**Garforth Neighbourhood Planning Forum**

**Minutes of joint group meeting Monday 18th January 2021**

**Present** : R. Clarkson, C. Coyle, L. Crosland, c. Exley, B. Flynn ,J. Hoole, J. Lawn, C. Lomas, J. McCormick, S. McQuire, M. Norman, P. Roberts, M. Tonks, W. Treloar, R. Utley.

J. Lawn proposed a toast to everyone who has worked so hard and amicably to help the GNPF reach the Regulation 14 consultation.

**Apologies** : S. Williams.

**Declaration of Interest**: No new.

**Minutes of last meeting 21St December** : Accepted with amendment to AOB (1) Notification to community asset premises and green space land . (2)C. Exley was not participating in production of posters.

**Minutes of additional meeting Monday 4th January** accepted with change of date.

**Matters arising ( items not on agenda )** ; Actions from last meeting: C. Coyle sent notification to mandatory consultees. 15 Paper copies of draft plan printed and post office delivery dates confirmed. S. McQuire would distribute as advised by J. Lawn

**Regulation 14 items for discussion:**

1. Collating social media responses relating to the forum rather than comments about the plan content. Action: C. Coyle to collate items from

* W. Treloar to send all Facebook/ social media items,
* J. Lawn to forward e mails, letters and phone messages sent to GNPF.

1. Responding to social media comments: It was recognised that it was not practicable to respond to social media immediately and a standard reply directing them to our website of our facebook page . All responses need to be objective and robust and providing the relevant evidence.
2. Ensuring that comments made on the plan content and need to be considered have been made by our ‘Stakeholders’ . Social media responses do not contain addresses/ postcodes. Action S. McQuire to seek advice from Abbie and other NP groups.
3. How are we going to address comments made on the plan content. These will be collated and discussed at the end of the consultation period. All comments on the plan content will be recorded together with the responses and made available on our website.
4. We need to agree to Abbie’s suggested letter content on a further notification to LCC giving assurance that we are doing everything possible to ensure that Garforth residents are aware of the consultation and how to respond in the light of the Covid restrictions. Action B. Flynn to amend. S. McQuire to send to Abbie.
5. Additional paper copies of the draft plan. As purchasing 15 cost £17 each it is not practicable to make additional copies available to everyone who requests. It was agreed that we will do our best to accommodate requests for a paper copy and assuming lockdown restrictions are removed in the next few months it would be possible to loan some copies with a returnable deposit.
6. Should we add other NP Forums to our list of contacts? All local PCs have been added to the mandatory list. Agreed to add Oulton and Woodlesford as they had sent their plan for comments to the GNPF.

**Actions from Abbie’s comments/ suggestions following the meeting with our ward members.**

1. Targeting specific groups. W. Treloar is sending out regular notifications to all the other social media sites within Garforth including specific community activity groups. J. Hoole to investigate the possibility of including the Garforth Academy. Other political groups within Garforth.
2. Reviewing communication. A sub group consisting of the Writing group, R. Clarkson , C. Coyle to meet weekly to review progress and responses received.
3. Pro active steps to ensure a wide range of people participate. Action as a)
4. Keeping progress under review. Action: As b) **FAQ**: Agreed that this section would be useful but used in the first instance to provide an agreed response to a particular issue. Action W. Treloar volunteered to send out some guidance for this document.

**Membership**: J, Lawn reported one new member who volunteered to participate in infrastructure issues. W. Treloar reported 35 new GNPF Facebook page members.

**Outer East Community Committee**: Next meeting 9th March.

**North and East plans Panel**: Next meeting 21st January. There are no items relating to Garforth on the agenda. Current plans of note:

19/02248 Cricket Club on Church Lane is still current.

20/083048/DPD Change of use from offices to 6 apartments, 1-3 Beaconsfield Court. This is the second application to change office premises to domestic dwellings on this site.

**Development Plan Panel** next meeting 19th January. Agenda to include discussion on the current government consultation on change of use from commercial premises to residential.

LCC have a current consultation on the city’s proposed Main Modifications to the remitted part of the SAP. It is open until 16 February. This consultation is on the LCC decision to return the 37 sites to the Green Belt and the Sustainability Appraisal addendum

See links below and send comments to the secretary prior to GNPF making a response.

<https://democracy.leeds.gov.uk/documents/g10199/Public%20reports%20pack%2019th-Jan-2021%2013.30%20Development%20Plan%20Panel.pdf?T=10> page 13 onwards

**AOB:**

1. J. Lawn had received a query asking if hard copies of the final plan would be made available to the public. Due to costs this was not thought practicable, however as Covid- restrictions may be lifted by then, perhaps we could offer a loan on receipt of a returnable deposit. Action S. McQuire to ask Abbie and other NP groups what general practice has been.
2. J. Lawn shared a positive response encouraging the GNPF to issue a press release to both the Yorkshire and Evening post newspapers. Action B. Flynn has prepared a press release. L. Crosland to send B. Flynn some amendments and B. Flynn to send to YEP and YP.
3. J. Lawn will continue to update Forum members.
4. J. Lawn confirmed that she will forward all response to C. Coyle.
5. W. Treloar suggested that we need to agree a process for taking the Zoom calls, roles for participants, time allocated to questions and recording of the meeting content. Action W. Treloar will send some suggested guidelines.
6. It was agreed that political parties in Garforth would be sent a link to the plane. Our ward members to be asked if they wish to have a paper copy.

**Date of next meeting Monday 15th February**