

Pool-in-Wharfedale Neighbourhood Plan Steering Group

Notes of Meeting – Monday 5th January 2015

Present: Gavin Barlow, Cllr Joanna Rowling (Pool PC), Jeremy Griffin, Bernard Mitchinson, Catherine Gamble, Cllr Ailsa Bearpark (Pool PC), Cllr Barry Anderson (LCC),

Apologies: Pat Lazenby, Jean Fisher, Fred Bell, Gary McNeil, Nicola Griffin, Alexa Ruppertsberg

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

1. Review of minutes

- i. Minutes from last month amended, agreed and signed off.
- ii. ACTION – AR to share 'A Vision Day' web link via email with group.
- iii. Agreed all docs of any use to be uploaded to web archives.
- iv. CG to continue with distribution of actions list each month.

2. Sub Group Event One Update

- i. See attached minutes – appendix item one, from subgroup meeting in Dec re: event one
- ii. ACTION – BM to source further notice boards for information display by Steering Group and by attending groups and businesses.
- iii. ACTION – BM to share invite with Steering Group, once created and finalised, for group to distribute by hand – group agreed this will achieve the best attendance if done the week before the event.
- iv. ACTION – GB volunteered to look into free entertainment/support for children that attend the event.
- v. Cllr BA – At upcoming village quiz flyers should be placed on tables to promote.
- vi. ACTION – CG to work with AB to devise children's quiz 'how well do you know your neighbourhood - Pool in Wharfedale' – suggest nature trail or village quiz that can be completed with parents on the day or at any time.
- vii. Group discussed and agreed event one content – JR and AR to work together to formalise and finalise. Group agreed AR work is very good and with a few additions will be an excellent basis for the steering group display of information. ACTION- once agreed JR or AR to send final version to NG/JG
- viii. Group agreed to amend mission statement to 'Your Neighbourhood, Your Plan, Your Future – ACTION: BM and JG to update anything that presently states 'Your Village'
- ix. Group agreed to be referred to as PIW NP Steering Group.
- x. ACTION - AB and BA suggested collection of serious evidence to collect data from villagers – suggested printing large map of parish so on the day people can stick dots where they live and a coloured dot will equate to an age group – this, when collated after, will be very useful data.
- xi. We should have a welcome desk with a representative from steering Group telling you about key areas of the room and asking them to leave voluntary data on the way out – capture email addresses for example.
- xii. ACTION: we need post it notes and stickers for both the the post it notice board (what would you like for your neighbourhood) and the map notice board.
- xiii. ACTION: BM 'PIW over the years' display – BM, AR and PL to pull together.

- xiv. **ACTION:** PL will be producing history of pool display in her other capacity as a local historian.
- xv. AB suggested that Steering Group should accommodate the space in front of the stage in order to be noticed and to be the centre of focus – group agreed
- xvi. Group discussed size of displays for the boards – A2 was agreed
- xvii. Below is a list of what we have planned for the hall/day thus far:
 - History display
 - Pool over time display
 - Map display to demonstrate boundaries and to capture data
 - Meet PIW NP Steering Group
 - About NP – what is it and how can you get involved
 - Aerial view of Pool – past and present
 - Children’s area – design of logo and ‘how well do you know your village quiz’
 - Refreshments
 - Tour-de-France being shown upstairs on DVD
- xviii. CG to speak to local businesses – **ACTION:** BM to email CG with list
- xix. **ACTION:** print copies of the NP doc that AR produced with boxes on it as the hand out for the day – include web address on this. CG suggested business cards with web address printed on it as people will be more likely not to lose those than a flyer which may be binned.
- xx. On entrance to the event the attendees should be handed a flyer which has the above enclosed, group agreed A5 flyer with photo and mission statement on front, above as content and website on the reverse.
- xxi. Photo options discussed (for website and flyers) **ACTION:** BM to speak to local photographer Michael Good.

3. Website

- i. See attached minutes – appendix item two, from subgroup meeting in Dec re: website.
- ii. Group agreed that if businesses ask for their links to be added to our website the answer is no as this is not the point of the NP.
- iii. Group agreed Facebook account needed, potentially twitter too.

4. AOB

- i. Cllr BA discussed group email from Ian McKay offering support from university with NP’s. **ACTION:** JR to request support from university student, as offered, to assist with evidence gathering.
- ii. Leeds data mill and Leeds observatory are two sources of data we can access and use the support of a student to assist us with to support NP as well as census data. Student could also look into successful NP’s that are already in existence nationally – what made them successful? Student could also assist with collation of data and evidence following event one.
- iii. Funding opportunities – student could assist with this.
- iv. Group requested that action points be sent out within 1 week of steering meeting where possible as well as the minutes.
- v. Next meeting date to be agreed following subgroup meeting, where JR is present, on 19th Jan in the Half Moon at 7pm.