

Minutes of Garforth Neighbourhood Plan Steering Group Meeting: Meeting No1: 6th February 2014, 19.00 hrs, Isabella Room, Garforth Miners Welfare Hall.

Present: Ian MacKay, Mark Dobson, Robin Best, David Pitchfork, Marc Langfield, Jane Anne Parsons, Liz Crosland, Jacky Simpson, Bernard Simpson, John Blake, Harry Thompson, Sue McGuire, Paul Ainsley-Stringer, Alan Tynan, Steve Fodden.

Apologises: Jacquie Ainsley-Stringer, Tom Ridley, MH?

Minutes of Previous Meeting: Not applicable.

Matters Arising: Not applicable.

Election of Acting Chair:

In the absence of Tom Ridley, Ian MacKay (IM) took the Chair for this meeting.

Agenda Item 1: Introductions.

IM suggested we take part in a round the room introduction to one-another giving our names and a pocket portrait of our background and potential skills we could offer to a Neighbourhood Planning Forum (NPF) process. John Blake (JB) specifically expressed concerns around skill sets and the difficulty in steering a group in one direction.

A good and mixed range of skills and interests were outlined as well as a number of concerns around the process and our collective ability to address them and progress towards a NPF.

Agenda Item 2: Roles, Responsibilities & Principles of Neighbourhood Planning:

IM explained the group would need to demonstrate the necessary skills and allocate roles and responsibilities to manage and steer a NPF and a finished document that would pass examination prior to formal adoption.

As a non-parish area with no clearly defined borders IM explained that the Steering Group must set a Designated Neighbourhood Area. It was agreed to devote the next meeting to this.

Mark Dobson (MD) highlighted the challenges our designation would bring bordering, as we do, two parish areas and having two more within the ward. It was agreed our group would need to work closely with nearby parishes.

IM explained NPF must consist of at least 21 people who live/work/ conduct business in the area and must be representative of a cross section of community from young to older residents.

IM further suggests therefore voluntary sector and young people need to be brought into our process.

Agenda Item 3: Pressing issues of Process.

IM explained once we had worked through our designated area we had to submit this to Leeds City Council (LCC) and once we had at least 21 suitable people we also had to apply to LCC to register our NPF Group. IM demonstrated examples where other groups had done this exercise at the same time and suggested we could do likewise.

Agenda Item 4: Consultation and Availability of Support.

IM stated that, to pass examination, our consultation statement needed to show certain processes from Day 1. Who had been spoken to, how, what was said as a result, what consultation methods had been adopted and what actions had been progressed as a result?

JB raised concerns around capacity and the time required to deliver this. IM explained funding was available to access, as well as expertise from Planning Aid England (PAE) to assist in this process. Emma Grunwell (EG) said a good and demonstrable cross-section sample would suffice and IM confirmed this with the added caveat and plan developed through consultation would need to be demonstrable on examination and able to pass a referendum.

Support would consist of £7,000 from Dept for Communities and Local Government (DCLG), £9,500 in 'consultancy time' from PAE and unlimited volunteer time via PAE. IM stated LCC Also committed to providing officer time and support to the proposed NPF.

The consultation should "tease out" issues of interest from the community for inclusion in the plan.

Agenda Item 5: Housekeeping & Other Matters to Consider.

IM explained a constitution was required but a standard version could be quickly adopted with a view to shaping and scoping later to suit our requirements.

Sub-Groups would require forming to look at key issues that could include Housing/Our Community Environment/Community Projects but these are matters for the NPF to develop.

Our NPF once adopted will have access by right to all planning applications. If adopted by DCLG our plan has legal status and will influence planning matters materially.

It was agreed TR would continue as Acting Chair until the steering process is completed. MD would continue to take minutes and other key roles would be allocated once NPF formed and issues such as access to funding etc required more personnel being appointed. A PR Officer would be required soon to manage promotional/information issues.

IM said linking with established outside bodies church/community groups (Flood Group was mentioned as an example) was required.

Agenda Item 6: Forward Planning:

IM suggested next meeting devoted to designation and an individual SWOT analysis exercise for the Steering Group.

IM also said a Drop-In meeting would be desirable for the community for the NPF to explain what Neighbourhood Planning is and what the group would be looking to achieve but the consensus was to park this until the group had a clearer steer of their own aims/aspirations/roles/responsibilities.

Agenda Item 7: AOB.

None.

Next Meeting:

27/2/14 19.00 hrs, Isabella Room.

Minutes compiled M Dobson. 12/2/14.