

Pool-in-Wharfedale Neighbourhood Plan Steering Group Notes of Meeting – Monday 1st December 2014

Present: Gavin Barlow, Fred Bell, Cllr Joanna Rowling (Pool PC), Alexa Ruppertsberg, Jeremy Griffin, Nicola Griffin, Bernard Mitchinson, Gary McNeil, Jean Fisher, Catherine Gamble

Apologies: Cllr Ailsa Bearpark (Pool PC), Cllr Barry Anderson (LCC), Pat Lazenby

Chair of meeting: Joanna Rowling **Minutes:** Catherine Gamble

1. Roles and responsibilities:

- i. Group assigned JR as permanent chairperson and CG as secretary.

2. Review of minutes:

- i. All at group were in agreement with minutes. Chairperson Cllr JR signed off minutes at meeting subject to revisions suggested by AR's.
- ii. ACTION: AB to amend and re-issue minutes from first meeting to group with amendments as documented in minutes dated 3rd Nov.

3. Website:

- i. The PIW NP website is still in its early form but is now up and running. JG and NG outlined website structure and gave a web demo.
- ii. 'Pool Plan' and 'Pool in Wharfedale Neighbourhood Plan' have both been purchased as URLs.
- iii. Website Content: *what do we want to say?* – group discussed web functionality and asked for content requests to be sent to NG for inclusion, detail of where and what the information should be used for should be made clear to NG.
- iv. Group discussed comments area of website, should this be limited to group access or village forum. Agreed to keep to limited access for now but will consider the opportunity to open up at some stage in the future potentially.
- v. JR, NG and JG discussed taking inspiration from other village websites that have already created a website and gone through this process, in order that we may gain inspiration and see what works and what does not.
- vi. The website has not yet been branded as we intend to open this up for the children of the community to enter a design to be selected for the website and to represent the PIW NP.
- vii. Contact us: group discussed who and how to take ownership or inbound enquiries. NG informed that there is the facility for an email address to be set up – group need to further discuss who takes ownership for incoming enquiries.
- viii. AR – Roadmap and content to be added to website
- ix. NG & JG – website management responsibility however web sub group is required. This was agreed as JR, FB, JG, NG and JF. Sub group to meet ASAP to discuss website and agree content ahead of PIW NP 'event one'.
- x. AR expressed that a process map is required – quite literally this needs to be drawn/diagrammed.
- xi. NP description to be ready for event one and added to website in advance.

- xii. AR discussed plan map and talked through with team, AR has initially tried to layout time frame but there are still grey areas that need to be fully grasped.

4. Post Office and Community:

- i. GM explained that Post Office will review and revisit post office situation in 2015 but thanks to the community work that Greg Mulholland led in support of the local Post Office GM believes PIW's P.O will be granted community status as the overall responses were very positive to keep P.O location at the village shop. GM explained ahead of Sept 2015 he can apply for a non-repayable grant from £20m fund – it has to be backed by business plan and community support. This fund is a government fund for rural community post offices to ensure remain viable and healthy etc.
- ii. Group discussed tying community plans in with post office etc.
- iii. Group said post office presence at Event 1 is vital for GM to explain and demonstrate these key parts of our community and the effects the support and decisions of the community have on the village.
- iv. The alternative location for the P.O that had been proposed was the local shell garage, it is felt by the group and community (based on feedback collected) that this option is not appropriate for the village or in support of the local business that is the village shop.
- v. FB raised point that Greg Mulholland recently passed a bill in parliament re: pubs
ACTION – group agreed to discuss this at next meeting, to be added to agenda.

5. Event One:

- i. BM – event one subgroup chair – showed group draft of invitation to be sent to local businesses and organisations – group agreed FB and BM to ensure list is up to date and all businesses/organisations covered.
- ii. Invites agreed to go out mid-end of Dec, group agreed mission statement to be added to invites and to upload invite to PIW NP website and Parish Council website.
- iii. Group discussed view point on collection of opinions/feedback at event one – AR suggested having a large board with post it notes / post cards for community to write ideas on/feedback on etc, also discussed collating whether community had understood purpose of NP – YES/NO in sealed boxes and handing out simple tokens to the event attendees (children included) to provide their feedback discretely on their way out – some people prefer to do this without confrontation so this would allow for that solution. This would also enable the group to ascertain how many people attended the event by way of counting the tokens after – which would provide a good insight into community interest in the village.
- iv. Group expressed that layout of room needs to be carefully decided so event one subgroup to take this away as an ACTION. FB volunteered to take this action and FB will demo what the NP group will be presenting on the day.
- v. AR asked group to watch video called 'a vision day' which is on the locality website –
ACTION: all.
- vi. Sub group explained intention to work with school to encourage school children to take interest in their village and design logo for PIW's NP. ACTION: require member of group to provide school contact to liaise with about this.
- vii. FB to look into banner for roundabout advertising event one on 7th Feb.

6. Education:

- i. GB explained local schools (primary and secondary) are all over subscribed; GB had approached all governors about this matter but didn't get much response. JF and GM volunteered to approach school governors at PIW, group to take ACTION to approach school governors at local secondary schools.
- ii. What do we want from education in the NP? To consider and carry forward.

7. General discussion:

- i. JR raised point that £22.5m available for community work such as ours. Group would need to submit by April though.
- ii. AR suggested tag NP promotion along with other community events that happen over the next 12months. ACTION: Find out details of community events and create calendar.
- iii. General discussion: development is going to happen in the area at some point (up to 3% of the local area) improving infrastructure for existing buildings in village, village will have to deal with this and importantly the NP needs to consider and include details of any plans for development.
- iv. BM – village design statement, a former statement is on a disc from 2006 Cllr JR will try to download so that group can review. ACTION: JR to circulate
- v. Sub group meetings agreed: Event one sub group to meet 11th Dec at 8.30pm, Website sub group committee to meet 8th Dec at 2pm.
- vi. Next PIW NP steering group committee date agreed for 5th Jan at 7pm at the Half Moon.