Notes of meeting of Neighbourhood Plan Steering Group Meeting

Tuesday 28th May 2019

Present: Cllr J. Chapman, Cllr Sue Nunn, Mrs Claire Whittle, Cllr T. Fisher, Mr P. Thorpe, Cllr A Bolton & Mr K. Marquis (Chairman)

1. The Chairman welcomed everyone to the meeting.

2. Apologies – None received

3. KM reported that the Screening report, compiled by Mike Dando of Directions Planning, had been received and distributed to members and also sent to Officers at City of York Council. It was not known whether an informal reply would be received before the consultation planned to start of 1st July 2019. Steering Group members read through the report and commented on typing errors – KM replied by saying that most of these errors had already been passed to Directions Planning but a revised copy had not yet been received.

4. He also advised members that he had been in contact with Mark Currie of Catapult Films who was updating the amended section of the Neighbourhood Plan document. It was noted that a typing error had been found in the Design Guide polices on pages 33 – 36 inclusive. No other alterations were noted. KM would contact the designer to arrange final copies for both electronic and print versions of the Neighbourhood Plan document.

Kathryn Jukes had advised KM that a Statement of Community Consultation would be required and advised on the layout. A draft had been produced and circulated to steering group members with comments from KJ as to how the layout could be improved. Members were requested to study the document – especially sections 3 and 4 – to suggest improvements to the layout. Group members also suggested amendments to the text which KM will deal with.

5. KM spoke about the documentation which would be available to the members who would help at the stall at the Community Carnival on 22nd June. Group members helping would be Mr Thorpe, Mrs Whittle and Mrs Lofthouse with Cllr Fisher also providing assistance.

6. Members agreed that the timetable for the Regulation 14 Pre-submission Consultation provisionally arranged between 1st July and 26th August – a longer period than legally required due to the consultation period overlapping with school holidays. Members also authorised printing of the consultation documents to allow a small number of packs to be available for the carnival with the remainder ready for the consultation date. KM would also arrange the entry and leaflets, already agreed by group members, to go in the July/August edition of Outreach.

7. Any other business – KM suggested that at the June meeting that there would be feedback from the community at the carnival. It may be necessary to assemble packs ready for the consultation start and tie up any loose ends etc. Km did not believe that it would be necessary to hold a meeting in July or August as the consultation would either be still in progress or ended the day before the planned August meeting date.

8. The date of the next meeting advised as 25th June 2019.