

Aberford Neighbourhood Development Plan Management Group Minutes of meeting held on 3rd May 2018

Attendees: Tom Robbins, David Howson, Michael Oakes, Ruth Reed, Mike Dando.

Agenda Item	Description
1.	<p>Apologies</p> <p>Keith Dunwell, David Gluck, David Cliff</p>
2.	<p>Minutes of Last Meeting</p> <p>It was agreed that the minutes were a true and accurate record of the last meeting.</p>
3.	<p>Submission Document</p> <p>MD presented the Plan Map which will accompany the submission document. This new map is much clearer. All key features are clearly identified. The Group reviewed the submission document. Mike Dando will check to ensure all the agreed amendments have been made before the document is issued.</p> <p>The application for an examiner had been submitted. The names of two preferred Examiners had been agreed and put forward. The paperwork will be submitted to the Parish Council Clerk who will advise MD once it has arrived.</p> <p>There will now be only one proposal that the Parish Council will need to respond to at its next meeting and that is The NDPMG recommends that the Parish Council approves the Neighbourhood Plan Submission Document and map together with supporting documents be submitted to Leeds City Council. As part of the proposal the Parish Council needs to decide who will make the submission (it is suggested that the Clerk makes the submission on behalf of the Council).</p> <p>If there is any progress on appointing an Examiner this can be reported to the May Parish Council meeting. Once the name of an Examiner had been provided the Parish Council will need to confirm their appointment, this may not happen in time for the May meeting.</p> <p>Mike Dando will provide the Plan and associated paperwork to the Clerk for submission to LCC and then send the Parish Council a proposal to cover the remain work required to get the Neighbourhood Plan through to it's conclusion. In the meantime MD will have 2 invoices to send to the Parish Council, one for the design work required for the map and the submission document and one for his work.</p> <p>MD supplied the Group with</p> <ul style="list-style-type: none"> • A report on the examination requirements which included what the submission requirements are • a copy of the final document (subject to a final read through) • a copy of the draft Consultation Statement • a copy of the Basic Conditions Statement

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	<p>One or two details needed to be clarified and some documents returned to MD to go with the evidence base.</p> <p>As part of the Submission Requirements there are some things which the Parish Council will need to do in giving advance publicity to say that the plan is to be submitted</p> <ul style="list-style-type: none"> • write and issue a press release • place notices on <ul style="list-style-type: none"> ○ the Parish noticeboards in the village ○ the news section of the Parish Council website ○ the NDP section of the Parish Council website • ensure it is noted in the Minutes of the Parish Council meeting in May. <p>MD will send the Clerk the relevant documents and advise her on what needs to be done so the documents can be submitted</p>
4.	<p>Project Plan</p> <p>Finalising the Plan will be completed in May and the plan will be submitted in early June.</p>
5.	<p>A.O.B.</p> <ul style="list-style-type: none"> • MD will send all the paperwork to the Clerk on 10th May in time for the May meeting. • For the June meeting MD will give an update on the progress of the submission and an update on the progress in appointing an Examiner.
6.	<p>Date of future meetings (open to all)</p> <ul style="list-style-type: none"> • Thursday 7th June 2018. To be held at 7:00pm at Pearce Bottomley Architects, Roman Ridge, Aberford <p><i>Two further provisional dates were set in case they are required.</i></p> <ul style="list-style-type: none"> • Thursday 5th July 2018. To be held at 7:00pm at Pearce Bottomley Architects, Roman Ridge, Aberford • Thursday 2nd August 2018. To be held at 7:00pm at Pearce Bottomley Architects, Roman Ridge, Aberford

Meeting closed 8:00pm