

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

MONDAY 10 JUNE 2024 AT 7.30PM

The meeting will be held in the Annex Room of the 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. Apologies. Any Declarations of Interests by SG members.

2. Election of Chair and Vice-Chair.

3. Approve Minutes of meeting held on 04.03.2024.

4. Action Points from last meeting.

a) Parish Action 2 Additional Allotment/Community Garden Provision in Kirkby Malzeard. Parish Council requested that the site to the rear of Manor Court remain as the sole preferred site. Draft Plan amended to reflect this.

b) Andrew Towlerton advised that the High Walk verges can be added to the Local Green Spaces list. Draft Plan amended to reflect this.

c) Basic Conditions Statement will be prepared by Andrew Towlerton following the Reg 14 Consultation to accompany the Submission of the Plan to the LPA.

d) Reg 14 (03/24) version sent to LPA – Joe Varga provided some advice on the layout and assistance with the Consultees list when HM held meeting with him on 07.05.2024.

e) The SEA/HRA screening will be carried out by the LPA whilst the Reg 14 Consultation is taking place.

5. Consider necessary actions to be undertaken prior to the commencement of the Regulation 14 Consultation.

- a) Confirm approval of PC of pdf version of Draft Plan at its meeting on 20.05.2024.
- b) Approve publication of responses to previous community consultation and SG notes on website.
- c) Agree design of response form.
- d) Consider arrangements for on-line response – Google Forms / Jotform (subscription needed). HM to publish on website alongside Draft Plan.
- e) Arrange printing of hard copies of response form and agree arrangements to make available at local shops etc.
- f) Arrange printing of hard copies of Draft Plan. Consider arrangements to display this at MIVH with copies and response form available.
- g) Finalise Consultees list.
- h) Arrange to obtain up-dated Stakeholder Consultation responses.
- i) Agree arrangements for publicising Consultation including Press Release.
- j) Agree start/finish dates for Consultation.

6. Finance.

- a) Confirmation that unspent element of 23/24 Locality grant amounting to £2370.00 returned in accordance with the terms of the grant.
- b) Confirmation that application for balance of Locality grant amounting to £2370 for 2024/25 has been submitted based on the tender from Andrew Towleron dated 29.05.2024.

7. Any Other Business.

8. Date of next meeting.

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 – John Collins, Conifers, Main Street, Kirkby Malzeard HG4 3RS (postal only) Email: clerk.kmldpc@outlook.com Facebook: @kmldpc

Dated 05.06.2024.