

KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

NOTICE OF NEIGHBOURHOOD PLAN STEERING GROUP MEETING

Monday 16 November 2020 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/83381078651?pwd=U0hWV2hhSC9pUHFYUFVGZThiTThOdz09>

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 by Chair of the procedures at remote meetings.**
- 2. Approve Minutes of meeting held on 14.09.2020.**
- 3. Action Points from previous meeting (where not dealt with elsewhere on Agenda).**
 - a) Advice on any GDPR issues.

- b) Quotations for design and printing of Consultation Document as approved by Parish Council.

4. Steering Group membership.

- a) Confirmation of Anne Hancock as Member (Resident)
- b) Confirmation of Alan Brownlee as Member (Resident rather than as Councillor).

5. Public Consultation Questionnaire Document.

- a) Consider and approve any amendments to final proof of document following input from HBC and Consultants.
- b) Consider first draft of Community Facilities document and approve whether to distribute separately or alongside main document.
- c) Consider when to commence distribution of flyer and Consultation document in light of latest coronavirus lockdown, and confirm date and arrangements for return/collection.
- d) Approve method of updating phone number on flyer.

6. Appointment of new Chairman and Vice-Chair (subject to approval of Council).

7. Appointment of Secretary (subject to approval of Council).

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

9. Date of next meeting.

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

Dated 11.11.2020