



Minutes of the Neighbourhood Plan Working Group

Meeting date: 8 December 2014
Location: Burghwallis Pub
In attendance: Parish Council: Kath Walters, Brenda Grimes
Working Group: Adrian Sowden (Chair)
Planning Aid England: Megan Willmott

Apologies: Alistair Owens (Secretary), Mike Dando, Jill Laming

Minutes of meeting held on 24th November, 2014 accepted.

Actions:

Estimated Grant Expenditure – Kath has been in touch with CDF and they have now confirmed that the remainder of the grant should be fully accounted for by the last working day in January 2015. Kath to review at the end of December 2014. *Action: Kath*

Sustainability Assessment – Mike has forwarded a sample assessment for the Allendale NP together with a blank template table. It was decided to discuss this at the forthcoming workshop meeting. *Action: All*

Conservation (Listed buildings) – Alistair and Peter have compiled a list which will be included in the draft Neighbourhood Plan document. *Action: Adrian*

Monuments – Alistair has provided a full list of monuments which will be included in the draft Neighbourhood Plan document. *Action: Adrian*

Map – Kath to check with Jane re requirements of the map. *Action: Kath*

Design Policy - Megan to email Mike on progress. *Action: Megan*

Aspirations Policy – Megan commented that it would be more beneficial to see Jane's feedback before incorporating the potential amendments in the reworking of these policies. *Action: Megan*

Timeline – After providing Jane with the dates when we intend to publish the plan (26 January to W/E 26 March 2015) it was decided that Adrian provide a new Timeline working back from the 26th January. *Action: Adrian*

Consultation Statement & Basic Conditions Statement - Megan suggested that we add these two items to the actions list

Screening Option – email from Jane 14 November, Kath to respond to email providing the information required. Megan to email Mike re Application 1 Guidance. *Action Megan/Kath*

Consultation Bodies (Stakeholders) – Jane's email 14 November – Kath to add additional stakeholders as outlined in the email + Broadband, Mobile phone providers in the area. *Action: Kath*

Actions to complete: DI Design (Darren) - Built Heritages Pages 11/12 (Peter)

Surgery – Adrian suggested we organise a drop in surgery during the fourth week of the consultation period in the Burghwallis Public House commencing W/C 23 February 2015. *Action: All*

Mail Drop – Megan suggested we follow up with a mail drop reminder 1 week before the consultation period ends i.e. 16 March 2015. *Action: All*

Financial Report - Expenditure to date £543.68
Balance remaining £851.32

Questions from the public - No members of the public were present.

Any other business: None

Date of next meeting/workshop – to be confirmed