**Present: -** Councillor A Thomas, Councillor A Lowe, D Parkes, J Mawdsley, A Whiteside, Neil Cowan, L Dutton, D Gluck, Mike Dando and the Clerk

**23. INTRODUCTIONS –** Mike Dando, a member of the consultancy team, attended the meeting to discuss the work he has been doing with Jacqui on the Airbase.

**24. APOLOGIES –** Councillor M Thomas

1. **DECLARATIONS OF INTEREST** - None
2. **MINUTES OF THE LAST MEETING AND MATTERS ARISING –** The minutes from the steering group meeting held on 25th May 2017 were approved as a true record. Avis has spoken to her contact at Kirk Fenton School and needs to speak to the Head Teacher. David Gluck suggested a representative from the secondary school would be more useful and agreed to approach the school. Alan has requested information from the owner of Duncan Renewables. Avis has found a poster with old photos from the Parish which may be useful.
3. **PROJECT PLAN AND OUTSTANDING ISSUES - 27.1. Communications plan** – Louise Dutton showed the group the set-up of the website which has been completed and is ready for content to be added. The illustration design is still to be completed. Action: David to send content to Louise and clerk to send meeting minutes. Louise to circulate the website for members of the group to look at and to provide a training session at the next meeting.

Alan reported that there is not a noticeboard at Church Fenton train station.

* 1. **Stakeholders –** Jacqui has provided the contact details for the other management company at the Airbase and Avis obtained details about the management of Ulla Green. Agreed to add Tadcaster Grammar School to the list. The courtesy letter to stakeholders have yet to be sent.

1. **KEY THEMES AND VOLUNTEERS –** Work is on-going gathering the information for each of the key themes.
	1. **Flooding** – Andrew to help with this work as he is also a member of the Flood Group. Avis is getting copies of the maps and information from the flood group.
	2. **Business and Industry** – David Parkes agreed to look at this for Ulleskelf village and Jacqui will cover the Airbase. Need to find out who else is running businesses from home and what issues they have.
	3. **Education** – Andrew agreed to work on this group to give a teacher’s perspective. Need to consider whether the Parish will remain in the catchment Area for Tadcaster Grammar School. Also need to look at when Kirk Fenton will reach its capacity and how it can expand to meet future needs. Local schools are expected to become an academy group, which may bring extra capital funding. Jacqui agreed to liase with Church Fenton Neighbourhood Plan on education. David Gluck to find out who the contact is.
	4. **Public Transport –** Neil reported that he has been trying to get hold of old train timetables from 1980’s. David Parkes said he might have one or it was suggested that Vanessa, a train spotter or the railway museum might have one.
	5. **Telecommunication –** It was agreed to add this as a theme to look at the issue of sharing telephone lines and broadband connections.
	6. **Recreation –** Jacqui reported that she has received a green spaces questionnaire from Church Fenton, and though we could do something similar.
2. **RAF CHURCH FENTON –** Mike Dando updated the group on the work he has completed on the Airbase. His has gathered all the information about planning policy, heritage and conservation and will have this written up for the next meeting. SDC are not saying anything about future policy in relation to the Airbase. He has had a site visit with Jacqui to identify the local communities needs and needs to get more information about the management companies. He has a questionnaire for residents which he needs to re-draft to ensure it covers all issues.

Also need to get the landowners perspective, which may come out of the Parish Council’s meeting at the Airbase. Will approach Scott Royal for any further information required.

The sports field is designated countryside and this is a key area that needs further consideration.

Would like to see if the facilities at the Airbase will be made available for the community to use. Mr Makin said he was keen to work with the local community when he attended the Parish Council Meeting on 12th February 2015, after purchasing the Airbase.

Picture’s from the Airbase have not yet been taken, but Jacqui will request this after the Parish Councillors have had their meeting at the Airbase.

1. **DATE OF NEXT MEETING –** The next meeting will be held at 7.30pm on Wednesday 2nd August.
2. **ANY OTHER BUSINESS –** **31.1. Church Fenton Neighbourhood Plan** – The last meeting was postponed. Avis will attend when a new date is scheduled.

**31.2. Appleton Roebuck Neighbourhood plan –** The examiner has completed the examination and questions have been sent to SDC about designation of large green spaces. These need to be justified using existing local uses. It is expected to go to referendum in September at the earliest.

**31.3. Good Councillors guide to Neighbourhood planning** – Avis to send links to David to look at this.

**31.4. Neighbourhood Plan funding** – it is expected that more funding will be available.