

Heslington Parish Neighbourhood Plan

Minutes of the Working Group meeting held 8th October 2018
At the Heslington Village Meeting room at 2.00pm

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

Apologies received: Richard Bramley [BM], Niall McTurk [NM].

- 1. DB welcomed all attendees.**
- 2. The minutes** of the Working Group [WG] meeting held on 4TH September 2018 were approved.
- 3. Comments from local residents, via website or offers to join the group.** There were none.
- 4. Review and agreement to Pre-submission Draft NP final version.** The Working Group [WG] discussed the version of the Plan, approved by the Parish Council, with adjustments to wording and presentation.
The WG formally adopted this final version as the Pre-submission Draft Neighbourhood Plan. This will be used to support the screening reports and future consultation and communication.
- 5. Discuss what is required in submitting the NP proposal to the LPA.** CYC have encouraged the WG to complete an environmental screening report before going out to consultation. CYC have been chased up twice but with no result. Agreed that BM would contact CYC and ask for a quick and informal meeting to identify any problems with the screening.
- 6. Support proposal and consultant input.** Agreed that BM would contact Dave Chetwyn [DC], give an update and suggest that we may need help with the Basic Condition Statement at a later date and when we have received a response from CYC regarding the screening report.
- 7. Communication plans for the Residents' NP event.** A draft 12 page leaflet had been produced by DB, JL and RF. This was discussed at length and suggestions were made for improving it. There is a balance to be found between providing a full appreciation of the Plan and yet not overloading residents. Plan content/process will continue to be reviewed.

Complex computer skills are required for achieve best presentation format for any leaflet and BM agreed to contact NM to see if his office might be able to assist in this.

Agreed that there should be a “Residents’ event” to follow the leaflet issue. This would be a ‘check-step’ to allow WG to test “Have we got it right? Anything we missed? Any general comments or policy-specific feedback? This would in addition to the leaflet feedback forms.

Format could be: mini-presentation followed by opportunity for questions/discussion. Running 3 times during the day. This could be followed later in the Plan development by an open meeting.

BM to ask DC if he should be involved in this feedback event and to enquire what other working groups have done. Also DB agreed to ask the Parish Council Chair what involvement she wants in the Pre-submission consultation process as we inform other stakeholders e.g. Does cover letter go in PC Chair name?

8. Communication plans for Uni. students and staff and Science Park businesses.

Meeting is planned for 11 October to discuss the best way to communicate with the University groups (Students/student residents, graduates, staff, Unions). An electronic approach linked into their existing ‘newsfeed’ updates is expected. Consultation to other businesses has not been finalised, although it was noted that other Parishes had used direct contact letters to each business explaining where to access the Plan and inviting an email response.

9. AOB None.

10. Date of next WG meeting.

Dates will be suggested once we have an indication of CYC progress on the screening reports.