

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Minutes of the meeting held by video conference on 30 March 2021

Steering Group members present: Cllr Peter Saxon (Chair), Mrs Claire Walker (Vice-Chair), Mr Michael Jordan, Mr Peter Cooper, Cllr Jane Aksut. Mr Howard Mountain present as Secretary. 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.

PS welcomed members to the meeting and provided a brief summary of meeting procedures, ensuring that all persons attending could hear and be heard. Apologies were received from Mrs Anne Hancock. There were no Declarations of Interests by Members.

2. Approve minutes of meeting held on 08.03.21

The Minutes of the Meeting held on 08.03.2021 were approved as an accurate account and will be signed as such by the Chair.

3. Action Points from previous meeting (where not dealt with elsewhere on the Agenda).

PS confirmed that the Parish Council had approved appointments and membership changes during its most recent meeting (29/3/21). Two new councillors will join the steering group – Mr Chris Floyd and Mrs Fiona Robertshaw.

Action: PS to brief new members of the steering group

4. Public consultation

- a) HM confirmed that an order for 1250 Questionnaires and Community Facilities Sheets had been requested from Beyond Digital, and these would be delivered by 17th April
- b) Arrangements for distribution of flyers and questionnaires. CW advised that members of the WI would help SG members with deliveries, for which they were thanked. Cllr Pippa Manson had also agreed to help. **Actions: CW and HM to organise routes and to make volunteers aware of standard Parish Council disclaimer.**
- c) Pre-distribution publicity arrangements were discussed. **Action: JA and PS to publicise via website, Facebook and noticeboards**

Signed.....

Date.....

- d) 3rd May 2021 was agreed as the final date to return completed questionnaires and this will be printed onto the envelopes to be used for distributing and returning questionnaires, together with other relevant information. 1000 envelopes to be printed at a cost of £185 + VAT.
- e) Collection box has been purchased, and will be sited at MIVH. **Action: MH to arrange fitting, PS to empty box at regular intervals.**

5. Analysis of responses from public consultation

- a) HM reported that external consultants had recommended using online survey tool SurveyMonkey, but this would require using their platform to collect responses rather than paper forms. Instead agreed to use Excel or similar spreadsheet software to collate results and analyse data.

6. Date of next meeting.

The next meeting was provisionally scheduled for Tuesday 11th May.

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

The meeting finished at 8.05pm.

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

Parish Council Contact details: Clerk - Victoria Preston, 17 Cypress Gardens, Ripon HG4 2LT. Tel: 07725 801675. Email: clerk.kmlrpc@outlook.com Facebook: @kmlrpc

Dated 13.04.2021

Signed.....

Date.....