

**Pannal and Burn Bridge Parish Council
Neighbourhood Plan Steering Group Meeting
Held by Zoom on Wednesday 12th May 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
	Jane Chung (JC)	SG Volunteer - Chair of Environment FG
	Ethne Bartup (EB)	SG Volunteer - Chair of Facilities FG
	Geoff Catley (GC)	SG Volunteer
	Jane Marlow	Clerk

Apologies – all present.

Minutes of Meeting held on 14th April 2021 – accepted as an accurate record *with the following amendment under PID Draft, fifth bullet point (in italics):*

“Page 7: GNE3 - Dunlopillo site as suggested by HW to be excluded *pending* commencement of use of this new green site, *when it can be properly assessed*. Inform MD if further items are to be included and by 30th April.”

Matters arising - CB confirmed that she was yet to supply JC with map details for Pannal House Farm. The clerk confirmed that she would supply details regarding the “important” hedge to MD.

Minutes of Focus Groups - CB confirmed that all FG minutes would be circulated to the SG. CB appreciated MD’s confirmation that this was a standard agenda item which would be minuted as “received minutes for consideration and discussion”, with the minutes received since last meeting listed.

Policy Intentions Document (PID) Draft -

- MD would - where appropriate - qualify the inclusion of Walton Park within the PID.
- JC confirmed the Environment Group minute which recommended inclusion, within the vision, of the statement “incorporating and taking full advantage of future technological developments”.
- 2 Vision and Aims: 2xbullet points confirmed as being required to be finalised.
- Economic Development inclusion would be discussed.
- GNE3 Local Green Space Protection - JC confirmed the FG’s agreement for the eight sites to be included.
- GNE6 and 7 - MD confirmed that he had studied the HBC policies which covered the specifics under these two items. For the purposes of the PID, MD suggested that the NP *may* contain policies by way of address.
- Under “Non-planning community actions”, the country park name would be discussed within the next two weeks following a pertinent meeting with HBC. Confirmation was given that designation status would be pursued for Pannal Village Green. Regarding Common Land status, JC would refer to an FG member.
- **Built Environment** - JC to confirm the number of listed buildings with agreement given for inclusion of the phrase “subject to owner agreement”.
- JC to check the non-designated Heritage Assets of the Methodist Church Hall / Wesley Cottage / Spring Lane Farm (in whole or in part) with the FG additionally identifying Local Heritage areas as a) All Saints area (Church Lane), b) Malthouse Lane area, Burn Bridge and c) Hillfoot Lane and Hill Top Lane.
- **Traffic, transport and travel** - TTT2: yet to be resolved by the FG. MD sought identification by the SG for particular areas where on-street parking was a particular problem/hazard with confirmation given that Pannal Station and environs should be named as one, and Pannal School and environs as a second.
- TTT4: agreed that the land sought for Park and Stride project should be named as being “at the rear of St Robert of Knaresborough church”.
- TTT5: traffic calming areas to be eventually identified within the villages, but to be left generic for PID purposes.

- The significant number of “non-planning community actions” would be reviewed and prioritised. MD confirmed that setting priority actions by all FGs for the plan sections would be a good idea. CB confirmed that a further SG meeting date would be set for this particular review.
- **Community facilities and services** - confirmation given that the paragraph starting “in particular. . . more successful new build” be maintained as is.
- CFS1 – list in yellow to be retained with decision taken, following discussion, to exclude Middleton Builders / Burn Bridge Architects and Elizabeth Black Hair. EB to ascertain through the FG if Crystal Court Care Home and Vida Grange are to be included.
- CFS2: two items to be retained with some FG discussion regarding the potential inclusion of public conveniences / tennis courts / bowling green - the latter two were thought to be more appropriately placed under GNE5.
- CFS3: MD will be sent the necessary school information.
- **Housing** - under H2 it was agreed to opt for “Policy will set out criteria or tests against which any proposals for small scale/infill housing development (of less than 10 units or on sites 0.4ha or less) will be assessed in order to determine the suitability and acceptability of proposal sites for such development.” FG consideration to be given to assessment of the character of a number of possible infill sites to ensure any development is in keeping with the areas in which it is situated.
- **Economic Development** - consideration was given regarding this policy section with inclusion determined and with amendment to be made from “Almsford Bridge” to “Almsford Bank” (*NB Adopted Local Plan name for this site is Almsford Bridge – MD*) and decision made (ED1) to protect the five sites within the Pannal / Leeds Road commercial zone (to also include the Mercedes Garage) from boundary expansion or alternative usage (such as housing development).
- Regarding ED2, MD requested the SG to have regard to PN18 reference within the Local Plan with consideration for anything omitted. CB will circulate relevant links to SG.
- Consideration was given by JC and the FG to The Warren, a wooded area on Brackenthwaite Lane which falls just outside the parish boundary but was thought of as significant value to the parish. MD stated that because of its outlying situation it could not be included as a policy but possibly might be constituted as a Community Action.

Policy Intentions Document (PID) Consultation

CB confirmed that the PC had agreed to printing costs once three quotes had been obtained for a PID “embellishment” with notice to be given of its impending issue via social media / PC Newsletter / local paper.

After some discussion the following timetable was agreed prior to Friday 2nd July PID parish distribution:

Sunday 23rd May - MD will have received all FG/SG/ responses
 Friday 28th May - MD will release the amended PID for circulation as below
 Monday 31st May - SG and all councillors will “sign off” the PID and provide any responses by the day’s end
 Tuesday 1st June - SG meeting by Zoom 6.30pm
 Friday 4th June - MD will deliver the final PID version
 Week commencing Monday 19th July - consideration to be given regarding an “open house” Zoom Q&A
 Friday 30th July - conclusion of consultation

MD will provide a list of all statutory and non-statutory consultees and draft a questionnaire for Survey Monkey and hard copy use.

Locality Technical Support - Design and Design Codes - clerk confirmed eligibility for the grant. MD and clerk to complete required questions Thursday 13th May.

Date of next meeting - Tuesday, 1st June 2021 at 6.30pm by Zoom.

AOB - there was none.

JM / 130521