

Minutes of Neighbourhood Plan Working Group 10 July 2014

Venue: Burghwallis Pub – 19:00

Present: Parish Council: Kath Walters, Brenda Grimes, Jill Laming

Working Group: Adrian Sowden (Chair)

Planning Aid: None

Apologies: Alistair Owens (Sec), Mike Dando, Megan Wilmott – Planning Aid

Minutes from the meeting on 26th June accepted.

Actions arising:

Grant Application

Revise grant application and supply to Mike. It was decided that a total of 75 copies of the final N.P. document would be required.

Action: Adrian/Kath

Public Consultation Leaflet (Policy Intentions)

It was suggested that we print 200 copies @ a total of £72.00.

Comments from Alistair will be taken into consideration before going ahead. Comments to Adrian by 11 July 2014.

Action: All

Marketing Plan

What	When	Who	
Approve public consultation leaflet	By end of Wk 28	Working Group	Leaflet submitted 8/7/14
Publish on website	Wk 29	Alistair	Need to create questionnaire
Place print order	Wk 28	Kath	Quotation received by Adrian £72.00 to print 200 copies
Promote at Village Fete	Wk 29	Kath and Adrian	More members of Working Group are welcome
Mail leaflet to other stakeholders	Wk 29	Parish Council	To all stakeholders contacted thus far
Post leaflet in every letterbox in the village	Wk 31	Working Group	Need to create questionnaire
Place poster in pub, local shops and Post Office	Wk 31	?	Need to design poster

Room Format for Public Consultation Meeting

It was decided that the setting for the room would be with the Working Group on the left hand side of the stage with the projector facing towards the stage and the audience being seated facing towards the stage. Items to be included:

- All room lights will be on
- Serve only tea, coffee, iced water, fruit juice and biscuits.
- Speakers table with name cards.
- All members of the Working Group seated at speakers table
- Projector screen and table with projector
- 50 chairs laid out in theatre style
- Drinks table with cups etc.
- Reception table with visitor book

Budget: Room Hire inc. refreshments... £200 x 2 - £400
Media Equipment Hire.....£100 x 2 - £200

Progress Report to Community Development Foundation

Report to be submitted to CDF of progress from 1 April to 30 June by 15 July 2014. *Action: Kath*

Rewrite Policies

Input from Alistair required w/c 21 July 2014/Analyse feedback/Tweak Policies/Final rewrite. *Action: All*

Financial report: Expenditure to date: £170.59

Balance remaining: £1224.41

Additional grant: £155.00

Members of the Public: No members of the public attended

Any other Business

Timeline to be adjusted to spending budget by 31 December 2014.

Next Meeting: 22 July 2014 - 19:00 at The Burghwallis