**MINUTES OF THE NEIGHBOURHOOD PLAN MEETING HELD ON 6TH APRIL 2017**

Present: Cllrs Rebecca Hunt (Chair), Sarah Chester, Andrew Mason, Jo Mason; Georgina Lees, Suzanne Curry, Dominic Hinkley, Gordon Wright, Kathryn Snodgrass, Polly Whyley, Phil Spensley, Anne Spensley, John Rushby, Margaret Miles, Sue Babington; Jeremy Sherlock (Town Clerk)

Apologies: David Gluck (Plan Ahead Communities); Joseph Miller

1. Declarations of Interest – Andrew and Jo Mason advised that they owned a 6 acre paddock near Common Lane
2. Minutes of the meeting of 2nd March 2017 – agreed as a true record
3. Matters arising:
	1. Scott Royal from the Airfield has said he will attend some future meetings. There was a discussion about his role as a major non-resident landowner. It was agreed that any attendance would be as an observer/ consultee not as a working group member.
	2. Asset of Community Value – forms are available on the Selby DC website. JS will produce some drafts for consideration at the next Parish Council meeting.
	3. Joseph Miller has set up a website (planchurchfenton.org.uk). This should include basic information on the purpose and limitations of a Neighbourhood Plan. Any posts on the website should be archived as they will provide evidence for the consultation statement.
	4. A concern was raised about overall level of awareness. It was agreed to produce a newsletter for circulation to all residents detailing progress to date.
	5. Selby DC will be asked for a list of Statutory Consultees and an updated Electoral Register to help with the consultation
4. **Communications** - Joseph Miller has set up a website (planchurchfenton.org.uk). This should include basic information on the purpose and limitations of a Neighbourhood Plan. Any posts on the website should be archived as they will provide evidence for the consultation statement.

The website and newsletter should include a request for responses on the priority of the various themes.

1. **Loss of Assets** – a village meeting was held regarding the potential loss of the Post Office and the potential to reopen as a community venture. There were significant pledges of support, and an Accountant is now looking at the books to assess viability. There were concerns that even temporary closure could result in the loss of the full time service, but there is an option to continue the business before the premises are sold.

Queries, or offers of support can be e-mailed to churchfentoncommunity@gmail.com.

1. David Gluck has prepared a plan outline with 7 themes drawn from earlier consultation. Volunteers were requested to initially research these themes to provide information for future policy development. Leads for these themes was agreed as follows:
	1. History – Georgina Lees
	2. Housing (including needs, demographics, and design) – Andrew Mason/ Jo Mason
	3. Amenities and Services (existing and former services and amenities) – Phil Spensley/ Anne Spensley
	4. Business and Economy – Rebecca Hunt/ Sarah Chester
	5. Environment and Green Spaces – Dominic Hinchley
	6. Conservation and Heritage(listed buildings, historic core, buildings of local importance) – Andrew Mason
	7. Flooding (Flood Maps, local knowledge, sustainable drainage solutions) – Suzanne Curry
	8. HS2 and Rail services (including impact on other amenities) – Jo Mason
2. **Next meeting** – RH will consult with David Gluck and circulate a date.

Jeremy Sherlock

Town Clerk