**Garforth Neighbourhood Planning Forum**

**Minutes of the Steering Group Meeting**

**Held on Monday 26th November 2018**

**Present** : J. Andrews, L. Crosland, B. Flynn, J. Lawn, J. McCormick, S. McQuire, P. Roberts, R. Utley

1. **Apologies** : R. Clarkson, C. Exley, M. Tonks, S. Williams
2. **Declaration of interest** : None
3. **Minutes of the last meeting**: accepted
4. Matters arising ( items not on agenda ) :
	1. Constitution changes now completed and needs to be placed on the website Action : secretary
	2. The request from the Berkley Leisure group to meet with GPNF was discussed and following advice from government guidance on neighbourhood planning ( Step 2 ) the Steering group agreed that it was part of a Forum’s remit to meet with possible developers. Decision taken to request the Barclay Leisure group organise a meeting date preferably a week day in the evening or as we already have venue booked for the 10th December this could be offered. **Action – secretary**. We would also wish to discuss our plan.
5. **Treasurer’s report:** The treasurer has confirmed that the balance stood at £ 348.81 after payment for room hire and the stall at the Christmas market. The Tesco tokens are going well. The funds will be used for publicity materials. **Action S. Williams and R. Utley will organise the design and purchase .**
6. **Membership update :** J. Lawn reported that there are 170 members of which 12 are telephone recipients and one is a paper copy recipient. Un-subscription can be made via the instructions on any MailChimp correspondence or speaking to their GNPF telephonist and paper copy recipients by informing the membership secretary when the next communication is delivered. There are further queries/ comments:
	1. How do we show the 13 ‘no e mail’ recipients on the survey results and the Character assessment Document? Action refer to c. Coyle
	2. The paper copy recipient would like information on the Working group Action to ask C. Coyle to write a summary of the work completed to date which can be given to non e mail recipients and copy on the library notice board. It was agreed that we need a file with relevant information to be available in the library. Action - secretary
	3. There is a request for an update on the parish Council. Action refer to C. Coyle to write a summary and give to J. McCormick who can then explain directly to the member making the request.
	4. Some members e mailed a few amendments for the Character Assessment document, these have been which have been forwarded to M. Norman.
	5. We received several e mails praising the work undertaken for the Character Assessments, and a query relating to spiritual needs of the community. A response explaining our role and non planning issues are not within our remit. It was suggested that a suitable statement to this effect be placed on our website. **Action secretary**

**Writing group update**: Brian Flynn stated that he had been away for the September Steering Group meeting. He assumed that the meeting had been updated on the Writing Group’s discussions with Ian Macakay and Abbie Miladinovic from LCC on 13/09/18.

* As a result of those discussions a number of changes to the Draft Plan had been suggested. A key focus was on simplifying the structure and ensuring that the Plan had a structure that was easy to follow. In addition there should be a direct simple link between the Vision and the Policies / Objectives. Ian and Abbie have also promised to do some work for us.
* The Writing Group met on 12/11/18 to agree changes to the structure. Members also updated the Group on how their individual section of the Draft was progressing.
* The intention is for each of the 5 sections to be re drafted following the newly agreed structure and to be sent to B. Flynn by the end of January so that they can then be combined to produce Draft 6 and be circulated to group members in February.
* This draft will also make use of the new evidence available from the Character Assessment, The Housing Needs Survey, The ARC Housing Survey as well as other sources of information suggested by LCC.
* It is hoped that this will be bringing us closer to being ready for Reg 14 and it would be good to have a critical review of the Draft by an experienced person at this point. This may be possible through Locality ACOM funding**. Action R. Utley to contact Locality**
1. **Working Group update**: C. Coyle sent a report confirming that
	1. The Character Assessment and the Household surveys were complete and on the website.
	2. The Main Street survey has been collected by J. Andrews 85 responses and collated into a spreadsheet.
	3. The website front page has been updated with links to the working group reports.
	4. The working group will now meet alternate months
2. **Parish council update** : C. Coyle has sent a request to the Ombudsman for a review of their decision not to investigate our complaint. The response was made by the original investigator who stated that the request for the review was out of time and was not open for further discussion. C. Coyle will make a complaint to the chair of the Local government Ombudsman. The members present shared their concerns at this response from the Ombudsman and although it is possible to obtain another Community Governance review without collecting signatures to request such a review (following a referendum at which our plan was passed ) this is still some time ahead . It will still have to be discussed again in the 3 committees ( electoral committee, the general purposes committee and the full council) and they will have to be persuaded of the benefits of and the support for a PC from the local residents.
3. **LCC SAP update :** The Inspectors have issued Post hearing Note to the Council. In essence there are major concerns \*and the inspectors have requested that the council should
	1. Provide an assessment of ‘ reasonable alternatives and reasons why sites are either preferred and allocated or rejected’
	2. Demonstrate why the release of green belt sites have been put forward instead of the UDP PAS sites.
	3. Consider the implications of infrastructure delivery

\*These are the main issues which will affect Garforth

Further information can be found at [www.hwa.uk.com/projects/Leeds-site-allocations-plan-examination](http://www.hwa.uk.com/projects/Leeds-site-allocations-plan-examination) under the news tab.

1. **AOB**
	1. The role of the Steering group was discussed, in particular the discussion on the various drafts of the Plan. B Flynn explained that the earlier drafts were incomplete and not at the stage for discussion outside the Writing group. Draft 5 was in the process of structural amendments and needed to include the recent evidence gathered from the surveys. Draft 6 which is hoped to be completed in January would be an appropriate stage for a wider discussion in February. Our constitution para 6.1 and 6.9 relates to the role of our Steering group.
	2. HS2 . This event on 19th November was attended by some Forum committee members. The purpose of this event was to publicize their current consultation relating to construction and mitigation. There is the opportunity to comment on various sections of these plans which closes on 21st December**. Action S. McQuire and R. Utley will read the information and prepare a GNPF response**.
	3. Cricket ground on Church Lane. J. McCormick had attended a drop in event at the Cricket Club which described their proposals to relocate the club grounds to the south of the A63. As a forum we have not been contacted by the developers and J. McCormick will be our contact and keep us updated. At present there has not been any plans submitted to the planning department.
	4. There will be an appeal by the developers who wish to develop land opposite the Gaping Goose. 11th December.
	5. GNPF had a stall at the Christmas Market on Main St last Saturday. We collected 85 survey questionnaires on traffic and parking issues. This questionnaire to be placed on the website and in the library.
	6. LCC planning have produced a draft toolkit on design for neighbourhood planners. GNPF expressed concern that elements of the Core Strategy would not assist in implementing some of these proposals, and the detailed planning applications would allow little opportunity for any meaningful input from NPGroups.
2. **Date of next meeting – January 28th 2019**