

**Church Fenton Neighbourhood Development Plan
Steering Group Minutes
23rd August 2017, 7pm, Church Fenton Village Hall**

1. Introductions (attendees)
 - Rebecca Hunt (Chair)
 - Jo Mason (PC)
 - Avis Thomas – UPC
 - Kenny Smith (resident)
 - Stuart Spensley (resident)
 - Anne Spensley (resident)
 - Sarah Chester (PC)
 - David Gluck (Consultant)
2. Apologies
Jeremy Sherlock (Clerk), Andrew Mason
3. Declaration of Interest
 - a. Jo Mason – 7 acres field on Common Lane
4. Minutes of the last meeting 3rd May – agreed as a true record
5. Matters Arising
 - a. ACTION Rebecca to deal with outstanding action re stakeholder notification and to remember to include Biggin, Ryther, Barkston Ash and Ulleskelf.
6. Agenda item 6, moved to later part of the meeting
7. Action points:
 - a. Housing – SDC provided housing needs assessment documentation,
 - i. ACTION David to find examples of housing needs questionnaire – questionnaire's provided during the meeting
 - ii. ACTION Questionnaire to be modified where applicable, printed and sent to all households in the Parish – to discuss 5 year requirement Draft and cover letter to be brought to the next meeting
 - iii. ACTION – Joseph to update website with “data from the data stick” this includes the 2017 SHLAA included (Strategic Housing Land Availability Assessment) – also to be included on the website.
 - iv. ACTION: Map for Church Fenton SHLAA land allocation is ready for assessment – Jo Mason to complete
 - b. Amenities and Services:
 - i. ACTION: Further work to take place on the Football Club history (Stuart)

- ii. Document to be a working document until the final version of the NHP prepared
 - iii. Car Park plan – wait until the NHP document for Appleton Roebuck inspectors report has been completed
- c. Business & Economy
 - i. ACTION : Sarah Review magic map detail for detail on the land
- d. Environment & Green Space
 - i. ACTION: send questionnaire detail to Kenny Smith to complete
 - ii. Note Natural England has provided documents (on the data stick) with detail of corridors regionally important green infrastructure corridor (River Wharfe corridor detailed in here which hits the northern boundary of CF and can be used as material consideration for the)
 - iii. ACTION Kenny to provide map of CF with public rights of way, detailing bridleway etc. and any aspirations of proposals for new rights of way we would like. Details of reparations to existing issues on current rights of way.
 - iv. Rights of way improvement plan includes on website via the 'data stick' & Walton NHP document also useful
- e. Heritage Assets
 - i. ACTION: Andrew to review Walton NHP document (on data stick) for details of a pre submission document, similarities for CF includes the Church as an Historic Structure (***Sarah emailed Andrew with copy of plan 18.9.17***)
- f. Flooding

ACTION: Jo to provide reference to published work on springs in CF and impact of mines closing on the water table.

8. Church Fenton Airbase

- a. Report from Avis regarding Air Base. Report expected by end September. Ulleskelf are creating questionnaire for all ex-RAF housing to request detail of what they would like to see.
 - b. ACTION: Avis Thomas - Mike Dando draft report - is this considering the green / brown field site question.
- Other info – the report can be included as part of the NHP documentation for CF

9. Draft policy intentions consultation – suggestions & actions

- a. Open day at the Village Hall planned for a drop in session – October
- b. Presentation to be included on the website
- c. ACTION: Sarah to book the village hall on a Saturday in October
- d. ACTION: DG to create issue and policy document
- e. Suggestion on Feedback – flyer to return to the shop – parish wide blanket drop

10. Funding – next steps

- a. Discussion around the funding / grant applications was approved excluding the design & print consideration. Possibility of applying for Awards for All in 2018.
 - i. Discussion around costs involved – action to push for quotes

ACTION DG to provide Jo with spec required and names for design and printing cost

ACTION Jo to request quotes to assist in design and printing grant application

11. Project Plan (item 6)

- a. Ready to be published on the website
- b. Grant application

12. AOB

Kenny provided update on suggested footpaths from Gay Lane
DG Documentation for the website provided

Next date and time of meeting – expected Wednesday September 27th to be confirmed after
VH booked at 7pm

Booking to be confirmed on Friday 29th September 7pm

Meeting closed 20:30