

Heslington Parish Neighbourhood Plan

Minutes of the Working Group meeting held 6th June 2019
At Heslington Village Meeting Room at 10.00 am

Present: - David Blacketer [DB], Nick Allen [NA], Richard Bramley [RB], Richard Frost [RF], John Lawton [JL] and Bill McClean [BM].

Apologies received: Niall McTurk [NM].

1. **DB welcomed all attendees.**
2. **The minutes of the Working Group [WG] meeting held on 11th April 2019 were approved.**
3. **Offers to join the working group.**
There were none.
4. **Draft Submission Plan version 2.2**
The WG went through the Draft Plan detail to identify any changes required. Following discussion on a number of points, all amendments were agreed. RF to produce final document.

RF

Once complete, DB to forward Plan with briefing note, for PC approval

DB
5. **Resident's responses summary.**
The meeting agreed that all responses were correctly actioned and would be an appendix to a Consultation Statement accompanying the Submission version of the Plan.
6. **Other consultees' responses.**
The meeting agreed that all responses were correctly actioned and would be an appendix to a Consultation Statement accompanying the Submission version of the Plan.
7. **UofY responses.**
The meeting agreed that all responses were correctly actioned and would be an appendix to a Consultation Statement accompanying the Submission version of the Plan.
DB will forward appendices to PC to accompany the Draft Submission Plan.

DB
8. **Green Spaces boundary mapping details.**
Following review, the final boundaries of each green space were noted on a plan and agreed. These will be now digitally mapped by CYC.

DB & JL 17 June
9. **Local Green Spaces Designation - Evidence Appendix.**
The document of evidence to justify the Local Green Space designations was agreed. This will support the BSC submission. RF to produce final document.

RF

10. Next steps and timing.

Noted that the Reg11 notification letters had been sent to the 3 statutory consultees by BM.

DB to make necessary revisions to the SEA and HRA documentation to reflect the consultation responses and final Submission Plan text.

DB

The Basic Conditions statement had been drafted and would be finalised by RF.

RF

The Consultation Statement was being drafted and would be finalised by JL.

JL

11. CYC review meeting 01/07/19.

Agreed that this meeting would review all the paperwork and agree the documents to be submitted after the PC have approved the Plan.

12. Assistance from consultant Dave Chetwyn.

Agreed that no further assistance was anticipated at this time.

13. Finance update.

No further expenses had been incurred and if no consultant time was required then funds would be used on producing a final copy of the approved plan prior to referendum for each household in the parish. There should be no need to apply for additional funding.

14. AOB.

A request from CYC to provide *WORD* format copies of our SEA and HRA for Murton Parish to use as a template for their N Plan was approved.

15. Date of next meeting.

This will be arranged during the period 23rd to 29th July after the PC July meeting.