

Heslington Parish Neighbourhood Plan

**Minutes of the Working Group meeting held 26th November 2018
At the Heslington Village Meeting room at 1.45 pm**

Present: - David Blacketer [DB], Nick Allen [NA], Richard Bramley [RB],
Richard Frost [RF], John Lawton [JL]. Bill McClean [BM], Niall McTurk [NM].
Apologies received: None

1. **DB welcomed all attendees.**
2. **The minutes** of the Working Group [WG] meeting held on 8th October 2018 were approved.
3. **Comments from local residents, via website or offers to join the group.**
There were none.
4. **CYC advice on SEA and HRA.** BM reported that CYC had sent the reports to Historic England for informal comment. They had responded that that did not see a need for further surveys whilst retaining the right to change their mind on this once the Pre-submission documents are reviewed. CYC did not feel there was a need for further consultation on this and advised us to proceed with the statutory Pre-submission consultation.
5. **Review of documents for Pre-submission consultation.** The Working Group [WG] discussed the various documents required.
 - The HRA and SEA screening reports were taken as approved as RF had proof-read both documents and CYC had given approval.
 - Minor alterations were agreed to the wording of the consultation leaflet for residents and to the covering letters to residents, businesses and consultative bodies. These included collection points for responses, rewording of “ways to respond”, the use of a dedicated email address for the PC to send out letters.
 - DB would investigate a possible link to click on the website for responding.
 - Agreed that the PC would be asked to approve the leaflet and the 3 covering letters.
 - Agreed that initially 50 copies of the full NPlan would be printed with 3 for libraries at Tang Hall, Fulford and the University and 1 each to Parish

Councillors and WG members with the balance at Sinclair Properties office. All documents would be available on the website.

- NM offered to organise the printing of some A2 copies of the policies for display at the open day.
- Arrangements for the University consultations by email/electronic format would be confirmed at a meeting scheduled for the next day. The wording of this would be confirmed at a later meeting. The staff would be informed via the university staff newsletter.

6. **Timescale.** The PC would be consulted and asked to approve documents at their December meeting. Noted that, due to university exams, the consultation should not start until late January. Agreed that the 6 week consultation period should run from Tuesday January 29th until Tuesday March 19th. Hand delivery to residents would start w/c 21st January. BM to agree a delivery roster. Agreed that the 'pop-in' event would be on Monday 11th February at the Village Meeting Room.
7. **Consultant input.** Agreed that BM would contact Dave Chetwyn [DC], give an update on our progress and advise him that considerable input from him may be required from mid-March onwards.
8. **Finance.** Noted that the printing would cost about £1330 plus VAT and that any of our Groundwork sourced funds not spent by 31st March would need to be returned to Groundwork with no guarantee of any further grant. The PC is aware that it needs to include a provision in its budget for next year.
9. **Date of next WG meeting.** A meeting pre the distribution date was agreed for Monday 21st January at 1.45pm in the Village Meeting Room.