

**Church Fenton Neighbourhood Development Plan**  
**Steering Group Minutes**  
**29<sup>th</sup> September 2017, 7.32pm, Church Fenton Village Hall**

1. Introductions (attendees)
  - Rebecca Hunt (Chair)
  - Jo Mason (PC)
  - Sarah Chester (PC)
  - David Gluck (Consultant)
  - Anne Spensley
  - Stuart Spensley (PC)
2. Apologies  
Jeremy Sherlock (Clerk), Andrew Mason, Dom Hinchley, Kenny Smith
3. Declaration of Interest
  - a. Jo Mason – 7 acres field on Common Lane
4. Minutes of the last meeting 23<sup>rd</sup> August – agreed as a true record
5. Matters Arising
  - Rebecca advised email has been sent to statutory stakeholders. Email responses have been received
  - ACTION Rebecca to advise voluntary run organisations in the village e.g. Community Shop
  - ACTION Rebecca to advise Strata & HS2 to be consulted at the stage of Reg 14
6. Action points:
  - a. Housing
    - i. Jo has commented on each of the sites in the SHLAA.
    - ii. ACTION – Jo to include site size and theoretical yield to be included and detail on the traffic concerns.
    - iii. ACTION – Jo to then send around the working group for comment.
    - iv. ACTION – Jo to create a housing questionnaire & arrange to distribute around the village
    - v. ACTION – attend Ulleskelf NHP meeting – with report from Mike Dando regarding RAF Church Fenton site is
    - vi. Highways impact – we are not able to influence any improvement to the existing highways but our plan is able to influence the traffic calming and future needs for carparks etc.
  - b. Amenities and Services
    - i. ACTION: Stuart to continue work on history and present usage of the Football Club

- ii. ACTION: Stuart to speak to Cllr Lee to find out about the Bus Service (currently we are working on a temporary timetable from “Connections”)
- iii. INFO: Car Parking Policy for Appleton Roebuck included in their NHP. Examiner has reported on the NHP, however Monday 2<sup>nd</sup> October SDC are meeting to discuss if any amendments are to be added to the plan. Referendum planned for 9<sup>th</sup> November.  
ACTION: David to provide update on any development on this area.

c. Business & Economy

- i. ACTION: Speak to Peter Knaggs regarding NFU queries
- ii. ACTION: Sarah & Rebecca to review Magic Maps (David can assist)
- iii. ACTION: check community shop is included in the documentation

d. Environment & Green Space

- i. ACTION: Dom to continue with the Green Space questionnaire analysis
- ii. ACTION: Dom and Kenny to continue working on fenland assessment
- iii. ACTION: Dom - SSSI site to be identified and included in the plan
- iv. ACTION: right of way improvement work to continue – provide information on who owns which land Sarah to ask Craig for the details of the landowners

e. Heritage Assets

- i. ACTION: Andrew to continue work on this area, regarding specifics of Church as historic structure

f. Flooding

- i. ACTION: Jo to continue reviewing flood lines and obtain geology planning reports from contact at University

7. Church Fenton Airbase

- i. Mike Dando in contact with Pegasus and awaiting results of survey of residents of Airbase. Final report is due October.
- ii. Clerk CF council to contact SDC regarding Green / Brown field categorisation of the RAF site. CF believe majority of this land is Greenfield.
- iii. ACTION: Rebecca to contact Avis to advise on the above

8. Draft policy intentions consultation – suggestions & actions

- i. ACTION: Village Hall to be booked for 11<sup>th</sup> November for consultation
- ii. Actions A-E from previous document to carry forward

9. Funding – next steps

- i. Working Group agreed to submit a word document with all content to A Hall, who will then create the design of the NHP
- ii. Agreed that as A Hall is resident for the village, and has experience of NHP with proven record, we will use A Hall as our designer – David Gluck to provide suggested price for the production of the plan.

- iii. ACTION: speak to various parties regarding photographs of Church Fenton for the plan

10. Project Plan (item 6)

- i. ACTION: David Gluck to update and send through
- ii. ACTION: David to review documentation regarding CLG funding for NHP for next period

11. AOB

- a. ACTION – Sarah & Rebecca to improve the layout of the website
- b. ACTION – Rebecca to share plan church fenton gmail account details and how to send emails to the working group
- c. Agenda items for next time
  - i. review the Appleton Roebuck NHP
  - ii. HS2 comments

12.

Next date and time of meeting – expected Wednesday November 1<sup>st</sup> @ 7pm *to be confirmed after VH booking confirmation received*

***Suggested date for future meeting avoid Wed & Thurs***

Meeting closed @ 20:40