

Pool Neighbourhood Planning Group Meeting

Monday 12 November 2018

Minutes

In attendance: Jeremy Griffin, Alexa Ruppertsberg, Jo Rowling, Mike Dando, John Porter, Barbara Wheeler and Nicola Griffin

Apologies: Cllr Barry Anderson, Ailsa Bearpark

1. Previous minutes signed off. Minute taker to be NG.
2. Regarding Heritage assets within the conservation area – the conclusion is to leave them in. **JG to email Jem** at The Towers to say sought advice, leave in and let the examiner decide. Leeds CC will not object to this being in.
3. JG apologises to all for not sending Mike’s information out timely. From this information, Mike says the following need finishing:
 - a. Contents Page – to be finalised with page numbers added (when document complete).
 - b. Forward – **Jo to draft up** and circulate, await comments and then send to Mike. This needs to be signed by Chair of PC and Chair of NP.
 - c. Chapter 3 Page 9. Missing bits in Para 2. **NG to provide** numbers from matrix.
 - d. Chapter 6 – Workshop to get together to populate table. This has been arranged for Monday 19th 2-4pm.
 - e. Appendix 3 – to be produced. **Action: JG**
 - f. Appendix 6 – information to be converted from Alexa’s information. **Action: AR**
 - g. Map 1 – Jo to send to Mike. **Action: JR**
 - h. Map 2 – Heather supplying
 - i. Map 4 – JG to request Heather to supply. **Action: JG email Heather**. Also to request for all maps to be send ASAP.
 - j. Map 6 – Heather sorting map, however Group to decide on desired additions to incorporate in map. Drawing on map with clarify okay to demonstrate new desired routes.
 - k. Mike to deal directly with Jo on non-heritage Assets Appendix. **Action: JR/MD.**
 - l. Appendix 4 – Mike done work on Caley – feedback to Mike re any queries.
4. The plan should be reviewed to conform to the new PP Guidelines. JG to email Ian Mackay re planning guidelines and copy Mike in. Ian had stated previously that we should not worry out the changes and that LCC would adapt our plan to conform. This is to be queried and clarified. The implications are further funding requirements for Mike to adapt the plan. **JG to email** PC to make them aware of potential additional funding needs.
5. Budget – Budget for Stages 3, 4 and 5 - £3912.50 + VAT.

Topic	Budget	Budget £	Actual	Current £
Stage 3	1 hour	62.50	0.5 hour	31.25
Stage 4	8 hours	500	25.5 hours (incomplete)	1593.75
Attendance at meetings	£600	600	£400	400
General/other	4 hours	250	3 hours	187.50
Stage 5	40 hours		Not started	
Total as at 12/11/18		1412.50		2212.50

There is a current overspend of £800 + VAT.

6. Next Steps

- a. The meeting on 3rd December is to finalise plan content. Mike then to send to LCC to check for EU screening. The report of the screening will accompany the plan.
- b. JG to invite Clerk to the meeting on 3rd December as there are time consequences to not submitting certain aspects on time.
- c. WEBSITE: **JG to email Mike** with the contact details of Emma and John Ryan who have produced the PPC website. The web information needs rationalising and to be in one place. It was agreed that the Neighbourhood Plan website should be incorporated into the PPC website. Once Mike has the contact details, he will advise what the key headings need to be. Website to be rationalised by the beginning of 2019.

7. Any Other Business

- a. Otley's plan has been submitted. PPC/NP need to review their plan and comment if appropriate.
- b. Mike asked if he can bring colleague Dan as a shadow. It was agreed that he could.
- c. JG said Pat's books are now digitised on www.poolinwharfedalehistory.co.uk

Future Meetings

Workshop: Monday 19 November at 2pm

December Monthly Meeting: Monday 3rd December at 2pm

January Monthly Meeting: Monday 7th January at 7pm