

Heslington Parish Neighbourhood Plan

Minutes of the Working Group meeting held on 21st February 2017 At the Heslington Village Meeting room

Present: - David Blacketer [DB], Bill McClean [BM], Richard Frost [RF], Niall McTurk [NM], John Lawton [JL], Richard Bramley [RB], Jeffrey Stern [JS].

In attendance – Bill McPate.

Apologies were received from Tony Loffill, Nick Allen [NA], Ifan Williams [IW], Andrew Collingwood.

1. DB welcomed all attendees.
2. **The minutes** of the Working Group [WG] meeting held on 5th December 2016 were approved.
3. **Times of meetings.** Agreed that to encourage maximum availability for residents the next meeting will be at 7.00pm and future timings will kept under review. When our consultant needs to be present meetings would be during the working day.
4. **Meeting with CYC.** DB reported that he and BM had held a meeting with Rebecca Harrison who is a part of the CYC planning team. She had promised details of environmental matters for the parish, a list of businesses in the parish and a landownership map. The list of businesses had arrived but the rest is still awaited. Noted that Roy Handley of Drome Farm, Elvington and Halifax Estates and the Elvington Aerodrome owners were the only known absentee landowners who need to be contacted. A further meeting is to be held on 1st March.
[DB, BM]
5. **Meeting with University of York.** JL reported on the meeting which JL and Dave Chetwyn [DC] had held with the University in January. An agreed note of the meeting has been sent to the Parish Council, and will be presented by DB and discussed at the PC meeting on 21 February 2017. DC had reassured the University that this Plan would be helpful to them and the parish as a whole. The UofY have no expectation to expand beyond the existing campus in the next 15 years. They are developing a new master plan for the existing campuses. They have consulted (e.g. by focus groups of staff, students and the Students' Union) on their master plan but not regarding the village and the rest of the parish. A summary of the emerging points will be sent to JL; but the UofY recognise they may have to have further surveys once they start to develop the master plan in detail. Agreed that the current resident's survey document should be used for all students resident in the halls of residence and also for staff. JL to check if this was possible via the University. Thought that the NP would have separate sections on the existing university footprint and on the rest of the parish. JL to fix a date in early April when the university team could meet with some WG members. WG also accepted the need for confidentiality relating to some of the UofY data.

[JL]

6. **Information from other parishes.** WM reported information from mainly Poppleton working group. This has 6 active members. They have had about 300 meetings since October 2014. They are waiting for the appointment of an inspector. The cost to date is about £16k but they were the first local group so everything took longer and CYC have been slow to answer their requests. They believe it is essential to incorporate an updated VDS. A separate and very good website with a “contact us” section is essential in setting out progress and keeping all parties well informed. NM stated that Rufforth would help and that an existing website could probably be rebranded for Heslington NP and need not be too expensive.

7. **Business survey.** DB circulated a draft business survey document. DC had commented on this to say that basically it was fine but needed a few minor alterations. The document could be slimmed down. Need to ask companies what they do. Also how many work partly from home. Also list positive and negative impacts of Draft Local Plan housing developments and what benefit of having a university resource close by. A return date is needed once formally approved. NM would organise addressed envelopes and any necessary scanning. JL will analyse when they are returned. Returns could all be scanned but thought this was one more job and that they should just be archived and available if required by the inspector or other body. JL would show the survey to the UofY and ask how it integrates with their MP. A survey document to be delivered to all companies in main Science Park plus the village with sae for return to BM. Need to talk to Halifax Estates and Airfield owner and say that we are happy to meet them. [DB, BM, JL]

8. **Community survey.** To date 102 returns had been received from 486 properties. JL will try to analyse these by the end of March and produce a series of summaries in headline form to capture the main text and reflect the spirit of the responses. A decision on how to present the results would come later. [JL]

9. **Website.** Agreed that we need a specific website to easily view progress with the plan. DB to ask Matthew Clements if existing website could absorb all the information and display it. Agreed that we really need an easy link on the current website which will take viewers directly to a dedicated NP website. DB would get a quote from Matthew Clements to copy one of the other village NP websites and we could ask the other website designers if they could simply rebrand an existing local village NP site for Heslington. Also agreed that it should be easy to set up an email address of nplan@heslington.org.uk with all emails coming to BM with a copy, for information only, to the Parish Clerk. RF to help with email forwarding technology. Target this to be arranged before the end of March to use the current funds from Groundwork.

10. **Policy mapping workshop.** A meeting for this to be organised after all the survey returns have been analysed.

11. **Updating of VDS from 2002.** RF will try to locate an old electronic copy without pictures and review or update it and will circulate the results for comment. JS agreed to assist [RF]

12. **Finance spreadsheet.** BM produced a finance spreadsheet which was discussed and agreed with minor alterations to the layout. [BM]

13. **Date of next meeting.** BM to circulate members to fix a date in March. [BM]