

## **DRAFT MINUTES of NEIGHBOURHOOD PLANNING ANNUAL GENERAL MEETING and FORUM MEETING**

**held on Wednesday 20 June 2018 at 7pm in Room 3, Swarthmore Education Centre, 2-7 Woodhouse Square, Leeds LS3 1AD**

**Present:** Deryck Piper, Freda Matthews, Barbara Mitchell, Mark Pullan, Richard Scott, John Coates, Archie Noden, Peter Baker (in attendance).

**Apologies:** Cllr Gerry Harper, Cllr Kayleigh Brooks, Garance Rawinsky, Abdul Hannan, Amanda Jackson, Sophie Moody, George Bissett, Sue Thomas, Dawn Carey Jones, Julia Say, Richard Barker, Gabrielle White, Celia Hession, Ian Mackay.

1. **Introductions and apologies** Deryck Piper conveyed Cllr Harper's apologies for being unable to attend and chair the meeting due to illness.

### **A Annual General Meeting**

2. Barbara Mitchell took the chair and asked for **nominations for Chair** of the Neighbourhood Forum. Deryck Piper was nominated by RS, seconded by Mark Pullan; there being no other nominations, DP was elected unanimously. Deryck Piper took the chair for the remainder of the meeting.
3. **The Minutes for the last AGM** were accepted and **A Report** from the LWNP Forum Steering Committee was presented and accepted by the meeting. (propFM, secRS)

### **Report of the Little Woodhouse Neighbourhood Planning Forum Committee March 2016 – June 2018**

The Forum held its inaugural AGM in March 2016 which agreed a Vision and Objectives for the Little

Woodhouse Neighbourhood Area and form the basis for draft planning policies. The Committee has had the valuable support of an expert planning adviser, **Peter Baker**, who also prepared the Little Woodhouse Neighbourhood Design Statement in 2011. With his help we are able to present the **Draft Neighbourhood Planning Policies** for consideration at this meeting. These are based on the feedback gathered from meetings and questionnaires from local residents. Together with the other evidence we are gathering, these will ultimately form the **Neighbourhood Plan** for the Little Woodhouse Neighbourhood Area.

We have also

- Held 7 public meetings (this is the 8<sup>th</sup>)
- Met as a Steering Committee 12 times (approximately every two months)
- Applied for national funding from Locality (£6804) to support the gathering of evidence and drafting of neighbourhood planning policies
- Gathered information on stakeholders and businesses in the Neighbourhood Area
- Considered evidence from census and council records to get a picture of the population and housing trends in the area
- Surveyed the boundaries of the 3 local conservation areas to update them
- Looked at the Leeds Core Strategy and contributed to their public consultation
- 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) e.g. former St Michael's College and St Anne's School sites and in the Burley Road/Kirkstall Road area.
- Pressed for changes to improve the Bridge area and other 'pocket parks'
- 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.

**Members** of the forum now number 38: of which 2 are councillors, 26 are resident and 10 work or represent businesses and organisations. It is still very important to widen the membership especially from different community groups, more businesses and young people.

**Thanks** to those who have helped and advised and encouraged us so far – Peter Baker, our ward councillors Gerry Harper, Christine Towler, and Javaid Akhtar; Ian MacKay and colleagues at Leeds City Council Planning Department; and to Dawn Carey Jones and Sue Buckle of Hyde Park Neighbourhood Forum and Richard Tyler of Headingley Neighbourhood Forum.

**Finance** The Little Woodhouse Neighbourhood Planning Forum holds no funds directly. We have applied for government-funded Locality grants for neighbourhood planning consultancy fees and VAT, meeting and publicity costs totalling £6801 – these were channelled through Leeds City Council Finance Department, and we thank them for their assistance.

We are also grateful to local Councillors Christine Towler and Javaid Akhtar for MICE grants to fund public meetings. These and other funds have been held through the Little Woodhouse Community Association: a total of £270 has been spent over the two years, leaving £148 currently allocated to neighbourhood planning activities.

#### **Future activities to submit a Neighbourhood Plan**

The next steps are to hold 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.

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.

**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 John Coates.

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

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

#### ***B Main Discussion: Draft Policies for the Little Woodhouse Neighbourhood Plan***

Details of discussion points are recorded in attached minutes of Forum meeting held 20 June 2019 (see below).

**Approval** of the Draft Policies document – **It was agreed** to take forward the new Draft including points to discuss with Council officers and other representative organisations.

#### ***6. Dates of next meetings***

**Next Little Woodhouse Neighbourhood Planning Forum Wednesday 17 October 2018 at 7pm, venue to be confirmed (afterwards changed to Wednesday 24 October at Park Dale Hall, Marlborough Towers LS1 4PQ).**

#### **Next Steering Committee meetings**

Monday 16 July 2018, Tuesday 25 September 2018, Monday 19 November 2018 - all to be held at the Clarendon Quarter, St John's Rd, LS3 1FE

## **B Forum Public Meeting – Wednesday 20 June 2018 at the Swarthmore Education Centre**

### **How was the public engaged?**

Forum meeting and discussion of graphs and draft policies and individual questionnaires

### **Who engaged the public?**

Little Woodhouse Neighbourhood Planning Forum (LWNPF)

### **How were they engaged?**

Emails to members of LWNPF Forum and to LWCA members and local organisations.

### **Where and when did the engagement take place?**

Meeting at Swarthmore Education Centre, Woodhouse Square LS3 1AD 7pm-9pm 20 June 2018

### **Who was engaged? How many people were involved?**

Eight people attended the meeting with a further 13 apologies.

**Present:** Deryck Piper, Freda Matthews, Mark Pullan, Barbara Mitchell, John Coates, Richard Scott, Archie Noden.

In attendance: Peter Baker

**Apologies:** Cllr Gerry Harper, Cllr Kayleigh Brooks, Garance Rawinsky, Abdul Hannan, Amanda Jackson, Sophie Moody, George Bissett, Dawn Carey Jones, Julia Say, Richard Barker, Celia Hession, Patrick Hall.

### **How did the public engage?**

Group discussion to draft proposals of the Policy Intentions Document v2.

### **What form did it take?**

Deryck Piper chaired and introduced the graphs based on population statistics and housing information presented by Archie Noden. Peter Baker then led discussion on the proposals of the Draft Policy Intentions document (PIDv2) to gather feedback and identify any points or issues. Copies of the draft document and relevant maps were available. Questionnaires for people to record individual comments were also available at the meeting.

**The draft policies were broadly agreed subject to possible future changes for taking forward for discussion with council officers and other organisations.**

The next Little Woodhouse **Neighbourhood Planning Forum** meeting will be held on **Wednesday 17 October 2018, venue and time to be confirmed.**

The next Little Woodhouse **Community Forum** (regular quarterly meetings with council, police, waste collection etc) will be on **Tuesday 10 July** at 7pm at the Civic Hall.

### **Summary of points from discussion :**

#### **Data presentation**

Archie Noden has taken evidence from population statistics and council tax data to present in graphical form:

- Age profile, especially numbers of young people
- Numbers of student exemptions from council tax
- Predominant forms of housing tenure and housing types across the Area

#### **Trends noted:**

- Very high proportion of students, areas of concentration in PBSAs (Heatmap of 2016 – new developments indicate will be even greater). Council tax map of 2018 data (uptodate) shows licensed HMOs. Rise in the age group 19-24 and fall in the age group 30-44 between 2001 and 2011 – rise in house prices from landlord demand.
- Highest upward trend is in Central, Campus and Little Woodhouse areas ie nearest to university and student “village”. Demographic shift 2007 – 2012 75% 2016 77% while central Headingley has reduced from 60% to 40%
- Dominance of **private rented** accommodation. If property is registered for student exemption, no council tax payable, also no business rates, so the incentive is for landlords to let only to students. Noted the relatively higher density of HMOs in Hyde Park. Housing type: unbalanced predominance of flats/apartments eg whole: shared house occupation 22:78% in LW is exact opposite of Leeds average 80:20%.

- **Need also to show impact** of these trends: a) noise nuisance, b) waste collection problems, c) traffic movements, taxis and takeaway deliveries d) unsustainable effect on local businesses, lack of trade for third of the year (though brings in other trade eg takeaways and landlord services)
- **Check – identify who is exempt** and what categories are covered in the map **Action AN and PB**
- **Impact of more student blocks** – explore with Council how this fits with the Core Strategy and if more large PBSAs will make smaller or older blocks or less desirable locations unviable, what alternative usage?

#### Housing

- **Need to agree a definition of “family”** – check with council, core strategy and other local Neighbourhood Plans
- **H5 large PBSA definition of 20plus** – needs evidence to back this number up
- **H6 – Glassworks** – trend to very expensive, well-managed blocks

#### Heritage and character

- **HC1** Need to justify why it is a Heritage Area – will need an Appendix: suggest format of Conservation Area Appraisal to cover both CAA and Neighbourhood Plan needs
- **HC2** – also need rationale for non- designated heritage assets
- **HC3** – anything else – eg cultural assets, needs to be identified on the Policy map.

#### Green spaces

- **G1** – enhance existing green infrastructure – green corridors
- **G2** – local designated green spaces means they cannot be developed on unless there are exceptional circumstances (which need to be justified)
- **G3** - children’s play spaces – use opportunities in new developments to add more spaces (Leeds Core Strategy states per 1000 pop, though this is interpreted as per 1000 children).

#### Economy and Local amenities

- **C1** – retention of **cultural** assets, make a list to include places of worship, voluntary organisations (if community assets means they have to be replaced)
- **E1** – employment area on map
- **E2** – small scale employment – Hyde Terrace bordering university is now largely residential, Burley Road still employment/mixed area, and within housing (NB council tenancies restrict running a business – refer to local councillors and Community Forum)
- **E3** – identify local shopping facilities

#### Transport

- **T1 – needs a map of through routes**
- **T2 – Little Woodhouse Street** – currently blocked, bus service suspended, it is an important access route between Clarendon Road to city centre and university – needs to be raised with University and Hospital, they do not have adequate signs and routes for residents, students and visitors (eg Open Days)

#### Conclusion

**It was agreed to proceed with the Draft Neighbourhood Plan and Policy Intentions to the next stage – discussion with planning officers and other relevant organisations.**

#### End