**Heslington Parish Neighbourhood Plan**

**Minutes of the Working Group meeting held 6th June 2019**

**At Heslington Village Meeting Room at 10.00 am**

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

Apologies received: Niall McTurk [NM].

1. **DB welcomed all attendees.**
2. **The minutes of the Working Group [WG] meeting held on 11th April 2019 were approved.**
3. **Offers to join the working group.**

There were none.

1. **Draft Submission Plan version 2.2**

The WG went through the Draft Plan detail to identify any changes required.

Following discussion on a number of points, all amendments were agreed.

RF to produce final document. **RF**

Once complete, DB to forward Plan with briefing note, for PC approval **DB**

1. **Resident’s responses summary.**

The meeting agreed that all responses were correctly actioned and would be an appendix to a Consultation Statement accompanying the Submission version of the Plan.

1. **Other consultees’ responses.**

The meeting agreed that all responses were correctly actioned and would be an appendix to a Consultation Statement accompanying the Submission version of the Plan.

1. **UofY responses.**

The meeting agreed that all responses were correctly actioned and would be an appendix to a Consultation Statement accompanying the Submission version of the Plan.

DB will forward appendices to PC to accompany the Draft Submission Plan. **DB**

1. **Green Spaces boundary mapping details.**

Following review, the final boundaries of each green space were noted on a plan and agreed.

These will be now digitally mapped by CYC. **DB & JL 17 June**

1. **Local Green Spaces Designation - Evidence Appendix.**

The document of evidence to justify the Local Green Space designations was agreed.

This will support the BSC submission. RF to produce final document. **RF**

1. **Next steps and timing.**

Noted that the Reg11 notification letters had been sent to the 3 statutory consultees by BM.

DB to make necessary revisions to the SEA and HRA documentation to reflect the consultation responses and final Submission Plan text. **DB**

The Basic Conditions statement had been drafted and would be finalised by RF. **RF**

The Consultation Statement was being draftedand would be finalised by JL. **JL**

1. **CYC review meeting 01/07/19.**

Agreed that this meeting would review all the paperwork and agree the documents to be submitted after the PC have approved the Plan.

1. **Assistance from consultant Dave Chetwyn.**

Agreed that no further assistance was anticipated at this time.

1. **Finance update.**

No further expenses had been incurred and if no consultant time was required then funds would be used on producing a final copy of the approved plan prior to referendum for each household in the parish. There should be no need to apply for additional funding.

1. **AOB.**

A request from CYC to provide *WORD* format copies of our SEA and HRA for Murton Parish to use as a template for their N Plan was approved.

1. **Date of next meeting.**

This will be arranged during the period 23rd to 29th July after the PC July meeting.