**Church Fenton Neighbourhood Development Plan**

**Steering Group Minutes**

**29th 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)
1. Apologies

Jeremy Sherlock (Clerk), Andrew Mason, Dom Hinchley, Kenny Smith

1. Declaration of Interest
	1. Jo Mason – 7 acres field on Common Lane
2. Minutes of the last meeting 23rd August – agreed as a true record
3. 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
1. Action points:
	1. Housing
		1. Jo has commented on each of the sites in the SHLAA.
		2. ACTION – Jo to include site size and theoretical yield to be included and detail on the traffic concerns.
		3. ACTION – Jo to then send around the working group for comment.
		4. ACTION – Jo to create a housing questionnaire & arrange to distribute around the village
		5. ACTION – attend Ulleskelf NHP meeting – with report from Mike Dando regarding RAF Church Fenton site is
		6. 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.
	2. Amenities and Services
		1. ACTION: Stuart to continue work on history and present usage of the Football Club
		2. ACTION: Stuart to speak to Cllr Lee to find out about the Bus Service (currently we are working on a temporary timetable from “Connections”)
		3. INFO: Car Parking Policy for Appleton Roebuck included in their NHP. Examiner has reported on the NHP, however Monday 2nd October SDC are meeting to discuss if any amendments are to be added to the plan. Referendum planned for 9th November.

ACTION: David to provide update on any development on this area.

* 1. Business & Economy
		1. ACTION: Speak to Peter Knaggs regarding NFU queries
		2. ACTION: Sarah & Rebecca to review Magic Maps (David can assist)
		3. ACTION: check community shop is included in the documentation
	2. Environment & Green Space
		1. ACTION: Dom to continue with the Green Space questionnaire analysis
		2. ACTION: Dom and Kenny to continue working on fenland assessment
		3. ACTION: Dom - SSSI site to be identified and included in the plan
		4. 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
	3. Heritage Assets
		1. ACTION: Andrew to continue work on this area, regarding specifics of Church as historic structure
	4. Flooding
		1. ACTION: Jo to continue reviewing flood lines and obtain geology planning reports from contact at University
1. Church Fenton Airbase
	* 1. Mike Dando in contact with Pegasus and awaiting results of survey of residents of Airbase. Final report is due October.
		2. Clerk CF council to contact SDC regarding Green / Brown field categorisation of the RAF site. CF believe majority of this land is Greenfield.
		3. ACTION: Rebecca to contact Avis to advise on the above
2. Draft policy intentions consultation – suggestions & actions
	* 1. ACTION: Village Hall to be booked for 11th November for consultation
		2. Actions A-E from previous document to carry forward
3. Funding – next steps
	* 1. Working Group agreed to submit a word document with all content to A Hall, who will then create the design of the NHP
		2. 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.
		3. ACTION: speak to various parties regarding photographs of Church Fenton for the plan
4. Project Plan (item 6)
	* 1. ACTION: David Gluck to update and send through
		2. ACTION: David to review documentation regarding CLG funding for NHP for next period
5. AOB
	1. ACTION – Sarah & Rebecca to improve the layout of the website
	2. ACTION – Rebecca to share plan church fenton gmail account details and how to send emails to the working group
	3. Agenda items for next time
		1. review the Appleton Roebuck NHP
		2. HS2 comments

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

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

Meeting closed @ 20:40