

Garforth Neighbourhood Planning Forum (GNPf)

Minutes of meeting held on 18th December 2014

Present : Robin Best, John Blake, Liz Crosland, Jessica Fergusson, Nik Mason, David LeRoy (chair), Sue McQuire (secretary) Jane-Anne Parsons, Paul Roberts, Mike Tonks, Alan Tynan, John Sherwin(on behalf of T&T group) Also attended Taj Alam (invited by Josie Andrews)

Apologies: Josie Andrews, Chris Coyle, Emma Grunwell, David Pitchfork, Tim Staddon, Rob Utley.

Declaration of interest : None

Minutes of last meeting: Accepted

Matters arising (items not on agenda) :

GNPF bank account- David Pitchfork has relevant papers for opening an account, but wanted to know if GNPf would prefer an account at a bank based in Garforth. Consensus of meeting agreed. David to be asked if he can still organise , Alan (acting treasurer) to be informed **Action Sue McQuire**

Secretary's report :

1. An e mail was received from a Manchester student (planning) requesting information on our experiences of organisation of the GNPf **Action John Blake**
2. Chris Coyle has responded to a reply from the steering group to his request for a sub group to investigate the interest in forming a Garforth parish council. The steering group had decided on 16th October that this would be a distraction from the main purpose of the GNPf and delay designation approval. Chris then said that it was not an issue about replacing the GNPf with a parish council before we could progress the Garforth plan. In a month long survey undertaken by the Evening Post in 2007 68% of voters supported the idea. Garforth is the only settlement in the Outer South East Area without the benefits of Parish councils which include
 - Accessing a larger percentage of the Infrastructure Levy
 - The power to raise money to be used on community projects
 - The statutory powers to address many of the concerns that the sub groups are working onChris considers that the GNPf could ask Garforth residents for their opinion when it is consulting them on many other issues. He is not asking the steering group to undertake the work involved.
Garforth is the only settlement in the Outer South East Area without a parish council and he would like to set up a sub group within the Garforth Neighbourhood Planning Forum to investigate the proposal
3. The Leeds Observatory was contacted and has agreed to supply us with relevant demographic information for Garforth (without the inclusion of Swillington). Inquiries from a data gathering information organisation would cost in the region of £500. We can access the above without charge.
4. The Development Plan Panel a counsellor led group will on meeting on 6th January to discuss the Site Allocation Proposals (employment , retail and green space) to consider and agree the site allocations as a basis to prepare a Publication Draft Site Allocations Plan

for a formal consultation late in 2015. There is a further meeting on 27th January, presumably this will cover Housing site allocations. The public are entitled to attend but cannot speak. The secretary considered it important for someone from GNPF to attend, the chair said it would not be of much benefit as it would probably be just a 'tick boxing' exercise without any discussion and minutes would be available the next day. Information on access to the relevant section of LCC website to be sent to group **Action Sue McQuire**

Treasurer's report:

To date The GNPF has received from Locality funds £1,116 and a further £1,805. Shaun Hanson's costs £1,000, the remainder on leaflets and banners and meeting room hire costs. Alan estimated that approximately £500 left. A detailed income /expenditure balance sheet for the next meeting **Action Alan Tynan.**

Constitution:

The GNPF is not conforming with section 5.2c and 6.4 of the constitution as there is a disparity in the stated number of Steering group members. The constitution states a minimum of 7 and maximum of 11 with 3 co-opted members. Additional names for the steering group were invited at the AGM and we now have 20 members. One new member has not attended any meetings nor sent apologies and under constitution 6.8 will be deemed to have retired. We now have 19.

The constitution can be changed item 11.1 at an AGM or EGM. It was decided to hold EGM to obtain membership approval to enlarge the steering group numbers. **Action David LeRoy and Sue McQuire.**

Terms of reference:

These are needed to help keep groups focussed, and include

- Identifying aims and objectives (for achieving the aims) of the group,
- Identifying composition, roles and responsibilities within the group
- Communication/ sharing of information within the group and others
- Recording information

Action Nik Mason volunteered to seek information of storage of records on 'Cloud'

Further action ongoing , agenda item next meeting

Aims and Objectives for steering group

Suggestions included;

- Controlled development
- Look at site allocations, which we agree on and reasons for disagreement Sub groups to supply evidence
- Consensus from site allocation group that a new settlement is needed
- We need to talk to other groups **Action Sue McQuire**
- Sort boundary issues with Aberford **Action ongoing Mark Dobson**
- Garforth's contribution to Housing allocation for all Outer South East Area
- Improved communication with planning department **Action David LeRoy**

- Obtain relevant technical information from planning department (LCC Localism Act 2011 Neighbourhood Planning Agreement, page 10 Chief Planning Officer will provide technical advice and support)

Action ongoing agenda item next meeting

Aims and Objectives for sub groups

Action – Ongoing agenda item next meeting

AOB

1. Taj Alam introduced himself. He had been asked to attend by Josie Andrews as he had expressed an interest in the work of the group. Mr Alam is a business development manager for AB Cars based in Garforth. Given his background (working in Garforth and involved in transport / traffic) it was considered more appropriate for him to join the traffic and transport and / or the commerce group. Details of each group contact to be sent to him **Action Sue McQuire**
2. Newsletters, both Alan Tynan and Jane-Anne Parsons had started to write some information for a potential newsletter . Discussion on distribution eg website, streetlife, Garforth Against Greenbelt development were suggested. Chris Coyle the website co-ordinator cannot attend Thursdays it would be useful if we could arrange a meeting with him . **Action ongoing agenda item next meeting**

Date of next meeting Thursday 15th January booked 7 – 9 pm Isabella Room