**Alwoodley Parish Neighbourhood Plan Steering Group**

**MINUTES** of a meeting held on Tuesday 29th September 2015

**PRESENT:** there were six attendees

**IN ATTENDANCE:** Planning Consultant

**APOLOGIES**: there were two apologies

**MINUTES** of the meeting held on 22nd July were agreed

**MATTERS ARISING:** The Parish Council planning sub- committee had discussed the issue of parking and had agreed that they would approve applications if there were parking available on site. The Issue was to be further examined with one of those interested in the plan, but it had been impossible to find a date when a meeting could be held. A policy on this would be attempted but this needed to be followed up.

The Parish Clerk had confirmed that, whilst three quotations were preferred, if this proved impossible, one would be sufficient. The minutes of the meeting accepting a single quote would need to record that attempts to find three had been made but failed.

**MEMBERSHIP:** There was one resignation. The Steering Group had valued her input and it was hoped that she would reconsider her membership.

A review of membership of the Steering Group and the ‘virtual’ members was undertaken. It was agreed that it was valuable to have residents involved as they widened our consultation network. Those members who received just the minutes should be contacted to see if they still wished to be involved. A copy of the most recent version of the plan would be sent also.

**REPORT** **FROM RESEARCH COMMITTEE**: The Research Committee had compared the Linton Plan with ours, taking into account the comments by the External Inspector. There was much to be learned from the style adopted by Linton and from the Inspector’s comments, particularly those that related to areas he had removed because they would fall outside the scope of the plan.

The Inspector had raised the issue of Assets of Community Value in Linton. There are none identified in Alwoodley and it was felt that this was something that the PC should consider. Neither the Steering Group nor the PC had any detailed information on this issue. The item should be on the Agenda for future meetings.

Linton Parish, like Alwoodley, hopes to protect the trees within the Parish. The Steering group was advised that such a policy should be carefully worded as it was necessary to allow for the ‘management’ of trees when they became problematic because of size or age, for example.

It was decided that, at this stage, we did not need a meeting with LCC. He should be thanked for contacting us to offer this.

**POLICY ISSUES**: The Parish Council had considered the three areas put to it by the Research sub-committee. It had agreed that the height of houses on the possible development should be limited to three storeys. This would allow for the construction of town houses.

It had been agreed that traffic in and around this possible development was a planning matter and should be in the plan ‘to reassess the traffic management around Alwoodley Gates’.

Wind Turbines. The proposal was not accepted by the Parish Council. It felt it would be better to leave the wording as it is in the draft and any changes could be made on the advice of the inspector.

**ANY OTHER BUSINESS**: None

**DATE OF NEXT MEETING**: To be arranged

**PRESENTATION BYCONSULTANT**: He outlined his experience in the planning system and also the number of projects currently being undertaken in the Leeds area. He works as one of a group of four people who bring a variety of skills to the process. He estimated that their input would cost £4000 - £5000. This would leave a margin in the grant to cover the cost of, for example, consultation expenses. The estimate would include travel costs but not the cost of other work such as housing needs/sustainability/environmental assessments, if any of these proved to be necessary.

The difficulty in involving landowners in the plan was not unusual and it appeared the normal pattern was that they would comment once there was a draft plan in place.

**NEXT STEPS:** The appointment of a consultant would not be possible before the November meeting of the PC. This would further delay work. The consultant was willing to help with a grant application before a formal contract between the PC and his company was drawn up.

He agreed to send a written proposal.

The estimate for the consultant’s work depended on his having a closer look at our draft plan. The most up-to-date version of the plan to be sent to him.

 **MATTERS TO BE REFERRED TO PARISH COUNCIL:** The appointment of a Consultant to the plan be put to the November meeting.