

Minutes of Neighbourhood Plan Working Group Meeting. 21st January 2014

Present:

Parish council: Kath Walters, Brenda Grimes

Working Group: Adrian Sowden (chairman), Alistair Owens (secretary)

Planning Aid: Simon Sharp

Apologies: Jill Laming

Minutes of last meeting held on 17th December 2014. Accepted as a true record

David Etchell:

The meeting was advised that David Etchell had resigned from both the parish council and the neighbourhood plan working group. The chairman offered the thanks of the working group to David for the work and time he had committed to the NP activities.

Actions from the last meeting:

1. Reduced file size production of the presentation given at the November public meeting has been loaded to the Burghwallis Parish website. *Alistair*
2. The Technical appendix has now been updated and is to be circulated to members of the working group for comment. A consultation statement to be included to cover the following items
 - Details of who was contacted as part of the survey to be included
 - How they were consulted
 - Summary of responses
 - How these issues are being addressed and included in the NP

Adrian

Simon advised that a summary should be constructed to highlight any issues that were raised as part of the survey that should be transferred to the Parish Council for on-going action, and those retained as part of the NP. Kath asked for clarification on where the dividing line should occur.

Adrian

There is also a need to include the potential for a change of use in land or buildings (brown field sites) during the 25 years lifespan of the NP along with their ideal alternative use.

Next Milestones:

The next workshop (Planning Aid), to be held on 6th February at 19:00 will provide guidance in deciding which items are to be included in the NP., which are to be transferred to the Parish Council and which are already covered by the DMBC plan. A schedule of all items and their respective allocation should be prepared

Simon suggested a preliminary meeting should to held by the working group before the workshop to identify which areas should be covered during the main workshop. This will allow these areas to be programmed into the workshop by Planning Aid

The workshop will assist in setting the format for the draft NP to meet the Friday 30th January deadline, and thereafter, submit the proposals to meet the 7th February policy proposal deadline.

Financial Report:

Kath advised the meeting that expenditure by the working group totals £129.59 leaving a balance of £1,274.41. The second quarter expense report has been submitted to the CDF. *Kath*

Timeline:

The working group is currently on schedule but forecast a slight slippage on the next phase.

Heritage:

The list of "designated heritage assets" are to be included on the web site. These include the map showing locations identified by the DMBC and English Heritage. Photos of each asset will be added to the website.

Alistair

The summary will also include any appropriate SSI's and ecological surveys.

Comments from the public:

No comments received

Date of next meeting:

To be decided - see minutes on workshops.