

## Minutes of the Neighbourhood Plan Working Group

**Meeting date:** 24 November 2014

**Location:** Burghwallis Pub  
**In attendance:** Parish Council: Kath Walters, Jill Laming, Brenda Grimes  
 Working Group: Adrian Sowden (Chair)  
 Planning Aid England: Megan Willmott, Mike Dando  
 Doncaster MBC: Peter Lamb (part)  
**Apologies:** Alistair Owens (Secretary)

Minutes of meeting held on 4<sup>th</sup> November, 2014 accepted.

The meeting opened with a presentation by Peter Lamb from Doncaster MBC explaining the content of the Conservation document, leaflets of which have been distributed around the village. Peter stated that several responses had been received and also pointed out that a mistake had been made regarding the tree coverage which should read from West to East – this also needs to be amended in the Neighbourhood Plan. It was stated that a review of the report will be made in 5 years' time.

Mike suggested that we take advantage of Peter's presence before following the order of the agenda and commented on the following with regard to the draft NP:-

**Built Heritage – Page 11:** Suggest adding unlisted buildings, also add to Policy BH1. Add description of each of the listed and unlisted buildings. Peter to email names, building and features by Friday 28<sup>th</sup> November 2014.

*Action: Peter*

**Built Heritage – Page 12:** Evidence required of archaeological remains – Peter to obtain evidence from South Yorkshire Archaeological Society, Policy BH2 refers.

*Action: Peter*

**Building Design & Materials – Policy D1:** The character of new development needs to draw directly on the Conservation Appraisal Report. Mike's colleague (Darren) will be supplying comments for this Policy within the next couple of days to Mike who will then liaise with Peter. Mike will then send final comments to NP Working Group.

*Action: Mike*

Peter then left and the meeting reverted back to the Agenda.

### Actions:

**Draft Letters (Parishioners & Stakeholders):** Copies sent to Working Group, Mike and Jane for comments. Awaiting Jane's comments, remainder approved.

**Quotation (Proof reading and printing Draft NP x 15 and Consultation Doc. x 5):** Total £105 approved.

**Cross referencing – Burghwallis NP/NPP:** Completed.

**Conservation Report:** Uploaded to website.

**Community Development Foundation:** 5<sup>th</sup> Report submitted 13 November 2014.

**Draft Plan:** Submitted to Mike and Jane for comment. (The following comments are page by page observations directly from Mike, some of which were amended by Adrian during the course of the meeting):

**Front Page:** Add time periods for start and end date of Plan + reference to Burghwallis P.C. Add footers and P.C. logo to each page.

**Pages 1 to 11 inclusive:** As comments from hard copy

**Page 12:** Megan recommended numbering rather than bullet points throughout the document.

**Page 13:** Add Playing Field & Playground throughout document for consistency. Add Squirrel Wood explanation paragraph after Scorcher Hills Lane. A4 pro forma (page 77 National Policy Framework) - 3 criteria down L.H. side.

**Pages 14, 16 & 17:** As comments from hard copy + Megan to re-write Policy CA15.

**Page 18:** Delete first paragraph and take out map.

**Page 19:** Darren to re-write.

**Page 20:** Take out this Policy.

**Pages 21, 22, 23, 24:** Megan to look at Aspiration Policies section.

**Pages 25, 26:** Comments as hard copy.

Include map of sites for Built Heritage Assets – suggestion to include local green spaces, Stony Croft Lane, pub field and car park. Kath to ask Jane if DMBC could provide such a map (Mike commented that Wakefield Council have provided this for their NP Working Group).  
*Action: Kath*

<b>Financial report:</b>	Expenditure to date	£543.68
	Balance remaining	£851.32

Kath to contact CDF regarding date of final report and submission of all invoices. If necessary request pro forma invoices to comply with date required. *Action: Kath*

Working Group requested to provide comments on estimated expenditure for final submission. *Action: All*

**Questions from the public:** No members of the public were present at the meeting.

**Any other business:** Adrian stated that he had been approached by Tom Oliver from Planning Aid England requesting comments on the process of developing a Neighbourhood Plan including what help had been received from Planning Aid England. The purpose of the interview was to potentially improve documentation/materials for other prospective NP Working Groups.

**Emails from Jane:**

1. Process of producing a NP & Pre-submission consultation – listing of consultation bodies; include broadband and mobile phone providers to the original list.
2. Provide a statement explaining how the proposed NP meets the requirements of para 8 of Schedule 4B of the 1990 Act. – Basic Conditions Statement – template and sample to be provided by Mike.
3. Complete Appendix 1 of guidance as link in email 14/11/14  
<http://dmbctridionpress:9000/images/neighbourhood%20Plans%20Assessment%20Guidance37-104635.pdf>

Adrian & Kath to check all requirements from Jane's emails and include accordingly.

*Action: Adrian/Kath*

**Further comments from Mike:**

**Availability:** The agreement with Planning Aid England takes us up to the start of the 6 week consultation period. Mike to send link for us to apply for further support to the end of the referendum with the caveat that Mike may or may not be the support.

**Grant Aid:** If the current grant is spent, a separate grant pot can be applied for named a "Bridging Grant" – this needs to be spent by the end of March 2015. Details can be found on the Locality website, Neighbourhood Planning.

Date of next meeting: 8 December, 2014 @ 19:00 in the Burghwallis Pub