

# Heslington Neighbourhood Plan

## Minutes of the meeting held on 23<sup>rd</sup> October 2014

Present :- Bill McClean [BM], Andrew Collingwood [AC], Nick Allen, Richard Frost[RF], Foong Wong, Louise Wheatley.

Apologies were received from, John Jones, Amanda Lillie, Niall McTurk, Ifan Williams

1. BM welcomed all attendees.
2. Agreed that the working party was a sub-committee of the Parish Council and all correspondence should be first approved and signed off by the PC. Particularly to avoid delays, the PC may choose to delegate some approvals to key officers (e.g. the chair), or approve correspondence by e-mail rather than wait for a full PC meeting.
3. **BM** to contact Heslington Church to see if they want to get involved in this community effort.
4. **Process.**
  - 4.1 The area to be included in the plan was agreed to be the whole of the parish excluding the Heslington East current campus and the part of the Heslington West campus to the north of the Heslington Conservation Area. CYC have agreed to supply maps in the next few days.
  - 4.2 **RF and AC** will arrange to meet the pro-vicechancellor to explain the proposed Neighbourhood plan and that the University would have opportunities to put forward their ideas.
  - 4.3 **BM** to supply the Chair of the PC with the Application letter for sending to CYC as soon as possible.
  - 4.4 CYC will publicise the proposal and inform all major property owners in the area. There will be a 6 week period for responses.
  - 4.5 **ALL** to leaflet the village and encourage residents to write in support of the idea.
  - 4.6 **RF** to produce a questionnaire to distribute at the same time. Residents will be asked to indicate which key issues are most

important to include in the plan. ALL to check and approve.  
 Suggest RF asks Poppleton what is on their questionnaire.  
 4.7 **BM** to enquire about available grants and free consultancy from [www.locality.org.uk](http://www.locality.org.uk)  
 4.8 Analysis of responses by ????  
 4.9 Revise and update the VDS by **RF plus help from ???**  
 4.10 Editing team to check and correct.  
 4.11 Agree scope and headings for main document [**ALL**].Draft remainder of plan which will state that the VDS is to be read as an intrinsic part of the plan  
 4.11 Submit draft plan with backup information on resident's views.  
 4.12 Possibly 6 to 12 months to this stage  
 4.13 Independent examination by appointee of CYC [6 months]  
 4.14 Adjustments to plan by ???? [2 months]  
 4.15 CYC publishes examiners report and decision. [2 months]  
 4.16 CYC holds referendum of all residents – need 51% support.

## 5.0

### **Who does what –**

- Status of committee – subcommittee of PC
- Chairman – **AC**
- Vice Chair - **BM**
- Secretary – **BM** [could be replaced]
- Village survey forms [**RF**]
- Door to door delivery [**ALL**]
- Collating survey results [??]
- Draft N.Plan [writing team???
- Approving Team [?????]
- Editing Team [?????]
- reporting to PC at agreed stages – **BM and AC**

12. Next meeting – To be agreed