

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting held on 09 September 2019 in the Mechanics Institute, Kirkby Malzeard.

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

The meeting commenced at 7.00pm

1. Welcome and apologies.

Apologies were received from Cllr Geoffrey Berry, Cllr Alan Brownlee and Mrs Rebecca Mann. There were no Declarations of Interests by Members. It was noted that Cllr Brownlee has indicated that he presently has other commitments which will limit the time which he has available for this SG, but it was agreed that he should remain a member so that he can contribute in the future when time permits.

2. Approve Minutes of last meeting.

The Minutes of the meeting on 12.08.2019 were confirmed as an accurate account and signed by the Chair.

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

None.

4. Allocation of Responsibilities for Stage 2 (Engaging the community and gathering information) during the period 2019 Q4 to 2020 Q2.

Chair/Secretary – HM

Vice-Chair – PS

Project Manager – PS

Finance – PC

Public Consultation - MJ and JA

Stakeholder Consultation – MH and RM

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5. Project Plan.

- a) Amended Project Plan presented by PS. Further amendments to Stage 1 (Getting Started) and Stage 2 (Engaging the community and gathering information) discussed and agreed. Other Stages will be reviewed at a later date. It was also agreed that PS will forward updated copy of Project Plan by email to all SG members after each meeting to record progress and confirm targeted timescales for work in progress. **Action: PS to send updated and amended Project Plan to SG members.**
- b) AB reported prior to meeting that no progress has as yet been made in obtaining consultancy advice for the Project Plan. It was agreed that if consultancy advice did become available in the future this would be welcomed but at present the existing Project Plan was seen to be satisfactorily fulfilling its purpose.

6. Information and Evidence Gathering.

It was agreed that the principle areas to be covered by 'Information and Evidence Gathering' were as previously set out and SG members accepted responsibility for these as follows:

- i) People – HM/JA
- ii) Housing – MJ/HM
- iii) Business/Employment – MH/PC
- iv) Transport – JA/PC
- v) Community Facilities/Services – PS/JA
- vi) Heritage – HM/RM
- vii) Landscape/Environment – RM/HM

All SG members would assist with other areas wherever possible. The individual topics to be covered under each heading was discussed and provisionally agreed.

Action: HM to circulate detailed list of topics to be covered under each heading. Responsible members to prepare draft 'evidence gathering' questions for inclusion in the consultation documents for next meeting (based on Hutton Rudby document) and investigate any other sources from which information may be available.

7. Consultation Strategy.

- a) Stakeholders consultation. Prior to the meeting RM had provided a revised list of Stakeholders for consideration. These were divided into a number of specific categories comprising:

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- i) Major employers (10 or more employees)
- ii) Businesses with dedicated premises (Retail, light industrial, tourism etc)
- iii) Organisations with premises (Educational, Health, Social, Faith-led etc)
- iv) Other organisations (mainly of a Social nature)
- v) Landowners/Developers and Builders

Further consideration was given to how best undertake consultation with each group, specifically whether an individual document was necessary for those other than the major employers, or whether the public consultation document could also incorporate sections solely for completion by those representing the other groups. It was decided that those persons running businesses from home (or living elsewhere but employed in the Plan Area) could be covered in this way. Further consideration will be given to this at the next meeting. **Action: HM to circulate updated Stakeholder list. MH to prepare draft consultation document for Major Employers.**

- b) Public consultation. It was provisionally agreed that the consultation document will now be provided on an individual basis rather than per household so that everyone's views were obtained. The forms could be completed anonymously if wished but if members of the public wanted to provide an email address for future updates on the NP, this facility would be accommodated. A separate form for evidence gathering would be provided on a one per household basis so that evidence was not duplicated. If individuals wished to discuss the NP with SG members appointments would be made but otherwise forms would simply be returned. **Action: Members to prepare draft questions designed to obtain views and opinions for each section as allocated in Section 6.**
- c) Item C on the agenda dealt with under 7a above.

8. Publicising Neighbourhood Plan and seeking 'Initial Ideas from members of public.

- a) It was confirmed that it had been possible to include a NP update and basic response form, asking for positive and negative aspects of the area, within the catalogue at the well-attended Flower and Produce Show last Saturday. Responses were awaited.

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- b) The possibility of having a presence at the planned Drug Awareness meeting being organised by JA on behalf of the Parish Council in October or November was discussed. It was agreed to proceed with that if practical. JA also confirmed that the relaunched Community Website would be available shortly and that would enable further promotion of the NP.
- c) JA presented the draft logo designs produced by pupils at the Village school, all of which showed a lot of imagination and artistic ability. Four were selected for further development with a budget of £50 provisionally approved (subject to confirmation by parish Council). Pupils had also been asked for their thoughts on the 'good' and 'bad' aspects of the area. **Action: JA to arrange for the most suitable logo to be developed professionally and will present the results to the SG once available. The responses from the pupils will also be collated for further analysis.**

9. Funding.

The meeting again discussed items for which a grant application to Locality might be made, but advice from a local NP 'Champion', needed before the application could be submitted, was still awaited. **Action: PC to pursue advice and report back to next meeting.**

10. Any Other Business.

A webinar is being held on September 23 concerning 'Affordable Housing with Neighbourhood Plans'. **Action: HM to circulate details in case any member is available to partake.**

11. Date of next meeting

This will be held on Monday 14 October 2019 in the Mechanics Institute, Kirkby Malzeard starting at 7.00pm.

The meeting ended at 8.50pm - Minutes taken by HM as Secretary.

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

ACTING PARISH CLERK: Howard Mountain, Mount Pleasant, Laverton (Postal enquiries only) Tel: 01765 658838 Email: clerk.kmlldpc@outlook.com Agenda, Minutes and GDPR General Privacy Notice, also available on the Parish Council website: www.kmlldpc.btck.co.uk Further information available on Facebook: @kmlldpc

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