

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting held on 10 June 2019 in the Mechanics Institute, Kirkby Malzeard.

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

The meeting commenced at 7.00pm

1. Welcome and apologies.

Apologies were received from Cllr Geoffrey Berry. There were no Declarations of Interest by Members.

2. The function of the Steering Group.

The Steering Group (SG) firstly welcomed three new members (subject to formal approval at the next Parish Council meeting); Mr Mike Hurford, Mrs Rebecca Mann and Mr Peter Cooper, all of whom signed the necessary GDPR Consent forms. A fourth new member Mr Michael Jordan was unable to attend this meeting but will join as a member of the SG for the next meeting. It was agreed that further members of the community will be encouraged to join in order to expand the range of expertise and local knowledge.

The Terms of Reference provided by the Council were studied and accepted as the basis on which the SG would operate.

Consideration was given to publicising the work of the SG and it was decided that the creation of a separate website would be reviewed once the community website 'Kirkby Malzeard Area Guide' relaunch had taken place, which is due shortly.

Action: Chair to report back to Parish Council and obtain approval of the four new members.

3. What a Neighbourhood Plan (NP) could achieve for the Parish.

A general discussion was held, the conclusions of which were that it would be of considerable benefit to the community if, through the Parish Council, it had more

influence over general planning policy and individual planning applications in the future. It was felt important that the NP should cover as full a range of issues as possible and the SG would be guided on these by the results of the public consultation. At this stage it was envisaged that Housing Allocations would be part of the scope of the NP.

The SG considered as case studies the NP prepared by Woodcote village in Oxfordshire, as it was a similar, albeit larger, community and also the recently completed Ripon City Plan (which is the only NP so far completed with the Harrogate Borough Council area). It was noted that different approaches to producing a NP can be taken and the SG will need to consider what would be the most effective for this Parish.

4. Non-planning issues

NPs by definition concentrate principally on Planning matters but it was agreed that in order to implement the policies within the NP satisfactorily, other non-planning issues would also have to be considered as part of the process. Without the necessary infrastructure new development for example could easily create problems and so it was agreed that non-planning issues will be covered either in an appendix to the NP itself or in a separate document.

5. Produce a Project Plan

A list of the main stages (Milestones) of producing a NP was considered as was an initial draft of a Project Plan prepared from a model document produced by a local authority where a number of NPs have already been produced by Parish Councils (East Devon District Council). The SG will make modifications to this as work progresses but will also seek assistance from those within the community who have Project Management experience in order to obtain the most benefits from this organisational tool.

Action: Residents with expertise in Project Management to be approached by AB.

6. Information and Evidence Gathering Strategy

It is clear that the best approach is to investigate what evidence about the Parish already exists and then carry out further research as required in order to build up a comprehensive picture.

Action: HM to approach Joe Varga (NP contact at Harrogate Borough Council Planning Authority) and the Ripon City Plan Steering Group for any relevant information which they can provide.

7. Consultation Strategy

It was agreed that it is imperative that full consultation with those who live and work in the Parish be carried out as part of the process, in order that the SG can be fully informed prior to writing the NP. This should include younger age groups as well as adults. It will also be important to consult local 'Stakeholders' being local organisations, businesses, those involved with local health, education, care etc and any other local groups who may have an insight into planning needs in the future.

It was felt that within a community of this size it should be practical to carry out consultation with community members on a one to one basis. Advice will be sought on the optimum means of gathering information without infringing data protection measures.

Action: identify residents with expertise in Market Research to assist with this part of the process.

8. Funding

Prior to applying for funding from Locality a list of anticipated expenditure will have to drawn-up and it was agreed that this should include provision for SG members to receive appropriate Training.

Action: Further advice to be obtained by HM on likely necessary costs for 19-20 financial year. Matter to be referred to Parish Council for approval and submission.

9. Any Other Business

None.

10. Date of next meeting

This will be held on 8 July 2019 in the Mechanics Institute, Kirkby Malzeard starting at 7.00pm.

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

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

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