

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Minutes of the meeting held by video conference on 08 March 2021

Steering Group members present: Mr Mike Hurford, Mr Michael Jordan, Mrs Claire Walker, Mr Peter Cooper, Cllr Jane Aksut, Cllr Peter Saxon, Cllr Geoffrey Berry and Mr Howard Mountain. No members of the public present.

The meeting commenced at 7.30pm. It was held remotely using video conferencing methods in accordance with legislation set out in 'The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.

1. Welcome. Receive and Approve Apologies. Declarations of Interests.

HM welcomed members to the meeting and provided a brief summary of meeting procedures, ensuring that all persons attending could hear and be heard. Mrs Anne Hancock attempted to join the meeting but was unable to due to technical problems. There were no Declarations of Interests by Members.

2. Steering Group Appointments.

- a) HM resigned as Chairman and SG member, having previously resigned as a Councillor and was no longer resident in the Parish.
- b) Cllr Peter Saxon was nominated as Chair and Mrs Claire Walker as Vice-Chair. These appointments were unanimously approved by SG members.
- c) HM appointed as Secretary responsible for all administrative matters.

Action: Appointments to be raised by PS for formal approval at the next Parish Council meeting.

3. Approve Minutes of previous meeting.

The Minutes of the Meeting held on 16.11.2020 were approved as an accurate account and will be signed as such by the Chair. **Action: HM to forward Minutes to PS for signing.**

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

- a) None.

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5. General Review of progress made by SG to draft a Neighbourhood Plan for the Parish Council.

a) Current levels of SG membership.

In recent months both Alan Brownlee and Howard Mountain have resigned as Councillors and it was agreed that two replacement Councillors were now needed on the SG. **Action: PS to raise matter at next PC meeting with two additional Councillors to be appointed as SG members.**

It was also agreed that the SG would benefit from additional members from the community. It was felt that levels of interest from residents would improve as a result of the publicity generated by the Consultation Process, but that some further measures prior to the commencement of this stage might still be useful. It was acknowledged that the momentum which had been built up during Stage 1 'Initial Ideas' had largely now been lost due to the unavoidable delays caused by the Coronavirus Pandemic. **Action: JA and HM to publicise the upcoming Consultation process in advance of the flyer distribution utilising posters, KMA website and social media. GB to raise at Parochial Church Council meeting. CW to raise at Women's Institute meeting.**

b) Likely workload of members during remainder of Stage 2 (Engaging the Community and gathering evidence).

Concerns were raised about whether SG members would be able to allocate sufficient time to analyse the Consultation responses within a satisfactory time scale if membership levels (see 5a above) did not increase. The use of software to improve efficiency of the process was discussed under item 8, as was the greater utilisation of the Consultants if delays were envisaged. However, until such time as the level of responses is known the position could not be properly assessed further. **Action: Issue to be considered again before the analysis process is to be commenced.**

c) Current utilisation of Consultants. It was agreed that greater input will be needed now that the NP process can fully recommence following the withdrawal of lock-down measures. **Action: HM to contact Consultants again for detailed advice on the analysis of responses.**

6. Finance

a) Review of expenditure in 20-21.

HM provided a summary of expenditure and grant support for the current financial year. It is anticipated that because of the delays caused by the pandemic only approximately £1100-1300 of the £4000 grant will have been spent by the end of March, with the balance having to be returned in accordance with grant rules.

b) HM reported that a grant application for 2021-22 will be made in April/May to include some of the same headings as this year as it had not been possible to proceed with these

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matters due to delays. The total basic grant available for the whole of the project is £10,000 of which only approximately £2000 will have been spent in total during 19-20 and 20-21. **Action: HM and PC to produce a draft grant application for 21-22 for the first meeting after the end of the financial year.**

7. Public Consultation

a) The final draft of the Public Consultation Questionnaire Document was approved.

Action: HM to instruct Beyond Digital to proceed with printing at a cost of £500.

b) The draft Community Facilities Sheet was approved without amendment. **Action: HM to instruct Beyond Digital to proceed with printing at a cost of £200 to cover design and printing.**

c) Sticker for flyers needed to amend contact details approved at cost of £50. **Action: JA to arrange.**

d) It was agreed that the distribution of the publicity flyer would commence in the first week of April (assuming that lockdown measures were lifted in accordance with the current Government roadmap). **Action: CW and HM to make arrangements using SG members, WI members and local volunteers.**

e) The nature and cost of the provision of a collection box for the returned responses was approved. **Action: MH to arrange for the box to be erected at the Mechanics Institute.**

f) It was agreed that the distribution of the Public Consultation Questionnaire and the Community Facilities Sheet will commence two weeks after the flyer distribution has been completed (before the end of April assuming that lockdown measures are lifted in accordance with the current Government roadmap).

8. Analysis of Responses from Public Consultation.

a) PS advised on the range of software programmes available to assist with this. As there was no immediate urgency It was agreed that it might be useful to obtain input from the Consultants before any final decision was made. The possibility of employing someone to input data into the programme was considered if insufficient manhours were available from SG members or this could not be undertaken cost effectively by the Consultants. Locality would also be asked for their input on software solutions. **Action: See Action Point 5c.**

b) The role of the Consultants had been covered in 5c and 8a and was not discussed further at this point.

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

a) None.

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10. Date of next meeting.

The next meeting was provisionally scheduled towards the end of March with the date to be confirmed.

Minutes were taken by HM in the absence of the Clerk.

The meeting finished at 8.45pm.

Neighbourhood Plan Contact details: For information on the Neighbourhood Plan please contact Howard Mountain on kmldpc@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

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Dated 15.03.2021

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