

**Pannal and Burn Bridge Parish Council
Neighbourhood Plan Steering Group Meeting
held by Zoom on Monday 24th January and Monday 31st January 2022**

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| Present: | Mike Dando (MD) | (Directions Planning: Associate) |
| (24 th January and 31 st) | 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** – 24th and 31st: GC was unable to attend due to illness.
- 2 **Declarations of business interest** – 24th and 31st: there were none.
- 3 **Minutes of meeting held 30th November 2021** - were accepted as an accurate record.
- 4 **Matters arising** - there were none.
- 5 **Minutes of Focus Groups** - Environment FG Minutes from meeting dated 19th January 2022 had been circulated and approved by members of the FG group.

With regard to item 4a) of the minutes, MD qualified to JC - in response to a member's concern about the potential of Design Codes acting as an encouragement to developers - that the design codes are there to help shape small scale 'windfall / infill' developments" that will inevitably arise. Other Local Plan and NP policies to 'discourage' larger, speculative development.

Under item 4b), FG members had also expressed concern with regard to the allocation of Local Green Spaces / Non-Designated Heritage Asset designations to private land / property without an owner's endorsement. Some discussion ensued with MD commenting that this factor is, in fact, an underlying principle within planning but that ultimately it was the group's / PC's choice as to whether they pursued designation of any property / land in private hands. He undertook to forward, via the clerk, a list of potential NDHA sites for further consideration. JC would forward to MD the apparent Local Plan link referring to Spring Lane Farm.

- 6 **Locality Grant Application** - confirmation received that a residual amount of £3,640 had been approved for required expenditure in-finance year, ie by end of March 2022. A potential balance of £5,360 grant monies may be applied for in the new finance year.

Parish clerk will contact the graphic design company, Flexibubble, to confirm the Parish Council's appointment of them with regard to their provision of mapping within the NP.

- 7 **Design Code Report** - MD and JC had had a zoom meeting with AECOM (Design Code consultants) with regard to addressing some anomalies within the first draft. A second draft had since been circulated which required further amendments and included the changing of, amongst other things, 1) the demarcation of "commercial corridor" to "Leeds Road corridor", 2) the inclusion of the new Rossett Green Lane photos and 3) the linkage of codes to character areas. MD / JC to take this forward with AECOM.

- 8 **Pre-submission Neighbourhood Plan - 2nd Draft** - discussion and address made to a number of points within this draft up to Page 32 and including associated Appendices 1, 2 and 4.

Following discussion - and in consideration of the Local Heritage Areas in Appendix 4 (in conjunction with Policy BE3) - it was agreed to make some amendments to the additions made by MD which would subsequently be passed to the Environment FG Chairman for her confirmation.

P4 – addition of Foreword text, as already agreed by the steering group.

P6 – ‘The Neighbourhood Plan Area – Yesterday and Today’ – text prepared and agreed by steering group but not yet forwarded to MD. CB to forward.

P14 new Policy GNE2: Crimple Valley Special Landscape Area – approved with insertion of word ‘only’ in line 2 between ‘supported,’ and ‘provided’, and addition of Clark Beck to bullet 1. JC reported that work was ongoing re key views – ref bullet 7.

P15 – delete grey highlighted text in para 5 on basis that Sandy Bank Wood not deemed a candidate for NDHA, as only limited supporting evidence.

P17 – new ‘Trees’ section – group asked by MD to consider if there are any examples of tree loss to recent development in the parish – ref italicised text in 3rd para.

P18 – Non-Planning Community Actions:

- Bullet 2 – ‘shrub’ added to then read ‘tree/woodland/shrub planting’. Adjacent Long Acres Recreation Ground, Land at Almsford Bridge and Crimple Meadows Recreation Ground margins (NB shrubs only) added as possible planting locations.
- Bullet 3 – confirmed that Allen Wood is HBC owned.
- Bullet 12 – Environment FG to discuss practical implications of and ongoing relevance of the proposed action re the Harrogate Till Aquifer – monitoring/recording of discharge/effects – and report back.
- Bullet 13 – addition agreed with amendment of ‘owners’ to ‘tenants’ in line 6.

P24 – new Policy BE3: Local Heritage Areas – Development and Design. JC reported that work was ongoing re key views – ref bullet 3.

P24/5 – decision re inclusion of Non-Designated Heritage Assets section/policy, and potential content if to be included, to be discussed by group ref the issue of privately owned properties.

P27 – Policy TTT1: Improved Walking, Horse Riding and Cycling Provision – desired footpath additions/improvements as suggested by HW, EB and JC to be added into policy.

P29 – Policy TTT3 on enhanced car parking standards for new development in the vicinity of Pannal Station and school. MD to draft suggested areas within which policy would apply for next meeting.

P29 – under ‘Highway Improvements’ para 2 – HW had provided text to clarify traffic difficulties at Follifoot Lane/A61 – this to be included in next NP draft.

P30 – Policy TTT6: Highway Improvement Schemes – Bullet 3 – Hill Foot Lane to be added here subject to checking PID Results Grid for community evidence of need.

P30-32 – Non-Planning Community Actions – as a result of lengthy discussions, section to be redrafted, including input from SG members, and re-considered as part of NP 3rd Draft.

With these changes, NP 2nd Draft up to that point approved. But still areas to be finally resolved and gaps to be filled.

Further address would be made in the second half of the meeting.

The meeting concluded at 8.50pm with the balance of the above item and also **9 Project Plan, 10 Any Other Business** to be carried forward.

Continuation of meeting (31st January)

Prior to continuation of item 8) the following relevant points were discussed and agreed by the SG:

P14 - POLICY GNE2: Crimple Valley Special Landscape Area - inclusion of “only” in the following sentence:

“In the designated Special Landscape Area, as shown on The Neighbourhood Plan Policies Map, development will only be supported, provided it would not seriously harm the character and appearance of the landscape.”

CB informed - following NYP confirmation - that there was no possibility of a 20mph speed limit sign being posted on Church Lane as it did not fit the criteria of eligibility whereas the Spring Lane characteristics of 1) there being no white line, 2) being a narrow road and 3) having a nursery sited at the top of the road could make it a legitimate candidate for a 20mph speed sign. This latter road to be included within the NP.

On a separate note, the Parish Council would consider its support of a “concealed exit” sign towards the bottom of Church Lane where access / egress from private dwellings often proved hazardous because of the road bend / speed of traffic.

In discussion of Non-Designated Heritage Assets, it was agreed that no areas within private ownership would be considered / included. The potential assets to be included are 1) Pannal Village Hall, 2) Almsford Bridge and 3) Burn Bridge bridge (adjacent to the Black Swan).

It was agreed that the church cemetery would be retained as an LGS with the HBC owned land behind St Robert’s Church to be LGS applied? (assessed?). CB to consult and ascertain if the gardens at Rossett Manor are to be considered. JC to resend the LGS to CB.

HW confirmed that any transport decisions will be drafted for approval by the SG and would also include consideration of the digital speed signs.

Resumption of item 8)

P34 - Policy CFS1: remove both Pannal Co-op store and Pannal Motor Centre as justification for these would be difficult. MD to send EB “justification for inclusion” examples for 1) Pannal Post Office and village store, 2) Black Swan, Burn Bridge and 3) the Doctors’ Surgery. EB will send the Facilities FG Appendix 8, pages 70-74 to her FG for comment.

P34 - under Provision of New Community Facilities include the grey, italicised text.

P36 - accept Headteacher comment as made in the grey, italicised text and amend the policy accordingly.

P37 - With regard to Policy H1, it is anticipated that the Housing FG will make its provision / amendments.

P39 - Retention of the Community Land Trust which CB will assess.

P41/42 - Regarding the draft policy currently out to informal consultation with HBC, it is hoped that a response will be received by 18th February 2022.

MD confirmed that the Flexibubble map (1st proof) will ultimately be finalised and will form a composite and significant part of the NP document. In the short term, he will check the proof and forward comments, together with extra information to be incorporated, to Flexibubble for the generation of a 2nd proof for checking.

9 Project Plan - MD confirmed that there is some inevitable slippage to the proposed timescale of the Plan but anticipated that a consultation commencing by end of March could still take place with submission of the final NP to HBC in October 2022.

10 Any other business - MD qualified SG’s recognition that there is outstanding work to be undertaken by the FGs as set out in Part 1 of these minutes in addition to the actions from 31st January meeting. In recognition of the tight timescale, MD to circulate for the SG the tasks to be undertaken which, it is hoped, would be completed by 18th February 2022 and to include the Housing FG’s additions.

In conclusion it was agreed that:

11 Date of next meetings - for SG members only: Monday, 7th February, 6.30pm and Monday, 14th February, 6.30pm in consideration of outstanding tasks and to include footpaths and traffic issues.

Date of meeting and to include MD - Monday 28th February at 6.30pm

Jane Marlow
Parish Clerk
1st February 2022