

# **KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL**

## **NOTICE OF NEIGHBOURHOOD PLAN STEERING GROUP MEETING**

**Monday 8 March 2021 at 7.30pm**

Note: This meeting is being held remotely using video conferencing methods in accordance with legislation which came into force on April 4, 2020 as 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'. The meeting has the same status as a meeting held 'in person' and will operate in accordance with Parish Council Standing Orders, Code of Conduct and other relevant procedural documents.

The meeting is open to Members of the Public. Anyone wishing to observe or participate can do so by following the link below:

<https://us02web.zoom.us/j/83573945737?pwd=cIAzdVRxbU4xMVRyWSszU2xUZ2FzQT09>

Meeting ID: 835 7394 5737 Passcode: 663674

The purpose of the Steering Group, which is a committee of the Parish Council, is to produce a Neighbourhood Plan for Kirkby Malzeard, Laverton and Dallowgill in accordance with its Terms of Reference.

### **AGENDA**

- 1. Welcome. Receive and approve Apologies. Declarations of Interests. Brief summary of the procedures at remote meetings.**
- 2. Steering Group appointments**
  - a) Resignation of Howard Mountain as Chair and member.
  - b) Appointment of new Chair and Vice-Chair.
  - c) Appointment of Howard Mountain as Secretary.
- 3. Approve Minutes of meeting held on 16.11.2020.**

**4. Action Points from previous meeting (where not dealt with elsewhere on Agenda). None.**

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

- a) Consider current levels of SG membership.
- b) Consider likely workload of members during the remainder of Stage 2 (Engaging the Community and gathering evidence).
- c) Review of utilisation of Consultants.

**6. Finance.**

- a) Review expenditure in 20-21 (monies spent or approved for spending).
- b) Consider and approve grant application for 21-22.

**7. Public Consultation.**

- a) Approve printing of Public Consultation Questionnaire Document.
- b) Consider draft Community Facilities Sheet and approve any further amendments prior to printing.
- c) Approve design and purchase of stickers to revise contact phone number on Publicity Flyer.
- d) Approve date and arrangements for the distribution of flyer.
- e) Approve design and provision of collection box for returned Questionnaires at the Mechanics Institute.
- f) Approve date and arrangements for distribution of Questionnaires.

**8. Analysis of responses from Public Consultation.**

- a) Consider and approve software programme.
- b) Consider role of Consultants in analysing responses.

**9. Any other business (items to be included on Agenda of next meeting).**

**10. Date of next meeting.**

PARISH CLERK: Victoria Preston, 17 Cypress Gardens, Ripon HG4 2LT. Email: [clerk.kmldpc@outlook.com](mailto:clerk.kmldpc@outlook.com) Agenda, Minutes and General Privacy Notice, available on Community website [www.kirkbymalzeardarea.org.uk](http://www.kirkbymalzeardarea.org.uk) Facebook: @kmldpc

**Dated 03.03.2021**