



GARFORTH

Neighbourhood Plan

Pre-Submission Consultation Engagement Strategy

DRAFT V4 October 2020

GARFORTH NP – Regulation 14 (Pre-Submission) Consultation

Engagement Strategy

1. Introduction

This document sets out the strategy for carrying out the statutory consultation in line with the regulatory requirements set out in Regulation 14 and in keeping with best practice. The engagement strategy will be used as a reference point and guide before, during and after the pre-submission period to help plan, monitor and evaluate the success of the consultation. It will also be part of the evidence base supporting the consultation statement when the plan is submitted for independent examination in 2021.

As a result of Covid-19, the resultant ‘lockdown’ and social distancing, Garforth Neighbourhood Planning Forum have reconsidered the overall approach to the pre-submission consultation and made changes as necessary. This engagement strategy sets out clearly the measures that we will take to ensure that residents, businesses and stakeholders have an opportunity to respond to the consultation and continue to contribute to the preparation of the Garforth Neighbourhood Plan. This will be critical to ensuring that the plan is successful at independent examination and referendum.

This engagement strategy will be submitted to Leeds City Council for their comment and agreement in advance of the pre-submission consultation. It is anticipated that the consultation period will commence in 2021.

2. Consultation History

Garforth Neighbourhood Planning Forum was designated on 17th November 2014 and has a great record of engaging with local residents and stakeholders over the last 6 years including:

- Public meetings and Drop-Ins at the Miners Welfare Hall, Garforth Academy, The Gaping Goose public house and Garforth Workingmen’s Club
- “Meet the public” stands on Garforth Main Street, outside Tesco supermarket and at the annual Garforth Galas
- Mail drops to all 7,000 households in Garforth
- Multiple surveys and questionnaires for the residents, the retail business owners, industrial business owners, local clubs and societies, local doctors and dentists and local estate agents
- We have met with and interviewed NHS providers, the local schools’ Trust, the local flood group, HS2, ecology groups, local developers and landowners
- Our ward councillors have been invited to our steering group meetings on many occasions and we have also met with our local MP on several occasions.
- Meetings with representatives of all our neighbouring parishes

As a result of the extensive consultation that has been conducted to prepare the pre-submission draft plan, we are well placed to ensure that all sections of the community are given the opportunity to comment. The consultation will rely on the positive working relationships that the Forum has built with key stakeholders and groups, which will help to make the neighbourhood plan representative when it is submitted for independent examination.

3 Planning Guidance

Regulation 14 of the Neighbourhood Planning (General) Regulations 2012 sets out the process by which pre-submission consultation must be carried out. The requirements of the regulations must be met for the neighbourhood plan to be successful at examination and proceed to referendum.

The requirements are as follows:

Before submitting a plan proposal to the local planning authority, a qualifying body must—

- a. publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area—
 - I. details of the proposals for a neighbourhood development plan;
 - II. details of where and when the proposals for a neighbourhood development plan may be inspected;
 - III. details of how to make representations; and
 - IV. the date by which those representations must be received, being not less than 6 weeks from the date on which the draft proposal is first publicised;
- b. consult any consultation body referred to in paragraph 1 of Schedule 1 whose interests the qualifying body considers may be affected by the proposals for a neighbourhood development plan; and
- c. send a copy of the proposals for a neighbourhood development plan to the local planning authority.

On 13th May 2020, Planning Practice Guidance was updated to clarify the position with regard to REG 14 during the COVID pandemic. Paragraph 107 (Ref ID: 41-107-20200513) now states:

Public consultation: The Neighbourhood Planning (General) Regulations 2012 require neighbourhood planning groups and local planning authorities to undertake publicity in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area at particular stages of the process. It is not mandatory that engagement is undertaken using face-to-face methods. However, to demonstrate that all groups in the community have been sufficiently engaged, such as with those without internet access, more targeted methods may be needed including by telephone or in writing. Local planning authorities may be able to advise neighbourhood planning groups on suitable methods and how to reach certain groups in the community.

There are also requirements in the Neighbourhood Planning (General) Regulations 2012 that require at some stages of the process for neighbourhood planning groups and local planning authorities to publicise the neighbourhood planning proposal and publish details of where and when documents can be inspected. It is not mandatory for copies of documents to be made available at a physical location. They may be held available online. Local planning authorities may be able to advise neighbourhood planning groups on suitable methods that will provide communities with access to physical copies of documents.

The changes to Planning Practice Guidance make it clear that conducting the pre-submission consultation is possible, indeed encouraged, and that regulatory requirements can be met without having physical copies of the plan available in public locations.

This engagement strategy will set out how we intend to conduct the pre-submission consultation in line with PPG, which should give confidence to Leeds City Council and the independent examiner once the neighbourhood plan has been submitted for independent examination. The measures set out below are proportionate to the neighbourhood area and reflect the different groups in Garforth and the overall aims and objectives of the consultation.

4. Rationale for methodology

Reflecting on the PPG update, the following sections will set out how the Forum intends to approach the pre-submission consultation.

a. Opportunities

There are a number of opportunities for us to utilise the relationships built up during previous consultations and with informal and formal networks in Garforth.

- I. Targeting - Targeting of key groups and networks will take place in Garforth as part of the consultation.
- II. Online consultation - It is expected that the pre-submission consultation will be based mainly online, whilst not excluding those without internet access, those with limited internet accessibility or those that are not used to working and commenting online. In addition to our own sites there are a number of social media pages, websites, and mailing lists in Garforth that can be used to promote the plan and encourage responses to the consultation.

b. Constraints

- I. Social distancing - Social distancing measures and the closure of public buildings mean that it is not possible to host a public meeting or a drop-in session (as would normally be the case as part of a consultations). It may also not be possible during this period to host copies of the plan at the library or another community building as they may close. However, we recognise that person-to-person discussion is a valuable part of a consultation process, and will seek to provide alternative solutions, for example the opportunity to discuss the plan with a member of the steering group by phone or video call.
- II. Internet accessibility - People who are not able to access the internet or who are not confident in making comments online will still have an opportunity to read the plan and make a contribution to the consultation. We will ensure that no groups are excluded from the consultation process by leafleting every household and placing posters up in the neighbourhood area. We will also contact representatives from key groups in the community which represent the views of people who are more likely not to have access to the internet, for example the local Neighbourhood Elders Team.

5. Stakeholder Groups

The following key stakeholder groups have been identified based on local knowledge and previous consultation experience:

- a. Residents: All households will be leafleted about the consultation.
- b. GNPF members: All members will be contacted, either by email or telephone about the consultation
- c. Local businesses: we have lists of retail and industrial businesses and they will be leafleted and contacted directly by email (where possible).
- d. Places of worship: they will be contacted directly about the consultation and asked to circulate material amongst their networks
- e. Schools and nurseries:
- f. Ward Councillors: including neighbouring Wards
- g. Neighbouring parishes (neighbourhood planning areas):
- h. NET- Local Neighbourhood Elders Team for older people
- i. Clubs and Societies: we have a list of most of the clubs and societies in the Garforth area
- j. Statutory Consultees: The Forum is required to contact a number of statutory consultees, the full list of these is set out at Appendix 1

6. Consultation Strategy

The consultation period must be a minimum of 6 weeks, we will plan for an 8 week consultation.

The following paragraphs sets out the different consultation methods that will be used during the consultation.

- a. **Making the plan available online** - the neighbourhood plan and supporting material will be made available on the Garforth Neighbourhood Forum website www.garforthplan.co.uk. The consultation material will also be made available on Leeds City Council's website: <https://www.leeds.gov.uk/planning/planning-policy/neighbourhood-planning/garforth-neighbourhood-plan>.
- b. **Physical copies of the plan** - Physical copies of the plan will be held by the steering group and the Council and made available on request (via phone or email to either the LCC neighbourhood planning team or the Steering Group). A 'plain text' accessible version of the plan is being prepared and will also be available on the GNPF website.
- c. **Mail out** - Every household, business, club and society, school, church, councillor, neighbouring parish in the neighbourhood area will receive a leaflet about the consultation setting out how and where to read the plan and supporting material and how to make comments. A proof of this is available at appendix 2. Each household will also receive a brief summary of the Plan, proof available at appendix 3
- d. **Mailing lists** - The Forum has a mailing list of contacts and material will be circulated to contacts on the list.
- e. **Posters** - Posters will be prepared and placed around the neighbourhood area, particularly along key pedestrian routes, giving details of the consultation, how to view the plan and supporting material and how to make comments. Proof available at appendix 4
- f. **Online targeting** - There are a number of local social media pages in the neighbourhood area, the Forum will prepare a schedule of social media posts for before and during the consultation for these pages to encourage participation in the consultation.
- g. **Local news** - We will prepare a series of 'press releases' for local press outlets
- h. **Online 'drop ins'** - The Steering Group will be hosting virtual drop in events on Zoom or Google Hangout – where residents can read the plan in advance and ask questions directly to steering group members.
- i. **Phone discussions** - Residents and other stakeholders can discuss the plan over the phone with a member of the steering group or with the Council's neighbourhood planning officer (by phoning or emailing the LCC neighbourhood planning team to agree a time/date). LCC NP Support phone number: 0113 37 87260, email: npsupport@leeds.gov.uk .
- j. **Statutory consultees** - The Forum will contact statutory consultees directly by email (or letter where email is not possible) to provide details of the consultation and include a copy of the plan, in line with regulatory requirements.

The above information will be available in publicity material so that the different consultation methods are clear to residents and other stakeholders.

7. Feedback methods:

Based on the consultation methods set out above, there are a number of ways that consultees can give feedback on the plan:

- By email to the Forum at: garforthplan@gmail.com or to the LCC neighbourhood planning team at npsupport@leeds.gov.uk
- Via feedback form on the GNPF website. A comments form has been prepared to assist with submitting comments.
- By phone at:
- In writing to the GNPF secretary or Leeds City Council
- Feedback at webinars/online events will be summarised by the Steering Group and agreed with participants

- Via GNPF facebook site. Comments on social media will be summarised by the Steering Group and screenshots captured as part of the evidence base for the plan.

The feedback will be collated and a summary written and published on the Garforth Neighbourhood Plan website. This will be made available before the neighbourhood plan is submitted.

Feedback will be captured in line with GDPR obligations and consultees will need to give their express consent for their feedback to be included as part of the consultation statement evidence.

Should lockdown / social distancing measures be significantly relaxed, the Forum will consider the option to hold a public meeting or exhibition on the submission draft plan before it is submitted for independent examination.

8. Timeline

This engagement strategy will be used to monitor how well the consultation is going during the consultation period. If necessary, the strategy will be tweaked in order to boost engagement as necessary and appropriate.

Weeks 1-4

- Statutory consultees will be notified of the consultation
- The plan and supporting documents will be available online
- Leaflets will be delivered to every household, business, church, school, social group in the neighbourhood area
- Press releases will be given to local news outlets
- Social media posts will be made to raise awareness about the plan
- Posters placed around neighbourhood area

Week 5

- Social media posts
- Press release 2
- Steering Group review of how effective the engagement and consultation has been to date and adjustments made to engagement strategy as appropriate

Week 6

- 'Drop in' event (Google Hangout or Zoom)

Week 7-8

- Remedial actions if required
- Social media 'final reminder'
- 'Last chance' to submit comments

End of Week 8

- Close of consultation

Appendices

- a. Appendix 1 – List of Statutory Consultees
- b. Appendix 2 – Proof of Pre-Submission Consultation Leaflet
- c. Appendix 3 – Proof of Summary of Plan
- d. Appendix 4 – Proof of Pre-Submission Posters

Appendix 1 – List of Statutory Consultees

Garforth Neighbourhood Plan

Pre-submission Consultation

September / October 2020

What is the Neighbourhood Plan?

As many of you will know, over the last few years a dedicated team of local residents has been working hard to prepare a Neighbourhood Plan, a comprehensive document that sets out the needs and aspirations of the town in a clear and transparent form.

Why do we need a Plan?

The need for a Neighbourhood Plan has arisen due to the Localism Act of 2011, the aim of which is:-

"To facilitate the devolution of decision-making powers from central government control to individuals and communities."

The Act explains the importance of having a Neighbourhood Plan:-

"Neighbourhood planning will allow communities both residents, employees and businesses to come together through a neighbourhood forum and say where they think new houses, businesses and shops should go and what they should look like."

You can view a full, 'plain English' overview of the Act at: <https://www.gov.uk/government/publications/localism-act-2011-overview>

Whose views does the Plan represent?

The plan aims to represent the views of people from Garforth. It takes into account feedback from numerous public meetings and consultations face to face, as well as through surveys and questionnaires between 2015 and 2020.

What stage is the Plan at?

The good news is that the Plan is approaching its final draft and is available for a formal 6-week consultation known as the Pre-Submission Consultation. After the consultation, the plan will be modified and submitted to the council for independent examination.

What does the Plan include?

The Plan sets out the vision for the future and includes the key objectives to see that vision realised. It also sets out clear policies to ensure that these objectives are met in the key areas of:-

- **Housing and the built environment**
- **Business and employment**
- **Community, leisure and well-being**
- **Health and Education,**

All are linked by the theme of health and well-being and in recognition of the climate crisis that demands action now.

Will the Plan stop future developments?

In a word, 'No' as this is not within the scope of neighbourhood planning. What we can do is have a say in what Garforth's developments and greenspaces should be like, taking the objectives and key areas into account

So why is the Plan so important?

The Plan seeks to improve the Neighbourhood Area and the opportunities for everyone. It is resolute in its intention to see the town improved for the better. The Plan will influence what is developed and both current and future infrastructure. Once approved, the Plan will become a vital and legally binding statutory planning document, which will have to be considered whenever a planning application is submitted.

What's the alternative?

Having no Plan in place would mean that local residents would have little or no say on future building developments or the key areas in

Garforth as listed in the previous column. This would effectively allow potential developers to have far greater influence without taking into account the views and opinions of local people.

What do I need to do?

The draft Plan needs to be approved by local residents and businesses before it becomes legally binding. Please do read the draft Plan and give us your feedback. Any ideas or suggestions for improvement are welcome. If you're happy with the contents of the Plan as it stands, please let us know.

What happens next?

Once the Plan has been approved by the Independent Examiner, a referendum will be held where local residents will have the final opportunity to vote on adopting it. Once the vote is carried, the Plan becomes legally binding.

Approval procedure

1. Preparation of the draft Plan ✓
2. Circulation of the draft Plan to local residents ✓
3. Consultation period
4. Final amendments made
5. Submission of the final draft Plan
6. Examination and approval by an Independent Examiner
7. Residents' referendum (final vote) on the Plan
8. Adoption of the Plan by Leeds City Council.

How do I have my say?

This is your opportunity to have your say. If you'd like to comment on the draft Plan, you can make your views known in three ways:-

Online at www.garforthplan.co.uk

By email:- garforthnptf@gmail.com

In writing:- Membership Secretary
Neighbourhood Planning Steering Group
13 Summerhill Road
Garforth
LS25 1AX

Please note that the closing date for comments is on the website and on the Facebook page.

Who has prepared the Plan?

The Plan has been put together by the Steering Group of Garforth Neighbourhood Planning Forum, local resident volunteers, working closely with Leeds City Council. Communication has been on-going and the Steering Group has held formal update meetings on a regular basis.

Where can I view the Plan?

It would cost several thousand pounds to supply a printed copy of the Plan to every local household so we are making it available in the following ways:-

1 On-line www.garforthplan.co.uk

You can view and download a copy of the Plan

2 At the library

Several hard copies are available for viewing at Garforth library. Appointments are not necessary; however it may be worth calling in advance to ensure availability. Telephone: 0113 224 3291
Lidget Lane, Garforth LS25 1EH - Open: Monday-Saturday from 9:00am

Look out for information events at www.garforthplan.co.uk

 Garforth Neighbourhood Planning Forum
and in Garforth Library

Appendix 3 – Proof of Summary of Plan

Garforth Neighbourhood Plan

2020-33 Summary



Regulation 14 Consultation
11th January / 6th March 2021
www.garforthplan.co.uk

Our Vision for Garforth

This vision is grounded in the ideas and views of the community. In 2023 Garforth will be a great place in which to live, work and play. There will be a strong sense of community. It will be a place with a unique area-town identity. Garforth will respond positively to the economic growth and expansion of the City of Leeds and will offer opportunities to residents of all ages and backgrounds.

Our town will be surrounded by protected and accessible green space.

We will benefit from excellent public transport links which meet the needs of local people and connect us with our neighbours.

Our town centre will be vibrant and re-invigorated, encouraging people to become actively involved in a flourishing community. There will be a broad range of retail, leisure, offices, arts and culture and residential opportunities.

A variety of outdoor events and pop-ups will also add to the stimulating mix. Away from the centre, the town's commercial and industrial areas will be thriving and offering a wide range of jobs.

There will be access to a range of well designed, sustainable homes that meet the needs of all its people at all stages of life. New developments will be in high quality settings with appropriate infrastructure such as parks, schools and leisure facilities designed to benefit the community as a whole.

At the centre of decision making about our town will be a concern with the health and well-being of everyone who lives and works in Garforth. This concern will go beyond more balanced and sustainable and will aim to ensure that the potential impact on people's physical and mental health is considered when decisions are being taken about our town.

Given the ongoing global climate emergency, all decisions on development will take into account the need to achieve net zero carbon in the UK by 2050, if not before.

What happens next?

After the consultation period GNPF will collate all comments received and make any necessary changes to the Plan. The final Draft Plan is then submitted to Leeds City Council and to an independent examiner who ensures the Plan does not contravene local or national policies and that the Plan is lawful. When this process is complete the final Plan, amended as required with anything the examiner suggests, is put to the electorate in Garforth in a referendum. It is then up to the community to accept or reject the Plan by a simple majority of those who vote.

We would hope to be at the referendum stage by the Spring 2022.

The key issues

Housing and the Built Environment

The policies support development proposals which:

- meet local needs and provide a range of housing for different demographics;
- take into account, and act on, the problem of flooding;
- are designed to reduce carbon emissions and be environmentally sustainable;
- are designed to promote health and wellbeing by taking into account the needs of pedestrians, cyclists and those with mobility problems and make it easy for children to play outside.

Community and Leisure

The policies support proposals which will promote community activities for health and wellbeing by:

- safeguarding existing community facilities from change of use;
- supporting the development of new community facilities, taking into account local community needs;

Business, Employment and the Town centre

The policies with regard to business and employment support proposals which aim to ensure:

- existing employment sites are safeguarded;
- new employment sites will not use street infrastructure;
- active travel to work is encouraged.

The Policies with regard to Garforth Town Centre support proposals which:

- help improve the overall appearance of the street;
- improve pedestrian access;
- develop Town Centre as a collective approach to Urban Street;
- have no adverse effect on the ability of the Town Centre to meet day-to-day shopping needs;
- provide new public car parking near the Town Centre.

Transport

The policies with regard to transport support housing and employment developments which:

- meet local needs and provide a range of housing for different demographics;
- improve access to all local bus and walking;
- provide access to existing footpaths, bridleways and green infrastructure;
- take into account the needs of pedestrians, cyclists and those with impaired mobility.

Green Space and the Rural Environment

The policies support proposals which:

- designate additional green spaces within Garforth to help improve physical and mental health;
- improve the existing green space sites;
- improve footpaths within and around Garforth to encourage walking and cycling;
- protect wildlife habitats and extend wildlife corridors around Garforth;
- promote good practice in agriculture and around Garforth for food production;
- encourage wildlife features in new construction e.g. soft bricks to replace lost nesting sites;
- protectively site and landscape features e.g. trees, neighbouring with and around Garforth;
- encourage and create additional tree and hedge planting to help combat climate change and surface water flooding.

Education and Healthcare

The policies support proposals which will aim to ensure that:

- school places are available to all those of school age living in Garforth who require them;
- opportunities for both indoor and outdoor education are protected and enhanced;
- schools are well designed and contribute to the health and wellbeing of the local community;
- safe access to schools can be encouraged without our travel;
- existing GP surgeries will be protected for their healthcare use;
- healthcare provision in Garforth offers a comprehensive range of facilities.

What is a Neighbourhood Plan and why do we need one for Garforth?

The purpose of the Neighbourhood Plan (NP) is to set alongside Leeds City Council's Development Plan in order to help direct development within the NP area in Garforth. Once the NP is made (approved in a referendum) it will become a statutory document and its Policies will help influence the City Council's planning decisions in our area.

How has the NP been developed?

Since being established in 2014, Garforth Neighbourhood Planning Forum (GNPF) has sought to engage and work with the local community in order to produce the NP. Through surveys, work shops, surveys, questionnaires and formal discussions the Plan has gradually evolved to its current form. Many thanks to all who have contributed.

What is in the Plan?

After a short introduction and more information about Garforth we state our vision and outline the Objectives that will help realise the vision. We then highlight the Objectives which relate to the key issues in every aspect of the NP – Health and Wellbeing.

After this, we explain the key issues affecting Garforth and other evidence as to why they are a concern. We then add the Policies which will help achieve our objectives.

At the end of the Plan are a number of Appendices adding extra detail.

How is the Plan organised?

The main body of the Plan is divided into 8 sections.

Within each section, the same format is followed. We introduce the section and then explain the key issues. We then provide evidence to support what we are suggesting. This evidence is drawn from a variety of sources, some local, some national and, occasionally, international. We show how our Policies are in line with Leeds City Council and National Policies on that topic.

Finally, we list the Policies. These are the key statements which developers and planners will have to take into account when considering future developments in Garforth.

What is Regulation 14 consultation?

In accordance with Neighbourhood Planning Regulation 14, Garforth Neighbourhood Planning Forum is carrying out a public consultation and inviting your comments on the job-submission draft Garforth Neighbourhood Plan.

You can read the Full Version of the Plan by:

- Visiting our website at www.garforthplan.co.uk
- Phoning 0113 2869259 to request a printed copy.

**GARFORTH NEIGHBOURHOOD
PLANNING FORUM**



**LOOK OUT
FOR THE LOGO!**

**THE GARFORTH PLAN
PUBLIC CONSULTATION**

From: dd/mm/20?? – dd/mm/20??

Using Surveys, Drop-ins, Questionnaires, etc, we asked how you want a future Garforth to be: Infrastructure, Parks, Amenities, Main St, etc. We created policies from your responses, to then write

The Garforth Plan.

We now need **YOU!** TO RESPOND:



- View the Plan... www.garforthplan.co.uk
- Fill in the survey on line.
- Copies are in?
- Fill in a survey sheet, place in Response Box

ONCE FINALIZED, THE DEVELOPERS MUST CONSIDER THE PLAN