

Minutes of the Burghwallis Neighbourhood Working Group

Date: 22nd August 2016

Venue: Burghwallis Pub

Present:

Parish Council: Kath Walters, Benda Grimes

Working Group: Adrian Sowden (Chairman) Alistair Owens (secretary)

Apologies: Jill Laming

Minutes of last meeting 22nd January 2016 accepted

Actions arising:

The intended date of the referendum is scheduled for the 13th October. There are a number of actions to be completed internally by the DMBC to ensure the public poll can be effected. There is a statutory period of 28 working days notice to be advertised in advance of the polling date.

The date is to be confirmed ASAP by Jane by email to Alistair. This will allow the printing process (see later action) to be commenced.

Action: Jane

The complete operation of the referendum is handled by the DMBC using the Burghwallis pub as the polling station. There is no action on the working group required to support this activity. We have the right to canvass in support of the referendum and promote awareness.

Web Update:

A message will be added to the Burghwallis website announcing the referendum - linking back to the DMBC site. Re: DBMC/elections and DMBC/neighbourhood plans.

Action: Alistair

We need to wait until Jane Stimpson has added the requisite details to the DMBC site before we establish the link.

Action: Jane

Printed Version of Neighbourhood Plan:

The working group is to print 15 copies of the plan to be used for the Parish Council as a reference point and for those residents who are not on the internet. These can be used to support the document packs promoting the referendum at the Burghwallis pub, Woodlands library, and Askern?

Action: Kath

The enlarged maps and diagrams highlighted by the external examiner are to be supplied by DMBC in electronic and printed form. This action is required ASAP as the updated maps are needed before we can go to print.

Action: Jane

Five copies of the Archaeology booklet, not required for the Neighbourhood plan but seen as a useful local document, will also be printed.

Flyers:

The working group will produce an A5 flyer to be delivered to each household on 8th October. (5 days before the referendum)

Design: **Adrian**

Printing: **Kath** - 130 copies

Copies of the flyer to be displayed on the village notice board, Burghwallis pub and libraries. **Kath**

Distribution: Working group

Gmail:

Kath to monitor and report back to working group

Financial Report:

Total budget:	£1532.32
Expenditure to date:	£760.11
Balance:	£771.89

Date of next meeting:

To be organised depending on the outcome of the referendum.