

Heslington Parish Neighbourhood Plan

Minutes of the Working Group meeting held 20th December 2018
At the Heslington Village Meeting room at 3.00pm

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

- 1. DB welcomed all attendees.**
- 2. The minutes** of the Working Group [WG] meeting held on 26th November 2018 were approved.
- 3. Comments from local residents, via website or offers to join the group.** There were none.
- 4. Parish Council feedback.** DB reported that the PC had unanimously agreed to proceed with the proposed Regulation 14 consultation and supporting communications. PC also agreed that letters would go out under the name of P Bramley, Chair of the PC. WG were happy that the “Gunning principles” would be met for this consultation process and were all important in achieving clear consultation with clear methods of response. Other comments received were discussed but it was decided that it would be wrong to make the proposed residents’ covering letter any longer or more complex.
- 5. Consultation process.** The WG discussed the website and what items of information should be clearly identified on it and also the desirability of having the ability to click onto an email link on the site to send a response. This will be further investigated and implemented if possible. The website must be fully operating with all key documents loaded at the start date of the consultation period. PB to be asked to make 1 or 2 further website changes including a new folder for *Feedback Form*. Some documents e.g. screening reports and analyses of questionnaires can be loaded onto the website now. **DB to forward to PB.** Other documents (including: Pre-submission Plan; Residents’ Leaflet and covering letter; letters/emails to businesses, landowners and statutory bodies; Policies extract; Feedback form in *Word* and *PDF*) to follow.
Agreed that w/c 21st January was the target date for having all the information and documents in place with all consultees/stakeholders informed by 28th January latest. Consultation period starts 29 January 2019, ends 5pm 12 March 2019.

Fiona to send all emails to statutory consultees and landowners, copy DB. (Total 54). The WG to deal with hand deliveries and posted items.

RF and JL to check posted items, envelope 'stuffing' for businesses and NM and RB to help support actual posting. Full records to be kept so that full distribution could be demonstrated. The 3 libraries would receive 1 copy of the NPlan and 10 feedback forms with more available on request.

NM to provide a 'ballot –box' for receipt of completed feedback forms.

Dedicated email address heslingtonpcnplan@outlook.com has been set up. Fiona and Pauline have administrator control.

6. **Printing.** Quotations had been received. Preferred printer was Focus4print. RF and BM to visit printers on 21st to ensure our requirements are fully understood and the time frame is achievable. Plan and envelopes can be printed now. The letters and residents' leaflet still require minor alterations before printing e.g. final wording of the website link text to be finalised by RF, JL and DB at review meeting 1.30pm 2 January. Further proofing meeting scheduled for 8 January, with printing starting 10 January.
7. **University student & staff communication.** **DB and JL** to confirm further review meeting for the proposed student/staff consultation early in New Year with Alison Sherratt [AS], UoY Internal Communications Manager.
A meeting is also planned for 23rd January to explain the NP process to the University representative groups by JL and DB, supported by AS.
8. **Consultant input.** This would be dependent on the number and complexity of the responses received to the consultation. Some input would certainly be required. Further review at next meeting.
9. **Finance.** Invoice for £750 + Vat approved by PC. Fiona advises that prior credit note will fully off-set this and no payments are required. **BM to advise Urban Vision.**
Current available grant funds (expire 31.3. 2019) are adequate for immediate requirements. Further review at next meeting.
10. **Date of next WG meeting.** A meeting has been agreed for Monday 21st January at 1.45pm in the Village Meeting Room with the primary focus of ensuring all communication/distribution arrangements are in place.