**Garforth Neighbourhood Planning Forum**

**Minutes of the Steering Group Meeting Monday 24h September 2018**

**Present** : L. Crosland, C, Coyle, J. McCormick, S. McQuire, P. Roberts ( As there was insufficient attendance for a quorum, the agenda would be discussed and recommendations for action made to remainder of the Steering Group before being actioned)

1. **Apologies** : R. Clarkson, C. Exley. B, Flynn, S. Williams
2. **Declaration of Interest** : None
3. **Minutes of last meeting**: Accepted
4. **Matters arising**: Items not on agenda: Confirmation of destruction of unwanted membership data J. McCormick volunteered to witness.
5. **Treasurer’s update**: Writing group report: Balance remains at £388.81p. An application made to the Tesco’s Bags of Help scheme would take up to 6 months to review and respond.
6. **Membership update**: postponed to next meeting.
7. **Working group** : C. Coyle reported that there are 2 outstanding pieces of work: The Character Assessment report has been reviewed and photographs added. The Greenspace character assessment which follows the same template has been integrated into the report and the final report is being compiled into a single document for publication. The Household survey report has been analysed and a series of graphs and tables constructed from the results. Resident’s views and comments on a series of subjects have been included in the report which will be circulated to working group members for comments and has been released to the Writing group as evidence to support policies. Both documents will be loaded onto the website in the near future.
8. **Writing Group** The Group met with Ian Mackay and Abbie Miladinovic on 13th September when Ian explained that we could either go direct to pre-submission or seek evidence from the community and amend plan policies before submitting in the spring. We need to ascertain if policies valued by the community, we need to revise the introduction and explain the uniqueness of Garforth’s situation. They have produced an emerging policies assessment and questioned if the objectives relate well to the key themes and policies. We need to explain what the policy is aiming to achieve, why it is needed, what evidence currently exists to support the policy, is further evidence needed, how will the policy help to deliver the vision, this will all be needed to link in with the consultation statement at pre submission, further work is required . Work on a Main Street strategy was undertaken with the planning student and linked to the Core Strategy policy on town centres and retail. We need to consider the current role of Main St , the function in the future given the difficulties the High streets are experiencing nationally consider a different role. A colleague Matthew Bentley from conservation and historic buildings explained that we need to detail our listed buildings and monuments and list the non-designated in particular historical , landscape , landmark, social / communal value. We will need to seek responses from the public. We have also been sent the LCC housing survey who commissioned ARC4 . Conclusion - Market demands is for detached homes with 3 or more beds. 16% for 3 bed bungalows. Affordable most need is for 1 – 2 bed for younger people and I bed for older people forms 13% of need.
9. **Parish Council update** : The Ombudsman made a decision not to investigate our claim, in his decision statement said they will not investigate this complaint because we could not determine what, if any, injustice resulted from fault by the council. A Neighbourhood plan which has been passed at referendum can trigger a community review without needing a petition.
10. **AGM:** The Tudor room at the Gaping Goose has been booked from 6pm on Wednesday 24th October: Suggested the AGM commences at 7pm with reports from the treasurer, writing and working groups followed by election of officers and changes to the constitution. Action to send agenda to Forum members by 3rd October.
11. **Constitution** : Following advice from the LCC neighbourhood planners we need to ensure that the constitution is fit for purpose and includes detail of how the structure complies with the constitution, consulting with members, how decisions are reached. The examiner of our plan will also look at the website, does this tell the story of the plan and is all information available. We need to update our consultation statement and demonstrate how we have engaged with Forum members. The constitution was produced when applying for designation status and several items are no longer relevant and some items need inclusion to address the comments made by Ian MacKay. Action- to look at other Forum’s constitutions and suggest amendments to ours as necessary before sending to the Steering Group for comments and approval.
12. **Planning updates**: The secretary reported that The Ministry of Housing, Communities and Local Government had produced a Planning Update letter which will be circulated to the group members. We have been asked to meet with The Berkley Leisure Group planners to discuss their proposal to develop land by the Garden Centre. Action forward this request to group members and consider a possible meeting with them at the next Steering Group Meeting.

J. McCormick reported on the DPP meeting which discussed the Inspector Hearings, neighbourhood plans and CIL. Further information regarding the outcome of the |Inspector hearing will be discussed at the next meeting.

1. **AOB** : none
2. **Date(s) of next meeting(s)**

November 26th, January 28th, March 25th, May 20th, July 22nd.