**Strensall with Towthorpe Neighbourhood Plan Steering Group**

**Notes of Meeting held 24th April 2018**

The meeting commenced at 19.25.

Present: Mr K. Marquis (Chair), Councillors A. Bolton, J. Chapman, Mr P. Thorpe, Mr J. Millett, Mrs J. Lofthouse, Mrs S. Jenkins, Mrs C. Whittle, Ms K. Jenkins (Consultant).

Item 1: The Chairman welcomed all to the meeting.

Item 2: Apologies were received from Mrs S. May and Mrs S. Nunn.

Item 3: The email received from Rebecca Harrison of City of York Council regarding progress with Neighbourhood Plan issues was noted.

Item 4: The final copy of the Strensall with Towthorpe Character Assessment had been received the content of which supports the Neighbourhood Plan. The latest issue of the Draft Neighbourhood Plan had been provided by KJ and the content was discussed and alterations agreed and made to the wording. It was confirmed that the services of “Flexibubble” to compile a Proposals Map had been arranged by KJ and it was expected to be available within a couple of weeks. This will be inserted in the Draft Plan document and cross referenced where necessary. Copies to be available on the Neighbourhood Plan web site [www.plan4strensall.co.uk](http://www.plan4strensall.co.uk) by the end of May.

Item 5: The questionnaire was discussed and minor wording alterations agreed as were the arrangements for distribution to residents. KM had contacted the Outreach editor to have the questionnaire inserted in the June edition of Outreach and a suitable prominent notice on the front page to draw attention to the document. It was considered that a version capable of display and completion by residents on smartphones or tablets be available on the Neighbourhood Plan web site and KM will speak to the web site designer to arrange. It was agreed the consultation period for residents to complete the questionnaire would be from 1st June to 16th July 2018.

Item 6: KM spoke about volunteers to man the Neighbourhood Plan Stall at the Strensall Carnival on 23rd June – Mrs J. Lofthouse, Mrs C. Whittle and Mr J. Chapman agreed to help.

Item 6. Any other Business – Km spoke about the need for the Parish Council to apply for Government Grant to help to fund the costs of production. TF agreed to speak to the Parish Clerk to arrange completion of the application.

Item 7: The date for the next meeting will be Tuesday 22nd May 2018

Meeting closed at 20.50.