**Garforth Neighbourhood Planning Forum**

**Minutes of joint group meeting Monday 20th July 2020**

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

**Apologies** : R. Clarkson, C. Lomas, P. Roberts

**Declaration of Interest** : No new declarations

**Minutes of last meeting** : Accepted

**Matters arising ( items not on agenda** ): The chair and secretary reported that several of the LCC planning notices about the re- designation of the Forum had been deliberately removed. Julie reported that there were now 185 members . Nine of the members who are phone only contacts agreed to be contacted by Abbie in support of our re-designation .

**Writing group update** : B. Flynn reported that the plan was in the process of restructuring based on a model from Abbie who will also digitise all the maps.

We need to finalise the list of heritage and community assets

The list of proposed additional green spaces had been completed but needs to be identified on a map of Garforth.

Regulation 14. The engagement strategy based on the Headingly strategy adapted for the Covid-19 pandemic . This will be sent to Abbie for official approval within the next two weeks.

The plan will be restructured into a final/ more professional format by S. Williams and C. Exley. The section on Healthcare and Education to be sent to committee members. A decision has yet to be taken on who will produce the final format prior to printing. P. Exley has obtained several quotes.

Funding. S. Williams reported that the Lottery funding was not available at present and we need to source funding from elsewhere.

*Actions:*

* B. Flynn to sent revised sections to S. Williams
* C. Coyle to seek advice about the plan layout
* Everyone to respond to M. Norman re the character assessment survey
* L. Crosland to write a ‘Welcome’ section for the plan
* Everyone to send comments on engagement strategy to B. Flynn
* S. Williams to contact Ian and Abbie re possible funding opportunities
* Need to identify proposed new green spaces on a map. S. McQuire
* Need to finalise list of heritage assets. P. Exley

 **Other Outstanding tasks**. The list had been sent to all group members. actions:

1. Once we have received approval for our regulation 14 consultation strategy we can begin to implement the strategy. *Action working group members*
2. We need to produce a plan summary which will be distributed to all households in Garforth. *Action Writing Group.*

**Website;** . Coyle reported that the website had a new introduction page and was working on the sub menus. Hoped to be completed in the next few weeks*. Action C. Coyle and S. McQuire*

**Facebook page**. Walt reported that the group needs to agree with the content. At present it is planned to ’ tell the story of the GNPF, and contains the vision and objectives, possibly planning information, regulation 14 documents and re-designation. It can be linked to other sites eg Garforth Gossip and Garforth News and Events. W. Treloar will administer but would appreciate additional help and he can give the relevant information to assist volunteers.

 *Action everyone to sent W. Treloar comments on the content of the facebook page ASAP*

**AOB.**

1 The secretary reminded the group that we all need to complete the LCC planning re-designation online form giving our support ASAP *Action S. McQuire to resend the link and Action ALL to complete the online form.*

2. J. Lawn had produced some publicity information which could be put in shop windows and elsewhere where people wait. It was decided to wait until the consultation dates were finalised before distributing. Other suggestions included the notice board on Main Street and the Welfare Hall*. Action B. Flynn to confirm dates.*

**Date of next meeting ;** Monday 17 th July by Zoom 7 pm.