

**Minutes from Aberford and District Neighbourhood Development Plan
Management Group meeting of 3rd April 2014**

Attendees

Mike Oakes	David Duddell	Tom Robbins	John Barker
Sharon Ockleton	Derrick Mills	Margaret Lloyd	

Agenda Item	Description	Action
1.	<p>Apologies</p> <p>Keith Dunwell, Paul Hancock, Ruth Reed and Shereen Lloyd</p>	
2.	<p>Actions to date</p> <p>Following on from the training session with Mike Dando, Tom Robbins has:-</p> <ul style="list-style-type: none"> • Consolidated the learnings to date • Produced a standard timeline template • Merged with priorities from ANDP • Notes the gaps from the community engagement (i.e. key stakeholders) • Reiterated evidence needed where gaps exist <p>So as previously discussed, need to plan the second wave of the community engagement and involvement. Content of our discussion is detailed below.</p>	
3.	<p>Community Engagement and Involvement</p> <p>i. Open day – date to be confirmed</p> <ol style="list-style-type: none"> a. Content to include: b. Achievements to date i.e. what has happened c. Greater detail needed on gaps, not just problem state but ask for more detail. d. Questionnaires produced and circulated, but deadline for completion to be after the Open Day event. <p>ii. Questionnaire – more detail needed. Discussion took place regarding possible subjects:</p> <ol style="list-style-type: none"> a. Bus Occupancy:- <ol style="list-style-type: none"> i. What frequency would you like? ii. How often do you use the bus? iii. Where do you go on the bus? iv. Where would you like to go (Cross Gates, Wetherby? v. Action Point – as “First” and “Aviva” for occupancy rates on no 64 bus. vi. How would you describe your experience with the school bus if appropriate? vii. Which secondary / academy schools do your children attend? 	

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	<ul style="list-style-type: none"> b. Facilities <ul style="list-style-type: none"> i. What is it about them that you wish to preserve – list the top 5 as per previous questionnaire. ii. GP surgeries – how often are you able to use the GP? How far are you able to travel? Barwick surgery? Garforth surgery? iii. Action Point – Ask surgery for usage rates c. Housing needs <ul style="list-style-type: none"> i. Rephrase housing – what does the community see as important? ii. Census data and LCC data on Survey Market Assessment so with regards to elderly housing, what does that mean to you? iii. Redo housing categories for clarification. d. Highways <ul style="list-style-type: none"> i. Is parking an issue? ii. If so where and why? iii. If we were to have new off-road parking – where would it be? iv. What the issue with pavement conditions is as noted? Where is it a problem? v. Does the motorway have an impact on you? If so what does this mean in terms of noise and pollution? What else vi. Would improving the screening be a preference? e. Demographics <ul style="list-style-type: none"> i. What evidence is needed about age? Tom to ask Mike Dando ii. Do we ask for names on the questionnaires? f. Social Clubs <ul style="list-style-type: none"> i. How do we engage with Parlinton House? (fitness classes on a Friday) ii. Mums and tots iii. Youth Club <p>iii. Tom Robbins to ask Mike Dando for alternative questionnaires whereby additional detail was sought. If supplied prior to meeting, Tom to circulate.</p>	<p>Tom Robbins</p> <p>Tom Robbins</p>
5.	<p>Parish Council Update</p> <ul style="list-style-type: none"> i. The Village Design Statement was submitted by the Parish Council to LCC over 1 year ago. ii. Comments have now been supplied. iii. Just need to finish off the VDS. The lengthy document will be a material consideration if not formally adopted as format policy. 	

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	<ul style="list-style-type: none"> iv. PB architects have been asked to support. v. Hope to finalise once PB Architects and parish council are all in agreement – 2014? 	
	<p>Next Meeting Objectives</p> <ul style="list-style-type: none"> i. Review questionnaires from other neighbourhood development plans ii. All to come prepared with questions to encourage more detail from the parish iii. Prepare content for the Parish Meeting (not PC meeting) but the Parish Forum 	<p>Tom R to provide</p> <p>ALL</p> <p>ALL</p>
9.	<p>Date of next meetings</p> <ul style="list-style-type: none"> i. Thursday 1st May 2014. To be held at 7:30pm in the Oriel Room, St Ricarius Church, Aberford. 	