

## **Minutes of Burghwallis Neighbourhood Plan Working Group**

**Date:** 2<sup>nd</sup> July 2015

**Venue:** Burghwallis Pub

### **Present:**

Council: Kath Walters, Jill Laming, Brenda Grimes

Working Group: Adrian Sowden ( Chair) Alistair Owens ( sec)

Volunteer: Megan Wilmott

Minutes of meeting 28<sup>th</sup> May 2015 accepted.

### **Actions:**

#### **Basic Conditions Statement (BCS)**

This document is a stand-alone section of the overall report. Megan has completed approx. 50 per cent of the content and hopes to finish by 10<sup>th</sup> July 2015.

Megan advised the “scoring” of the sections is subjective and asked the working group to review her interpretation when complete. Mike Dando will also be asked for his viewpoint.

*Megan / Mike*

#### **Broadband policy:**

This has been rewritten in line with the recommendations from Mike and will be incorporated into the main document. Once complete the final draft of the plan will sent to Jane Stimpson who has offered to review the final draft, thereafter it will be circulated to the working group for proof reading.

Megan suggested some artwork changes to shade the background to each policy to give greater emphasis and move the justification to the start of each policy.

*Adrian*

Once complete the final report will be submitted in electronic form to the DMBC for external review.

On reaching the final adoption a limited number of printed copies will be completed for retention by the Parish council and members of the working group.

**External Examiner:**

Jane Stimpson will forward the names of three external examiners to allow an input from the working group as to the selection of the external reviewer.

**On-going procedure:**

Once the final draft is released to the DMBC, anticipated by the end of July 2015, the working group have no further input in the processes concerning the public review and the referendum. It is permissible for the working group to canvass support and get residents to vote in the referendum.

**Financial Report:**

Expenditure to date:           £751.43

Balance of grant remaining   £ 796.89

The surfeit is due to the deletion of printing costs contained in the original budget as the DMBC has converted to electronic format for all documents.

**Date of next meeting:**

At this point there are no further meeting scheduled. If there are any amendments to the final draft an exceptional meeting will be called.

**There were no members of the public in attendance:**