

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP

Minutes of the meeting held on 12 August 2019 in the Mechanics Institute, Kirkby Malzeard.

Steering Group members present: Cllr Howard Mountain (Chair), Cllr Peter Saxon, Mr Peter Cooper, Mrs Rebecca Mann, 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 Jane Aksut and Cllr Alan Brownlee. There were no Declarations of Interests by Members.

2. Approve Minutes of last meeting.

The Minutes of the meeting on 08.07.2019 were confirmed as an accurate account and signed by the Chair.

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

None

4. Project Plan.

- a) Amended Project Plan presented by PS in a form which could now be printed off in a useable manner. Suggestions for further design modifications were discussed and it was agreed that the four stages (1 - Getting started, 2 – Engaging the community and gathering information, 3 – Writing the document and 4 – Statutory consultation and submitting the plan) would each run for one year within the period commencing Q3 2018 and ending Q1 2022 to coincide with the end of the term of the current Parish Council. All columns to be quarterly rather than monthly. PS accepted responsibility for maintaining and updating the document throughout the Neighbourhood Plan process. **Action: PS to add key, column for Q1 2022 and show detail for Q3 2018 – Q4 2019 before forwarding revised Plan to SG members.**
- b) As AB not present no update was available on consultancy advice. It was however agreed that any such advice would be useful and that PS would

liaise and incorporate any suggestions from the consultant within the Project Plan.

5. Information and Evidence Gathering.

- a) Based on the evidence provided by HBC and the information on Plan Areas in both the Woodcote NP and Ripon NP, HM had produced a draft schedule of items that would need to be covered. The main headings were: People, Housing, Employment, Transport, Heritage, Community facilities and Landscape. **Action: Members to consider the schedule and suggest amendments for approval at the next meeting.**

6. Consultation Strategy.

- a) RM presented a draft list of Stakeholders and their contact details for consideration. The extent and nature of consultation with these Stakeholders was discussed and it was agreed that it would be necessary for customised consultation documents to be produced for each type of Stakeholder in order to obtain all relevant information needed. Agreed that MH would lead the consultation with the main employers, with other group members sharing the responsibility for consulting with other parties. **Action: Members to consider the Stakeholder list and email additions to RM for approval at the next meeting.**
- b) The format of the consultation document to be used to gather opinion and additional data from residents and other individuals within the Parish such as employees, was discussed. It was agreed that the document should be on a tick-box basis with space for additional comments (if people wished to provide such), and that ideally it should be no more than four A-4 pages in length, on a one copy to each household basis, with additional copies available if required. **Action: HM to forward on copies of document used by Ripon and Hutton Rudby for consideration, with the design to be discussed further at the next meeting. Enquiries to be made about obtaining consultancy advice on market research methods in respect of best practise for questions and analysis of responses.**

7. Publicising Neighbourhood Plan.

- a) The 'Initial Ideas' responses obtained at Community Garden Party on July 20 were analysed. Some of these related directly to items which might be covered within a NP whilst others were more general. Relevant items will

be considered in conjunction within the more detailed consultation process.

- b) It was agreed that, as the process had been useful in terms of publicising the Plan as well as obtaining ideas, it would be carried out again during Q3 and Q4 2019 if appropriate events could be identified. The Flower and Produce Show was unfortunately not possible due to limited space in the Hall but consideration would be given to events such as Xmas Fairs or Coffee mornings where practical. Suggestions were then made as to how the profile of the NP could be raised which included the production of a newsletter, articles in the Fountain, Ripon Gazette and on the community website together with the practicality of creating a mailing list and presentations at committee meetings of local organisations.
- c) As JA and AB were not present the design of a logo to publicise the NP was deferred to the next meeting.

8. Funding.

The meeting discussed items for which a grant application to Locality might be made but it was not felt possible to arrive at a comprehensive list without advice. Claims have to be made in advance rather than being back dated and as far as can be ascertained were to be made only once or twice over the full process period rather than annually. PC accepted responsibility for financial matters during the NP process. **Action: PC to further investigate procedure with Locality and report back to next meeting.**

9. Any Other Business - None.

10. Date of next meeting

This will be held on Monday 9 September 2019 in the Mechanics Institute, Kirkby Malzeard starting at 7.00pm.

The meeting ended at 8.40pm - Minutes taken by HM as Acting Secretary.

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

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