

## **Pool-in-Wharfedale Neighbourhood Plan**

### **PIWNP Steering Group Meeting**

**Monday 4<sup>th</sup> June 2018**

**Present:** Jeremy Griffin (Chair), Alexa Ruppertsberg, Jo Rowling, Pamela Gresty, Ailsa Bearpark

**Apologies:** Nicola Griffin, John Porter, Barry Anderson

Minute taker: Ailsa

Previous minutes accepted.

1. Pamela Gresty was welcomed to the group. Pamela has recently become a member of Pool Parish Council and will replace Gavin Barlow in the group.
2. Jeremy explained Gavin has resigned from the group due to family commitments. Gavin has offered wise counsel and excellent support to the group and will be missed.
3. Consultation Plan Tasks:
  - a) Alexa has produced a list of all owner occupiers who will be contacted as part of the Informal sites consultation. The list includes the following categories of consultees  
Commercial Facilities  
Employment sites  
Green Spaces  
Non Designated Heritage Assets (NDHA)

This process will inform those listed about the draft policies relating to their property in extract form. An explanatory letter will be included with details of consultation events, how the recipients can reply to the group, plus map to confirm location.

After discussion it was agreed not to include photographs of the various sites involved in the NDHA

- b) 2 Event dates were set and confirmed as bookings with Pool VMH and Old Pool Bank VH

**Saturday 30<sup>th</sup> June PVMH 9.30am – 12.30pm – public drop in 10 til 12.**

**Thursday 12<sup>th</sup> July OPBVH 6pm – 7.30pm**

Last date to receive feedback from consultees and public will be Monday 16<sup>th</sup> July . This will be received at post office in hard copy or email to the NP website. It will also be possible for attendees at the events to leave written comments. It is important to be able to evidence feedback through our records.

c) Preparation of documentation for the informal consultation will take place as follows.

Printing of documents will be divided amongst the group

60 Explanatory letters (as prepared by Jeremy )	Jo
60 Response Forms	Pam
Policy Extracts	Alexa

**This is to be done asap and prior to our group activity to assemble the necessary information for distribution.**

**The group plans to meet on Monday 11<sup>th</sup> June in the village hall to do this.**

Individual Maps and Assessments                      Ailsa and Alexa will meet on Thursday 7<sup>th</sup> June 7pm to bring together the information needed to cover all assessments and locations.

Jo and Ailsa will bring (A4 and A5) envelopes to the event on Monday 11<sup>th</sup> June.

d) PUBLICITY:

The following publicity routes for the informal consultation events will be used.

- Cllr Barry Anderson email circulation
  - Wharfedale Observer
  - PIWNP website
  - Parish Council website
  - Pool enews website
  - Pool enews newsletter
  - Posters and flyers – Alexa has prepared this already
- Further details of this will be decided on Monday 11<sup>th</sup> June.

Next meeting is 9.30 am Monday 11<sup>th</sup> June in PVMH and then the events during the consultation period.