

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Minutes of the meeting held in the Mechanics Institute, Kirkby Malzeard on 31 July 2023.

Steering Group members present: Claire Walker (Chair), Fiona Robertshaw, Marlon Johnson, Cllr Chris Floyd (Vice-Chair) and Cllr Geoffrey Berry. Howard Mountain present as Secretary. No members of the public present.

The meeting commenced at 7.30pm.

1. Welcome. Apologies. Declarations of Interest.

Apologies from Phil Smalley, Peter Saxon and Cllr Richard Hughes. There were no Declarations of Interest by members.

2. Confirmation of formal approval of revised Steering Group membership and appointment of Chair/Vice-Chair by Parish Council.

Details of the revised SG membership and the appointment of new Chair/Vice-Chair have been noted by the Parish Council and referred to in their latest Minutes.

3. Approve Minutes of meeting held on 03.07.2023.

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

4. Action points from last meeting not covered elsewhere on Agenda.

The publication of the analysis of Community Facilities section responses on website has not yet been completed. PS confirmed prior to meeting that this would be dealt with shortly.

5. Review latest version of Draft Plan circulated prior to the meeting.

All sections of the Draft Plan were reviewed, and further amendments made.

Signed.....

Dated.....

Action: HM to produce revised versions of section 4 and section 5, with the exception of section 5.6, which would be produced by CF. Revised sections to be circulated later this week.

Action: It was agreed that a small working group would meet on 07.08.23 to carry out final checks on spelling, presentation etc so that the document could then be forwarded to the Planning Consultant for any further advice.

6. Steps towards publication of Draft Plan.

Once the Draft Plan has been finalised and approved by the Parish Council, it was agreed that it would be made available in full on the website with hard copies available for inspection in the Mechanics Institute and in Dallowgill Chapel.

A summary version of the main points including Policies and Parish Actions would also be produced and a link to this publicised on the Community Facebook page. Posters and other publicity material (for example an article in the Fountain magazine) would be used to ensure that all interested parties were aware of this phase of the work towards the creation of a NP.

Consideration will be given to the creation of an accompanying question sheet in order that views could be obtained on specific aspects of the NP. This would enable residents living in areas such as the proposed Church Street Local Area of Special Character and Heritage, and on The Green where there are proposals which directly affect those localities, to be consulted. Workshops at which residents could attend and discuss the NP with SG members would also be arranged.

7. Financial Matters.

HM confirmed that he had requested a tender for their work necessary between now and March 2024 from Andrew Towlerton Associates and as soon as this was available an application would be made for grant funding to Locality/Groundwork. It is agreed that the whole of the remaining balance of £3564.00 would be needed as the process towards the creation of the NP proceeds.

It was also noted that the Parish Council had confirmed that a sum of £400 was available if required to cover the cost of advice from the Planning Consultants on

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the Draft Plan later this month if this could not, due to timing, be covered by the grant.

ACTION: HM to submit a grant application once the Planning Consultant's tender has been received.

8. Any Other Business

None

9. Date of next meeting.

To be confirmed once advice from the Planning Consultants on the Draft Plan is available.

The meeting ended at 9.15pm. Minutes taken by HM.

Neighbourhood Plan Contact details: For information on the Neighbourhood Plan please contact Howard Mountain (Secretary) 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

Date: 07.08.2023

Signed.....

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