

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## NEIGHBOURHOOD PLAN STEERING GROUP MEETING

### Minutes of the meeting held on 14 October 2019 in the Mechanics Institute, Kirkby Malzeard

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

The meeting commenced at 7.00pm.

#### **1. Welcome and Apologies. Declarations of Interests.**

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

#### **2. Approve Minutes of last meeting.**

The Minutes of the Meeting held on 09.09.2019 were confirmed as an accurate account and signed by the Chair.

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

None.

#### **4. Project Plan**

PS provided an emailed copy of the Project Plan to members. No revisions considered necessary to projected dates at this stage.

#### **5. Advice received from NP 'Champion' (Peter Allison) and HBC Planning Department (Joe Varga).**

HM summarised the advice obtained from Peter Allison in respect of the items for which funding should be sought, as reflected in item 6. Mr Allison had also provided contact details of a Planning Consultant, with whom HM had subsequently spoken and who had provided details of daily charges to consider. This Planning Consultancy company had also indicated that within their team there were consultants covering other areas on which advice may be useful, e.g. in respect of the Consultations etc. Peter Allison had also suggested that the on-line tool 'Survey Monkey' could be usefully employed within the

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Public Consultation process and he had provided information in respect of Heritage aspects.

Joe Varga had stressed the need for advice from a Planning Consultant, who should ideally be a RTPI member, and that advice should ideally be obtained at an early stage. He referred the SG to the NP prepared by Otley Town Council and the other Leeds City Council areas as he felt that useful information on procedures would be obtained. **Action: HM to contact at least two other RTPI member Consultants for alternative costs.**

## 6. Funding.

It was agreed that PC should complete the 'Expression of Interest' form to Locality one week prior to the next meeting so that the Application itself (which has to be completed within 15 days of the E of I being approved) could be initially completed in draft and then considered by the whole SG at the meeting, prior to being submitted within the time scale. Items for which funding will be sought include

- a) the employment of a Planning Consultant,
- b) the employment of a Consultant to offer some advice on the Public and Stakeholder Consultations,
- c) Room hire charges for SG meetings, Public Drop-in Sessions etc,
- d) Printing costs for consultation documents and newsletters etc,
- e) Provision of a NP noticeboard at the Bus Shelter in Kirkby Malzeard.

A sum of £3,000 (of the total of £9,000 available) will be sought at this stage with further stage applications obtained as the process progresses. No sum would be sought for a dedicated NP website as existing arrangements utilising the Parish Council website (with additional publicity on the Kirkby Malzeard Area Guide community website) were considered adequate at present. Once the community website is relaunched in a new format shortly a specific area would be provided which will incorporate interactive facilities enabling closer links with residents and the creation of an e-mail contact list. **Action: PC to apply for grant form and complete in draft to coincide with the next SG meeting.**

## 7. Information and Evidence Gathering / Consultation Strategy.

### a) Consider format, content (draft questions) and scope of public consultation document.

It was agreed that a printed document would be provided to all residents, those employed in the Plan Area and any other interested individuals. The use of an on-line tool such as 'Survey Monkey' was considered but it was felt that complications could arise if both paper and on-line survey forms were available and that a significant percentage of potential people being surveyed would prefer the printed version. PS confirmed that software would be used to analyse the results so that accurate conclusions could be drawn. The document will include a 'front page' covering the nature of the household (number of people living in

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the property and nature of the property etc) which would be completed jointly, with individual residents then completing their own remaining pages to enable differing views of occupiers to be obtained. The document will be designed on a tick box basis but with scope for comments if required. Each topic will have an introductory statement summarising the nature of the issue before a list of questions designed to obtain views/opinions and evidence/data. MJ presented a draft 'Housing' statement and questions for consideration and it was agreed that a similar draft should be produced on each topic by those members responsible so that this could be available when consultancy advice was obtained. RM had also produced some sample questions for the topic of 'Environment and Landscape' and it was agreed that these should form the basis of those used to obtain views and opinions for that topic. **Action: Draft statement and questions to be produced on all topics for next meeting.**

**b) Consider format, content (draft questions) and scope of Stakeholders consultation documents**

Prior to the meeting MH had circulated a draft questionnaire to be completed by 'Large Employers' which it was felt covered all relevant aspects. It was agreed that the Stakeholder questionnaires would be easier to analyse if they were in tick box form with scope for additional comments if required. Different questionnaires will be needed for each group of Stakeholders with the scope of questions centred on their own specific area of expertise i.e. Employers to be asked about employment issues, local organisations about community facilities etc rather than opinions being sought for anything more general, unless Stakeholders deemed it necessary. **Action: Allocate responsibility for preparing questionnaires for other Stakeholder groups at next meeting.**

**c) Consider other information and evidence gathering sources for each topic.**

RM presented a detailed list of sources which could be used to obtain evidence/data for the topic of 'Environment and Landscape' and similar lists are required for all other topics. **Action: Evidence source lists to be created for other topics.**

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

**a) 'Initial Ideas' and NP Updates**

An NP Update had been distributed to approximately 90 people at the Flower and Produce Show in September and whilst the number of completed responses seeking 'Initial Ideas' had been limited in number, the comments made were noted and will be added to those gathered at the Garden Party in July and those given by the School children when logo designs were being obtained.

**b) Progress with further idea gathering at Drug Awareness meeting.**

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JA confirmed that the Drug Awareness meeting scheduled for November was going ahead and the opportunity to promote the NP was available. **Action: JA to confirm date as soon as available. NP Update and Initial Ideas forms to be prepared for distribution at the meeting.**

**c) Logo design.**

JA confirmed that a professional designer had been approached and designs were awaited.

**9. Any other business (items to include on Agenda of next meeting).**

A general discussion was held about the need for an extensive publicity campaign to raise awareness of the NP prior to the formal Consultations being commenced. Item to be included on agenda of next meeting.

**10. Date of next meeting.**

This will be held at 7pm on Monday 11<sup>th</sup> November in the Reading Room of the Mechanics Institute.

The meeting ended at 8.55pm.

SECRETARY (ACTING PARISH CLERK): Howard Mountain, Mount Pleasant, Laverton HG4 3RH  
Email: [clerk.kmldpc@outlook.com](mailto:clerk.kmldpc@outlook.com) Agenda, Minutes and General Privacy Notice, available on Parish Council website [www.kmldpc.btck.co.uk](http://www.kmldpc.btck.co.uk) Facebook: @kmldpc

Dated 21.10.2019

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