

**Pool-in-Wharfedale Neighbourhood Plan Steering Group**  
**Minutes of the meeting 05.02.2018**

**Present :** Jeremy Griffin, Alexa Ruppertsberg, Ailsa Bearpark, Joanna Rowling, John Porter, Barry Anderson, Gavin Barlow, Nicola Griffin, Mike Dando (consultant)

**Apologies:** n/a

**Minutes of the previous meeting, held 24.01.2018 with Ian Mackay:** accepted as a true record subject to some minor spelling / grammatical changes. It was noted that the meetings held prior to this to review the results of the PID had not been minuted as these involved detailed analysis and discussion of hundreds of responses which Mike Dando then feeds into the Draft Plan.

**Project Plan:** Following the meeting on 24.01.2018 with Ian Mackay, John Porter had put Mike Dando's Project Plan onto a spreadsheet and incorporated points that had come out of that meeting. This was analysed in some detail and amended in view of the Mike Dando's perception of the current reality, following the hiatus created by the planning and subsequent abandonment of a 'By-pass meeting'. Jeremy Griffin will share the revised version with the group following further email discussion with Mike Dando. This will be available in time for the Parish Council meeting a week from today.

Finances were discussed in the light of the Project Plan, following the decision by Pool Parish Council to put a cap on the amount of money available and the realisation that the Steering Group itself will have to do more of the work independently of Mike Dando. To date, two invoices have been received from the consultants, these were for a total of £4775 + VAT and have been paid from our first grant of £6000.

The further proposal, submitted on 21<sup>st</sup> November, was to pay for work up to having the Plan ready to go to Leeds City Council. This was for £7845, including VAT (6,537.50 + VAT). £3000 of this has been awarded to the Parish Council as grant. The rest would have to be found from PC funds. So far, Mike has used up 13.25 hours of this at £62.50 per hour and the estimate is that the £3000 grant will last up to the April meeting, i.e. end of Phase 1, when the full planning content will appear in the Draft Plan. Stage 2 & 3 to be re-costed due to elements being completed by the Steering Group.

**The Pre-submission draft Neighbourhood Plan:** Mike Dando made it clear that the Plan as presented is not yet populated, apart from the vision and objectives, although it does have some content from other Neighbourhood Plans. A populated Plan will be presented at the March meeting.

In time for the April meeting, the steering group needs to provide the content for:

- 5.1 Green environment
- 5.2 Local Heritage Areas and Non-designated Heritage Assets
- 5.3 Community Facilities and Services

Where areas of greenspace or heritage are specified, they must be clearly defined on OS maps, and recorded separately using a proforma provided by Mike. The sites have to meet specified criteria and the proformas enable the group to clarify how the sites meet those criteria. The statements will include criteria for future development.

The local heritage areas would be areas which are not currently in the Conservation Area but which should be given similar protection. The two obvious ones are Pool Mills and Caley Hall.

Non-designated Heritage Assets, are assets which are not already covered by Listing, Conservation Area status or other legal protections. They have to be located on a map but the map does not need to be as technical as for the 'Areas'.

Community Facilities and Services have to be recorded on a definitive list with a paragraph for each one which explains what the facility is and what makes it important. Mike Dando will send us a list of questions to help us write these statements. As with the Heritage assets, they have to be located on a map but the map does not need to be as technical as for the 'Areas'.

All the grids and statements for these assets have to be completed by the April meeting. Joanna Rowling will make a start and then circulate her efforts for group comments.

**The next TWO meetings:**

- Monday 12<sup>th</sup> March 2018, 2 – 4 pm
- Monday 16<sup>th</sup> April 2018, 2 – 4 pm