**Garforth Neighbourhood Planning Forum**

**Minutes of the Steering group Meeting Wednesday 18th August 2021**

**Presen**t : C. Coyle, L. Crosland, C. Exley, B. Flynn, S. McQuire, M. Norman, P. Roberts, M. Tonks, W. Treloar, S. Williams.

**Apologies** : J. Andrews, R. Clarkson, C. Lomas, R. Utley

**Declaration of Interest**: No new

**Minutes of the last meeting** : Accepted with correction of typing errors.

**Matters arising** ( Items not on agenda ): None

**Regulation 14 Update**: B. Flynn reported that 5 meetings had been held with the Writing group to discuss the comments received. Approximately 30% have been completed to date. After each meeting the Steering group will be sent the entire document as it has proved difficult extracting the relevant data of the responses suggested from the latest meeting. The group approved of the responses to date.

There has been a further meeting with Ian and Abbie to discuss some issues and the notes from this meeting were circulated to all members of the Steering group this last week.

**Criteria for Community & Leisure facilities to be protected:**

C. Exley explained that one of the comments in response to Reg. 14 consultation related to policy CL1 Safeguarding Existing Community Facilities. It pointed out that St. Benedict's and Strawberry Fields primary schools had been left out and should be included. The original spreadsheet did not show any community facilities as being provided.

Advice obtained from LCC was that changes can be made to policy lists provided that they can be justified. Discussion ensued on the initial justification for facilities to be included and whether other places, such as all the pubs, met the criteria as being venues where members of the public could meet for social gatherings.

A suggestion to update the list was not met with approval.

It was agreed that the justification should be included in the Plan, add in the two schools, Green Lane cricket pitch (as this had been omitted by mistake) and leave the original list as it is.

**Pieces of work still to be completed and new pieces of work**: B. Flynn has produces a summary of the stages left after the Regulation 14 consultation from the draft plan to referendum ( see below ). The additional work includes:

1. An interim / holding statement published for Garforth residents on the key headlines from the consultation and an outline of the next steps. Action B. Flynn to send out information on the detail required for this statement and S. Williams volunteered to collate the data required. This is a large piece of work!
2. Amend the draft plan and submit a ‘tracked’ changes’ version for consultation and endorsement by Forum members. Action Writing Group
3. A consultation statement which sets out how we consulted, who we consulted and how we responded etc. from the start of the process. Action Secretary

 **Treasurer’s update** : The balance remains at £207, no change

**Membership update**: no change

**Facebook page update**: No further postings since last month

**Development Plan Panel** : Minutes focussing on the Local Plan update and the public consultation on the proposed content. As a NP Forum we will be responding to the following topics:

1. Carbon reduction R. Utley volunteered
2. Flood risk M. Tonks and M. Norman volunteered
3. Green infrastructure S. McQuire and C. Coyle volunteered
4. Place making B. Flynn volunteered
5. The last topic Sustainable Infrastructure is a complex topic and presents difficulties in agreeing a joint response.

Individuals are encouraged to send it their own responses.

**North & East Plans Panel** : No applications relating to Garforth. There is a discussion relating to an application in Collingham and the relevance of their Neighbourhood Plan. The decision was postponed. It will be interesting to see how their Neighbourhood Plan influences the planners decision. The next Meeting is 15th September

**Outer east community committee:** Met in July the minutes can be found here <https://democracy.leeds.gov.uk/documents/g11586/Printed%20minutes%2027th-Jul-2021%2016.00%20Outer%20East%20Community%20Committee.pdf?T=1>

 **Leeds 2023**: Postponed to the next meeting

**AOB** : None

**Date of the next meeting** Wednesday 15th September

 See below for Summary of stages left after regulation 14 consultation from the Draft Plan to Referendum

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| **A** | **PRODUCE REVISED DRAFT PLAN** |  |
| 1 | Writing Group to continue to go through all responses to REG14 (150 pp) and respond with comments and, where appropriate, suggested changes to Draft Plan. |  |
| 2 | Interim statement to be published for Garforth residents on key headlines from REG 14 consultation and outline of next steps. |  |
| 3 | Steering Group to endorse/ amend Writing Group suggestions for changes to Draft Plan. |  |
| 4 | Writing Group to meet Ian and Abbie to go through proposed changes and seek advice on any “sticky” issues. |  |
| 5 | Writing Group to amend Draft Plan and submit a “ tracked changes” version for consultation and endorsement by Forum members. |  |
| **B** | **SUBMISSION TO LCC** |  |
| 1 | We submit FOUR documents to LCC1. Draft Plan
2. Consultation Statement – this sets out how we consulted, who we consulted, how we responded etc form the start of the Plan process
3. Basic Conditions Statement – this demonstrates the Plan meets 4 criteria – conformity with National Planning Framework, conformity with Leeds Core Strategy, environmental standards and sustainable development standards. LCC will help with this.
4. SEA - HRA report – Strategic Environmental Assessment and Habitats Regulations Assessment . Abbie has done the work and produced a draft report.
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| 2  | LCC contact NPIERS (Neighbourhood Planning Independent Examiner Referral Service) to get a list of appropriate examiners. Examiner chosen by Forum from a short list. Can look at examiner reports. Can contact other Forums who may have used examiner. |  |
| 3  | LCC carries out REG16 publicity for 6 weeks. |  |
| **C**  | **EXAMINATION** |  |
| 1 | After 6 weeks publicity Plan and Comments go to Examiner.Examiner can ask questions of LCC and NP Forum |  |
| 2 | Examiner produces report |  |
| 3 | LCC produces decision statement on Report within 5 weeks of publication date. |  |
| 4 | Any required changes made by GNPF to Plan to allow it to go forward to Referendum.  |  |
| **D** | **REFERENDUM** |  |
|  | Amended Plan goes to referendum organised by LCC but publicity undertaken by GNPF. |  |