**Notes of Strensall with Towthorpe Neighbourhood Plan Steering Group Meeting**

**Tuesday 26th November 2019**

Present: Mr K. Marquis (Chair), Councillors T. Fisher, J. Chapman, Mrs S.Nunn, Mrs C. Whittle, Mrs J. Lofthouse, Mr P. Thorpe, Mr J. Millett.

Apologies: Mrs S. Jenkins

1. The chairman welcomed all to the meeting.
2. The Chair reported that Mr P. Thorpe, Councillor J. Chapman and himself had discussed the alterations to the Plan document received from City of York Council, and Kathryn Jukes since the meeting in September. The Chair had also made slight amendments for clarity.

 All of the amendments to the Pre-Submission Plan Document (plus Appendix 1) were discussed by the Group and some minor alterations suggested.

 As some further comments on specific items in the now submission draft plan document were awaited from Kathryn Jukes, the Group agreed that the Chair should consult with her and once these amendments were made the document would be circulated to the Group for approval.

The next stage would be to forward the draft submission plan to City of York Council for their further comments and once these received then Kathryn could arrange for her colleague to ensure the SEA/HRA report was in accord with this version. The Graphic Designer would be requested to provide an updated complete plan document for approval before a small number of copies were printed.

Councillor Nunn asked if there were sufficient funds within the budget to cover costs and Councillor Fisher confirmed that this was so.

1. The Chair comment on the arrangements for the Local Plan Examination due to take place in December and expressed his concerns that this would probably mean that available Officer time at City of York Council would affect the progress of the submitted Neighbourhood Plan.
2. There was no other business to discuss.
3. Unless there was a specific reason there would be no meeting in December and the next meeting would be held on 28th January 2020.

Meeting closed at 20.30.