

Pannal and Burn Bridge Parish Council
Neighbourhood Plan Steering Group Meeting
Held by Zoom on Tuesday 30th November 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
	Jane Marlow (JM)	Clerk

- 1 **Apologies for absence** - GC had given his apologies for absence.
- 2 **Declarations of business interest** - there were none.
- 3 **Minutes of meeting held 27th September 2021** - were accepted as an accurate record.
- 4 **Matters arising** - MD confirmed that some entries contained within the PID Grid may need to be updated with subsequent upload to the PC website.
- 5 **Minutes of Focus Groups** - there were none since the last meeting.
- 6 **Pre-submission Neighbourhood Plan (1st Draft)** - MD informed members that this was a rough - albeit substantial - first draft with policy gaps referring to outstanding Design Code work. The policy wording reflects that which has proved to be acceptable to examiners with relevant specifics included. His recommendation of deferring non-planning community actions until the next meeting was accepted by members.

The following were considered with inclusions / amendments to be made:

Page 4 FOREWORD Task - to be written by the SG and ultimately to be signed by both CB (as Chairman of the Steering Group) and HW (as Chairman of the PC). Suggestion made to look at current examples such as Otley PC's and Haworth, Cross Roads and Stanbury PC's.

Page 6: THE NEIGHBOURHOOD PLAN AREA – YESTERDAY AND TODAY Task - SG to consider past and present examples and issues which could be incorporated into the "future" within the NP. (MD suggested reference to Horsforth Town Council's NP and others as above.)

Page 8: MD received confirmation that a 10% PID questionnaire return had been made.

Page 10 and 11: THE VISION AND AIMS - After some discussion it was agreed not to amend the aims to cover any/all of broadband access, remote working and green transport contrary to what had been previously agreed and noted in the PID Grid. This was because there is then a need to carry the amended aims through into policy and/or community action – there is currently no such carry through and no obvious way in which to do so.

Page 13: POLICY GNE1: GREEN AND BLUE INFRASTRUCTURE - MD - clarified the Crimble and Haverah corridor areas - received SG acceptance of this geographical separation with the addition of the Walton Fringe area which then, as a whole, encompassed the parish.

Page 14: POLICY GNE3: LOCAL GREEN SPACE PROTECTION Task - SG to make assessments for all the listed (and potential) LGs with the inclusion of boundary maps. (JC confirmed that Sandy Banks is to be looked at as a candidate non-designated heritage asset)

Page 15: POLICY GNE5: PROVISION OF NEW OPEN SPACE - SG to talk to Dave, chair of Housing FG re possibility of approach to owner of land north of Rosedale to clarify his future intentions.

Page 15: - HBC's Local Plan provides adequate coverage regarding biodiversity and nature conservation (GNE6) with HW commenting that the Inspector's recommendation to reduce the PN18 area would provide an opportunity for a green "buffer" between Harrogate and the PN18 site (HW to send MD a relevant map with any relevant Inspector extract). However, MD added that it would be appropriate to include tree / woodland planting (GNE7) within the NP which is currently deficient within the Local Plan with a potential policy to replace one removed tree with three.

Page 18: POLICY BE1: PANNAL CONSERVATION AREA - DEVELOPMENT AND DESIGN - 3rd bullet point re Views and Vistas **Task** – using map of views in Pannal Conservation Area Appraisal document (P23) SG to photograph and briefly describe each view/vista.

Page 19: Local Heritage Areas - third paragraph, exclude Hill Foot and Hill Top Lane from sentence.

Page 20: Local Heritage Areas - Task - JC to send MD assessments and maps of each with amendment to be made to “All Saints / Sandy Bank area” designation.

Page 20: Non-Designated Heritage Assets - JC confirmed that maps and assessments are yet to be made of the Non-Designated Heritage Assets. MD asked whether the Burn *Bridge* was included in a Local Heritage Area and commented that it could also be a separate heritage asset with JC to confirm. MD recommended checking Historic England’s PID Grid comments re: sources to ascertain if there are other non-designated heritage assets.

Page 22: TRAFFIC, TRANSPORT AND TRAVEL - Task - second paragraph, MD made the request for the SG to identify any gaps in the PROW network provision and to include any recognised need for repairs, using the NYCC definitive PROW map as the basis.

Page 23: Car Parking - second paragraph, SG confirmed that “Pannal Community Park” is the correct area description. Third paragraph, Policy TTT3, Parking Standard re Station Car Park and Pannal Primary School - **Task** - FG to define the parking areas around the station and school and provide survey and photo evidence of problems in order to support the case to increase off-road parking places in any new developments. It is necessary to supply supportive evidence with the submission.

Page 24: Highway Improvements - second paragraph, Policy TTT6: pend discussion regarding traffic calming measures until the next meeting.

Page 28: Community Facilities and Services - Page 29, CFS1, EB to inform CB regarding the current FG outstanding work.

Page 30: POLICY CFS2: PROVISION OF NEW COMMUNITY FACILITIES - following discussion, the SG endorsed the possible development of a new café (only) and deletion of the phrase of neighbourhood area residents.

Page 30 and 31: Policy CFS3 - SG agreed to MD consulting NYCC regarding the wording of this policy.

Page 32 and 33: Housing - sites for small scale infill housing - CB to request FG information and results from DO.

Page 35: ECONOMIC DEVELOPMENT - SG confirmed the correct area description as Pannal Community Park (which incorporates Pannal Sports Junior Football Club). SG agreed to MD consulting HBC regarding Policy ED2.

SG hoped to provide MD with the required above information and by a notional deadline of Christmas.

Regarding increasing the NP’s **Climate Change** content, MD presented a report which concluded and recommended that, given national policy content and HBC’s Local Plan content, it is difficult to see what the NP can add in either policy or community action terms and no further action be taken.

7 Design Code Report - confirmation given by SG to MD’s identification that, as the current AECOM report is deficient in explicit detail relating to the parish’s specific character areas with a definition of areas which could be matched by Design Codes, that the SG would best be served by his request for a Zoom meeting with AECOM personnel. MD to set up Zoom.

8 Locality Grant Application - MD confirmed that a further £9,000 grant is available to draw down but with an expenditure deadline of 31st March 2022 and broke down anticipated consultancy costs up to that time as being:

- Draft NP proposals map (Stage 3) = quote £1,890 (which would include 3-4 maps for insertion into NP)
- MD co-ordinate production of map produced by external company = quote £750
- EU screening process = quote £500
- Regulation 14 process = quote £500
- Total expenditure = £3,640

Given that the current (near completed) application for a new grant has a 15-day live timescale and that it would expire before the PC's next meeting on 9th December, the SG APPROVED that MD complete the application in the above £3,640 sum which would be resolved at the PC meeting.

9 Project Plan - MD has set out a timetable indicating that the Neighbourhood Plan 1st Draft would be completed in January 2022 and finalised in February with intended consultation by the end of March.

10 Any Other Business - MD's confirmation that he would be willing to attend the Pannal Village Hall afternoon event on Saturday, 29th January, 2022, was much appreciated.

11 Date of next meeting - Monday, 24th January, 2022, at 6.30pm.

1st December 2022
Parish Clerk

DRAFT