

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## NEIGHBOURHOOD PLAN STEERING GROUP MEETING

### Minutes of the meeting held on 16 March 2020 in the Reading Room of the Mechanics Institute, Kirkby Malzeard

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

The meeting commenced at 7.00pm.

#### 1. Welcome. Receive and Approve Apologies. Declarations of Interests.

Apologies were received and approved from Mr Michael Jordan, Mr Peter Cooper, Cllr Alan Brownlee and Cllr Geoffrey Berry. There were no Declarations of Interests from Members.

#### 2. Approve Minutes of previous meetings.

The Minutes of the Meeting held on 10.02.20 were approved as an accurate account and signed as such by the Chair.

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

None.

#### 4. Project Plan

a) The likely effect of the coronavirus epidemic on the timetable to commence the consultation process was discussed and it was agreed that the Project Plan update prepared by PS for this meeting would need to be revised. **Action: PS to prepare revised Project Plan once the impact of the epidemic was known.**

#### 5. Funding.

a) It was agreed that the application for 2020-21 grant funding would be placed on hold until later in the year, as it will be necessary to assess the impact of the epidemic on the timings of the various stages of the process before an application could be made. **Action: Item to be placed on agenda for next meeting.**

#### 6. Public Consultation

a) Review and approve draft Public Consultation document following meeting of Steering Group members with HBC Planning Officer, Joe Varga on 10.03.20.

Signed.....

Date.....

A revised version of the Public Consultation document, based on the discussions held between the SG members and Joe Varga, was considered. It was agreed that there would be no separate Householder section and that the questions would be reduced from 50 to 40 by omitting the majority of those on Community facilities. Those issues, many of which were accepted as being non-Planning matters, would be dealt with in a separate questionnaire at an appropriate time.

In the light of the likely impact of the coronavirus outbreak it was decided that it would be necessary to delay the Consultation process but that this would provide the opportunity for further consideration of the newly adopted District Local Plan. **Action: SG members to undertake work on how the NP would apply alongside the new Local Plan and the NPPF, prior to the next meeting.**

b) Approve estimate for design and printing of document.

Estimates from Beyond Digital for design and printing were considered, together with an estimate for designing the document from the Planning Consultants. The decision was deferred until the next meeting.

#### **7. Review progress on Stakeholder consultation documents.**

a) MH confirmed that a letter had been sent to the 'Large Employers' (Wensleydale Creamery, R & J Yorkshire's Finest Farmers and Butchers Ltd, and D & M Design and Fabrication) explaining Stakeholder consultation arrangements and responses were awaited.

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

None.

#### **9. Date of next meeting.**

The next meeting was provisionally scheduled for 06.04.2020 commencing 7pm in the Reading Room of the Mechanics Institute, Kirkby Malzeard (subject to change).

The meeting closed at 7.45pm. Minutes were taken by the Secretary (HM) in the absence of the Clerk.

PARISH CLERK: Victoria Preston, 17 Cypress Gardens, Ripon HG4 2LT. Tel:07725 801675.  
Email: [clerk.kmldpc@outlook.com](mailto:clerk.kmldpc@outlook.com) Agenda, Minutes and other information available on Neighbourhood Plan and Parish Council pages of Kirkby Malzeard Area community website : [www.kirkbymalzeardarea.org.uk](http://www.kirkbymalzeardarea.org.uk) Facebook: @kmldpc

Dated 22.03.2020

Signed.....

Date.....