

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## NEIGHBOURHOOD PLAN STEERING GROUP MEETING

### Minutes of the meeting held at the Methodist Chapel, Kirkby Malzeard on 18 May 2021

Steering Group members present: Cllr Peter Saxon (Chair), Mrs Anne Hancock, Cllr Jane Aksut, Cllr Geoffrey Berry, Cllr Chris Floyd, Cllr Fiona Robertshaw and two members of the public. Mr Howard Mountain present as Secretary.

The meeting commenced at 7.30pm and was held in accordance with current requirements for public meetings. The venue was re-arranged from that stated on the Agenda due to a double booking at the Mechanics Institute. All those who had indicated they were attending were notified and measures taken to ensure that anyone else arriving at the Mechanics Institute was redirected.

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

PS welcomed members to the meeting and checked that all attending had complied with requirements itemised in the Risk Assessment. Apologies were received and approved from Mrs Claire Walker. There were no Declarations of Interests by Members.

#### **2. Approve minutes of meeting held on 30.03.21**

The Minutes of the Meeting held on 30.03.2021 were approved as an accurate account and were signed as such by the Chair.

#### **3. Steering Group Membership**

a) New Councillor members – Chris Floyd and Fiona Robertshaw were welcomed to their first SG meeting, bringing the total Council membership back to the maximum number of 5.

b) The resignation of Mr Michael Jordan was noted, and (subsequent to the publication of the agenda), Mr Peter Cooper had also informed the group that he had decided to take the opportunity to resign, given that the Public Consultation process had been completed. Both were thanked for their contribution having been members since the SG was formed. HM to replace PC as Acting Treasurer. **Action Point – Role of Treasurer to be confirmed at next meeting.**

c) It was agreed that active steps were needed to increase the number of members from residents and the vacancies would be advertised locally, with existing members to approach those who had shown interest in being involved during the Public Consultation

Signed.....

Date.....

process. **Action Point – JA to publicise and other members to report back to next meeting.**

#### 4. Action Points from previous meetings

- None.

#### 5. Public consultation

a) PS confirmed that all completed questionnaires had now been collected and numbered, and that the total returned was 412. 1017 questionnaires had been issued to residents and a further 182 to those who worked or operated in the Plan Area (1199 in total). The overall response rate was therefore 34%, which was considered more than sufficient to be representative of the overall views of the Public. A detailed analysis will be carried out to ascertain the differing response levels between residents and those who work/operate in the area, and also between residents in each part of the area.

b) The consensus of the meeting was that logistical arrangements for delivering and collecting the questionnaires had generally operated well. During the process it was agreed to extend the deadline for those returning documents to the Mechanics Institute from May 3<sup>rd</sup> to May 8<sup>th</sup> (due to heavy rain on the 3<sup>rd</sup>) in order to ensure that as many as possible returns had been received. This was publicised on the Community website, Facebook village Hub and by notices throughout the Plan Area. Collections were also made directly from the major employers (Wensleydale Creamery, R and J's and D and M's) together with the School and Doctors Surgery, in order to ensure that some representations were obtained from staff and employees at each. Because of the high levels of returns it had been necessary to empty the collection box more often than anticipated and if further consultation processes are carried out on a similar scale, an additional box might be useful. Consideration will also again be given to using on-line survey software if practical, in such circumstances.

#### 6. Stakeholder Consultation

a) HM confirmed that during the public consultation process, Managers at the three major employers, together with those at a similar level at the School and Doctors, had been asked if the SG could consult with them to obtain the 'corporate' view (rather than that of individuals) and this Consultation would be implemented next. Those running smaller businesses had been given the opportunity to comment within the business section of the public consultation and there would therefore be no necessity to interview these again as part of this Consultation.

**Action Point – HM to circulate a draft questionnaire to SG members for approval prior to undertaking the consultation.**

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Date.....

b) Local Organisations such as the Church, Chapel, Mechanics Institute and Highside Playing Field Association etc will also need to be consulted as will any local landowners, developers and any other body which may wish to participate. Any SG members involved with such organisations (Church – GB, Women’s Institute – CW, Youth Club – PS and JA) to undertake Consultation at that organisation, with remainder to be delegated to other SG members.

**Action Point – Process and timings to be confirmed at next meeting.**

**7. Analysis of responses from Consultations** – finalise approach to analysis of quantitative and qualitative responses.

a) PS advised that software had been identified which would provide a break-down of quantitative data (tick box answers) but the data would need to be uploaded manually.

**Action Point – HM to liaise with the NP Consultants (Andrew Towlerton and Associates Ltd) and YLCA to obtain advice on this process which it might be helpful to out-source, if funding available, and no data protection issues existed.**

b) Qualitative data (freehand comments) would need to be checked individually by SG members and a representative selection of NP relevant matters entered onto a data base.

## **8. Locality Grant**

a) HM confirmed that the unspent amount of the 20-21 grant of £4000, amounting to £2716.83 had been repaid to Locality.

b) Maximum amount of basic grant which remains available is £7888.83. The Grant application for 2021-22 was discussed in detail and it was agreed that the Acting Treasurer should apply as soon as possible for adequate funding to cover the whole of the remaining process up to the maximum amount available. Hall hire costs anticipated to be £500.

**Action Point – HM to obtain tender from NP Consultants and submit Grant Application.**

**Clarification to be sought from HBC regarding the Strategic Environmental Assessment.**

## **9. Any other business**

a) External factors which may affect the NP, such as proposed National Planning Reform legislation and the proposed changes to the Structure of Local Government in Yorkshire, to be added to the agenda of next meeting for discussion.

## **Date of next meeting.**

The next meeting was provisionally scheduled for Tuesday 6<sup>th</sup> July. Minutes were taken by HM in the absence of the Clerk. The meeting finished at 8.15pm.

Neighbourhood Plan Contact details: For information on the Neighbourhood Plan please contact Howard Mountain on [kmlidpc@btinternet.com](mailto:kmlidpc@btinternet.com) Tel. 01765 689390.

Signed.....

Date.....

Agendas, Minutes and other information available under the Parish Council pages of Kirkby Malzeard Area community website: [www.kirkbymalzeardarea.org.uk](http://www.kirkbymalzeardarea.org.uk)

Parish Council Contact details: Clerk - Victoria Preston, 17 Cypress Gardens, Ripon HG4 2LT. Tel: 07725 801675. Email: [clerk.kmldpc@outlook.com](mailto:clerk.kmldpc@outlook.com) Facebook: @kmldpc

Dated 28.05.2021

Signed.....

Date.....