

# Pool-in-Wharfedale Neighbourhood Plan Steering Group

## Monday 25<sup>th</sup> March 2019

### 1. Introduction

**Present:** Alexa Ruppertsberg, Jo Rowling, Barbara Wheeler, Jeremy Griffin, Nicola Griffin

**Apologies:** Barry Anderson, John Porter, Ailsa Bearpark

**Note taker:** Nicola Griffin

Minutes of last meeting approved.

### 2. Actions arising

#### **PPC website: Neighbourhood Plan.**

AR and JR had a look at the current Neighbourhood plan section under the Pool Parish Council website and AR emailed John Ryan with suggestion of a preferred layout – simpler – and also suggested some name changes.

**Action:** BW to check John Ryan actioned these changes at next Parish Council Meeting. John Ryan away until 31st March.

**SurveyMonkey account.** JG has reactivated the account.

#### **Statutory Consultees Database**

JP has sent the updated business database of statutory consultees. Managed to fill in all missing bits apart from the email address for Pool Crook Barn. We will contact Tom Butler of Pool Crook Management Company by post.

### 3. Updates

Parish Council signed off the document at March Parish Council meeting to go to Consultation.

LCC haven't committed to delivering EU screening and maps before Easter; AR sent pooled comments re first map draft to LCC.

**Action:** AR to email copy of this to group.

### 4. Business

#### **Timetable for consultation**

The consultation lasts for 6 weeks and half way through we should have the drop-ins. The website and SurveyMonkey needs to be up and running at the beginning.

Pre-submission Consultation Questionnaire needs to be produced. This is the same document as the PID apart from the document needs editing. To check questionnaire against Version 8. The questionnaire on SurveyMonkey to have a brief description in order for people to not have to keep referring to the Pre-submission Document.

NG to check and produce Questionnaire and circulate for others to check.

Letter to be produced to go out with the Pre-submission Questionnaire.

### Missing documents for PCC website: Neighbourhood Plan

There are still a number of documents to be produced to go on the website, e.g. a document with Steering Group members, the posters that were initially produced, reports about the Spaces, Living and Transport consultations and the School project.

Document	Owner and action
Steering group member list	NG to compile
Poster of steering group	NG to pass on for PPC website
Spaces consultation report	AR to compile
Living consultation report	AR to compile
Transport consultation report	AR to compile
School project	AR to compile
PID	to pass on for PPC website
PID response grid	JG to email Mike to see if he has a more updated version
Informal Site consultation documentation	JG emailed to AR.
Reg14 document/Pre submission document	AR Version 8.1 to be compiled
Schedule of evidence documents (adaption of sample document from Mike)	JR

### 5. AOB

N/A

### Next Meeting:

Monday 29<sup>th</sup> April 2019, 7pm at Memorial Hall.