

Heslington Parish Neighbourhood Plan

Minutes of the Working Group meeting held 21st January 2019 At the Heslington Village Meeting room at 09.00am

Present: - David Blacketer [DB], Nick Allen [NA], Richard Frost [RF], John Lawton [JL], Bill McClean [BM] and after 09.35 Niall McTurk [NM].

Apologies received: Richard Bramley [RB]

- 1. DB welcomed all attendees.**
- 2. The minutes** of the Working Group [WG] meeting held on 20th December 2018 were approved. DB reported that all documents were now available on the website. Also, following further discussion with Pauline Bramley and the website consultant, a “click and send” facility on the website Feedback Form was not considered a necessity.
- 3. Comments from local residents, via website or offers to join the group.**
There were none.
- 4. Grant Monies.** BM reported that Groundwork had approved alterations to the proposed spend up to 31st March 2019. This now included the full printing cost and reduced hours from the consultant and these would now mainly be on post-consultation advice and in particular responding to any comments from the statutory consultees, University of York, etc. An up-to-date finance sheet is attached with these minutes.

Review Grant status following end of consultation on 12 March 2019 **BM**

- 5. Printing and distribution arrangements.** RF reported that all the printing was now complete and ready for distribution subject to ‘Pre-submission Draft’ stickers to go on front of actual NPlan document. The various items were distributed to those volunteering for different tasks:

- Leaflets and letters to residents – 487 **All**
- Letters/envelopes to York Science Park Ltd – 90 **BM**
- Letters /envelopes to other Science park – 8 **BM**
- Letters/envelopes to business Campus West – 5 **JL**
- Letters/envelopes to Campus East business – 7 **RF**
- Letters / envelopes to business around village – 24 **RF**
- Letters/envelopes to farmers – 11 **RB**
- Letters by post – 3 **DB**

- Full Plan - UofY registrar – 1 DB
- Emails via Parish Clerk [PClerk] – 39 statutory plus 16 landowners and agents. Parish Clerk
- PClerk to set up auto-forwarding of responses to DB & PB DB/PClerk
- Libraries – full plan plus 10 response forms – 3 DB and BM
- UofY will notify all students of NPlan details with guidance on how to view, give Feedback and access hard copy of full Plan. Staff will be informed by electronic weekly newsletter this will again have simplified links to necessary documents
Next meeting 23 Jan 2019. DB/ JL
- **All to report to Actual deliveries back to RF by email to provide evidence of consultation effort.** ALL
- All spare Resident Leaflet copies will be with RF, extra hard copies of full NPlan with NM.
- Letterbox for responses set up by Sinclair properties. NM
- Notice board A3 notices to display. BM
- **Target is all to be complete by Friday 25th February Absolute latest date Monday 28 January 2019.** ALL

6. **Response arrangements.** DB will create a long document of all electronic responses divided into categories – Residents/Business/StatutoryConsultees/Landowners/University of York and others. The Uof Y may split their responses into 3 categories.

7. **'Drop-in Day' arrangements.** Agreed that JL and RF would do the introductions and would man the Meeting Room all day subject to short period relief by others.
A rota of reliefs would be agreed later. Information provided would be based mainly on the Resident Leaflet contents.
The 8 main Policy Area pages from the leaflet will be enlarged to A2 and printed by Sinclair Properties for display. NM

8. **Date of next WG meetings.**
A meeting was pencilled in for Monday 28th January at 9.00 to review progress or problems. DB to advise if required. DB

Further meeting, primarily, to prepare for Resident Event on MONDAY 11 February was agreed for Monday 4th February at 10.30. **ALL**