Pannal & Burn Bridge Parish Council

Pannal and Burn Bridge Neighbourhood Development Plan

Steering Group (NPSG) meeting

To be held in the Function Room of Pannal Village Hall

Start Time: 7.30 pm on Thursday 26th April 2018

AGENDA

No	Item	Lead	Action required
1	Welcome & introductions	Chair	-
2	Minutes of last meeting	Chair	Approval
3	Matters arising	Chair	As required
4	Draft Statement of Community Involvement (circulated)	David Gluck	Approval to take to PBBPC
5	Draft Communications Plan (circulated)	David Gluck	Amendments to draft
6	Consultation Statement best practice (circulated)	David Gluck	To note and appoint lead
7	Draft Project Plan (circulated)	Jane Chung	To amend as necessary and approve
8	Website	Andrew Macdonald	To discuss options and agree way forward
9	Focus Groups, including Housing Needs Survey (circulated)	Jackie Wootton	Progress report
10	Sustainable Community appraisal (circulated)	David Gluck	Seek volunteer(s) to undertake
11	GDPR (circulated)	David Gluck	To note and refer to Clerk
12	Projected costs for grant applications (to follow)	David Gluck	To approve for grant applications
13	Any other business	Chair	As required
14	Date of next meeting: 7th June	Chair	Confirm

Andrew Macdonald
Parish Clerk
22nd April 2018

Pannal & Burn Bridge Parish Council

Draft Minutes of a Neighbourhood Plan Steering Group (NPSG) Meeting

held in the Function Room of Pannal Village Hall on Tuesday 27th February 2018 at 6.15 pm

NPSG Members Present: Cathy Burrell (Chair), Jackie Wootton (Deputy Chair) and Howard West.

Each of the Focus Groups (FG) were represented to provide reports

Agenda

1. Apologies for Absence. Mark Siddall tendered his apologies.
2. Declarations of interest. There were none.
3. The minutes of the 27th November NPSG meeting were agreed as a true and correct record.
4. Composition of the NPSG. Following various changes, the three members of the NPSG were confirmed as: Cathy Burrell (Chair), Jackie Wootton (Deputy Chair) and Howard West with Jane Chung agreeing to join (in a limited capacity until prior commitments were completed). The Chairperson asked that if anyone else wished to be involved they should email her.
5. Each FG provided status reports which were to be sent to the Parish Clerk for uploading on the NP section of the PC's website. Note – FG reports which have been received had been uploaded. The FG work was commended by the SG.
6. Further work by the FGs:
    a. It was agreed that a combined survey would be prepared incorporating questions that FGs needed to ask residents. Basic questions from FGs should be forwarded to the Parish Clerk by 12th March.
    b. Jackie Wootton would forward the original CLP questions, which could act as a guide for the type of questions to be framed) to the Parish Clerk for onward circulation to the FGs.
    c. A further meeting (non-formal) to discuss ideas and crossover of information and questionnaire compilation was required. (Scheduled for Thursday 15th March. Details tbc.)
    d. Some funding support was identified by FGs in their presentations. These would be dealt with by the PC at its next meeting.
    e. Securing core NP funding would now proceed as soon as was possible. The Clerk would follow this up with Ian Birchall – Gillian Dodd (via Jackie Wootton) had offered to assist – and liaise with David Gluck of the CIC who had offered to advise initially.
    f. As Chairman of the PC, Howard West reminded everyone that any survey or straw poll however informal must be undertaken under the PC banner.
7. It was confirmed that "Declarations of Interest" were needed from all non-Councillor members of the SG and FG and sent to the Parish Clerk. The form could be downloaded from the NP page of the PC's website.
8. The project timelines would be adjusted as necessary by the Parish Clerk.
9. Date of the next NPSG Meeting – to be confirmed.

A Macdonald
Clerk to the NPSG
1st March 2018

Pannal & Burn Bridge Parish Council