

Neighbourhood Planning Project Board
Date & Time: Tuesday 4th October 2011 @7.30pm
Venue: Boston Spa Children's Centre

Attendance:

John Procter	Leeds City Councillor	Wetherby Ward
Andrew Birkbeck	Localism Officer	East North East Area Management Team
Nicola Denson	Area Project Officer	East North East Area Management Team
Geoff Yapp	Parish Councillor	Barwick-In-Elmet & Scholes Parish Council
David Thomson	Parish Councillor	Boston Spa Parish Council
Keith Innocent	Parish Councillor	Bramham Parish Council
Nicholas Fawcett	Parish Councillor	Clifford Parish Council
Colin Pool	Clerk	Thorp Arch Parish Council
Randal Brown	Parish Councillor	Walton Parish Council
George Hall	Scholes resident	Shlaa Partnership member & Co-opted member of the Regeneration Scrutiny Board

Apologies: None

1. Welcome, introductions and apologies

- Councillor John Procter assumed the role of Chair at the request of the Localism Officer and the Project Board.

2. Presentation on Neighbourhood Plans from Mick McLoughlin (Planning Cooperative)

- Mick McLoughlin gave an hour long presentation on Neighbourhood Planning and took questions from the Board.
- Mick agreed to send a copy of his presentation to the Localism Officer at the earliest opportunity for circulation.

3. Discussion on Terms of Reference (TOR) for Project Board

- Members agreed the TOR for the Project Board.
- George Hall was unanimously voted to become a Full Member of the Project Board with associated voting rights
- The election of the permanent Chair, Deputy Chair and two members of the Finance Sub Committee will be done at the next meeting of the Project Board

4. Scope of Neighbourhood Plans – designating a Neighbourhood Area

- Project Board Members agreed that the designated Neighbourhood Area of each plan should follow in line with established Parish Council boundaries.
- Bramham, Boston Spa, Clifford, Thorp Arch and Walton Parish Councils confirmed their aspiration to work together on their Neighbourhood Plan but

with the proviso that this arrangement would require reviewing at regular intervals.

5. Next steps – Funding and implementation of the plans

- Localism Officer outlined national progress on Neighbourhood Plans and the state of play with the DCLG's Neighbourhood Planning Front Runners Scheme.
- It was agreed that all parishes should revisit existing CLP documents in a bid to build on the work already done and also look at how they can access existing information that helped formulate their Village Design Statement/Conservation Area Review/Parish Plan.
- Localism Officer to continue to find examples of best practice regarding Neighbourhood Plans; specifically to pull together a list of information needed to go into a plan. This will be circulated to Project Board Members as a matter of urgency. A further list of actions will arise from this.
- Localism Officer is to continue to identify funding streams for the commissioning of any external consultants involved in the construction of both Neighbourhood Plans and bring forward suggestions to the next board meeting.

6. A.O.B

- George Hall raised the issue of the draft National Planning Policy Framework (NPPF).
- Localism Officer agreed to circulate the details of the consultation on draft NPPF to all Parish Councils to give them an opportunity to respond within the allocated timeframe.
- Localism Officer to provide a briefing on the draft NPPF to all Parish Councils.

7. Date and time of next meeting

- Next meeting to be arranged for week commencing 7th November.