Garforth Neighbourhood Planning Forum

Minutes of Zoom meeting Monday 21st December 2020

**Present:** R. Clarkson, C. Coyle, L. Crosland, C. Exley, B. Flynn, J. Lawn, C. Lomas, S. McQuire, M. Norman, P. Roberts, W. Treloar, S. Williams

**Apologies :** J. McCormick, J. Hoole, M. Tonks

**Declaration of interest :** None

**Minutes of Extraordinary meeting Friday 11th December**  Accepted with amendments

**Minutes of November meeting** Accepted

**Matters arising ( items not on agenda )** S. McQuire had attended a Zoom meeting of the U3A Garforth History group and they have shown interest in seeking out additional information on the building that have listed as non designated heritage assets.

**Writing group Draft 9:** B. Flynn reported that draft 9 had been produced with 4 copies printed for proof reading . S. Williams and M. Norman were thanked for their contribution in formatting and proof reading respectively. Abbie has congratulated the GNPF on their plan saying ‘we should be proud of the Plan’.

**Actions :**

1. Print 17 copies for each steering group member and these will be used initially for people requesting hard copies and then print more as necessary.
2. Change front colour to match the 2nd plan summary leaflet.
3. Plan to be available on the GNPF website early January
4. W. Treloar volunteered to arrange the format to enable printing in both portrait and landscape into one document.
5. W. Treloar to convert diagrams to alternative wording for improved accessibility.

**Regulation 14 consultation:** C. Coyle reported that the changes to the summary document had been completed.

**Actions :**

1. Finalise consultation dates. The consultation starts on 12th January. The first leaflet delivery 11 th January and the second leaflet possibly the 25th January
2. S. Williams to check printing and Royal Mail costs.
3. Copies of summary to be sent to Abbie and M. Norman to proof read

Facebook : Publicity. W. Treloar reported that whilst the GNPF Facebook page was a private group we need to link in with other Garforth groups so we will remain a private group with additional settings and we need to consider posting items to generate interest throughout Garforth in a systematic way throughout the consultation period.

Actions ; W. Treloar to amend the Facebook page and organise links

**Outer east community committee:** J. Lawn reported that minutes had been published and included the finance report, A countryside update ( ward Cllrs consulted for tree planting sites ), the community update report and a community engagement plan. The next meeting 9th March. The minutes are available <https://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=1003&MId=10218&Ver=4>

**North and East plans Panel** met on the 3rd December and there were no issues relating to Garforth. The next meeting 21st January 2021

**Development plan panel**; met on 11th December to discuss the remittal of some of the SAP policies and green belt sites back to the Secretary of State for examination and reports contain the revised Sustainability Appraisal Criteria for some of their options. Full minutes available <https://democracy.leeds.gov.uk/ieListDocuments.aspx?CId=450&MId=10239&Ver=4>

**AOB**

1. C. Exley to loan a high vis jacket to S. Williams
2. C. Exley to send letters to site owners of the non designated heritage assets
3. J. Lawn and C. Exley to prepare publicity posters
4. J .Lawn reported that Mail chimp was reorganising and to continue as a free group we can only have one audience, this will require a considerable time adapting our mailing system.
5. R. Clarkson suggested that we need to be more pro active in informing the community about our role in responding to planning applications which affect Garforth residents. S. McQuire to send R. Clarkson past consultation responses.

**Date of the next meeting** : Monday 4th January to check that the consultation plan is keeping to time. This can be cancelled if progress is satisfactory

**Date of next scheduled meeting Monday 21st January 2021**