



# Minutes of the of Neighbourhood Development Plan (NDP) Group Committee of SHERBURN IN ELMET TOWN COUNCIL

**Date:** Monday 29<sup>th</sup> January 2024  
**Time:** 7.15pm  
**Venue:** Cream Room, Eversley Park Centre, Low Street, Sherburn in Elmet, LS25 6BA

Meeting opened at 7.15pm

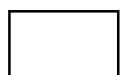
Present: Cllr Baumann, Cllr Tant-Brown, Cllr Bradder, Cllr Jordan, Karen Wharton, Anne Hudson (Trustees of SVS), Marianne Pal (We are Sherburn), Andrew Robertson (SIE and Villages Community Trust SAVCT), Mike Dando & David Gluck (appointed NDP Consultants) and 2 members of the public.

Officers: Georgina Ashton (RFO), Gaynor Brennan (Deputy Clerk).

The Meeting opened at 7.15pm with introductions and welcome from the RFO, Georgina Ashton. The first point of the agenda was to invite nominations from the floor and to elect the Chairman to the Committee.

## MINUTES OF THE MEETING

NDP/24/1	<p><b>Welcome &amp; Introductions and to receive and approve reasons for absence</b></p> <p>a) To nominate and elect the Chairman of the Committee  <b>Resolution: to elect Cllr Tant-Brown as the Chairman of the NDP Committee. Unanimous.</b></p> <p><b>Resolution: to elect Cllr Baumann as the Vice-Chairman of the NDP Committee. Unanimous.</b></p> <p>b) To receive and note apologies for absence.  Cllr Limbert provided his apologies in advance of the meeting.</p> <p>c) To consider to approve reasons for absence.  <b>Resolution: to approve the reasons for absence from Cllr Limbert. Unanimous.</b></p>
NDP/24/2	<p><b>To note Dispensation Requests</b>  Any written requests for dispensation the Clerk may have received from Councillors.  None received</p>
NDP/24/3	<p><b>To receive Declarations of Interests from Members</b></p> <p>a. To receive Declarations of Interests from Members not already declared under members Code of Conduct or members register of interests, in any business to be transacted. - None received.</p> <p>b. To consider any dispensation requests received - None received.</p>
NDP/24/4	<p><b>Public Speaking session (20 minutes)</b>  Members of the public and representatives from other organisations are invited to speak during this session. - No comments.</p>
NDP/24/5	<p><b>Neighbourhood planning explained:</b> Mike Dando &amp; David Gluck  Mike provided an introduction to neighbourhood planning (as a handout) starting with the Localism Act (2011). Heart of planning policy. Neighbourhood planning is a community-led planning tool and are inherently part of a raft of community rights to enable local communities to better shape their places, working with/through the Town Council. Typical thematic areas for a neighbourhood plan include: natural environment and green spaces; recreational and community facilities; town centre; development design; conservation, character areas; housing mix, design, affordability; economic development/employment sites; traffic management (transport/highways); countryside management, PROW (public rights of way).</p>



	<p>Neighbourhood Plans are planning-based documents but also provide the opportunity for communities to set out other non-planning actions and aspirations, so that the resultant plan presents a holistic framework for the future of an area over the next 15 years or so (up to 2040).</p> <p>Mike also provided a handout to demonstrate an outline project plan (up to approximately 18 months to pre-submission phase). The final phase of the project plan is the public referendum which is run by NYC, the same was as any other local poll. NYC also arranges the Independent Examiner who inspects the plan against a set of 'basic conditions'. The question on the ballot paper will be:  <i>Do you want North Yorkshire Council to use the neighbourhood plan for Sherburn in Elmet to help it decide planning applications in the neighbourhood area?</i></p> <p>50%+1 – voting in favour “makes” the plan.</p> <p>Selby Local Plan – likely to go back to public referendum in the Spring of this year. A recent S&amp;A Constituency Committee meeting agreed to take Heronby out of the Selby Local Plan and place in the NYC Local Plan. This is the main reason for going back out to public consultation.</p>
NDP/24/6	<p><b>Constitution of the NDP Steering Group Committee:</b></p> <p>a) To note and agree the Terms of Reference and Standing Orders  Change quorum to three voting members of the committee.  Civility &amp; Respect Pledge shared with non-councillors.  <b>Resolution: suggestion to full council that quorum is reduced to three councillors. Unanimous.</b></p> <p>b) To approve membership of the committee  Members to invite: Education, Steve Green &amp; Anne Howie NYC Youth Leaders, Scouts/Guides, U3A, Resident Groups (Persimmon/Redrow) (Hodgsons Gate), Sherburn in Bloom, Church representatives (3 of), County Councillor.  <b>Resolution: to invite the list of representatives above to the next meeting. Unanimous.</b></p> <p>c) For those non-members, to sign the adopted Civility &amp; Respect Pledge and Code of Conduct.  Civility &amp; Respect Pledge signed by those present. Please contact the office at <a href="mailto:clerk@sherburninemet-tc.gov.uk">clerk@sherburninemet-tc.gov.uk</a> for additional copies where there are multiple representatives from an organisation attending the committee.</p>
NDP/24/7	<p><b>Statement of Community Involvement:</b></p> <p>a) To approve the Statement of Community Involvement  A designated website page for development of the NDP has been embedded on the town council website to populate information in respect of sharing any NDP documentation and encouraging community involvement.  <b>Resolution: to approve the Statement of Community Involvement and recommendation that this is adopted by full council. Unanimous.</b></p>
NDP/24/8	<p><b>Draft Project Plan and next steps:</b></p> <p>a) To identify the policy intentions and to explore a project plan for agreement  Next meeting to visioning exercise, review of surveys, evidence and data. Aim of having a launch event to the wider community by the financial year end (March 2024). Inform the community, letters to stakeholders including neighbouring Parish Councils. Subsequent to this and after 1<sup>st</sup> April 2024, a 2<sup>nd</sup> grant application will be made to Locality. The PID (policy intentions document) writing will then commence.</p> <p>Email group for those NDP members. Information sharing and communication in respect of meetings.</p>



NDP/24/9	<b>To consider financial matters:</b> Agreement to take a 2 <sup>nd</sup> grant application to the Locality team
NDP/24/10	Date of next meeting and future Steering Group meeting dates Monday 26 <sup>th</sup> February and Monday 29 <sup>th</sup> April 2024. Saturday 13 <sup>th</sup> April 2024 for the Community Engagement (11.30am-2pm) in the Squire Bradley Hall (and Cream Room/kitchen).  Cllr Tant-Brown requested that a Vice Chairman be appointed to the Committee. (see ND/21/01)
NDP/24/11	Any other business

*The meeting closed at 8.34pm*

*Chairman's signature:*

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*Date:*

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