

# Pool-in-Wharfedale Neighbourhood Plan

## PIWNP Steering Group Meeting

Monday 4<sup>th</sup> February 2019

### Present:

Alexa Ruppertsberg (Chair), Jeremy Griffin, Jo Rowling, Barbara Wheeler, Ailsa Bearpark

### Apologies:

Nicola Griffin, John Porter, Cllr Barry Anderson

Note taker: Ailsa

Minutes of meeting 7 1 19 accepted

### Review of notes

1. Jeremy has confirmed footfall details not required from businesses in Pool, Alexa has added details of ownership and location for clarity.
2. List of statutory bodies has been received. It is not complete yet.

### Meeting

1. Meeting with Ian MacKay and Cllr Barry Anderson at LCC offices:
  - Alexa reported this was a very helpful meeting and confirmed that the project plan was on schedule. The maps were handed over showing the relevant details as previously decided. They will form the basis of a map to be printed in the final document.
  - Costs for production of the map were not mentioned at the meeting.

**Action:** Alexa will establish with Heather Suggate whether the map will be available at a larger scale for reference.
2. Parish Council Website NP pages:
  - Information has been put onto this page by John Ryan parish clerk. Some additions are still to be made.

**Action:** Jeremy and John to complete by early March to meet Reg 14 requirements.
3. Operational Plan for Reg 14:
  - See attached document for provisional schedule; Full document will be on the PC website. Hard copies to be located in Pool Post Office, Pool Pharmacy, both Pool Churches, both village halls, copy with the Parish Council Chair, copies also at Otley Town Council office, Pool School. Final number of copies to be printed of this pre-submission document will be decided closer to the time but probably about 15 will suffice. Feedback will be through Survey Monkey primarily and arrangements made to receive hard copies on forms available from Pool Post Office, at consultation events and to be obtained by telephone request should the person be unable to pick up a copy themselves. Aiming to start consultation period in early March. The list of statutory bodies to be consulted is already underway. This will be done by email where possible.

**Action:** Jo to compose a leaflet summarising what we did and outlining opportunities for reading the pre-submission document and how to give feedback.

**Action:** Jeremy will reinstate Survey Monkey link

**Action:** Nicola will bring all strands together in the coming week.

**Action:** ALL to send missing information to John Porter to complete statutory body list

**Action:** Version 7 of the full document should be available for the Parish Council to scrutinise from 11<sup>th</sup> February prior to signing off at the March meeting; Mike Dando will receive a copy of the document to ensure we have included all relevant information.

**Date and time of next meeting.**

**Monday 4<sup>th</sup> March 2019, 7pm**

# Pool-in-Wharfedale Neighbourhood Plan Regulation 14 Consultation Time plan

Item	Action	Date
1. Compile NP	Nic	March 2019
2. Sign off by PC	PC meeting	11 March 2019
a. Website ready with documents	Jeremy, Jo, Nic, Alexa & John R	On-going
3. Publicise Consultation		
a. Produce leaflet summarising what we did (similar to PID)		
i. Write leaflet	Jo	For July meeting sign off
ii. Print leaflet	Tom	1 August 2019
iii. Deliver leaflet		27 August 2019
4. Consultation		6 September – 18 October 2019
a. Drop-ins during 6 week consultation, roughly half-way		
i. 1 at Old Pool Bank	Ailsa to book	21 September 2019  11-1
ii. 1 at Pool Memorial Hall (village)	Ailsa to book	28 September 2019  11-1
iii. 1 at Wharfedale Court	Barbara to book	5 October 2019  2:30-4
b. Hard copies of documents available at community facilities	Post Office, Otley Library, Wharfedale Court, Hazel	6 September – 18 October 2019
c. Communication		
i. LCC		August 2019
ii. Social media		September to October 2019

Item	Action	Date
iii. Pool Primary School		September 2019
iv. Leaflet	See 3) above	27 August 2019
v. Posters	Pub, Pharmacy, PSSC, Churches, Village Halls	September 2019
vi. enews		September 2019
vii. Barry		September 2019
viii. Wharfedale Observer		September 2019
d. Feedback		
i. Hard copy forms	at post office	6 September 2019
ii. Online version	Set up (Jeremy & Jo)	6 September 2019
e. Contact Statutory bodies		
i. Produce list of statutory bodies, non-resident landowners and non-resident service providers; including addresses	John Porter  All: feedback additional information	June 2019
ii. Mail statutory bodies		Early September 2019
5. Revise NP in light of feedback		
a. Collect feedback and amalgamate in response grid		From 6 September 2019 until 18 October 2019
b. Assess feedback and identify actionable change to NP		From 18 October 2019