**Garforth Neighbourhood Planning Forum**

**Minutes of a joint group meeting**

**Monday 24th April 2017**

**Present :** R. Clarkson, C. Coyle, C. Exley, P. Exley, B. Flynn, D. Gluck, J. Lawn, J. McCormick, S. McQuire, N. Mason, M. Norman, M. Tonks, A. Tynan, J. Wilson.

**Apologies** : P. Barrett, L. Crosland, C. Lomas, P. Roberts, I. Uyumaz, R. Utley, S. Williams.

**Declaration of interest** : None

**Writing Group update**: B. Flynn explained progress to date and awaiting more evidence which could be sourced from the household and estates agents survey and character assessments. The group had met with Ian MacKay who had suggested additional help from his department. Main aim now is to produce draft two within funding timescales. Consultant David Gluck said that with a tight action plan it was possible to produce a plan which could be submitted to LCC by the end of the year. Additional grants could be applied for which would provide finances for this time period. The group are meeting with Abbie ( LCC planning ) to discuss progress and possible support from LCC.

**Consultant David Gluck**: Produced a draft project plan ( see attached ) . This means completing all the evidence as soon as possible and write draft two before the summer break. This would be submitted to LCC for comment and possible Strategic Environmental Assessment ( social and environmental factors mainly associated with site allocations ). The plan would then be put out for public consultation for 6 weeks and following amendments submitted to LCC by the end of the year. After that we would jointly with LCC appoint an examiner and following further modifications be submitted to a public referendum and adoption May 2018. David suggested the following:

* Clarify the potential assistance from LCC including policy mapping
* Regulation 14 is a mandatory public consultation needing planning for an awareness raising events, online surveys, plan summary to all households, full plan in libraries etc. This will be important feedback
* He will provide a template for a basic condition and consultation statements
* Obtaining estimates from graphic designers to put plan contents together in a format suitable for the public and encourage them to respond
* A summary of the plan 4 x A4 sides which would have to omit the evidence but asking if the agreed/ disagreed with the policies. To go to all households. Consider distribution
* He will send information of the Alwoodley character assessments as they had undertaken their own.

David produced a fee proposal taking us to Regulation 14. This includes estimates for his time and estimates for work from other potential providers. ( see attached ).

PTO

After a discussion the following actions were decided

1. To continue with the support from David Gluck ( Secretary )
2. Apply for the complex group funding (Treasurer. David can assist )
3. Seek estimates for deliveries from Royal mail ( J. Lawn )
4. Publicity ideas for the public consultation at the regulation 14 stage ( ALL. everyone to send ideas to secretary ) The key message will be about the document that they will receive through their door and their need to return comments.
5. Seek estimates from graphic designers ( A. Tynan )
6. Writing group to consult with Abbie ( LCC)
7. J. Lawn needs help with collecting information of community building usage and will send out a list of buildings for volunteers to contact and collect information required. ( Please will everyone help as this is a large piece of work)