

Burghwallis Neighbourhood Plan Working Group Minutes of Meeting Held on 23rd January 2015

Present:

Parish Council: Kath Walters, Brenda Grimes, Jill Laming
Working Group: Adrian Sowden (chair) Alistair Owens (sec)
Planning Aid: Megan Wilmott

Apologies: Mike Dando

Minutes of meeting held on 8th January 2015 accepted.

Actions completed:

1. Broadband suppliers addresses obtained. These will be included in the public consultation stakeholder contact list.
2. Comments received on the last from DMBC and Mike Dando now included in latest draft
3. Maps of the locations of key assets in the parish now complete with the help from DMBC
4. Polices involving building design materials now updated
5. Screening option no longer required after advice from Jane Stimpson
6. Draft 11 of the NP circulated to the working group for scrutiny. Comments to be fed back to Adrian by close of play Sunday 25th January 2015
7. It was noted that we might be unable to register any large area of land, such as Burghwallis Park (or Squirrel Wood?) as an open green space.
8. Draft NP to be forwarded to Claire for proof reading and printing of 31 copies for public consultation.
9. DMBC to advertise the public review dates 9th February to 27 March 2015.

Outstanding actions arising:

1. **Grant funding.** The final forecast is complete. The print costs are the most significant cost, which has been revised through the additional pages included after inclusion of

comments from Mike and Jane. Agreed that the public consultation draft should be folded and stapled. Final document will be wire bound. Details of costs shown below:

Introduction: This report focuses on the expenditure for the Burghwallis Neighbourhood Plan showing all chargeable items incurred since July 2013. 90% = £1,395.00

				Capital	
				£1,395.00	
Date	Item	Cost		To date	
1.7.13	N.P. Committee members folders:- Dividers	12.00		1,383.00	
			Ink Cartridge	16.50	1,366.50
			Paper	2.49	1,364.01
3.9.13	Training Workshop - Refreshments	15.00		1,349.01	
	Flyer - Printing (300 copies double sided colour)	16.00		1,333.01	
	Resident letters - Printing (230 copies)				
	Farmers/Landowners x 4 / Business Letters x 8 / Parochial Letters x 8				
	Utility letters x 5 / Playing Field Association x 1 / Historical Societies x 3				
	Ward Councillors x 2 / Local MP Ed Miliband x 1 / Highways x 1				
	Envelopes - 32	1.00		1,332.01	
	Stamps (2nd class) - 20	10.00		1,322.01	
19.11.13	Consultation Meeting - Parish Clerk Expenses 5 hrs x 8.08 + travel 7.20	47.60		1,274.41	
06.02.14	Workshop - Refreshments	15.00		1,259.41	
04.03.14	Copy DMBC Core Strategy Booklet	25.00		1,234.41	
17.03.14	Workshop - Refreshments	15.00		1,219.41	
17.07.14	Printing 800 leaflets (digitprinting.com) Invoice 997	290.00		929.41	
04.08.14	Consultation Meeting - 12 August 2014 - Envelopes	1.89		927.52	
04.08.14	ditto - Stamps	21.20		906.32	
12.08.14	ditto - Room Hire & Refreshments	55.00		851.32	
			Expenditure to date	543.68	851.32
Forecast of future expenditure:					
	Radio - Trax FM - free				
	Room Hire	50.00			
	Publication of draft document for 6 week consultation x 31	125.00			
	Publication of final document x 31	365.00			
	Publication of Consultancy document x 5	40.00			
	Correspondence: Residents 125 - Hand delivered - Printing				
	Farmers/Landowners x 4 ditto ditto				
	Business Letters - 8 / Parochial Letters - 8				
	Utility Letters 17 / Playing Field 1 / Historical Societies 3				
	Ward Councillors - 2 / Ed Miliband 1 / Highways 1				
	170 Printed Letters £3 initial charge x 65p per sheet	110.50			
	41 second class stamps @ 50p	20.50			
	170 Envelopes	7.00			
			Estimated costs	722.50	
			Projected Total	£ 1,266.18	£ 1,573.82

- Flyer** advertising the public consultation period: 125 copies of the flyer will be door dropped to residents. 45 copies of letters to stakeholders will be mailed out. The print and mail costs are included in the grant forecast.
- Sustainability assessment:** Megan will discuss whether this item is still required with Mike Dando
- Monuments:** The map showing the locations of the 32 relics and monuments are now included in the report.
- Support maps:** Due to budget constraints 15 x A3 size of each map have been printed by the DMBC. These will be included in the documents held at local libraries and councillors. The remaining reports will feature an A4 print.

6. **Design Policy:** Aspirational polices now included. The CIL levy amount is still to be finalised and needed by 26th January.
7. **Screening Options:** No longer required.
8. **Public Consultation Surgery:** This is scheduled for 23rd February in the Burghwallis pub from 15:00to 19:00. This information to be included in the flyer.
9. **Mail shot reminder:** This will comprise of a poster in the parish notice board, the Burghwallis pub and the website.
10. **Milestones:** Responses to the consultation period will be analysed at the NP meeting scheduled for 2nd April 2015 at 19:00 in the Burghwallis pub.

Finance Report:

Expenditure	£543.68
Balance remaining	£851.32

Activity updates on digital media:

The web site now features the maps of monuments and listed and notable buildings. Draft 11 will be featured on the website coinciding with the public consultation period starting on 9th February.

The Gmail facility is operational again but contained no new emails.

AOB.

The telephone interview with Locality Planning Aid England has secured the welcome on-going consultancy support from Mike Dando.

Members of the public: None present at the meeting.

Next Meeting: 2nd April 2015 at 19:00 in the Burghwallis Pub.