

Heslington Parish Neighbourhood Plan

Minutes of the Working Group meeting held 11 September 2017 At the Heslington Village Meeting room at 2pm

Present: - Jeffrey Stern [JS], Nick Allen [NA], David Blacketer, [DB], Richard Bramley [RB], Richard Frost [RF], John Lawton [JL]; Tony Loffill [TL] and Dave Chetwyn – Consultant [DC].

Apologies were received from: Bill McClean [BM], Andrew Collingwood [AC], and Niall McTurk [NM]

1. **DB welcomed all attendees.**
2. **The minutes** of the Working Group [WG] meeting held on 17 July 2017 were approved.
3. **Surveys and Statistics.** Previously circulated reports were noted with thanks to the authors for their efforts.
4. **Policy Mapping.** The focus for the meeting was to agree the key policy areas for the Plan. Each Policy format would follow:
 - Purpose – e.g. clarify what is each policy supposed to do
 - Rationale/Evidence e.g. what is this policy area based on
 - Policy detail – what does it cover e.g. enabling or restricting
 - Interpretation – incl. explanatory notes if required

The previously circulated draft Vision, Aims and Policy document was used as a guide for the meeting with Policy areas being drafted in the following areas:

HOUSING/BUILDING DESIGN– to include both CYC strategic allocations (as set out in the emerging Draft Local Plan 2016 currently out for consultation), and smaller/infill development. It is important to capture concerns that the ‘green wedge’ between existing built areas is protected; infrastructure/access that preserves existing local area identity AND importantly does not add to traffic congestion. Additionally a ‘Change of Use’ policy for existing assets could be included. New build in and around the village would be encouraged but it was noted that there was little available land and conflict with green belt protection would need to be addressed
Housing build mix to encourage affordability based on CYC Affordability Policy and homes suitable for elderly residents. Specify these new affordable houses must be built in the Parish(village?) not elsewhere in York. *Tenure Blind* development should be included.
Sympathetic design reflecting local design characteristics where appropriate. VDS (adopted 2004) will support this policy.

TRANSPORT/TRAFFIC – Existing traffic congestion is primary responsibility of the Highways Authority but can be commented upon within scope of Neighbourhood Planning Regs. However, Neighbourhood Plans can influence traffic impact for new build. E.g. Developers to be held accountable for demonstrating that new builds do not adversely affect traffic flows on certain key routes (e.g. Field Lane, Low Lane, Long Lane, Heslington Lane and University Road). Sustainable travel e.g. cycleways, pedestrian routes to be encouraged.

UNIVERSITY – this will be treated as a Special Policy area and reported separately. Meeting with University of York - Stephen Talboys fixed 12th September 2017.

EMPLOYMENT /BUSINESS – Campus east and Science Park development within University will be included in the University Special Policy area. Other developments will be encouraged subject to local policy for example we should develop a Main Street Policy. This will cover day hours, night hours, Conservation Area, traffic impacts and visual impact.

GREEN BELT / GREEN SPACE – Whilst defined green belt boundaries will be determined by CYC emerging Draft Local Plan, we will develop a Green Space Policy which will cover key nature conservation areas and green community spaces e.g. Campus East meadow/lake, Boss Lane, Outgang, Tilmire, etc.

[ACTION: JL TO LIST]

STRATEGIC ENVIRONMENTAL ASSESSMENT (SEA) AND HABITATS REGULATIONS ASSESSMENT (HRA) – both are likely to be a requirement for the plan and may take several months to complete. Early decision from CYC required. Early definition of the relevant areas to be agreed with CYC.

[ACTION: BM]

BUILT AND HISTORIC BUILDINGS – Policy will take existing properties referenced in VDS and Conservation Area Assessment. Article 4 [2] Direction being pursued by NA will be treated as a separate initiative at this point. (Possible Appendix reference).

ENVIRONMENT – development and land use

For each of these Policy areas a purpose statement, etc will be developed and circulated to the NPWG for agreement.

[ACTION DC]

5. **RESIDENT / BUSINESS SURVEYS** – as a precaution, post-code data will be removed from summary documents to avoid any possible breach of confidentiality rules. Parish Council will be asked to add the five summaries to their new website.

[ACTION: JL]

6. **DOCUMENT CONTROL**- RF will be the Document Control for the Plan and hold the 'master copy'.

[ACTION: RF]

7. **COMMUNICATIONS**

(1) **Website.** JS/RB reported that the PC had commissioned a new website which should be in place during September.

(2) **Consultation** A Consultation Summary is required showing details of NP consultation process and briefly noting how the plan development took account of the various comments and representations. This will eventually capture:

- Statutory consultees
- Interested parties and businesses
- Use of social media / website
- Use of newsletters, etc
- Public meetings
- Stakeholder meetings

[ACTION: JL AND BM]

DATE OF NEXT MEETING. BM to arrange, following WG agreement to NP Policy Map Statements. This would also determine the next review with CYC

[ACTION: [BM]