

BURGHWALLIS PARISH COUNCIL

NEIGHBOURHOOD PLAN WORKING GROUP - MINUTES OF MEETING HELD 15TH JULY 2013

AT THE BURGHWALLIS PUBLIC HOUSE

Present:

Parish Councillors: Kath Walters (Chair), Jill Laming, Brenda Grimes

Working Group: Adrian Sowden, David Etchell, Alistair Owens

Planning Aid Advisor: Mike Dando (Planning Aid Advisor and Lead Consultant)

Apologies for Absence: Les Coupland, Erica Haddock

1. **Introduction** of Council Members and Volunteers for the N.P. Working Group + Mike Dando (Planning Aid Advisor).
2. **Update of where we are now** – KW informed the N.P. Working Group of the approval from the Council to proceed with the Neighbourhood Plan and the successful application for a grant approval of £1,500.
3. **Advice on how to proceed** - MD suggested that we use this topic as item 3 on the agenda instead of item 6.

MD suggested that we make as many organisations as possible aware that we are undertaking a Neighbourhood Plan for Burghwallis Parish and suggested informing Highways, adjoining Parish Councils, Parochial organisations and local businesses.

Advice given by MD on a summary of planned activities which form direct support for the following:

Project Plan – MD to forward draft templates of task breakdowns for the N.P. Working Group to “have a go at” with a view to submitting the document at a training session/workshop.

Dates agreed to achieve this - Meeting of the N.P. Working Group to take place on the 31st July 2013 at 7pm in the Burghwallis Pub followed by a further meeting of the N.P. Working Group on the 28th August 2013 at 7pm. A Training Session/Workshop will then take place on the 2nd September 2013 in the same location 7pm to approx. 9.30pm with a break for refreshments. KW to provide a projector screen for the workshop session, Planning Aid to provide the remainder of equipment.

Consultation Events and Activities – MD explained the task breakdown for producing and implementing a community engagement strategy (MD was informed that one Public Meeting of Burghwallis parishioners regarding the Neighbourhood Plan took place on the 7th February 2013). A further Training Session/Workshop will be arranged to assist in this task. It was explained that the expected duration of this activity would be 8 months.

MD suggested that we keep Jane Stimpson of DMBC updated of all activities.

Time Scales – The original start date of June 2013 is to be adjusted to reflect the actual start date of August 2013. MD to inform the relevant organisations of the new dates.

4. **Terms of References** – Agreed.
5. **Policies** – The N.P. Working Group were advised to “park” the Policies outlined in Section 3 of the Working Group pack for the time being.
6. **Election of Chairman and Secretary for the N.P. Working Group** – Adrian Sowden was elected as Chairman and Alistair Owens as Secretary.
7. **Date of next meeting** 31st July 2013 at 7pm in the Burghwallis Public House Function Room.