

Alwoodley Neighbourhood Plan Steering Group

Minutes of a meeting held on 12th April 2018

PRESENT: Eight members

APOLOGIES: None, but the meeting recognised the gap made by the sudden death of the Chairman of the Committee. He had been a strong supporter of the plan and had taken a keen interest in its progress.

APPOINTMENT OF CHAIRMAN: The Chair of this committee had been a member of the PC. As this was probably the last meeting, it was agreed that the Deputy Chairman should take the chair.

MINUTES of the meeting held on 15th February 2018 were agreed

MATTERS ARISING: The Evening Post had taken up the press release and had given good coverage of the plan and the referendum in its 26th February edition. A copy is attached to these minutes. Another press release is planned for early June.

Flyers announcing the date of the referendum had been placed in the Parish Noticeboards.

It had been confirmed that lampposts could be used to display posters about the referendum.

REVIEW OF STRATEGY: The Parish Newsletter had been produced and was being delivered to all households in the parish. The chair of the Parish Council would give a brief mention of the plan and the referendum in her remarks to the Parish Meeting.

It was agreed that the posters for the stakes should show the Parish Council logo. It was also necessary to add Imprints to the posters.

LCC had provided fasteners for the lampposts when the consultation period was announced but would not do so for this publicity. It was agreed that we should source and pay for these.

PUBLICITY LEAFLET: Two possible versions of the leaflet were discussed. The version showing the full list of policies was thought to be too detailed. It was recognised, however, that it was important the residents knew the detail of the plan which they were being asked to vote on. Also recognised was the likelihood that very few people would read the whole plan which contained considerably more information than the policies.

It was agreed that the list of policies should be displayed prominently on the website, on the notice boards and with the hard copies of the plan in the library and community centre. The

publicity leaflet would also give the email address of the plan so that copies could be sent electronically.

The shorter version of the leaflet which was based on the aims of the policies was considered to be a better proposition. Small amendments were needed before it could go to the printers. The revised version would be agreed via e-mail.

MATTERS FOR THE PC:None

AOB: The Parish Clerk had established that documentation relating to the plan could be stored with West Yorkshire Archives. The format for these needed to be clarified.

The Plan, minutes of the meetings of the Steering Group and the Examiner's Report should be archived.

DATE OF NEXT MEETING: To be arranged if needed