

Pannal and Burn Bridge Parish Council
Minutes of Neighbourhood Plan Steering Group Meeting
held by Zoom on Monday 3rd October 2022

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

- 1 **Apologies** – had been received from Ethne Bartup.
- 2 **Declaration of Business Interests** – there were none.
- 3 **Minutes of last meeting dated 25th July 2022** – were accepted as an accurate record.
- 4 **Matters arising** – reference Page 2 of above minutes and “*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.*” SG members agreed with MD’s recommendation that the Policy Map show two of the three sites as ‘designated’ with the third (Spacey Whin Pasture) as ‘qualifying but undesignated’.
- 5 **Minutes of Focus Groups** – none received.
- 6 **Submission Version NDP Draft v 2** –

P8) (Draft Plan, Submission, Examination and Modification) – following the first paragraph, MD confirmed that some post-Regulation 14 consultations had been carried out with HBC, NYCC and Network Rail and that new text to this effect would be added.

P16) Policy GNE6 Land at Almsford Bridge – MD informed that further consultation had been made with HBC who had not made response to a deadline two weeks ago; acknowledgement had been made to the further requested deadline 14th October when it was hoped that response would be made.

P18) 2nd bullet point – a “no objections” return had eventually been made from HBC re LNR status for Allen Wood / Sandy Bank.

P28) Leeds Road Corridor 2nd paragraph – consultation deadline passed with no response made by Network Rail therefore a conclusion of no objections had been made.

P31-33) Refer Policy TTT5 (Electric Vehicle Charging Infrastructure) – HBC unhappy with reference to West Yorkshire Low Emissions Strategy and made reference to their own strategy. After some discussion, the decision was taken to maintain the original inclusion and without alteration as it was considered more applicable.

P32) 2nd paragraph “*In respect of. .*” – HW and SG members to submit to MD by 14th October illustrative photos of specific parking problems and to include date / time / street location details which would be included in an appendix and for HBC consultation.

P32) HBC to respond by 14th October re TTT4 Park and Stride.

P33) Penultimate paragraph – HW and SG members to provide photographic evidence of junction issues / vehicle passing problems / speeding which would be included in an appendix.

P49-50) Project Delivery Table – sets out leaders / funders (partnership organisations) with SG confirmation given on the acceptance of the highlighted items. MD stated that – being a non-statutory component of the Plan – the provisions were not binding on any named organisations.

Once all the necessary information has been received, MD will incorporate all amendments.

- 7 **Submission Version NDP Draft Policies Map** – SG agreed with MD’s view that with the correction of a couple of typos the map can be finalised. He confirmed that being electronic there is a “zooming in” facility.

8 Submission supporting documents – MD stated that he was working on the ~~submission~~ basic conditions and consultation statements for the next meeting and requested that they be put to the Parish Council, together with the final version of the plan/map at their meeting on 10th November for formal approval for submission prior to being submitted to HBC at the end of November.

Action clerk – MD advised that following the PC’s consideration / approval, above, he would provide instructions to the clerk regarding submission requirements.

Action CB and members – illustrative photos requested which can be inserted into the Plan for PC approval.

Action following final approval – the Plan can be produced to any “professional standard” the SG / PC wishes.

9 Any other business – MD wished to qualify to the SG that the current Directions Planning payment structure took the Plan up to the point of submission. The process from post-submission to adoption will constitute a new agreement with the PC. MD was requested to supply a quotation for this work.

The Project Plan post-submission is estimated to be:

- a) HBC will run the Regulation 16 consultation for a duration of six weeks by which point an examiner appointment will have been made.
- b) MD will brief the SG on the examiner appointment which will be a joint decision between HBC and the PC. He advised that RICS NPIERS system be utilised to recruit an examiner, involving submission of a brief and 2-3 names of preferred examiners, of which one should be available.
- c) Regulation 16 comments will be passed to the examiner, who will most likely ask for HBC / PC comments.
- d) Examiner will most likely liaise with PC/HBC re proposed plan amendments and seek views on those proposals. A draft examiner’s report will be produced for fact-checking purposes.
- e) The examiner will issue a final report on the plan with mandatory ‘recommendations’ for plan amendment. The PC will make these amendments in conjunction with local planning authority.
- f) A referendum will be held with MD providing any required additional advice on campaigning.

9 Date of next meeting – Monday 31st October 2022

Parish Clerk
5th October 2022