**Garforth Neighbourhood Planning Forum**

**Minutes of Steering Group Meeting held on Monday 15th February 2016**

**Present**: J.Andrews, J. Blake, C. Coyle, L.Crosland, C. Exley, B. Flynn, J.Lawn, S. McQuire, J.A. Parsons, D. Pitchfork, P. Roberts, A. Tynan, R. Utley, S. Williams.

J. Blake chaired the meeting in N. Mason’s absence

**Apologies**: R. Best( received later), N. Mason, M. Tonks

The chair introduced the meeting which was the first Steering Group meeting since the Workshops and the formation of an Executive, Writing and Working Groups.

 **Executive Group report**: S. McQuire reported that the group ( consisting of the chair, secretary, treasurer and leads from the Writing and Working Groups) had met twice with D. Gluck our planning consultant. D. Gluck had identified the main issues which required further information to support the policies which would be written for the Garforth Plan. More details in their reports.

 We receive reports from the treasurer , Writing and Working Group leads. More details in their reports . S. McQuire reported on a meeting of the LCC Development Plan Panel meeting in January. This meeting included an initial response received from the Public Consultation. Just under 10,000 individual responses but acknowledged that the number of site responses would be far higher. The ‘soundness’ of the plan had been challenged, the capacity of some sites across the city would have to be reduced and the Hedley Hall site in the Outer North East HMCA had been withdrawn. All these numbers had to be made up elsewhere. LCC had produced a timetable for further work which would result in the Public Examination taking place in the spring of 2017. There is a need to attend all meetings and read all documents as there are no ward members attending these meeting on behalf of the outer south east HMCA and Garforth.

**Writing Group report:** J. Blake reported that they had had 3 meetings and had looked at other successful plans., the successful plans had produced a good vision statement from which their plan had been based and acknowledge the support they had received from their local Planning Department. The group would write a vision for Garforth in 2028.

Several objectives were identified : housing; business & employment; transport; community, leisure & well being; health and education. Version 3 will be sent for consultation within the forum with comments back to

 garforthwritinggroup@outlook.com . **Action**  the group will draft version 4 using recent feedback and wider consultation will be organised .. The Working group needs to know when the writing group required the evidence for the policies. Once the objectives are agreed the information required will be clearer.

**Working Group report:** . The working group had met once and following on from D. Gluck’s workshop report had identified initial topics for further work: housing; Greenspace( of which work had already been undertaken ); historical aspects of Garforth; community facilities and commerce; and compiling all the other work collected by previous sub groups into a database.

The working group had been tasked by the Exec. Group to respond to planning applications relating to Garforth sent to us by LCC planning. It had been decided to form a small panel to consider these applications ( excluding individual house alterations ) based on criteria produced by the planning department. It would be an objective response. They would also notify Forum members so they could respond either back to us or as individuals. The treasurer said that she was in the process of applying for specialist funding for housing and historical surveys.

**Treasurer’s report:** The treasurer reported that we have a balance of £360. D. Gluck had suggested that we contact Locality and request funding for a housing needs , historic, greenspace traffic and flooding assessments. Design, printing ,etc. funding needs to be identified. A. Tynan reported that most of the banners and grass verge notice boards had gone missing so further funding would be needed to replace.

**Newsletter:** An article for the Spire magazine and this could also be placed on the website together with current activities and concerns

**Website** Other groups had vibrant websites detailing many other items of interest but recognised the work involved.

**Role of Steering group:** It was suggested that the steering group be slightly expanded. Writing , Working and ex sub group members be invited to join.

**Aberford meeting:** Several members of the Steering group attended along with representatives from Aberford, Barwick and Micklefield Parish Councils, D. Gluck, Ian MacKay ( LCC ), M. Robinson ( Aberford ward cllr). M . Dobson sent his apologies. I. MacKay said the possible options were

1. Focus on the housing area alone (1232b) and form a new neighbourhood designated area. This area could be known as Garforth and ? Peckfield/ Stourton Grange but it would mean that 2 inspectors would examine 1 site
2. Focus on the Aberford area south of the motorway
3. As Above but include Barwick
4. All the area south of the motorway could be included in the Garforth designated area and a Memorandum of Understanding be drawn up.

Several members expressed concern that

* the meeting had not explored another options on the agenda namely that Aberford extends their boundaries to the whole of their parish and that Barwick extends it boundary. It effect we were just given option 3 above with a Memorandum of Understanding
* We are in a unique situation and there is no precedent for MoU and no work had been undertaken to explain the legality nor the content of a MoU.
* Previous correspondence with The Minister from DCLG had said that a neighbourhood forum cannot be designated for any part of another parish council.

A decision was taken to

* seek further advice from DCLG
* seek further information from WARD
* **Action**  The exec. group will discuss the Aberford meeting and further advice to produce a proposed way forward and response.

**AOB.** All the data collected by the previous sub group for retail and employment to be sent to the Working Group

It was suggested that we need to look at constitution and steering group numbers.

**Date of next meeting Monday 18th April 7 pm at Green Lane Primary Academy**