

# **Pannal & Burn Bridge Parish Council**

## **DRAFT Minutes of a Neighbourhood Development Plan Steering Group (NDPSG) Meeting**

**held in the Function Room of Pannal Village Hall at 7.00 pm on Thursday  
5<sup>th</sup> July 2018**

**Present: Cathy Burrell (Chair), Jackie Wootton (Deputy Chair), Jane Chung,  
Howard West and Philip Thompson**

1. Apologies were received from Andrew Macdonald due to illness.
2. There were no declarations of interest.
3. Minutes of the 7<sup>th</sup> June meeting were approved by all and duly signed.
4. There was no public comment.
5. The response rate to the housing needs survey was 29%. Sarah took away the copies received along with the details of replies. The housing focus group will report back to the steering group with an analysis on the survey at the next meeting. The cost of the housing needs survey was far higher than envisaged and lessons must be learned from this exercise about affordability before decisions are made. Each subsequent questionnaire, survey or request must be accompanied by a fully costed proposal before even being considered by the steering group. Volunteers could have dealt with much of the work thereby saving considerable sums of money.
6. The business needs survey was due to be distributed on 6<sup>th</sup> July and responses all received by 30<sup>th</sup> July.
7. Ryan Dall has made progress with the format of the NDP website but requires narrative from Jane Chung and additional photography is required. Tristan may be approached to help with SCV photos.
8. Additional items were covered in discussion:
  - a. Jackie is requested to send a list of maps (David's list) to the SG. Jackie is also requested to find out if HBC could provide us with Google Maps equivalents.
  - b. The lists of Heritage and Community Assets should be sent from the focus group to Cathy. The focus group has had sufficient time to add or comment on the latter.
  - c. The list of stakeholders is to be made available to Cathy so that appropriate letters can be sent to those concerned. There is a statutory duty to contact such stakeholders.
  - d. Focus groups. Each would be requested to provide the NDPSG with no more than 10 questions per group for possible inclusion into the formal survey. Andrew is hereby requested to write to the focus groups for this information to be available by Wednesday, 8<sup>th</sup> August. They should also provide the most up-to-date versions of their reports by the same date. These reports should contain recommendations/suggestions encapsulating how the members feel Pannal and Burn Bridge should develop over the next twenty years. In producing this report the Otley Neighbourhood Plan Policy Intentions Document/ Policy and Land Use Intentions Section should be used as a guide to the type of content the SG is looking for. For clarity the individual areas in this section allocated to each Focus Group are as follows:
    - 1) Housing – Dave Oswin
    - 2) Employment – Derrick Nicholson
    - 3) Community Services & Facilities – Derrick Nicholson
    - 4) Built & Green Environment – Philip Thompson

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- 5) Transport & Travel – Malcolm Wailes
- e. Focus group reports will be sent to Mike Dando at Directions Planning for subsequent investigation. Howard will contact Directions Planning with a view to seeking costings for work directly associated with planning aspects of the NDP. He will also ask what Mike considers to be “planning specific”. N.B. Already effected and replies received from Kathryn at Directions.
- f. David Gluck will be requested to provide a template for the communication consultation plan.
- g. It was decided that after looking at scores of NDPs we should use Otley’s as a guide. From that plan we need to derive objectives from the vision statement.
- h. The current Vision for Pannal in 2018 statement will need to be reviewed in light of all the Focus Group reports. The following objectives were agreed as a starting set by the SG:
  - 1) Ensure enough homes, especially affordable homes, to meet the needs of local people
  - 2) Support the local economy
  - 3) Ensure the provision of better facilities for all
  - 4) Improve transport infrastructure and develop safer routes
  - 5) Encourage quality design in buildings and places
  - 6) Protect landscape, wildlife and nature conservation interests
9. Since the meeting and before compilation of the minutes, Philip has tendered his resignation, believing his skill-set doesn’t match the requirements of the steering group. He will however, continue to head his focus group and help wherever possible.
10. The date of the next meeting is Thursday, August 16th at 7pm in the function room of the village hall.

A Macdonald  
Clerk to the NPSG  
16<sup>th</sup> July 2018