

# GARGRAVE PARISH COUNCIL

## Minutes of the Gargrave Neighbourhood Plan Working Group Wed 14 October 2015 Gargrave Village Hall

**Those present:** Chairman, Edward Bartle, Chairman of Parish Council, Peter Ward, Louise Kirkup, Kirkwells, Pr Cllrs Janet Turner, David Syms. Jane & Rufus Drake, Ian Maxwell, Pr Cll Clerk, Kath Ashby.

**1. To receive apologies for absence:** Chris Lloyd, Mike Palin, Mike Bland, and Anne Hargreaves.

**2. To approve the minutes of GNPWG meeting on 23 September 2015:** Proposed by Pr Cllr David Syms, seconded by Pr Cllr Peter Ward.

**3. Matters arising from the minutes on 23 September 2015:**

Rufus Drake raised his concerns regarding the changing of site numbering. Edward Bartle told the meeting that these were still the same sites and as far as he was concerned it matters not.

Louise Kirkup explained that this is standard procedure and she did recommend these numbers were changed. After a long discussion this matter was put to the vote. Six voted in favour of Louise Kirkup's suggestion, two against.

Louise Kirkup told the meeting that local planning authorities and Examiners require simple one site numbers in the policy and one title.

Cllr David Syms raised a question to Louise Kirkup on the site G2/2. As this is just one building, should this be included in the plan. The group agreed that this should be included in the Neighbourhood Plan.

**4. Progress on the final version of the Neighbourhood Plan. Outstanding information from CDC, SEA etc. The Chew Lane question.**

a) Louise Kirkup told the meeting that the first point was Stephen Brown was sending the outstanding information and there were assurances this would be received. She asked if anyone had received anything. The date agreed was the first week in October. We are now in the third week of October and nothing has been received. Cllr Janet Turner told the meeting that District Councillor Simon Myers at the recent Parish Council meeting advised us that CDC were miles behind.

b) Edward Bartle told the meeting that basically we carry on regardless and publish the Neighbourhood Plan as part of Regulation 14.

Louise Kirkup suggested she would like to ring Stephen Brown if the group had no objections. All were in favour for Louise Kirkup to ring Stephen Brown.

c) Chew Lane question – Edward Bartle told the meeting that we needed to finalise this point. Jane Drake raised her concerns and told the meeting she did not see the difference between these fields and the field up Marton Road, across from the Masons

Arms. She felt that if we do not put Chew Lane in, we should take Marton Road out as well.

d) Louise Kirkup explained that the Examiners are following the wording from the NPPF and have to demonstrate it meets the criteria. These fields are protected in the setting criteria and it does not leave them open for development. They are protected elsewhere in the plan but not as an open green space. Jane Drake asked what the difference was, Louise Kirkup explained that the Marton Road site has a medieval settlement, is near a Railway line and therefore has historic significance – a scheduled monument and the setting. Chew Lane is an open tract of land.

e) Louise Kirkup told the meeting the group must write to owners of all local green spaces to confirm they are in agreement with their land being included in the plan. This way the owners have an opportunity to comment.

After further discussion, four of the group voted to take our Consultant's advice, and two voted against.

#### **5. Countdown to formal publication following the PC meeting on 2 November 2015:**

a) Edward Bartle told the meeting that we really do need to finalise the planning sometime. The Parish Council meeting is on the 2 November and therefore the Parish Councillors need to have looked at the plan prior to the meeting and have decided that they will approve for formal consultation. We have not much time left. We need it by the 25 October 2015 Louise Kirkup confirmed that she would have the changes completed to the plan done by tomorrow and she would also speak with Stephen Brown.

b) Cllr Peter Ward agreed to email Rufus Drake the final version of the plan for printing.

c) A decision was made for Ian Maxwell to email Louise Kirkup a photograph of Systagenix for including in the plan on Page 50.

#### **6. Feedback from the public: PC website updating. Which form to use:**

Edward Bartle raised the question of which form the group would be using. Louise Kirkup suggested two things, one is that you start with the letter and strongly advised the group use the wording which is provided to the statutory bodies. To residents, she suggested a leaflet and a door drop.

A lengthy discussion then took place as to whether the suggestions and forms received from Mike Palin should be considered. The group agreed to go with Louise Kirkup's recommendations.

Cllr David Syms had to leave the meeting at 3pm due to another appointment and Chairman Peter Ward had to leave the meeting at 4pm.

It was agreed that a flyer should be produced for residents, posters to prepare and be placed around the village. Also the information will be placed in the November Parish Magazine. The final version of the plan to be placed on the website. Edward Bartle to

request Mr Slaven to create a link on the front page of the website indicating where to find the documents.

Louise Kirkup told the meeting that the key message here was that people could comment, you are inviting comments. You are not saying please support this plan, you are just inviting them to comment.

Discussions took place on which feedback form to use, either Mike Palin's or Louise Kirkup's template.

At this point the Clerk had to leave the meeting and therefore handed over the minute taking to Cllr Janet Turner at 4.30pm.

The remaining group after further discussion agreed with Mike Palin's suggestion to make the form work for several representations on one form. Jane Drake has the template discussed and created.

#### **7. Moratorium on planning applications following publication:**

The group decided that it would not be feasible to ask officially.

#### **8. Any other business:**

##### **Timetable: -**

A4 Leaflets for villagers to be printed by 29 October and handed out over that weekend. These to be printed by Rufus Drake – agreed that GNPWG would pay for these.

A3 Posters with wording and map of sites.

5 November – Print off 10 documents ready for Church Heritage event and placing around the village.

5 November – Letters to be sent out to the list of landowners and agencies.

5 November – Paper response forms to go with all documents around the village.

Edward Bartle to instruct Mr Slaven to create a link on front page of website indicating where to find the final plan and all documentation relating to the plan.

Cllr David Syms proposed a vote of thanks to Mike Palin for all his efforts.

#### **9. Date of next meeting.**

This was arranged for Wednesday 4 November at 7.30pm

The meeting closed at 5.05pm.