



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

**Date:** Wednesday 8<sup>th</sup> May 2024  
**Time:** 7.30pm  
**Venue:** Cream Room, Eversley Park Centre, Low Street, Sherburn in Elmet, LS25 6BA

**In attendance:** Cllr Tant-Brown, Cllr Baumann, Cllr Bradder, Cllr Packham, Andrew Robertson, Marrieanne Pal and Mike Dando.

**Officers:** G Ashton, RFO and G Brennan, Deputy Clerk. No members of the public.

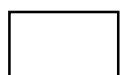
*Late arrivals: none*

*early departures: none*

*The meeting opened at 7.32pm*

## MINUTES of the NDP Committee Meeting

NDP/24/22	<p><b>To receive and approve reasons for absence</b></p> <p>a) To receive and note apologies for absence. Apologies received in advance of the meeting from David Gluck, Cllr Limbert and Steven Doyle</p> <p>b) To consider to approve reasons for absence.</p> <p><b>Resolution: to accept and approve the reasons for absence from David Gluck, Cllr Limbert and Steven Doyle. Unanimous</b></p>
NDP/24/23	<p><b>To note Dispensation Requests</b></p> <p>Any written requests for dispensation the Clerk may have received from Councillors. None received</p>
NDP/24/24	<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>
NDP/24/25	<p><b>Public Speaking session (20 minutes)</b></p> <p>None received.</p>
NDP/24/26	<p><b>To approve as a correct record the Minutes of the NDP Steering Committee Meeting</b> held on Monday 26th February 2024. Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</p> <p><b>Resolution: to accept the Minutes of the Meeting as a true and accurate record. Unanimous.</b></p>
NDP/24/27	<p><b>Communications &amp; updates</b></p> <p>a) To note feedback from the Launch Event held on 13<sup>th</sup> April and update on the Policy Intentions document</p> <p>Observations: Main themes and observations from the event – travel/transport/traffic /Active travel movements, sports &amp; recreation facilities, village centre and the green environment, heritage and the built environment, housing and the built environment. This will help to form and structure of the Policy Intentions document. Interesting to see what level of engagement we get at the Gala Day. (fairly easy to split issues into planning policy and “other”).</p>



Suggestion of other ideas for reaching out to residents:

- Presentation at We Are Sherburn event – launch of business survey
- Another information sharing event – early evening rather than weekend ie Thursday 5-7.30pm
- Leaflet to share resident survey info / raise profile of NDP at the Gala event and the Picnic and the Park event
- Logo competition – over the summer, leaflet to all school aged children.

b) To note promotional meeting – NDP survey promotional leaflet with QR link Google form – online version and paper copies for collection at the Library, EPC, perhaps somewhere in the town centre too – Fish & Chip shops etc. Paper copies – business and resident survey. The idea that the leaflet will have a QR code to the NDP page of the TC website.

Definition of an NDP – paragraph on the back, what the NDP is, what the aims are / long term plan / why is YOURSAY important to the plan.....

*Your Town Council has recently started the process of preparing a Neighbourhood Development Plan (NDP) for the area. NDP's have emerged from the Localism Act (2012) which gave Parish and Town Councils the powers to prepare a plan which gives local communities a very powerful voice in deciding on the scale, type and nature of what development takes place in their area.*

*These plans will have legal status and as such will have to be taken into consideration before any development takes place. We want our plan to be based on a vision, a shared vision, of what we want our town/village to look like in 20 years' time, in terms of housing, green spaces, community facilities, business, commerce etc.*

*We think it is absolutely vital that we understand the needs of our businesses, and that wherever possible the NDP makes provision to encourage businesses, and business growth within the town and across the Industrial areas.*

c) To consider the launch of a Logo Competition

Logo competition leaflet distributed to every child at both primaries and secondary school. Really clear description for the children. Using the Brownie feedback from their recent project may be useful? Light and engaging for children – pitched at the right level? Has to be a good thing to involve the youth, simplify it further. Targeting Brownies, Guides, Cubs and Scouts? Use the Brownie feedback from their recent presentation to the Council. What does Sherburn mean to you? And what you would like Sherburn to look like in 20 years? Fit an icon/design to each theme of the NDP. Could then use lots of different entries throughout the final publication.

d) To consider future events and opportunities for promoting the NDP – Gala Day, Picnic in the Park, evening event, We Are Sherburn (*rota of attendees*).

*Gala Day – 18<sup>th</sup> May Cllr Bradder, Cllr Baumann.*

*Picnic in the Park – 13<sup>th</sup> July*

*Evening event – June?*

*We Are Sherburn presentation morning – talk to David Gluck*

*We are Sherburn Showcase event – 20<sup>th</sup> September 2024*

e) Project Plan update

Move timescales back slightly from the outline project plan shared by Mike:

Community wide and business surveys by September 2024

PID – by November 2024, Writing the Plan 2025

May wish to bring forward the working groups as necessary to gather evidence – assessment of open spaces, local History society involvement. Could have some involvement and task setting to local groups for their involvement and support. Fairly ambitious but achievable project plan suggested by Mike.



NDP/24/28	<p><b>Community Involvement:</b></p> <p>a) To consider the content for business survey – themes will lead respondents. Are there any particular problems under the key themes? Other organisations survey information – keep the business survey short and targeted towards them solely. What would you like to see in Sherburn to support/help your business? Why is recruitment so low from Sherburn residents? What would motivate local businesses to recruit staff from Sherburn – not necessarily dependent on the business. Parish wide, including Ind estate-based businesses, local businesses in the town centre, rural businesses, farms etc, home based/home registered businesses. The key is simplicity – not too wordy, AR example is simple. What do you consider to be the main barriers to growth for your business in the local area? Asking businesses to complete at a We Are Sherburn Business breakfast (captive audience – leave one on everyone’s seats – taking soundings, not a comprehensive response). Pitch about available property- corner shop idea. No empty units except the Shake House (tiny with steps).</p> <p>b) To consider the content for the resident survey Built around the key themes. Keep it simple. Open questions on travel/traffic.</p> <p>c) To agree staffing for We Are Sherburn presentation/ business survey Cllr Tant-Brown, David Gluck presentation – launch of business survey Thursday 4<sup>th</sup> July 2024 plus an officer.</p>
NDP/24/29	<p><b>To consider financial matters:</b></p> <p>a) To note receipt of any funds b) To consider any quotations for expenditure</p>
NDP/24/30	To receive and note representative reports & information exchange
NDP/24/31	Date of next meeting and future meeting dates – Monday 24 <sup>th</sup> June 2024
NDP/24/32	Any other business

*The meeting closed at 8.40pm*

Chairman’s signature: \_\_\_\_\_

Date: \_\_\_\_\_

