

# Heslington Parish Neighbourhood Plan

## Minutes of the Working Group meeting held on 11<sup>th</sup> May 2017 At the Heslington Village Meeting room

Present: - David Blacketer [DB], Bill McClean [BM], Richard Frost [RF], Jeffrey Stern [JS]. Nick Allen [NA].

Apologies were received from Andrew Collingwood [AC], Niall McTurk [NM], John Lawton [JL] and Richard Bramley [RB].

1. **DB welcomed all attendees.**
2. **The minutes** of the Working Group [WG] meeting held on 21<sup>st</sup> February 2017 were approved.
3. **Meeting with CYC.** DB reported that he and BM had held a meeting with Rebecca Harrison and Alison Cooke on 1<sup>st</sup> March. Some useful information had been supplied by CYC. But we are still waiting for maps on Village greens and Common Land, Transport routes and possibly aerial photos. WM to remind Rebecca what we are waiting for and fix a meeting date in June. [ BM]
4. **Meeting with University of York.** DB reported that useful meetings had been held with the University. They were being very positive, willing to offer help with the Neighbourhood Planning work and shared a briefing paper which frames the University of York's emerging Estates masterplan. They are extremely mindful of the need to engage constructively with the Parish Council and others as this proceeds. This updated masterplan will focus on improvements to Campus West to refurbish existing assets and the potential for additional residential development as well as further developments to Campus East which they hope will improve the 'connectivity' between the two campuses. The WG thought that they should be wanting more staff accommodation on campus. They supplied contact details for the Science Park and other on-campus businesses and also a contact in their Internal Communications Department to support student/staff survey work. HPNP confirmed they would need to identify separately aspirations of parish residents and university residents.
5. **Communications.**
  - (a)**Website.** The need for a dedicated website as recommended by our consultant was agreed to be necessary so that local residents and local stakeholders and eventually the appointed inspector can see the plan clearly as it emerges. WM reported that 2 quotations had been received for a website based on the WordPress system. One from Hutton Peach from Clifton, York who designed the plan4poppleton.co.uk website for £845.00 plus VAT with a possible reduction if two sections were simplified. The second quote from Bow House of Easingwold was for £900.00 for the same work. The price for registering the domain and hosting the website for 12 months was £185.00 with Hutton Peach and £138.50 with Bow House. It was agreed to proceed with Hutton Peach as they were fully familiar with the site and its usage but to ask for a reduction in the hosting fee. It was anticipated that Andrew Collingwood could deal with uploading and altering items on the website as necessary so there should be no ongoing cost for this.
  - (b)**E-mail.** WM reported that Matthew Clements [MC] had been trying to organise so that all emails sent to [nplan@heslington.org.uk](mailto:nplan@heslington.org.uk) would go automatically to both WM and Parish Clerk. WM thought the system proposed was very complex and would require log in to the new site regularly to see if any emails were there. RF thought he could organise a simpler system so that emails would go automatically to both parties without an additional search. Agreed that RF should discuss this direct with MC and sort something out in the next week.

[RF]

**6. Community statistics.** Based on the data supplied by Rebecca Harrison @ CYC and national census sources, DB had produced a number of statistics sorted by population and by gender, etc. for the parish. It was agreed that this work would be important in analysing the consultation and helping to inform future policies and objectives. A number of maps were discussed which would also have a bearing on any development. Agreed that this Initial Draft document would be an appendix to the plan and would be updated as it evolves. A copy to be forwarded to the PC.

[DB]

**7. Residents survey draft analysis.** Agreed that this was an impressive piece of work by Dot and John Lawton and their fine efforts should be acknowledged. The results so far would be a great help in forming future policies. The document was noted and accepted. It would be forwarded to the PC.

[DB]

**8. Business survey.** This was ready to send out as soon as the wording for the website address and email address were agreed and in place. WM had been in touch with Darren Hooper who looked after all the Science Park buildings except those which were actually part of the University. He could publicise the survey and its importance through their weekly newsletter. He would also put address labels on envelopes containing the questionnaire and deliver these to all the businesses – about 120 to 150 in all. We would have to hand deliver to the shops in market Square as well as Main Street Heslington, the golf course and farms and landowners where known. WM had a list of 13 farmers and landowners who would get survey documents. It was hoped this survey would start within 2 weeks.

[WM]

**9. Landowner survey.** Survey to be hand delivered as above.

**10. University of York student and staff surveys.** DB reported that the resident's survey document had been adapted for electronic use for students and had gone out to c10,000 graduates yesterday. 100+ responses have been received to date. The survey would go out to post-grads this morning. Some questions were compulsory to complete the survey. A staff survey would follow.

[DB]

**11. Updated VDS.** RF and JS had circulated some suggested changes to the 2002 VDS which mainly concerned the University development progress. Agreed that others could contribute to the review but the final version must wait until the NP policies were drafted or agreed.

**12. Consultant – the next steps.** The quotation received from Dave Chetwyn of Urban Vision was noted and the work plan he proposed was agreed as being all essential and beyond the capability of the WG without help. The proposals were accepted subject to finance.

**13. Finance.** Agreed that finance of £8000 from Groundwork UK should be applied for as approved by the PC. Agreed that, as far as possible, the £3000 from CYC should be kept in reserve as there were bound to be unplanned items of expenditure which Groundwork might not cover. A public meeting will be required after the policies are drafted and there needs to be a pre-submission statutory consultation and we will need to show that it has all been done with all feedback in the public domain.

**14. Next meeting.** Hoped that if the business survey could go out in two weeks and be returned after 4 weeks i.e. about 7 July then the next meeting could be around July 17<sup>th</sup> or 18<sup>th</sup> at 2.30 pm