**Strensall with Towthorpe Neighbourhood Plan Steering Group**

**Notes of meeting held on 22nd May 2018 at 7.15 pm.**

Present: Mr Keith Marquis (Chair), Mr John Millett, Mr Philip Thorpe, Mr Tony Fisher, Mrs Sue May, Mrs Susan Nunn, Mrs Claire Whittle and Ms Kathryn Jukes (Consultant)

1. Members and Ms Jukes were welcomed to the meeting by the Chairman.

2. Apologies were received from Mr John Chapman, Mr Andrew Bolton, Mrs Shirley Jenkins, Mrs Diane Hailes, Mrs Joanne Lofthouse.

3. The group were advised that the process to amend the Neighbourhood Plan Boundary was expected to be considered by the City of York Council’s Executive Member for Transport and Planning on 14th June 2018 at 2.00pm. Mr Marquis had a prior commitment on this date and Mr Fisher would attend.

4. It was confirmed by the Chairman that printed copies of the questionnaire would be distributed with the June edition of Outreach and asked for volunteers to help with the assembly process of Outreach on Thursday 24th March at 2.00 pm in the Methodist Chapel Hall. The Draft Plan had been printed and copies would be provided at The Parish Office, Explore Library, Hairdressers, St Mary’s Church Hall, Methodist Chapel Hall and Redmayne Lodge together with a copy of the Character Appraisal. It was agreed to purchase eight containers to receive the printed copies of the questionnaire. A poster for notice boards was agreed and will be distributed by Mr Chapman before 1st June. Ms Jukes and Mr Fisher will compile a list of interested parties who will require access to the draft plan and character appraisal. Mr Marquis will arrange for more hard copies of the Character Appraisal to be printed

5. The Chairman again requested help at the stall at the Carnival on June 23rd to answer questions about the Neighbourhood Plan.

6. The Chairman attempted to project an on-line version of the questionnaire but was unable to do so due to technical problems. It was agreed that he and Ms Jukes would consult on this item in the next couple of days.

7. If necessary the next meeting would be held on 26th June 2018 but this will depend on whether it is necessary to hold a meeting until after the end of survey on 15th July 2018. Volunteers would be required to enter data received on printed questionnaires electronically.

Meeting closed at 8.00 pm