

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Minutes of the meeting held on 11 November 2019 in the Reading Room of the Mechanics Institute, Kirkby Malzeard

Steering group members present: Cllr Howard Mountain (Chair), Cllr Peter Saxon, Cllr Jane Aksut, Mr Michael Jordan, Mrs Rebecca Mann, Mr Mike Hurford and Mr Peter Cooper. Andrew Towlerton (Planning Consultant) of Andrew Towlerton Associates. No members of the public present.

The meeting commenced at 7.00pm.

1. Welcome and Apologies. Declarations of Interests.

Apologies were received from Cllr Geoffrey Berry and Cllr Alan Brownlee. There were no Declarations of Interests from Members.

2. Approve Minutes of last meeting.

The Minutes of the Meeting held on 14.10.2019 were confirmed as an accurate account and signed by the Chair.

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

None.

4. Project Plan

PS confirmed that the Project Plan document, available via the on-line link provided to members of the SG, was up to date.

5. Professional Consultancy Advice.

a) Andrew Towlerton (of Andrew Towlerton Associates Planning Consultants, 5 Clifton Mount, Rotherham) had been invited to the meeting to explain how a Planning Consultant would be able to assist in the creation of the NP. He explained his background and that of his firm, which was that he had provided professional advice and guidance to approximately 40 Neighbourhood Plans which were at varying stages of completion. He had also acted as a Planning advisor to both YLCA and SLCC and incidentally was also a Parish Council Clerk, which provided him with an additional insight into the process from the perspective of a Parish Council such as ours.

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Following a summary by HM as to the progress made so far, initially by the Parish Council, and subsequently by the SG, Andrew then provided a stage-by-stage explanation of how the NP process was intended to work and the input which his firm would be able to provide to achieve a successful outcome for the community.

- b) The SG then considered written information and quotations from two other firms of Planning Consultants, Shaun Hanson (of Planning Advice Plus, Ovington, Richmond) and Kathryn Jukes (of Directions Planning Consultancy Ltd, Harrogate) as part of the process of appointing a Consultant to advise on the creation of the NP. All three companies being considered appeared to have similar levels of experience and expertise but the two written quotes were for £500 per day, in comparison to an average rate of £350 per day quoted by Andrew Towlerton Associates. It was therefore agreed that, subject to the formal approval of the Parish Council and subject to grant funding being obtained to cover the cost of obtaining professional consultancy advice, Andrew Towlerton Associates be appointed. Mr Towlerton remained for the rest of the meeting and provided advice on other agenda points. **Action: HM to obtain formal approval of the appointment by the Parish Council.**

6. Funding.

- a) A draft grant application form for 2019-20 had been circulated prior to the meeting by PC, in order that it could be considered fully by members at this meeting and then submitted within the 15-day deadline from the approval of the Expression of Interest form. Sums to cover the employment of a Consultant to offer advice on the Public and Stakeholder Consultations, Room hire charges for SG meetings and meetings with Consultants, and for printing costs for consultation documents and publicity material, were included, but after further discussion no sums were applied for in relation to consultancy advice on Planning Policy or for a Noticeboard. The former was omitted until the next application in the following financial year, and the latter as it was agreed that the cost may be needed for other matters of higher priority later in the process. The total sum applied for therefore totalled £1,850 (exc. VAT – VAT to be claimed back by Parish Council). **Action: PC to submit application to Locality.**

7. Information and Evidence Gathering / Consultation Strategy.

- a) **Consider format, content (draft questions) and scope of public consultation document.**

Further discussion was held and the provision of a printed document only was confirmed (rather than the use of a concurrent on-line document) to have a print run of 1000 copies. On-line tools such as Survey Monkey or a similar Google tool will be utilised for analysis. A draft document is to be produced by the SG by mid-January which would be passed to the Consultants for their input, to include advice on the wording of questions

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and the finished design of the document. The approval of HBC would be sought prior to the launch of the public consultation process in February. MJ provided a draft introduction including a section which is to be completed by the 'householder' only together with a revised 'housing' questions document for consideration. **Action: All SG members to work jointly on their areas of the questionnaire with progress to be reviewed at the December meeting.**

b) Consider format, content (draft questions) and scope of Stakeholders consultation documents

It was agreed that to achieve optimum results a SG member would need to have a one-to-one meeting with representatives of each of the Stakeholders as part of the process of completing the questionnaires. Some of the relevant questions asked could be based on those in the public consultation document but, overall the individual document would follow a similar format to the 'Large Employers' interview sheet provided previously by MH. These could be printed off from laptops and would not require any professional printing. Advice would be obtained from Andrew Towlerton Associates on the nature of the questions and any other relevant aspects prior to the consultation being commenced and HBC would also be asked for their input. It would be carried out in early Spring alongside the public consultation. **Action: MH and RM to organise the preparation of questionnaires for other Stakeholder groups by mid-January, involving other SG members as necessary.**

c) Consider other information and evidence gathering sources for each topic.

The manner by which 'non-Planning' issues in the form of Community Objectives could be included alongside the main NP document was discussed with input from Andrew Towlerton. Special Character Areas could be considered as could traffic management schemes and opinions/evidence gathering on these matters will be incorporated into the public and stakeholder consultation process. The availability of existing Ecology data from North and East Yorkshire Ecological Data Centre was noted and Andrew arrange for this to be obtained in respect of the Plan Area.

The need for all procedures to comply with GDPR was noted, as data would need to be made available to Andrew Towlerton Associates and HBC for scrutiny.

8. Publicising Neighbourhood Plan and seeking 'Initial Ideas' from members of public.

a) 'Initial Ideas' and NP Updates.

It was recognised that significant effort needs to be made to raise public awareness of the concept of a NP within the community prior to the Consultation process being commenced and as it had been agreed to place the noticeboard on hold, this would now have to be concentrated on other methods such as leaflet drops, websites, Facebook and

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other social media if appropriate, the Parish magazine etc. It was agreed that the SG will need to organise meetings with local organisations to present the idea, for example at the School, WI meetings etc. An E-mailing list could also be created with consent to be obtained from residents etc within the consultation process. **Action: SG members to produce ideas for effective publicity material for the next meeting.**

b) Progress with further idea gathering at Drug Awareness meeting.

JA confirmed that the Drug Awareness meeting scheduled for November 26 still had to be formally confirmed with the speaker but the opportunity to promote the NP was available. A stand with information would be used, with SG members present to explain about the NP to those attending. **Action: JA to confirm date as soon as available. NP information to be prepared for distribution at the meeting.**

c) Logo design. No further progress likely until after Xmas due to work commitments by the designer.

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

None.

10. Date of next meeting.

This will be held at 7pm on Tuesday 10 December in the Reading Room of the Mechanics Institute.

The meeting ended at 8.40pm.

SECRETARY (ACTING PARISH CLERK): Howard Mountain, Mount Pleasant, Laverton HG4 3RH
Email: clerk.kmldpc@outlook.com Agenda, Minutes and General Privacy Notice, available on Parish Council website www.kmldpc.btck.co.uk Facebook: @kmldpc

Dated 20.11.2019

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