

Garforth Neighbourhood Planning Forum Steering Group Meeting

Thursday 29th May 2014, Miners' Welfare Hall

Minutes

Present: John Blake, Sue McQuire, Liz Crossland, Jane-Anne Parsons, Tom Ridley (LCC,Chair), Alan Tynan, Robin Best, Jacky Simpson, Bernard Simpson, Emma Grunwell, Councillor Mark Dobson, David Pitchfork.

1.Apologies: Harry Thompson, Jacquie & Paul Ainsley-Stringer have all resigned from the committee.

2.Minutes of Previous Meeting: John Blake's name was incorrectly spelt as Bateman in the list of attendees. Otherwise the minutes were passed as a true record.

3.Matters Arising: Item 4 Finance. AT had spent 6 hours sorting out the funding application which has been submitted before the next deadline of 3rd June. Receipt of the application has been acknowledged. He has also registered with Locality in place of Harry Thompson. The bid was for £1110.10 which included a premium of £159 (no VAT) for Public Liability Insurance.

BS thanked AT for the time and effort he had put into this exceedingly complex and time consuming exercise on top of all the publicity tasks he had undertaken. The Group seconded this.

Following advice from TR that no other group in Leeds had insurance, but that Locality had suggested it might be prudent, the Group decided that PLI would be applied for but not in advance of the Drop-in Session as it was known that the Welfare Hall had cover and that sufficed for the large number of Groups that used it on a regular basis. Various attempts had been made to contact members of the GCA committee to check on the level of Hall insurance but no-one had been available for comment.

4.Drop-in Session: A sign should be put up in the hallway to point people towards the main hall.

Timing rota: 9am.....AT (for 30mins), BS & JS (9-2.30pm), DP(9-2.30pm), SM (9-2.30pm)

10am...RB, MD (10-12), AT (12-2.30pm), JAP(1-2.30pm), LC (11-12)

TR bringing pens, projector, display boards for site allocation etc.

Layout: DP to bring laptop and sit at desk by door taking details. Boards to be set up round the top of the room. Small tables and chairs to be set out near the serving hatch. Someone could stand outside with leaflets and encourage people to 'drop in'. Tea, coffee and biscuits to be served free of charge.

Information: The purpose of the Drop-in Session is to inform the general public about the group and the allocation system that was rolled out in 2013 by LCC. The first round of consultation is now closed but any comments we receive at the Drop-in Session can be stored for future use. The next round of consultation will be early in 2015 so we will be able to feed into that.

Comments received at the session to be submitted at the next meeting when there would be a full debriefing.

The Future: TR explained that he would expect us to be ready to apply for designation around 2-4 weeks after the Drop-in session. Designation then needs to be advertised for 4 weeks before being granted. (TR will send sample, completed forms to give us an idea of what is expected. He will then try to get us a simplified version to complete ourselves.

After designation the next step would be an AGM when officers would be elected and an official steering group (min 21) set up to run the Forum. It was agreed that given the time of year the AGM would be best planned for early September. Once up and running the official Steering Group would decide whether to produce a Neighbourhood Plan or not and possibly set up smaller research/interest groups for different aspects/concerns affecting the Community. Every so often, or when necessary, the larger Forum would be called to convey the results of these group studies and to vote on the way forward. The web site would also be a good vehicle to keep people informed.

5.AOB: There were no matters raised as Any Other Business

6.Date and Time of Next Meeting: Thursday 12th June, 7pm

The meeting closed at 8pm

