

**Pannal and Burn Bridge Parish Council**  
**Minutes of Neighbourhood Plan Steering Group Meeting**  
**held by Zoom on Monday 21<sup>st</sup> November 2022**

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

- 1 Apologies** – all present.
- 2 Declaration of Business Interests** – there were none.
- 3 Minutes of last meeting dated 31<sup>st</sup> October 2022** – were accepted as an accurate record.
- 4 Matters arising** – there were none.
- 5 Minutes of Focus Groups** – none received.
- 6 Neighbourhood Plan Submission Version** – SG members confirmed the accuracy of this final version which, following submission to HBC, would be sent to all members of Focus Groups and would also be included on the December PC agenda as confirmation of submission.
- 7 Submission instructions** – MD confirmed that these had been sent to the clerk.
- 8 Appointment of Examiner** – an email would be sent to HBC regarding examiner appointment after they had received all NP documentation.
- 9 Post-submission Consultancy Support** – Directions Planning post-submission Fee Proposal had been accepted by councillors at their meeting dated 10<sup>th</sup> November 2022. Confirmation given that timely email requests would be sent to HBC regarding the NP progression through the system.
- 10 Invoicing** – MD confirmed that once the clerk had submitted the NP documentation to HBC, a Directions Planning invoice would be raised confirming conclusion of the March 2020 Fee Proposal and marking the end of the pre-submission consultancy work undertaken.
- 11 Any other business** – following a council statement that PN18 for various reasons would not be developed as a commercial site, a query was made as to whether this was a permissible Local Plan change. MD confirmed that if an interested developer came forward with a plan which was in policy alignment, then consideration would be required.
- 12 Date of next meeting** - a meeting date would be set up following post Regulation 16 consideration – estimated to be in about three months.

Parish clerk  
25<sup>th</sup> November 2022