

Pannal & Burn Bridge Parish Council

Draft Minutes of a Neighbourhood Development Plan Steering Group (NDPSG) Meeting held in the Function Room of Pannal Village Hall at 7.00 pm on Thursday 6th September 2018

Present: Cathy Burrell (Chair), Ethne Bartup, Geoff Catley, Jane Chung, Malcolm Wailes and Howard West

1. Apologies were received from Andrew Macdonald.
2. The Minutes of the previous meeting were approved as a true and correct record.
3. Declaration of interest: Although there were no such declarations from the existing members, it was requested that Andrew email the requisite declaration document to two new members who were to be added to the group.
4. Steering Group Composition: It was with reluctance that the resignation of Jackie Wootton from the group was accepted. Thanks were expressed for her considerable efforts since the inception of the group and it is hoped she will be able to contribute further to the Plan, albeit not as a member of the steering group but in another capacity. It was resolved to add Ethne Bartup and Geoff Catley to the group.
5. Housekeeping:
 - a. It was Resolved to maintain critical documents in one central location (paper copy and electronic copy). Having had different personnel with differing responsibilities within the steering group, it is essential that all relevant documents are catalogued. To this end, it was requested that Andrew circulate the Statement of Community Involvement and the Communication and Consultation Plan to steering group members.
 - b. Evidence of community involvement is of paramount importance, hence it was agreed that Howard should forward some photos taken at the recent gala to Andrew. Many residents still do not comprehend the meaning of the NDP despite significant publicity. The Q & A posters, as used at the gala, should be included in the NDP website. Howard to forward these to Ryan Dall and Andrew (already sent). Additional content for the website should also be sent to Ryan. Existing website information should be emailed to Ethne and Geoff (already sent).
 - c. Jane would send details of the Otley plan to the SG (already sent)
 - d. Cathy will draft a letter to Stakeholders (as in the approved list) and distribute accordingly.
6. Future Actions:
 - a. It was considered essential to get the Facilities Focus Group together to reiterate their briefing and stimulate debate to come up with ideas (logical through to wildly optimistic) so that the populace has an opportunity to comment. Cathy would attempt to organise a meeting at short notice with Ethne and the focus group members.
 - b. The inputs for suggested questions from the focus groups did not have to follow a predetermined format. Now, however, rationalisation is required so it was resolved to implement a 1 to 5 rating system for all questions (except where a finite yes or no is required). It was agreed that the format of the Transport Focus Group questions would be used. An example is attached. This requires the Focus Groups to come up with a background statement for the area they addressed, a statement of issues, and up to 10 proposals – all derived from their reports.
 - c. It was agreed that all reports from focus groups must be with the steering group by September 30, 2018. There has been some confusion over what has been required of the focus groups. What is required is broadly outlined in the Focus Group Terms of Reference and should include a series of proposals/ideas/suggestions that can be put forward for public consultation.
 - d. Once all the Focus Group reports have been received, a consolidated, edited file will

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be sent to Mike Dando as soon as possible in early October. Howard would email Mike with a status report so that he may plan time and quote accordingly for Directions Planning's activities. (already done)

- e. Many people have volunteered to undertake tasks such as leaflet distribution. Cathy and Andrew were requested to appeal for more help in such activities. Steve Cobb has offered his services in correlating responses from surveys and the like.
7. It was decided to hold a maximum of 4 formal NDPSG meetings per annum but informal meetings should be held monthly when no formal meeting is planned or in special cases, more frequently as required. Geoff offered to host the next informal meeting at 7pm on Thursday, October 4 at his house (tbc).

A Macdonald
Clerk to the NPSG
16th July 2018