

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## NOTICE OF NEIGHBOURHOOD PLAN STEERING GROUP MEETING

**7.00pm on Monday 9 September 2019 in the Reading room, 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 and Apologies. Declarations of Interests.**
- 2. Approve Minutes of last meeting.**
- 3. Action Points (where not dealt with elsewhere on Agenda).**  
None.
- 4. Allocation of responsibilities during Plan process.**
- 5. Project Plan**
  - a) Consider and approve Project Plan.
  - b) Report on obtaining consultancy advice to update Project Plan in future – Alan Brownlee.
- 6. Information and Evidence Gathering**
  - a) Consider main subject headings for evidence gathering.
  - b) Consider implementation within consultations.
  - c) Consider other sources.
- 7. Consultation Strategy**
  - a) Updated list of ‘Stakeholders’ – Rebecca Mann.
  - b) Consider format and content of public consultation document – Michael Jordan
  - c) Consider format/content of Stakeholders consultation documents – Mike Hurford.
- 8. Publicising Neighbourhood Plan and seeking ‘Initial Ideas’ from members of public.**
  - a) ‘Initial Ideas’ form and NP Update – Kirkby Malzeard Produce Show – 07.09.19.
  - b) Consider suitable events for further idea gathering.
  - c) Logo – Jane Aksut.
- 9. Funding**
  - a) Finalise grant application to Locality – Peter Cooper.
- 10. Any other business (items to include on Agenda of next meeting)**
- 11. Date of next meeting**

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

**Dated 03.09.2019**