhood Development Plan Management
Group meeting of 8th August 2013**

Attendees

Steve Piper	Keith Dunwell	Ruth Reed	Tom Robbins
Sharon Ockleton	Ian Forster	Dave Duddell	

Agenda Item	Description	Action
1.	<p>Apologies: Mike Oakes, Derrick Mills, John Barker, Margaret Lloyd, Shereen Lloyd and Paul Hancock.</p> <p>Resignations: - Tom Picton-Phillips and Suzanne Phillips. Both thanked for their contributions.</p>	
2.	<p>Appointment of Chair</p> <ul style="list-style-type: none"> i. SO confirmed the process to appoint a new Chair had been completed (as documented in the last minutes and also covering e-mail). Steve Piper was appointed as Chairperson and no objections raised by those in the meeting on the 8th August. Best wishes passed on from Mike Oakes. ii. Parish Council to be officially notified by Sharon O – Done. iii. Other relevant bodies to be notified – i.e. Ward Councillors and Mr MacKay. Steve to action. 	Steve Piper
3.	<p>Declaration of Interests</p> <p>All declarations are up to date.</p>	
4.	<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. Updates to be included within relevant section. 	
5.	<p>Leeds City Council Update</p> <ul style="list-style-type: none"> i. No updates from Project Board 2. Julie Sou to write / e-mail to notify a new Chair as been appointed and ask for future comms to be sent to Steve Piper, rather than Mike Oakes. ii. Update from LLC on boundary designation. It has been confirmed to move the Parish boundary to the motorway as opposed to Sturton Grange, for the purpose of the ANDP only. iii. Replies received from Mr Ian McKay from questions drafted by Comms group:- <ul style="list-style-type: none"> 1. <i>If the Aberford sites under consideration are outside settlement hierarchy, what is LCC's stance on green belt?</i> <p style="margin-left: 40px;"><i>In order to meet the Core Strategy housing target it is likely that some GB will be used, although this is by no means certain.</i></p> 	Julie Sou

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	<p>2. <i>Has an approach been made by Parlington Estate? Are you aware of their aspirations?</i></p> <p><i>No and not aware of their aspirations.</i></p> <p>3. <i>When are you able to confirm the revised boundary for the ANDP?</i></p> <p><i>The Aberford NA has been designated.</i></p> <p>4. <i>The Amber site at J47 of the M1, what is the timescale for this site. It is currently showing as Amber, so when will it move to Green or Red?</i></p> <p><i>We are currently analysing the responses from the Site Allocations consultation. Further discussions will take place over coming months on all of the sites and further work will be undertaken where necessary.</i></p> <p>5. <i>Being nose, what is the update with the wind farm application at Hook Moor in light of the HS2 proposals?</i></p> <p><i>I understand that discussions are continuing on this. I will ask a colleague to provide an update.</i></p> <p>6. <i>With regards to the LCC SHLAA site appraisals, as we are now of the settlement hierarchy, are there any plans to continue with site investigations either at SHLAA or any other site?</i></p> <p><i>We will only do further site investigations on those sites that could be included in the SAP, this will include some sites that are not within the settlement hierarchy. These include sites put forward by neighbourhood areas.</i></p> <p>7. <i>If we do a Plan our share of the Infrastructure Levy is 25%, against 15% if we don't. 25% of what?</i></p> <p><i>25% of the total levy for the site.</i></p> <p><i>I will chase up the other information that you have requested. Please let me know if you don't receive a response.</i></p> <p>iv. Invitation remains for Mr McKay to join future meetings (timings being discussed).</p>	<p>Steve Piper</p>
<p>6.</p>	<p>Parish Council Update</p> <p>i. The terms of the Awards for All body grant have been reviewed. The £10k allocation of funding has been returned given the terms in which it was requested, no longer exists. So the grant has been returned.</p> <p>ii. With regards to current finances, approx £1,800 was available from leftover funds from the Master plan and Village Design Statement. Approx £1000 has been spent, so £800 remains.</p> <p>iii. Planning Aid update as per section 10 – AOB.</p>	

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7.	<p>Sub Committee updates</p> <p>Infrastructure group.</p> <ul style="list-style-type: none"> i. Agreed, that at present no further action may be needed from the Infrastructure team. <p>Comms group:-</p> <ul style="list-style-type: none"> i. Met to discuss future plans for the next open day. Discussions at the NDP meeting around November 2013 or Jan 2014. ii. Format of next open day to be questionnaire / feedback and discussion 	
8.	<p>NDP Plan Update</p> <ul style="list-style-type: none"> i. Discussion at the meeting reviewing the content of the Thame template and work achieved by this group so far. ii. Looking at content needed for NDP split into key headings:- <ul style="list-style-type: none"> o Where are we now? – As per Master plan & Village Design Statement o Housing – initial detail provided from, though need to drill down further. o Retail – agreed parish would welcome if someone wishes to start a new business within the village. o Employment o Community / Leisure / Green Spaces iii. Agreed more detail needed within each heading. Once have detail from above, then need to apply the further considerations: - communications, traffic implications, access and so on. iv. Steve Piper to resend the questionnaire outcomes to all. v. Action point for all to refamiliarise with outcomes and key headings. vi. Will split into sections to review what is needed or questions to ask the Parish for Open Day. Comms team to own the Housing and Retail headings, Tom Robbins to own Community / Leisure / Green spaces. Anyone can join each group. 	<p align="center">Steve Piper ALL MEMBERS</p>
9.	<p>SHLAA sites Update</p> <ul style="list-style-type: none"> i. Tom Robbins confirmed he has met with Tom Atkinson, in his capacity of employee at Pearce Bottomley architects. Tom Atkinson is a client of the architects and has shown an interest in negotiating SHLAA sites for the community benefit. ii. Discussion took place as to how and when we engage with other landowners. iii. Just for info – village hall application outstanding. 	
10.	<p>Any Other Business</p> <ul style="list-style-type: none"> i. Quintin Bradley at LMU has been advised that the Chair will be changing at this meeting. He will be cc'd on the notification of the next meeting so his details will be available to Sharon / Steve for future contact. 	

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	<p>ii. Invoices for Oriel room hire (£20 per use) have previously gone to Julie Sou, Clerk to Parish Council. The process will remain as such with the new Chair.</p> <p>iii. Tom Robbins wished to be added to the Dropbox folder. Mike Oakes to provide access (note to all, do not delete anything).</p> <p>iv. Planning Aid application completed by Mike Oakes, Ruth Reed and Steve Piper. 3 weeks to the day a response was received by Steve from Dave Chetwyn. Notes detailed below:-</p> <p><i>Aberford & District Parish Council Neighbourhood Plan</i></p> <p><u><i>Application for support from Planning Aid England</i></u></p> <p><i>Took a telephone call (8 Aug) from a Dave Chetwyn (Tel 01782 790595) re our application for direct support with our Plan.</i></p> <p><i>Having googled the phone number it transpires he is a director of Urban Vision Enterprises CIC, based in North Staffs (of all places), website http://www.uvns.org/ Presumably they are tasked (maybe with others?) to deal with these applications, liaising with the Dept for Communities & Local Government as appropriate.</i></p> <p><i>Discussed at some length how support might be given to us, and he concluded that it a package can be put together for us that will:</i></p> <ul style="list-style-type: none"> • <i>Review the process with us</i> • <i>Review/rewrite our Project Plan & timings (this has become outdated since we started)</i> • <i>Look at & help us put together our evidence base (in addition to our Community Engagement activities we need to extract other info. He is of the view that most – if not all- of this is already in the MasterPlan & VDS. They can identify the relevant stuff.)</i> • <i>Review our Communications Strategy</i> • <i>Help us review Site Allocations (this might cross with support LCC have promised, but the more the merrier. Will be useful to us post Comms Event 2)</i> • <i>Write/help us write our Plan policies.</i> <p><i>A useful discussion, but he needs to get sign-off from the Dept of Communities, which he conceded may take some weeks yet.</i></p> <p><i>From our perspective we will accept constructive guidance from wherever it is offered, but important that we do not lose control of this exercise. More importantly I see no reason not to proceed with what we are already planning.</i></p> <p><i>Steve Piper 8 Aug 2013</i></p>	
9.	<p>Date of next meetings</p> <p>i. Thursday 5th September. To be held at 7:30pm in the Oriel Room, St Ricarius Church, Aberford.</p>	