# Appendix

## Neighbourhood Development Plan extracts from minutes of PC Meeting

**Annual Meeting May 16** - The Council were active in raising representations on a large number of applications during the year, with a number of disappointing decisions being made by Selby DC. In order to increase local control in the future the Council has agreed to prepare a Neighbourhood Plan for Church Fenton.

*May 16* **Neighbourhood Plan** – the Clerk and Cllr Slade had received e-mails from David Gluck who was being considered as a potential consultant. It was agreed that Cllr Slade would discuss this further with David Gluck, and organise a meeting with other Councillors if necessary, and report back.

*June 16* . **Neighbourhood Plan** – on behalf of the Neighbourhood Plan sub group Cllrs Chester and Slade

had met with the potential consultant David Gluck and were satisfied that he could offer a good

service. He has now submitted a proposal to the Clerk for £4,625 to cover the first 6 months.

There would also be some printing costs.

The next steps would be to define the Plan area and submit a proposal to Selby DC, apply for

grant funding, and appoint the Consultant. Grants of up to £9K are available through “Locality”

and further funding can be sought through “Awards for All”. It was felt sensible to initially use the

Parish boundary as the Plan area. This could be amended in the future following consultation.

Ulleskelf’s position is uncertain. Cllr Chester agreed to check with them.

Cllr Mason recently attended a session regarding planning at Selby DC where Neighbourhood

Planning was being promoted which is a change from some previous experience.

**Resolved that:**

**1. A letter be submitted to Selby DC identifying the Parish boundary as the**

**Neighbourhood Plan area**

**2. An application be submitted to “Locality” for £5,000 to cover the initial Consultant’s**

**and other costs, and authorisation be given to utilise this funding for**

**Neighbourhood Plan purposes.**

**3. Subject to the receipt of grant finding, David Gluck be appointed as the**

**Neighbourhood Plan consultant.**

b. **Nanny Lane Verge** – Councillors had held a site visit

**July 16** **Neighbourhood Plan** – the Clerk reported that he had circulated a response from Selby DC following the submission of the Neighbourhood Plan designation letter requesting more information. He had drafted a reply. Majid Mir (Selby DC) advised that it seemed to cover the information needed, but he would discuss with his colleagues and advise further.

The grant application for £5,000 has been approved and will be paid shortly. This includes an element for design and printing. The consultant has been advised and a formal appointment letter sent shortly. Cllr Slade agreed to organise an inception meeting. It was agreed that the Launch Event be held in September after the holiday period

There was a discussion about the ability of a Neighbourhood Plan to influence Selby DC decisions, and the relationship with the Local Plan, PLAN Selby. Majid advised that there would be afurther consultation on PLANSelby in the Autumn.

*Ulleskelf PC have confirmed that they are progressing a Neighbourhood Plan*

**August 2016 no PC meeting**

**Sept 2016****Neighbourhood Plan** – the Consultants have been appointed following confirmation of the grant. Selby DC have advised that they will be carrying out the 4 week consultation on the area vrom 19th September. Cllr Slade advised that she would arrange an inception meeting with the consultants with a view to arranging a launch event.

**October 2016 Neighbourhood Plan** – an inception meeting has been arranged for tomorrow.

**November 2016 Neighbourhood Plan** – a Community Engagement event has been arranged for Saturday 3rd December from 2pm to 4pm. Leaflets had been prepared to promote the event which will be circulated to the majority of households, posted at a number of locations in the village, and on the village website. There will be 2 presentations at c 2:15 and c 3:15, with opportunities for informal discussion.

The formal designation of the Neighbourhood Plan area is progressing with Selby DC having received no objections. A formal letter is anticipated shortly.

Cllr A Mason held a recent meeting with Dave Caulfield and Tom Ridley from Selby DC to discuss the Plan. Tom will be taking a lead from SDC and Dave is keen to be supportive. They were notified of the engagement meeting.

The following was also discussed:

* Site next to the Church – Dave Calufield agreed to investigate the current position and advise further.
* Housing numbers in PLANSelby – the final way in which these will be allocated has not yet been finalised, but Church Fenton would already appear to have exceeded its likely quota.
* 5 year housing supply – the formal report from the inspector regarding the site where this was challenged in anticipated in early December. Dave Caulfield promised to keep the Council informed of the situation
* Designated Service Village - this will not be reviewed under the current core strategy moving forward but could be re-considered under the next generation of planning given that Ulleskelf was losing its station due to HS2 and that 2 of the 4 pathways would be taken by HS2 and that the service had become weaker over the past 20 years.

**December 2016 No PC Meeting**

**January 2017 Neighbourhood Plan** – the initial consultation event took place on 3rd December. A number of residents expressed an interest in becoming involved in the development of the Plan. The next meeting has been arranged for Thursday 9th February (7:00pm, Village Hall) to follow up this interest. The Clerk will also invite Tom Ridley from Selby DC.

***February 2017* Neighbourhood Plan** – a meeting had been held on 9th February to progress the Plan which included a number of community attendees. David Gluck is to prepare a “loose” plan which will be used as a basis for formal consultation. The next stage will include the production of questionnaires to build the community evidence base.

The next meeting will be held on 2nd March.

**March 2017 Neighbourhood Plan** – the meeting on 2nd March had been well attended. There is now a web address [www.planchurchfenton.org.uk](http://www.planchurchfenton.org.uk). A set of initial objectives is being prepared. The working group have agreed to add Makin Enterprises, Ulleskelf PC, and Selby DC to the distribution list for future meetings. The consultants are looking for heritage information as part of the background research. There will also be work undertaken with the school to engage with younger residents. The next meeting will be held on 6th April at 7:00 at the Village Hall.

The position regarding the White Horse and Post Office had been discussed as there are concerns that they will close permanently. It was agreed that they should be considered for submission to Selby DC as Assets of Community Value, and it was agreed that the Clerk will draft some submissions for consideration at the next meeting.

**April 17** **Neighbourhood Plan** – the latest Working Group meeting was held on 6th April. An outlie of the Plan has been circulated and a number of volunteers have now commenced work on the priority topics identified to date. A newsletter with a response sheet will be prepared and circulated. It will also be publicised in the next edition of Fenton in Focus. A dedicated e-mail address has been set up: planchurchfenton@gmail.com. The next meeting is on Wednesday 3rd May at 7:00pm t the Village Hall.

**May 2017 – Annual Meeting -** Chair’s report: Work has commenced on the Neighbourhood Plan. This has received an excellent level of community support and is making good progress

**May 2017 Neighbourhood Plan** – a further meeting has been held. Good progress is being made with data gathering, and a start is being made on policy development. The Working Group is aiming to submit the Plan be by the end of the summer. A further grant application will need to be submitted to cover the consultants’ costs in 2017-18. The Clerk will develop and submit this, and report to the next meeting.

**June 2017 Neighbourhood Plan** – due to the work on the Community Shop the latest Neighbourhood Plan meeting was postponed, and will be rearranged shortly. The Clerk advised that a further grant application to Locality of up to £6K is needed to cover consultancy costs and printing over the next 6 months.

**Resolved that a grant of up to £6K be submitted to Locality for the Neighbourhood Plan, and authority given to defray the expenditure if the application is approved**

**July 2017 Neighbourhood Plan** –the evidence gathering phase is moving to completion. The next Neighbourhood Plan meeting is scheduled for Tuesday 22.8.17 where the document content will be discussed, and draft policies reviewed. This will be followed consultation with the villagers / Parishioners. It is intended to submit the draft plan to Selby DC in the autumn.

A grant application for £5,875 has been submitted to cover Consultants and plan production costs.

***August 2017 no reference to Neighbourhood Plan***

**September 2017 Neighbourhood Plan** – the next Neighbourhood Plan meeting has been arranged for Friday 29th September at 7:00pm in the Village Hall. Residents are encouraged to attend. There will be a presentation on progress to date at a meeting in November. A questionnaire about Green Spaces and Housing Need are being circulated.

A grant of £4,362 has been approved. This leave a shortfall for printing etc. This will be considered further by the Neighbourhood Plan group.

**October 2017** – no reference to Neighbourhood Plan

**November 2017 Neighbourhood Plan –** the next planned meetings are a Working Group meeting (14th December @ 7.30pm) and a Neighbourhood Plan Public Meeting (Sunday 17th December 2pm - 5pm). Work is continuing on preparation of various policy sections including affordable housing, housing types, business and economy, local green space and heritage. These will form the basis for the public meeting on 17th December.

***No December PC meeting***

**January 2018 Neighbourhood Plan**– a community meeting was held on 17th December which was well attended. The current Issue areas were presented and discussed. A household survey has been completed. A further survey relating to working from home will be posted on the Neighbourhood Plan website. A further meeting will be held later this month. Selby DC planners are keen to attend the next meeting.

It had been suggested that the Council consider an Awards for All grant to fund the final Plan production (including design and printing). These costs are likely to exceed £5K. The Council can only receive one of these grants over a 12 month period, and a grant application had been discussed for the All Weather Play Area. However as this is a longer term project, and could potentially attract funding from other sources it was agreed to prioritise the Neighbourhood Plan.

**Resolved that the submission of an Awards for All grant application for the Neighbourhood Plan be considered at the next meeting**

**1st Feb 2018 EM** *Insert from Chair Statement:* The work the Parish Council have embarked on in recent months is, to say the least, a step change from our work of previous years. We are entering unknown territory with PWL and NHP and I welcome any support and advice we have available to us. We are new to this and we must be clear that we have followed the correct procedures and have the right level of understanding and detail to ensure all councillors are comfortable in the way we are proceeding.

If at times this looks as though any of the councillors are against things proceeding, please let me assure you this is not the case. If at times it is frustrating that thing are taking longer than anticipated, please let me assure you that is not our intention. We are looking to potentially borrow over 17 times our income and we need to be sure that everything we do is done right first time with no cause of redress.

**February 2018 Neighbourhood Plan**– further progress had been made, with only one more questionnaire due to be circulated. The Clerk had received quotations for works needed to complete the Plan which were £3,990+VAT for printing and publishing, and £2,175 for consultants costs. It was agreed to submit and Awards for All grant application to cover these costs.

**Resolved that an Awards for All grant application for up to £6,500 be submitted to cover the remaining Neighbourhood Plan costs**

**March 2018 Neighbourhood Plan** – initial documentation has been sent to Selby DC comment. A further meeting will be held shortly and publicised. An Awards for All application has been prepared and will be submitted shortly.

April 2018 – no comment on Neighbourhood Plan

**May 2018 Annual Meeting** - **Neighbourhood Plan** – good progress has been made on the preparation of the Neighbourhood Plan, supported by a consultant funded through a government grant. A number of themed consultations have been undertaken together with community meetings. The process has been led by a group including Councillors and community representatives. A number of themed policy papers have been completed.

**May 2018 Neighbourhood Plan** – an initial draft has been submitted to Selby DC for comment prior to the completion of the final draft of the Plan which is anticipated in late summer. It can then move forward to referendum. No decision has yet been received for the Awards for All grant application.

**June 2018 - Neighbourhood Plan** – a Draft Plan has been prepared and sent to Selby DC for comments. It is intended to produce a final draft for consultation in September. No response has been received regarding the Awards for All application

**July 2018 -** **Neighbourhood Plan** – the Awards for All application had been unsuccessful. Unfortunately the letter advising of this had not been received until followed up by the Clerk. The decision letter indicated that a revised application may be successful, so it was agreed to revise and resubmit. In the meanwhile the Clerk recommended that the Council should agree an interim budget pending so that progress on the Plan could continue.

**Resolved that:**

* + - 1. **The Awards for All application be revised and resubmitted.**
			2. **A budget of £1,000 be approved to allow continued progress on the Plan.**

**August 2018** No PC Meeting

**September 2018** **Neighbourhood Plan** – a revised Awards for All application was submitted about 4 weeks ago**.** A draft Plan will be circulated shortly.

**October 2018** **Neighbourhood Plan** – a decision on the awards for All application is awaited. An initial Plan draft has been circulated to Councillors.

**November 2018 Neighbourhood Plan** – the Awards for All application is being processed. A further draft plan will circulated shortly, and will be sent to Selby DC.

**December 2018 no PC Meeting**

**January 2019 Neighbourhood Plan** – the Awards for All application has been approved, which should be adequate to complete the Plan. A draft has been circulated, and comments have been received from Selby DC. A final draft for formal consultation will be considered at the next meeting.

**February 2019 Neighbourhood Plan** – a final consultation draft was circulated. It is intended that this will be used for the “Regulation 14” consultation which is the formal 6 week consultation prior to submission to Selby DC. Once submitted it will strengthen the policy position with regard to planning applications. A timetable was circulated which aims for a referendum in December 2019.

* The draft was largely supported with the exception of the following:
* The Housing section should state that it has been prepared on the basis that there is no Local Plan requirement for additional housing allocations due to the numbers already approved
* The Housing Section should refer to the open aspect that is a feature of many parts of the village due to the linear nature of the
* The HS2 section needs to make clear that the Parish Council has formally objected to HS2
* the comments from councillors be considered by the working group and aligned with views of the villagers
* Resolved that the draft be approved for the Section 14 consultation following the amendments identified above

**March 2019 Neighbourhood Plan** – following comments by the Council at the last meeting a further revision is being drafted with a view to starting the formal consultation shortly. Further revisions to the Plan will need to be considered once this consultation is completed. The Clerk advised that there is a need to check if there are any issues with the Council “purdah”.

**April 2019** There were comments regarding the Neighbourhood Plan consultation. HS2 will mean that some farmland will become unviable – this is not addressed in the Plan. Some advised was that the recent consultation was the first time that they had been aware of the plan. It was commented that leaflets for earlier consultations had been delivered to all households, and posters put up in the village. Parishioners were encouraged to submit all comments on the forms provided so that they can be considered by the Neighbourhood Plan group which includes local villagers as well as Councillors.

A copy of the draft plan that had been delivered to the Community Shop seemed to have gone astray so the Chair agreed to provide a further copy.

**May 2019** – no reference to NDP

**June 2019** - Cllr Chester reported that the regulation 14 consultation for the Neighbourhood Plan was completed, and the results were being analysed.

**July 2019** - Cllr Charlston advised that the Neighbourhood Plan Regulation 14 comments were being processed.

**August 2019** – no meeting

**September 2019** – no reference to NDP

**October 2019** - Cllr Chester – requested support for the final phases of the Neighbourhood Plan

**November 2019** – no reference to NDP

**December 2019** – no meeting

**January 2020** – no reference to NDP

**February 2020** - Cllr Chester advised that the final draft of the Neighbourhood Plan will be presented to the next Council meeting with a recommendation to submit it to Selby DC for the final stages. It was queried whether issues relating to Climate Change could be included. However this would require another full consultation, and would be better considered as a future revision.

**March 2020** - a. Neighbourhood Plan Presentation by David Gluck, Consultant to the Neighbourhood Plan. Questions were raised by Council and the process was explained. Issues raised about Climate Change not presented within the plan, however, it was explained that at this time, that the Council were asked to limit comments to typos or none substantive changes. Adding a section on Climate Change, would be a substantial and substantive change and would delay the referendum. The Council, could if they so wish, develop a new document to sit alongside it to cover Climate Change. It was noted that the time to input on the content had passed. The “task and finish” group met in February for final modifications to the plan, discussed and appointed a final designer (A Hall). Consultation with landowners has taken place re Green Spaces and Heritage Assets and as a consequence, some properties have been removed. Policies Map needs completing, which involves working with the District Council to produce. Further “Regulation 16 consultation” period to follow. Group to choose the Planning Inspector whom best meets the need of the local environment. Covering letter required from the Council Chair, along with a Consultation Statement and The Basic Conditions Statement for submission.

**Resolved to approve the draft plan proposal and agree to submit the Neighbourhood Plan asap (in light of the present government guidelines regarding Covid-19 virus that may prevent meetings).**

**April 2020** (virtual) – no reference to NDP

**May 2020** (virtual) – no reference to NDP

**June 2020** (virtual) – Cllr Sarah Chester referred to consultation document (this document) being created and asked for photographs of the events if anyone had any.