**Garforth Neighbourhood Planning Forum**

**Minutes of Steering Group Meeting Monday 19th September 2016**

**Present** : J. Blake, L. Crosland, C. Coyle, C. Exley, J. Hall ( LCC planning), I. MacKay ( LCC planning ), S. McQuire, D. Pitchfork, P. Roberts, M. Tonks, A. Tynan, R. Utley. ( chair )

The chair opened the meeting by asking everyone to introduce themselves to the two members from the planning department.

**Apologies**: J. Andrews, R. Best, J. Harrison J. Lawn, N. Mason, T. Staddon, S. Williams

**Declaration of interest** : None

**Minutes of last meeting** : Accepted

**Matters arising** ( items not on agenda ) : None

**Executive group report**: The secretary reported that N. Mason had resigned and R.Utley was acting chair until the AGM. Reported on meeting with Makin Associates but unable to endorse his project of developing 1232A. We are awaiting detailed information on his proposal including site drainage report before we discussed further with the GNPF. Discussed publicity and funding for the household survey and were working on a communications strategy.

**Treasurer’s update**: R. Utley reported that the account stood at under £400 ,enough for in house printing the survey. I .MacKay said that the further Locality funding for complex groups was now £9,000. To be investigated along with Camelot funding and Tesco community funds.

**Writing group report**: J .Blake reported on regular meetings with David Gluck, vision and objectives drafted and in process of consultation with Garforth public. Response to date has been slow. Plan to have a number of project groups to take forward specific issues eg flood and parish council to date and there could be more as the plan develops.

 Ian MacKay in agreement with Vision and objectives and suggested that heritage, climate change and energy be considered. He suggested that we consider an aspirational policy( perhaps not all may be approved by the Inspector) site specific to areas of Garforth. Aspirational policies could be taken forward with a Town council. To consider what type of plan we wanted, just planning policies or ultimately developing policies to be taken forward when funding is available through a town council otherwise decisions taken by an area committee and the forum( which is not permanent ). It needs to be specific to Garforth. He gave an example of Holbeck ( with support from Planning Aid England). We need to be proactive and before the pre submission plan produce a policy intentions document ( this adds more detail including intentions, ) and helps to identify gaps. Aberford have found this successful and received better engagement from the public IM to send examples .

Need an intentions document and an engagement strategy IM to send examples. We need to be seen to have engaged with public even if not responsive, however 4-5 % responsive we received from 1st survey was good. Perhaps a student could help .

Ask John Hall to next few meetings.

**Working group report**: C. Coyle reported that greenspace, retail , GP and educational survey completed and awaiting collation .Household survey to be finalised and augmented by an estate agents survey. Character area assessments , statistical data and community facilities ongoing. R. Utley to seek info. on technical support.

**Communications and consultations** : to be discussed at next EX meeting

**Planning consultations in Garforth**: The secretary had been informed about a proposed change of use from an A1 to anA5 ( hot food take away). The group felt that we could not object on behalf of the forum so our response is to make comments/ observations based on the evidence we have gathered from our consultations to date from the public and planning consideration/criteria

**AOB** D. Pitchfork informed that there are meetings to discuss the proposal to have a free school 6th Form somewhere in Garforth, as present Academy cannot expand on present site.

**Date of next meeting 21/11/16**