

Pool-in-Wharfedale Neighbourhood Plan Steering Group

Notes of meeting Monday 1st July 2019

Present: Alexa Ruppertsberg, Joanna Rowling, Barbara Wheeler, John Porter, Ailsa Bearpark

Apologies: Cllr Barry Anderson, Nicola Griffin, Jeremy Griffin

1. Notes of previous meeting accepted
2. Actions since last meeting
 - i) Evidence of previous meetings and events has been gathered and sent for inclusion on the Parish Council (PC) website.
 - ii) Posters to publicise the forthcoming public consultation events were reviewed and revised for clarity.
 - iii) John has established press contact with Jim Jack of Wharfedale Observer in readiness to publicise the progress of the group to date and the times of drop-in events planned.
3. Preparations for public consultation events, access to consultation documents, printing of draft plan.
 - i) Vinyl printed banner to be created and displayed on Main St. 3 – 4 metres in length during consultation period.
 - ii) Pool Post Office and Otley Library have agreed to be a publically accessible point for hardcopies of documents, including deposit location for filled out hardcopy questionnaires. The third location is a set of documents with the PC chair.
 - iii) Additional sets of hardcopies will be needed for the three drop-in events during the consultation period; we agreed to have 8 hard copies of the actual draft plan.
 - iv) Costs:
 - 8 copies of draft plan = £36
 - 100 copies of questionnaire = £25
 - Letters to residents, including hardcopies to some consultees where email addresses are not available = £100
 - Vinyl banner = £75
 - Posters – ream of yellow paper = tbc
 - v) Emails to be sent to businesses etc. where possible; if not only letter to consultee will be posted with further documentation accessible on the PC website.
 - vi) Survey monkey consultation to be set up in line with the dates of the consultation period. Jeremy to switch Survey monkey account on for September.
 - vii) Any communications from the public with the NP Steering Group regarding the consultation to be done through the PC email address.
 - viii) PC website information to show details of background to plan preparation, 3 drop-in events and contact details for group. Survey questionnaire to be downloadable from PC website.

- ix) Submission of questionnaires to be possible through emailing to PC email address, depositing hard copies at Pool Post Office or Old Pool Bank Village Hall, or through survey monkey survey.
 - x) Drop-in consultation Events cover by Steering Group
 - 21st September Old Pool Bank Village Hall, 11-1pm – Jo and Ailsa
 - 28th September Pool Village Memorial Hall, 11-1pm – John, Barbara, Ailsa and Alexa
 - 5th October Wharfedale Court, 2:30-4pm – John, Barbara, Jo
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- 4. Submission of draft NP
EU Screening to be included in the submission with link to plan document. This will also include the MAP
 - 5. Jo will produce a schedule for Clerk of PC for further website changes.
 - 6. John to arrange printing of flyers, questionnaires, posters and banner with Small Print of Menston. 12 laminated copies to be produced and located on usual notice boards and key positions around the designated area to maximise publicity of events.

Next working group meeting: 2pm Monday 15th July 2019 Pool Village Memorial Hall