

**Pannal and Burn Bridge Parish Council
Neighbourhood Plan Steering Group Meeting
Held by Zoom on Monday 28th June 2021**

Present:	Mike Dando (MD)	(Directions Planning: Associate)
	Cathy Burrell (CB)	PC and SG Chairman
	Jane Chung (JC)	SG Volunteer - Chair of Environment FG
	Ethne Bartup (EB)	SG Volunteer - Chair of Facilities FG
	Howard West (HW)	PC and SG - Chair of Transport FG
	Geoff Catley (GC)	SG Volunteer
	Jane Marlow (JM)	Clerk

1 Apologies for absence - all present.

2 Declarations of business interest - there were none.

3 Minutes of meeting held 1st June 2021 - accepted as an accurate record.

4 Matters arising - confirmation was given that Joe Varga, HBC's Snr Policy and Delivery Officer, is the mapping contact. Environment FG Minutes final bullet point "*Areas outside of the parish do not appear in a Neighbourhood Plan*" to include the caveat "*unless it relates to non-planning community actions*". JM to review extending the Zoom facility to enable FG Chairs to set up their own meetings.

5 Minutes of Focus Groups - none had been received since the last SG meeting.

6 Policy Intentions Document (PID) Consultation - CB confirmed that the 1100 PID print had been received with JM confirming that there are 999 designated copies not including the statutory consultees. Both EB and HW offered their distribution assistance. MD requested a minor amendment to be made to the SurveyMonkey questionnaire with removal of the "other" box and addition of "comment" choice. CB to send MD the PID used NP logo. JM to send MD the parish aerial photo. CB thanked MD for the PID production which was considered to be very good.

7 PID Consultation Event (including P Point presentation) 24th July 2021 10-11am - the Parish - Council NP logo to be included in each slide of MD's presentation. It was agreed that a "dress rehearsal" for this event be held on Wednesday 21st July 2021 at 6.30pm with CB offering a welcome followed by MD giving a 10/15 minute introduction. JC will be the quiz master who will field the questions on to MD or whoever else is appropriate.

8 Locality Technical Support - Design and Design Codes - MD stated that both he and JC had attended a Zoom meeting with consultants from AECOM who will carry out work on design and design codes based on the ambitions and development of policies within the PID. The consultants shared an example of a report which was felt to be reassuring with the meeting concluding with a parish Google earth tour introducing areas of "good and bad" character and design which would provide background information to assist them with their work. The consultants would make an unaccompanied site visit in mid-July. It was anticipated that the results of their work would be available early August and scheduled for completion in September. MD felt that these timings would fit comfortably with the statutory consultation of the NP in early 2022.

9 Date of next meeting - Tuesday 10th August 2021 at 6.30pm to consider the AECOM results and Monday 6th September 2021 at 6.30pm to review the PID results.

10 A O B - CB informed EB that HW was the contact for any information required about Pannal Village Hall and Cllr Steve Cobb for Pannal Golf Club. MD confirmed that JC could share the AECOM material with FG members.

JM / 290621