

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting held on 8 July 2019 in the Mechanics Institute, Kirkby Malzeard.

Steering Group members present: Cllr Howard Mountain (Chair), Cllr Alan Brownlee, Cllr Peter Saxon, Cllr Jane Aksut, Mr Peter Cooper, Mrs Rebecca Mann and Mr Michael Jordan. No members of the public present.

The meeting commenced at 7.00pm

1. Welcome and apologies.

Apologies were received from Mr Mike Hurford and Cllr Geoffrey Berry. There were no Declarations of Interests by Members.

2. Approve Minutes of last meeting.

The Minutes of the meeting on 10 June 2019 were confirmed as an accurate account and signed by the Chair.

3. Action Points from last meeting.

Confirmed by HM that the Parish Council had formally approved Peter Cooper, Rebecca Mann, Mike Hurford and Michael Jordan as members of the Steering Group.

4. Project Plan.

- a) AB confirmed that he was meeting Mr Michael Armer, a Laverton resident with Project Management expertise, to discuss the Project Plan. It is hoped that Mr Armer would agree to provide consultancy advice to the SG over the lifetime of the Plan. **Action Point: AB to report back to next meeting.**
- b) PS to update the draft Project Plan – to be set out on monthly basis until end 2019 and then quarterly until projected conclusion in Q1 2022, to achieve a manageable, workable document. **Action Point: PS to present amended draft Plan to next meeting.**

5. Information and Evidence Gathering.

- a) Consider existing evidence provided by Joe Varga, HBC Planning Dept. The documents comprised a Harrogate District profile 2018-24 and Individual/Combined Parish profiles for Kirkby Malzeard and Laverton, and an initial examination of these was carried out. Links to the evidence base used by HBC in conjunction with the emerging local Plan were also provided. It was agreed that all sections concerning the Parish would be considered as part of the Plan making process.
- b) Consider advice provided by Rachel Wigginton, member of Ripon City Plan team. Links to the evidence base used by Ripon NP team had been provided together with general advice as to what requirements we would need to meet when producing the NP. It was agreed that this advice was helpful in forming a starting point for evidence gathering.

6. Consultation Strategy.

- a) No residents with Market Research expertise as yet identified and rather than commence any detailed consultation before the best practise for gathering quality data and views was clear, it was agreed that early stage consultation would be on a very general basis. The SG would gather the 'Initial Ideas' of what the community would like to see the NP cover, following on from the general discussions at the Parish Meetings and Parish Council Drop-in Session earlier in the year. As community events are a good opportunity to collect written feedback the SG will collect 'Initial Ideas' at the Village Garden Party in Kirkby Malzeard on July 20.
In order to obtain a fully representational view it was agreed that such views should also be sought at other events such as Village Quiz Nights etc. and ideally in the region of 100 people should be questioned over the next 2-3 months. It is envisaged that the full consultation would commence late 2019/early 2020.
- b) The nature of 'Stakeholders' was considered, and it was agreed that it should include local businesses, organisations, builders, landowners and any other parties who may have relevant input. **Action: RM to produce draft list for consideration at next meeting.**
- c) Consultation Record Document produced and approved.

7. Publicising Neighbourhood Plan.

- a) Draft Handout for use at Community Event in Kirkby Malzeard on July 20 was considered. Agreed that in light of item 6a it should now be amended to refer to the gathering of 'Initial Ideas'. **Action: MJ to amend handout and circulate for approval later in week.**
- b) Arrangements for gathering information on the day discussed – any SG member available will assist. **Action: JA to produce signs setting out questions and other material for Community Event.**
- c) Agreed that a logo for the SG would be useful as part of the process of publicising the NP in the Parish. **Action: AB and JA to liaise with School about the children producing ideas for this before the end of term.**

8. Funding.

Agreed that funding application should be made to Locality for grant assistance as soon as practical. **Action: PC to investigate procedure and report back to next meeting.**

9. Any Other Business

None.

10. Date of next meeting

This will be held on 12 August 2019 in the Mechanics Institute, Kirkby Malzeard starting at 7.00pm.

The meeting ended at 8.30pm - Minutes taken by HM as Acting Secretary.

For further information on all NP matters contact kmldpc@btinternet.com.

PARISH CLERK: Jen Hurford, Holmes Cottage, High Walk, Kirkby Malzeard HG4 3RY (Postal enquiries only) Tel: 01765 650363 Email: clerk.kmldpc@outlook.com Agenda, Minutes and GDPR General Privacy Notice, also available on the Parish Council website: www.kmldpc.btck.co.uk Further information available on Facebook: @kmldpc