



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

**Date:** Monday 24<sup>th</sup> June 2024  
**Time:** 7.15pm  
**Venue:** Cream Room, Eversley Park Centre, Low Street, Sherburn in Elmet, LS25 6BA

**In attendance:** Cllr Tant-Brown, Cllr Baumann, Cllr Bradder, Cllr Irvin, Cllr Taylor, County Cllr Packham, David Gluck, Carolyn Wharton.

**Officers:** G Ashton, RFO. No members of the public.

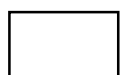
*Late arrivals: none*

*early departures: none*

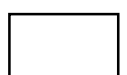
*The meeting opened at 7.15pm*

## MINUTES of the NDP Committee Meeting

NDP/25/01	<p><b>a) To appoint the Chairman of the Committee</b>  Cllr Baumann proposed Cllr Tant-Brown, seconded by Cllr Irvin.  <b>Resolution: to appoint Cllr Tant-Brown as the Chairman of the NDP Committee for the forthcoming municipal year 2024-2025. Unanimous.</b></p> <p><b>b) To appoint the Vice Chairman of the Committee</b>  Cllr Taylor proposed himself, seconded by Cllr Tant-Brown.  <b>Resolution: to appoint Cllr Taylor as the Vice-Chairman of the NDP Committee for the forthcoming municipal year 2024-2025. Unanimous.</b></p>
NDP/25/02	<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 Marrieanne Pal, Mike Dando, Andrew Robertson, Steve Green, Steven Doyle, Cllr Jordan and Cllr Buckle. No apologies received from Cllr Ward.</p> <p>b) To consider to approve reasons for absence.  <b>Resolution: To approve the reasons for absence from the above-named people, Cllr Buckle and Cllr Jordan.</b></p>
NDP/25/03	<p><b>To note Dispensation Requests</b>  Any written requests for dispensation the Clerk may have received from Councillors.  None received.</p>
NDP/25/04	<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/25/05	<p><b>Public Speaking session (20 minutes)</b>  Members of the public and representatives from other organisations are invited to speak during this session. We ask that each person keeps the presentation short (&lt;3 mins).  None present.</p>



NDP/25/06	<p><b>To approve as a correct record the Minutes of the NDP Steering Committee Meeting</b> held on Wednesday 8<sup>th</sup> May 2024. Chairman to sign the Minutes. LGA 1972 Sch 12 para 41(1)</p> <p><b>Resolution: to approve the minute of the last NDP Steering Committee meeting held on Wednesday 8<sup>th</sup> May 2024 as a true and accurate record. 1 abstention.</b></p>
NDP/25/07	<p><b>Communications &amp; updates</b></p> <p>a) To note designation as a Neighbourhood Area as approved by Assistant Director of Planning, North Yorkshire Council on 06 June 2024. Recommendation report circulated to members of the committee; designation is on the NYC website.</p> <p>b) To note NDP survey promotional leaflet with QR link.</p> <p>c) To consider the launch of a Logo Competition</p> <p>Suggestion of a number of “chapter logos” / watermarks so that lots of different entries can be used as artwork in the final document. Assembly and leaflet strategy. Suggestion from the floor to explain We are doing this project, we don’t want it to be seem the same as all the others. David Gluck suggested that we will probably need to take the final designs to a graphic designer to create the finished product from the inspirational entries provided by the children. Perhaps launch in early September with a half term deadline (Oct half term). Cllr Tant-Brown to approach the schools now with the suggestion of a short assembly and leaflet distribution in September. Simplified handout and distribution to primaries.</p> <p><b>Resolution: for Cllr Tant-Brown and Cllr Baumann to meet with the Interim Clerk to create the draft leaflet and presentation in the next few weeks for a September launch. Unanimous.</b></p> <p>d) To consider future events and opportunities for promoting the NDP – Thursday 4<sup>th</sup> July 2024 Business Breakfast at We Are Sherburn event and Friday 20<sup>th</sup> September (pm) at Eversley Park Centre for We Are Sherburn Showcase event.</p> <p>Cllr Taylor suggested that we contact Heidi Green, Business Development Officer at NYC. Suggestion of leaflet drop to every household in Sherburn with the #have your say NDP leaflet and some in the library.</p> <p><b>Resolution: for Cllr Tant-Brown and David Gluck to present at the We Are Sherburn business event on Thursday 4<sup>th</sup> July with a copy of the business survey. Unanimous.</b></p> <p><b>Resolution: to approve the printing of an additional 4,000 NDP leaflets for distribution across the town. Unanimous. (typo on pg1,2x on pg2)</b></p> <p><b>Resolution: for Cllr Tant-Brown, Cllr Taylor, Cllr Baumann available for the showcase event on Friday 20<sup>th</sup> September. Unanimous.</b></p>
NDP/25/08	<p><b>Community Involvement:</b></p> <p>a) To consider the proposed survey content for business survey Comments noted on the survey and passed to David to update</p> <p>b) To consider the proposed survey content for the resident survey Comments noted on the survey and passed to David to update</p>



	<p>c) To consider the Design Codes Working Group – membership, scope and purpose. Aecom are the retained consultants appointed by Locality and provide technical support through the Locality grant submission made by the TC. Very detailed appraisal, taking the old village design statement, taking into account, types of brick, stone, rooves, different estates, character of the countryside etc. Level of detailed design can be imported and used as part of the final document. Historic design guide for the Parish Council (Sherburn in Elmet Village Design Statement 2009). Representative from the Historical Society need to be on the group.</p> <p><b>Resolution: to appoint David Gluck, member from the Historical Society, Cllr Buckle, Cllr Baumann. Unanimous.</b></p> <p>d) To consider the Future Community Consultation briefing – policy intentions document, Regulation 14 and Regulation 16. Surveys will be live soon. The policy intentions document will be the part of the project, design codes group, by spring 2025, we will have written our pre-submission draft plan. By that time, the plan is in its final stages. 6-week consultation period for the Reg 16. Stages after that.</p>
NDP/25/09	<p><b>To consider financial matters:</b></p> <p>a) To note receipt of any funds and any grant applications Grant application made on 18<sup>th</sup> June to Locality for £7,600.</p> <p>b) To consider any quotations/invoices for expenditure Refreshments receipt from the 13<sup>th</sup> April event £54.17 and £105 for the NDP leaflet (1<sup>st</sup> run of 2,000 leaflets).</p>
NDP/24/10	To receive and note representative reports & information exchange
NDP/25/11	Date of next meeting and future meeting dates Monday 30 <sup>th</sup> September 2024 – 7.15pm
NDP/25/12	Any other business

The meeting closed at 20:27

Signed: \_\_\_\_\_

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

