

**Pannal and Burn Bridge Parish Council
Neighbourhood Plan Steering Group Meeting
Held by Zoom on Tuesday 1st June 2021**

Present: Mike Dando (MD) (Directions Planning: Associate)
Cathy Burrell (CB) PC and SG Chairman
Jane Chung (JC) SG Volunteer - Chair of Environment FG
Ethne Bartup (EB) SG Volunteer - Chair of Facilities FG
Geoff Catley (GC) SG Volunteer

Apologies – Howard West, PC and SG – Chair of Transport FG, Jane Marlow (JM) – Clerk

In the absence of the Clerk, JC took the minutes.

Minutes of Meeting held on 12th May 2021 – accepted as an accurate record.

Matters arising – None.

Minutes of Focus Groups – Minutes of the following Focus Group (FG) Meetings have been submitted by the Focus Group Chairs to the Steering Group:

- Environment FG – 12 April 2021 and 5 May 2021. The Facilities FG has also prepared a report of the existing Community Facilities and Services.
- Facilities – FG – 5 April 2021
- Transport FG – 20 April 2021. This document contained material that did not appear to be part of the FG meeting.
- Housing FG – No minutes received. The Housing Group met on the following dates 4th March, 18th March, 28th March, 1st April, 18th April, 21st April and 12th May 2021.

MD made the following comments/queries on the FG Minutes:

ENVIRONMENT

- The SLA assessment will feed into the Aecom Design Codes work.
- Viewpoint information should be included in all assessments. Viewpoints can be considered from inside the area looking out, from outside looking in, and completely inside the area.
- MD queried how much of the Spring Lane Action Group work on the SLA is relevant to the NP work. CB responded that all of the work had relevance.
- Work on footpaths needs to feed into Policy Intention TTT1.
- There are no Non-Designated Assets in the Local Plan.
- Good idea to approach HBC to help with mapping. Best is to go through the Planning Policy Department. CB advised that JM will follow up on this.
- Areas outside of the parish do not appear in a Neighbourhood Plan.

FACILITIES

- More detail is needed on the community use of the Primary School. For example, are the school playing fields used by the community? SG members mentioned possible usage for Guiding activities, toddler pre-school and Carols on the Green. Further research needed.
- Would be useful to know how many of the 700 members of the Golf Club are parish-based. CB advised that Steve Cobb may be able to provide this number.
- Further research on the wider use of the Golf Club clubhouse for events such as weddings, private parties, other events, etc. is needed to demonstrate community use. In particular, statistics for how often, how many bookings annually, etc. Ditto for the Scout Hall (Anita Hall can help with this) and the Village Hall.
- Crimple Meadows Recreation Ground can be removed as a facility as it is being included as a Local Green Space within the Environment FG work.
- MD will send an example from another Neighbourhood Plan of the analysis needed for the medical and dental surgery. It is useful to know the number of patients served.
- Further information is needed for Brownies and Guides. GC to contact the person responsible.

- The care homes are unlikely to be community facilities.

Policy Intentions Document (PID) Draft June 2021 -

- CB advised sign-off of the latest version by the Parish Council.
- SG members agree with the updated Vision statement incorporating JC comments with respect to taking full advantage of new technological developments.
- **Green and Natural Environment** – All items in italics were agreed to. The fourth community action to read 'Pursue County Park status for that part of the SLA northeast of the church.'
- **Built Environment** – BE2 contains a spelling mistake – Hill Foot not Hillfoot. Otherwise, all OK. Remove Spring Lane Farm from BE6.
- **Traffic, transport and travel** – TTT2, TTT4 and TTT5 all OK. All Non-Planning Community Actions flagged for deletion to be removed and last action to be reworded as follows, 'Consider how evolving technology can address the transportation needs of parish residents.'
- **Community facilities and services** – CFS1 should include Pannal Dental Clinic, but not include the two care homes. CFS3 suggested wording is OK. Delete the single Non-Planning Community Action.
- **Housing** – all italic wording was agreed to.
- **Economic Development** – all italic wording was agreed to with the exception of the spelling of 'Stratstone'.

Locality Technical Support - Design and Design Codes – grant applied for and an initial meeting held between Aecom, MD and JC on 24 May 2021 to provide Aecom with the further detail they require to initiate support.

Policy Intentions Document (PID) Consultation

MD to draft a questionnaire and consultee list (statutory and non-statutory) and send to CB by 29 May 2021. CB advised that Ryan Dall, a parish councillor, will put the questionnaire on Survey Monkey. A covering letter for the PID for parishioners is being drafted by JM. CB to distribute to SG for approval. A Zoom event to introduce the consultation activity to the community will take place 10:00 to 11:00 on Saturday, 24 July 2021. MD will prepare a Powerpoint presentation for the event. JM is updating the Neighbourhood Planning website, using an experienced third party. A quote of £700 has been obtained for printing the Policy Intentions Document as a 16-page black and white brochure. The SG felt it would look more attractive with photographs. This may result in an increased price.

Date of next meeting - Monday, 28th June 2021 at 6.30pm by Zoom.

AOB - none.

JC / 05/06/2021