

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Minutes of the meeting held on 10 February 2020 in the Reading Room of the Mechanics Institute, Kirkby Malzeard

Steering group members present: Cllr Howard Mountain (Chair), Cllr Jane Aksut, Mr Michael Jordan, Mrs Rebecca Mann, Mr Mike Hurford and Mr Peter Cooper. No members of the public present.

The meeting commenced at 7.00pm.

1. Welcome. Receive and Approve Apologies. Declarations of Interests.

Apologies were received and approved from Cllr Alan Brownlee, Cllr Geoffrey Berry and Cllr Peter Saxon. There were no Declarations of Interests from Members.

2. Approve Minutes of previous meetings.

The Minutes of the Meeting held on 13.01.20 were approved as an accurate account and signed as such by the Chair.

3. Action Points (where not dealt with elsewhere on Agenda).

None.

4. Project Plan

a) No Project Plan update available as PS not present. **Action: Update to be circulated to Members before next meeting.**

5. Funding.

a) The application for 2020-21 grant funding was considered. It is likely that expenditure will be necessary for the analysis of the consultation results, advice on policy writing, further printing and room hire. **Action: Item to be placed on agenda for next month with application to be made as soon as practical into the financial year.**

6. Public and Stakeholder Consultations

a) Review and approve draft Public Consultation document.

The amendments and advice provided by the Consultants since the last meeting had been incorporated into a revised document which the SG considered question by question, with

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further adjustments made. **Action: Revised document to be submitted to Joe Varga at HBC for his input, prior to final approval and being sent for printing. Estimates for designing and printing work to be obtained from Consultants and two local print/design companies.**

b) Review progress on Stakeholder consultation documents.

Draft letter to 'Large Employers' (Wensleydale Creamery, R & J Yorkshire's Finest Farmers and Butchers Ltd, and D & M Design and Fabrication) explaining Stakeholder consultation arrangements, produced by MH, was approved.

It had been agreed at the previous meeting that questions aimed at those running businesses from home, including farmers, would be incorporated within the public consultation document, with no additional Stakeholder consultation being carried out for that group of people. It was now agreed that all other Stakeholders would be consulted using focused questionnaires which would include relevant questions from the public document, with additional questions covering their specific area of interest. **Action: Further work to be undertaken by members on Stakeholder consultation documents for next meeting.**

7. Pre-Consultation publicity

a) Approve logo design. A draft logo, produced by local resident Jeni Cropper, was considered and it was agreed to proceed with this, subject to some minor wording alterations, as it had not been possible to use any of the imaginative ideas generated by the school children for the logo last summer. Some of those designs will however be used in other publicity during the process of the creation of the Plan.

b) Approve flyer design. It was agreed that the suggested design, based on the notice which was included in the Church magazine, will be used, but should now incorporate the logo. One quote for printing had been obtained from Beyond Digital but a second quote to be obtained from Dalesgate Printers. **Action: PS and JA to finalise the flyer design and PC to obtain quote from Dalesgate for approval by Parish Council on February 24. MJ to organise distribution of flyer within Plan Area.**

It was agreed that the notice in the February Fountain will be run again in March with update on time scale of the Public Consultation. *Note: Due to the deadline for publication no update could be made in time, so notice published in existing form.*

c) The Neighbourhood Plan page on former Parish Council website – www.kmldpc.btck.co.uk – had been transferred and enlarged to form individual Community Group page on the new Community website – www.kirkbymalzeardarea.org.uk It was agreed that whilst some further minor work was

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still needed to the site, this would enable improved publicity of the NP within the community.

8. Any other business (items to include on Agenda of next meeting).

None.

9. Date of next meeting.

This will be held at 7pm on Monday, March 9, 2020 in the Reading Room of the Mechanics Institute, Kirkby Malzeard.

The meeting closed at 8.45pm. Minutes were taken by the Secretary (HM) in the absence of the Clerk.

PARISH CLERK: Victoria Preston, 17 Cypress Gardens, Ripon HG4 2LT. Tel:07725 801675.
Email: clerk.kmldpc@outlook.com Agenda, Minutes and other information available on
Neighbourhood Plan and Parish Council pages of Kirkby Malzeard Area community website :
www.kirkbymalzeardarea.org.uk Facebook: @kmldpc

Dated 17.02.2020

Signed.....

Date.....