

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Minutes of the meeting held in the School Room of the Methodist Chapel, Kirkby Malzeard on 25 January 2022

Steering Group members present: Cllr Peter Saxon (Chair), Mrs Claire Walker (Vice-Chair), Cllr Fiona Robertshaw, Cllr Jane Aksut, Cllr Chris Floyd, and Cllr Geoffrey Berry. Mr Andrew Towlerton) Planning Consultant. Mr Howard Mountain (Secretary). No Members of the Public present.

The meeting commenced at 7.30pm.

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

PS welcomed members to the meeting. Apologies were received and approved from Mrs Anne Hancock. There were no Declarations of Interests by Members.

2. Approve minutes of meeting held on 30.11.2021

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

3. Action Points from previous meeting (where not dealt with elsewhere on Agenda)

a) Noted that Invoice for Methodist Chapel Room (£80) hire has been paid by Parish Council. Current balance of 2021-22 grant funding remaining is £7,248.

4. Public Consultation.

As JA still had a small number of outstanding summaries of the qualitative responses, which she had not been able to fully complete due to unforeseen work commitments, it was agreed that these would be finalised by HM. These, together with those already completed by CW, will be circulated to members for approval and then published by JA on the website, together with the analysis of the quantitative responses. ***ACTION: HM to forward final version to all SG members for approval as soon as possible and JA to publish on the website prior to next meeting.***

5. Stakeholder Consultation.

HM provided the latest version of the Stakeholder Consultation document to the meeting. It was agreed that where responses were still outstanding these would be provided by the

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end of the week and the final document circulated to members before the next meeting.

ACTION: Those Members responsible for obtaining responses from organisations, as detailed in previous minutes, to provide these to the Secretary. HM to circulate document once complete for approval.

6. Matters covered by the Steering Group Workshop held on 14.12.2021

Prior to the meeting AT had circulated draft documents to members and each of these was discussed:

a) **Introductory Chapters.** Basic format satisfactory. CF requested that a detailed description of the NP area be included which referred to all villages and hamlets particularly those such as Dallow, Carlsmoor etc. Other information input will be needed as progress is made with draft Plan including a Vision Statement.

b) **Built Heritage Policies including Local Character Buildings and Special Character Areas.**

Listed Buildings section: Basic format satisfactory. At present it only included those in KM Parish but not those in Laverton Parish – similar re Scheduled Monuments. ***ACTION: AT to rectify.***

ACTION: Existing HBC Listing Policy to be checked by GB and AT. Noted by CF that many Dallowgill properties not Listed due to the abandoned plans for the valley to be used as reservoir in the mid-20th century.

Local Character Buildings section: Basic format satisfactory. Further investigation of NY Historic Environment Record heritage items needed. Initial list of buildings will be reconsidered and extended as part of next stage of consultation with public.

Community Facility section: Basic format satisfactory but considerable work needed on this section if Policies are to form part of main NP rather than run alongside as Community Actions. CW advised that she has commenced analysis of CF sheet. Initial list of suggested facilities needs substantial enlargement as part of the next stage of public consultation.

Assets of Community Value: Basic format satisfactory. Information will require updating during process of creation of NP as existing lapse and new ones are added.

Special Character Areas: Basic format still pending. Suggested boundaries to Church Street SCA to be considered as part of next stage of Public Consultation.

c) **Environmental policies including Local Green Spaces, Local Wildlife Areas and Night Skies.**

Protecting and Enhancing the Landscape: Basic format satisfactory

Local Green Spaces: Noted that this designation is used for green spaces within built up areas rather than those in countryside. Consideration to be given to extending list of suggested areas during next stage of public consultation.

Allotments: Basic format satisfactory but as a potential area of land within KM has been identified by the PC this should be specifically referred to. SG to request that the PC keeps them informed on progress in acquiring the land.

Dark skies: Suggested wording considered satisfactory.

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Wildflowers and Wildlife: Basic format satisfactory. Further information needed on the Sites of Importance for Nature Conservation (SINCS) referred to from the NEYEDC. **ACTION: AT to provide.**

Trees, Hedgerows and Woodlands: Basic format considered satisfactory. However, in addition to a general policy to be referred to in relation to proposed development, it was felt that protection needs to be provided for specific examples particularly the ancient woodlands. Sections of important drystone walls are to be covered under the Local Character Buildings policy as this also covers structures. **ACTION: HM to provide AT with a list of existing TPO's within the Parish.**

d) Community Facilities largely covered within b) above. Consideration to be given to whether the HBC CFX policy should be amended to prevent local buildings standing empty indefinitely.

e) Housing Need. The draft 'Kirkby Malzeard, Laverton and Dallowgill Housing Need and Characteristics Report' provided by AT was considered. This was based on the 2011 Census. If the 2021 Census information becomes available before the Plan is complete this will be used to update the Report but it is considered unlikely that the findings will be substantially different. The main findings are that the Parish has a higher than average share of residents over 65+, unemployment was relatively low, home ownership levels are high, there is evidence of under-occupancy (i.e. more bedrooms than people) and there is evidence that access to housing may be an issue for those on low incomes.

AT advised that a draft Housing chapter is to be produced for consideration at the next meeting together with a chapter on Transport and an initial examination of Design Issues. The issue of Affordable Housing will be covered under the former, as would a Housing Mix policy in support of smaller houses on future developments and 'Rural Exception Sites' (sites which may be available for affordable housing which would not normally be available for market housing).

7. Increasing Resident Participation on the Steering Group.

It was agreed that those people who provided email contact details on the Public Consultation Questionnaires would now be contacted to advise them that the SG has moved on to the next stage of the NP process during which draft Policies are drawn up. **ACTION: PS to undertake this.** This will also tie in with the publication of the analysis of the Consultation Data on the website. It was felt that if publicity was needed a reasonable amount of grant funding could usefully be allocated to this.

8. Any other business

- a) Action points in Minutes are to be made clearer as these are not being implemented or in some cases tasks were being duplicated. Rather than designate work to a group of members each person will be designated individually with specific instructions.

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9. Date of next meeting.

This will be held in the Main Hall of the Mechanics Institute on Wednesday 23 February 2022 commencing at 7.30pm. It is hoped that members of the public would attend – coffee and biscuits will be provided.

Minutes were taken by HM. The meeting finished at 8.55pm.

Neighbourhood Plan Contact details: For information on the Neighbourhood Plan please contact Howard Mountain on kmlldpc@btinternet.com Tel. 01765 689390.

Agendas, Minutes and other information available under the Parish Council pages of Kirkby Malzeard Area community website: www.kirkbymalzeardarea.org.uk

Parish Council Contact details: Clerk - Victoria Preston, 17 Cypress Gardens, Ripon HG4 2LT. Tel: 07725 801675. Email: clerk.kmlldpc@outlook.com Facebook: @kmlldpc

Dated 01.02.2022

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Date.....