



Burghwallis Neighbourhood Plan Working Group

Minutes of meeting held on 17 December 2013 at the Burghwallis Pub

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

Working Group: Adrian Sowden

Volunteers: Megan Wilmot (Planning Aid)

Apologies: Alistair Owens

Members of the Public: No attendees

1. [Minutes of Meeting 26th October, 2013](#) - Endorsed.

[Minutes of Public Consultation Meeting 19th November 2013](#) - Endorsed

2. Introduction and apologies

3. [New Website:](#)

Still experiencing some teething problems

Kath, Alistair

4. [Facebook:](#)

Megan has created a live page on Facebook accessed via www.facebook.com/burghwallisplan

5. [Survey Monkey](#)

It was unanimously decided not to subscribe to Survey Monkey, suggestions of being smarter in retrieving questionnaires to be considered e.g. collection.

6. [Website](#)

Public Consultation slides – pdf file to be uploaded onto website

Kath, Alistair

7. [Evidence Gathering](#)

Kath submitted document for discussion, Adrian to incorporate into technical appendix.

Adrian

8. [Finance Report](#)

No change to previous expenditure of £120.59. Next report due 15 January 2014

Kath

9. [Technical Appendix](#)

Created by Adrian and received by all members of the Working Group.

10. [Questions from the Public](#) – None present

11. [Any Other Business](#)

Members of the public have shown a positive interest in attending.

12. [Next meeting](#) 21st January 2014 starting at 7pm in the Burghwallis Pub.



Workshop Outcomes 17th December 2013

Workshop 1

Purpose

To make an assessment of each returned questionnaire and any other correspondence received about the Neighbourhood Plan.

Objectives

1. To identify key issues
2. Quantify each issue and agree format for recording

An example of recording can be found on pages 14 & 16 of the Technical Appendix.

Unique Reference Numbering

Each letter to be marked with a unique reference number (URN) using the letter **L** prefix.

Each questionnaire marked with URN with the letter **Q** prefix.

Each email marked with a URN with the letter **E** prefix.

Summary

49 responses were received (some from individuals some from couples) with one each from English Heritage and the Yorkshire Wildlife Trust. These (in so far as can be ascertained) are from both residents/stakeholders within the village (39), and 11 from 'stakeholders' from outside the village. In the latter case, apart from the two above, these are mainly attendees or supporters of St Helen's Church. The respondents ranged from two aged 9 and 7, to several from elderly respondents who had lived their entire lives in Burghwallis. The conclusion of the survey has been categorised below including the number of respondents for each category:-

Top 5 issues	No of Respondents
1. To protect natural habitats	32
2. To preserve the character of the village	31
3. To enhance road safety	26
4. To enhance amenities	23
5. To preserve heritage	17

Meg suggested that all questionnaires and correspondence be copied in preparation for the examiner.

Brenda

The Meeting Closed at 9.25 pm