

## Minutes from Aberford and District Neighbourhood Development Plan Management Group meeting of 5<sup>th</sup> January 2017

### Attendees

Tom Robbins (Chair), David Gluck, Michael Oakes, Ruth Reed, Mike Dando,  
David Cliff

Agenda Item	Description
1.	<p><b>Apologies</b></p> <p>Andrew Hogg, David Howson, Daniel Overend, Keith Dunwell,</p>
2.	<p><b>Minutes of Last Meeting</b></p> <p>It was agreed that the minutes were a true and accurate record of the last meeting.</p>
3.	<p><b>Funding</b></p> <p>The project is currently on course to use funds by the deadline. Just over £800 is left from the grant and this will cover Mike Dando's next invoice. With the consultation event coming up in February there may be additional unforeseen costs incurred within the current financial year. These would not be covered by the existing grant. At the next Parish Council meeting the NDP group would like the Parish Council</p> <ul style="list-style-type: none"> <li>• to agree to cover any additional costs incurred (within the amount it agreed to make a provision for when calculating this year's budget) OR</li> <li>• to allow the transfer of unused monies set aside in the current year for Mike Dando's work on the Parlington Development to be used to cover the shortfall of costs in this years NDP work.</li> <li>• To agree to let the NDP group to make an application for a grant from Locality for up to £6,000 to cover NDP costs during the next financial year and to make that application at the start of the next financial year.</li> </ul> <p>Mike Dando will help create a forecast of additional unforeseen costs for the remainder of this year and to forecast the costs for the next financial year to help make the application</p>
4.	<p><b>Project Plan</b></p> <p>The project is on track against the current plan.</p>
5.	<p><b>Informal Site Consultation</b></p> <p>Prior to the Informal Site Consultation (by Friday 20<sup>th</sup> January) the Parish Council would need to send out letter to each identified land-owner</p>

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	<p>requesting a response on the NDP as it affected them. Mike Dando had drafted a letter, to be signed by the Chair of the Parish Council. The group agreed to the wording in the draft letter. Each letter would also contain a copy of the relevant extract(s) from the NDP re each piece of land or feature, a form to make their response on and an A4 map of the site(s). Mike Dando will send out the lists showing which buildings, features or plots of land are concerned. Tom Robbins and David Cliff will produce the maps (including a large map showing all locations for display at the consultation event). Mike Dando or David Howson would be able to help identify ownership of properties/land if required.</p> <p><b>Drop-In Event</b></p> <p>It was confirmed that the Informal Site Consultation Drop-In Event would take place in Aberford Village Hall on Sunday 5<sup>th</sup> February 2017. For the Drop-In Event the NDP group we need</p> <ul style="list-style-type: none"> <li>• Large map(s) of the whole NDP Area with individual sites identified</li> <li>• Different coloured dots to identify each category</li> <li>• A ring binder for the documents relating to each category – each binder would contain copies of the             <ul style="list-style-type: none"> <li>○ Relevant NDP extracts</li> <li>○ A4 maps of each individual site</li> </ul> </li> <li>• Response forms</li> <li>• A register to record the names of those attending</li> </ul> <p>The Drop-In event would need to be publicised via the Parish Council’s Newsletter and on the Parish Council’s website. Ruth Reed will provide the wording for the Parish Council’s Clerk.</p> <p>Posters/Flyers will also go on the Parish Council’s Noticeboards and be available at the Village Hall.</p>
<p><b>6.</b></p>	<p><b>Draft Plan</b></p> <p>Prior to the meeting Mike Dando had circulated the sixth draft of the plan. The Group discussed the Community Actions to ensure they were up to date.</p>
<p><b>6.</b></p>	<p><b>A.O.B.</b></p> <p>None</p>
<p><b>6.</b></p>	<p><b>Date of future meetings (open to all)</b></p> <ul style="list-style-type: none"> <li>• <b>Thursday 2<sup>nd</sup> February 2017.</b> To be held at <b>7:00pm</b> at Pearce Bottomley Architects, Roman Ridge, Aberford</li> </ul>

Meeting closed 9:30pm