

## **GARGRAVE PARISH COUNCIL**

Minutes of the Gargrave Neighbourhood Plan Working Group  
Wednesday 4 November 2015  
Gargrave Village Hall

Those present: Chairman Edward Bartle, Chairman of Parish Council, Cllr Peter Ward, Cllr Janet Turner, Cllr David Syms, Jane & Rufus Drake, Ian Maxwell, Chris Lloyd and Clerk, Kath Ashby.

**1. To receive apologies:** Mike Palin

**2. To approve the minutes of the GNPWG Meeting held on Wednesday 14 October 2015:**  
Jane Drake raised a couple of points which were discussed and amendments were made to the Minutes. Jane Drake proposed and Edward Bartle seconded, all in favour.

**3. Matters arising from the Minutes of the Meeting on 14 October 2015:**  
Cllr Janet Turner went through the timetable with the group and confirmed:-

Letters have now been sent out to landowners re: Proposed Local Green Spaces.

Posters, Maps and Response Forms are now printed ready to be distributed around the village.

Edward Bartle told the meeting that as from midnight these along with the final Draft Neighbourhood Plan will be on the website.

By using the Parish Magazine this covers lots of lists and email addresses of local groups.

Jane and Rufus Drake amended the Consultee Letter and this was agreed by the group.  
All in favour and accepted unanimously.

**4. Version 5 of the Neighbourhood Plan: comments and feedback from Parish Councillors.  
Final discussion within the group:**

- a) This was forwarded out to the group by email on the 16<sup>th</sup>.
- b) Ian Maxwell confirmed that photographs of Systagenix were forwarded to Louise Kirkup as agreed.
- c) Draft Neighbourhood Plan was sent out to the Parish Councillors earlier last week and this was approved unanimously by the Parish Council at the meeting held on Monday 2 November 2015.

Chris Lloyd asked the meeting, what would be the mechanism if we had a strong objection as to whether a site needed omitting or adding. It was discussed and confirmed that if the situation arose, that these would be referred to Louise Kirkup for amendment.

Edward Bartle read out the response received from one of the parishioner's following the letter sent by the Parish Council regarding Proposed Local Green Spaces which had been

sent to Louise Kirkup for her advice. Edward Bartle read out to the group Louise's suggested response and all were happy for this letter to be sent.

**5. Formal public consultation on 5 November, is everything in place?**

Edward Bartle confirmed that he had spent the morning with Don Slaven making sure that the correct and updated documentation would be placed on the website.

On the front page of the website the wording should read: - It is very important we get the views of the village so please click on this link to download the Neighbourhood Plan and click on this link for the feedback form. Version 3 of the Neighbourhood Plan has gone because we no longer need that version on the website.

Rufus Drake asked Edward Bartle if a Representation Form had been placed on the website and if so, how did people send their responses back to the Parish Council.

Edward Bartle explained that instructions are on the sheet that will be delivered out to every household.

Chris Lloyd pointed out to the group that everyone is in walking distance. All the group happy with what is going to happen.

The Clerk raised the question of suggested wording for the Gargrave News. The group agreed after discussion, that rather than placing this in the Gargrave News, it would be better to place this wording in the Craven Herald under Statutory Notices.

Cllr Janet Turner agreed to place this advertisement.

Cllr Janet Turner told the meeting that the posters would be put up tomorrow, leaflets will be distributed around the village. A list has been prepared so that people can agree which area they can do.

**6. The six week consultation period: what needs to be organised.**

Chris Lloyd told the group that a meeting needs to be arranged with Highways.

The group needs to agree to meet again in about four weeks' time when we can look at the responses.

**7. Any other business.**

A discussion took place regarding the email that had been circulated to the group from CDC on Local Green Spaces designation. The group agreed to respond to CDC accordingly enclosing Map 1 Gargrave Draft NDP Proposal Map on page 6 of the Draft Plan together with the Table found on Pages 67-69 inclusive of the Draft Plan.

**8. Date of next meeting:** This was agreed for Wednesday 2 December 2015 at 7.30pm.