

MINUTES OF THE MEETING OF THE ARMTHORPE NEIGHBOURHOOD  
DEVELOPMENT PLAN STEERING GROUP HELD IN ARMTHORPE  
COMMUNITY CENTRE, WELFARE PARK, CHURCH STREET,  
ARMTHORPE, ON TUESDAY, 16<sup>TH</sup> OCTOBER 2012

MEMBERS PRESENT:-

Parish Councillors:

J.R. Armstrong, T. Corden, L.S. Dickman, P.J. Farrell, C.J. McGuinness  
and S.A. Pickles.

Local Residents:

Mrs. S. Faulkner, Head Teacher, The Shaw Wood Academy;  
Mr. D. Mitchell, Proprietor of The Old Rectory Nursing Home;  
Mrs. S.J. Vizer, President, Armthorpe Women's Institute.

Officers:

Mr. S. Smales of Smales Planning & Regeneration Services Limited;  
Mrs. J. Stimpson, DMBC Planning Policy Manager (Built Environment);  
Mr. G. Shephard, Clerk to Armthorpe Parish Council

APOLOGIES

Apologies for absence were received from Mr. F. A. Paling, Armthorpe  
Member on the Doncaster East Internal Drainage Board and Councillor  
F.J. Tyas.

1. APPOINTMENT OF CHAIRMAN

It was AGREED that Councillor C.J. McGuinness be appointed  
Chairman of the Steering Group.

2. APPOINTMENT OF VICE-CHAIRMAN

It was AGREED that Mrs. S. Faulkner be appointed Vice-Chairman of  
the Steering Group.

3. DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

It was AGREED that in the interests of probity and transparency:-

- (1) all Members of the Steering Group should
  - (a) declare any interest they may have in any matter or role  
with potential developers and/or landowners whose  
interests may be affected by and/or associated with the  
production of the Armthorpe Neighbourhood Development  
Plan (the NDP);
  - (b) that where such declarations are made which affects their  
interest the Members concerned will not speak on any item

under consideration or vote on any recommendation relating to the same that may be made to Armthorpe Parish Council regarding the (NDP);

- (2) Councillor C.J. McGuinness would declare any conflict of interest he may have relating to the production of the NDP with his membership of the Planning Committee of DMBC.

4. GROUP MEMBER FROM THE IKEA DISTRIBUTION CENTRE

That Councillor P.J. Farrell be thanked for the information supplied, regarding the difficulties being encountered by the Ikea Distribution Centre in sending a representative to attend meetings as a Member of the Steering Group.

5. OVERVIEW OF NEIGHBOURHOOD PLANNING

It be NOTED that Mr. S. Smales, Mrs. J. Stimpson and the Chairman gave an overview of neighbourhood planning and the process involved in producing a NDP for Armthorpe.

6. TERMS OF REFERENCE OF THE STEERING GROUP

It was AGREED that the draft terms of reference of the Group produced by Mr. Smales be approved and appended to these Minutes for the information and comments (if any) of Armthorpe Parish Council.

7. ROLE OF DMBC AND THE LOCAL DEVELOPMENT FRAMEWORK

Mrs. J. Stimpson was thanked for supplying information to the Group about DMBC's Local Development Framework, its Core Strategy, Sites & Policies DPD and their relevance to the production of the NDP. She stated that the Core Strategy provided that Armthorpe had to deliver between 643 – 924 dwellings during the period 2011 – 2028 and the NDP could not alter these figures.

She also informed the Group that on 31<sup>st</sup> October 2012, DMBC would be engaging in a second round of public consultation about the results of the first consultation on the Sites & Policies DPD. This information would also be shared with the Parish Council and the Group.

8. KEY DATES AND STAGES

Agreement of the programme by the Parish Council - October 2012  
Production of an Issues Report - end of October 2012  
Consultation and engagement on the Issues Report - throughout November 2012

- Written consultation with key stakeholders
- Planning engagement day
- Meetings with key organisations

Reporting to the Parish Council on the outcome of the Issues Report consultation - early December 2012  
Preparation of a Draft Neighbourhood Plan - end of December 2012 to March 2013  
Formal consultation on Draft Plan - April 2013  
Re-draft (as appropriate) and preparation of the Neighbourhood Plan - May 2013  
Approval of the Plan by the Parish Council - June 2013  
Examination - September 2013  
Receipt of 'non-binding' assessors report - October 2013  
Consideration of report by both Armthorpe and Doncaster Councils - November 2013 onwards  
Community Referendum on the Plan - March 2014  
Adoption - April 2014.

9. ISSUES REPORT

The Group discussed and NOTED the contents of a report prepared by Mr. Smales about the NEED TO prepare a report setting out the range of issues, which the NDP should contain. It was also hoped that such report would be a catalyst to others who have an interest in the future of the parish to identify additional matters that ought to be included in the NDP.

It was then AGREED that Mr. Smales would prepare an Issues Report in time for it to be considered by the Parish Council at its next meeting, to be held on 6<sup>th</sup> November 2012. Following amendments to the report (if any) it would be released for consultation on 13<sup>th</sup> November with a deadline for receipt of comments on 10<sup>th</sup> December 2012. The Group would then consider the comments at its 18<sup>th</sup> December meeting and make recommendations on the same to the Parish Council meeting on 8<sup>th</sup> January 2013.

10. CONSULTATION AND ENGAGEMENT PROPOSALS

The Group discussed and NOTED the contents of a report prepared by Mr. Smales regarding the need for public consultation and engagement of a scale and content that should reflect the nature and significance of the NDP. As the Plan would be comprehensive and detailed, the programme of activities should reflect this.

As a result, it was RECOMMENDED that the Parish Council agree to the Consultation and Engagement programme including the following:-

- (1) Websites - the Parish Council's website host a dedicated page with specific NDP content, with other key organisations invited to have a link to the same. DMBC website host a specific Armthorpe NDP page and also include this link in the invitation to the interested organisations;

- (2) Email - the Parish Council's email database be used for information content and notifications. In order to avoid duplication, utilise DMBC's database of Armthorpe organisations and its full email list of statutory and other formal consultees;
- (3) Leafleting and Written Publications - produce a flyer and either use the Armthorpe Forum magazine to distribute it or take out space in the magazine itself. Alternatively, consider a separate leaflet circulation;
- (4) The Parish Council to establish a formal database to track and ensure the statutory requirements are fulfilled in respect of invitations to engage, publication of key documents and the recording of replies and consultation issues;
- (5) Hold a Public Information Meeting in the main hall of Armthorpe Community Centre on Wednesday, 28<sup>th</sup> November 2012, commencing at 7 pm to explain to residents and other interested parties about the production of the NDP, its content and how it will fit into DMBC's Local Development Framework for the period up to 2028;
- (6) Hold a Planning Engagement Day on Saturday, 1<sup>st</sup> December 2012 in the two first floor meeting rooms at Armthorpe Community Centre - to gather as many interested parties together in one place and spend a day working on the issues facing Armthorpe;
- (7) Targeted Organisations - establish a list of essential/key organisations and request they put the NDP on their own meeting agendas and/or receive a presentation from the Parish Council and its Steering Group members;
- (8) Landowners and/or developers - in addition to being entitled to participate in other activities, landowners and/or developers be invited to meet with the Steering Group to give presentations in an organised and publicised manner;
- (9) Auditing, recording and documenting all matters relating to the production of the NDP be shared between Armthorpe Parish Council and Smales Planning & Regeneration Services Limited;
- (10) At its next meeting the Steering Group to table an agenda item to discuss the 'branding' and generic naming of the Neighbourhood Plan and its preparation.

#### 11. NEXT MEETING OF THE STEERING GROUP

It was AGREED that the next meeting of the Steering Group be held at 6.30 pm on Tuesday, 20<sup>th</sup> November 2012, in Armthorpe Community Centre.