

Pannal & Burn Bridge Parish Council

Pannal and Burn Bridge Neighbourhood Development Plan

Steering Group (NDPSG) meeting

To be held in the Function Room of Pannal Village Hall

Start Time: 7.00 pm on Thursday 7th June 2018

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

AGENDA

1. Apologies for Absence.
2. Declarations of interest.
3. Approval of Minutes of the 26th April meeting (at Appendix A).
4. Opportunity for public comment for items not on the agenda.
5. To adopt formally the updated terms of reference (ToR) Revise 3 for the NDPSG. Circulated as an attachment.
6. To review and approve the budget. Hard copy circulated for the Friday meeting to be used.
7. To review the project plan. Circulated as an attachment.
8. To agree the distribution and information gathering process for the Housing Needs Survey. Note: survey leaflets will be available for collection at the SG meeting.
9. To discuss plans for the Community Event.
10. To consider other neighbourhood planning initiatives.
11. To review plans for the new NDP website.
12. Date of next SG meeting – Thursday 5th July.

Andrew Macdonald

Parish Clerk

4th June 2018

Pannal & Burn Bridge Parish Council

Appendix A

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

**held in the Function Room of Pannal Village Hall at 7.00 pm on Thursday
26th April 2018**

NPSG Members Present: Cathy Burrell (Chair), Jackie Wootton (Deputy Chair), Jane Chung and Howard West with David Gluck, Project Manager in attendance.

Members of the public were present

Agenda

1. Welcome & introductions.
2. The minutes of the 27th February NPSG meeting were agreed as a true and correct record.
3. Matters arising. It was agreed that the Clerk would publish the names of those who had completed the register of interests.
4. Draft Statement of Community Involvement. This was circulated and it was explained that it should be coordinated with the ToR with the aim of setting out how the PC carries out its business. This would be developed by Howard West and the Clerk.
5. Draft Communications Plan. DG would monitor the Plan and update as necessary.
6. Consultation Statement best practice. The example document was circulated and DG explained that the consultation statement needed to have a record of activity and that the NPSG and its FGs needed to store records of the activity. Jackie Wootton offered to take a lead on this.
7. Draft Project Plan. Copies of the key sections of the plan were circulated. DG explained that shortly he would take control of the plan updating it as needed when it was on line. A key activity arising from the discussion included the aim of having a community engagement event in mid-June. This should be preceded by a community survey based on an updated CLP format.
8. Website.
 - a. The Clerk explained the issue with the PC's site.
 - b. A separate site for the NP would be created and domain names were discussed. It was agreed that if www.pannalplan.org was available it should be purchased. After note: it is and this has been done.
 - c. The current NP page of the PC's website would be opened up again.
9. Focus Groups, including Housing Needs Survey.
 - a. Housing Needs. Considerable discussion took place. It was agreed that:
 - Parts needed to be tweaked – JW would proceed with this – and the .
 - It would be a standalone survey issued on paper and be available on line. Distribution would be to all houses with a pre-paid returns service included.
 - b. Facilities and Local economy. A set of questions was being prepared.
 - c. Landscape and environment. A biodiversity group had been formed
 - d. Transport group. It was suggested that a further transport group was formed and this was strongly rejected by a majority of the SG.

Pannal & Burn Bridge Parish Council

- e. A biodiversity group had been formed but it was made clear that this has no connection to the NPSG and has been set up to stand alone and not as a FG.

DG mentioned that their licence for Survey Monkey could be used.

- 10. Sustainable Community appraisal. This was issued and DG asked for feedback. Howard West explained that he'd ask Steve Cobb (Parish Councillor) to lead on this. Cathy Burrell would talk to Christina Wilby.
- 11. GDPR. It was explained that this was a complex set of rules and that all data processes would be handled through the PC.
- 12. Projected costs for grant applications.
 - a. DG submitted his proposals for costs and this would be considered by the SG and the PC.
 - b. The application for funding from Locality would proceed without undue delay and additional funding sources would be followed up once better estimates of cost were assessed.
- 13. Any other business.
- 14. Date of the next NPSG Meeting – 7th June.

A Macdonald
Clerk to the NPSG
8th May 2018