

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

2<sup>nd</sup> May 2013

### Attendees:-

David Duddell	John Barker	Mike Oakes	Ruth Reed	Sharon Ockleton
Shereen Lloyd	Steve Piper	Suzanne Phillips	Tom Robbins	

### Apologies

Derek Mills	Ian Forster	Keith Dunwell	Margaret Lloyd
Paul Hancock	Tom Picton-Phillipps		

Item	Description	Action
1.	<p><b>Management Group Members</b></p> <p>Still awaiting response from Richard Maltby.</p>	
2.	<p><b>Declaration of Interests</b></p> <ul style="list-style-type: none"> <li>i. Sharon Ockleton confirmed those listed below have not yet submitted their declaration of interest. Blank template enclosed. Please complete and return at the next meeting: -               <ul style="list-style-type: none"> <li>a. John Barker</li> <li>b. Keith Dunwell</li> <li>c. Suzanne Phillips</li> <li>d. Tom Robbins.</li> </ul> </li> </ul>	As across
2 a.	<p><b>Introduction by Mr Quintin Bradley PhD. Senior Lecturer, Planning and Housing Studies from Leeds Met Uni</b></p> <ul style="list-style-type: none"> <li>i. Quintin Bradley (and Harvey Pritchard, Chartered Planner, one of his colleagues) from LMU attended our meeting and spoke to us about their project. Quintin has been conducting over 20 22 surveys and would like to focus on 6 for intensive study. He would like to use Aberford as one of his case studies. He would like to mention Aberford by name but not refer to any individuals by name. The key aspect is around the community engagement within the NDP. Mike Oakes to raise with the Parish Council to see if they would be happy for Aberford to be used within the survey.</li> <li>ii. Harvey Pritchard also reminded the group that the government has released additional funding for NDPs as from 1<sup>st</sup> May 2013, from £500 to £7,000 (<a href="http://mycommunityrights.org.uk/neighbourhood-planning/grants/">http://mycommunityrights.org.uk/neighbourhood-planning/grants/</a>) and is available for activities up to March 2014. Mike Oakes to recommend to the Parish Council that an application be made on behalf of the group. If successful the additional grant money would be held by the PC (as per the existing grant) and, we would then have access to direct support via Planning Aid England (<a href="http://www.rtpi.org.uk/planning-aid/neighbourhood-planning/">http://www.rtpi.org.uk/planning-aid/neighbourhood-planning/</a>). This support is free and would enable us to reduce the need to call on external consultants.</li> </ul>	<p>Mike Oakes</p> <p>Mike Oakes</p>

	<p>iii. Other info sources suggested by Harvey Pritchard:-</p> <ul style="list-style-type: none"> <li>o RTPI.org.co.uk – monthly newsletter on neighbourhood planning</li> <li>o CLG newspaper – 3 versions to date, access via hyperlinks</li> <li>o PAS.co.uk – government sponsored advisory service.</li> </ul>	
3.	<p><b>Minutes of the previous meeting and any matters arising.</b></p> <p>Items carried forward:-</p> <ul style="list-style-type: none"> <li>i. From March meeting:- Comms team newsletter. Paragraph to be included by the infrastructure team. Steve Piper to produce information as a contingency</li> <li>ii. Questionnaire not sent to the Doctors Surgery, as have assumed the Infrastructure team will have specific questions to ask? Awaiting outcome from infrastructure team.</li> <li>iii. Steve Piper confirmed the £10,000 fund allocated to the Parish Council for ANDP was allocated on the 21<sup>st</sup> September 2012. The £600 expenditure to date has come from the Parish Council's funds, so the £10,000 remains in full. It is contracted to be spent within 12 months.</li> <li>iv. Date change for the "How can your neighbourhood make a difference to climate change" meeting. Now on the 8<sup>th</sup> May. If you are able to attend on behalf of the group, please contact Mike.</li> </ul>	<p>Infrastructure Team / Steve Piper</p> <p>Infrastructure team</p> <p>ALL</p>
4.	<p><b>Leeds City Council update</b></p> <ul style="list-style-type: none"> <li>i. No updates received.</li> <li>ii. No confirmation received regarding the boundary decision (to use the motorway as the parish boundary for the purpose of the Aberford Neighbourhood Development Plan). Mike Oakes to contact Julie Sou (new Parish Clerk), to see if update received.</li> <li>iii. Meeting for Sturton Grange did not go ahead.</li> </ul>	<p>Mike Oakes</p>
5.	<p><b>Parish Council update</b></p> <ul style="list-style-type: none"> <li>i. Leaflet distributed by Julie Sou from <a href="http://www.integreatplus.com">www.integreatplus.com</a> offering support with Neighbourhood plans.</li> <li>ii. Mike Oakes has looked at other websites to see what professional guidance is available.</li> <li>iii. Suggestion by Harvey Pritchard that we see what help and support is available via the £7000 grant through Planning Aid. Mike Oakes to review.</li> <li>iv. Copy of the DEFRA Rural Frontrunners pdf distributed by Mike Oakes on 3<sup>rd</sup> May.</li> </ul>	<p>Mike Oakes</p>
6.	<p><b>Sub Committee updates</b></p> <ul style="list-style-type: none"> <li>i. Infrastructure Team <ul style="list-style-type: none"> <li>a. No update. Shereen offered to catch up with Tom PP and make contact with the Clifford Group to see what best practise exists, i.e. Team Members; Level of</li> </ul> </li> </ul>	<p>Shereen Lloyd / Tom Picton-Phillips</p>

	<p>information produced; Utilities contacts and questions asked.</p> <p>b. David Duddell to send an e-mail to Mr McKay asking for infrastructure information for the SHLAA sites (some already provided and recorded by Mike Oakes). Mike Oakes to forward on the e-mail address for Mr McKay onto David.</p> <p>c. Ruth Reed to forward on contact of the gentleman who spoke to the Parish Council regarding broadband. Contact details passed to Shereen. The chap was Tom Holvey, LCC Economics Policy Manager, email: <a href="mailto:tom.holvey@leeds.gov.uk">tom.holvey@leeds.gov.uk</a></p> <p>ii. Comms team:</p> <p>a. Last meeting on 21<sup>st</sup> April:-</p> <p>b. Newsletter. The update for the ANDP will be a separate newsletter to that of the latest Parish Council newsletter. So although 2 newsletters, will be delivered together. Anticipated delivery end of May.</p> <p>c. Business Questionnaire despatched to 17 businesses (excluding the Swan and the Doctors surgery). 3 responses received to date, but the closing date is not until 30<sup>th</sup> April. The responders were: Pearce Bottomley; JetAire Ltd and Renew Holdings plc. Electronic copies requested by Aberford Interiors and Masternaut, but no responses received. Main theme is the need for high speed broadband.</p>	<p>David Duddell / Mike Oakes</p>
<p>7.</p>	<p><b>SHLAA sits Update</b></p> <p>i. With regards to the SHLAA site allocations, a draft proposal is to be discussed by the Council Board members on the 8<sup>th</sup> May. The report will be available 5 working days before the meeting on their website. Looking at the Outer North East the recommendations are:-</p> <ul style="list-style-type: none"> <li>○ 1048 Main Street North – 22 units. Not within the settlement hierarchy.</li> <li>○ 1130 – Parlington Lane South – 46 units. Not within the settlement hierarchy.</li> <li>○ 1131 – Off Field Lane – 22 units. Not within the settlement hierarchy. Also a strategic flood risk.</li> <li>○ 1132 – Lotherton Lane - Not within the settlement hierarchy.</li> <li>○ 1161 – Beech View – 61 properties. Not within the settlement hierarchy.</li> <li>○ 1162 – Parlington Drive. Not within the settlement hierarchy.</li> <li>○ 1163 Becksde – 24 properties. Not within the</li> </ul>	

	<p>settlement hierarchy.</p> <ul style="list-style-type: none"> <li>○ 3319 – Village hall. Initial SHLAA site for 14 properties, now planning has been submitted for 5 units. Not within the settlement hierarchy. Undergoing planning application.</li> <li>○ 3437 – Home Farm. Not within the settlement hierarchy. May be used for Industry / Retail use.</li> <li>○ 3438 – Park House Farm. Not within the settlement hierarchy.</li> </ul> <p>ii. All SHLAA sites have been assigned “not within the hierarchy”. Effectively, this means the potential sites are “at the bottom of the list”. However, none have been allocated as red, so may still be considered for planning over the forthcoming years.</p> <p>iii. Discussions then took place whether the ANDP needed to continue. Harvey Pritchard confirmed that the NDP had greater legal status compared to the Master Plan or Village Design Statement. Suggestions were made for the need to still be proactive and have a say on how we would like village to development.</p>	
8	<p><b>Any Other Business</b></p> <p>None</p>	

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