

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## NEIGHBOURHOOD PLAN STEERING GROUP MEETING

### Minutes of the meeting held by video conference on 16 November 2020

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

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 received confirmation that everyone was familiar with procedures at remote meetings and ensured that all persons attending could hear and be heard. Apologies were received and approved from Cllr Peter Saxon. There were no Declarations of Interests by Members.

#### **2. Approve Minutes of previous meeting.**

The Minutes of the Meeting held on 14.09.20 were approved as an accurate account and signed as such by the Chair.

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

- a) It was agreed that all persons completing the Consultation questionnaire would do so anonymously, unless they wished to provide an email address so that they could be sent further information on the NP in the future. Any email addresses provided would be held in accordance with the Parish Council GDPR measures and would be covered by the General Privacy Notice available on the PC website.
- b) The Parish Council had approved costs of up to £200 for the design and printing of a separate Community Facilities sheet, in addition to previously approved sums for the main questionnaire. All such costs should be covered by the Locality grant.

#### **4. Steering Group membership.**

- a) Anne Hancock confirmed as SG member (resident)
- b) Alan Brownlee confirmed as SG member on resident basis, following his resignation as a Parish Councillor.

Signed.....

Date.....

## 5. Public Consultation

- a) Input from Joe Varda of HBC Planning Department and Andrew Towleron (Planning Consultant to the SG) on technical points was considered, and some revisions agreed.
- b) Amendments were agreed to the first draft of the two-page Communities Facilities sheet but members were undecided about whether it would be better to distribute this alongside the main Consultation document or issue it separately at a later date. It was agreed to seek the opinion of the Parish Council at their meeting on November 23<sup>rd</sup>. *(The matter was discussed by the Parish Council and it was their opinion that it should be distributed as a separate sheet at the same time as the main Consultation document).*
- c) It was agreed that distribution of the flyer and Consultation document would have to be kept on hold due to the re-instatement of the coronavirus lockdown up to December 2. It was also felt that a better response level might be achieved if distribution was subsequently delayed until January rather than attempt to engage the public during the build up to Xmas and over the festive period. A decision was deferred until the next SG meeting in early January.  
MH confirmed that arrangements were in hand to provide a collection box at the Mechanics Institute for the returned documents and PC approval will be obtained for a cost of up to £100. *(Approved by Parish Council at PC meeting on 23.11.2020)*
- d) JA to obtain a costing for stickers setting out a revised telephone contact number to apply to the flyers before distribution.

## 6. Appointment of new Chairman and Vice-Chair

It was agreed to defer this matter until the next meeting.

## 7. Appointment of Secretary

It was agreed to defer this matter until the next meeting. *(The approval of the Parish Council to the appointment of an unpaid external Secretary was given at the PC meeting on 23.11.2020)*

## 8. Any other business.

- a) MJ requested that advice be obtained from Consultants as to optimum method of analysing views obtained from the public consultation process. It was agreed that PS would also be asked to identify software programmes which could be used.
- b) A routine review of the role of the Consultants will be included on the agenda for the next meeting.

Signed.....

Date.....

**9. Date of next meeting.**

The next meeting will be held in early January – date to be confirmed.

The meeting finished at 9.05pm. Minutes were taken by HM in the absence of the Clerk.

PARISH CLERK: Victoria Preston, 17 Cypress Gardens, Ripon HG4 2LT. Tel:07725 801675.  
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 27.11.2020

Signed.....

Date.....