

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NOTICE OF NEIGHBOURHOOD PLAN STEERING GROUP MEETING

**7.00pm on Monday 8 July 2019 in the Reading room, Mechanics Institute,
Kirkby Malzeard - Members of the public welcome**

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.

AGENDA

- 1. Welcome and Apologies.**
- 2. Approve Minutes of last meeting.**
- 3. Action Points (where not dealt with elsewhere on Agenda)**
 - a) Howard Mountain to confirm approval by Parish Council of new Steering Group members.
- 4. Project Plan**
 - a) Alan Brownlee to provide update on obtaining consultancy advice on preparing the Project Plan.
 - b) Consider draft Project Plan
- 5. Information and Evidence Gathering**
 - a) Consider existing evidence on NP Area provided by Joe Varga, HBC Planning Dept.
 - b) Consider advice provided by Rachel Wigginton, Ripon City Plan group member.
- 6. Consultation Strategy**
 - a) Consider progress on identifying residents with expertise in Market Research.
 - b) Produce list of 'Stakeholders'.
 - c) Approve Consultation Record Document.
- 7. Publicising Neighbourhood Plan**
 - a) Community Event July 20 – approve handout to public.
- 8. Funding**
 - a) Consider likely sources of expenditure.
 - b) Training.
- 9. Any other business (items to include on Agenda of next meeting)**
- 10. Date of next meeting**

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Agenda, Minutes and General Privacy Notice, available on Parish Council website
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