

Pannal and Burn Bridge Parish Council
Minutes of Neighbourhood Plan Steering Group Meeting
held by Zoom on Monday 25th July 2022

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

- 1 **Apologies** – had been received from Howard West.
- 2 **Declaration of Business Interests** – there were none.
- 3 **Minutes of last meeting dated 27th June 2022** – were accepted as an accurate record.
- 4 **Matters arising** – MD confirmed that the Project Plan, submitted at the last meeting, was slightly ahead of schedule with the November 2022 formal submission of the NP on target. CB reiterated her request that members provide relevant photos for inclusion in the final document with JC suggesting that the “finished” NP might benefit from a more professional presentation: this was constructively considered with MD clarifying that it would be worthy of consideration once the formal examination was concluded.
- 5 **Minutes of Focus Groups** – none received.
- 6 **Agenda item 7) Regulation 14 Consultation Results Grid Final (given first consideration)** – MD sought SG approval that any amendments are sent to HBC by way of a demonstration of responses to their comments. (For information: any future consultations would be the responsibility of HBC.) This was given SG approval with the Parish Council to approve release of the documentation for public viewing and also on the website.
- 7 **Agenda item 6) Submission Version NDP Draft v 1** – MD confirmed that approved amendments had been made pursuant to Regulation 14 consultation agreed amendments but that plan was, as yet, incomplete given that HBC had yet to make their further responses. The SG approved / agreed to the following amendments:
 - P8 – MD’s updates regarding the consultation process.
 - P10 – the document inclusion of consultation details as represented by per centage responses.
 - P14 – removal of “seriously” within Policy GNE2 which would then be in line with the Local Plan.
 - P16/17 – removal of the underpass mention, it not being fit for expenditure consideration.
 - P28 – inclusion of four changes to the Leeds Road corridor element of Policy BE5 in response to HBC comments.
 - P31 – amendments to Policy TTT1 with the inclusion of three elements referring to bridleways / footpaths / cycle ways.
 - P32 – MD has sought HBC clarification regarding its 2020 low emissions strategy as a more-up-to date reference point than the “West Yorkshire Low Emissions Strategy: Air Quality and Emissions Technical Planning Guidance, produced by the West Yorkshire Combined Authority”.
 - To support Policy TTT3, HW will be requested to provide, if possible, photos by street / location / date and time illustrating the difficult and problematic parking situations (CB requested to be included in this information provision). This information will take the form of an appendix which HBC will need to review once produced.
 - P34 – HBC will be consulted again regarding Policy TTT6.
 - P36 – SG approved additional cycle routes included into non-planning community actions with it being clarified by the SG that some form of barrier should be added to *both* ends of the Malthouse Lane / Crimple Meadows footpath.
 - P37 – “other”: HW will be asked to please consider the DRT options listed.

P43 – H1 Policy: MD had “stripped out” the detail referring to design policies which removed duplication whilst maintaining clarification.

P44 – H2 Policy: with regard to the cumulative impacts of traffic, including and across other allocations, the SG approved MD’s paragraph.

P47 – Policy ED2: provision for a footpath through the PN18 site to the SLA is already contained within the PN18 Local Plan policy, so is not included in Policy ED2 as previously agreed.

P50 – Project Delivery Plan (table) reflects a summary of community actions. It now needs updating to reflect agreed changes to community actions.

P75 – With regard to the three Sites of Interest for Nature Conservation (SINC), which all qualify, HBC only recognise two designations within the Local Plan: HBC requested to give a view as to whether NP can designate 3rd site.

MD will instruct Flexibubble (map producers) to make appropriate changes as agreed.

8 Any other business – CB reiterated her request for members to review / select photos for inclusion in the NP.

9 Date of next meeting – after some discussion it was agreed that 15th August 2022 meeting be postponed with it being more appropriate (given the ongoing consultation timescales) to fix the next SG meeting for Monday 3rd October 2022 at 6.30pm.

Parish Clerk
27th July 2022