

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## NEIGHBOURHOOD PLAN STEERING GROUP MEETING

### Minutes of the meeting held by video conference on 14 September 2020

Steering group members present: Cllr Howard Mountain (Chair), Mr Peter Cooper, Cllr Alan Brownlee, Cllr Jane Aksut, Cllr Peter Saxon. One member of the public present.

The meeting commenced at 7.30pm. It was held remotely using video conferencing methods in accordance with legislation 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.

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

The Chair received confirmation that everyone was familiar with procedures at remote meetings and ensured that all persons attending could hear and be heard. Apologies were received and approved from Mr Michael Jordan and Mr Mike Hurford. Mrs Claire Walker attempted to attend but was unable to do so due to technical issues which could not be resolved. There were no Declarations of Interests by Members.

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

The Minutes of the Meeting held on 03.08.20 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. Funding.**

It was noted that estimates for the design and printing of the Public Consultation document had been approved by the Parish Council.

#### **5. Public Consultation**

a) The possible impact on the Neighbourhood Plan process, as a result of the White Paper on Planning recently published by the Government, was considered. It was agreed that until legislation was finalised and became law, it was not possible to know how it might affect Neighbourhood Plans and so the SG would continue with the process as presently envisaged.

Signed.....

Date.....

b) Both MJ and HM had successfully registered for a Locality webinar on 'using a NP to bring forward affordable housing' but their applications were subsequently revoked due to over-subscription. Papers on the webinar are to be made available by Locality and these will be circulated once received.

c) The first draft of the Public Consultation document produced by Beyond Digital had been circulated prior to the meeting and a detailed discussion was held to agree amendments. The draft was set out over 16 pages rather than the 8 pages quoted for and a revised quote for 12 and 16 pages will be needed to enable a decision to be made on length. Advice will be sought from NP 'Champion' Peter Allison and the SG Consultant Andrew Towlerton on issues regarding GDPR and anonymity of parties completing the consultation. **Action: HM to seek advice on GDPR, produce an itemised list of amendments as discussed, and obtain revised quotations, prior to the next meeting.**

d) It was provisionally agreed that unless the coronavirus epidemic worsened a final version of the document would be sent for printing after approval at the next meeting. The flyers would then be distributed and two weeks later the documents would be delivered to households, employers etc, in late October/early November.

## 6. Stakeholder Consultations

A decision on the date for re-commencing these consultations was deferred until the next meeting.

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

None.

## 8. Date of next meeting.

The next meeting will be held remotely on Monday 5 October commencing at 7.30pm.

The meeting finished at 9.10pm. Minutes were taken by 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 22.09.2020

Signed.....

Date.....