

# KIRKBY MALZEARD, LAVERTON AND DALLOWGILL PARISH COUNCIL

## NEIGHBOURHOOD PLAN STEERING GROUP MEETING

### Minutes of the meeting held at the Mechanics Institute, Kirkby Malzeard on 06 July 2021

Steering Group members present: Cllr Peter Saxon (Chair), Mrs Claire Walker, Cllr Geoffrey Berry, Cllr Chris Floyd, and Cllr Fiona Robertshaw. Mr Howard Mountain present as Secretary. No members of the Public.

The meeting commenced at 7.30pm and was held in accordance with current requirements for public meetings.

#### **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 Anne Hancock and Cllr Jane Aksut. There were no Declarations of Interests by Members.

#### **2. Approve minutes of meeting held on 18.05.21**

The Minutes of the Meeting held on 18.05.2021 were approved as an accurate account and were signed as such by the Chair.

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

a) Strategic Environmental Assessment – Joe Varga of HBC had confirmed that they would be responsible for the screening for the SEA.

#### **4. Steering Group Membership**

a) Officer roles. HM confirmed that he would also act as Treasurer. It was agreed that the existing Chair and Vice-Chair would continue for the coming year.

b) No further potential SG resident members have as yet been identified but it was agreed that once the analysis of the Public Consultation had been completed, the basic results would be publicised and at that point active steps would be taken to recruit new members.

Signed.....

Date.....

## 5. Project Plan

As the coronavirus pandemic restrictions had effectively resulted in there being only limited progress during 2020, it was agreed that all items which had been classed as 'not started' in the previous version would be rescheduled for one year later, with the projected end date being revised to Q1 2023.

**Action: PS to circulate updated Project Plan to all SG members.**

## 6. Public consultation

a) Quantitative responses. PS confirmed that, as the grant funding of £500 had now been confirmed for this task, he would proceed with contacting potential parties to upload the data from the public consultation questionnaires onto a digital database prior to detailed analysis. It was decided that where the public had put qualifying comments next to some of the tick-box answers these would be considered at a later stage where relevant. CW provided initial advice on the method of analysis to use once the data spreadsheets had been prepared and would also investigate alternative systems for data analysis, such as Survey Monkey. **Action: PS and CW to liaise on the data upload prior to the next meeting.**

b) Qualitative responses. The majority of the responses received to those questions where comments had been specifically requested had been collated by HM and it was agreed that these would need to be grouped into key themes for each topic, so that they could be more easily reflected when the Policies in the Plan were considered. **Action: HM to complete the collation and identify key themes.**

## 7. Stakeholder Consultation

a) HM confirmed that he had written for an appointment with the three major local employers, together with the School and Doctors. Consultations had so far been carried out with the Doctors and with R & J Yorkshire's Finest and he would continue to try and arrange meetings with Wensleydale Dairy, D & M and the School.

b) Local Organisations/Groups and Landowners. Members are to contact the following and undertake Stakeholder Consultations:

CW – KM Women's Institute, Dallowgill Women's Institute, and the Lunch Club.

PS – Youth Club.

GB – Church.

CF – Dallowgill Outdoor Centre, Dallowgill Chapel, Yorkshire Water and Dallowgill Estates.

FR - Mechanics Institute Village Hall.

JA – Pre-School.

Signed.....

Date.....

Former SG members Peter Cooper and Michael Jordan to be asked to provide responses on behalf of Highside Playing Fields Association and the Chapel respectively, with whom they are directly involved. Pippa Manson would be asked to comment on behalf of the 'Kirkby in Bloom' group. HM to contact Laverton Estates (landowners) and will seek advice from Nidderdale AONB as to whether they wish to be consulted at this stage.

### **8. Locality Grant**

HM confirmed that a grant of £7,750 had now been paid into the Parish Council Bank Account to cover expenditure during 2021-22.

### **9. External factors which may affect the NP**

There have been no further developments in respect of the re-organisation of local government in Yorkshire nor with revisions to Government Planning legislation. It was agreed that the matter will be discussed again once any decisions were made.

### **10. Any other business**

None.

### **Date of next meeting.**

The next meeting was provisionally scheduled for Tuesday 17<sup>th</sup> August.

Minutes were taken by HM in the absence of the Clerk. The meeting finished at 8.25pm.

Neighbourhood Plan Contact details: For information on the Neighbourhood Plan please contact Howard Mountain on [kmldpc@btinternet.com](mailto:kmldpc@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](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 14.07.2021

Signed.....

Date.....