NOTES OF A MEETING OF THE ADDINGHAM NEIGHBOURHOOD PLAN FORUM HELD AT THE OLD SCHOOL ON MONDAY 19 DECEMBER 2016

Present: Parish Council: Cllr Tennant (in the Chair), Cllr Naylor and J Markham (Clerk)

Civic Society: J Robinson, J Hindle (Environment Group)

Village Residents: K Appleyard, A Taylor, M Wood

1. Membership of Forum

The Clerk reported that Mr Wilcox had confirmed his intention to withdraw from the Forum, although he was happy to continue helping with the development of the website page for the Neighbourhood Plan It was recommended that Mr Dexter, a volunteer interested in taking forward the communications strategy, be appointed in his place as a core member of the group; Mr Robinson offered to check whether he was willing to accept the appointment and, if so, invite him to attend the next meeting of the Forum. It was also suggested that a representative of Totally Locally be invited to join the core group, and Cllr Tennant agreed to follow this up.

1. Notes of Meeting held on 30 November

The notes of the meeting held on 30 November were approved.

1. Matters Arising

The Clerk reported that

* the Council had registered with PSMA and the licence number had been passed to Kirkwells to enable them to produce maps and plans for the Neighbourhood Plan document
* the Council was to consider an expenditure proposal for the acquisition of a set of display boards for future consultation events at the meeting on 21 December.

1. Report from Meeting held with volunteers on 29 November

A report from the meeting held with volunteers, who had registered an interest in helping with the Neighbourhood Plan at the Open Event, was noted, and Mr Taylor reported that a provisional allocation of work had been drawn up and assigned to groups of volunteers. This would be circulated to Forum members outside the meeting.

It was agreed that a high priority task would be the setting up of a database of comments derived from feedback forms and post-it notes from the open event, and a member of the Forum would need to be appointed to lead this task. Cllr Naylor offered to scan the feedback forms and provide an electronic record of them for the Clerk to make available for use by the team compiling the database.

1. Communications

An outline strategy for communications prepared by a volunteer was discussed. The strategy was welcomed, but it was agreed that suggestions in it for the renaming of the neighbourhood plan process would not be appropriate. The use of the Council website page for publication of neighbourhood plan material was highlighted, and, subject to the agreement of the Council, the following material would be published on it:

* Documents relating to the designated area of the neighbourhood plan (map and application)
* List of volunteers invited to work on sections of the draft Plan
* Notes of Forum meetings.

It was agreed that Mr Dexter be invited to develop the strategy further and present it to the next meeting.

1. Development of Plan

Outline briefs for sections of the Plan, as initially prepared in accordance with responsibilities agreed at the meeting held on 30 November, were tabled and discussed. Electronic copies, as available, would be passed to the Clerk outside the meeting to be sent on as a master set to Kirkwells for their advice. The consultants would be invited to comment on the drafts in writing before the next meeting.

1. Housing Site Allocations

The submission of the Civic Society to Bradford’s Allocations DPD Consultation, which had been re-circulated, was noted, and the plans displayed at the open event, showing possible sites for consideration for housing development, coded with reference to the BMDC methodology for site allocations, were discussed in detail.

It was agreed that work on this section of the draft Plan should proceed at this stage on the basis of the Civic Society plans, and that, as a first step, Bradford officers would be asked to confirm the methodology to be used in site assessment. This would be investigated thoroughly at the next meeting, to which the officers would be invited.

1. Date of Next Meeting

Monday 16 January at 6.45pm