**Garforth Neighbourhood Planning Forum**

**Minutes of Joint Group Meeting**

**Monday 20th January 2020**

**Present :** J. Andrews, R. Clarkson, C. Coyle, L. Crosland, C. Exley, B. Flynn, J. Lawn, C. Lomas, J. McCormick, S. McQuire, M. Norman, R. Utley

**Apologies** : P. Roberts, M. Tonks, S. Williams

**Declaration of interest** : None

**Minutes of last meeting** : Accepted

**Matters arising ( items not on agenda** ) :The secretary reported on the LCC Statement of Community Involvement workshop. The consultation had been collated and most consultees raised similar concerns. There were 15 individual and 29 organisational responses .Consultation principles were discussed and this would form the basis of the new statement which will be discussed at the next meeting. Once approved it will go to the Development Plans Panel and following a final consultation, adoption in May or June. Action sec. to send information to group members.

**Writing group update**: A meeting was held with NP officers who approved of our policy intentions statement. The policies were discussed and will be re-written in a planning format by Ian and Abbie. We will need to summarise the key points of the Character and greenspace assessments and work on assets of community value. Neighbourhood Planning forums are entitled to use Community Infrastructure Levy money and it was suggested that we could spend it on professional help in setting out the document. The Tesco money will be spent this month on publicity including leaflets similar to Barwick’s which would be distributed to all households in Garforth. It was suggested that the pre-submission/ Regulation 14 would be conducted in Sept/ October

**Treasurer’s report**: R. Utley reported that we had £ 100 in the bank and would now apply for the Tesco’s money.

 **LCC Supplementary transport document consultation**: The Secretary had obtained 2 hard copies. C. Coyle has commented on the travel plan section, B. Flynn on cycling and pedestrians, M. Tonks on Drainage. Walt volunteered to comment on Infrastructure, L. Crosland on public transport ,R. Clarkson on parking and S. McQuire on green issues. The Consultation ends 17th February.

**Development Plan panel:** The January meeting will consider the Local Development Scheme which details all the LCC statutory planning policy documents and the basis for all planning decisions. It includes the Core Strategy, the SAP, the Aire Valley Action Plan, Natural resources and waste plan, the saved UDP policies. These documents are supported by Neighbourhood Plans 14 completed and 33 in preparation. In addition there are 54 conservation area proposals, 19 Area design statements and 17 Supplementary Planning Documents of which Tall buildings, transport and Multiple Occupation accommodation. This document will be discussed at the January meeting which J. McCormick has volunteered to attend .*This Local development Scheme ( Leeds Local Plan January 2020 can be located on the Development Plans Panel agenda for January )*

J. McCormick plans to attend.

**North and East Plans panel:**

19/02734/FU ( Paula’s café ) although accepted earlier this year a material amendment on windows and doors was refused as not satisfactory in September. No further information given.

19/05999/FU ( part of Factory Shop ) to a dental practice was granted permission on 9th December.

19/07328/FU Neil’s greengrocers change of use to an A3 bistro and A4 drinking establishment. GPNF has commented requesting that LCC follow their policy on change of use from an A1 classification which involved actively marketing the site for 6 months. This is considered relevant as an A1 retail shop has just opened on the top floor of the parade opposite and has no disabled access. Decision date 31st January.

19/02248/FU ( Church Lane cricket club ). The internal target date was 31/7/19 however this application is still active.

**Outer East Community Committee:** J. Lawn attended the December meeting and raised our concern that the letter re the CIL monies when sent to all the members of this committee at the previous meeting, had not generated a response to the GNPF. This concern is to be addressed by the OE Community Committee. Action J. Lawn to follow up.

**Next Steps**

1. To finalise the leaflet and send to R. Utley Action C. Exley,
2. Order 7,000 leaflets, 10 banners , a ‘map’ tablecloth and prepare a report to Tesco. Action R. Utley
3. Continue to meet with the LCC Neighbourhood Planners and complete additional work to approve the draft plan. Acton writing Group

**AOB:**

1. J. Lawn and L. Crosland volunteered to prepare monthly notices for the library notice board in a more eye catching format. L. Crosland suggested displaying information on other community notice boards in Main St.
2. J. McCormick reported on queries raised by a ‘telephone contact’ member re possible development by the Old George roundabout and the empty retail premises at Colton. These areas are not within the Garforth Neighbourhood Planning Area so we do not receive any information.
3. J. Lawn asked if we could spend some money on producing a book from the Character Assessments.
4. W. Treloar volunteered to set up a GNPF Facebook page
5. Discussion on meeting dates. It was agreed that these would move to the 3rd Monday each month during term time.

**Date of next meeting Monday 24th February** ( it is half term on the 17th February )