

Pannal & Burn Bridge Parish Council

Neighbourhood Plan Steering Group (NPSG) Meeting

To be held in the Function Room of Pannal Village Hall

Start Time: 6.15 pm on Tuesday 27th February 2018. Note the meeting will finish by 8.15 pm

All meetings of the NPSG are open to the Press and Public

Agenda

1. Apologies for Absence.
2. Declarations of interest.
3. To confirm the minutes of the 27th November NPSG meeting as a true and correct record.
4. To be advised on resignations and possible replacements on the SG.
5. To receive status reports (10 minute maximum) from the 5 focus group spokespersons. To include:
 - a. Actions taken to date
 - b. Principal objectives chosen
 - c. Scope of investigation
 - d. Request for any financial requirements for surveys, investigations, stationery, etc. (with approximate costings)
 - e. Adherence to time schedule
 - f. Need for future meetings
 - g. What's next
6. To discuss ideas and crossover of information between groups to provide the NPSG with information about the status of work within focus groups so that it may "steer" later. Note: Further informal gatherings are proposed where exchanges of views and methodology are encouraged.
7. To review the project timelines and adjust as necessary.
8. Date of the next NPSG Meeting – to be confirmed.

A Macdonald
Acting Clerk to the NPSG
21st February 2018

Pannal & Burn Bridge Parish Council

Appendix A - the minutes of the 27th November

Note: amendments to these minutes may be requested.

Pannal & Burn Bridge Parish Council

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

**held in the Meeting Room of Pannal Village Hall on Monday 27th November
2017 at 7.30 pm**

**NPSG Members Present: Cathy Burrell (Chair), Jackie Wootton (Deputy
Chair), Peter Stretton, Gillian Dodd and Howard West**

Ian Birchall and Jane Chung were present

Agenda

1. Apologies for Absence. There were none.
2. Declarations of interest. It was agreed to check with YLCA whether the non-Councillor members of the SG and FG should declare on a publicly available register of interests.
3. Comments from the public relating to anything not on the agenda. There were none.
4. It was resolved to adopt formally the terms of reference for the NPSG. It was drawn to the attention of the NPSG that the mechanism for amendment should it be necessary, was contained in ToR.
5. To report on the meeting with HBC. A number of points arose as follows:
 - a. The HBC meeting notes would be circulated and put on the NP page of the website.
 - b. Grant help is available but it had been decided to apply for locality grants in FY 18-19. The PC had already allocated £500 for expenditure and could support any further requirements for funding prior to any Locality Grant funding becoming available. Gillian Dodd and Ian Birchall agreed to lead on NPSG funding matters.
 - c. NP training courses would be investigated by the parish clerk.
 - d. The Vision Statement would be updated to reflect the timescale of the HBC Local Plan, and then forwarded to HBC.
 - e. The project time line was to be updated. Peter Stretton agreed to manage this.
6. It was resolved to use the Community-led Plan purely as a point of reference and as an aide memoire for the Focus Groups.
7. The response to the Focus Groups appeal was reviewed. An updated list, though still work in progress, would be circulated and published. Mentors were allocated as contact points for the various Focus Groups as per the Focus Group list.
8. It was agreed that Jackie Wootton would prepare draft terms of reference, timeline and objectives for the Focus Groups.
9. Date of next SG meeting. Informal meetings would continue and the next formal meeting was yet to be confirmed.

A Macdonald
Clerk to the NPSG