

**Pannal and Burn Bridge Parish Council
Neighbourhood Plan Steering Group Meeting
Held by Zoom on Wednesday 14th April 2021**

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

Apologies – all present.

Minutes of Meeting held on 10th March 2021 – accepted as an accurate record.

Matters arising - MD confirmed the requirement that Steering Group minutes are circulated to all councillors before uploading onto a website. Equally, Focus Group minutes must be circulated to the Steering Group before received by councillors and website posting. MD emphasised that the parish council is the legally responsible body (i.e. the 'Qualifying Body') for Neighbourhood Plan preparation and that, as such, any decisions of the steering group and its focus groups need to be formally ratified by the parish council and minuted accordingly in parish council minutes. Both steering group and focus group minutes need to go to an appropriate parish council meeting for such ratification. **(Action: CB to contact Cllr Dall to request his creation of a separate NP website which will be linked through to the PC's website.)**

Policy Intentions Document (PID) Draft - at the request of JC, and as a consequence of the Environment FG meeting yesterday, MD was asked to consider to "displace" this agenda item for primary consideration.

JC sought clarification and confirmation on the definition of Historic England's Designated/Non-Designated Heritage Assets as there appeared to be an anomaly with previous findings. The FG felt that there is only one non-designated Heritage Asset, that being the Methodist Church Hall which lies outside the Conservation Area. FG members considered the "listing" of buildings as a difficulty for house owners whereas conservation area status was seen as a positive asset. JC requested removal of all listing references contained within the PID. Consideration was given to possible creation of a "satellite" conservation area (i.e. Local Heritage Area in the NP) to potentially accommodate building/s at the top of Spring Lane with MD clarifying that it would need to be a cluster and not just a single building. Two local green spaces identified by the FG are within the conservation area.

MD confirmed that the PID is a substantial first draft and that although some detail will be changed the structure will fundamentally be maintained. He added that the text in *italics* needs qualification, with highlighted items requiring input and the yellow markers indicate PID intentions. The following detail was discussed:

- **Action: Clerk to inform MD re dates on Page 3.**
- Page 4: vision / aims - the SG unanimously expressed a preference, and adopted, the 2nd interpretation.
- **Action: all FGs to provide minutes of their respective first meetings to MD by 30th April.**
- Page 5: aims okay.
- Page 7: GNE3 - Dunlopillo site as suggested by HW to be excluded commencement of use of this new green site. Inform MD if further items are to be included and by 30th April.
- Page 8: GNE5 - to consider what types of "green space" are needed - specific allotment site need not be mentioned. Suggestion made that JC contact Anne Smith re Pannal Green designation.
- Page 8: GNE6 - Biodiversity / nature conservation - Local Plan includes coverage of three relevant policies. **Action: MD to send link of LP policies to whole SG.**
- **Action: CB to provide map to JC showing the agricultural land at Pannal House Farm which the landowner had requested for designated protection.**

- **Action: clerk to ascertain the exact location of the potential “important hedge” on Spring Lane.**
- Page 9: 3rd paragraph / 2nd sentence - “Other character buildings. . .” retain Methodist Church Hall, delete others named.
- **Action: MD to circulate to SG members for FG use the required pro formas for completion.**
- Page 10: remove 2nd Non-Planning Community Action.
- Traffic, Transport and Travel: HW confirmed that the FG’s hands were largely tied pending HBC / NYCC’s July 2021 decisions in the Parameters Plan.
- Page 11: TTT1 - FG meeting scheduled for 20th April.
- Page 11: TTT3 - Site A: presumed owned by Northern Rail with a new Policy Intention to be included to “protect this area for car parking”. Site B: potential P&S map to be provided.
- Page 11: TTT4 - A61 turning lanes to be referred to as “turning lane or lanes”.
- Page 13: it was thought that the current school provision would be adequate for the foreseeable future with other new schools planned in the area.
- Page 13: CFS1 - amendments to “Doctors’ Surgery in Pannal” and inclusion of “Elizabeth Black hairdresser”, the church includes within the building a Chapter House as the Methodist Church has a church hall. Refer to Post Office & Village Store.
- **Action: EB to consider with FG the Scout Headquarters and any other community services.**
- Page 13: CSF2 - new community facilities - EB and the FG can consider commercial provision as an essential provider.
- Page 13: CSF3 - **Action: on behalf of the Parish Council, CB will discuss with the Headteacher any requirements / aspirations the school may have.**
- Page 14: Housing: bottom of page, either / or alternatives with latter point providing more flexibility.
- **Action: DO with FG to inform MD which option by 30th April.**
- Page 15: Economic Development: potential section as a whole to be decided upon, including one, other or both of suggested policy intentions - **Action: for discussion by SG and referral back to MD by 30th April.**

Locality Support - Technical Support and Grant - regarding technical support, MD’s offer to make direct contact with Locality to ascertain potential NP eligibility was much appreciated. The clerk confirmed that there is a balance of approximately £3,900 remaining of the £9,000 Locality Grant with MD stating that a further £1,000 should be available to claim in the current finance year pending expenditure of the balance residue and this to be decided by the SG (**Action**).

Focus Groups - progress on tasks - CB confirmed that all FGs are now established with their Chairmen members of the SG bar DO who is Chairman of the Housing FG. EB, Chair of the Facilities FG, confirmed they are due to meet 15th April with HW Chair of the Transport FG due to meet 20th April and JC Chair of the Environment FG having met on 12th April and DO, Housing FG, having met on 11th April.

Policy Intentions Document (PID) Consultation - MD confirmed that the project plan had set June 2021 as the four-week consultation period with the consultation involving:

- Resolved to distribute the PID in embellished form and to include maps / photos, etc.
- Full circulation to residents and businesses
- Circulation to statutory and non-statutory consultees
- Accompany with a SurveyMonkey questionnaire for ease of online analysis, but make hard copy questionnaire available too.
- Creation of new NP website (for consultation and ongoing) with appropriate “tabs” (**Action: MD to advise on “tabs”**)
- Ensure “link” cross referenced between PC and new NP website
- Consider a Zoom drop-in public session(s) (**Action: SG consider**)

MD to renew PID draft by 12th May in order that SG may timescale the consultation.

Date of next meeting - 12th May 2021 at 6.00pm