



Burghwallis Neighbourhood Plan Working Group

Minutes of meeting held on 26th November 2013 at the Burghwallis Pub

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

Working Group: Adrian Sowden, Alistair Owens

Volunteers: Megan Wilmot (Planning Aid)

Public: Julia Murray, Jean Rounthwaite, Jackie Mills, Russell Clark

Absent: David Etchell

1. Minutes of Meeting 29th October 2013:

Correction: David Etchell is now a member of the Parish Council

Draft Minutes of the Public Meeting on 19th November were reviewed and to be adjusted to split the details concerning the Parish Council and the Working group into separate sections.
Alistair, Wendy

The PowerPoint presentation used by Adrian at the public meeting to be circulated to those who requested same and loaded to the website (if possible) *Adrian, Alistair*

2. New Website:

The technical problems with the previous website have been overcome with the introduction of a completely new website www.burghwallis.org.uk This is now live and will shortly feature the minutes of all meetings (after a training session on 29th November)
Kath, Wendy, Alistair

The website now also includes the residents questionnaire.

3. Records:

The returned questionnaires to date total 50, from a total residency of 249. The deadline for returned questionnaires has been extended to 15th December 2013 to include those attending the pensioners Christmas lunch at the Burghwallis on 12th December who will be encouraged to complete the questionnaire.

Data Analysis:

The returned questionnaires are to be analysed into various categories such as Environmental, Buildings and Land. The number of responses per category is to be analysed at the next working meeting scheduled for 17th December. The analysis is required to be completed by the end of December to remain on target for the plan.

4. Funding:

Kath advised the meeting of the expenditure to date £120.59, which included expenses incurred to hold the public meeting.

5. Facebook:

It was felt the working group should also reach out to local residents through Facebook. Megan volunteered to set up a Facebook page for this activity. The village website will be then linked to the Facebook page. Megan to help monitor the content and relevance as this project progresses. *Megan*

Online questionnaires: The team were advised of an online service called "Survey Monkey" The use of this service is to be reviewed. *Adrian*

The current questionnaire is to be added to the website *Alistair*

6. NP progress update:

An update of the NP is to appear on the website with printed copies being circulated to local residents who request the information and are not on broadband.

7. Evidence gathering:

Megan is to ask Mike Dando with regards to the technical details required to support the evidence gathering process.

The working group were advised to obtain details from DMBC of constraints and nature-protected areas. Kath to collate the documents from English Heritage, the Burghwallis walkabout with DMBC and Yorkshire Wildlife then enquire from Jane Stimpson at the DMBC which documents would be useful to include. The summary compiled by Adrian on 27th September should be used as a reference.

Adrian, Kath

8. Next meeting:

Next meeting scheduled for 17th December 2013 starting at 7pm in the Burghwallis Pub.