

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## NEIGHBOURHOOD PLAN STEERING GROUP MEETING

### Minutes of the meeting held by video conference on 10 June 2020

Steering group members present: Cllr Howard Mountain (Chair), Mr Mike Hurford, Mr Michael Jordan, Mrs Claire Walker, Mr Peter Cooper, Cllr Alan Brownlee, Cllr Jane Aksut and Cllr Peter Saxon. 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.**

The Chair provided a brief summary of procedures at remote meetings and ensured that all persons attending could hear and be heard. Apologies were received and approved from Mrs Rebecca Mann and Cllr Geoffrey Berry. There were no Declarations of Interests by Members.

#### **2. Revised Terms of Reference.**

A copy of the revised Terms of Reference produced by the Parish Council at its Annual meeting on 27 May 2020 had been circulated to SG members prior to the meeting. The changes were noted and will be implemented by the SG.

#### **3. Appoint Chair of Committee for 2020-21**

Nominations were sought for the position of Chair. HM was proposed by MH and seconded by MJ. No other nominations were made. A vote was taken and HM was elected as Chair.

#### **4. Approve Minutes of previous meetings.**

The Minutes of the Meeting held on 16.03.20 were approved as an accurate account and signed as such by the Chair.

#### **5. Action Points (where not dealt with elsewhere on Agenda).**

- a) Project Plan. Whilst initial steps were now being taken to lift some of the lockdown measures, it was not yet possible to know when the SG would be able to make unrestricted progress towards meeting its task. It was therefore agreed that there was

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no advantage in updating the Project Plan at this point. **Action: PS to update Project Plan when appropriate and useful to do so.**

## 6. Funding.

a) HM confirmed that of the £1850 grant funds received from Locality for 2019-20, a sum of £828 had been used prior to 31.03.20, and, in accordance with the grant rules the balance of £1022 had been refunded. A request had been made to Locality that, as actions such as the printing of the public consultation document had only been delayed because of the epidemic, the refund should not apply in these specific circumstances, but this was rejected. As expenditure could not be back dated, the effect of this was that anything requiring payment was now on-hold until the grant for 2020-21 was available.

b) HM reported that a grant application for 2020-21 had been discussed with Andrew Towlerton (Consultants) and the following headings appeared applicable:

1. Design and printing of Public Consultation document, arranging public workshops, holding consultations with school, youth club etc.
2. Consultation advice on analysis of results from the above and the Stakeholder consultation.
3. Gathering social, housing and economic statistics including a housing needs study – support and advice from Consultant
4. Consultation advice on writing the NP Policies.
5. Room hire for SG meetings and workshops.

It was agreed, after discussion, that an application be made for £4000. **Action: PC to finalise and submit grant application.**

## 7. Public Consultation

a) Some minor revisions were made to the current version of the Public Consultation document. It was agreed that the age ranges used should match those referred to in the Local Plan. CW suggested that horse riders should be considered in relation to the road user question as well as pedestrians and cyclists, and at JA's suggestion, a question about local services and facilities was revised and improved.

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

a) Enquiry to be made as to whether hard copies of the HBC Local Plan can be obtained.

**Action: HM to raise matter with HBC.**

**9. Date of next meeting.**

The next meeting was provisionally scheduled for 03.08.20 but this may be revised depending on restrictions surrounding the coronavirus epidemic.

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

The meeting finished at 8.25pm

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Email: [clerk.kmldpc@outlook.com](mailto:clerk.kmldpc@outlook.com) Agenda, Minutes and other information available on Neighbourhood Plan and Parish Council pages of Kirkby Malzeard Area community website : [www.kirkbymalzeardarea.org.uk](http://www.kirkbymalzeardarea.org.uk) Facebook: @kmldpc

Dated 17.06.2020

Signed.....

Date.....