

# **KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL**

## **NOTICE OF NEIGHBOURHOOD PLAN STEERING GROUP MEETING**

**Monday 3 August 2020 at 7.30pm**

Note: This meeting is being held remotely using video conferencing methods in accordance with legislation which came into force on April 4, 2020 as set out in 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020'. The meeting has the same status as a meeting held 'in person' and will operate in accordance with Parish Council Standing Orders, Code of Conduct and other relevant procedural documents.

The meeting is open to Members of the Public and anyone interested in observing or participating should contact Cllr Alan Brownlee for details of how to take part. [alanbrownlee.kmldpc@gmail.com](mailto:alanbrownlee.kmldpc@gmail.com)

The purpose of the Steering Group, which is a committee of the Parish Council, is to produce a Neighbourhood Plan for Kirkby Malzeard, Laverton and Dallowgill in accordance with its Terms of Reference.

This is intended to be a brief meeting to deal with urgent items only.

### **AGENDA**

- 1. Welcome. Receive and approve Apologies. Declarations of Interests. Brief summary by Chair of the procedures at remote meetings.**
- 2. Approve Minutes of meeting held on 10.06.2020.**
- 3. Action Points from previous meeting (where not dealt with elsewhere on Agenda).**
  - a) Project Plan – no update prepared until end of all restrictions arising from pandemic.

b) Obtaining hard copy of HBC Local Plan for ease of reference.

**4. Funding.**

a) Confirmation of grant from Locality for 2020-21 – sum of £4000.

**5. Public Consultation.**

a) Consider any further revisions to document necessary following consideration of content since last meeting. Consider and approve quote for design and printing of document.

b) Finalise date on which to distribute flyers and commence distribution of Consultation document. Agree any final arrangements and organise distribution/collection.

**6. Stakeholder Consultations.**

a) Update arrangements and re-commencement date.

**7. Any other business (items to be included on Agenda of next meeting).**

**8. Date of next meeting.**

PARISH CLERK: Victoria Preston, 17 Cypress Gardens, Ripon HG4 2LT. Email: [clerk.kmldpc@outlook.com](mailto:clerk.kmldpc@outlook.com) Agenda, Minutes and General Privacy Notice, available on Community website [www.kirkbymalzeardarea.org.uk](http://www.kirkbymalzeardarea.org.uk) Facebook: @kmldpc

**Dated 29.07.2020**