

Pannal and Burn Bridge Parish Council
Minutes of Neighbourhood Plan Steering Group Meeting
held by Zoom on Monday 31st October 2022

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 Cllr Howard West and Mrs Ethne Bartup.

2 Declaration of Business Interests – there were none.

3 Minutes of last meeting dated 3rd October 2022 – were accepted as an accurate record.

4 Matters arising – regarding Item 9) of the above minutes “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”. Quotation confirmation was provided by MD that the cost to the PC would be a “ceiling” figure of £5,875, excluding VAT (94 hours/approximately 12 days work) constituting the consultant’s work on the NP through to adoption. Formal quote to be received prior to its submission for approval at the PC meeting on 10th November 2022.

5 Minutes of Focus Groups - none received.

6 Submission Version NDP Final Draft – MD drew members’ attention to a few recent amendments:

P31 / 32 – re EVC infrastructure (Policy TTT5) and in respect to the SG wishes, MD defended / included the reference and relevance to the West Yorkshire Low Emissions Strategy as being more appropriate than HBC’s recommendation in referring to their Low Emissions Strategy.

With regard to Policy TTT3, Appendix 6 added containing relevant car parking photographs. Supporting text amended/updated.

P34 – removal of now irrelevant appendix reference (3).

P71 – Almsford Wood table: change of reference regarding its Recreational Value.

SG approved the above amendments: MD will now produce the final formatted document before handing it over to the SG for PC approval (and to include Appendix 3 / signatures on the Foreword Page / relevant photographs).

7 Submission Version NDP Policies Map Final – SG gave their approval for this final version.

8 Basic Conditions Statement (inc Sustainability Assessment) – SG gave their approval for this statement.

9 Consultation Statement – references were made (page 14) in response to HBC comments. The SG, supported by MD, wished to leave the plan as is despite HBC comments. Both Network Rail and NYCC Highways failed to respond in spite of extended deadlines. There would be opportunity under Regulation 16 procedures for any further objections to be made.

10 Examiner Brief – the selection of three examiner preferences was presented in choice order with MD clarifying that the decision was shared between the PC and HBC – all costs to be covered by HBC. This document would be sent to HBC.

11 Project Plan – MD confirmed that there remain only two bullet point items which require completion within the Pre-Submission element of the Plan a) Initiate examiner appointment process with LPA – Nov 2022 and b) Submit NDP to LPA – Nov 2022.

12 Any Other Business – there was none.

13 Date of next meeting – was fixed for Monday 21st November 2022 at 6.30pm.

Jane Marlow
Parish Clerk
1st November 2022

DRAFT