

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## NEIGHBOURHOOD PLAN STEERING GROUP MEETING

### Minutes of the meeting held in the Mechanics Institute, Kirkby Malzeard on 03 July 2023.

Steering Group members present: Peter Saxon, Claire Walker, Fiona Robertshaw, Cllr Chris Floyd, Cllr Geoffrey Berry and Cllr Richard Hughes. Howard Mountain present as Secretary. Nine members of the public present.

The meeting commenced at 7.30pm.

**Welcome** from Mr Peter Saxon as existing Chair. No apologies from SG members as all present.

#### **1. Revisions to Steering Group membership.**

a) Parish Council Representatives. At the Annual Parish Council meeting held on 22.05.2023 it had been agreed that Cllr Chris Floyd and Cllr Geoffrey Berry would remain on the Steering Group but Cllr Jane Aksut and Cllr Jonathon Heap were obliged to resign due to other commitments. Cllr Richard Hughes had been appointed in their place.

b) Public Representatives: Mrs Anne Hancock has resigned from the SG. Mrs Claire Walker, Mr Peter Saxon and Mrs Fiona Robertshaw have agreed to continue. The opportunity was taken to seek new SG members from the floor and Mr Marlon Johnson and Mr Phil Smalley were proposed and welcomed. They will be sent the appropriate documentation setting out the obligations which apply as members of this Parish Council committee by HM.

The time and effort undertaken by the resigning SG members was noted and appreciated. It is hoped that they will monitor progress of the NP and continue to contribute in any way they can.

c) Mr Howard Mountain agreed to continue in the role of Secretary/Treasurer.

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## **2. Appointment of Chair and Vice-Chair for 2023-24.**

**Chair** – it was proposed and agreed that Mrs Claire Walker be elected as Chair.

**Vice-Chair** – it was proposed and agreed that Cllr Chris Floyd be elected as Vice-Chair.

**ACTION: The revised membership and structure of the Committee to be submitted by HM to the Parish Council for formal approval at their next meeting.**

## **3. Any Declarations of Interests by SG members.**

None.

## **4. Approve Minutes of meeting held on 31.01.2023.**

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

**5. Review Draft Plan.** Since the previous meeting a number of Action Points have been resolved – the following require further consideration:

### **a) Vision Statement – section 4.**

After a general discussion it was agreed that an additional sentence was needed to summarise the importance of the sense of community which exists here and the role which the Neighbourhood Plan needs to play to enable future development to help support and encourage this, particularly by ensuring that there is a balanced mix of new housing catering for all age groups including younger people.

Following on from this the Objectives which provide a short summary of the intentions behind the Policies and Parish Actions set out in Section 5 of the NP were also considered again and the following was agreed:

1. Housing – revision necessary to emphasise the additional wording in the Vision Statement concerning the need for KM to continue to be a ‘living

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village’ and to include reference to ‘starter homes’ or similar. The precise wording will be agreed at the next meeting.

This aspect will also be re-iterated in amendments to wording at the beginning of Section 5.1. as suggested below:

*The residents and those who visit the parish believe that this is an attractive and vibrant place to live. They wish to protect its’ special qualities but also to ensure it remains adaptable and responsive and continues to flourish. The residents want a neighbourhood that is friendly and safe, with the majority of housing occupied by those who live and work in the area and who participate in the local community.*

The issue of a ‘local lettings policy’ was discussed under agenda item 5b below and as it was agreed that we would not now be seeking to amend the existing definition of ‘local’, so any reference to that within this Objective will now be omitted.

2. Built Heritage – unaltered.

3. The Natural Environment – agreed that ‘traditional’ within the description of agriculture should be deleted. Final word to be amended to ‘here’.

4. Community Facilities – remove reference to ‘businesses’ as a separate Objective will now be added to cover the section on the Local Economy.

5. Infrastructure – unaltered apart from addition of ‘and wider local area’ to end of sentence.

6. Create new Objective with heading ‘Local Economy’. Suggested wording to be agreed at the next meeting is:

*‘The aim is to ensure that the Parish boasts a diverse and extensive array of businesses. Existing viable establishments should be safeguarded and improved, while new additions should be promoted, providing they align with the area’s existing charm and character and AONB designation’.*

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**ACTION: HM to circulate revised version of Section 4 for input from members prior to next meeting.**

**b) Local lettings policy – section 5.1**

HM reported that emails had been exchanged with the Planning Authority (Joe Varga) and the Housing Department (James Tuck) and it had been confirmed that when Affordable Housing is being created on new developments a s106 condition is included which incorporates the following paragraph to define the ‘Local Connection’ aspect used to prioritise occupiers:

*“Eligible Occupier” means a person or household containing a person who is in housing need for a property of the type in question and who is unable to afford to purchase or rent dwellings of a similar kind generally available on the open market within the administrative area of the Council provided that a person within the household has a Local Connection with the Ripon West Villages Sub Area comprising parishes of Aldfield, Azerley, Eavestone, Grantley, Grewelthorpe, Kirkby Malzeard, Laverton, Lindrick with Studley Royal and Fountains, North Stainley with Sleningford, Sawley, Skelding, Studley Roger and Winksley, but in the event that no such person or household seeks to occupy the Affordable Housing Unit then the Registered Provider may widen the Local Connection catchment to the District of the Council with the written approval of the DEC.*

In the light of this information the SG decided that it was not considered necessary to proceed with limiting this definition further as a policy in the NP but the issue will be raised for feedback when further consultation is undertaken.

There was also a related discussion concerning whether a policy should be considered to control holiday lets and second homes in the Plan Area perhaps by making it necessary to seek a ‘change of use’ when the property is not being occupied on a permanent basis. At present it was not felt that the percentage of homes used for holiday lets or as second homes within the Parish was sufficiently high to warrant any such policy. This decision will however also be raised during the next phase of Consultation for feedback. It was noted that there is a dilemma around seeking to control this aspect of tourism when also seeking to develop

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tourist-based businesses as part of the drive to assist local employment and businesses.

**c) Church Street ‘Local area of Special Character and Heritage’ - section 5.2**

A Draft document describing the extent and nature of this proposed Special Character Area had been circulated and no amendments were considered necessary. It was recognised however that targeted consultation will be necessary with property owners/occupiers within this SCA as part of the next phase of Consultation.

**d) Local Business - section 5.6.**

Since the previous SG meeting this section of the Draft Plan had been substantially revised principally to reflect the work undertaken by the Parish Council Business Group over the last twelve months. A discussion took place and it was agreed that whilst in general this was much improved, some further work was required.

**ACTION: Cllr Jane Aksut to circulate a revised version to SG members for discussion at the next meeting.**

**6. Second Phase of Consultation.**

The arrangements agreed at the previous meeting were noted and these were still considered applicable. Concerted efforts would be made by the SG to publicise and promote public meetings and workshops with RH to lead on this. Whilst most workshops would be held in the Mechanics Institute in Kirkby Malzeard, Dallowgill Chapel will also be utilised.

**7. Financial Matters.**

a) HM confirmed that the unspent balance of the 2022-23 grant from Locality/Groundwork amounting to £3564.00 has been returned in accordance with Grant rules.

b) It was noted that at present Locality/Groundwork are not accepting any applications for grants for 2023-24 as they are still awaiting confirmation from

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DLUHC that grant funding will be provided. The situation will be monitored and an application made as soon as they are being accepted. If a grant is not available when further expenditure is necessary to proceed with work towards the creation of the NP, funding will be sought from the Parish Council.

It was agreed that the Draft Plan should be checked by our Planning Consultants before being published.

**ACTION: HM to liaise with Parish Council over funding, specifically to cover the costs of advice from the Planning Consultant.**

## **8. Any Other Business**

a) CW requested that the data analysis which she had produced covering the Community Facilities section of the Public Consultation be added to the community website given that this topic was to be included as part of the NP. Originally it had been intended that the data was simply to be passed to the Parish Council for their use.

**ACTION: PS to produce a document and publish on website.**

b) It was felt that the issue of public footpaths/bridleways/off-road cycle routes needs to be considered further with a view to this forming a subsection within Section 5.3.

**ACTION: HM to circulate draft wording prior to the next meeting.**

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

In order to attempt to carry out the next phase of Consultation during the early part of Autumn the next meeting will be held on July 31<sup>st</sup> starting at 7.30pm in the Mechanics Institute, Kirkby Malzeard.

The meeting ended at 9.05pm. Minutes taken by HM.

**Neighbourhood Plan Contact details:** For information on the Neighbourhood Plan please contact Howard Mountain (Secretary) on [kmldp@btinternet.com](mailto:kmldp@btinternet.com) Tel.

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01765 689390. Agendas, Minutes and other information available under the Parish Council pages of Kirkby Malzeard Area community website:

[www.kirkbymalzeardarea.org.uk](http://www.kirkbymalzeardarea.org.uk)

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Date: 10.07.2023

Signed.....

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