

Burghwallis Neighbourhood Working Group

Minutes of meeting held at Burghwallis Public House

31st July 2013

Present:

Parish Councillors: Les Coupland, Kath Waters, Jill Laming, Brenda Grimes

Working Group: Adrian Sowden (chair) Alistair Owens (secretary) David Etchell,
Erica Haddock

Apologies: None

1. Minutes of previous meeting 15th July

Taken as read.

2. Introduction and apologies.

Adrian explained that although we had not had the formal training (to be scheduled for early September) the meeting would serve to highlight actions stemming from the information sent by Mike Dando after the previous meeting (15th July)

3. Actions from last meeting:

Need to re-advertise the objectives of the neighbourhood plan to generate input and form the evidence base.

Establish the number of local residents and stakeholders such as businesses **Erica**

Obtain copy of the NP submission made by Upper Eden from Mike Dando **Alistair**

Obtain copies of DMBC strategy, Local development framework, Environment strategy, Economic strategy **Erica**

Circulate the NP from Exeter **Les**

Clarify the amended “start” date of the project with Mike Dando with regards to the funding schedule **Alistair**

4. Financial Report:

Les advised that the funding agreed was a start point. Further funds could be available but would be subject to a separate submission.

Brenda advised she could help with the printing costs of documents through her work **Brenda**

Kath advised that we need to submit a schedule of expenditure against the grant each month to Locality. Les would coordinate the report to Locality **Les**

5. Governance Document:

Adrian emphasised the need to comply fully with the grant conditions

6. Information Items:

The details of the service form Xpinion to access the on-line community planning service was parked for the time being

7. Questions From The Public:

There were no issues to submit at this meeting

8. AOB:

Publicity: It was generally agreed we need to promote the existence of the working group and gain submissions from interested parties. The promotion would take the form of a printed flyer and questionnaire describing the intentions of the process and use elements of the ideas submitted by David. **Erica**

Promotional Plan: A plan to be provided of who to contact to publicise the Neighbourhood Plan and by what media. **Kath**

A process mapping document is to be developed which may support or replace the "Smart sheet" submitted by Mike Dando **Erica**

The publicity would be replicated on the parish website and serve as a further input for ideas from the parish. There already exists a separate section for the Neighbourhood Plan on the website and all additional documentation can be publicised in this section. The web site would need additional structure to accommodate this. We also need to overcome the poor support from the server host by transferring to a more robust sever host. **Kath/ Alistair**

9. Date of Next Meeting.

29th August 2013 at 19:00
Burghwallis Public House

The training meeting originally scheduled for 2nd September is currently being retimed with Mike Dando.
