

## Alwoodley Neighbourhood Plan Steering Group

MINUTES of a meeting held on 18<sup>th</sup> January 2018

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**PRESENT:** Seven members of the Steering Group attended

**IN ATTENDANCE:** A representative of LCC planning department

**APOLOGIES:** One received

**MINUTES** of the meeting held on 4<sup>th</sup> November 2016 were agreed

**MATTERS ARISING:** All allocated tasks had been completed and the draft plan had been submitted to LCC. An external Examiner was appointed and the plan made available for consultation.

**MEMBERSHIP:** No change

**EXTERNAL EXAMINER'S REPORT:** It was agreed that our experience of the examiner had been very satisfactory. The impression created was that he had been very supportive of the efforts by all concerned in the production of the plan. He had approved the plan to go to Referendum, subject to some rewording and the deletion of the policy on green areas. The latter was perhaps something which the PC might consider at some later date. It was agreed that the rewording was an improvement on the original and had strengthened the policies where it applied.

The examiner was new to LCC, but it was satisfied that the examiner had worked to assist the plan rather than being overly critical.

The original wording of the policies had been summarised and the modified version written. This had gone to the PC who had approved the changes. There had been a knock on effect in the body of the report as the changes had altered the pagination of the various sections. This had been corrected.

**NEXT STEPS:** LCC had prepared a decision statement dated 2.1.2018 which had been agreed with the Ward Councillors.

A final version of the plan had been produced and sent it to LCC for further proof reading. A small number of corrections are required. Once these had been made, the final version could be put onto the PC website.

The PC had approved the final version at their meeting on 8.1.2018

Although the Referendum had not been held, the Plan is now a 'material consideration' and must be taken into account in planning decisions.

Because of the complications around the next Local Elections in May it is unlikely that the Referendum can be held on the same day. We are waiting to hear from Electoral Services on this, but it is unlikely that a May date would be agreed. The likely date is end June.

If that is the date, then LCC will publish details on its website in mid-May. There would then be a six week period in which challenges could be made. Publicity about the Referendum, encouraging people to register and to vote is the responsibility of the PC. The PC cannot encourage people to vote in favour of the plan.

LCC had provided hard copies of the plan for the consultation period, but would not provide them for the pre-Referendum period. It was agreed that three copies would be needed. The Steering Group was willing to print these and have them bound locally. The cost of paper, print and binding would come from the budget we had from our grant application.

**REFERENDUM PUBLICITY:** The SG was advised that the best contact for advice on content of the publicity material was Electoral Services (Susie Benton). It would be necessary to check when the publicity could be started.

*As the rest of the meeting was dealing with publicity and other issues, the LCC representative left. She was thanked for attending and for her advice.*

It was agreed that publicity would be: on the web; editorial in the Announcer, J Life and North Leeds Life + it was possible that the councillors' support office might be able to publish a press release to all media; posters on the notice boards, shop windows and Library; report in the annual Parish Newsletter; flyer delivered to all houses in the Parish; the use of the 'stake' notice boards.

It was necessary to bear in mind the total budget for publicity (£160). The cost of printing flyers would be obtained.

**MATTERS FOR PC:** Publicity should be on the Agenda for the February Meeting. Once it was known what publicity the PC wanted to have for the Referendum, the Steering Group would prepare a plan showing timings and costs.

As everything was now coming to an end, a decision would have to be made on archiving material

It was agreed, that the PC write a letter of thanks to the consultant who had advised us through the process of writing the Plan.

**ANY OTHER BUSINESS:** A report for the Annual Newsletter should be written

**DATE OF NEXT MEETING:** 7.30 pm on 15.2.2018