

Garforth Neighbourhood Planning Forum

Minutes of Steering group meeting held on Thursday 18th June 2015

Present : J. Andrews , J. Blake, E. Crosland , C. Exley, E. Grunwell , N. Mason, S. Lomas ,(chair), S. McQuire (secretary), D. Pitchfork, P. Roberts, M. Tonks, A. Tynan. M. Dando(Planning advisor), S. Skinner(M. Dando's visiting assistant)

1. **Apologies :** R. Best , C. Coyle, JA. Parsons.
2. **Minutes of previous meeting:** Accepted with one correction, S. Lomas had volunteered to chair this meeting only)
3. **Matters arising:** Due to training session following this meeting the matters arising will be held over to next meeting.
4. **Treasurer's report:** A. Tynan reported that the bank account had been set up and now operational .
5. **Survey leaflet:** S. Lomas had produced the leaflet , content agreed. To be available online, printed off and returned to collection point **or emailed to GNP email address garforthnpf@gmail.com** All leaflets to be delivered by 2nd July, allow 3 weeks before final completion date 23rd July

Actions:

- *Printing:* **D. Pitchfork** will arrange and take to the SPT Uniform shop for collection by Friday 26th June
- *.Distribution:* **A. Tynan** and **L Crossland** will collect the leaflets and organise street delivery sections, to be given out at EGM to volunteers. **S. McQuire** to contact C.Coyle re website inclusion.
- *Collection points:* **S. McQuire** to contact JA Parsons re distribution and collection of collection boxes. Boxes need to be in place by Saturday 27th, including one for the EGM meeting.
- *Notices for collection boxes* **A.Tynan**
- *Collection of boxes:* by 24th July, **Jane Anne** to organise collection . back to SPT shop and collected by **S McQuire**
- *Collation of survey leaflet:* **S. McQuire** to arrange group to undertake an initial collation into identified issues into a Word format . **D. Pitchfork, N. Mason. J.Andrews , P. Roberts** volunteered to help.
- *Results* to M. Dando by 10th August. **S McQuire**

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6. EGM:

Actions:

- *Chair:* **J. Blake**
- *Agenda:* **S. McQuire** to finalise following discussion of content and send to Steering group . **D . Pitchfork** to print copies of agenda to be handed out at meeting *Volunteer sheets* **S McQuire**
- *Constitution :* **M. Dando** to check
- *Presentation:* **S . McQuire** preparing powerpoint presentation and to contact groups for content. **N. Mason** volunteered to help present and prepare.
- *Posters for job descriptions;* **S. McQuire, E. Crosland, J. Blake** to prepare text. **A. Tynan** to print
- *Set up :* Hall open 9am ,Projector and screen available in hall, Maps(S. McQ)

7. Gala Actions:

A. Tynan to help set up with **S McQ** (table , maps, gazebo, membership forms)

R. Best to organise rota to man the 'stand'

8. AOB: J. Blake said that the site allocation group would be undertaking a survey of forum members. M. Dando said he had been contacted by Ian Mackay to correct a misunderstanding that the Steering Group needed to obtain a mandate from the Forum before it could enter into negotiations with Aberford PC over our designated area.

Apologies given for EGM: S & C Lomas, C&P Exley, C Mundy, H. Thompson, K. Farrell,

Date of next meeting Thursday 16th July 7 pm at Miner's Welfare Hall