

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Minutes of the meeting held on 13 January 2020 in the Reading Room of the Mechanics Institute, Kirkby Malzeard

Steering group members present: Cllr Howard Mountain (Chair), Cllr Peter Saxon, Cllr Jane Aksut, Cllr Geoffrey Berry, 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. There were no Declarations of Interests from Members.

2. Approve Minutes of previous meetings.

The Minutes of the Meetings held on 11.11.2019 and 02.12.2019 were approved as accurate accounts and signed as such by the Chair.

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

- a) It was noted that the Parish Council had given its approval of the appointment of Andrew Towlerton Associates as Neighbourhood Plan Consultants, subject to availability of grant funding, and on basis that the SG undertake work wherever practical to avoid any unnecessary expenditure.

4. Project Plan

- a) A Project Plan update was provided by PS, the contents of which were noted.

5. Funding.

- a) It was noted 2019-20 grant funding of £1850 had been received from Locality by the Parish Council.

6. Public and Stakeholder Consultations

- a) Review and approve draft Public Consultation document for submission to Consultants. Each Section of the draft document was considered and an amended version approved by members. It comprises an Introduction outlining the nature of an NP and explaining that

Signed.....

Date.....

the document is in two sections, with Section 1 to be completed by one resident on behalf of the household and Section 2 to be completed individually by anyone who lives, works or operates in the Plan Area.

Section 1 includes questions about the people living at the property and about the dwelling itself. It had been originally envisaged that there would be a separate topic within Section 2 concerning 'People' but it was agreed that this aspect is now adequately covered within Section 1.

Section 2 comprises questions on six separate topics comprising Housing, Landscape/Environment, Heritage, Employment/Business, Transport and Community Facilities.

A tick box format has been used, with certain questions set out so that they can be answered on the basis of levels of support, importance and quality.

It was agreed that the document be sent to the Consultants for their advice and input, and then to HBC for their comments, before being handed out to members of the public for completion ideally no later than the end of February or early March. **Action: Advice to be obtained from Consultants on the order in which options are rated i.e. from poor to good or vice versa.**

b) Review progress on Stakeholder consultation documents.

A discussion was held about which groups should be included within Stakeholder consultations and it was agreed that the views of those people running businesses from home (which includes agricultural businesses such as Farms) would be adequately covered by the Public Consultation document as specific questions have been included for those groups. **Action: Further work to be undertaken by members on Stakeholder consultation documents for next meeting.**

7. Pre-Consultation publicity/Initial Ideas Gathering

a) Feedback from Drug Awareness meeting 10.12.2019.

Whilst the Drug Awareness meeting had been poorly attended the opportunity had been taken to publicise the NP with a December update sheet handed out. The update had also been published on the website and on Parish Noticeboards including the new board inside the Bus Shelter at the eastern end of Kirkby Malzeard village.

b) Approve flyer design.

An advert publicising the forthcoming Public Consultation, for inclusion within the February Fountain Parish magazine, was approved and this will form the basis of the flyer to be circulated to households, work places etc prior to the Consultation taking place.

Action: JA to finalise flyer. HM to obtain quotes for printing.

c) Approve logo design.

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The first draft of the logo was considered, with a further version to be circulated shortly.
Action: JA to liaise with designer and obtain final version for consideration.

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, February 10, 2020 in the Reading Room of the Mechanics Institute, Kirkby Malzeard.

The meeting closed at 9.15pm. 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 General Privacy Notice, available on Parish Council website www.kmldpc.btck.co.uk Facebook: @kmldpc

Dated 20.01.20

Signed.....

Date.....