

# **GARGRAVE PARISH COUNCIL**

## **Minutes of the Gargrave Housing Development Working Group Wednesday 4<sup>th</sup> September 2013**

**Those present:** Siobhan Jose as Chairman, Edward Bartle - Vice Chairman, Chris Lloyd, Michael Bland, Charlotte Burke, Anne Hargreaves, Parish Councillors Janet Turner and David Syms, Emma Davies, Peter and Beverley Ward.

### **1) Apologies for absence and previous minutes.**

Apologies were received from Ian Maxwell, Dave Smith and Jean Maxwell who also sent her resignation and best wishes the working group.

All committee members were happy for the minutes from the previous meeting to be approved as a true and accurate record.

Chris Lloyd brought to the attention of the Chairman, in view of the issue of the liability of the group, to ensure that all documentation is robust for scrutiny from all legal sides.

Edward Bartle asked that once plans have been submitted is there chance to change them?

The general opinion was that this was not open to change once a plan had been agreed that would be it. Anne Hargreaves confirmed this.

It was also discussed as to who would be legally responsible for the working party and any aftermath. Parish Councillor Janet Turner said that it would be at the door of the Parish Council to legally be responsible for the group.

Anne Hargreaves added that this would be backed up by each committee member checking and helping alongside the Parish Council.

Chairman Siobhan said that it would be a stage by stage process.

Parish Councillor Janet Turner announced that at August's Parish Council meeting, District Councillor Simon Myers had commented on Neighbourhood plans asking working groups to state where possible what was wanted and what was not wanted in the village plan as, once submitted, there was no going back and it is vital to get it right first time.

Clerk to check with Simon Myers if this indeed was relating to the Neighbourhood plan and not to be confused with the Local Plan.

### **2) Notification of intent to form Neighbourhood plan.**

Chairman Siobhan had drafted a letter of intent to CDC finalising the Parish boundary map including the changes last year from CDC. This was circulated before the meeting to the working group members to see if all were in agreement for this to be approved further at the Parish Council meeting on 9th September. All were in agreement, with some slight alterations noted by Siobhan.

### **3) Community Engagement event**

Anne Hargreaves presented a 'Proposed Community Engagement Plan outlining key stages, purposes and suggested timescales. This it to be a working document in progress and members were very pleased with this document. The document was discussed in detail.

A discussion took place as to when to have the community event and what to do on the lead up to it including advertising and awareness. Using local media, email contact lists, local businesses, website etc.

CDC Stephen Brown had promised to forward the responses from residents from the community engagement meeting from 26th July in Gargrave Village Hall.

The Parish Council, to date, are still waiting for this information. Chairman Siobhan would chase up this with Stephen Brown.

It was discussed how a website tool could be set up to gain public perception on details of planning and thoughts as to what was wanted in Gargrave. All these comments could then be collated and fed into the Neighbourhood Plan meetings. All agreed. To be discuss further at the next meeting.

Chairman Siobhan suggested that the nuts and bolts be prepared, and that we should look into the detail of the process first, so that we can engage effectively and informatively with the public. That said, the community event maybe a little way off as yet.

#### **4) Funding Application**

The eligibility stage for funding was discussed and whether the Gargrave Neighbourhood team met the requirements. It was agreed that we do meet this criteria, after Anne Hargreaves had done a test application online and it had come back with a yes. This was to be done for real following the submission of a letter of intent. The funding would go towards advertising, employment of planning management consultant to help with applications, clerk for minute taking, printing for leaflet drops etc.

Michael Bland mentioned the advantages of employing management consultants to help with the preparation of a neighbourhood plan. He continued to say it would be invaluable as they have the knowledge and knowhow of the ins and outs of these things.

It was agreed to put the initial letter of notification to the Parish Council on their website. The text below was agreed to be put in to the Craven Herald a.s.a.p. The Clerk would contact the Craven Herald to put this under the community events and news section.

*Gargrave Parish Council have set up a Neighbourhood Plan working group with the aim of engaging local people to discuss and work together on this vital plan for Gargrave's future planning development. You can help to form the future of Gargrave. Please look out for key events, meetings and community engagement going on in the village, details can be found on Gargrave Parish Council's website, notice boards and advertising posters in shops and in local media.*

#### **5) Issues re: website and correspondence address.**

Emma Davies led this agenda item and had set up a dormant website for the Neighbourhood Working Group giving people information on the up and coming events, involvement and the progressive stages.

A discussion took place as to what was to be on the website to ensure that it is user friendly and in layman's' terms for all to be able to understand and get involved. This would be linked via the Parish Council's website and Parish Councillors Janet Turner and David Syms were happy for this. The Clerk would liaise with Emma Davis in regards to setting this up.

It was agreed that all correspondence can be sent to each other but all actions etc to be implemented by the Clerk.

#### **6) Any other items.**

Parish Councillor Janet Turner had updated the meeting with the issue of sewerage in Gargrave and the concern that the sewerage and water pipes are old and that the system would not handle more housing development etc. There has been a gully sucker machine on Low Green over the past few weeks sucking out various rubble, fat etc from the pipes. Reportedly 2 tones of material had been removed from there.

#### **7) To agree on the next meeting date.**

The next meeting date is to be on **Wednesday 2nd October** in Gargrave Village Hall at 7.30pm. Clerk to book the meeting room.

There being no other business the meeting closed at 9.15pm.