

Pannal and Burn Bridge Parish Council
Minutes of Neighbourhood Plan Steering Group Meeting
held by Zoom on Monday 21st March 2022

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 was unable to attend due to illness.
- 2 Declarations of business interest** – there were none.
- 3 Minutes of meeting dated 28th February 2022** - were accepted as an accurate record.
- 4 Matters arising** - MD requested amendment to minute Item 6 (referring to Pages 46 and 47) Project Plan Graph should be titled *Project Plan Table*. Confirmation was provided that printing costs had been approved.
- 5 Minutes of Focus Groups** - none received.
- 6 Design Codes Report** - circulated prior to the meeting with any final feedback to be provided to MD by Thursday 24th March. MD noted that some rectification of editing errors needs to be made but it was given approval by SG members.
- 7 Pre-submission Neighbourhood Plan - 4th Draft & Policies Map** - MD confirmed that he expected the Plan to be in its final form by the end of the week with the following pages addressed:
 - P4) Removal of the word “twin” in the Foreword final paragraph.
 - P5) Introduction: move final 4th paragraph to 2nd paragraph position.
 - P14) Remove second “with” in third paragraph (line 3).
Policy GNE2 - first paragraph remove comma after “supported”.
 - P18) Non-planning community actions - remove first bullet point beginning “*Pursue ‘Important Hedgerow’ status for eligible hedgerows*”.
 - P19) Include second bullet point.
 - P24) Change “three areas in question” to read “four areas in question”.
 - P25) Policy BE3, include the three extra lines which were referenced in the AECOM report.
 - P26) Village Character Areas - include three additional paragraphs and follow-on policy.
 - P27) Policy BE5 under Crimple Meadows / Pannal Green remove the sentence “*Avoid the use of concrete roof tiles and take opportunities to replace existing concrete-tiled roofs.*” And add clause re 8m set back from top of bank of Crimple Beck.
 - P30) Car parking - include added sentence in para 2.
 - P33) Clarification provided to two bullet points regarding weight restriction signage through the parish:
 - a) At junction of Church Lane with Rossett Green Lane - improve HGV and bus signage,
 - b) At junction of Rossett Green Lane with Yew Tree Lane - improve HGV and bus signage, and
 - c) To include the enforcement of existing HGV weight limits through the parish.
 - P38) Under “new educational facilities for Pannal primary school” remove “footpath access” in the second paragraph.
 - P45 and P46) Policy ED2 - after some discussion the amendments were accepted as noted and as suggested by MD following his meeting with HBC officers with it being accepted that HW maintained his objections to the imposed changes by HBC.
 - P48) SG approval given to the Project Delivery Plan with consideration to the columns headed “Potential Funders” and “Possible lead / partner organisations(s)” with it being agreed that “important hedgerow

status” be removed and with the inclusion of the Yorkshire Dales Millennium Trust group added as a potential partner / funder in consideration of the trees and meadows features.

P51) “Crimple Meadows - lobby for two disabled parking spaces” - to include “residents” within the organisation group.

P52) Regarding Pannal Primary School (Park and Stride) - HW confirmed that NYCC should be the potential funder but that pursuit of this initiative was in abeyance pending possible Local Plan revision after the formation of the NY unitary authority.

P70) MD confirmed that the “views and vistas” map was now included but could benefit from realignment.

P85) Now included two illustrative photos of Crimple Beck Bridge plus map.

8 Regulation 14 Consultation - MD drew attention to the “Bringing the Plan into Force” document and, particularly, with regard to 1) publishing the NP on the website, 2) asking the local authority to publish it on their website, 3) placing copies of the NP in appropriate buildings and businesses for viewing.

The following was considered and agreed (with a completion deadline of Friday 22nd April 2022):

- i) MD will provide JM all the consultation documents required for website posting on Monday 11th April,
- ii) the summary NP, including introductory letter, will be printed for posting through every parish letterbox – householder and business (distribution will commence over the Good Friday Easter weekend 15th April with completion by Thursday 21st April),
- iii) JM will organise the printing of the various documents, ideally with proofs being sent to the printing company by Wed / Thurs 30th / 31st March,
- iv) JM will email or post the NP to all those included on the Consultation List,
- v) CB will contact Cllr RD to ask for his support in again uploading the questionnaire onto Survey Monkey and, ideally, by Wednesday 13th April,
- vi) Sufficient hard questionnaire copies and NP copies will be printed for those wishing to view, as previously, at both CB’s address and the Post Office,
- vii) Full copies of the NP will be provided for viewing in a) the village hall, b) both St Robert’s and the Methodist Churches, 3) Cricket Club, 4) Black Swan pub and 5) Pannal Golf Club.
- viii) Given the poor consultation meeting response to the previously organised Zoom, it was decided that no “drop ins” would be organised but instead information would be published via FB and the Newsletter.

MD confirmed that by Friday 25th March the final NP version together with the questionnaire will be completed - but bearing in mind the page numbers would need adjusting once the SG had “tweaked” with the inclusion of any photographs. JC would support CB / HW’s inclusion of their signatures in the NP.

9 Project Plan - MD was pleased to confirm that the SG were currently positioned at the 3rd bullet point “Finalise plan for Regulation 14 consultation – Mar/Apr 2022” and on target for submission in November 2022. He complimented SG members on their pro-active approach and work in enabling the NP to have reached such a fruitful and timely position and added that it was not a commonly experienced situation.

10 Any Other Business - there was none.

11 Date of next meeting - a provisional date (post NP consultation) was fixed for **Monday 27th June 2022 at 6.30pm.**

Parish Clerk
22nd March 2022