

Report of Head of Policy and Plans

Report to Chief Planning Officer

Date: 07 September 2020

Subject: Re-designation of Garforth Neighbourhood Planning Forum

Are specific electoral wards affected? If yes, name(s) of ward(s): Garforth & Swillington	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Has consultation been carried out?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Are there implications for equality and diversity and cohesion and integration?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Will the decision be open for call-in?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information? If relevant, access to information procedure rule number: Appendix number:	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

Summary

1. Main issues

- The Council has received an application for the re-designation of Garforth Neighbourhood Planning Forum. The neighbourhood forum application covers the Garforth Neighbourhood Area, which remains unchanged.
- The original forum designation was made in November 2014 and lasts for a period of 5 years. Garforth Neighbourhood Planning Forum wish to renew the designation to enable them to proceed with the plan through to examination and referendum, and to assist with the implementation of the plan once it has been made.
- The application was publicised and representations invited for a period of 8 weeks between 15 June and 10 August 2020, 56 representations were received.
- The Garforth Neighbourhood Planning Forum are at an advanced stage and are preparing to conduct pre-submission consultation on their plan once the forum re-designation has been approved.

2. Best Council Plan Implications (click [here](#) for the latest version of the Best Council Plan)

- Neighbourhood planning helps to deliver on the ambitions of the Best Council Plan by enabling local communities to have a voice in shaping the future growth of their areas. It provides the opportunity to identify and plan for the future sustainability of an area by preparing locally-distinctive planning policies which will be used by the

Council to help determine planning applications in a given area and by setting out projects and aspirations.

3. Resource Implications

- The Council has already claimed £10,000 for the designation of the Garforth Neighbourhood Area and Forum. There is no additional funding available for the re-designation but the costs associated with this are minimal and can be accommodated within existing budgets.
- The Council will be able to claim £20,000 once the neighbourhood plan has been successful at examination and a date for the referendum has been set.

Recommendations

- The Chief Planning Officer is recommended to:
 - Approve the re-designation of the Garforth Neighbourhood Planning Forum for the Garforth Neighbourhood Area.

Purpose of this report

- 1.1 This report seeks approval for the re-designation of the Garforth Neighbourhood Planning Forum.

2. Background information

- 2.1 The Neighbourhood Planning (General) Regulations (2012) (as amended) specify what should be included in neighbourhood forum applications (and applications for re-designation):

- The name of the proposed neighbourhood forum;
- A copy of the constitution of the proposed neighbourhood forum;
- The name of the neighbourhood area to which the application relates and map which identifies the area;
- The name and contact details of at least one member of the proposed neighbourhood forum; and
- A statement which explains how the proposed forum meets the conditions as set out in the Town and Country Planning Act (1990)

- 2.2 The Act states that local planning authorities may designate a neighbourhood forum if they are satisfied that:

- It is established for the express purpose of promoting the economic, social and environmental wellbeing of an area that consists of or includes the neighbourhood area;
- Its membership is open to:
 - Individuals who live in the area;
 - Individuals who work there (whether for business carried on there or otherwise);
 - Elected Members
- Its membership includes a minimum of 21 individuals who meet the above criteria; and
- It has a written constitution.

- 2.3 If a neighbourhood forum designation is made, no other organisation or body can be designated for the same neighbourhood area (until the designation expires or is withdrawn).

3. Main issues

The Neighbourhood Forum Re-designation Application

- 3.1 The neighbourhood forum re-designation application (available at Appendix 1) meets the criteria as set out in the Neighbourhood Planning (General) Regulations (2012) (as amended) and officers are satisfied that it meets the conditions set out in Section 61F of the Town and Country Planning Act (1990) (as amended).

Publicity of the Neighbourhood Forum Application

- 3.2 The Neighbourhood Planning (General) Regulations 2012 specify that the local planning authority must publicise on its website and in other such manner as to bring the application to the attention who live, work or carry out business in the neighbourhood area:
- A copy of the application;
 - A statement that if a designation is made no other organisation or body can be designated for the neighbourhood area;
 - Details of how to make representations; and
 - The date by which those representations must be received (minimum of 6 weeks).
- 3.3 The neighbourhood forum re-designation was publicised for 8 weeks between Monday 15 June and Monday 10 August 2020.
- 3.4 The application was available to view on the Council's Garforth Neighbourhood Plan webpage: <https://www.leeds.gov.uk/planning/planning-policy/neighbourhood-planning/garforth-neighbourhood-plan> and on the Garforth Neighbourhood Plan website: <http://www.garforthplan.co.uk/>. Site notices were placed around the neighbourhood area giving details of the publicity, information on how to view the documents, a QR code signposting to an online survey providing the opportunity to respond to the consultation.
- 3.5 Due to the ongoing Covid-19 Crisis it was not possible to have the application documents available to view in a public building, however residents and stakeholders were able to submit comments via email, using the online survey, or over the phone to a member of the neighbourhood planning team. In May 2020, Planning Practice Guidance was updated to clarify that it is not a requirement to have a paper copy of documents available to view. The publicity of the application therefore met the requirements of the Regulations.
- 3.6 56 representations were received: 48 respondents used the online survey, 4 email representations were received, and 4 residents made representations over the phone with a member of the neighbourhood planning team. All of the representations either supported the forum's application for re-designation or made no comment (see appendix 2).
- 3.7 Representations generally acknowledged the amount of work done to date by the Forum to prepare the draft neighbourhood plan, recognised the importance of neighbourhood planning in Garforth, and expressed support for the Forum continuing the plan through to examination and referendum. The Forum being re-designated is a critical part of this continued progress.

Progress of the Garforth Neighbourhood Plan

- 3.8 The neighbourhood forum has worked positively with the Council to prepare the neighbourhood plan since 2017 when the group and the Council agreed to work more collaboratively. The group has a high capacity to prepare the neighbourhood plan and there is a good working relationship between the Council and the writing group in particular. Despite early challenges, particularly surrounding the emerging Site Allocations Plan, the Forum has a near-complete pre-submission draft plan which will make a positive difference to planning and sustainability issues in Garforth.

3.9 It is expected that formal pre-submission consultation will take place on the draft plan in the autumn once the forum has been re-designated. An engagement strategy for the formal consultation is being prepared which will set out the different consultation methods that will be used to ensure that the consultation is inclusive and robust.

4. Corporate considerations

4.1 Consultation and engagement

4.1.1 The application was published on the Council's website, the Forum's website and within the Garforth Neighbourhood Area in line with regulatory requirements.

4.1.2 The draft neighbourhood plan has been informed by a thorough programme of engagement and consultation since 2014. Consultation will take place on the pre-submission draft plan in due course.

4.1.3 Ward members for Garforth have been consulted on the re-designation of the neighbourhood forum.

4.1.4 Councillor Mulherin has been consulted on the re-designation and this report.

4.2 Equality and diversity / cohesion and integration

4.2.1 The Government has undertaken an Equalities Impact Assessment of the Localism Act in relation to neighbourhood planning (2011). The Council views the neighbourhood planning process as an opportunity to deliver equality, diversity, cohesion and integration objectives.

4.3 Council policies and the Best Council Plan

4.3.1 Neighbourhood planning helps to deliver the ambitions of the Best Council Plan by giving local communities the opportunity to directly shape the future of their local areas. It meets the Best City Priorities in a number of ways, for example:

- **Health and Wellbeing:** neighbourhood plans can address health and wellbeing through exploring green space and green infrastructure issues and including urban design principles;
- **Sustainable Infrastructure:** neighbourhood plans can identify opportunities to improve physical and social infrastructure and include projects to implement those improvements. In addition they can shape green / blue infrastructure design and delivery;
- **Child-Friendly City:** neighbourhood plans can identify sites for new play provision, improve connectivity to existing play provision and can help to ensure new development facilitates children's play and activity;
- **Age-Friendly Leeds:** neighbourhood plans can help older people to remain in their communities by encouraging new provision of housing suitable for elderly people or by identifying sites for new development;
- **Culture:** neighbourhood plans can help to protect existing cultural and community assets and facilities. In addition, they can identify areas of special historic / cultural character for consideration in the planning process and

nominate non-designated heritage assets to the Council for inclusion in a Local Heritage List;

- **Housing:** neighbourhood plans can identify and allocate sites for housing development to meet local needs and can shape the delivery of the Council's development allocations;
- **Safe, Strong Communities:** neighbourhood plans can help to build local capacity and community cohesion by bringing together residents, businesses and other stakeholders to prepare a vision for their area; and
- **Inclusive Growth:** neighbourhood plans can be used to bid for funding for local projects which are important to the local community, they can also influence the spending of the neighbourhood portion of the Community Infrastructure Levy.

Climate Emergency

4.3.2 Neighbourhood plans must contribute to the achievement of sustainable development and can help mitigate against the effects of climate change. In particular, they can shape how blue / green infrastructure is delivered and identify links and networks, identify sites that extend habitat networks, promote active travel, and support new development that is of a high quality and sustainable design.

4.3.3 The declaration of the Climate Emergency in 2019 has boosted interest within local communities in planning and development issues. Neighbourhood planning groups are being encouraged to play an active role and to include policies and projects which respond positively to climate change issues.

4.4 Resources, procurement and value for money

4.4.1 The City Council has claimed the full grant funding available to local authorities from DCLG to help cover the cost of designating neighbourhood areas. The Council will be eligible to claim £20,000 when the neighbourhood plan has passed the independent examination and a date for the referendum has been set.

4.4.2 The Council has a statutory Duty to Support neighbourhood planning groups and must undertake a number of statutory responsibilities during the neighbourhood planning process, as follows:

- The designation of the neighbourhood area;
- The designation of the neighbourhood forum (where relevant);
- The publication of the neighbourhood plan once it has been submitted for independent examination;
- To organise, manage, and pay for the independent examination;
- To organisation, manage, and pay for the referendum; and
- The formal assessment of the neighbourhood plan against EU regulations.

4.5 Legal implications, access to information, and call-in

4.5.1 Neighbourhood planning is taking place within a new and fast-changing national planning background which is focussed on economic growth, localism and sustainability. The Council adopted its Core Strategy in November 2014 and the Leeds Site Allocations Plan was in 2019. The Core Strategy Selective Review was adopted in 2019.

4.5.2 The Council is responsible for ensuring that a neighbourhood plan has been prepared in accordance with relevant legislative requirements.

4.6 Risk management

4.6.1 The examination and referendum process introduces risks in the neighbourhood planning system where the outcome will be dependent on the examiner's recommendations and a public vote.

4.6.2 There are risks that

- the plan will not receive more than 50% 'yes' votes in the referendum
- the plan will be the subject of a legal challenge or judicial review

4.6.3 The Council will work closely with the neighbourhood forum to manage and minimise these risks.

5. Conclusions

5.1 The Council accepts that the Garforth Neighbourhood Planning Forum re-designation application meets the relevant legislative requirements and agrees the designation of the Garforth Neighbourhood Planning Forum for the Garforth Neighbourhood Area.

6. Recommendations

6.1 The Chief Planning Officer is recommended to:

- Designate the Garforth Neighbourhood Planning Forum for the Garforth Neighbourhood Area.

7. Background documents¹

¹ The background documents listed in this section are available to download from the council's website, unless they contain confidential or exempt information. The list of background documents does not include published works.

APPENDIX 1 – NEIGHBOURHOOD FORUM RE-DESIGNATION APPLICATION

Neighbourhood Forum Application Form

(for non-parished areas that have been designated Neighbourhood Areas)

This form has been prepared by Leeds City Council to help simplify the application process for designation of a neighbourhood forum.

The Neighbourhood Planning (General) Regulations (8) 2012 sets out the information that must be included within a neighbourhood forum application. The information provided on this form will be published by the City Council. **However, personal information on members within the proposed forum as detailed in Section 6 will not be published.**

It is advised you speak with the Council before submitting this form (contact details can be found under Section 9).

1. Name of the proposed Neighbourhood Area

Garforth Neighbourhood Area

2. Name of the proposed/designated Neighbourhood Forum

Garforth Neighbourhood Planning Forum

3. Written Constitution (please attach)

Constitution attached (please tick)

The best constitutions for neighbourhood forums contain the following:

- the name and purpose of the neighbourhood forum,
- working arrangements including sub-groups, partners and their roles,
- pattern of meetings and details of how decisions will be made,
- details of governance, including official positions,
- arrangements for management and financial management,
- membership and procedures for replacement of members where necessary.

There will be other things that are locally important that you may wish to include.

The written constitution is also an opportunity for the proposed neighbourhood forum to set out how the forum meets the required conditions contained in Section 61F(5) of the Town and Country Planning Act (1990) see Section 5 of this form.

4. Contact/s for proposed Neighbourhood Forum

The Neighbourhood Planning (General) Regulations 2012 Regulations 8, 9 and 10 requires details **of at least one member** of the proposed neighbourhood forum to be made public.

Please note, contact information provided in this section will be published.

You may wish to provide contact details for more than one member.

Title: Mrs
First Name: Elizabeth
Surname: Crosland
Address: 21 Braemar drive Garforth
Postcode: LS25 2NJ
Email: liz.crosland@talktalk.net

Title: Mrs
First Name: Susan
Surname: McQuire
Address: 25 Lowther Drive, Garforth
Postcode: LS25 1EW
Email: sue@mcquire.net

5. Statement

This section provides the opportunity to set out the purpose, aims and ambitions of the neighbourhood forum and to demonstrate how its membership is representative of the local community.

In order for the City Council to designate a neighbourhood forum to act on behalf of a neighbourhood area, it needs to be satisfied that the following conditions contained in Section 61F (5) of Schedule 9 of the Town and Country Planning Act 1990 (as amended by the Localism Act) are met:

- a) it is established for the express purpose of promoting or improving the social, economic and environmental well-being of the neighbourhood area concerned (whether or not it is also established for the express purpose of promoting the carrying on of trades, professions or other businesses in such an area)
- b) membership is open to and includes a minimum of 21 individuals each of whom:
 - live in the neighbourhood area;
 - work in the neighbourhood area;
 - carry out business in the neighbourhood area (for example, represent the area as a local councillor or as a Member of Parliament).
- c) it has a written constitution (as detailed in Section 2)

Please set out the purpose, aims and ambitions of the proposed neighbourhood forum here:

The purpose, aims and ambitions of the Garforth Neighbourhood Forum remain the same as those stated in the original application for designation. The key points were as follows:

- The ambition for the Garforth neighbourhood Planning Forum is to create an economically, environmentally and socially strong Garforth
- This will require the creation of a neighbourhood plan which aims to ensure that all developments in Garforth have the appropriate services and infrastructure to facilitate growth and address the needs and expectations of Garforth residents
- The Forum was envisaged to bring together those who live and work in Garforth to develop a vibrant and thriving community offering all the services necessary for the well-being and fullness of life in a place they can be proud of
- The neighbourhood plan is the basis for these aspirations

Below is an update on the progress of the Garforth neighbourhood Plan and the consultation and engagement work that we have undertaken within the Garforth Neighbourhood Area.

The Garforth Neighbourhood Forum Re-designation Supporting Statement

The forum was granted designation status in December 2014 and between then and December 2019 we have consulted residents and people who work in Garforth and will continue to do so in future. Initially we identified their views and issues through surveys delivered to every house in Garforth, businesses in Main Street and the Industrial estate as well as drop in events held on Main Street, the local supermarkets, Garforth Galas and Christmas markets.

We have endeavoured to reach as many people as possible, and based on these consultations we identified our vision for Garforth and objectives for the plan. We have also conducted surveys on a variety of topics including retail on Main street, housing needs, business, site allocations and produced a detailed character description of each area in Garforth.

Taking these responses into consideration we produced our plan policies and have conducted a recent survey on our vision, objectives and policy intentions which confirms initial support for the plan.

The original designation time of five years was thought to be sufficient at the time but Garforth has a large population and the experiences of our neighbours (and elsewhere nationally) has demonstrated that the process can take longer. In addition, there was a degree of uncertainty regarding the emerging LCC Local Plan which slowed our progress. Whilst this was being resolved at a strategic level, over the last two years the Steering Group has made good progress by working collaboratively with LCC officers to produce a draft plan which reflects the needs and wishes of residents and stakeholders. Subject to good progress being made, it is hoped that we will take our plan to Regulation 14 (pre-submission consultation) this autumn.

The Forum has 183 members representing residents and businesses from all areas of Garforth (see attached map). Communication is via e mail and members without internet access receive written or telephone information. Communication with non-members has proved problematic and we are grateful for our ward members who have funded a notice board in the library. A Facebook page will be operational shortly.

Membership of the Forum is open to people who live, work or carry out business in Garforth or any elected members of the district council whose ward falls within the designation area (constitution section 8). Our neighbourhood plan will represent the views and address the concerns of Garforth residents and businesses to assist in building a sustainable community to improve the health and well-being of everyone who lives and works in Garforth whilst working closely with the LCC team of Neighbourhood Planners to support the aims of Leeds City Council in promoting the health and well-being within the City of Leeds.

6. Membership of proposed Neighbourhood Forum

A minimum of 21 members is required, each of whom must live, work or carry out business in the neighbourhood area, or be an elected member (whose area falls within the neighbourhood area).

The Neighbourhood Planning Regulations 2012 require a Neighbourhood Forum to comprise a good cross section of the Neighbourhood Area so as to be considered representative.

To help the Council assess your application please do one of the following;

1. provide the name and address of all proposed members
2. provide the postcode of all proposed members
3. plot where proposed members live and work on a map.*

	Name	Address and or Postcode	Interest in Neighbourhood Area			
			Lives in area	Business in area	Works in area	Cllr or MP
1	J. Andrews	██████████	yes			
2	R. Clarkson	██████████	yes		yes	
3	C. Coyle	██████████	yes			
4	L. Crosland	██████████	yes			
5	C Exley	██████████	yes			
6	P. Exley	██████████	yes			
7	B. Flynn	██████████	yes			
8	J. Lawn	██████████	yes			
9	C. Lomas	██████████	yes			
10	J. McCormick	██████████	yes			
11	S. McQuire	██████████	yes			
12	M. Norman	██████████	yes			
13	P. Roberts	██████████	yes			
14	M. Tonks	██████████	yes			
15	W. Treloar	██████████	yes			
16	R. Utley	██████████	yes		yes	
17	S. Williams	██████████	yes			
18	S. Lomas	██████████	yes			
19	A.Corry	██████████	yes	yes	yes	
20	A.Tynan	██████████	yes			
21	A.Utley	██████████	yes	yes	yes	
22	K.Pease	██████████		yes	yes	
23	M.Dobson	██████████				yes
24	C. Roberts	██████████	yes	yes	yes	
25	D.Rayner	██████████		yes	yes	
26	S.Cooper	██████████		yes	yes	
27	N.Cook	██████████		yes	yes	
28	C.Thom	██████████	yes	yes	yes	
29	L. Garforth	██████████		yes	yes	
30	G. Gibson	██████████		yes	yes	

If you have additional members, please use the table provided at the end of this form.

*Please make sure you fill in the box indicating the member's interest in the area (lives, works, owns business, elected representative).

7. Declaration

I/We hereby apply to designate a neighbourhood forum as described on this form and the accompanying information.

Name(s):	E. Crosland	Date:	26/3/20
Name(s):	S. McQuire	Date:	26/3/20

8. Returning your application

Please return your printed application form and attachments to:

Neighbourhood Planning Team
Policy and Plans Group
9th Floor East
Merrion House
110 Merrion Centre
Leeds LS2 8BB

Or email as an attachment to npsupport@leeds.gov.uk

9. Further information

Information can be found on the Leeds City Council Neighbourhood Planning website www.leeds.gov.uk/np

Alternatively, please contact npsupport@leeds.gov.uk

10. Next Steps

Following the submission of the neighbourhood forum and area application form the City Council will:

- check the application is valid;
- publish the application for a minimum six week period to allow for representations; and
- consider representations and make a decision whether to designate a neighbourhood forum and area.

Once a neighbourhood forum is designated it can then engage and consult with the wider community to develop a plan for their neighbourhood.

Map of members' postcodes



Constitution of Garforth Neighbourhood Planning Forum

1.0 Name and Area

- 1.1 The name of the Forum shall be the Garforth Neighbourhood Planning Forum
- 1.2 The area covered by the Forum shall be the area as shown on the attached map, known as the Garforth Neighbourhood Planning Area

2.0 Aims and Objectives

- 2.1 The aims and objectives of the Neighbourhood Forum are to:
 - a) Undertake the production of a Neighbourhood Plan for Garforth in order to promote and improve the social, economic and environmental well-being of Garforth
 - b) Identify , in consultation with relevant authorities and organisations, of involving the whole community; and to gather, analyse and present their views and opinions to ensure the Plan is as comprehensive and inclusive as possible
 - d) Take responsibility for planning, budgeting and monitoring expenditure of neighbourhood planning work, including identifying possible sources of funding
 - e) Ensure that its neighbourhood planning work conforms with local and national planning policies
 - f) Ensure that its neighbourhood planning work shall not be affiliated to any political party or organisation
 - g) Following the end of the 5 year period of designation apply to continue the Forum's designated status until a Garforth Parish Council is operational which will replace the Forum's role in monitoring and implementing the Garforth Neighbourhood Plan
 - h) Preserve Green Belt land within the area of Garforth, wherever possible

3.0 Responsibilities

- 3.1 In pursuance of these aims and objectives, the Neighbourhood Forum will:
 - a) Undertake neighbourhood planning on behalf of the community within the designated boundary referred to in Section 1.2
 - b) Maintain a Forum website giving details of the Forum, including a map of the designated Garforth Neighbourhood Planning Area, this constitution , the contact details of the membership secretary , policies agreed by the Forum, notices, agendas and minutes of the Steering group meetings
 - c) Undertake any other neighbourhood planning activity, and respond to major planning applications which could impact on Garforth

- d) Organise public meetings as appropriate plus an AGM to which all Forum members will be invited
- e) Communicate with the membership about Forum matters via e mail (where possible), telephone or in writing as appropriate.
- f) Raise money or apply for funding as necessary
- g) Contact with professionals or recruit volunteers
- h) Buy or rent premises/equipment/employ services as required
- i) Conduct research
- j) Work in partnership with relevant organisations
- k) Carry out anything else within the law necessary to reach the group's aims and objectives

4.0 Values

4.1 The Forum and its Steering Group members aim to follow the 'Nolan Principles' of public life. That is, they aim to act with and seek to promote these values by leadership and example:

- Selflessness
- Integrity
- Objectivity
- Accountability
- Openness
- Honesty

5.0 Annual General Meetings (AGM)

5.1 An AGM will be held open to all members

5.2 The agenda for each AGM will include:

- a) A declaration of Interest
- b) Consideration of any business announced in the AGM agenda
- c) Consideration of the Annual Report of work done by the Forum
- d) Election of a Steering Group of no fewer than 7 and no more than 14 voting members who will work as described in this Constitution to run the business of the Forum and to make decisions on its behalf between AGMs (see Section 6.0)
- e) Submission and adoption of independently examined accounts for the Forum, consisting of a statement of income and expenditure and a balance sheet for the previous financial year
- f) A review of the this constitution

6.0 The Steering Group

- 6.1 A Steering Group will be appointed at every AGM. Members will stand for one year and may be re-elected. The Steering Group will be responsible for the day to day business of the Forum and will meet at least 6 times a year
- 6.2 The Steering Group will appoint a Forum Chair, Secretary and Treasurer at each AGM
- 6.3 The Steering Group will comprise no more than 14 voting members, who should be resident in the Garforth Neighbourhood Area (5d)
- 6.4 The Steering Group may co-opt additional members who will retire at each AGM
- 6.5 The quorum for any Steering Group meeting shall be over half of the Steering group membership
- 6.6 Notification of Steering Group agenda will aim to be sent out at least 7 days before the date of the meeting to all Steering Group members
- 6.7 The Steering Group may dismiss any Steering Group member from the Steering group at a quorate Steering Group meeting at which this is an agenda item if at least two thirds of Steering Group members present vote to do so
- 6.8 Any Steering Group member absent for three consecutive meetings, without giving apologies, will be deemed to be retired and the next Steering Group meeting will be informed
- 6.9 The Steering Group will set up such sub-groups as are deemed necessary to consider issues as they arise. These subgroups will seek additional input from appropriately informed members of the General Forum and/or recommended consultants where necessary. All sub-groups will report back to the Steering Group for ratification of any decisions reached
- 6.10 The Steering Group minutes after approval at the next meeting will be placed on the Forum's website

7.0 Conduct at Meetings

- 7.1 The following rules apply to all meetings, including Open Meetings, Steering Group Meetings and the AGM:
 - a) Chairing – each meeting has a chair. The chair of the meeting ensures that the business of the meeting is transacted in an orderly and respectful way
 - b) Decision Making – the Forum endeavours to make decisions by consensus, but in the case of a vote: decisions are made by simple majority of those present and entitled to vote. When the vote is tied, the chair of the meeting has a second, casting, vote. Steering group meetings will require a quorum (see 6.5)

- c) Speaking – all members are entitled to speak at meetings and, at Open Meetings, all members of the public are entitled to speak. The chair of the meeting has the power to impose time limits on speeches
- d) All members are required to make a declaration of interest relating to agenda items at each meeting
- e) Minutes to be taken at each meeting

8.0 Membership

8.1 There are two classes of membership: voting and non- voting

a) Voting Members

- 8.1 Voting members must be over 16 years of age, can attend Forum meetings and are eligible to vote on proposals put forward by the Forum
- 8.2 There must be a minimum of 21 Forum members made up of the following
 - a) Individuals who live in the Garforth Neighbourhood Planning Area Boundary
 - b) Individuals who work in the Garforth Neighbourhood Planning Area Boundary
 - c) Electoral representatives for Garforth
- 8.3 Applications can be made by individuals, corporate bodies or voluntary groups relating to Garforth. Corporate bodies or voluntary groups if accepted into membership must designate an individual empowered to represent them

b) Non-voting members

- 8.4 Other interested parties who have an interest in assisting the Forum achieve its aim may apply for non- voting membership , attend Forum AGM and other meetings as deemed appropriate and submit comments to the Forum

9.0 Finance

- 9.1 Any monies acquired by the Forum shall only be used to help achieve the aims and objectives of the Forum as set out in Section 2.0 of this constitution
- 9.2 The treasurer shall keep a proper account of the finances of the Forum, where necessary supported by receipts or invoices, and shall ensure that the Forum has a bank account in its own name
- 9.3 All transactions in any format must be authorised by any two of the appointed officials (Chair, Treasurer or Secretary). Transactions over £5,000 must be without exception, authorised by all three appointed officials

10.0 Complaints

- 10.1 Any complaints about the behaviour of a member of the Forum or sub Task-Groups, in relation to the work undertaken shall be made in confidence, in writing to the Secretary unless the complaint is about the Secretary in which case it shall be made to the Chair
- 10.2 The elected officers of the Forum will investigate the complaint and decide on action as appropriate. If the complaint concerns the officers themselves, other members of the forum will be appointed in their place
- 10.3 Appeals will be held by three members of the Steering Group who have not been involved in investigating the complaint or determining action

11.0 Alteration of Constitution

- 11.1 This Constitution can only be changed at an AGM or EGM of the Forum. Any change to the Constitution requires a simple majority of votes of the members present and who are entitled to vote

12.0 Disbanding of Forum

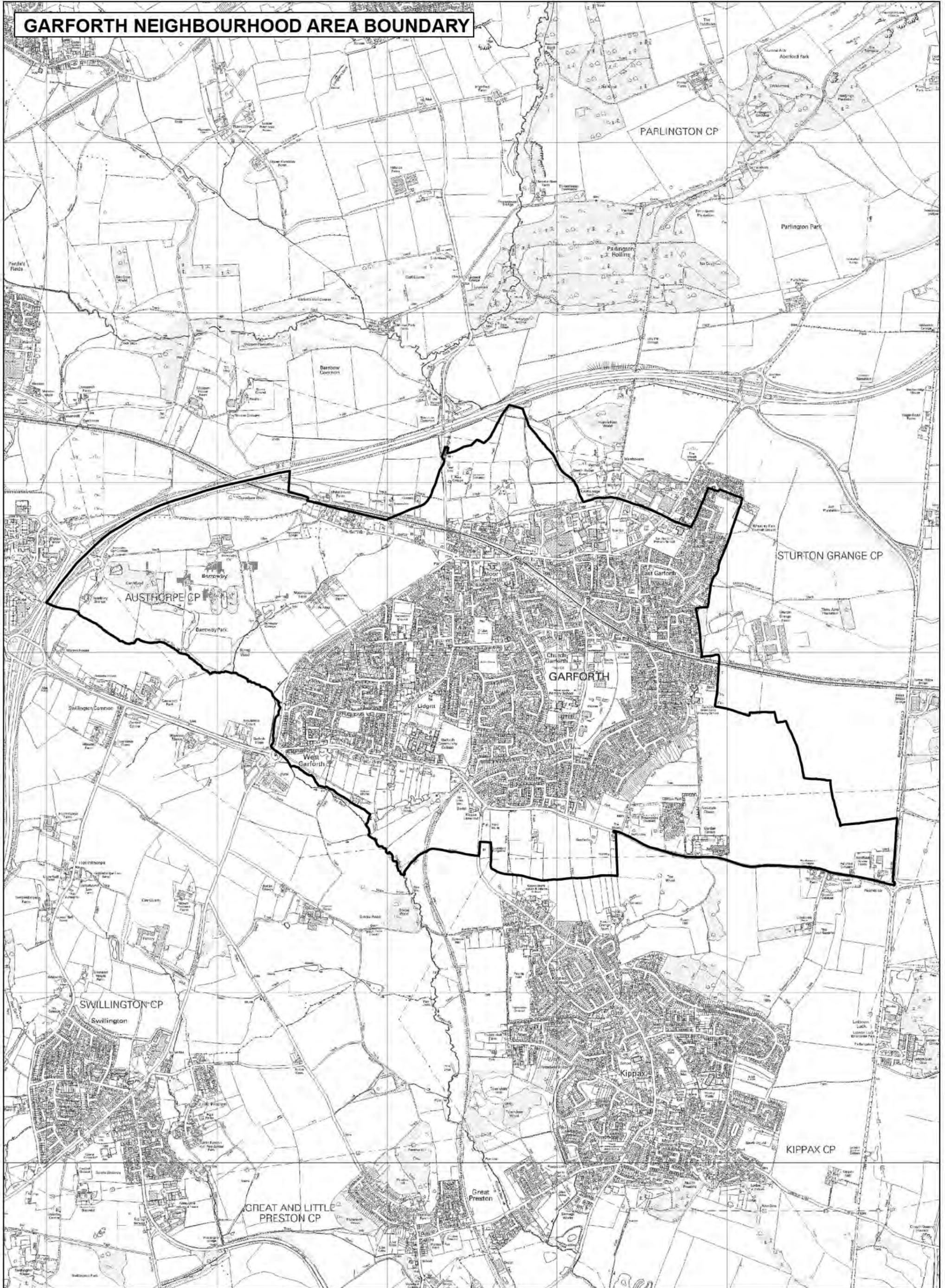
- 12.1 The Forum can only be disbanded at a duly advertised Extraordinary General Meeting called for the purpose of deciding whether to disband, to which all Forum members shall be invited. The decision to disband the Forum shall be taken if supported by two thirds of voting members at the Special General Meeting
- 12.2 If the Forum is disbanded, any assets held in the name of the Forum (after payment of all debts and liabilities) will be disposed of to other organisations having similar objectives to those of the Forum as agreed by a majority of remaining voting members

Date adopted: 10/07/14

Amended at 2017 AGM Signatures: Alan Tynan, John Blake, Sue McQuire

Amended at 2018 AGM Signatures : L. Crosland, S McQuire

GARFORTH NEIGHBOURHOOD AREA BOUNDARY



APPENDIX 2 – RESPONSES TO THE PUBLICITY PERIOD

Garforth Neighbourhood Forum Re-Designation – Responses to the Publicity between Monday 15 June and Monday 10 August 2020

SMART SURVEY RESPONSES

Name	Do you agree with the proposal to re-designate the Garforth Neighbourhood Forum? Please complete the survey to allow us to consider your response.	Comments
Mrs Christine Roberts	Yes	<p>We need this forum as we need people who care and are interested in what Garforth will look like in the future ie "The Plan"</p> <p>The forum make people aware of things that are going on in the area .They take time to attend meetings around the city and consult with other areas who are also developing a plan for their area.</p> <p>Without the Neighbourhood forum people of Garforth would not have any say in the future of Garforth</p>
Walt Treloar	Yes	-
Mr Brian Flynn	Yes	-
Mr John Tonks	Yes	Garforth needs a neighbourhood plan because of the indiscriminate development that has been carried out in the past.
Mr Stuart Jackson	Yes	-
Samantha Williams	Yes	they're doing lots of hardwork
Ms Julie Lawn	Yes	A tremendous amount of research, communication with the Garforth residents, retailers, businesses, etc. has been carried out over the last 5 years by a very dedicated group of volunteers, past and present. It is vital that this work should be allowed to continue to fruition of The Garforth Plan.
Mrs Catherine Exley	Yes	Garforth Neighbourhood Planning forum has worked consistently since 2014 to develop a neighbourhood plan. A group of volunteers has already expended a great deal of time and hard work in order to produce a document that will protect and enhance Garforth for all residents. It is vital that re-designation is granted in order to complete this task.
Mr Daniel Tynan	Yes	-

Mrs Angela Utley	Yes	-
Mr John Roberts	Yes	-
Mr Mohammed Khan	Yes	Garforth as a community is now a large enough community to warrant redesignation
Mr Norman Wilson	Yes	-
Mr Ralph Stephenson	Yes	-
Mr Charles Flegg	Yes	-
Miss Carol Holmes	Yes	-
Mrs Theresa Schofield	Yes	-
Mrs Sheila Boudouko	Yes	-
Mr George Robers	Yes	-
Mr Christopher Coyle	Yes	They are nearly there. The plan should be completed.
Mr Colin Mundy	Yes	Vast amounts of work have been completed as we move towards a Garforth Plan and the current Forum is clearly the right vehicle to bring this project to a successful conclusion
Mr John Wright	Yes	-
Mr Phil Barrett	Yes	-
Mrs Maureen Crossland	Yes	Yes, I do . I can't think what explanation you are wanting. If I do, I do.
Mrs Karoline Kemp	Yes	-
Mrs Elaine Whelan	Yes	-
Mr Jonathon Panton	Yes	Need to protect the open spaces and improve the main street
Mrs Fiona Smith Bullock	Yes	-
Mr Michael Evans	Yes	-
Mr Stephen Durrance	Yes	-
Mrs Julie Burns	Yes	Hi there. I believe this is going to be a good decision. And won't have any regrets. .with redesignating. The Garforth Neighborhood Forum....
Mr Vernon Wood	Yes	Continuation essential
Miss Jeanette Pitts	Yes	I believe the group is crucial to the development of Garforth.
Mr Graham Farnell	Yes	-
Mr Brian Johnson	Yes	-
Mr Daniel Storr	Yes	-

Mr David Swindells	Yes	It makes sense to continue to represent the views and needs of Garforth residents regarding future developments as they may affect the area. Such local knowledge can only inform more broad-based recommendations, as they are being formulated.
Mr Jeffrey McCormick	Yes	-
Miss Susan Danby	Yes	-
Mrs Elizabeth Crosland	Yes	If the Garforth Neighbourhood Planning Forum is not redesignated Garforth will not be able to complete a Neighbourhood Plan.
Mrs Susan McQuire	Yes	<p>The Garforth neighbourhood Planning Forum was granted designation in November 2014, since then the Steering Group - all local volunteers from Garforth- have undertaken many consultations and specific surveys- two of which involved hand delivering to all households in Garforth, quite a task. The Steering group members are committed to completing the plan and have worked really hard. It is hoped that the plan will help to address the issues and concerns raised many times by residents. As a Neighbourhood Planning Forum there is no automatic way of contacting all residents on a regular basis and rely on the Forum's notice board in the library ,so it has taken volunteers longer to reach out to many residents and businesses.</p> <p>The plan is in the final stages and will be submitted to the regulation 14 consultation later this year. In order to complete this process the Forum is required to be re- designated.</p> <p>Thank you S. McQuire</p>
Mr Robert Utley	Yes	I have seen the draft plan and it really does seem excellent, very well thought out, considerate and thorough.
Mr. Maurice Norman	Yes	-
Mr Richard Clarkson	Yes	It's vital to capture the thoughts and opinions of Garforth residents in terms of how Garforth is developed in the future.
Mrs Anne Corry	Yes	-

Mr Paul Exley	Yes	A great deal of work has been done by a large and dedicated team. Completion of the writing and the production of the Plan will only take a matter of months, so the redesignation should be allowed to go ahead.
Ms Sue Gill	Yes	-
Mr Chris Lomas	Yes	I, Chris Lomas, support the proposal to re-designate the Garforth Neighbourhood Forum.

EMAIL REPRESENTATIONS

Name	Organisation	Comments
Charlotte Gill	York Consortium Drainage Boards	I can confirm that we have no comments on this matter. Thank you for consulting us though.
Ben Jones	Natural England	<p>Thank you for your email dated 15/06/2020 notifying Natural England of the above Neighbourhood Planning Area</p> <p>Natural England does not wish to make comment on the suitability of the proposed plan area or the proposed neighbourhood planning body.</p> <p>However we would like to take this opportunity to provide you with information sources the neighbourhood planning body may wish to use in developing the plan, and to highlight some of the potential environmental risks and opportunities that neighbourhood plans may present. We have set this out in the annex to this letter.</p> <p>Natural England's role</p> <p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development. The local planning authority will be aware and should advise the neighbourhood planning body when Natural England should be consulted further on the neighbourhood plan.</p> <p>Planning policy for the natural environment</p>

Neighbourhood plans and orders present significant opportunities, but also potential risks, for the natural environment. Proposals should be in line with the National Planning Policy Framework. The key principles are set out in paragraphs 170-177. The planning system should contribute to and enhance the natural and local environment by:

- protecting and enhancing valued landscapes, geological conservation interests and soils;
- recognising the wider benefits of ecosystem services;
- minimising impacts on biodiversity and providing net gains in biodiversity where possible, contributing to the Government's commitment to halt the overall decline in biodiversity, including by establishing coherent ecological networks that are more resilient to current and future pressures;

The attached annex sets out sources of environmental information and some natural environment issues you may wish to consider as the neighbourhood plan or order is developed.

Natural environment information sources

The [Magic](#)¹ website will provide you with much of the nationally held natural environment data for your plan area. The most relevant layers for you to consider are: **Agricultural Land Classification, Ancient Woodland, Areas of Outstanding Natural Beauty, Local Nature Reserves, National Parks (England), National Trails, Priority Habitat Inventory, public rights of way (on the Ordnance Survey base map) and Sites of Special Scientific Interest (including their impact risk zones)**. Local environmental record centres may hold a range of additional information on the natural environment. A list of local record centres is available [here](#)².

Priority habitats are those habitats of particular importance for nature conservation, and the list of them can be found [here](#)³. Most of these will be mapped either as **Sites of Special Scientific Interest**, on the Magic website or as **Local Wildlife Sites**. Your local planning authority should be able to supply you with the locations of Local Wildlife Sites.

National Character Areas (NCAs) divide England into 159 distinct natural areas.

Each character area is defined by a unique combination of landscape, biodiversity, geodiversity and cultural and economic activity. NCA profiles contain descriptions of the area and statements of environmental opportunity, which may be useful to inform proposals in your plan. NCA information can be found [here](#)⁴.

There may also be a local **landscape character assessment** covering your area. This is a tool to help understand the character and local distinctiveness of the landscape and identify the features that give it a sense of place. It can help to inform, plan and manage change in the area. Your local planning authority should be able to help you access these if you can't find them online.

If your neighbourhood planning area is within or adjacent to a **National Park** or **Area of Outstanding Natural Beauty** (AONB), the relevant National Park/AONB Management Plan for the area will set out useful information about the protected landscape. You can access the plans on from the relevant National Park Authority or Area of Outstanding Natural Beauty website.

General mapped information on **soil types** and **Agricultural Land Classification** is available (under 'landscape') on the [Magic](#)⁵ website and also from the [LandIS website](#)⁶, which contains more information about obtaining soil data.

Natural environment issues to consider

The [National Planning Policy Framework](#)⁷ sets out national planning policy on protecting and enhancing the natural environment. [Planning Practice Guidance](#)⁸ sets out supporting guidance.

Your local planning authority should be able to provide you with further advice on the potential impacts of your plan or order on the natural environment and the need for any environmental assessments.

Landscape

Your plans or orders may present opportunities to protect and enhance locally valued landscapes. You may want to consider identifying distinctive local landscape features or characteristics such as ponds, woodland or dry stone walls and think about how any new development proposals can respect and enhance local landscape character and distinctiveness.

If you are proposing development within or close to a protected landscape (National Park or Area of Outstanding Natural Beauty) or other sensitive location, we recommend that you carry out a landscape assessment of the proposal. Landscape assessments can help you to choose the most appropriate sites for development and help to avoid or minimise impacts of development on the landscape through careful siting, design and landscaping.

Wildlife habitats

Some proposals can have adverse impacts on designated wildlife sites or other priority habitats (listed [here9](#)), such as Sites of Special Scientific Interest or [Ancient woodland10](#). If there are likely to be any adverse impacts you'll need to think about how such impacts can be avoided, mitigated or, as a last resort, compensated for.

Priority and protected species

You'll also want to consider whether any proposals might affect priority species (listed [here11](#)) or protected species. To help you do this, Natural England has produced advice [here12](#) to help understand the impact of particular developments on protected species.

Best and Most Versatile Agricultural Land

Soil is a finite resource that fulfils many important functions and services for society. It is a growing medium for food, timber and other crops, a store for carbon and water, a reservoir of biodiversity and a buffer against pollution. If you are proposing development, you should seek to use areas of poorer quality agricultural land in preference to that of a higher quality in line with National Planning Policy Framework para 112. For more information, see our publication [Agricultural Land Classification: protecting the best and most versatile agricultural land13](#).

Improving your natural environment

Your plan or order can offer exciting opportunities to enhance your local environment. If you are setting out policies on new development or proposing sites for development, you may wish to consider identifying what environmental features you want to be retained or enhanced or new features you would like to see created as part of any new development.

		<p>Examples might include:</p> <ul style="list-style-type: none"> • Providing a new footpath through the new development to link into existing rights of way. • Restoring a neglected hedgerow. • Creating a new pond as an attractive feature on the site. • Planting trees characteristic to the local area to make a positive contribution to the local landscape. • Using native plants in landscaping schemes for better nectar and seed sources for bees and birds. • Incorporating swift boxes or bat boxes into the design of new buildings. • Think about how lighting can be best managed to encourage wildlife. • Adding a green roof to new buildings. <p>You may also want to consider enhancing your local area in other ways, for example by:</p> <ul style="list-style-type: none"> • Setting out in your plan how you would like to implement elements of a wider Green Infrastructure Strategy (if one exists) in your community. • Assessing needs for accessible greenspace and setting out proposals to address any deficiencies or enhance provision. • Identifying green areas of particular importance for special protection through Local Green Space designation (see Planning Practice Guidance on this 14). • Managing existing (and new) public spaces to be more wildlife friendly (e.g. by sowing wild flower strips in less used parts of parks, changing hedge cutting timings and frequency). • Planting additional street trees. • Identifying any improvements to the existing public right of way network, e.g. cutting back hedges, improving the surface, clearing litter or installing kissing gates) or extending the network to create missing links. • Restoring neglected environmental features (e.g. coppicing a prominent hedge that is in poor condition, or clearing away an eyesore).
Simon Jones	Highways England	Thank you for getting in touch regarding the application to re-designate the Garforth Neighbourhood Forum.

		Whilst Highways England (on behalf of the Secretary of State for Transport) maintains an interest in the various Neighbourhood Plans and at a more strategic level the Local Plan for all Councils, <i>I have no comments to make</i> in regards to the regulatory process to continue the forum (individuals / representatives) that form the cohort whom propose and draft the Neighbourhood Plan.
Craig Broadwith	Historic England	We write in response to your email of Monday 15 June 2020, notifying us of the re-designation of the Garforth Neighbourhood Forum. We do not wish to comment on the re-designation, but look forward to receiving a Regulation 14, Pre-submission consultation in due course.

TELEPHONE CALLS

Members of the Neighbourhood Planning Team spoke to 4 residents of Garforth who stated their support for the re-designation of Garforth Neighbourhood Forum:

- Mr Mike Crowhirst
- Mr James Langley
- Mr Michael Roberts
- Mrs Margaret Wood