

DRAFT MINUTES of NEIGHBOURHOOD PLANNING ANNUAL GENERAL MEETING and FORUM MEETING

held on Monday 13 May 2019 at 7pm in Meeting Room, Joseph's Well, Hanover Walk, Leeds LS3 1AB

Public engagement: Email to forum members and other interested parties; 400 leaflets were distributed door to door in the locality.

Present: Deryck Piper, Freda Matthews, Garance Rawinsky, Sue Thomas, Barbara Mitchell, Mark Pullan, Richard Scott, Celia Hession, John Coates, Aron Clark, Holly Taylor-Smith, Laura Marven, Peter Baker (in attendance).

Apologies: Cllr Javaid Akhtar, Cllr Kayleigh Brooks, Cllr Abigail Marshall, Vanessa Allen, Abdul Hannan, Amanda Jackson, Sue Buckle, Joanna Stokes, PCSO Chris Thorpe, Patrick Hall, Richard Barker, Gabrielle White, Kay Hartley.

1. **Introductions and apologies** Deryck Piper thanked Mark Pullan for providing the hospitality of the room and refreshments and also conveyed apologies from councillors for being unable to attend due to another meeting.

A Annual General Meeting

2. **The minutes of the last AGM held 20 June 2018 were approved as a correct record** (RS proposed, JC seconded, nem con)
There were no matters arising.
3. *The following report of the last year's activities was circulated and discussed:*

Report of the Little Woodhouse Neighbourhood Planning Forum Committee June 2018 – May 2019

- This year we have drafted a **Conservation Area Appraisal** and concentrated on developing a **Draft Design Code for the Park Lane site**, which may be shortly available for development. We have also begun work on a design code for **Purpose Built Student**

Accommodation (PBSA). Together with other evidence we are gathering, these will form parts of the **Neighbourhood Plan** for the Little Woodhouse Neighbourhood Area.

- The Committee has had the valuable support of an expert planning adviser, **Peter Baker**. With his help we were able to present the **Draft Neighbourhood Planning Policies** for consideration at our last AGM in June 2018. These are based on the feedback gathered from meetings and questionnaires from local residents, and we are consulting with Leeds City Council planners on these draft policies, which need to fit in with both the Leeds Core Strategy and the National Planning Framework, both of which have been revised in the last year.

Future activities to submit a Neighbourhood Plan

- The next steps are to further develop design codes, continue discussions with Leeds City Council planners for their feedback on the draft policies, and the assembling of our evidence, leading to a Final Draft for public consultation.
- We will be holding Public Forum meetings and drop in sessions to explain policies we have developed, so there will be opportunity for local people to comment, and the general public can comment too, through formal public consultation.
- The Neighbourhood Plan will then be submitted for independent examination and local referendum: the last stage is for local registered voters to vote to accept the neighbourhood plan or not.

Since last June, we have

- Held 9 public meetings (this is the 10th), including 4 forum meetings and 5 local meetings – Marlboroughs, Moorlands, Leeds University Union
- Met as a Steering Committee 7 times (slightly more often than every two months)
- Applied successfully for national funding from Locality to support the gathering of evidence and drafting of design code policies

- Responded to reports prepared by planning students on the evidence from census and council records to get a picture of the population and housing trends in the area
- Responded to many planning applications, including for the conversion to studios and flats of a number of larger houses, and for a number of Purpose-Built Student Accommodation blocks (PBSAs)
- Welcomed changes to improve the Bridge area (particular thanks to Garance Rawinsky for her persistence)
- Responded to other matters of concern e.g. waste collection, public order issues and transport, through the **Little Woodhouse Community Forum** held quarterly with the support of local councillors, attended by council officers and other organisations. (The next meeting will be held at **6pm on Tuesday 9 July 2019 in Leeds Civic Hall**, all local residents and organisations welcome.)

Thanks to those who have helped and advised and encouraged us so far – Peter Baker; our ward councillors Gerry Harper, Javaid Akhtar and Kayleigh Brooks; Ian MacKay and colleagues at Leeds City Council Planning Department; Archie Noden, Jessica Cooke and Ellie Knowles for reviewing evidence and presenting a formal report; Abdul Hannan and the Community Outreach volunteers at Leeds University Union for their great help with a questionnaire; Michael Diaz and colleagues at Leeds City College; Dawn Carey Jones and Sue Buckle of Hyde Park Neighbourhood Forum. We also thank all at Park Dale Hall, Artlink, Clarendon Quarter, Sycamore House, Swarthmore and Josephs Well for hosting our meetings.

Membership of the forum now numbers 47: of which 3 are councillors, 31 are resident and 13 work or represent businesses and organisations. A further 12 have been attending meetings (8 residents and 4 representatives). We have benefitted from the attendance of student reps from Leeds University Union Community Outreach team but it is still very important to widen the membership especially from different community groups, more businesses and young people.

Finance At present Little Woodhouse Neighbourhood Planning Forum holds no funds directly. We have applied successfully for government-funded Locality grants for £3753.50 for neighbourhood planning consultancy fees and VAT, meeting and publicity costs– these were channelled through Leeds City Council Finance Department, and we are very grateful for their assistance.

Other funds have been held through the **Little Woodhouse Community Association**: a total of £243.50 has been spent in the last year, refunded by the Locality grant, leaving £253 currently allocated to neighbourhood planning activities.

Comments

- Thanks were expressed also to Deryck Piper and Barbara Mitchell (prop GR, sec MP).
- BM commented on the growth of membership – largely attributable to the holding of local meetings on relevant local issues.
- DP commented on the work of Archie Noden in analysing and presenting population and housing data, and to Jessie and Ellie in shaping the report on the evidence available to support the Plan.
- GR enquired about the information collected on local businesses – this will be useful in the next stages of informing and consulting on the draft plan.

4. Election of Committee (up to 12) and officers (Chair, Vice Chair, Secretary, Treasurer).

The following were nominated, seconded and elected en bloc: proposed Mark Pullan, seconded Richard Scott, agreed nem. con.

Residents: Deryck Piper (Chair), Vanessa Allen (Vice Chair), Barbara Mitchell (Secretary and Treasurer), John Coates (Assistant Treasurer), Freda Matthews, Garance Rawinsky, Celia Hession, Sue Thomas.

Ex officio: Amanda Jackson (University of Leeds), Abdul Hannan (University of Leeds Student Union), *Tom Oladipo (LUU), *Sophie Moody (Leeds Beckett University Union). *or replacements.

It was agreed that the attendance of student community representatives had been very useful and HTS confirmed they would be encouraging more student involvement with the community.

B Main Discussion: Progress Report - Development of Draft Policies so far

5. Peter Baker introduced a progress report covering three main aspects:

5.1 Conservation Area Appraisal

Currently there are 4 conservation areas within Little Woodhouse Neighbourhood Area (LWNA) boundaries: Hanover and Woodhouse Squares, University, Clarendon Road, Moorlands. None have had an Appraisal and Management Plan but as part of the Neighbourhood Planning activities, walkabouts were conducted in Summer 2018 to reappraise the areas and their boundaries and a Draft Appraisal drawn up. This also proposed a single Little Woodhouse Heritage Area, with new boundaries covering all previous conservation areas and adding the Consort and Victoria Terraces. A meeting with the Conservation Team indicated that the already stretched team has no current proposals for appraisal in the Little Woodhouse Area. As an alternative, the Draft Appraisal could be included as evidence for the proposed policies covering Heritage in the Neighbourhood Plan.

Points raised:

- PB was thanked for all the work achieved
- Still waiting for comments on details from the conservation team
- GR – St Michaels is not listed but is a good example of treatment of heritage building
- GR – problem of graffiti especially in Denison Road area
- FM – Heritage Open Day walk will be looking at history of council housing in LW
- BM – is Josephs Well included in the Heritage Area? PB confirmed this is the case.

5.2 Draft Design Code for Park Lane site

We are currently in discussion with Leeds City College about our ideas for a design code for the Park Lane site. Student numbers have risen and all their buildings are full to capacity, including the

present Park Lane campus, perhaps for another 3 to 5 years. The site is a very significant part of the local landscape and its development will have a great effect on the future character of the area. It is important to reach a joint understanding about future use and design and worth taking the time to do this.

GR reported that the college was now engaging positively with the graffiti project.

5.3 Draft Design Code for PBSA

A promising start has been made on work for a design code covering future **Purpose Built Student Accommodation (PBSA)** otherwise known as halls. With great help from Leeds University Union Community Outreach Team members, a questionnaire was drafted to collect views from students of the relative importance to them of various aspects of the design and location of student accommodation halls. A single session at the students' union yielded 98 completed questionnaires (many thanks to Aron Clark). A preliminary set of results was circulated and discussed: convenient location, cost, views and natural light, and social opportunity had the highest average scores. Issues around green sustainability and recreational space could be explored, there is scope for developing green awareness. The next stage will be more discussions and exploration involving students.

Approval of the Progress Report– It was agreed to take forward all the points raised to discuss with the relevant organisations and report to future forum meetings.

6. Dates of next meetings

Next Little Woodhouse Neighbourhood Planning Forum Tuesday 26 November 2019 at 7pm, venue to be notified.

Next LWNP Steering Committee meetings

Monday 15 July 2019, Tuesday 10 September 2019, at 6pm to be held at the Clarendon Quarter, St John's Rd, LS3 1FE

Next Little Woodhouse Community Forum (quarterly) Tuesday 9 July 2019 at 6pm in the Civic Hall, Calverley Street LS1 1UR – all local residents and interested people welcome.