

**Pannal and Burn Bridge Parish Council
Neighbourhood Plan Steering Group Meeting
Held by Zoom on Monday 27th September 2021**

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

- 1 Apologies for absence** - JC had given her apologies for absence with CB apologising for late attendance.
- 2 Declarations of business interest** - there were none.
- 3 Minutes of meeting held 2nd September and 6th September 2021** - were accepted as an accurate record.
- 4 Matters arising** - there were none.
- 5 Minutes of Focus Groups** - there were none since the last meeting.
- 6 To consider the final section of the PID grid as assembled by MD** - the final section of the PID grid was reviewed (from Page 88-123) with action noted that an explanatory paragraph would be obtained for inclusion regarding the Community Land Trust reference. MD confirmed that Pages 1-87 had now been updated with the residual pages to be updated and finalised before uploading to the website. It was hoped this would be completed by Thursday 30th September after which it would be circulated to all members of the Steering Group, Focus Groups and Parish Councillors before website upload.

NB – see ‘PID Consultation Results Grid FINAL’ pdf for full details – copy held by Clerk.
- 7 Consideration of any future funding through Locality** - members noted that the current underspend of £3,930 (against full grant of £9,000) will be offset against the first received Directions Planning invoice of £2,453 leaving a residue grant of £1,477 for subsequent invoices at which point the required full report will be submitted to Locality Planning. Future consideration will be given to the appropriateness and need for any further grant application. MD confirmed that the Design Codes technical support assistance provided had no monetary value as such and he felt - at this point - that it may well be unnecessary to make any additional application for technical support.
- 8 Date of next meeting - Monday, 29th November 2021 by Zoom at 6.30pm.** At this meeting MD will produce a (very) rough draft of the Neighbourhood Plan. He felt that the original proposal timescale was pretty much on target ie production of a final plan by the end of the year before the next phase would resume after December. Request was made for members to give some initial thought to their producing a “past, present and future” summary of the parish and cited the Otley NP as being an helpful example.
- 7 Any Other Business** - confirmation was given that SurveyMonkey must be closed as no late questionnaire results would be accepted. A final form completed on 27/8/21 contained no new comments of significance and will not be counted in the tally of representations received. In response to query, it was advised by MD that existing national policy guidelines, together with HBC’s own policies, would exert sufficient control over the impact of public and private lighting schemes.