

Aberford Neighbourhood Development Plan Management Group
Minutes of meeting held on 12th April 2018

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

Agenda Item	Description
1.	<p>Apologies</p> <p>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>Funding</p> <p>Tom Robbins and the Clerk of the PC had completed and submitted the financial details return required by Locality</p>
4.	<p>Submission Document</p> <p>The Document had gone to the Designers and a proof had been sent out to MD to be reviewed. MD will have the final document (in electronic form) ready for the May NDPMG meeting with a view to submitting them to the May Parish Council meeting for approval.</p> <p>MD had also sent a copy to Ian Mackay at Leeds City Council to check for any critical issues that might arise. As the amendments had previously been discussed with Ian Mackay no issues are expected.</p> <p>The PC will need to select a preferred Examiner. MD will recommend some who have relevant experience of examining plans from small villages in rural locations in Yorkshire.</p> <p>MD will supply a proposal to the Parish Council to cover the remain work required to get the Neighbourhood Plan through to it's conclusion.</p>
5.	<p>Project Plan</p> <p>The Project Plan had been revised. Dates had gone back by one month in the short term but this could be recovered towards the end of the process.</p> <p>At the Parish Council meeting to be held on the 15th May the NDPMG will</p> <ul style="list-style-type: none"> • Recommend that the Parish Council approves the Neighbourhood Plan Submission Document and map together with supporting documents be submitted to Leeds City Council • Approve the brief for the Neighbourhood Plan Examiner and the names of preferred examiners (to be submitted to that meeting).

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6.	<p>Sustainability Assessment</p> <p>This had been issued to the group prior to the meeting. It helps demonstrate the positive contribution to sustainability of the policies in the Neighbourhood Plan. The summary shows that every policy has a positive effect and therefore the plan as a whole has a positive effect on sustainability. This will be used to help complete a Basic Conditions Statement which is a requirement when submitting the plan.</p>
7.	<p>A.O.B.</p> <p>Prior to the next meeting MD will send an electronic copy of the map to the NDPMG</p> <p>At the next meeting MD will</p> <ul style="list-style-type: none">• Report back on the examination requirements and what the submission requirements are• Ensure all the relevant information is ready for the Clerk to the PC (the plan will be submitted by the Clerk)• Provide a copy of the final document• Supply the draft Consultation Statement• Supply the Basic Conditions Statement
8.	<p>Date of future meetings (open to all)</p> <ul style="list-style-type: none">• Thursday 3rd May 2018. To be held at 7:00pm at Pearce Bottomley Architects, Roman Ridge, Aberford• Thursday 7th June 2018. To be held at 7:00pm at Pearce Bottomley Architects, Roman Ridge, Aberford

Meeting closed 7:50pm