

Neighbourhood Planning Project Board (Meeting 5)

Date & Time: Tuesday 6th March 2012 @10am

Venue: Boston Spa Children's Centre

In attendance:

John Procter	Leeds City Councillor	Wetherby Ward
Andrew Birkbeck	Localism Officer	East North East Area Management Team
Geoff Yapp	Parish Councillor	Barwick-In-Elmet & Scholes Parish Council
David Thomson	Parish Councillor	Boston Spa Parish Council
Keith Innocent	Parish Councillor	Bramham Parish Council
Tony Blackmore	Parish Councillor	Clifford Parish Council
Sheila Humphreys	Parish Councillor	Thorp Arch Parish Council
Colin Pool	Clerk	Thorp Arch & Walton Parish Councils
Randal Brown	Parish Councillor	Walton Parish Council

Apologies:

Matthew Robinson	Leeds City Councillor	Harewood Ward
Carole Clark	Area Officer	East North East Area Management Team
George Hall	Scholes resident	Shlaa Partnership member & Co-opted member of the Regeneration Scrutiny Board
Gerry McDonough	Parish Councillor	Barwick-In-Elmet & Scholes Parish Council

1. Welcome, introductions and apologies

- Apologies were received from Cllr Matthew Robinson (Harewood Ward), Carole Clark, George Hall and Cllr Gerry McDonough.

2. Minutes from previous meetings

- The Minutes from the previous Project Board meeting (24.01.12 – Meeting 4) were approved as an accurate record.

3. Feedback on draft survey circulated by the Localism Officer

- The Localism Officer circulated a hardcopy of the draft survey to all members of the Project Board.
- The Localism Officer reiterated his request that all members of the Project Board feedback on the content of the survey as only two Parishes had submitted responses at the time of writing.
- It was agreed that all Parishes would feedback on the content of the survey, including submitting any questions that they feel should be included in the consultation exercise.
- The Localism Officer is to compile a long-list of questions (approximately 40/50) and then hold discussions with Rural Action Yorkshire (RAY) regarding

both their suitability/robustness and a possible data analysis package that could be shared across the Parish Councils.

4. Progress on action plan:

- The Chair invited each member of the Project Board to discuss progress on the four-point action plan issued by the Localism Officer.
- Barwick-in-Elmet & Scholes Parish Council reported that the Neighbourhood Plan working group had met twice already and was to meet again on 07.03.12. Cllr Yapp informed the meeting that a logo had been created for their emerging Neighbourhood Plan. Cllr Yapp further reported that their recently published Statement of Community Involvement (SCI) was currently out for consultation and that a dedicated website had been set-up <http://www.barwickandscholespc.com/page7.htm>. A short survey has also been drafted and circulated to sports clubs and community groups in the area.
- Boston Spa Parish Council reported that they had three resignations from their Neighbourhood Plan working group but they had begun work in earnest on developing their Community Profile and to a lesser extent their Physical Appraisal. Cllr Thompson said that the working group was hoping to produce a launch document in time for a consultation event planned for April 2012.
- Bramham Parish Council reported that they had established a working group of nine people, including support from a local developer. Cllr Innocent reported that the working group had been divided into two teams and that a separate Neighbourhood Plan logo and website had been set-up <http://bramhamvillage.wordpress.com/2012/03/01/bramham-neighbourhood-plan-steering-committee-march-update/>. Cllr Innocent further reported that the working group was in the process of organising a Community Conference to help promote the Neighbourhood Plan in either April or May 2012.
- Clifford Parish Council reported that they held a public meeting on 24.01.12 to recruit volunteers for their Neighbourhood Plan working group. Cllr Blackmore reported that upwards of 70 people had attended this launch event and that, as a result, 40 volunteers had come forward. A steering group has been established to guide the project, made-up of three Parish Councillors and four local residents with a representative demographic. Further meetings were planned in the near future.
- Thorp Arch Parish Council reported that they had established a working group and that they had met once to date. Cllr Humphreys reported that there was a further working group meeting planned for 28.03.12. Members of the working group were making enthusiastic progress on both the Community Profile and the Physical Appraisal aspects of their Neighbourhood Plan. Cllr Humphreys further reported that the working group was also looking at what criteria they should use to best assess each potential development site in the area.
- Walton Parish Council reported that they had held three meetings of their working group to date. Cllr Brown reported that there were 20 people on the working group (approximately 15% of the entire village). Cllr Brown further reported that a lot of progress had been made. The working group had identified areas in the village for protection; areas for improvement; potential areas for development. The working group had drafted-up a

questionnaire/survey to deliver to all residents of the village and they had agreed, on the advice of a working group member, to use Survey Monkey to analyse the data when it was collated. Cllr Brown said that the working group had agreed the guiding principles of the plan and that they were putting the finishing touches to an outline draft of their Neighbourhood Plan. A consultation event is to be held in late April on the outline draft (pending approval) and a notice is to be put in the Wetherby News asking for any interested parties to come forward. Subject to getting approval from the wider public (including any modifications), the Parish Council were looking to submit their completed Neighbourhood Plan to an independent inspector by September 2012.

5. Membership of the Project Board

- At his request, the Chair mooted the idea of the Project Board being expanded to accommodate the other Parish Councils in the area undertaking a Neighbourhood Plan.
- The consensus amongst the Project Board was that this option should not be pursued.
- It was agreed that the Localism Officer would investigate the idea of a second Project Board being established.
- The Localism Officer raised the issue of sharing best practice and asked that, in time for the next Project Board meeting that each Project Board Member list their own experiences of positives, negatives and unknowns from the neighbourhood planning process. In order to aid this feedback the Localism Officer agreed to provide a proforma for Project Board Members to complete.

6. Draft Core Strategy (LDF) and possible consultation response

- The Localism Officer outlined the position regarding the council's six week consultation on the recently published Core Strategy.
- The consultation will run from 28th February to 12th April 2012 - 5PM.
- The Localism Officer stressed that the consultation is on the "soundness" of the Core Strategy and not the actual content.
- The Chair suggested that any comments be sent to the Localism Officer so that he could compile a response to send to the planning department.
- The Localism Officer was tasked with further paring down the mooted 5,000 wedge figure for the Outer North East wedge (including PAS sites, expectant and pending planning permissions) and also garnering some up-to-date statistics on the population of Leeds.

7. A.O.B

- The Localism Officer informed the meeting that Darren Crawley (Planning and Bids Manager - Children's Services) was the best contact for those Parishes wanting to gather information on schools in their areas. Darren's email address is darren.crawley@leeds.gov.uk

8. Date and time of next meeting

- The Localism Officer to arrange the next Project Board meeting w/c 16.04.12. Venue to be confirmed in due course.

DRAFT