

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 5th July 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 7th June meeting (at Appendix A).
4. Opportunity for public comment for items not on the agenda.
5. To review the results of the Housing Needs Survey.
6. To review progress on the Business Needs Survey.
7. To review the project plan.
8. To review plans for the new NDP website.
9. To discuss plans for the Community Event.
10. To consider items outstanding from the previous meetings.
11. To discuss the budget and engagement of consultants. (This item is for NDPSG members only and will be held "in camera").
12. Date of next SG meeting – Thursday 2nd August (tbc).

Andrew Macdonald
Parish Clerk
2nd July 2018

Pannal & Burn Bridge Parish Council

Appendix A

Pannal & Burn Bridge Parish Council

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

held in the Function Room of Pannal Village Hall at 7.00 pm on Thursday
7th June 2018

NPSG Members Present: Cathy Burrell (Chair), Jackie Wootton (Deputy Chair), Jane Chung, Howard West and Philip Thompson with David Gluck, Project Manager, and Councillors Dave Oswin and Ryan Dall in attendance.

Members of the public were present

1. Apologies for Absence. There were none.
2. Declarations of interest. There were none for the Agenda and Philip Thompson handed in his Declarations of Interest form.
3. The minutes of the 26th April meeting were approved.
4. Opportunity for public comment for items not on the agenda. There were none.
5. The updated terms of reference (ToR) Revise 3 for the NDPSG were circulated and agreed for approval by the PC. Note: the ToR paragraphs were numbered in the final version – revise 4 - to allow easier referencing. The Revise 4 of the ToR, were approved formally by the PC, are now posted on the NDP page of the PC's website.
6. The Budget as circulated was approved. After further discussion:
 - a. Jane Chung agreed to turn this into a more complete working budget for the next meeting.
 - b. The Awards for All grant would be pursued. After note: bid submitted on 15th June.
7. The project plan was circulated as an attachment. The plan would be updated as the project developed.
8. Surveys.
 - a. The arrangements for the Housing Needs Survey (HNS) were discussed. The survey leaflets were distributed and the PDF of the survey is on the PC's website in the NP page under the "Focus Groups and Questionnaires" Housing section: [http://www.pannalandburnbridge-pc.gov.uk/UserFiles/Files/PAN6324 Questionnaire%202018 3.pdf](http://www.pannalandburnbridge-pc.gov.uk/UserFiles/Files/PAN6324%20Questionnaire%202018%203.pdf). After note: at the PC meeting on 12th June, it was agreed to secure a quote from PDM (the print providers for the HNS) to provide the data input from the hard copy returns. This work was to be completed by 29th June.
 - b. The Business Needs Survey (BNS) was approved to continue. The aim was to have this circulated by the end of June.
9. The Community Event was discussed and it was agreed that the earliest likely date was the end of September and noting that the Annual Pannal Gala was scheduled for 27th August. The details would be discussed at an informal meeting.
10. Other neighbourhood planning initiatives were discussed. The Tattenhall project was circulated and it was generally agreed that this would be a good model to copy for subsequent resident surveys.
11. The new NDP website was discussed.
 - a. Ryan Dall agreed to provide a first draft of the site by 5th July (next SG meeting)
 - b. The editorial point of contact was to be Jane Chung who would then circulate to other SG members.
 - c. When needed, Ryan would secure quotes for any external work.
12. Date of next SG meeting – Thursday 5th July.

A Macdonald
Clerk to the NPSG
19th June 2018