

## **Pool-in-Wharfedale Neighbourhood Plan Steering Group Notes of Meeting – Monday 3<sup>rd</sup> November 2014**

**Present:** Cllr Barry Anderson (Leeds City Council), Gavin Barlow, Cllr Ailsa Bearpark (Pool PC), Fred Bell, Pat Lazenby, Cllr Joanna Rowling (Pool PC), Alexa Ruppertsberg, Jeremy Griffin, Nicola Griffin, Bernard Mitchinson

**Apologies:** Gary McNeil, Sue Meadows

**Chair of meeting:** Joanna Rowling    **Note taker:** Catherine Gamble

### **1. Contact details:**

The steering group agreed to share contacts within the group. Cllr JR suggested stop sending to others who had not yet attended the steering group, except for Jean Fisher who is already involved. The group agreed that the size and composition of the steering group was about right and no further members required. Group agreed that more members may be required for sub groups / project groups in future and that, in order not to exclude anyone who shows interest, we may be able to invite them to participate in that way.

### **2. Review of minutes:**

- i. Initial review of previous minutes led by Cllr AB including review of AR's comments which were circulated following the last meeting. AR felt there should be further clarity of the action plan in order to enable more focus from the community.
- ii. All at group were in agreement with AR's comments. Chairperson Cllr JR signed off minutes at meeting subject to revisions suggested by AR's.
- iii. Cllr AB will amend and re-issue minutes to group with amendments.

### **3. General Discussion**

- i. 'What does success look like?' – Cllr BA explained purpose of the NP is to set down planning guidelines developed by the community of Pool in Wharfedale (PIW) that will be formally adopted, have legal status, and be applied to all future development within the NP designated area. Proposed consultation process throughout 2015 where the views and aspirations of the community can be established for presentation to LCC and then on to an independent panel. Once the panel has satisfied itself that the document is constructive and is proven to reflect the views of the community they will give permission for a referendum to take place. The NP will be adopted and included as part of the formal planning process if 51% of the vote agrees the process should be completed.
- ii. Cllr's AB and JR explained Community Infrastructure Levy (CIL): An advantage of having an adopted NP is an increased share of the CIL payable by developers for the benefit of the community when any development takes place. Cllr BA explained that by having an NP in place it qualifies the local community for 25% of the CIL, (Leeds City Council gets the rest). Without a plan the local community gets only 15%. This is a tangible financial result however the steering group need to ensure benefit to the village and community. All attendees in agreement that 100's of houses is not what we want or what the community would want or benefit from however there are some housing requirements

(see 4.iii below). As the village grows so do needs. Cllr BA asked group to consider/understand how money is/will be spent, where and when. Cllr JR pointed out that a lot more money could be made by turning the proposed housing site into a burial ground.

- iii. LCC Affordable Housing Policy: LCC are aiming at 35% affordable housing in each development. The NP steering group will seek community opinion on how this should be distributed. Housing for older people – sheltered accommodation and smaller houses for people wishing to ‘downsize’ – is also needed in Pool.
- iv. GB enquired how we might meet the needs of what people coming into PIW in the future will want/need. Cllr BA explained census can be used for this purpose.

#### 4. Project Planning

- i. AR proposed that an 18month calendar should be used to map plans, thoughts ideas. AR proposed group also adopt ‘Theme Planning’ which involved taking a theme from the project plan and detailing the ‘Dream’ for this theme then detailing a core strategy design statement, consider the SWOT’s (Strengths, Weakness, Opportunity, Threats) and Horizon scanning – consider political, ecological, social, technological and legal matters that may/may not arise. Once the afore mentioned aids are in place can then be used to identify gaps and understand where time and resource is required.
- ii. **Action: AR to draft event schedule and theme planning ahead of December’s meeting.**

#### 5. Community Consultation Project Planning

- i. The NP will consist of 4 topics with sub-categories to be agreed based on previous discussions at last meeting and community feedback at launch event in Feb 2015:
  - Business
  - Transport
  - Spaces
  - Living
- ii. PIW NP Mission statement and objectives: The group discussed requirement for mission statement for NP. Cllr AB suggested the following objectives for steering group:
  - **To develop a document which represents the views and aspirations of the community.**
  - **To assist the preservation of the history and character of PIW**
  - **To encourage a responsible, innovative and sustainable future for PIW.**NG suggested mission statement: **‘Your village. Your Future. Your plan.’** – All were in agreement that this should be adopted as the mission statement and NP slogan. FB suggested presentation, innovation and foundation as focal words when promoting PIW’s NP.
- iii. Community Consultation: FB observed the importance of appealing to the community in a way that can engage an enthusiastic response. It was agreed that the Wharfedale Greenway consultation was very successful. The steering group felt that single issue consultation was likely to be more productive than wider, less focused, consultation so it was agreed that there will be 4 consultations in 2015 based on the 4 topics outlined in section 5.i
- iv. Community Consultation Schedule: group agreed following schedule for community consultation schedule for 2015:

- February: Event 1
  - March: Event 2
  - May: Event 3
  - July: Event 4
  - Oct: Event 5
- v. Action: before event one, group to decide/agree which theme to allocate to each consultation event.
- vi. FB proposed Event one needs to create maximum impact, to engage PIW. Do PIW residents already know what is on their doorstep and what the opportunities are? FB suggested invite PIW businesses and organisations along to support NP and assist with promotion of NP to their audiences. This would meet 'Business' theme. CG suggested invite PIW recreation group which would meet 'spaces' theme. It was suggested that the opening event is highly interactive for maximum public engagement.
- vii. Ideas suggested for first event:
- Involve PTA
  - Children: competition, design logo
  - Make event interactive
  - Invite businesses
  - Introduce 4 themes (5.i)
  - Core exhibit
  - Display boards will be required (borrow from local schools)
  - Keep it local and relevant
  - Keep it friendly
- viii. Delivering Results: Group discussed how to get best response from PIW residents, how to encourage them to the event(s) and how to ultimately get best results from referendum: hand deliver flyers, knock on doors to promote event, place notices in Post office, Pharmacy, Social club, Pubs, Churches, promote via Facebook, Twitter, PIW Newsletter etc. BM explained that in 1999 best results came from regular contact with residents, hand delivery of information and returning to collect over several weeks, repeatedly. FB reiterated that it is important that the first event creates maximum impact so that the community wants to attend not only this event but the 4 that will follow after. Group must consider proactivity promotion in order to encourage community attendance.
- ix. Inclusion of lower and upper age groups: Group considered how to obtain views of children, AR suggested consult with school, PTA – Could NP survey be adopted as school project? To involve children for the launch event group discussed how children could consider 'what does your PIW look like?' and design logo for PIW NP in keeping with slogan and objectives. Group discussed opportunity for designs to be created and submitted by under 18's at the launch event, this will involve and encourage both children and their parents/guardians to attend the launch event and will make for a more interactive day. Cllr BA also suggested member of steering group visiting Wharfedale Court and Churchill Flats to involve the upper age group as they would be unlikely to attend the events but would likely welcome face to face involvement. Cllr AB

suggested contacting Otley Action for Older People as they could write to their members on our behalf.

- x. It was agreed that a sub-group is required for the planning, organisation and launch of event one. Subgroup agreed as BM, FB, AR and CG.
- xi. Sub group to meet and plan first event on 06/11/2014 at Half Moon Pub PIW.
- xii. Action: Cllr JR to contact PIW village hall for Feb weekend availability dates for event one.