



GARFORTH NEIGHBOURHOOD PLAN

CONSULTATION STATEMENT

September 2022

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1. Introduction

This Consultation Statement accompanies the Garforth Neighbourhood Plan. This Statement is required to fulfil the legal obligations under Regulations 15 of the Neighbourhood Planning (General) Regulations 2012.

Regulation 15 (2) defines a consultation statement as a document which:

- (a) contains details of the persons and bodies who were consulted about the proposed neighbourhood development plan;*
- (b) explains how they were consulted;*
- (c) summarises the main issues and concerns raised by the persons consulted; and*
- (d) describes how these issues and concerns have been considered and, where relevant, addressed in the proposed neighbourhood development plan."*

National Planning Guidance advises that the Neighbourhood Forum:

- " should be inclusive and open in the preparation of its neighbourhood plan and ensure that the wider community:*
 - is kept fully informed of what is being proposed*
 - is able to make their views known throughout the process*
 - has opportunities to be actively involved in shaping the emerging neighbourhood plan ..*
 - is made aware of how their views have informed the draft neighbourhood plan ..." (Paragraph: 047 Reference ID: 41-047-20140306)"*

It has been important to engage with, and involve, the community of Garforth throughout the process of developing the Neighbourhood Plan so that as many people as possible have had the opportunity of contributing ideas and commenting on the emerging Plan to help shape the final version.

This document tells the story of Garforth's Neighbourhood Plan.

From the early concerns around a proposed new development, the formation of The Planning Forum and designation of the Neighbourhood Plan area, we move on to outline what consultation has taken place. We provide details of who has been consulted and when. The different methods of consultation are outlined.

Subsequently, we explain the key changes that have been made as a result of the ongoing consultation.

2. Key dates and events in the Formation of the Forum and the Consultation Process from July 2013 to the present.

A Getting Started

Following the Locality Act in 2011 Leeds City Council hosted a Neighbourhood Planning Event which was attended by local councillors and other interested parties. In **July 2013** local residents became aware of the potentially large scale housing developments along the greenbelt agricultural land along the Wakefield Road in Garforth.

Local Councillors were contacted and a meeting was arranged on the **6th July 2013**. At this meeting Cllr Dobson explained the Locality Act and the opportunity for local residents to form a Garforth Neighbourhood Planning Forum to address various issues including land proposed for development in East Garforth but was actually part of the Aberford Parish.

Discussions with Leeds City Council

Cllr Dobson then arranged with the Planning Officers from the LCC Neighbourhood Planning Team to hold a meeting to discuss the LCC Site Allocations Plan, the stages for a Neighbourhood Plan in a non-parished area and the process for delivering a successful Neighbourhood Plan for Garforth. There are no minutes from this meeting but a vote was taken to progress the setting up of a Neighbourhood Planning Forum in Garforth.

The planning officers then organised a Drop in Event on **23rd October 2013**. This event was well attended by 50 residents, photographs of Garforth were displayed and residents were encouraged to make comments (minutes available) and 36 people volunteered to participate in a Garforth neighbourhood planning forum. Residents expressed their concerns about the provision of educational and healthcare services, the increased Sui Generis frontages on Main Street, traffic congestion and, concern over more development on green field sites as well as appreciating the facilities available in Garforth.

Interim Forum working group

A meeting was arranged by Ian Mackay and Cllr Dobson on **16th January 2014** to discuss the formation of a Neighbourhood Planning Forum for Garforth. Residents who attended the previous events were invited to attend. Details of the formal requirements were given and a subsequent meeting was arranged on **6th February**. 15 people attended this meeting and agreed to be part of a Steering group which would be chaired by Tom Ridley who was part of the LCC Neighbourhood Planning team.

Steering Group meetings were held fortnightly, minutes and agendas are available and work began on obtaining the 21 members required from residents and people who worked in Garforth, the constitution, defining the Neighbourhood Area, a website and the available grant which could be used for planning consultancy and help to deliver our plan.

Neighbourhood Area Application and designation

Garforth is surrounded by Parish Councils with defined boundaries and a new boundary needed to be defined for Garforth. Because parts of Garforth have been developed within Aberford and Barwick-in-Elmet's parished land, meetings would need to be arranged to discuss the implications of development in Garforth within their boundary. NP officers proposed that the Garforth plan area should include the areas bounded by the A63 and the Ridge Road and the M1. Work continued on the designation application requirements and data produced to illustrate the spread by postcode and age ranges of members and constitution agreed. In **July 2014** the application was sent to LCC planning officers. The public access for the designation closed on **11th September** and designation was expected to be granted in time for the AGM in September. Designation was granted on **2nd December 2014**.

Social media/website

Following the first AGM officers were elected and volunteers to lead the various subgroups and website. Unfortunately, we did not have the expertise to initiate and manage a social media group, however our membership secretary communicated with all the Forum members by email, post or telephone. We were fortunate in recruiting a new member to the Steering Group who volunteered to set up a Facebook page and the first posting was in the autumn of 2020.

B Building the picture and understanding the issues

The first consultation was held by the LCC Neighbourhood Planning officers in **October 2013** to explore the interest shown by Garforth residents. This event was held in the Miners' Welfare Hall on **26th October** and attracted many people who were invited to comment on various areas of Garforth

displayed as photographs.

We have held the following consultation events with Garforth residents

31st May 2014

A drop in event at the Welfare Hall. People who had already signed up were contacted, posters were taken to local shops, schools, churches, healthcare premises, sports centre and schools. Leaflets were distributed to shoppers on Main Street during the morning.

The aim of the event was to explain the purpose of a Neighbourhood Plan and to identify concerns expressed by residents.

Outcome. 226 people signed up as members; age profiles and postcodes and contact details were taken.

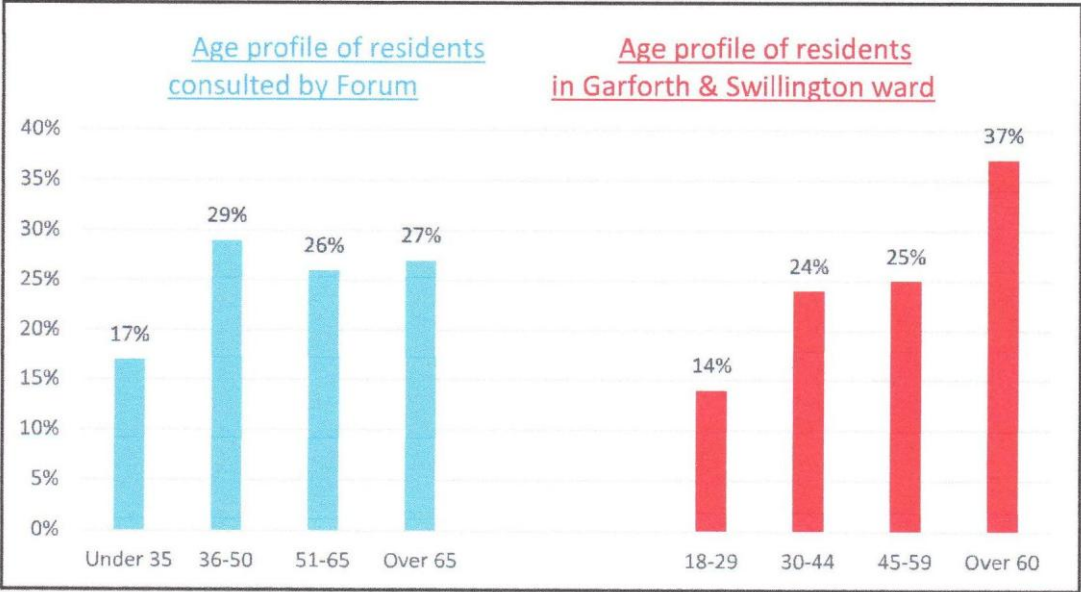
The following issues were raised:

- implications of further large-scale development on education and healthcare provision,
- traffic congestion,
- flooding,
- litter,
- loss of retail shops to hairdressers, and
- leisure facilities.

This event and concerns expressed reflected issues raised earlier and a decision was taken to focus on these issues when developing the Garforth Neighbourhood Plan.

	Under 35	17%
	36-50	29%
Age Profile of residents consulted	51-65	26%
by Neighbourhood Forum	Over 65	27%

	18-29	14%
Age profile of Garforth &	30-44	24%
Swillington Ward (Source: 2011	45-59	25%
Census)	Over 60	37%



20th September 2014

The first AGM to which all Forum members were invited was held at the Welfare Hall. A PowerPoint Presentation (PPP) was delivered based on the issues identified in the previous consultation, the proposed Forum structure (Steering, Writing and Working groups) and asking for comments and volunteers to join groups looking to provide the evidence needed for inclusion in the GNP.

Outcome: 21 people signed up for the Steering Group, 25 for the site allocation group, 11 for the education group, 15 for the leisure group, 12 for the healthcare group, 10 for the traffic and transport group, 2 for the commerce and industry group, 8 for the flooding group and 7 for the litter/dog fouling group.

30th October 2014

The first training session was held at the Welfare Hall to which all Forum members were invited. This training session was presented by an Independent Planning Consultant who gave an overview of Neighbourhood Planning. Outcome: 41 people attended and gained knowledge about Neighbourhood Planning.

10th December 2014

The second training session was held at the Welfare Hall to which all forum members were invited. This training session gave more detail on the next steps required to produce the NP. Outcome 12 people attended (too near Christmas!) but gained further insight on the work required.

28th March 2015

A drop in event at the Welfare Hall. Members were contacted, flyers and banners put up around Garforth. The aim of the event was to explain the LCC Revised SAP and enlist more members. Outcome >100 people attended, and 50 new members signed up for Forum membership. People expressed concerns about the sites identified for development in the LCC SAP, the large proportion of hairdressers/ beauty and charity shops on Main Street, the proposed Wind farm at Hook Moor, the proposed distribution centre on a green field site on the Aberford Road, parking and other non-planning related issues and expressed support for a Parish Council to address these issues.

27th June 2015

An EGM was held at Green Lane school. All Forum members were contacted and asked to invite other interested residents. The purpose of the EGM was to discuss amendments to the constitution which would increase the maximum number of Steering Group members and to allow the Steering Group to set up such sub groups as are deemed necessary to consider issues as they arise.

Outcome 34 people attended. The steering group increased to incorporate the sub group leads and a new sub group to consider the role of a PC in addressing non planning issues.



28th June 2015

The GNPf held a stall at the Garforth Gala. All members were contacted. The aim of attending with a stand was to publicise the GNPf, inform residents about the SAP proposals affecting Garforth. SAP maps for the Outer South East were displayed. Outcome: There was a steady flow of people visiting the tent and 11 new members joined the Forum.



30/6/15

All members contacted to inform them about the forthcoming 3 question survey

August and September 2015

The 3 question survey as suggested by the planning consultants were hand delivered to all households in Garforth. Approximately 6,000. This gave everyone the opportunity to learn about the Forum and give us their views on Garforth. The questions included:

- what do you value most about living in Garforth,
- what do you most dislike about living in Garforth and
- what could be improved.

Residents were asked to respond and return either online via our website or leave in the library and several other retail shops throughout Garforth.

1/9/15

All members informed about the forthcoming AGM

9/9/15

All members contacted informing them about the closure of the Garforth Clinic, the new proposed development of flats on Lidgett Lane and information given on methods of responding.

12/9/15

A drop in was held at the Garforth Academy. All members had been contacted and posters put in shop windows. The purpose was to inform the public about the LCC SAP proposals for development affecting Garforth. Maps were displayed and people were encouraged to respond to the LCC public consultation. Outcome: the comments received reinforced the concerns expressed at the EGM and the Gala. 37 new members signed up.

19/9/15

The AGM was held in the Welfare Hall. All forum members were invited including local councillors and the MP. There was a PPP from all officers and sub groups. 34 members attended.

The 3 question survey received 286 responses and results available on the website. The results were analysed with the planning consultant to address concerns raised and the potential for plan policies, aims and objectives.



15/10/15

All members contacted with information on the LCC SAP drop in event to be held at the Welfare Hall
24/10, 30/10, 6/11 and 7/11 in 2015

GNPF had a stand on Main Street. All members contacted. The purpose was to raise the awareness of the SAP as it would affect Garforth, displayed maps of proposed housing, industrial developments, and green spaces. Residents were given information on methods of responding to the LCC consultation.

14/11/15

Steering Group meeting with Aberford Parish Councillors. To discuss issues on land proposed for

development in Garforth but within the Aberford Parish. Outcome: The Aberford PCs proposed further meetings.

16/11/15

All forum members contacted and updated on the 3 question survey and the proposed plan policy areas. -The key issues were identified to take forward as policy statements and the evidence to be gathered. Volunteers for the Working and Writing groups agreed.

1/3/16

All members contacted to inform them about the proposed redevelopment on the Industrial site to retail. Forum members were encouraged to respond.

17/3/16

All members contacted and information given on a public meeting to discuss the closure of the Garforth Clinic. There was a large attendance at this meeting but no change in the outcome.

24/5/16

All members contacted to inform them about the GNPf stand at the Garforth Gala, the LCC revised SAP, the GNPf vision & objectives and the LCC public drop in on the SAP and the proposed development at Sturton Grange Farm at Garforth Cliff.

11/6/16

LCC organised drop in at the Welfare Hall to discuss the SAP proposals in Garforth. GNPf did not receive any feedback from this event.

26/6/16

GNPF had a stand at the Garforth Gala on Glebelands. The purpose was to elicit residents' views on the suggested Aims and Objectives, the LCC SAP. 7 new members signed up for membership. People were requested to leave their completed forms on the vision and objectives at the gala or in the library.

22/10/16

The AGM was held at Green Lane school. 53 members attended. Following the business meeting members were asked to attend a workshop. The workshop was facilitated by David Gluck, an independent planning consultant, to discuss the comments received from the very first survey and to identify new greenspaces, heritage buildings and community facilities for protection. All Forum members were invited. Outcome: lists of potential sites/buildings for protection were produced which will form the basis of further work in these areas of the plan.

18/11/16

GNPF held a stand at Tesco for the public. As well as advertising the presence of the GNPf (many people in Garforth were still unaware) we requested comments on the Aims and Objectives for the plan.

18/3/17

GNPF held a drop in at the Welfare Hall. All members contacted and posters put up in Main Street. The purpose of the event was to collect views on health, education, community buildings, flooding, greenspace and the pre submission SAP. We Consulted on the aims and objectives of the plan, questions on housing needs, use of community facilities, access to education, access to GPs, retail green spaces, trees to be protected map. All the forms collected were given to the Writing group at the time and amalgamated into the housing needs survey 2017

Outcome: 72 people attended, 13 survey forms completed, 8 trees identified for protection

25/6/17

GNPF held a stall at the Garforth gala. Publicity for GNPF, completion of household survey forms, Garforth quiz. Very poor attendance probably due to the site position (outer row facing outwards on perimeter) and very poor weather.

September 2017

Household survey and newsletter distributed by hand throughout Garforth, encouraging residents to complete the survey form.

14/10/17

Members of the Writing Group held a meeting with the Delta Academy Trust to discuss the additional school provision which would be required with the proposed SAP allocation for an additional 2,000 houses in Garforth. Concern was expressed that the proposed secondary school would not be able to offer a sufficient range of subjects and the preferred option would be to build a new 6th form college which would release the classrooms required for the additional pupils.

21/10/17

AGM at the Miners' Welfare Hall. 22 members attended. Members were updated on the work of the Forum with presentations by working and writing group, minor constitution amendments, officer elections etc

After a break the Writing group explained the revised plan vision and objectives and the focus on health and wellbeing. This was followed by a question-and-answer session.

24/6/18

Gala: Focus on Main Street 3 Survey questions

- what do you like about Main Street,
- what do you not like,
- how would you like to see Main Street change in the next few years.

All survey forms submitted for website info

75 survey forms, 56 signatures on petition to save the Lines footpath through Stocks site

26/6/18

Members met with HS2 officers to discuss the mitigation required when 50% of the natural green space was lost during the construction.

24/10/18

AGM at the Gaping Goose. 16 members attended. An update on the work of the Forum was given with reports from the Writing, Working Groups and the secretary. Followed by election of officers. Members were encouraged to volunteer to assist in the work of the Forum.

8/11/18

Members of the writing group met with Christine Thom who maintains the Main Deal website which helps local business and the community to work better together. The discussion focussed on parking issues which is important to the viability of local retail business on Main Street.

24/11/18

Christmas Fair on Main Street collected 85 survey questionnaires on traffic and parking issues.



10/12/18

GNPF invited the developer Barkley Leisure Group to discuss their application to develop green belt land in Garforth.

30/6/19

GNPF held a stall at the Garforth Gala and asked residents for their suggestions for allocating CIL monies due from the new developments on the Stocks site (257 houses) and the PAS site on the Selby Road (290 houses).

19/10/19

AGM. Invitation and agenda sent to all Forum members at the Garforth Working Men's club. 13 members attended. Reports given by the Writing, Working groups and secretary. Election of officers and a new volunteer for the Steering group who would administer a Facebook page.

23/11/19

GNPF held a stall at the Ninelands Lane school WI Christmas event to publicize the Forum, weather poor and few people attended

30/11/19

GNPF held a stall at the Christmas fair market on Main Street, publicity for plan, timescales and regulation 14. Spoke to about 100 residents.

Jan – March 2021

Regulation 14 consultation, Zoom calls offered etc. See below for details.

30th October 2021

Stall at Faith Justice Action event at St Benedict's, publicity for GNPF displaying the plan policies relating to climate change.

26/07/22

GNPF stall at annual Garforth Gala to update people on progress of Plan and talk about Referendum.

3 Calendar of all relevant consultation events since July 2013

Date	Action/ event	Outcomes where relevant
July 2013	Local residents became aware of potential large scale housing development along the Wakefield Road. The residents arranged a meeting with the local councillor at Firthfields Community Centre.	Resident told about the opportunity of forming a Neighbourhood Planning Forum and a Local Plan for Garforth. Contact details were taken.
19/9/13	Initial meeting of interested residents with the Leeds City Council Neighbourhood Planners who allocated a team member to give guidance	Agreement to set up a Neighbourhood Planning Forum.
26/10/13	A drop in organised by the LCC Neighbourhood Planning Officers	Photos of locations around Garforth and residents asked for their comments. Additional people signed up as Forum members.
16/1/14	Initial meeting of interested residents with planning officers arranged by the local councillor. Followed by regular meetings every fortnight chaired by a planning officer.	SWAT analysis, application for designation status commenced, applied for funding, further drop in sessions for information gathering arranged.
31/5/14	Drop-in session for public	Opportunity for Garforth residents to voice their concerns on the proposed large scale development (healthcare, education, retail, traffic congestion, leisure facilities), surface water flooding and litter on Main Street. Continued to take more forum members.
August 14	Designation application submitted	
20/9/14	First AGM. information sent to all members	Update on work areas identified by residents. People volunteered to partake in the Steering Group and sub groups
20/9/14	Steering Group meeting with Aberford Parish Councillors to discuss their parish boundary which includes areas of East Garforth	
27/11/14	Steering Group meeting with local ward councillors to discuss issues raised by residents	
30/11/14	Training session on NP process. All members invited	
November 14	Designation status granted	
10/12/14	2 nd training session given for members	
19/2/15	Steering group meeting	Subgroup reports, presentation of a potential new school site within the proposed SAP development. Agreed drop-in session for residents
28/3/15	Drop-in session for public	Separate report
29/5/15	Met with parish councillors in the OSE	Discussed SAP common issues
9/6/15	Met with Ian MacKay (LCC) Mark Dobson (Ward councillor) and Aberford Parish Councillors	Discussed boundary issues and Neighbourhood Plan. No decision taken
27/6/15	EGM at Green Lane school	Update and constitution

		amendments
28/6/15	Attended Garforth Gala	Forum promotion and SAP update
8/7/15	Met with Ian Mackay	Discussed issues and processes
16/7/15	Steering group meeting	Planned public consultation in the Autumn
Summer 2015	Delivered 3 question survey to all households in Garforth	
17/8/15	Steering group meeting	AGM organisation and public drop in September
1/9/15	Mail to members re AGM	
9/9/15	Mail to members re the clinic closure	
12/9/15	Public drop in at the Garforth Academy school	Information on LCC SAP consultations
19/9/15	AGM	See separate report
28/9/15	Steering group meeting	Met with Mike Dando (independent planning consultant) to discuss survey results
6/10/15	Meeting with Parish Councillors in the OSE	Update and responses to the SAP
October 2015	Email sent to forum members re the SAP sites allocated in Garforth	Members encouraged to respond
15/10/15	Mail to members re LCC SAP drop in	
24/10/15 – 7/11/15	Forum event on Main Street and in Tesco	To raise awareness of SAP developments and LCC consultations
11/11/15	Steering and sub group session (Green Lane Workshop)	With David Gluck (independent planning consultant) to analyse survey results
14/11/15	Met with Aberford PCs	To discuss proposed development in Garforth but within Aberford PC land which is not within any plan area.
16/11/15	2 nd Green Lane Workshop	
20/11/15	Mail to Forum members	Update on events
23/11/15	All group meeting at Green Lane	Identify issues to take forward as policy statements and evidence required. Volunteers for the Working and Writing Groups agreed.
26/11/15	Mail to forum members	Updates
16/1/16	Mail to forum members	Updates
1/2/16	Writing group meeting	Received feedback on draft vision and objectives from other groups.
10/2/16	Meeting with Aberford PCs and Ian MacKay	To discuss the SAP proposals for the undesignated land
16/2/16	Writing Group meeting	Vision and objectives redraft
1/3/16	Mail to forum members re Miami application	
5/3/16	Mail to members re the Beech Grove application	
14/3/16	Steering Group meeting	Agreed final vision and objectives
17/3/16	Mail to members re public meeting in June	
18/4/16	Steering Group meeting	Vision to be submitted to members and feedback encouraged
25/4/16	Writing Group meeting	Agreed a consultation strategy to maximise publicity
17/5/16	Steering Group meeting	Dates for consultation events agreed

24/5/16 and 5/6/16	Mail to members re the drop-in session in June and gala	
11/6/16	Drop in event at the Welfare Hall	Separate report
20/6/16	Steering group meeting	Retail surveys organised. First draft of the housing needs assessment. Historical information to be obtained from the Historical Society. Gala organised.
23/6/16	Mail to members re Gala	
26/6/16	Gala event	Separate report
16/7/16	Mail to members	Update on events
28/7/16	Mail to members re the cricket field application	
29/9/16	Mail to members re the AGM	
3/10/16	Mail to members re the LCC consultation events for the Outer North-East and Outer South-East	
14/10/16	Mail to members re the AGM	
22/10/16	AGM	Separate report
31/10/16	Mail to members, update after the AGM	
1/11/16	Mail to members re the LCC SAP consultations	
7/11/16	Mail to members re the Housing White Paper	
13/11/16	Mail to members	updates
18/11/16	Publicity event for Aims and Objectives	
5/12/16	Steering group meeting	Agreed participation in 2017 gala, pilot the Housing questionnaire, engagement strategy
18/3/17	Public event in the Welfare Hall	Consultation on health, education, community buildings, flooding, pre submission consultations
22/5/17	Steering Group meeting	Gala details
25/6/17	Gala event	Separate report
18/7/17	Met with LCC NP team	
14/8/17	Attendance at Oulton and Woodlesford draft plan	
29/5/17	Steering Group meeting	AGM preparation
September	Summer newsletter and Household Survey delivered by hand to all households	
14/10/17	Met with Delta Trust Academy	
21/10/17	AGM	Separate report
19/12/17	Attendance at LCC NP briefing	
23/3/18	Steering group meeting with LCC NP team	
26/4/18	Attendance at LCC NP design and focus groups	
24/6/18	Garforth gala	
26/6/18	Attendance at HS2 event	
23/7/18	Steering group meeting with Gaynor Lewis Clinical commissioning group	
24/10/18	AGM	Separate minutes
8/11/18	Meeting with the Main Deal organiser	To discuss a strategy for Main Street
24/11/18	Christmas Fair on Main Street	Responses to parking issues
10/12/18	Met with Berkeley Leisure Group	Discuss application on green belt

		land
11/2/19	Local councillor invited to Steering Group meeting to discuss the LCC Core Strategy review as it may affect Garforth	
11/3/19	Steering Group meeting with CEO of Health Watch Leeds	Discuss future provision of healthcare services following the SAP developments
26/3/19	Attended LCC Merrion House planning conference	
10/6/19	Steering Group (SG) met with Health partnership team to discuss future healthcare provision	
30/6/19	Gala	Obtain residents views on CIL spending
5/7/19	Writing group meeting at Merrion House	Discussion on draft 7
8/7/19	SG meeting with HS2 officers	Discuss mitigation
9/9/19	SG meeting	Updates, policy intentions survey on website. Contact OE Community committee re the suggestions for CIL spending
9/10/19	NHS Clinical Commissioning event	Attendance at event
14/10/19	SG meeting updates application for further funding, Policy intentions survey forms completed	
19/10/19	AGM	See minutes
11/11/19	SG meeting	Updates, survey results
23/11/19	WI Christmas event	
30/11/19	Main street Christmas event	
16/3/20	SG meeting	Update, Facebook page discussed, publicity for reg 14
15/6/20	SG meeting	Update, re designation posters put up around Garforth
17/8/20	SG meeting	Updates and publicity
21/9/20	SG meeting	Updates, reg 14 consultation strategy
16/11/20	AGM	See minutes
21/12/20	SG meeting	Updates finalised consultation dates commencing 12 th January
4/1/21	SG meeting	Leaflets x 2 posted to all households
4/2/21	Public Zoom meeting to discuss plan	
16/3/21	SG meeting	Updates
30/10/21	Stall at Faith Justice Action event at St Benedict's.	Publicity for GNPF – focus on policies relating to climate change.
26/07/22	GNPF stall at annual Garforth Gala	Update people on progress of Plan and talk about Referendum

4.List of KEY consultation events / surveys

EVENT	DESCRIPTION	DATE
Green Lane Workshop	A workshop, facilitated by an independent planning consultant, David Gluck, to gather ideas and information about key issues that affect residents and could figure in an eventual Plan. Areas considered: amenities, community facilities, greenspace, housing, town-life/ community spirit, transport and highways	2015
Retail Survey	Survey of retailers on Main Street and local parades focussing on obtaining a snapshot of the current position and seeking views on positives and negatives for their business. Also asked to suggest potential improvements.	2016
Community Facilities / Community Groups Survey	A survey carried out over several months to obtain details about the range of community venues in Garforth and the groups using them. Additionally, questions were asked about the availability and suitability of facilities at present and in the future.	2017
Estate Agent Survey	A survey carried out at 4 local estate agents getting their views on issues such as supply and demand, affordability, profile of typical buyers and sellers, state of the purchase and rental market and future trends	2017
Local Industries Survey	61 businesses responded. Survey provides a profile of the businesses and seeks views on the future of businesses in Garforth. Positives and negatives for businesses in Garforth. Views sought on adequacy of facilities for businesses and how businesses could flourish.	2017
Three question retail survey	Survey of Main Street businesses asking 1. What they currently like about Main Street 2. What they don't like. 3.How they want it to change	2018
Housing Needs Survey	A survey document delivered to every household in Garforth. The survey dealt with a wide range of issues around current and future housing provision. In addition, there were questions on health and education provision, transport, retail facilities, flooding, lifestyle / health and amenities.	2018
Vision and Policy intentions Survey	A survey delivered to 115 houses and businesses in Garforth to get a snapshot of views on the draft Vision and Objectives and the emerging policy statements.	2019

5.Summary of main issues arising from key consultation events (by event)

EVENT	KEY POINTS	HOW FOLLOWED UP – Policy details where relevant
<p>Green Lane Workshop</p>	<p>Housing</p> <p>Large areas of high-density housing provision</p> <p>Lack of affordable housing</p> <p>Proposed 41% expansion of housing provision</p> <p>Speculative ribbon type infill developments</p> <p>Inadequate freshwater and flood water drainage system</p> <p>Growing rental sector - unkempt properties and increased parking need</p> <p>Business and employment</p> <p>Lack of reliable information about local tradesmen</p> <p>Lack of diversity in shops on main street</p> <p>Lack of competition for local supermarket</p> <p>Lack of family restaurants and bars</p> <p>Too many takeaways and charity shops</p> <p>Too many unused commercial sites and unkempt existing commercial sites</p> <p>Transport</p> <p>Inadequate parking to support station, Main Street, commercial premises</p> <p>Traffic junctions unable to cope safely with growth in traffic volumes</p> <p>Pedestrian safety alongside and</p>	<p>HBE8 Healthy Planning Principals</p> <p>HBE 3 Affordable Housing</p> <p>Revised SAP removed proposed large scale housing development</p> <p>N/A</p> <p>HBE 5 Use of Water and HBE 6 Drainage Systems</p> <p>Both Estate Agents' Survey and ARC4 survey confirm demand for rented housing.</p> <p>HBE1 and HBE2 Housing Mix and Type</p> <p>N/A</p> <p>BETC 4 Town Centre Mix</p> <p>Addressed by subsequent development of LIDL supermarket close to Tesco</p> <p>Increased number of new independent bars over last 2/3 years referenced in 3.2.2</p> <p>BETC 4 Town Centre Mix</p> <p>The largest unused commercial site has been developed into a large new retail centre</p> <p>Station car park enlarged in 2019/20. Parking issues raised in 3.2.3 and BETC Town End Car Parking</p> <p>N/A</p>

	<p>when crossing busier roads</p> <p>Continuing surface noise from MI/A1 road development</p> <p>Lack of adequate parking provision in existing residential areas</p> <p>Lack of speed limit enforcement in residential areas</p> <p>Absence of cycle and walking ways linking places</p> <p>New developments without adequate planned parking provision</p> <p>Traffic congestion on all through roads throughout the day</p> <p>Poor road maintenance</p> <p>Garforth Station Bridge not disability friendly</p> <p>Community, leisure and well-being</p> <p>Absence of local recycling provision</p> <p>Need for local sports, leisure and entertainment provision</p> <p>Requirement for more local community locations</p> <p>Inadequate domestic and commercial broadband speeds</p> <p>Need to reduce crime rate</p> <p>Lack of advertising and promotion of local events</p> <p>Green Space and the Rural Environment</p> <p>How to maintain Garforth's village feel and surrounding green spaces</p> <p>Lack of a large local park in keeping</p>	<p>N/A</p> <p>N/A</p> <p>Policies relate to new developments</p> <p>N/A</p> <p>HBE 8 Healthy Planning Principles</p> <p>Adequate parking provision ensured through LCC Core Strategy policies</p> <p>N/A but would be addressed indirectly through the Plan's promotion of active travel and consequent reductions in vehicle traffic.</p> <p>N/A</p> <p>Current planning application to provide level access to both platforms</p> <p>N/A but there is a significant amount of recycling provision throughout Garforth</p> <p>Policy CL3 New Community Facilities</p> <p>Policy CL3</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>Desire to maintain specific identity and protect surrounding countryside mentioned in Vision. Section 3.4.3 references protection of green belt and green corridors. Policy GSRE9 The Rural Environment</p> <p>Shortfall in all types of greenspace is outlined in detail in 3.4.1. Policy GSRE2 supports the provision of new green space including allotments and parks & gardens. Transforming</p>
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	<p>with population size</p> <p>Need for more allotments</p> <p>Lack of local children's play areas around Garforth</p> <p>Inaccessible, poorly maintained and unsigned rights of way</p> <p>All surrounding communities have a Parish Council. Garforth does not and many believe this has disadvantaged Garforth in relation to planning and development decisions.</p> <p>Health and Education</p> <p>Need for new primary and secondary school provision</p> <p>Need for more health provision</p>	<p>Glebelands, an existing green space, into a park is proposed as an opportunity in Appendix 9 Area 2.</p> <p>Policy GSRE3 Children's Play supports proposals to provide new facilities and lists 5 potential sites for such facilities.</p> <p>Access to the countryside is part of the Vision. Policy GSRE7 supports proposals to improve the existing PROW network including improving signage and accessibility.</p> <p>During the process of producing the NP some members of the Forum looked into the possibility of Garforth having a Parish Council. Following work with LCC it did not prove possible to establish one at this point</p> <p>Discussions took place between members of the Writing Group and LCC officers on this topic. The need for new schools would have to be evidenced by a detailed study undertaken by LCC in conjunction with the Department for Education. There are no current plans for new schools.</p> <p>Policy EH2 outlines the design and amenity considerations which would be important in the event of any new schools being built in the future.</p> <p>As with education, members of the Writing Group communicated with Health Partnership teams, LCC and the Clinical Commissioning Group.</p>
<p>Retail Survey 2016</p>	<p>The Positives and Negatives of Garforth for Local Businesses</p> <p>The big positives are:</p> <p>Geographical location</p> <p>The potential local customers</p> <p>The transport links</p> <p>The prosperity of the town</p> <p>The local organisations</p>	<p>Of the issues raised- both positive and negative, several such as rates, rents and advertising fall outside the scope of the Plan.</p> <p>However, the Plan does address many of the points raised.</p> <p>The VISION talks of a reinvigorated</p>

	<p>One Improvement to Make Business Grow</p> <p>1.Parking 2.Footfall 3.Mix of shops 4.Advertising</p>	
<p>Community Facilities / Community Groups Survey</p>	<p>The Survey states</p> <p>The majority consensus is:</p> <p>That Community Buildings in Garforth are barely adequate and available for the needs of the people in Garforth at present.</p> <p>That Community Buildings in Garforth will definitely not be adequate and available for the needs of the people in Garforth when the proposed housing developments bring an influx of population.</p> <p>There were comments about the need for a swimming pool and also public toilets</p>	<p>Whilst the major new development which was envisaged at the time will not now take place issues remain due to the barely adequate provision currently and the incremental increase in population over the years as a result of smaller developments.</p> <p>The importance of, and pressure on, community facilities is highlighted in 3.5.</p> <p>Policy CL1 seeks to safeguard existing facilities.</p> <p>CL2 broadly supports proposals for improvements</p> <p>CL3 outlines the guiding principles for supporting new facilities. Specific mention is made of a swimming pool, leisure centre and community hall.</p>
<p>Estate Agents Survey</p>	<p>Buyers</p> <p>Who are the potential Buyers?</p> <p>first time buyers 25% first families 22% retirement 8% downsizers 21% upsizers 24%</p> <p>No. of bedrooms sought</p> <p>2 21% 3 35% 4 34%</p> <p>Estate Agents' views on</p>	<p>The HBE section reiterates the views outlined by Estate Agents in the town that Garforth is a very sought-after location.</p>

	<p>DEMAND</p> <p>If you could build houses to sell/rent what types of home would you build based on your experience of demand? What are the percentages?</p> <ul style="list-style-type: none"> • detached 4 bed 40% • detached/semi 3 beds 30% • terrace 2 beds 15% bungalows/apartments 15% • 2 bed townhouses 40% • 4 bed detached 45% • retirement apartments 15% • semi-detached with parking 2 and 3 bed • starter homes - 2 bed town houses 4 bed detached properties <p>Rentals</p> <p>What is your experience of demand for rental properties in Garforth?</p> <p>“incredibly high due to numerous changes, stock is low and supply is not enough”</p> <p>“There is huge demand for rental in Garforth”</p> <p>“Very high”</p> <p>“low supply, high demand”</p>	<p>There is considerable demand and rightsizing appears important. POLICY HBE2</p> <p>There is also significant demand for 2 bedroom and 4-bedroom properties. POLICY HBE1</p> <p>There is significant demand for rental properties. This is reflected in section 3.1.1</p>
<p>Local Industries Survey</p>	<p>61 of the 110 businesses approached responded and the information supplied indicated a very wide range of businesses and services in the town.</p> <p>Most businesses are SMEs with almost 60% employing 1-9 workers and around 25% between 10 and 30 workers.</p> <p>GROWTH</p> <p>78% of businesses think local workers have the skills they need.</p> <p>86 % of businesses think they can expand in Garforth</p>	<p>The variety and complexion of businesses in Garforth is reflected in the narrative text in 3.2 and 3.2.1</p> <p>The advantages for both employers and employees of working locally are outlined in 3.2.1.</p> <p>BETC 2 Employment Opportunities offers support for new employment</p>

	<p>65% of businesses think their premises will be adequate looking to the next 10 years.</p> <p>POSITIVES</p> <p>Some 63% of businesses saw transport links as the key positive.</p> <p>Good things about having a business in Garforth :-</p> <ol style="list-style-type: none"> 1.Location of Garforth 2.Quality of rail network 3.Location of premises 4.Quality of road network 5.Access to fast broadband 6.Customer accessibility <p>Young workers</p> <p>60% of respondents said they did not employ school leavers.</p> <p>41% said they offer apprenticeships</p> <p>91% said they did not have links with Garforth Academy</p>	<p>sites which promote active travel</p> <p>The excellent transport links are highlighted in 3.2.1</p> <p>The advantages to the town of increasing the number of apprenticeships available locally and hiring more school leavers are mentioned in the introduction to 3.2. The current demographic imbalance could be favourably addressed.</p>
<p>Three question retail survey</p>	<p>What businesses like about Main Street as it is now.</p> <p>Variety of shops, friendly people, community feel, floral displays and free parking.</p> <p>What they do not like at present.</p> <p>Difficulty parking (by far the largest concern), roadside parking, volume of traffic, number of charity shops, delivery lorries and buses blocking street.</p> <p>The changes they would like in the years ahead.</p> <p>More parking (by far the largest comment), greater variety of shops, pedestrianisation and more seating.</p>	<p>The key issues raised in the survey are highlighted in the introduction to section 3.2 of the Plan (BETC) as well as being mentioned in the Key Issues.</p> <p>The future of Main Street in particular is discussed in 3.2.2 (Town Centre) where again many of the issues raised in this survey are mentioned.</p> <p>Section 3.2.3 deals specifically with town centre parking which is clearly a major concern according to this survey.</p> <p>Policies BETC 4,6,7,8 and 9 address many of the concerns raised and the Projects outlined at the end of 3.2.3 propose working on the dual issues of parking and active travel to Main Street.</p>

<p>Housing Needs Survey</p>	<p><u>HOUSING</u></p> <p>Type of home needed in Garforth: -</p> <p>A) Semis – 56%</p> <p>Flats- 24%</p> <p>Detached- 17%</p> <p>B) Starter - 40%</p> <p>Family - 39%</p> <p>Retirement 21%</p> <p>C)Bedrooms needed</p> <p>1 – 4%</p> <p>2 - 47%</p> <p>3- 39%</p> <p>4 – 9%</p> <p>5 -1%</p> <p>Asked about house types most needed, the top five were :-</p> <p>Semi 3 bed – 31%</p> <p>Semi 2 bed – 23%</p> <p>Flat 2 bed - 18%</p> <p>Detached 4 bed - 8%</p> <p>Detached 3 bed - 6%</p> <p>Asked about the least needed, the top five were :-</p> <p>Detached 5 bed – 25%</p> <p>Detached 4 bed – 25%</p> <p>Self-build 5 bed – 9%</p> <p>Flat 1 bed – 7%</p> <p>Semi 3 bed – 7%</p> <p><u>FLOODING</u></p> <p>Have you been affected by flooding?</p> <p>Yes 19% No 81%</p>	<p>The findings on housing fed into the HBE section and particularly policies HBE1 and HBE 2 on housing mix and type.</p> <p>There were other comments supporting the need for Affordable housing and homes for older people which underpinned HBE 3 and 4.</p> <p>Although the percentage may appear small, the incidents of flooding tend to occur in the same areas of Garforth. Input from the Flood Support Group and other evidence outlined in 3.1.2 supports the policies HBE5-7.</p>
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	<p><u>RETAIL</u></p> <p>Do you shop on Main Street? Yes 97% No 3%</p> <p>A large majority shop weekly or daily on Main Street.</p> <p>The two biggest negatives were</p> <p>Parking 40%</p> <p>Range / quality of shops 22%</p> <p>The two biggest positives were</p> <p>Convenience 42%</p> <p>Supporting the community 23%</p> <p><u>AMENITIES</u></p> <p>All the top responses about what is needed or requires improvement focused on parks, swimming pool, greenspace, leisure centre, safe walking areas and parking solutions.</p>	<p>The importance of Main Street to the community is demonstrated by the responses and this is outlined in BETC 3.2.1 and 3.2.2. Policy BETC 4 deals with the mix of development in the town centre.</p> <p>Parking is a significant issue for residents and businesses. Section 3.2.3 deals with this and Policy BETC 9 focuses on parking.</p> <p>Section 3.5 deals with community and leisure and picks up many of the issues raised in the survey. Policy CL3 deals with new community facilities including the possibility of a pool and leisure centre.</p> <p>Greenspace is dealt with extensively in 3.4 and a wide range of policies seek to safeguard and improve green spaces and green infrastructure throughout the town.</p>
<p>Vision and Policy Intentions Survey</p>	<p>There was overwhelming support for the Vision (and objectives) and the Policy Intentions. The percentages supporting were as follows: -</p> <p>Vision – 93.75%</p> <p>Objectives – 93%</p> <p><u>Policy Intentions</u></p> <p>Housing – 92%</p> <p>Design - 93%</p> <p>Heritage – 95%</p> <p>Environmental sustainability – 96%</p> <p>Access – 96%</p> <p>Employment – 96%</p> <p>Town Centre – 93%</p> <p>Community – 97%</p> <p>Greenspace – 97%</p>	<p>Although this survey was a snapshot of views it encouraged the Forum that the Vision, objectives and emerging policies were very much in tune with what residents and businesses felt was needed for the town to thrive in the future.</p>

Green Infrastructure –	98%	
Rural environment –	97%	
Health –	97%	
Education –	96%	

6. REGULATION 14 consultation

1. Process

Following advice from LCC and after researching examples of REG 14 consultation by various NP groups an engagement strategy was developed over a number of months during the Summer and Autumn 2000. The aim was to ensure, particularly given the pandemic, that the consultation process was carried out effectively and efficiently. A variety of documents was produced, including a leaflet explaining REG14, a press release and a summary of the Plan. As well as posters being put up around Garforth to advertise the consultation, every address in Garforth was sent an information leaflet about REG14 consultation.

Once the process had started a small number of Steering Group members met weekly to look at the responses submitted, replying to some specific issues as appropriate. Two Zoom meetings were arranged to allow residents to ask questions.

After the end of the formal consultation period members of the Writing Group went through all the comments which had been categorized by topic. In this process the group took advice as required from LCC. A response was given to each comment and in a significant number of cases, action taken to amend in some way the original Draft Plan.

The changes were approved by the wider Steering Group.

When this process was complete, the full list of comments and the responses/changes was put on the GNPF website.

2. Key dates

1. The formal consultation period was for 8 weeks between 11th January 2021 and 8th March 2021.
2. Letters to site owners gave an extension until 29th March for those who were not able to read them before 8th March, due to Covid-19 closures.
3. Regular meetings of the Writing Group members began on 25th January,21 and continued until 23rd April to review comments received during the consultation period. Individual replies were sent to respondents where specific questions had been raised and an early reply was considered necessary.
4. Two public Zoom meetings were held on 1st February,22 (4 attendees from community) and 22nd February,22 (no attendees, despite some prior interest). All comments were categorised into general and specific sections of the Plan.

3.Comments

1. Number of respondents and comments

There were 739 comments on the plan. These comments came from email responses, online comments and 6 policy area questionnaires. There were 160 lines of email comments, and 244 people commented on individual policies. Comments coming from emails and general online comments about the plan often covered multiple policy areas. Because of the various routes available for comment it was impossible to calculate the number of individual residents that actually responded. Some people will have responded more than once, e.g. may have commented on multiple policy surveys, some may have emailed a response then used survey. Visitors to the homepage on the website jumped by 2009 during the period.

2. Process for responding to issues raised

Following the close of the Consultation period in March 2021 the Writing Group of the Forum took responsibility for going through all the comments received and responding. This was a lengthy process, given the 150+ pages of comments.

Initially all the comments were reorganised either as general or under the specific sections of the Plan or policy to which they referred. At each stage advice was sought from LCC and specific questions asked about any topics which needed more in-depth knowledge. In addition, at monthly intervals during the process, the responses and any changes proposed to the Draft Plan by the Writing Group were taken to Steering Group meetings to be endorsed by the larger group. This process was completed, towards the end of 2021.

In Spring / Summer 2022 the agreed changes were made to the existing Draft Plan.

When this was done, the complete list of all comments received during the REG 14 Consultation was formally agreed with the Steering Group and then put on the GNPf website. Alongside each comment was the response and a further column showed any changes made to the Draft Plan as a result of that comment.

3 .Main focus of comments received

Clearly, with such a large number of individual comments it is not easy to provide a comprehensive synopsis. However, it is possible, in broad terms, to indicate those areas where there were comments leading to substantive changes being made to the draft Plan.

3.1.Housing

Perhaps unsurprisingly, given the genesis of the Forum, housing was an area which provoked much comment. The Local Authority (LA), local councillors, some stakeholders and individual residents made numerous points with regard both to the main text and the policies in the Draft Plan.

Concern about the possible implication that the Forum was actively promoting major housing development was expressed and this was addressed by rewording sections of the main text. The Vision was also reworded because of this concern. Additionally, both the Vision and sections of the main text were reworded to reflect more accurately how people currently view the town.

There were concerns expressed about the length of the Plan and these were addressed by removing any duplications and moving certain items to other places, for example into the Basic Conditions document.

Some contradictions in the evidence base were highlighted and these were addressed either by changing policy wording or by arguing that evidence from different sources did in some cases produce different results.

Several comments were made regarding Non-Designated Heritage Assets and more work was subsequently done to produce a tightened definition of these assets and revisit the list of assets

3.2. Business, Employment and Town Centre

There were again comments regarding the length of this section and it was reworked to reduce the wording as outlined above.

There were numerous suggestions for minor alterations to wording both in the main text and in the policies. The thrust was, in all cases, to help remove any ambiguity and to clarify, particularly in policy wording. Almost all of the suggestions were implemented in the revised Draft. A small number of inaccurate or potentially misleading statements were also removed following comment.

Additional information was added to the section on the Town Centre regarding independent shops and the potential impact of Covid following suggestions to that effect.

3.3. Transport

There were significantly fewer comments on this section than the others.

There was a view that the wording could be reduced and this was considered. However, given the relative brevity of this section (4 pages) there was not much scope for cutting.

Comments were made regarding proportionality in terms of demands being made on developers and this was addressed in slight rewording of policy.

Broad support was expressed amongst the residents who responded.

3.4. Greenspace

The Regulation 14 consultation comments with the exception of a developer expressed support for all the policies with suggestions for:

- Developing Glebelands as a park to be used in all weathers with gardens and seating
- New green spaces for protection, 3 new sites have been included and two withdrawn
- Improving other green space areas
- Identifying PROW routes within and outside the plan area. These have now been included on map 11.
- Identifying Stub Wood as an ancient woodland. This has now been included
- Identifying Hawk's Nest Wood as a Leeds Wildlife area. This has now been rectified
- Additional information on biodiversity improvements and a "Build with Nature" accreditation which has been included.
- The need for more tree planting sites

However, concern was expressed about the following issues:

- The land lost if HS2 were to be confirmed especially the reduction of Hawk's Nest Wood
- Pressure from developers to build on designated green spaces
- The possibility of developing agricultural land
- The removal of trees, hedgerows and footpaths with past and current development
- The length of text, reduced where appropriate
- Some omissions, rewording of some policies, now amended

3.5. Community and Leisure

Throughout the various consultations that have taken place in Garforth, people have expressed their views about the lack of suitable facilities for community activities. In particular, a swimming pool has been on the "wish list" on many occasions. The Regulation 14 comments indicated that there was general consensus with the policies with suggestions for:-

- Ensuring the inclusion of all appropriate community and leisure facilities. Changes have been made to the title and list in CL1
- The need for investment in better recreation and sports facilities. The policies seek to safeguard, improve and support new facilities. This has been an ongoing concern of residents during the consultation processes and led to the formation of the policies.
- Land uses and parking
- Accessibility, with regard to distance and connectivity to allow active travel
- Comments also highlighted that people travel into Garforth to use the facilities

3.6. Education and Health

These two areas have also been the subject of many concerns over the years with regard to sufficient school places and access to medical facilities within Garforth. These were again reflected in the Regulation 14 comments; further suggestions have been made resulting in amendments to each of the policies. The main points made were as follows: -

- Need to use accurate "future-proofed" data
- Desire for increase in health facilities in Garforth
- Sufficient school places in suitable buildings.
- Concern about potential loss of school playing fields
- Agreement about active travel to school, but also need for many children to travel by car and problems caused by congestion
- Several comments relating to people from surrounding villages using Garforth facilities, which therefore need to be able to meet all requirements.

Maps

The LA in particular made numerous comments about the maps. The focus was on the location of the maps within the document, their accuracy and in some cases the detail being shown. Almost all the suggestions were acted upon. In addition, the suggestion of producing a policies map was made but this hasn't been done because:-

- nearly all policies are Garforth-wide - not restricted to a specific location or area, and
- some policies, such as HBE 13 (Non-Designated Heritage Assets) and GSRE 1 (Local Green Spaces) have their own specific maps.

Glossary

A number of suggestions were made from various sources with regard to clarifying the meaning of terms and acronyms used. As a result a significant number of additions were made to the Glossary.

7. Appendices

APPENDIX A - Engagement Strategy



GARFORTH

Neighbourhood Plan

Pre-Submission Consultation Engagement Strategy

DRAFT V2 August 2022

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, we 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 in December 2014 and has a great record of engaging with local residents and stakeholders over the last 6 years including:

1. Public meetings and Drop-Ins at the Miners Welfare Hall, Garforth Academy, The Gaping Goose public house and Garforth Workingmen's Club
2. "Meet the public" stands on Garforth Main Street, outside Tesco supermarket and at the annual Garforth Galas
3. Mail drops to all 7,000 households in Garforth
4. 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
5. We have met with and interviewed NHS providers, the local schools' Trust, the local flood group, HS2, ecology groups, local developers and landowners
6. 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.
7. 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—

1. 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—
 - a. details of the proposals for a neighbourhood development plan;
 - b. details of where and when the proposals for a neighbourhood development plan may be inspected;
 - c. details of how to make representations; and
 - d. 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;
2. 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
3. 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.

1. Targeting - Targeting of key groups and networks will take place in Garforth as part of the consultation.
2. 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

3. 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 consultation). 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.
4. 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 con-

tacted directly by email (where possible).

- d. Places of worship: letters were delivered or emailed to all churches and church halls , either as NDHAs or as Community Facilities
- e .Schools and nurseries: letters were emailed
- f. Ward Councillors:
- g. Neighbouring parishes (neighbourhood planning areas):
- h. NET– Local Neighbourhood Elders Team for older people: letter emailed
- i. Clubs and Societies: we have a list of clubs and societies in the Garforth area
- k. Statutory Consultees: The Forum is required to contact a number of statutory consultees, the full list of these is set out at Appendix B

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.

1. **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>.
2. **Physical copies of the plan** - Physical copies of the plan will be held by the library, 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 as a printed copy.
3. **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
4. **Mailing lists** - The Forum has a mailing list of contacts and material will be circulated to contacts on the list.
5. **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
6. **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.
7. **Local news** - We will prepare a series of 'press releases' for local press outlets
8. **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.
9. **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 .
10. **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:

1. By email to the Forum at: garforthplan@gmail.com or to the LCC neighbourhood planning team at npsupport@leeds.gov.uk
2. Via feedback form on the GNPf website. A comments form has been prepared to assist with submitting comments.
3. By phone at:
4. In writing to the GNPf secretary or Leeds City Council
5. Feedback at webinars/online events will be summarised by the Steering Group and agreed with participants
6. 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

1. 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.
2. Weeks 1-4
 - a) Statutory consultees will be notified of the consultation
 - b) The plan and supporting documents will be available online
 - c) Leaflets will be delivered to every household, business, church, school, social group in the neighbourhood area
 - d) Press releases will be given to local news outlets
 - e) Social media posts will be made to raise awareness about the plan
 - f) Posters placed around neighbourhood area
3. Week 5
 - a) Social media posts
 - b) Press release 2
 - c) Steering Group review of how effective the engagement and consultation has been to date and adjustments made to engagement strategy as appropriate
4. Week 6
 - 'Drop in' event (Google Hangout or Zoom)
5. Week 7-8
 - a) Remedial actions if required
 - b) Social media 'final reminder'

- c) 'Last chance' to submit comments
- d) End of Week 8
- e) Close of consultation

Appendix B – List of Statutory Consultees

Neighbourhood Planning Consultation Bodies

Local planning authority, county council or parish council any part of whose area is in or adjoins the area of the local planning authority;

liz.hunter@westyorks-ca.gov.uk

ldf.consultation@bradford.gov.uk

Policy.development@northyorks.gov.uk

localplan@cravendc.gov.uk

wdlp@wakefield.gov.uk

dmst@harrogate.gov.uk

local.development@kirklees.gov.uk

spatial.planning@calderdale.gov.uk

ldf@selby.gov.uk

localplan@york.gov.uk

communications@barnsley.gov.uk

developmentmanagement@barnsley.gov.uk

Neighbouring Neighbourhood Planning groups and Parish Councils

Aberford clerk@aberford-pc.gov.uk

Micklefield clerk@micklefield-pc.gov.uk

Ledsham clerk@ledshamparishcouncil.gov.uk

Kippax clerk@kippax-pc.gov.uk
Swillington clerk@swillingtonvillagecouncil.gov.uk
Great and Little Preston s.bath@greatandlittlepreston-pc.org.uk
Barwick and Scholes clerkLS154@btinternet.com

the Coal Authority(1); planningconsultation@coal.gov.uk
Homes and Communities Agency(2); enquiries@homesengland.gov.uk
Natural England(3); consultations@naturalengland.org.uk
the Environment Agency(4); sp-yorkshire@environment-agency.gov.uk
English Heritage(5); yorkshire@HistoricEngland.org.uk
Network Rail Infrastructure Limited (company number 2904587); Network Rail: 1 Eversholt Street, London, NW1 2DN Tony.RIVERO3@networkrail.co.uk
the Highways Agency; simon.jones@highwaysengland.co.uk
Marine Management Organisation; consultations.mmo@marinemanagement.org.uk
consultations@marinemanagement.org.uk

Any person— (i)to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003; and (ii)who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority;

nnhc@openreach.co.uk
localgovtconsult@ctil.co.uk
contactus@kcom.com
support@tescomobile.com
customerrelations@ee.co.uk
techsupport@three.co.uk
emf.advisoryunit@vodafone.co.uk

O2 Correspondence Team
PO BOX 694, Winchester, SO23 5AP

Where it exercises functions in any part of the neighbourhood area— (i)a Primary Care Trust established under section 18 of the National Health Service Act 2006(7) or continued in existence by virtue of that section; communications.lth@nhs.net

(ii)a person to whom a licence has been granted under section 6(1)(b) and (c) of the Electricity Act 1989(8); nationalgrid.uk@avisonyoung.com

(iii)a person to whom a licence has been granted under section 7(2) of the Gas Act 1986(9);

stakeholder@northerngas.co.uk

(iv)a sewerage undertaker; technical.sewerage@yorkshirewater.co.uk

(v)a water undertaker; wbu.service.centre@yorkshirewater.co.uk

Voluntary bodies some or all of whose activities benefit all or any part of the neighbourhood area;

office@leedsadvocacy.org.uk

info@leedsinvolvement.org.uk

info@val.org.uk

Bodies which represent the interests of different racial, ethnic or national groups in the neighbourhood area;

info@leedsgate.co.uk

Bodies which represent the interests of different religious groups in the neighbourhood area;

enquiries@leeds.anglican.org

kelly.bouckley@dioceseofleeds.org.uk

Bodies which represent the interests of persons carrying on business in the neighbourhood area; and

info@wnychamber.co.uk

Bodies which represent the interests of disabled persons in the neighbourhood area.

policy@ageuk.org.uk

slis@leedssocietyfordeafandblind.org.uk

info@opforum.org.uk

jackie.snape@da-y.org.uk

Additional:

Planning.north@sportengland.org

planning@theatretrust.org.uk

info@ywt.org.uk

yorkshirenortheast@forestry.gsi.gov.uk

secretary@yorkshiregardenstrust.org.uk

north@cla.org.uk

smarterchoices@sustrans.org.uk

Robert.Masheder@wyjs.org.uk

mjwleeds@outlook.com

office@leedscivictrust.org.uk

office@ancientmonumentsociety.org.uk

eplanning@c20society.org.uk

PaulJarczewski@woodlandtrust.org.uk

Appendix C - Pre-Submission Consultation Leaflet

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:- garforthnfp@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

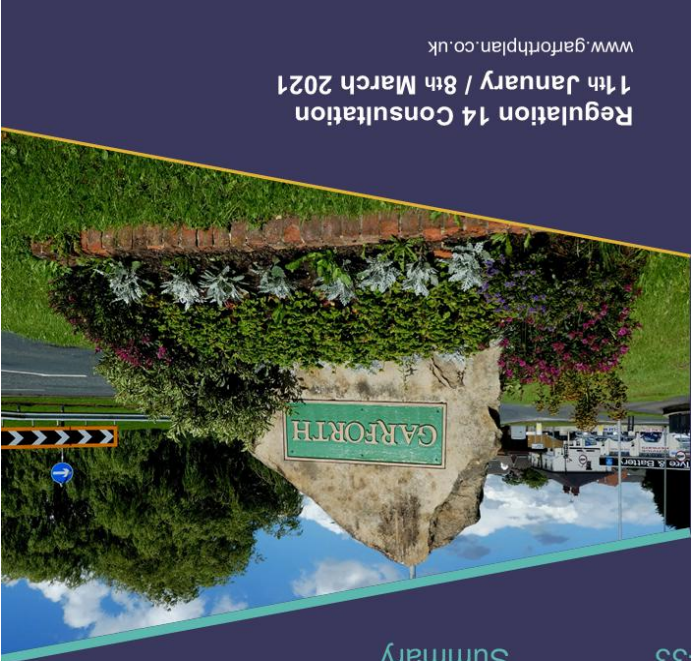
You can view and download a copy of the Plan

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
Lidgett 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



www.garforthplan.co.uk
 Regulation 14 Consultation
 11th January / 8th March 2021

Garforth Neighbourhood Plan

Summary

2020-33



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

The purpose of the Neighbourhood Plan (NP) is to sit alongside Leeds City Council's Development Plan in order to help to shape development within the NP area i.e. Garforth. Once the NP is "made" (approved in a referendum) it will become a statutory document and its Policies will help to 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 drop-ins, workshops, surveys, questionnaires and informal 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 some information about Garforth we state our Vision and outline the Objectives that will help to realise that Vision. We then highlight the Golden Thread which runs through and links every aspect of the NP – Health and Wellbeing. After this, we explain the key issues affecting Garforth and offer evidence as to why they are important. We then add the Policies which will help to achieve our objectives. At the end of the Plan are some Appendices extra detail.

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 suggested by the examiner, is put to the electorate of 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 of 2022.

- The comments form on our website www.garforthplan.co.uk
- Emailing GNPF at garforthplan@gmail.com
- Commenting on our Facebook page
- In writing to - GNPF, 13 Summerhill Road, Garforth LS25 1AX

Please send any comments on the Plan by:

If you have any questions about what is in the plan:

Garforth Neighbourhood Planning Forum will be holding two drop-in sessions via Zoom. Please email Garforth Neighbourhood Planning Forum for an invitation. Dates and Times of these events will be displayed on the Garforth Plan website.

You can also email your questions to GNPF and add your telephone number if you want someone to call you back.

How is the Plan organised?

The main body of the Plan is divided into 6 sections.

Within each section, the same format is followed. We introduce the section and explain the Key Issues. We then provide evidence to support what we are suggesting. The 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.

How will the Regulation 14 consultation requirements be met?

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



Our Vision for Garforth

This vision is grounded in the ideas and views of the community.

In 2033 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 small-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 countryside.

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, businesses, 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 a high-quality setting 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 wellbeing of everyone who lives and works in Garforth. This concern will go beyond mere tokenism and straplines and will aim to ensure that the potential impact on 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.

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.

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 over-stretch infrastructure.
- active travel to work is encouraged.

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

- help to improve the overall appearance of the street.
- Improve pedestrian access.
- develop Town End into a cohesive approach to Main Street.
- have no adverse affect on the ability of the Town Centre to meet day-to-day shopping needs.
- provide new public car-parking near the Town Centre.

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 should be encouraged without car travel.
- existing GP surgeries will be protected for their healthcare use.
- healthcare provision in Garforth offers a comprehensive range of facilities.

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.

Transport

The policies with regard to transport support development proposals which:

- promote active travel such as cycling and walking.
- provide access to existing footpaths, bridleways and green infrastructure.
- address 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 to 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.
- preserve grade 2 and 3 agricultural land around Garforth for food production.
- encourage wildlife features in new construction e.g. swift bricks to replace lost nesting sites.
- protect key views and landscape features e.g. trees, hedgerows within and around Garforth.
- encourage and enable additional tree and hedge planting to help combat climate change and surface-water flooding.

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

Appendix F
Letter to site owners -
Community Facilities



January 2021

Dear Site Owner,

GARFORTH NEIGHBOURHOOD PLAN – Pre-Submission Consultation

The Garforth Neighbourhood Plan is being prepared by Garforth Neighbourhood Planning Forum, via a Steering Group made up of voluntary local residents.

Neighbourhood Plans are a new type of community-led planning document introduced by Government in the 2011 Localism Act. They are part of a raft of new community rights to enable local communities to better shape their area. Once adopted the Garforth Neighbourhood Plan will form part of the statutory development plan for Leeds and its policies will be used by the Leeds City Council and Inspectors to help determine planning applications and appeals.

The Garforth Plan is now at an advanced draft stage and contains many policies and proposals relating to individual sites and buildings within the town. This includes land and/or buildings in which you are understood to have a legal interest. For this reason we are now consulting you on the draft provisions of the plan which relate to your interests.

The land/buildings are proposed to be identified as a community facility within the Plan as part of Policy CL1 which seeks to safeguard important community facilities within Garforth for the long term use by the community.

You now have an opportunity to tell us whether or not you agree with the policy/proposal and to make any associated comments in support of your response.

Formal consultation on the draft Plan is taking place between 11 January 2021 and 8 March 2021; full details of the plan proposals are available on the Garforth Neighbourhood Forum website: <http://www.garforthplan.co.uk/>

Responses can be made in writing to:

Neighbourhood Planning Steering Group
13 Summerhill Road
Garforth
Leeds
LS25 1AX

or by e-mail to garforthnpf@gmail.com

After the close of the consultation period, the Forum will revise the Plan as appropriate and the plan will then be submitted to Leeds City Council to organise an independent examination, with a further round of publicity of the Plan. We anticipate that the plan will come into force in Spring 2022, following a referendum of all electoral role voters within the Neighbourhood Area.

If you are reading this letter after the close of the consultation period, for example due to your premises being shut as a result of the Covid-19 Lockdown, the forum would still like to hear your views on the proposed neighbourhood plan. Please contact the Forum via email by 29 March 2021 if you would like to make comments.

Yours sincerely,

Liz Crosland
Chair, Neighbourhood Planning Forum Steering Group



January 2021

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The Garforth Plan is now at an advanced draft stage and contains many policies and proposals relating to individual sites and buildings within the town. This includes land and/or buildings in which you are understood to have a legal interest. For this reason we are now consulting you on the draft provisions of the plan which relate to your interests.

The land is proposed to be designated as a Local Green Space within the Plan as part of Policy GSRE1 which protects the site from development unless there are very special circumstances.

You now have an opportunity to tell us whether or not you agree with the policy/proposal and to make any associated comments in support of your response.

Formal consultation on the draft Plan is taking place between 11 January 2021 and 8 March 2021; full details of the plan proposals are available on the Garforth Neighbourhood Forum website: <http://www.garforthplan.co.uk/>

Responses can be made in writing to:

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The Garforth Plan is now at an advanced draft stage and contains many policies and proposals relating to individual sites and buildings within the town. This includes land and/or buildings in which you are understood to have a legal interest. For this reason we are now consulting you on the draft provisions of the plan which relate to your interests.

The land/buildings are proposed to be identified as a non-designated heritage asset within the Plan under Policy HBE13 which means that development proposals affecting the site will need to have regard to the effect of the proposal on the significance of the site.

You now have an opportunity to tell us whether or not you agree with the policy/proposal and to make any associated comments in support of your response.

Formal consultation on the draft Plan is taking place between 11 January 2021 and 8 March 2021; full details of the plan proposals are available on the Garforth Neighbourhood Forum website: <http://www.garforthplan.co.uk/>

Responses can be made in writing to:

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Yours sincerely,

Liz Crosland
Chair, Neighbourhood Planning Forum Steering Group

APPENDIX G – Press Release for REGULATION 14 Consultation

www.garforthplan.co.uk

For further info contact Liz Crosland lizcrosland@talktalk.net

Brian Flynn bdflynn@outlook.com

START

GARFORTH NEIGHBOURHOOD DRAFT PLAN GOES TO CONSULTATION

After 5 years of hard work by a small group of volunteers the Garforth Neighbourhood Draft Plan is now ready for comments!

Established in December 2014, in response to proposed large scale development around the town, the Garforth Neighbourhood Planning Forum has been talking to local people and working with LCC Planning Officers to produce a Neighbourhood Plan.

The purpose of these plans, introduced under the Localism Act of 2011, is to give local communities the opportunity “ to help shape and plan their neighbourhood”.

As Garforth does not have a Parish Council the only means of trying to influence future developments was to establish a Forum and produce a Plan.

Since being set up the Forum has worked hard to obtain the views of local people so that the eventual Plan would address key concerns raised by residents and those who work in Garforth.

A number of surveys have been carried out and every household has been leafleted on more than one occasion. In addition, drop-in events held and information stands manned at local public events.

The Plan is now in its final Draft and once again the views of local residents are being sought.

Two separate leaflets are being delivered to every house in Garforth during January giving a summary of the main proposals in the Draft Plan as well as informing people where they can read the entire document. There is also information about the different ways comments can be made or questions asked about the content of the Draft Plan. Social media is also being used to publicize the consultation which runs until March 8th.

Liz Crosland, Chair of the Forum, said, “We are really keen to hear what people think of the Plan and will look carefully at all comments before producing the final Draft. Garforth is a great place to live and we have produced the Plan in order to try to safeguard the good things about our town and make it an even better place to live in the future. “

The plan is available to read on the Forum’s website at www.garforthplan.co.uk

END

APPENDIX H - Complete surveys/questionnaires

The following surveys, questions and responses are available in full on the Garforth Neighbourhood Plan website at <http://www.garforthplan.co.uk>

REG 14 all questions and responses

Green Lane Workshop

Retail Survey

Community Facilities / Community Groups Survey

Healthcare Questions 3 above

Estate Agents Survey

Local Industries Survey

3 Question Retail Survey

Housing Needs Survey responses

Vision and Policy Intentions Document results

APPENDIX I - Letter from GNPF explaining REGULATION 14 strategy to LCC Planning Dept.



Garforth Neighbourhood Planning Forum

12/1/21

Neighbourhood Planning Team

Leeds City Council

Dear LCC Neighbourhood Planners,

Please see the attached copy of the Regulation 14 Consultation Strategy for The Pre- submission Garforth Neighbourhood Plan commencing 11th January 2021. This can be accessed on http://garforthplan.co.uk/Working_Group/Data_Archive/data_archive.html .

In the light of the Covid-19 restrictions in the further Lockdown we wish to ensure that every possible action is taken to bring this consultation to the attention of the stakeholders informing them of the opportunity to respond. We will be augmenting this strategy which we will be sending to you shortly.

Yours Sincerely

Sue McQuire

Secretary

APPENDIX J – Letter from LCC Planning dept. re REG 14 and other consultation by GNPf

Sue McQuire
Secretary
Garforth Neighbourhood Planning Forum

City Development
Policies and Plans
9th Floor East
Merrion House
110 Merrion Centre
Leeds
LS2 8BB

Contact: Abbie Miladinovic
Tel: 0113 378 7260
Email: abbie.miladinovic@leeds.gov.uk
Ref: L:\FPI\Neighbourhood
Planning\OSE\Garforth
Date: 11 February 2020

Dear Sue,

Pre-Submission Consultation on the Draft Garforth Neighbourhood Plan

Thank you for your letter dated 20th January regarding the ongoing pre-submission consultation (Regulation 14) on the draft Garforth Neighbourhood Plan.

The letter sought to provide an update to the Council on the measures being taken to support the consultation process in Garforth in light of the announcement of a further Covid-19 national lockdown, which commenced on 6th January.

In addition to the measures set out in the GNPf Engagement Strategy, we acknowledge and support the efforts that the forum is making to ensure that the consultation is effective, inclusive and robust. These measures can be summarised as follows:

- Availability of the plan and supporting information on the forum's website
- Paper copies of the plan being available on request
- Emails to statutory consultees and other known stakeholders
- Emails and letters to site owners
- Posters in and around the neighbourhood area
- Two leaflets distributed to every household in the neighbourhood area
- Posting on social media, logging and responding to comments and queries
- Option to discuss the plan over the phone with a member of the steering group
- Two zoom meetings to discuss the plan
- Press release sent to the Yorkshire Post and Yorkshire evening post

People can engage with the consultation as follows:

- Using the online form to comment
- Commenting on social media
- Emailing the forum
- Commenting over the phone
- Commenting by letter

We also note that forum members are regularly monitoring feedback and responding to questions about the plan, including having a weekly meeting to review the consultation and identify any opportunities to further promote the plan or encourage participation in the consultation.

We endorse the forum's intention capture the feedback on the consultation, write up a summary of the points raised and publish this on the forum's website as well as sharing it with those who have commented.

We would like to re-iterate how important it is that the forum is making sure that all of the feedback is captured and logged as part of the consultation evidence, so that it can be demonstrated to the examiner that despite the challenges associated with conducting formal consultation during this period, the forum has taken every reasonable step to ensure that the process is open, transparent and responsive.

We look forward to continuing to work with the forum once the consultation period has closed to process and understand all of the feedback and identify any necessary changes to the plan as appropriate before it is progressed to submission and independent examination.

If the Forum has any questions regarding next steps, please do not hesitate to contact me.

Yours sincerely,

A handwritten signature in black ink, appearing to be 'I. Mackay', written over a faint circular stamp.

Ian Mackay,

Neighbourhood Planning Manager